

CITY OF WATERTOWN, NEW YORK

AGENDA

Monday, September 18, 2023

7:00 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, September 18, 2023, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

7:15 p.m.	Public Hearing for the Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report (CAPER)
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RESOLUTIONS

Resolution No. 1 -	Approving Change Order No. 1 with On Point Excavation & Consulting LLC For Hydro Plant Concrete Work Project Phase 2
Resolution No. 2 -	Selecting Bond Schoeneck and King PLLC as City Attorney
Resolution No. 3 -	Approving Agreement for Surveying Services with Storino Geomatics PLLC
Resolution No. 4 -	Approving Corrective Action Plan for NYS Comptroller Audit S9-23-3
Resolution No. 5 -	Approving Amendment Number 4 to the Agreement with Barton & Loguidice, D.P.C. for the Downtown Revitalization Initiative Streetscape Project
Resolution No. 6 -	Authorizing Fund Raising Through the Northern New York Community Foundation for the Construction of a Dog Park

- Resolution No. 7 - Authorization to Cancel Tax Sale Certificate And Commence Legal Action against Dealmaker Dodge, LLC for Outstanding Property Taxes
- Resolution No 8 - Approving Re-adoption of Fiscal Year 2022-23 General Fund, Community Development Fund, Risk Retention Fund, Tourism Fund, Water Fund, Sewer Fund, Library Fund and Self-funded Health Insurance Fund Budgets

ORDINANCES

- Ordinance No. 1 - Amending Chapter 120: Construction Codes, Uniform of the City Code – Revising the Posting of Notices
- Ordinance No. 2 - An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City’s Wastewater Treatment Plant Facilities, in and for Said City

LOCAL LAW

OLD BUSINESS

STAFF REPORTS

- 1 NYS Retirement System 2025 Employer Contribution Rates
- 2 Demolition Costs – 403 and 409 Main Street West
- 3 Sale of Surplus Hydro-electricity – August 2023
- 4 Sales Tax Revenue – August 2023

NEW BUSINESS

EXECUTIVE SESSION

1. To Discuss Collective Negotiations

WORK SESSION

Next Work Session is scheduled for Tuesday, October 10, 2023, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 2, 2023.

Res No. 1

September 18, 2023

TO: The Honorable Mayor and City Council

FROM: Kenneth A. Mix, City Manager

SUBJECT: Approving Change Order No. 1 with On Point Excavation & Consulting LLC Hydro Plant Concrete Work Project, Phase 2

The City Council awarded the Hydro Plant Concrete Work Project, Phase 2 to On Point Excavation & Consulting LLC for \$164,389.67 on May 15, 2023.

When the steel plates were removed from the concrete piers at the plant intake more extensive concrete deterioration was discovered than anticipated. Additional work must be done to make the piers structurally sound and safe to support the sluice gate crane. On Point Excavation & Consulting LLC has agreed to complete the additional work for \$56,000. This Change Order will bring the total Contract Price to \$220,389.67.

A resolution approving Change Order No. 1 has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Change Order No. 1 with
On Point Excavation & Consulting LLC
For Hydro Plant Concrete Work Project
Phase 2

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS on May 15, 2023, City Council approved an Agreement with On Point Excavation & Consulting LLC for the Hydro Plant Concrete Work Project, Phase 2 in the amount of \$164,389.67, and

WHEREAS upon removal of the steel plates from the piers, there was found to be more degradation of the piers' concrete than originally thought, and additional work must be done to make the piers structurally sound.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York hereby approves Change Order No. 1 in the amount of \$56,000.00 from On Point Excavation & Consulting LLC, a copy of which is attached and made a part of this resolution, for a Contract total of \$220,389.67, and

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

Seconded by

Change Order

No. 1

Date of Issuance: 09 / 01 / 2023 Effective Date: _____

Project: Hydro Plant Concrete Work, Phase 2	Owner: City of Watertown	Owner's Contract No.: (3315) 785-7739
Contract: Hydro Plant Concrete Work Project, Phase 2		Date of Contract: June 16, 2023
Contractor: On Point Excavation & Consulting, LLC		Engineer's Project No.: 2023-05

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

Description: **There was more degradation to the Piers's concrete, under the steel plates, than was originally known about. Additional work must be Done to make the piers structurally sound, and safe to support sluice gate crane.**

Attachments: (List documents supporting change): **Added work cost breakdown sheet.**

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 164,389.67

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ _____

Contract Price prior to this Change Order:

\$ 164,389.67

[Increase] of this Change Order:

\$ 56,000.00

Contract Price incorporating this Change Order:

\$ 220,389.67

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

By: Jeffrey C. Hammond
Engineer (Authorized Signature)

Date: 09/06/2023

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Res No. 2

September 12, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Selecting Bond, Schoeneck & King, PLLC as City Attorney

A Request for Proposals for legal services was issued on April 3, 2023. Proposals were received from Harris Beach PLLC, and Bond, Schoeneck & King, PLLC. The City Council reviewed the proposals and interviewed both firms.

A letter of engagement is from Bond, Schoeneck & King, PLLC is attached. The resolution prepared for City Council consideration selects Bond, Schoeneck & King as the City Attorney effective September 19, 2023 and directs the City Manager to sign the letter of engagement.

Page 1 of 1

RESOLUTION

Selecting Bond, Schoeneck, & King as
City Attorney

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Section 34 of the City Charter states that the City Council shall select an attorney or law firm to be retained on a contract basis to perform and discharge the usual duties of a City Attorney or Corporation Counsel, and

WHEREAS the City Council selected Harris Beach PLLC as City Attorney on an interim basis on January 3, 2023 until a permanent City Attorney could be selected through a Request for Proposal process, and

WHEREAS a Request for Proposals for legal services was issued on April 3, 2023, and

WHEREAS two proposals were submitted, and

WHEREAS the City Council reviewed the proposals and interviewed both firms,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby selects Bond, Schoeneck & King, PLLC as City Attorney effective September 19, 2023, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign the Letter of Engagement with Bond, Schoeneck & King, PLLC, a copy of which is attached and made part of this resolution, on behalf of the City of Watertown.

Seconded by

JONATHAN B. FELLOWS, ESQ.

fellowj@bsk.com

P: 315.218.8120

F: 315.218.8100

September 12, 2023

VIA ELECTRONIC MAIL

Mr. Kenneth Mix, City Manager
City of Watertown
City Hall
245 Washington St
Watertown, NY 13601
kmix@watertown-ny.gov

Re: Engagement of Bond Schoeneck & King, PLLC as City Attorney for the City of Watertown

Dear Mr. Mix:

We write to confirm our engagement by the City of Watertown to serve as City Attorney. Specifically, we understand that we are being engaged by the City pursuant to the City's RFP #2023-07 (the "RFP") and our Proposal of May 22, 2023 (the "Proposal"). We have found that setting forth the basic terms of our engagement at the outset of our representation benefits both us and our client. Those terms are set forth in the enclosed "Terms of Representation," as well as below.

Specifically, we understand that as set forth in the RFP, we are being retained as General Counsel, Labor Counsel, and Litigation and Defense Counsel, as well as for Other Legal Matters as requested by the City. We understand that the City currently uses attorneys from other firms for certain matters, and that the City will continue to do so.

As we discussed in our proposal, and in our interview with the City Council, Kristen Smith will be our lead attorney for General Counsel matters, Colin Leonard will be our lead attorney for Labor matters, and Jonathan Fellows and Tim McMahon will be the lead attorneys for litigation and defense matters. We may involve other attorneys in matters for City as necessary, and will advise you as City Manager of any such additional attorneys who will work on matters for the City.

Our billings to the City will be based on the time (in quarter hour increments) our attorneys and legal assistants devote to matters for the City. Our hourly rate for all attorneys who work on matters for the City will be \$275. Our hourly rate for paralegals who work on matters for the City will be \$150. These are substantial discounts from our standard rates. We will not bill time for intra-office conferences. Our bills to the City will also include charges for out-of-pocket expenses we incur in connection with our representation of the City as set forth in our proposal. We will submit our bills to the City on a monthly basis. Expenses incurred to third parties will either be forwarded to you for payment, or if paid by our Firm, will be billed to the City at the rate and amount charged by the third party. If the City fails to make payment of our fees and disbursements as provided in this letter,

consistent with our obligations under The Rules of Professional Conduct, we may have to discontinue our representation of the City or take other appropriate action.

While we make every effort to bill fairly and clearly, occasionally fee disagreements arise between attorneys and their clients. If there is any dispute regarding our fees, you may have the right to arbitrate that dispute pursuant to 22 NYCRR part 137.

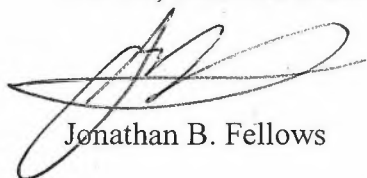
Of course, either the City or our Firm may terminate this relationship at any time for any reason, subject on our part to our obligations to the City under The Rules of Professional Conduct.

If these terms are acceptable, please sign where indicated below and return it to me.

We were very pleased to learn that the City Council had selected our Firm to serve as City Attorney, and we look forward to working with you. If you have any questions about this letter, or about any aspect of our representation, please do not hesitate to contact me.

Very truly yours,

BOND, SCHOENECK & KING, PLLC



Jonathan B. Fellows

JBf/slp
Attachment

Accepted:

Kenneth Mix, City Manager

Dated: _____

BOND, SCHOENECK & KING, PLLC
TERMS OF REPRESENTATION

These Terms of Representation, together with the accompanying engagement letter, constitute the agreement between Bond, Schoeneck & King, PLLC ("Bond" or "we") and the client or clients identified in that engagement letter (the "Client" or "you"), under which Bond will represent Client in the matter or matters described in the engagement letter.

1. Our Client. Our representation extends solely to Client, as identified in the accompanying engagement letter, and not to its constituents (including its officers, managers, members, directors, shareholders or employees) or to any affiliated or related entities, or their constituents. There are no third party beneficiaries of this agreement. Client understands that, unless appropriate written consents are obtained, it should not provide us with confidential information regarding any constituent or affiliated/related entity during the course of this representation (and doing so will not make the constituent or affiliate/related entity a client of Bond).

2. Our Services. The scope of our services is described in and strictly limited by the accompanying engagement letter. Any changes in scope must be confirmed in writing. Unless otherwise provided in the engagement letter, Bond is not serving as Client's general counsel nor is it responsible for determining whether Client has insurance coverage in connection with our representation, the amounts and limits of any such coverage, or notifying any insurance carrier of the existence of coverage, or our involvement in a matter.

When we provide you with our opinion regarding a matter, it will be based on our best professional judgment. However, that judgment is limited by the facts provided by you and known to us at that time, as well as the law as it then exists. It is expressly acknowledged by you that any such opinions shall not be considered by you as representations, promises or guarantees of results which might be obtainable, nor shall you consider any such opinions to be warranties or representations of a particular outcome or resolution of your matter.

3. Client Responsibilities. In order to ensure our ability to provide services to you, you agree to keep us informed of any relevant information or developments relating to your matter and to provide Bond with all pertinent information regarding the subject of our representation, or as otherwise reasonably requested by us. You also agree to cooperate fully, truthfully and timely with us, including making you, your employees or others available to us when necessary. You will keep us advised of how to contact you.

If, during the course of our representation of you, you affiliate with, acquire, are acquired by, or merge with another entity, you agree to provide us with sufficient notice to permit us to determine if that action gives rise to a conflict of interest with any of our other clients and, if so, agree that Bond may take any action that it believes is appropriate or necessary under the applicable Rules of Professional Conduct.

4. Fees and Expenses. Unless otherwise provided in the accompanying engagement letter, our billings with respect to this matter will be based on the time (in quarter hour increments) that our attorneys, paralegals, and other service professionals devote to it. The hourly rates for those attorneys, paralegals and other service professionals who will work on Client matters vary, with specific rates reflecting the knowledge, experience and expertise of each individual assigned, time constraints imposed by the circumstances, the complexities of the matter and other relevant factors. The currently applicable rates may be specified in the accompanying engagement letter. It is our practice to increase our hourly rates from time to time, generally effective each October 1.

Our bills to Client, which will be on a monthly basis (unless otherwise agreed to in the accompanying engagement letter) and payable within 30 days, will also include any expenses (copying charges, fax charges, postage, messenger services, mileage, long distance telephone charges, computerized-research, e-discovery and other electronic data charges, etc.) incurred or advanced by us on Client's account or which are due to be paid on Client's account. These expenses may be incurred in the normal course without advance approval from Client. In-house charges (such as copying charges, fax charges, charges for processing, producing and/or storing e-discovery materials, etc.) will be billed at our standard charge rate. You agree that expenses incurred to third parties will either be forwarded to Client for direct payment or, if paid by our firm, billed to you at the rate charged by those third parties. If Client fails to make payment of our fees and disbursements as provided in this letter, consistent with our obligations to Client under the Rules of Professional Conduct, we may discontinue our representation of Client and/or take other appropriate action. Discontinuation of representation does not eliminate Client's responsibility for fees and expenses already incurred. In addition, we reserve the right to assess a monthly service charge of 2% per month on any accounts more than 30 days in arrears. In no event will the service charge be greater than that permitted by any applicable law. We also reserve the right to charge a service fee of no more than 2% for payment of fees and/or disbursements by credit card.

A Client may have insurance coverage that will apply to some or all of our fees and expenses. Regardless of the limits of that coverage (or its discontinuation), Client remains responsible to us for all billed fees and expenses.

We will bill Client for our time and expense in responding to subpoenas (or other judicial orders), auditor's letters or other proceedings, requests and requirements arising out of or related to our representation of Client in any matter.

If requested, we will, if possible, provide you with an estimate and/or budget for a matter. Such estimates/budgets, however, cannot be predicted with certainty and therefore are not binding unless we have expressly agreed to limit our fees accordingly.

If you disagree with any invoice, you must notify us of the nature of your dispute within 30 days of your receipt of that invoice. You agree that your failure to do so will result in that invoice becoming your final binding obligation.

While we make every effort to bill fairly and clearly, occasionally fee disagreements arise between attorneys and their clients. If there is any dispute regarding our fees, Client may have the right to arbitrate that dispute pursuant to 22 NYCRR part 137.

5. Disputes and Claims. Except to the extent required by 22 NYCRR part 137, any dispute or claim arising out of or in any way relating to the Firm's representation of you, including, but not limited to, any claim of tort, breach of fiduciary duty, legal malpractice, negligence or breach of contract shall be finally settled by confidential arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award may be entered in any court having jurisdiction thereof. The place of arbitration shall be in the city and

state of the Bond office where the legal work was substantially performed. This agreement to confidential arbitration shall constitute an irrevocable waiver of each party's right to a trial by jury, but the arbitrators shall have the power to grant any remedy for money damages or equitable relief that would be available to such party in a dispute before a court of law in the jurisdiction where the arbitration is being held. The Statute of Limitations for any such disputes or claims shall be two years from when the dispute or claim first arose. You acknowledge that, before agreeing to these terms, you have had a full and fair opportunity to consult with independent counsel concerning these specific provisions.

6. Communications. We agree that during the course of this engagement each of us will communicate and/or otherwise make documents available electronically, including through e-mail and/or the use of cloud computing. Although the use of technology involves some risk that third parties may access confidential communications, we both understand and agree that the benefits of using this technology outweigh the risks of unintended disclosure. If there are specific communications that you wish sent only through encrypted and/or password protected (or other) means, you agree to advise us. You will make sure that any computer or device you use in communicating with us is private and secure, password protected and not accessible by a third party, as that could impact the attorney-client privilege.

7. In-Firm Privilege. Our firm has a General Counsel who provides legal advice to our lawyers and staff. If any of Bond's lawyers representing you communicate with Bond's General Counsel (or his or her designee, including outside counsel) regarding our firm's rights and obligations with respect to its representation of you, you agree that those are privileged and confidential communications of Bond and protected by the attorney-client privilege. You will not be billed for those communications.

8. Files. Either during or at the conclusion of our representation of Client in connection with this matter, at its request and provided outstanding fees and costs have been paid, we will return to Client its papers and property in our possession, reserving the right at any time to convert and return file materials in electronic format, at our discretion. Client may be charged reasonable costs associated with researching, retrieving, compiling, copying and/or delivering file contents in response to Client's request. Our internal records and documents related to this representation will be retained solely by us. These internal materials include firm administrative records, time and expense reports, accounting records and internal work product (including notes, drafts, internal memoranda, research, etc., prepared for the internal use of our lawyers). We retain the right to destroy or dispose of these internal materials after a reasonable period of time following the end of our representation of Client, without further notice to you. Unless we notify you differently, we generally will maintain Client materials of significance for a period of seven years following the end of the matter. Thereafter, you agree that we may destroy them without further notice to you.

9. Termination of Representation. You have the right to terminate our representation at any time for any reason. However, termination does not affect your responsibility for our fees and expenses. We may terminate our representation of Client in accordance with the applicable Rules of Professional Conduct. Reasons for which we may terminate our representation of you include (but are not limited to): (1) nonpayment of our fees or expenses; (2) your failure or refusal to cooperate as needed;

(3) your misrepresentation of or failure to disclose material facts; (4) your refusal to accept our advice; (5) discovery of a conflict with another client of Bond; (6) your material breach of our engagement letter and/or these Terms; or (7) any other reason permitted or required under the applicable Rules of Professional Conduct. In the event that we terminate this engagement before completion, we will take such steps as are reasonably practicable to protect your interests in the matter, and you agree to cooperate in any action necessary for our withdrawal. We will be entitled to be paid for all services rendered and other costs or expenses incurred on your behalf through the date of withdrawal. If withdrawal is subject to approval by a court or arbitration panel, we will promptly request such permission, and your consent to withdrawal shall not be unreasonably withheld. Unless terminated earlier, our representation of Client will terminate upon completion of the services which we were retained to provide. Files will be returned pursuant to Section "8" above and consistent with the Rules of Professional Conduct.

10. Governing Law and Venue. The rights and obligations of you and Bond arising under or in connection with our representation of you on this matter will be governed by the laws of the state of the Bond office where the legal work was substantially performed without regard to conflicts of laws principles. In the event that any part or parts of these Terms and Conditions of Representation are deemed to be unlawful, all other provisions remain in full force and effect.

11. Waiver of Conflicts. During the term of this engagement, we agree that we will not accept representation of another client to pursue interests that are directly adverse to your interests unless and until we have made full disclosure to you of all the relevant facts, circumstances and implications of our undertaking the two representations, and you have consented to our representation of the other client and agreed to waive any existing conflict. You agree, however, that you will not unreasonably withhold your consent and waiver of any conflict if we can confirm to you in good faith that the following criteria are met: (i) there is no substantial relationship between any matter in which we are representing or have represented you and the matter for the other client; (ii) our representation of the other client will not implicate any confidential information we have received from you; (iii) our effective representation of you and the discharge of our professional responsibilities to you will not be prejudiced by our representation of the other client; and (iv) the other client has also consented in writing based on our full disclosure of the relevant facts, circumstances and implications of our undertaking the two representations.

12. Acceptance of Terms of Representation. Your agreement to this engagement constitutes your knowing acceptance of the foregoing Terms of Representation, and an acknowledgement that you have had the right to consult with independent counsel regarding all of them. If any of them are unacceptable to you, please advise us now so that we can resolve any differences and proceed with a clear, complete and consistent understanding of our relationship.

Res No. 3

September 8, 2023

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: RFP #2023-11 Surveying Services
Letter of Recommendation

The City's Purchasing Department advertised in the Watertown Daily Times for sealed proposals from qualified vendors for Surveying Services, per City specifications and publicly opened and read the sealed proposals on August 29, 2023, at 11:00 a.m. EST. Proposals were provided to nine (9) plan houses and fifty-five (55) potential vendors.

The Purchasing Department received one (1) sealed proposal submittal and the fee schedule is attached for reference.

The Purchasing Manager and Engineering Department reviewed the response to ensure compliance with the specifications and hereby recommend that City Council award the contract for Surveying Services (as-needed basis) to Storino Geomatics PLLC using the fee schedule herein for a period of three (3) years, with two (2) mutually agreeable optional one-year extensions.

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

RESOLUTION

Page 1 of 1

Approving Agreement for Surveying
Services with Storino Geomatics PLLC

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to secure the professional services of a professional land surveying contractor within an experienced and established firm on an as-needed, non-exclusive basis, and

WHEREAS the City's Purchasing Manager and Engineering Department recently issued a Request for Proposals (RFP) to seek proposals from individuals and firms who were interested in providing these professional services for the City, and

WHEREAS the Purchasing Department advertised and received one (1) sealed proposal for Surveying Services, and

WHEREAS after review and evaluation of the proposals based on several criteria outlined in the RFP, Purchasing Manager, Tina Bartlett-Bearup and the Engineering Department are recommending that the City Council accept the proposal from and enter into a contract with Storino Geomatics PLLC,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the agreement with Storino Geomatics PLLC for professional services, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute the agreement on behalf of the City.

Seconded by _____



ROUTINE RATES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFF. 7/1/2023)	FEE (EFF. 7/1/2024)	FEE (EFF. 7/1/2025)
0.111	Survey Monument Setting/Replacement (1/2" or 5/8" Rebar with Survey Cap)	Reset Monument (Per Monument)	\$70.00	\$72.00	\$74.00
0.123	Map Certifications	Per certification requested.	\$100.00	\$100.00	\$100.00

HOURLY RATES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFF. 7/1/2023)	FEE (EFF. 7/1/2024)	FEE (EFF. 7/1/2025)
0.126	One-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$93.00	\$95.00	\$97.00
0.127	Two-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$143.00	\$145.00	\$147.00
0.128	Two-Man Construction Crew	Per Hour (Billed at 1 Hour Minimum)	\$176.00	\$178.00	\$180.00
0.129	NYS Prevailing Wage – One-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$135.00	\$137.00	\$139.00
0.130	NYS Prevailing Wage – Two-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$250.00	\$252.00	\$254.00
0.132	On-Site or Court Testimony by PLS	Per Hour (Billed at 1 Hour Minimum)	\$164.00	\$165.00	\$166.00
0.133	Professional Land Surveyor	Per Hour (Billed at 1 Hour Minimum)	\$144.00	\$145.00	\$146.00
0.134	Survey Project Manager	Per Hour (Billed at 1 Hour Minimum)	\$98.00	\$99.00	\$100.00
0.135	Survey Technician	Per Hour (Billed at 1 Hour Minimum)	\$78.00	\$79.00	\$80.00
0.136	Administrative Assistant	Per Hour (Billed at 1 Hour Minimum)	\$43.00	\$44.00	\$45.00

MISCELLANEOUS FEES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFF. 7/1/2023)	FEE (EFF. 7/1/2024)	FEE (EFF. 7/1/2025)
0.137	Additional Map Copies (Paper)	Price per copy. (Any Size)	\$10.00	\$10.00	\$10.00
0.138	Additional Map Copies (Paper) - Sealed	Price per copy. (Any Size)	\$25.00	\$25.00	\$25.00
0.139	Map Copies (Mylar) - Sealed	Price per copy. (Any Size)	\$75.00	\$75.00	\$75.00

**** NOTE:** Budgetary pricing for specific larger surveys can be discussed, scoped, quoted, and agreed upon prior to execution of the work. Pricing is variable based on many factors specific to each property or location.



CITY OF WATERTOWN, NEW YORK	
CITY HALL	
245 WASHINGTON STREET	
WATERTOWN, NEW YORK 13601-3380	
Project:	City of Watertown Surveying Services
Bid / RFP Number:	RFP#2023-11
Opening Date:	Tuesday August 29, 2023 @ 11:00 AM

The following results are bids as presented at the bid opening and do not represent an award.

Vendor Name, Address and Point of Contact	Storino Geomatics	Gymo Architecture, Engineering, & Land Surveying			
	165 Mullin St.	PROPOSAL DELIVERED LATE - AFTER DUE TIME			
	Watertown, NY 13601				
	Thomas or Adam Storino				
	tmstorino@storinogeomatics.com amstorino@storinogeomatics.com				
Total Base Bid	SEE ATTACHED				
Addendum Acknowledgement (if any)	Y	N/A			
Bid Bond or Check (B / C)	N/A	N/A			
Non-Collusive Bidding Certificate	Y	N/A			
Certificate of Compliance with the Iran Divestment Act	Y	N/A			
Sexual Harassment Form	Y	N/A			
SAM's & NYS Debarred					

EXHIBIT "A"



ROUTINE RATES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFF. 7/1/2023)	FEE (EFF. 7/1/2024)	FEE (EFF. 7/1/2025)
0.111	Survey Monument Setting/Replacement (1/2" or 5/8" Rebar with Survey Cap)	Reset Monument (Per Monument)	\$70.00	\$72.00	\$74.00
0.123	Map Certifications	Per certification requested.	\$100.00	\$100.00	\$100.00

HOURLY RATES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFF. 7/1/2023)	FEE (EFF. 7/1/2024)	FEE (EFF. 7/1/2025)
0.126	One-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$93.00	\$95.00	\$97.00
0.127	Two-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$143.00	\$145.00	\$147.00
0.128	Two-Man Construction Crew	Per Hour (Billed at 1 Hour Minimum)	\$176.00	\$178.00	\$180.00
0.129	NYS Prevailing Wage - One-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$135.00	\$137.00	\$139.00
0.130	NYS Prevailing Wage - Two-Man Survey Crew	Per Hour (Billed at 1 Hour Minimum)	\$250.00	\$252.00	\$254.00
0.132	On-Site or Court Testimony by PLS	Per Hour (Billed at 1 Hour Minimum)	\$164.00	\$165.00	\$166.00
0.133	Professional Land Surveyor	Per Hour (Billed at 1 Hour Minimum)	\$144.00	\$145.00	\$146.00
0.134	Survey Project Manager	Per Hour (Billed at 1 Hour Minimum)	\$98.00	\$99.00	\$100.00
0.135	Survey Technician	Per Hour (Billed at 1 Hour Minimum)	\$78.00	\$79.00	\$80.00
0.136	Administrative Assistant	Per Hour (Billed at 1 Hour Minimum)	\$43.00	\$44.00	\$45.00

MISCELLANEOUS FEES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFF. 7/1/2023)	FEE (EFF. 7/1/2024)	FEE (EFF. 7/1/2025)
0.137	Additional Map Copies (Paper)	Price per copy. (Any Size)	\$10.00	\$10.00	\$10.00
0.138	Additional Map Copies (Paper) - Sealed	Price per copy. (Any Size)	\$25.00	\$25.00	\$25.00
0.139	Map Copies (Mylar) - Sealed	Price per copy. (Any Size)	\$75.00	\$75.00	\$75.00

**** NOTE:** Budgetary pricing for specific larger surveys can be discussed, scoped, quoted, and agreed upon prior to execution of the work. Pricing is variable based on many factors specific to each property or location.

**AGREEMENT FOR PROFESSIONAL
LAND SURVEYING SERVICES**

This Agreement dated this ____ day of September, 2023 by and between Storino Geomatics, PLLC 165 Mullin Street, Watertown, New York 13601 (“Storino”) and the City of Watertown, New York, a municipal corporation with principal offices located at 245 Washington Street, Watertown, New York 13601 (the “City”).

WITNESSETH

WHEREAS, the City routinely has a need for land surveying services in connection with street, sewer, water reconstruction and other projects; and

WHEREAS, the City does not have a licensed land surveyor on its staff to perform routine survey work as the need arises; and

WHEREAS, surveying services are professional services within the meaning of the New York General Municipal Law; and

WHEREAS, Storino has offered to perform routine surveying services for the City in connection with assigned projects at specified rates for identified services on a non-exclusive basis,

Now therefore the parties agree as follows:

AGREEMENT

1. **Scope of Services.**

The scope of surveying services to be performed by Storino for the City on an as-needed, non-exclusive basis is attached and made a part of this Agreement as Exhibit “A.” Identified routine services are to be performed at the fixed rates described at items .111 through .123 on Exhibit “A.” Non-identified, non-routine services are to be performed at the applicable

hourly rates described at items .126 through .136 on Exhibit “A.” Miscellaneous services are to be performed at the applicable rates described at items .137 through .139 on Exhibit “A”.

2. Surveyors.

Storino will provide qualified surveyors to perform the assigned work. At all times relevant to this Agreement, Storino’s surveyors shall be Storino employees, and not City employees. Accordingly, Storino shall be responsible for the payment of all wages, withholdings, insurances (including Workers’ Compensation and disability insurance) and safety issues, if any, pertaining to his employees.

Storino shall maintain full, open, and cordial communications with any applicable City contractor’s representatives, and shall answer the contractor’s inquiries when those answers are solely referable to work or documents provided by Storino. Any request by a contractor for additional surveying work must be referred to the City representative.

3. City Representative.

The City Engineer of the City of Watertown shall designate a representative of the Watertown Engineering Department from whom all assignments shall be made and to whom all reports concerning surveying services shall be provided. The City Engineer’s designation of its representative shall be in writing.

4. Reimbursable Expenses.

The City will reimburse Storino for expenses directly attributable to performing land surveying services required by this Agreement. It is anticipated that the extent of reimbursable expenses will be detailed in the agreed-to scope for each project.

5. City to Provide File Documents.

Prior to the commencement of any surveying services set forth herein, the City shall provide Storino with complete access to the City's file documents concerning the property in question. It is anticipated that copies of relevant documents will be provided by City staff for each project. When originals are provided, Storino shall return any original documents provided, upon completion of the task for which they were made available.

6. Billing.

Storino shall submit his invoices for surveying services no more than two times per month. Reimbursable expenses should be billed with the invoice for each project in the applicable billing period.

7. City Property.

All documents and reports prepared by Storino and provided to the City, both written and electronic, shall become the property of the City.

8. Term of Agreement.

This Agreement shall commence on July 1, 2023 and shall expire on June 30, 2026. The City, at its sole option, exercisable on or before April 1 of the year in which the Agreement period expires, may choose to continue the agreement for professional services for a period of one (1) year intervals upon such performance and fees as the parties may agree. The maximum term of this contract shall be five (5) years, ending June 30, 2028.

9. Entire Agreement.

This Agreement represents the entire Agreement of the parties, and the parties acknowledge that there are no other agreements, verbal or otherwise, which form a part of the parties' Agreement.

WHEREFORE, the parties have entered into this Agreement this ____ day of
September, 2023.

Storino Geomatics, PLLC
By: Thomas Storino

City of Watertown
By: Kenneth A. Mix
City Manager

Res No. 4

September 18, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Corrective Action Plan for NYS Comptroller Audit S9-23-3

As City Council is aware, a representative from the NYS Comptroller's Office completed an audit of the City of Watertown's sexual harassment prevention program. This process began in January 2023 and the official audit report was released on September 1, 2023.

As part of the audit process, the City was required to submit an audit response prior to the official audit being released. This was completed in late March and is included within the audit report.

The City is required to submit a corrective action plan within 90 days of the release of the audit. A corrective action plan has been drafted and must be reviewed and approved by the City Council.

A Resolution approving the Corrective Action Plan has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Corrective Action Plan for
NYS Comptroller Audit S9-23-3

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS, in 2023 the City of Watertown underwent NYS Comptroller audit S9-23-3 entitled Sexual Harassment Prevention Training, and

WHEREAS the Comptroller's Office has released the audit report and the City's audit response, and

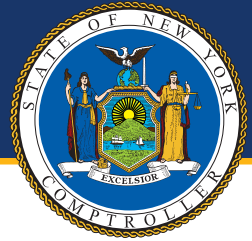
WHEREAS the City is required to submit a Corrective Action Plan within 90 days of the audit release, and

WHEREAS the Corrective Action Plan is required to be reviewed and approved by City Council before submission to the Comptroller's Office,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the City of Watertown Corrective Action Plan, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, Kenneth A. Mix, is hereby authorized and directed to sign and submit the Corrective Action Plan

Seconded by _____



City of Watertown

Sexual Harassment Prevention Training

S9-23-3 | September 2023

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Report Highlights

City of Watertown

Audit Objective

Determine whether City of Watertown (City) employees and elected officials completed annual sexual harassment prevention training (SHP Training).

Key Findings

SHP Training was provided to employees and elected officials. However, there was a general lack of monitoring to ensure the SHP Training was completed by all employees and the City’s training completion records were unreliable. As a result, officials have no assurance all individuals who should have completed the 2021 SHP Training did so.

Key Recommendations

City officials should monitor completion of annual SHP Training by all employees and elected officials, supported by complete, accurate and reliable records.

City officials generally agreed with our recommendations and indicated they planned to initiate corrective action. Appendix B includes our comment on an issue raised in the City’s response letter.

Background

The City is located in Jefferson County and is governed by an elected five-member City Council (Council) composed of the City Mayor and four Council members.

The City Manager is responsible for the overall administration of City government at the Council’s direction.

The Human Resource Manager (HR Manager) is responsible for providing annual SHP Training. Department heads are responsible for ensuring their employees complete the training.

Quick Facts	
2021	
Total Employees & Elected Officials ^a	448
SHP Training Method	Video and a paper quiz (Individual or group)
a) See Appendix C for information on our sampling methodology.	

Audit Period

January 1, 2021 – December 31, 2021

Sexual Harassment Prevention Training

Sexual harassment is a form of workplace discrimination, and may include harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is unlawful when, among other things, it subjects an individual to inferior terms, conditions or privileges of employment.

Employees have a legal right to a workplace free from sexual harassment and are required to work in a manner that prevents sexual harassment. All employers and officials should be committed to maintaining such a workplace.

How Should Officials Help Prevent Sexual Harassment?

New York State (NYS) Labor Law Section 201-g requires employees to be provided with SHP Training on an annual basis. This obligation includes local government employees. While the law does not expressly require training for local elected officials, they should be encouraged to complete SHP Training as well.¹

NYS Department of Labor (DOL), in consultation with the NYS Division of Human Rights (DHR), has established a model for employers to use for this training.

Alternatively, employers may elect to develop their own training. Employers that do not use the model SHP Training program must ensure the SHP Training they use meets or exceeds the following minimum requirements. The SHP Training must:

- Be interactive,
- Include an explanation of sexual harassment consistent with guidance issued by DOL, in consultation with DHR,
- Include examples of conduct that would constitute unlawful sexual harassment,
- Include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to targets of sexual harassment,
- Include information concerning employees' rights of redress and all available forums for adjudicating complaints, and
- Include information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Employees have a legal right to a workplace free from sexual harassment and are required to work in a manner that prevents sexual harassment.

¹ See, e.g., chapter 139 of the Laws of 2022 (what was deemed effective as of the effective date of section 1 of Ch. 160 L. 2019) amending the Executive Law to clarify that a city, town, village or other political subdivision shall be considered an employer of any employee or official, including any elected official, for purposes of the Human Rights Law.

Furthermore, the annual training period may be based on any date the employer chooses, including, but not limited to, the calendar year or anniversary of each employee's start date. The guidance also recommends that new employees should receive the annual training as soon as possible after being hired.

SHP Training can be provided in different ways depending on the needs of the local government or school district, including in person, via webinar, an online interactive training module, or on another individual basis with a mechanism for feedback by the employee.

SHP Training Records Were Not Reliable

The City provided annual SHP Training that met the minimum requirements to employees and elected officials during the 2021 period and maintained records of who completed the training. New employees were provided the training as part of their orientation. However, the training completion records were not reliable, as there was no tracking mechanism to verify the employees watched the assigned training video or completed the quiz afterwards. Additionally, the City accepted acknowledgment forms from elected officials that they completed training from their outside employment without verifying whether the training met minimum requirements. Therefore, there is no evidence the training was completed by employees or any elected officials.

The HR Manager disseminated the SHP Training via email notification as an online video, with a paper quiz and an acknowledgment form to be completed by employees either individually or as a group depending on the department's preference or employees' schedules. The HR Manager relied on department heads to ensure their employees completed training. The email included instructions on how to access the training video located on the City's network shared drive or the City's private intranet channel and a quiz, the quiz answer key for department heads, and a training acknowledgment form. The HR Manager asked that employees fill out and return the signed training acknowledgment form after watching the video and completing the quiz.

We determined there was a general lack of monitoring to ensure the SHP Training was completed by all employees. There was no tracking mechanism to verify whether employees watched the video. In addition, the employees were not required to return the completed quiz. The HR Manager told us he asked employees to submit the training acknowledgment form and relied on the employee's signature as a record of completed training. The HR Manager also kept a spreadsheet of all employees and updated it with training completion dates based on the submitted acknowledgment forms; however, he did not use the spreadsheet to follow up with those who did not complete the training. He relied on the department heads, who had access to the spreadsheet, to monitor and ensure their employees' training completion.

Some department heads told us that at times group training was provided to employees. One of the departments provided us with the sign in sheet from the group training; however, the dates of completion varied for employees and were scattered over months. Therefore, this sheet is not reliable as a group training completion record.

A lack of SHP Training is an ongoing risk to the City's ability to provide employees and other individuals in the workplace with an environment free from sexual harassment. Furthermore, the implications of sexual harassment in the workplace can have a far-reaching impact, from the City's finances to employee productivity, and to a safe work environment. Therefore, it is important that all employees and other individuals in the workplace complete the City's annual SHP Training.

What Do We Recommend?

City officials:

1. Should monitor the completion of annual SHP Training by all employees and elected officials and develop administrative procedures to help ensure the annual SHP Training is completed.
2. Should establish procedures to ensure the SHP Training completion records are complete, accurate and reliable.

A lack of SHP Training is an ongoing risk to the City's ability to provide employees and other individuals in the workplace with an environment free from sexual harassment.

Appendix A: Response From City Officials



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CITY OF WATERTOWN, NEW YORK

SUITE 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7730
FAX (315) 782-9014

KENNETH A. MIX
CITY MANAGER

March 27, 2023

Dina M.L. Thompson, Chief of Municipal Audits
State Office Building, Suite 1702
44 Hawley Street
Binghamton, NY 13901-4417

Dear Ms. Thompson:

Please consider this document as the response to the audit report of examination S9-23-3 for the City of Watertown. We would like to thank the Comptroller's Office for their professionalism and efforts during the 10-week process of auditing our sexual harassment prevention training program. We take our duty to provide this training very seriously and we appreciate the suggestions offered by the Comptroller's Office.

We concur with audit recommendation #1:

- 1) Should monitor the completion of annual SHP Training by all employees and elected officials and develop administrative procedures to help ensure all employees and elected officials complete the annual SHP Training.

We will begin exploring our options to improve our internal control over the completion of training and will outline the steps we plan on taking within our corrective action plan.

Recommendation #2 states the following:

- 2) Should establish procedures to ensure the SHP Training completion records are complete, accurate, and reliable.

Several times within the audit report, mention is made that our training records are not reliable. In fact, on page 5 of the report it states the following, "Therefore, there is no evidence the training was completed by any elected officials or employees." We disagree with the audit determining that there is no evidence that the training was completed. Our employees sign training acknowledgment forms attesting that they have viewed the video. These acknowledgement forms were provided and reviewed by the State's auditor. We trust our employees and we trust that by signing the form, they have viewed the video. The audit did not

See
Note 1
Page 7



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KENNETH A. MIX
CITY MANAGER

identify any instances whereby an employee signed the acknowledgement form but didn't watch the video. To us this is evidence that the training video was viewed, and we are befuddled as to why that statement would appear in our audit report.

While we acknowledge that watching the video is not something that can currently be verified, we disagree that this means our records are unreliable or that there is no evidence that the training was completed. Regardless, we will explore our options for verifying that the training video was viewed.

See
Note 1
Page 7

Sincerely,

Kenneth A. Mix

Appendix B: OSC Comment on the City's Response

Note 1

As you have acknowledged, there is no way to verify an employee watched the City's SHP Training video. To present an employee-signed training form as evidence of having watched the video is not sufficient evidence. Therefore, we considered the training acknowledgment records provided to be unreliable.

Appendix C: Audit Methodology and Standards

We conducted this audit pursuant to Article V, Section 1 of the State Constitution and the State Comptroller's authority as set forth in Article 3 of the New York State General Municipal Law. To accomplish our audit objective and obtain relevant audit evidence, our procedures included the following steps:

- We used our professional judgment to select the City for audit based on geographic location across NYS applied to a list of counties, cities, towns, and school districts (excluding NYC), not currently in the OSC audit process at the time of selection.
- We interviewed City officials to gain an understanding of the process for creating, disseminating and monitoring SHP Training for employees and elected officials.
- We reviewed relevant State laws and regulations, and guidance from NYS, as well as City policies to gain an understanding of their SHP Training and policy.
- We reviewed the City's Council meeting minutes for the calendar year of 2021 to determine action taken related to sexual harassment prevention.
- We reviewed and assessed the SHP Training materials provided by the City to determine whether the training met minimum required State law.
- We determined the total number of employees and elected officials employed at the City during our audit period by obtaining and reviewing an employee listing.

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

The Council has the responsibility to initiate corrective action. A written corrective action plan (CAP) that addresses the findings and recommendations in this report should be prepared and provided to our office within 90 days, pursuant to Section 35 of General Municipal Law. For more information on preparing and filing your CAP, please refer to our brochure, *Responding to an OSC Audit Report*, which you received with the draft audit report. We encourage the Council to make the CAP available for public review in the City Clerk's office.

Appendix D: Resources and Services

Regional Office Directory

www.osc.state.ny.us/files/local-government/pdf/regional-directory.pdf

Cost-Saving Ideas – Resources, advice and assistance on cost-saving ideas

www.osc.state.ny.us/local-government/publications

Fiscal Stress Monitoring – Resources for local government officials experiencing fiscal problems

www.osc.state.ny.us/local-government/fiscal-monitoring

Local Government Management Guides – Series of publications that include technical information and suggested practices for local government management

www.osc.state.ny.us/local-government/publications

Planning and Budgeting Guides – Resources for developing multiyear financial, capital, strategic and other plans

www.osc.state.ny.us/local-government/resources/planning-resources

Protecting Sensitive Data and Other Local Government Assets – A non-technical cybersecurity guide for local government leaders

www.osc.state.ny.us/files/local-government/publications/pdf/cyber-security-guide.pdf

Required Reporting – Information and resources for reports and forms that are filed with the Office of the State Comptroller

www.osc.state.ny.us/local-government/required-reporting

Research Reports/Publications – Reports on major policy issues facing local governments and State policy-makers

www.osc.state.ny.us/local-government/publications

Training – Resources for local government officials on in-person and online training opportunities on a wide range of topics

www.osc.state.ny.us/local-government/academy

Contact

Office of the New York State Comptroller
Division of Local Government and School Accountability
110 State Street, 12th Floor, Albany, New York 12236
Tel: (518) 474-4037 • Fax: (518) 486-6479 • Email: localgov@osc.ny.gov
www.osc.state.ny.us/local-government
Local Government and School Accountability Help Line: (866) 321-8503

STATEWIDE AUDIT – Dina M.L. Thompson, Chief of Municipal Audits
State Office Building, Suite 1702 • 44 Hawley Street • Binghamton, New York 13901-4417
Tel (607) 721-8306 • Fax (607) 721-8313 • Email: Muni-Statewide@osc.ny.gov



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KENNETH A. MIX
CITY MANAGER

September 18, 2023

Unit Name: Division of Local Government and School Accountability
Audit Report Title: City of Watertown Sexual Harassment Prevention Training
Audit Report Number: S9-23-3

For each recommendation listed in the audit report, the following is our corrective actions taken or proposed.

Audit Recommendation:

- 1) Should monitor the completion of annual SHP Training by all employees and elected officials and develop administrative procedures to help ensure all employees and elected officials complete the annual SHP Training.

Implementation Plan of Action:

The City of Watertown agrees that increased monitoring needs to occur to ensure that SHP training is completed by all employees and elected officials. The following lists our plan of action in the near term as well as long term:

Calendar Year 2023:

Instead of relying on each department to monitor SHP completion, the City's Human Resources Office will take on a greater role in monitoring completion of SHP training. Beginning October 1, 2023, the Human Resources Office will begin notifying departments of which employees still need to complete training for calendar year 2023. This monitoring and notification will continue throughout the remainder of calendar year 2023 and the HR Office will be responsible for ensuring that all employees and elected officials are current with their SHP training.

Calendar Year 2024 and beyond:

As part of the City's 2023/2024 budget (please see enclosed budget page), funds were appropriated for the Human Resources Department to acquire a Learning Management System (LMS). The HR Office anticipates that this system will provide push notifications to employees reminding them of the need to complete their training. As well, it is anticipated that the LMS will provide greater reporting capabilities to HR staff to better aide in the monitoring process. Towards the end of each calendar year, that HR office will monitor completion of SHP training and will ensure that training has been completed by all employees and elected officials.



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KENNETH A. MIX
CITY MANAGER

Audit Recommendation:

- 2) Should establish procedures to ensure the SHP Training completion records are complete, accurate, and reliable.

Implementation Plan of Action:

As outlined in our response to the audit report, the City disagrees with the Comptroller's opinion that our records are not reliable and that there is no evidence that training was completed by any elected officials or employees. With that being said, we do anticipate that the acquisition of an LMS will make our training records verifiable and overall will enhance our SHP training records. We believe that an LMS will provide an auditable record of training completion. As well, we anticipate that the LMS will achieve the necessary interactive requirements for the training and will keep a record of completion for the interactive portion. We believe the acquisition of an LMS will satisfy the Comptroller's opinion surrounding complete, accurate, and reliable SHP records.

September 12, 2023

To: The Honorable Mayor and City Council

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

Subject: Approving Amendment Number 4 to the Agreement with Barton & Loguidice, D.P.C. for the Downtown Revitalization Initiative Streetscape Project

The City of Watertown is currently undertaking a downtown streetscape project that includes enhancements such as new sidewalks, curbs, pavers, and other amenities along Court Street, the 200 Block of Franklin Street and the 200 Block of Coffeen Street and around the Governor Flower Monument to make the public realm more inviting to pedestrians and strengthen the downtown business environment. The original anticipated completion timeframe for this project was June of 2023.

Barton & Loguidice has an agreement with the City for professional services for the design of the project that the City Council approved on March 15, 2021. The two parties have mutually amended this agreement three times:

- In June 2022 to add construction inspection and construction administration to the Scope of Services
- In October 2022 to cover cost overruns from the initial design
- In September 2023 to redesign the southwest corner of the Stone Street and Washington Street intersection

Amendment 1, approved on June 20, 2022, added part time construction inspection services and construction administration to the agreement's scope of services for a not-to-exceed amount of \$106,100. This amount was based on an anticipated construction completion date of June 30, 2023.

On June 26, 2023, Barton & Loguidice reached the threshold at which they exhausted the \$106,100 allocated in Amendment 1 based on billable hours and other design related expenses incurred since the beginning of construction.

Barton & Loguidice has therefore prepared the attached Amendment Number 4 to the agreement to cover the extended construction inspection and administration period beginning on June 27, 2023, and lasting through November 30, 2023. The total compensation for the additional services will be a not-to-exceed amount of \$31,500.

The attached resolution approves Amendment 4 to the contract for an additional amount not to exceed \$31,500 and authorizes the City Manager to execute it on behalf of the City.

RESOLUTION

Page 1 of 1

Approving Amendment Number 4 to the Agreement with Barton & Loguidice, D.P.C. for the Downtown Revitalization Initiative Streetscape Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has undertaken a Downtown Revitalization Initiative (DRI) Streetscape Project, and

WHEREAS Barton & Loguidice, D.P.C. served as the City's lead design consultant during the design phase of the project and prepared the construction documents on behalf of the City, and

WHEREAS the City retained Barton & Loguidice to perform part-time construction inspection services on the project for a not-to-exceed amount of \$106,100 per Amendment 1 to the City's design agreement with Barton & Loguidice, which the City Council approved on June 20, 2022, and

WHEREAS Barton & Loguidice incurred billable hours that exhausted the original \$106,100 as of June 26, 2023, with construction having taken longer to complete than originally anticipated, and

WHEREAS Barton & Loguidice has developed an amendment to the Professional Services Agreement dated August 28, 2023, between the City of Watertown and Barton & Loguidice to extend construction inspection services for a period covering June 27, 2023, to November 30, 2023, for an additional amount not to exceed \$31,500,

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves Amendment Number 4 to the contract with Barton & Loguidice, D.P.C., a copy of which is attached and made part of this resolution, for an additional amount not to exceed \$31,500, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute Amendment Number 4 on behalf of the City.

Seconded by

AMENDMENT NUMBER 4 ("Amendment")
TO THE
AGREEMENT DATED MARCH 22, 2021 ("Agreement")
BETWEEN
CITY OF WATERTOWN ("Owner")
AND
BARTON & LOGUIDICE, D.P.C. ("Consultant")
FOR
PROFESSIONAL SERVICES FOR STREETSCAPE DESIGN
IMPROVEMENTS ("Project")

The above referenced Agreement between Owner and Consultant is amended to include the changes set forth below. The Agreement referenced above, including any amendments or revisions thereto previously agreed to in writing between Owner and Consultant, remains in full force and effect except as modified herein.

1. Change in Scope of Services to be Performed

- A. The scope of services to be performed by Consultant is hereby modified as described in Attachment One.

2. Change in Compensation for Services

- A. Total compensation for the services described in Attachment One, including reimbursable expenses, is estimated to be (Thirty One Thousand Five Hundred Dollars (\$31,500)), which shall be in addition to any payment amount(s) previously agreed to in writing between Owner and Consultant for this Project.
- B. Owner's method of payment to Consultant shall be as set forth in the Agreement referenced above.

3. Total Agreement

- A. This Amendment, along with the original Agreement and any other duly executed amendments previous to this Amendment, constitutes the entire agreement between Owner and Consultant for this Project; it supersedes all prior written or oral understandings and may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the above referenced Agreement as of the latest day and year set forth below.

OWNER: City of Watertown

CONSULTANT: Barton & Loguidice, D.P.C.

By: _____
Kenneth A. Mix

By: Matthew J. Schooley
Matthew J. Schooley

Title: _____
City Manager

Title: _____
Principal

Date
Signed: _____

Date
Signed: _____
August 28, 2023

NOTE: Address for Giving Notices:

Barton & Loguidice, Attn: President, 443 Electronics Parkway, Liverpool, NY 13088

Attachment One - Scope of Services for Amendment Number 4 Streetscape Design Improvements

SCOPE OF SERVICE - Amendment No. 4
Part-Time Construction Inspection & Administration

Assumption: Original Construction Duration: 31 weeks (June 13, 2022 - June 16, 2023)

Period of Amendment No. 4 Services: June 27, 2023 to November 30, 2023

TITLE		SR ASSOC	MAN ENG	SR PLA	STAFF ENG	Eng. Design II		
EMPL		MCB	ASK	JBN	KJK	PJZ		
Billing Title		Man. IV	Prof. VI	Prof. IV	Prof. IV	Tech. VI		
Std. Title Rate						Hours per Task	Cost per Task	Total Task Fee
		\$ 220	\$ 170	\$ 138	\$ 138	\$ 143		
Construction Meetings								\$4,400
Pre-Construction Meeting (Assume 2 hour virtual meeting)						0	\$0	
Bi-Weekly Construction Meetings		6	10		10	26	\$4,400	
Task 1: Construction Support/RFI's/Submittal Reviews		8	56	9		73	\$12,522	\$12,522
Task 2: Part-Time Construction Inspection (Two-Days/Week - 20 Hours/Week)					80	80	\$11,040	\$11,040
Project Reporting and Management								\$3,520
a. M/WBE Reporting								
Prepare Quarterly DOS M-WBE Reports (Assume 0)						0	\$0	
b. Project Status Reports								
Prepare Bi-Annual Summary Reports (Assume 0)						0	\$0	
c. Project Management								
Staff oversight; Agreements; Invoicing; PM/Vision; Client outreach & Coordination		16				16	\$3,520	
HOURS TOTAL		30	66	9	90	0		
DOLLARS/ HOUR		220	170	138	138	143	195	\$31,482
SUB-TOTAL		\$ 6,600	\$ 11,220	\$ 1,242	\$ 12,420	\$ -		\$ 31,482
1. B&L LABOR TOTAL:								
2. B&L REIMBURSABLE EXPENSES:								
3. SUBCONTRACTOR ALLOWANCE: Material Testing (Assume we are not testing compaction daily)								
4. SUBCONSULTANT COSTS: N/A								
FEE ESTIMATE:								
SAY:								

REIMBURSIBLE EXPENSES:

Printing:

		Fee	
Material Testing:	\$0	N/A (WBE)	
		N/A (MBE)	
Total:			\$0

Res No. 6

September 18, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Authorizing Fund Raising Through the Northern New York Community Foundation for the Construction of a Dog Park

The attached resolution was prepared at the request of Council Member Olney. Rande Richardson of the Northern New York Community Foundation has reviewed the resolution and is satisfied with it.

Funds will only be accepted for the construction of a dog park.

RESOLUTION

Page 1 of 1

Authorizing Fund Raising Through the Northern
New York Community Foundation for the
Construction of a Dog Park

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Scott "S.G." Gates has offered to raise funds for construction of a dog park,
and

WHEREAS the Northern New York Community Foundation was previously designated
to serve as a vehicle through which individuals, organizations, and businesses can make
charitable contributions in support of City programs, projects and initiatives, and

WHEREAS the City Council of the City of Watertown believes that it is in the best
interest of the citizens of the City to authorize fund raising for the construction of a dog park, and

WHEREAS the recently completed Thompson Park Master Plan identified a suitable area
for a dog park within Thompson Park, and

WHEREAS in the event that adequate funds are not raised, such charitable contributions
will be used by the city for dog friendly improvements to city parks,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown
authorizes fund raising through the Northern New York Community Foundation for the purpose
of providing resources to construct a dog park in Thompson Park in the location identified in the
Master Plan, and

BE IT FURTHER RESOLVED that the City of Watertown is willing to accept the
donated funds from the Northern New York Community Foundation for said purpose.

Seconded by

Res No. 7

September 13, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Authorization to Cancel Tax Sale Certificate and Commence Legal Action
against Dealmaker Dodge, LLC for Outstanding Property Taxes

The following resolution authorizes the City Comptroller to cancel the tax sale certificate for 235 Main Avenue and for the City Attorney to commence legal action against Dealmaker Dodge, LLC for outstanding property taxes.

RESOLUTION

Page 1 of 1

Authorization to Cancel Tax Sale Certificate
And Commence Legal Action against
Dealmaker Dodge, LLC for Outstanding
Property Taxes

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown is the owner of a tax sale certificate dated June 25, 2020 for parcel 02-01-103.001 known as 235 Main Avenue owned by Dealmaker Dodge, LLC, and

WHEREAS a Summons and Complaint was filed on January 9, 2023 by Dealmaker Dodge, LLC against the City of Watertown, and

WHEREAS the City filed a Motion to Dismiss with supporting Affidavits and documents on February 7, 2023, and

WHEREAS after hearing arguments on the motion adjourned date, on April 11, 2023, the Court, on April 11, 2023, issued a Scheduling Order converting the motion to dismiss to one for summary judgment and provided specific deadlines to the parties and the Scheduling Order was later amended on July 31, 2023 to accommodate the request by Plaintiff for an extension, and

WHEREAS, on August 29, 2023, the Plaintiff, Dealmaker Dodge, LLC, filed a Notice of Discontinuance of the action,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby in accordance with City Charter section 143 authorizes the City Comptroller to cancel the tax sale certificate dated June 25, 2020 for parcel 02-01-103.001 known as 235 Main Avenue owned by Dealmaker Dodge, LLC, and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby authorizes the City Attorney to commence legal action to seek collection of the outstanding property taxes owed by Dealmaker Dodge, LLC.

Seconded by

Res No. 8

September 13, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Approving Re-adoption of Fiscal Year 2022-23 General Fund,
Community Development Fund, Risk Retention Fund, Tourism Fund,
Water Fund, Sewer Fund, Library Fund and Self-funded Health Insurance
Fund Budgets

The City Comptroller's Office is in the process of preparing the Annual Financial Report for filing with the New York State Comptroller as required by October 27th, as well as preparing the financial statements for the independent audit. In connection with these reports, it is necessary to re-adopt various funds' budgets to bring various expenditure line items within budget.

An analysis of the FY 2022-23 results will be provided in November following the submission of the annual report to the State Comptroller. The audit by Bowers and Company will begin in November.

RESOLUTION

Page 1 of 13

Approving Re-adoption of Fiscal Year 2022-23 General Fund, Community Development Fund, Risk Retention Fund, Tourism Fund, Water Fund, Sewer Fund, Library Fund and Self-funded Health Insurance Fund Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 6, 2022 the City Council passed a resolution adopting the Budget for Fiscal Year 2022-23, and

WHEREAS certain Fiscal Year 2022-23 expenditure lines for the General Fund, Community Development Fund, Risk Retention Fund, Water Fund, Sewer Fund, Library Fund and Self-Funded Health Insurance Fund are overdrawn,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts and makes the following adjustments to the Fiscal Year 2022-23 Budgets for the General Fund, Community Development, Risk Retention Fund, Water Fund, Sewer Fund, Library Fund and Self-funded Health Insurance Fund Budgets:

GENERAL FUND**Expenditure****\$**

A	1010	810	LEGISLATIVE BOARD	Employee Retirement System	\$	650
A	1210	460	MAYOR	Materials and Supplies	\$	25
A	1210	465	MAYOR	Equipment < \$5,000	\$	300
A	1210	810	MAYOR	NYS Retirement	\$	50
A	1230	410	MUNICIPAL EXECUTIVE	Utilities	\$	50
A	1230	450	MUNICIPAL EXECUTIVE	Miscellaneous	\$	1,475
A	1230	465	MUNICIPAL EXECUTIVE	Equipment < \$5,000	\$	5,975
A	1315	120	COMPTROLLER	Clerical	\$	6,500
A	1315	460	COMPTROLLER	Materials and Supplies	\$	200
A	1345	120	PURCHASING	Clerical	\$	1,800
A	1345	430	PURCHASING	Contracted Services	\$	150
A	1345	450	PURCHASING	Miscellaneous	\$	150
A	1345	465	PURCHASING	Equipment < \$5,000	\$	4,250
A	1345	850	PURCHASING	Health Insurance	\$	7,850

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	1355	110	ASSESSMENT	Salaries	\$ 1,200
A	1355	175	ASSESSMENT	Health Insurance Buy-out	\$ 375
A	1355	455	ASSESSMENT	Vehicle Expense	\$ 200
A	1355	460	ASSESSMENT	Materials and Supplies	\$ 600
A	1355	465	ASSESSMENT	Equipment < \$5,000	\$ 200
A	1355	850	ASSESSMENT	Health Insurance	\$ 2,175
A	1364	430	PROPERTY ACQUIRED	Contracted Services	\$ 125
A	1364	450	PROPERTY ACQUIRED	Miscellaneous	\$ 200
A	1410	110	CLERK	Salaries	\$ 3,725
A	1410	430	CLERK	Contracted Services	\$ 3,675
A	1410	810	CLERK	NYS Retirement	\$ 100
A	1420	430	LAW	Contracted Services	\$ 75
A	1420	440	LAW	Fees, Non-employee	\$ 80,200
A	1420	450	LAW	Miscellaneous	\$ 3,475
A	1430	110	CIVIL SERVICE	Salaries	\$ 5,950
A	1430	450	CIVIL SERVICE	Miscellaneous	\$ 2,900
A	1430	830	CIVIL SERVICE	Social Security	\$ 100
A	1430	850	CIVIL SERVICE	Health Insurance	\$ 10,475
A	1435	110	HUMAN RESOURCES	Salaries	\$ (69,000)
A	1435	430	HUMAN RESOURCES	Contracted Services	\$ 8,625
A	1440	110	ENGINEERING	Salaries	\$ (96,625)
A	1440	120	ENGINEERING	Clerical	\$ 1,225
A	1440	430	ENGINEERING	Contracted Services	\$(100,000)
A	1440	455	ENGINEERING	Vehicle Expense	\$ 200
A	1440	465	ENGINEERING	Equipment < \$5,000	\$ 1,525
A	1490	150	PUBLIC WORKS ADMINISTRATION	Overtime	\$ 11,750
A	1490	410	PUBLIC WORKS ADMINISTRATION	Utilities	\$ 225
A	1490	420	PUBLIC WORKS ADMINISTRATION	Insurance	\$ 4,075
A	1490	430	PUBLIC WORKS ADMINISTRATION	Contracted Services	\$ 675
A	1490	440	PUBLIC WORKS ADMINISTRATION	Fees, Non-employee	\$ 575
A	1620	150	MUNICIPAL BUILDINGS	Overtime	\$ 2,025

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	1620	410	MUNICIPAL BUILDINGS	Utilities	\$ 2,850
A	1620	420	MUNICIPAL BUILDINGS	Insurance	\$ 1,375
A	1620	440	MUNICIPAL BUILDINGS	Fees, Non-employee	\$ 175
A	1620	450	MUNICIPAL BUILDINGS	Miscellaneous	\$ 700
A	1620	455	MUNICIPAL BUILDINGS	Vehicle Expense	\$ 975
A	1620	460	MUNICIPAL BUILDINGS	Materials and Supplies	\$ 41,925
A	1620	465	MUNICIPAL BUILDINGS	Equipment < \$5,000	\$ 2,225
A	1640	110	CENTRAL GARAGE	Salaries	\$ 34,275
A	1640	120	CENTRAL GARAGE	Clerical	\$ 1,175
A	1640	150	CENTRAL GARAGE	Overtime	\$ 1,150
A	1640	410	CENTRAL GARAGE	Utilities	\$ 2,900
A	1640	420	CENTRAL GARAGE	Insurance	\$ 1,000
A	1640	440	CENTRAL GARAGE	Fees, Non-employee	\$ 150
A	1640	455	CENTRAL GARAGE	Vehicle Expense	\$ 2,025
A	1640	810	CENTRAL GARAGE	NYS Retirement	\$ 2,175
A	1640	830	CENTRAL GARAGE	Social Security	\$ 1,200
A	1640	840	CENTRAL GARAGE	Workers' Compensation	\$ 700
A	1670	430	CENTRAL PRINTING & MAILING	Contracted Services	\$ 2,400
A	1670	460	CENTRAL PRINTING & MAILING	Materials and Supplies	\$ 2,550
A	1670	465	CENTRAL PRINTING & MAILING	Equipment < \$5,000	\$ 250
A	1680	110	INFORMATION TECHNOLOGY	Salaries	\$ 600
A	1680	130	INFORMATION TECHNOLOGY	Wages	\$ (70,000)
A	1680	140	INFORMATION TECHNOLOGY	Temporary	\$ 9,925
A	1680	410	INFORMATION TECHNOLOGY	Utilities	\$ 1,425
A	1990	430	CONTINGENCY	Contracted Services	\$ (1,280,450)
A	3120	110	POLICE	Salaries	\$ 5,350
A	3120	130	POLICE	Wages	\$ (676,825)
A	3120	150	POLICE	Overtime	\$ (21,600)
A	3120	195	POLICE	Clothing/Cleaning Allowance	\$ 850
A	3120	440	POLICE	Fees, Non-employee	\$ 650
A	3120	810	POLICE	NYS Retirement	\$ 900

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	3120	820	POLICE	Police Retirement System	\$ (136,000)
A	3120	840	POLICE	Workers' Compensation	\$ 50,000
A	3410	110	FIRE	Salaries	\$ 8,025
A	3410	120	FIRE	Clerical	\$ 2,200
A	3410	130	FIRE	Wages	\$ 99,800
A	3410	150	FIRE	Overtime	\$ 558,300
A	3410	190	FIRE	EMT Incentive/NYS Healthcare Workers Bonus Program	\$ 183,600
A	3410	230	FIRE	Motor Vehicles	\$ 36,750
A	3410	250	FIRE	Other Equipment	\$ 27,125
A	3410	420	FIRE	Insurance	\$ 9,050
A	3410	430	FIRE	Contracted Services	\$ 625
A	3410	455	FIRE	Vehicle Expense	\$ 29,325
A	3410	820	FIRE	Fire Retirement System	\$ 66,275
A	3410	830	FIRE	Social Security	\$ 39,050
A	3410	840	FIRE	Workers' Compensation	\$ 4,650
A	3620	110	CODE ENFORCEMENT	Salaries	\$ 15,125
A	3620	120	CODE ENFORCEMENT	Clerical	\$ 1,075
A	3620	130	CODE ENFORCEMENT	Wages	\$ 5,775
A	3620	140	CODE ENFORCEMENT	Temporary	\$ 75
A	3620	150	CODE ENFORCEMENT	Overtime	\$ 8,200
A	3620	230	CODE ENFORCEMENT	Motor Vehicles	\$ (60,000)
A	3620	430	CODE ENFORCEMENT	Contracted Services	\$ (35,250)
A	3620	460	CODE ENFORCEMENT	Materials and Supplies	\$ 4,550
A	3620	830	CODE ENFORCEMENT	Social Security	\$ 1,425
A	5010	130	MUNICIPAL MAINTENANCE	Wages	\$ 5,675
A	5010	150	MUNICIPAL MAINTENANCE	Overtime	\$ 5,925
A	5010	175	MUNICIPAL MAINTENANCE	Health Insurance Buy-out	\$ 625
A	5010	430	MUNICIPAL MAINTENANCE	Contracted Services	\$ (50,000)
A	5010	460	MUNICIPAL MAINTENANCE	Materials and Supplies	\$ 15,050
A	5010	850	MUNICIPAL MAINTENANCE	Health Insurance	\$ (25,000)
A	5110	150	MAINTENANCE OF ROADS	Overtime	\$ 12,900

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
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Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	5110	420	MAINTENANCE OF ROADS	Insurance	\$	6,575
A	5110	440	MAINTENANCE OF ROADS	Fees, Non-employee	\$	1,525
A	5110	450	MAINTENANCE OF ROADS	Miscellaneous	\$	3,225
A	5110	455	MAINTENANCE OF ROADS	Vehicle Expense	\$	(32,500)
A	5110	840	MAINTENANCE OF ROADS	Workers' Compensation	\$	(33,750)
A	5110	850	MAINTENANCE OF ROADS	Health Insurance	\$	(25,000)
A	5142	130	SNOW REMOVAL	Wages	\$	(80,025)
A	5142	150	SNOW REMOVAL	Overtime	\$	55,800
A	5142	230	SNOW REMOVAL	Motor Vehicles	\$	800
A	5142	410	SNOW REMOVAL	Utilities	\$	375
A	5142	430	SNOW REMOVAL	Contracted Services	\$	50,300
A	5142	460	SNOW REMOVAL	Materials and Supplies	\$	86,600
A	5142	465	SNOW REMOVAL	Equipment < \$5,000	\$	850
A	5142	850	SNOW REMOVAL	Health Insurance	\$	(50,000)
A	5184	130	HYDROELECTRIC PRODUCTION	Wages	\$	525
A	5186	140	TRAFFIC CONTROL & LIGHTING	Temporary	\$	8,525
A	5186	150	TRAFFIC CONTROL & LIGHTING	Overtime	\$	9,225
A	5186	410	TRAFFIC CONTROL & LIGHTING	Utilities	\$	48,250
A	5186	420	TRAFFIC CONTROL & LIGHTING	Insurance	\$	850
A	5186	440	TRAFFIC CONTROL & LIGHTING	Fees, Non-employee	\$	225
A	5186	460	TRAFFIC CONTROL & LIGHTING	Materials and Supplies	\$	(5,400)
A	5186	810	TRAFFIC CONTROL & LIGHTING	NYS Retirement	\$	600
A	5186	850	TRAFFIC CONTROL & LIGHTING	Health Insurance	\$	5,450
A	5630	110	BUS	Salaries	\$	350
A	5630	120	BUS	Clerical	\$	2,250
A	5630	130	BUS	Wages	\$	3,650
A	5630	150	BUS	Overtime	\$	2,475
A	5630	410	BUS	Utilities	\$	1,850
A	5630	420	BUS	Insurance	\$	5,525
A	5630	430	BUS	Contracted Services	\$	23,150
A	5630	440	BUS	Fees, Non-employee	\$	725

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	5630	455	BUS	Vehicle Expense	\$	26,750
A	5630	460	BUS	Materials and Supplies	\$	10,400
A	5630	850	BUS	Health Insurance	\$	14,500
A	5650	430	CITY PARKING FACILITIES	Contracted Services	\$	5,700
A	6410	460	PUBLICITY	Materials and Supplies	\$	1,475
A	7020	120	RECREATION ADMINISTRATION	Clerical	\$	2,925
A	7020	410	RECREATION ADMINISTRATION	Utilities	\$	1,850
A	7020	440	RECREATION ADMINISTRATION	Fees, Non-employee	\$	450
A	7020	460	RECREATION ADMINISTRATION	Materials and Supplies	\$	2,550
A	7020	465	RECREATION ADMINISTRATION	Equipment < \$5,000	\$	200
A	7020	840	RECREATION ADMINISTRATION PARKS AND PLAYGROUNDS	Workers' Compensation	\$	1,175
A	7110	410	MAINTENANCE PARKS AND PLAYGROUNDS	Utilities	\$	55,800
A	7110	440	MAINTENANCE PARKS AND PLAYGROUNDS	Fees, Non-employee	\$	1,100
A	7110	455	MAINTENANCE PARKS AND PLAYGROUNDS	Vehicle Expense	\$	450
A	7110	460	MAINTENANCE PARKS AND PLAYGROUNDS	Materials and Supplies	\$	27,225
A	7110	840	MAINTENANCE ATHLETIC FACILITIES	Workers' Compensation	\$	1,650
A	7140	140	MAINTENANCE ATHLETIC FACILITIES	Temporary	\$	21,400
A	7140	150	MAINTENANCE ATHLETIC FACILITIES	Overtime	\$	4,725
A	7140	410	MAINTENANCE ATHLETIC FACILITIES	Utilities	\$	2,050
A	7140	420	MAINTENANCE ATHLETIC FACILITIES	Insurance	\$	475
A	7140	440	MAINTENANCE ATHLETIC FACILITIES	Fees, Non-employee	\$	1,150
A	7140	455	MAINTENANCE ATHLETIC FACILITIES	Vehicle Expense	\$	16,725
A	7140	460	MAINTENANCE ATHLETIC FACILITIES	Materials and Supplies	\$	5,325
A	7140	465	MAINTENANCE ATHLETIC FACILITIES	Equipment < \$5,000	\$	25,950
A	7140	830	MAINTENANCE RECREATION PROGRAMS AND EVENTS	Social Security	\$	300
A	7141	250	RECREATION PROGRAMS AND EVENTS	Other Equipment	\$	1,900
A	7141	460	RECREATION PROGRAMS AND EVENTS	Materials and Supplies	\$	3,225

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	7141	810	RECREATION PROGRAMS AND EVENTS	NYS Retirement	\$	3,725
A	7180	175	SWIMMING POOLS	Health Insurance Buy-out	\$	125
A	7180	230	SWIMMING POOLS	Motor Vehicles	\$	8,000
A	7180	410	SWIMMING POOLS	Utilities	\$	19,350
A	7180	430	SWIMMING POOLS	Contracted Services	\$	12,250
A	7180	450	SWIMMING POOLS	Miscellaneous	\$	50
A	7180	460	SWIMMING POOLS	Materials and Supplies	\$	33,225
A	7190	410	GOLF COURSE	Utilities	\$	3,475
A	7190	430	GOLF COURSE	Contracted Services	\$	85,225
A	7190	440	GOLF COURSE	Fees, Non-employee	\$	3,525
A	7190	455	GOLF COURSE	Vehicle Expense	\$	29,925
A	7190	460	GOLF COURSE	Materials and Supplies	\$	25,775
A	7190	465	GOLF COURSE	Equipment < \$5,000	\$	6,325
A	7265	130	ICE ARENA	Wages	\$	58,775
A	7265	130.045	ICE ARENA	Wages - Concessions	\$	1,400
A	7265	140	ICE ARENA	Temporary	\$	24,125
A	7265	140.045	ICE ARENA	Temporary - concessions	\$	30,825
A	7265	150	ICE ARENA	Overtime	\$	10,050
A	7265	150.045	ICE ARENA	Overtime - concessions	\$	975
A	7265	175	ICE ARENA	Health Insurance Buy-out	\$	450
A	7265	410	ICE ARENA	Utilities	\$	28,675
A	7265	420	ICE ARENA	Insurance	\$	3,625
A	7265	430	ICE ARENA	Contracted Services	\$	9,175
A	7265	440	ICE ARENA	Fees, Non-employee	\$	800
A	7265	450	ICE ARENA	Miscellaneous	\$	150
A	7265	455	ICE ARENA	Vehicle Expense	\$	25,675
A	7265	460	ICE ARENA	Materials and Supplies	\$	62,475
A	7265	465	ICE ARENA	Equipment < \$5,000	\$	3,050
A	7265	810	ICE ARENA	NYS Retirement	\$	6,050
A	7265	830	ICE ARENA	Social Security	\$	9,100
A	8010	430	ZONING	Contracted Services	\$	1,675

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A	8020	110	PLANNING	Salaries	\$ 2,725
A	8020	120	PLANNING	Clerical	\$ 400
A	8020	150	PLANNING	Overtime	\$ 250
A	8020	410	PLANNING	Utilities	\$ 275
A	8020	430	PLANNING	Contracted Services	\$ (50,000)
A	8020	460	PLANNING	Materials and Supplies	\$ 575
A	8020	465	PLANNING	Equipment < \$5,000	\$ 300
A	8020	850	PLANNING	Health Insurance	\$ 850
A	8140	110	STORM SEWER	Salaries	\$ 150
A	8140	140	STORM SEWER	Temporary	\$ 300
A	8140	150	STORM SEWER	Overtime	\$ 625
A	8140	230	STORM SEWER	Motor Vehicles	\$ 50
A	8140	430	STORM SEWER	Contracted Services	\$ (90,000)
A	8140	440	STORM SEWER	Fees, Non-employee	\$ 175
A	8140	840	STORM SEWER	Workers' Compensation	\$ 625
A	8160	430	REFUSE AND RECYCLE	Contracted Services	\$ (32,000)
A	8160	460	REFUSE AND RECYCLE	Materials and Supplies	\$ 7,275
A	8160	840	REFUSE AND RECYCLE	Workers' Compensation	\$ (23,500)
A	8160	850	REFUSE AND RECYCLE	Health Insurance	\$ (16,925)
A	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$ 81,025
A	9950	900	OTHER EXPENSES	Capital Fund Transfer	\$ 410,000
TOTAL					\$ -

COMMUNITY DEVELOPMENT FUNDExpenditures

CD	8668	110	CDBG	Salaries	\$ (1,100)
CD	8668	130	CDBG	Wages	\$ 850
CD	8668	450.8610	CDBG Grant - 2016 Entitlement	Miscellaneous	\$ 250
Total					\$ -

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
Self-funded Health Insurance Fund
Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

RISK RETENTION FUNDExpenditures

CS	1740	430	RISK RETENTION	Administration	\$ (81,625)
CS	1930	430	RISK RETENTION	Judgements & Claims	\$ 81,625
Total					\$ -

TOURISM FUNDRevenues

CT	1113		Occupancy Tax	\$ 40,325
Subtotal				\$ 40,325

Expenditures

CT	6410	430	TOURISM	Publicity	\$ 40,325
Total					\$ 40,325

WATER FUNDExpenditures

F	1990	430	CONTINGENCY	Contingency	\$ (88,600)
F	8310	110	WATER ADMINISTRATION	Salaries	\$ 200
F	8310	120	WATER ADMINISTRATION	Clerical	\$ 3,575
F	8310	130	WATER ADMINISTRATION	Wages	\$ 1,050
F	8310	230	WATER ADMINISTRATION	Motor Vehicles	\$ 5,250
F	8310	420	WATER ADMINISTRATION	Insurance	\$ 125
F	8310	460	WATER ADMINISTRATION	Materials and Supplies	\$ 1,025
F	8310	465	WATER ADMINISTRATION	Equipment < \$5,000	\$ 100
F	8320	250	SOURCE OF SUPPLY, POWER & PUMPING	Other Equipment	\$ (81,125)
F	8320	410	SOURCE OF SUPPLY, POWER & PUMPING	Utilities	\$ 222,100
F	8320	430	SOURCE OF SUPPLY, POWER & PUMPING	Contracted Services	\$ 64,250

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Approving Re-adoption of Fiscal Year 2022-23
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Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

F	8320	440	SOURCE OF SUPPLY, POWER & PUMPING	Fees, Non-employee	\$	25
F	8320	465	SOURCE OF SUPPLY, POWER & PUMPING	Equipment < \$5,000	\$	(13,275)
F	8330	110	WATER PURIFICATION	Salaries	\$	10,700
F	8330	130	WATER PURIFICATION	Wages	\$	(65,400)
F	8330	140	WATER PURIFICATION	Temporary	\$	(21,000)
F	8330	150	WATER PURIFICATION	Overtime	\$	2,525
F	8330	230	WATER PURIFICATION	Motor Vehicles	\$	(45,000)
F	8330	410	WATER PURIFICATION	Utilities	\$	53,325
F	8330	430	WATER PURIFICATION	Contracted Services	\$	(67,125)
F	8330	450	WATER PURIFICATION	Miscellaneous	\$	1,500
F	8330	465	WATER PURIFICATION	Equipment < \$5,000	\$	(42,900)
F	8330	830	WATER PURIFICATION	Social Security	\$	(7,450)
F	8330	840	WATER PURIFICATION	Workers' Compensation	\$	1,325
F	8340	130	TRANSMISSION AND DISTRIBUTION	Wages	\$	(75,200)
F	8340	140	TRANSMISSION AND DISTRIBUTION	Temporary	\$	4,350
F	8340	230	TRANSMISSION AND DISTRIBUTION	Motor Vehicle	\$	22,925
F	8340	410	TRANSMISSION AND DISTRIBUTION	Utilities	\$	13,275
F	8340	420	TRANSMISSION AND DISTRIBUTION	Insurance	\$	1,075
F	8340	430	TRANSMISSION AND DISTRIBUTION	Contracted Services	\$	20,400
F	8340	450	TRANSMISSION AND DISTRIBUTION	Miscellaneous	\$	(7,300)
F	8340	455	TRANSMISSION AND DISTRIBUTION	Vehicle Expense	\$	(18,475)
F	8340	460	TRANSMISSION AND DISTRIBUTION	Materials and Supplies	\$	72,625
F	8340	830	TRANSMISSION AND DISTRIBUTION	Social Security	\$	(5,600)
F	8340	840	TRANSMISSION AND DISTRIBUTION	Workers' Compensation	\$	(11,300)
F	9730	700	OTHER EXPENSES	Bond Anticipation Note - Interest	\$	450
F	9950	900	OTHER EXPENSES	Transfer to Capital Fund	\$	47,575
TOTAL						\$ -

SEWER FUND

G	909	Appropriated Fund Balance	\$	113,000
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Approving Re-adoption of Fiscal Year 2022-23
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Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Total

\$ 113,000

Expenditures

G	1990	430	CONTINGENCY	Contracted Services	\$ (78,285)
G	8110	110	SEWER ADMINISTRATION	Salaries	\$ (500)
G	8110	120	SEWER ADMINISTRATION	Clerical	\$ 3,565
G	8110	130	SEWER ADMINISTRATION	Wages	\$ 1,035
G	8110	150	SEWER ADMINISTRATION	Overtime	\$ (1,300)
G	8110	230	SEWER ADMINISTRATION	Motor Vehicles	\$ 5,250
G	8110	410	SEWER ADMINISTRATION	Utilities	\$ (365)
G	8110	430	SEWER ADMINISTRATION	Contracted Services	\$ (5,775)
G	8110	440	SEWER ADMINISTRATION	Fees, Non-employee	\$ (1,475)
G	8110	450	SEWER ADMINISTRATION	Miscellaneous	\$ 150
G	8110	455	SEWER ADMINISTRATION	Vehicle Expense	\$ (950)
G	8110	460	SEWER ADMINISTRATION	Materials and Supplies	\$ 1,050
G	8110	465	SEWER ADMINISTRATION	Equipment < \$5,000	\$ (1,850)
G	8110	830	SEWER ADMINISTRATION	Social Security	\$ (375)
G	8110	850	SEWER ADMINISTRATION	Health Insurance	\$ 100
G	8120	110	SANITARY SEWER	Salaries	\$ 975
G	8120	130	SANITARY SEWER	Wages	\$ (61,350)
G	8120	140	SANITARY SEWER	Temporary	\$ 300
G	8120	150	SANITARY SEWER	Overtime	\$ 725
G	8120	410	SANITARY SEWER	Utilities	\$ 425
G	8120	420	SANITARY SEWER	Insurance	\$ (825)
G	8120	430	SANITARY SEWER	Contracted Services	\$ (41,450)
G	8120	440	SANITARY SEWER	Fees, Non-employee	\$ 1,400
G	8120	450	SANITARY SEWER	Miscellaneous	\$ 3,850
G	8120	455	SANITARY SEWER	Vehicle Expense	\$ 35,875
G	8120	460	SANITARY SEWER	Materials and Supplies	\$ (37,150)
G	8120	465	SANITARY SEWER	Equipment < \$5,000	\$ 9,950
G	8120	810	SANITARY SEWER	NYS Retirement	\$ (5,300)

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Approving Re-adoption of Fiscal Year 2022-23
General Fund, Community Development Fund,
Risk Retention Fund, Tourism Fund, Water
Fund, Sewer Fund, Library Fund and
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Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

G	8120	830	SANITARY SEWER	Social Security	\$	(5,450)
G	8120	840	SANITARY SEWER	Workers' Compensation	\$	(14,750)
G	8120	850	SANITARY SEWER	Health Insurance	\$	(33,725)
G	8130	110	SEWAGE TREATMENT AND DISPOSAL	Salaries	\$	4,050
G	8130	130	SEWAGE TREATMENT AND DISPOSAL	Wages	\$	(40,175)
G	8130	140	SEWAGE TREATMENT AND DISPOSAL	Temporary	\$	(4,150)
G	8130	150	SEWAGE TREATMENT AND DISPOSAL	Overtime	\$	23,425
G	8130	175	SEWAGE TREATMENT AND DISPOSAL	Health Insurance Buy-out	\$	(1,500)
G	8130	230	SEWAGE TREATMENT AND DISPOSAL	Motor Vehicles	\$	10,075
G	8130	250	SEWAGE TREATMENT AND DISPOSAL	Other Equipment	\$	(5,350)
G	8130	410	SEWAGE TREATMENT AND DISPOSAL	Utilities	\$	230,275
G	8130	420	SEWAGE TREATMENT AND DISPOSAL	Insurance	\$	(29,400)
G	8130	430	SEWAGE TREATMENT AND DISPOSAL	Contracted Services	\$	136,650
G	8130	440	SEWAGE TREATMENT AND DISPOSAL	Fees, Non-employee	\$	2,525
G	8130	450	SEWAGE TREATMENT AND DISPOSAL	Miscellaneous	\$	(18,725)
G	8130	455	SEWAGE TREATMENT AND DISPOSAL	Vehicle Expense	\$	(14,400)
G	8130	460	SEWAGE TREATMENT AND DISPOSAL	Materials and Supplies	\$	(18,300)
G	8130	465	SEWAGE TREATMENT AND DISPOSAL	Equipment < \$5,000	\$	42,350
G	8130	810	SEWAGE TREATMENT AND DISPOSAL	NYS Retirement	\$	(4,200)
G	8130	830	SEWAGE TREATMENT AND DISPOSAL	Social Security	\$	(4,675)
G	8130	840	SEWAGE TREATMENT AND DISPOSAL	Workers' Compensation	\$	9,650
G	8130	850	SEWAGE TREATMENT AND DISPOSAL	Health Insurance	\$	(28,950)
G	9040	800	OTHER EXPENSES	Worker's Compensation	\$	550
G	9050	800	OTHER EXPENSES	Unemployment Insurance	\$	(1,000)
G	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$	53,525
G	9065	800	OTHER EXPENSES	Medicare Reimbursements	\$	975
G	9510	900	OTHER EXPENSES	Transfer to General Fund	\$	<u>(4,000)</u>

RESOLUTION

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Approving Re-adoption of Fiscal Year 2022-23 General Fund, Community Development Fund, Risk Retention Fund, Tourism Fund, Water Fund, Sewer Fund, Library Fund and Self-funded Health Insurance Fund Budgets

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Total

\$ 113,000

LIBRARY FUNDExpenditures

L	1990	430	CONTINGENCY	Contracted Services	\$ (23,100)
L	7410	110	LIBRARY	Salaries	\$ 1,900
L	7410	120	LIBRARY	Clerical	\$ 3,000
L	7410	410	LIBRARY	Utilities	\$ 9,325
L	7410	420	LIBRARY	Insurance	\$ 5,900
L	7410	450	LIBRARY	Miscellaneous	\$ 2,475
L	7410	460	LIBRARY	Materials and Supplies	\$ 500
L	7410	850	LIBRARY	Health Insurance	\$ (11,600)
L	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$ 11,600
Total					\$ -

SELF-FUNDED HEALTH INSURANCE FUNDExpenditures

MS	1710	420	SELF FUNDED HEALTH INSURANCE	Insurance	\$ (11,375)
MS	9060	430.0020	SELF FUNDED HEALTH INSURANCE	Non-pharmacy Claims	\$ 148,525
MS	9060	430.0030	SELF FUNDED HEALTH INSURANCE	Pharmacy Claims	\$ (137,150)
					\$ -

Seconded by _____

Ord No. 1

September 18, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Amending Chapter 120: Construction Codes, Uniform of the City Code -
Revising the Posting of Notices

Upon recent review of the City Code, the last sentence of Section 120-25 was found to be duplicative of paragraph C of Section 120-27, outlining method of service. A copy of the current Cod is attached. Therefore, it was recommended to use this opportunity to update the code to reflect current practices in code enforcement.

An ordinance has been prepared for City Council consideration. This amendment will require that notice be posted at entrances and exits in the instances of condemnations and stop work orders.

ORDINANCE

Page 1 of 1

Amending Chapter 120: Construction
Codes, Uniform of the City Code –
Revising the Posting of Notices

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City Council wishes to update the City Code to reduce redundancy and reflect current practices,

NOW THEREFORE BE IT ORDAINED that Section 120-25 of the City Code of the City of Watertown amends the final sentence to read as follows: “In addition, in the instances of condemnations and stop work orders, a copy of each notice shall also be posted at readily accessible, and readily identifiable, entrances and exits within a reasonable time after such notice is otherwise served in the manner prescribed herein”, and

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

Seconded by _____

City of Watertown, NY
Wednesday, September 13, 2023

Chapter 120. Construction Codes, Uniform

Article IV. Notices and Orders

§ 120-25. Notice to owner or to person or persons responsible.

[Amended 3-7-2005 by L.L. No. 4-2005]

Whenever the Code Enforcement Supervisor determines that there has been a violation of any of the codes or has grounds to believe that a violation has occurred, notice shall be given to the owner or the person or persons responsible therefor in the manner prescribed in § 26 and § 27. In addition, a copy of each notice shall also be posted at readily accessible, and readily identifiable, entrances and exits within a reasonable time after such notice is otherwise served in the manner prescribed herein.

§ 120-26. Form.

Such notice prescribed in § **120-25** shall:

- A. Be in writing;
- B. Include a description of the real estate sufficient for identification;
- C. Include a statement of the violation or violations and why the notice is being issued;
- D. Include a correction order allowing a reasonable time, where appropriate, to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code; and
- E. Include a notice containing the limited right to appeal, if applicable, the Code Enforcement Supervisor's determination in accordance with Article **V** of this chapter.

§ 120-27. Method of service.

Such notice shall be deemed to be properly served if a copy thereof is:

- A. Delivered personally;
- B. Sent by certified or first-class mail addressed to the last known address; or
- C. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

Ord. No. 2

September 13, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Bond Ordinance – Fiscal Year 2023-24 Wastewater Treatment Plant Improvements

Included in the Fiscal Year 2023-24 Capital Budget were the following wastewater treatment plant projects.

Female locker room	\$460,000
Control building generator	530,000
Polymer make-up system	80,000
Biosolids hopper	500,000
Scum troughs	<u>235,000</u>
Total	<u>\$ 1,805,000</u>

On September 5th City Council approved an agreement with GHD in the amount of \$98,800 to design the female locker room and generator replacement. The attached bond ordinance provides the funding for those projects as well as the other wastewater treatment plant projects approved as part of the Fiscal Year 2023-24 Capital Budget.

ORDINANCE

Page 1 of 6

An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City's Wastewater Treatment Plant Facilities, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building in Watertown, New York, on September 18, 2023, at 7:00 o'clock P.M., Eastern Time.

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

PRESENT:

ABSENT:

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

BOND ORDINANCE DATED SEPTEMBER 18, 2023.

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,80500,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF IMPROVEMENTS TO THE CITY'S WASTEWATER TREATMENT PLANT FACILITES, IN AND FOR SAID CITY.

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

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

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

ORDINANCE

Page 2 of 6

An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City's Wastewater Treatment Plant Facilities, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Section 1. For the specific object or purpose of paying the cost of improvements to the City's wastewater treatment plant facilities, including but not limited to reconstruction of a locker room, and replacement of the Control Building generator, polymer make-up system, scum troughs and biosolids hopper, and including incidental expenses in connection therewith, there are hereby authorized to be issued \$1,805,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific object or purpose is \$1,805,000 and that the plan for the financing thereof is by the issuance of the \$1,805,000 bonds of said City authorized to be issued pursuant to this bond ordinance.

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

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

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

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

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such

ORDINANCE

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An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City's Wastewater Treatment Plant Facilities, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

bonds for sale, conduct the sale, and award the bonds in such manner as the City Comptroller shall deem best for the interests of the City; provided, however, that in the exercise of these delegated powers, the City Comptroller shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 9. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or

ORDINANCE

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An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City's Wastewater Treatment Plant Facilities, in and for Said City

Council Member HICKEY, Patrick J.

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Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

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

Section 11. This ordinance, which takes effect immediately, shall be published in full in summary in the *Watertown Daily Times*, the official newspaper of the City, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

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

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

_____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

_____, September ___, 2023.

Mayor

STATE OF NEW YORK)

ORDINANCE

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An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City's Wastewater Treatment Plant Facilities, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

) ss.:
COUNTY OF JEFFERSON)

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on August 7, 2023, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

I FURTHER CERTIFY that said meeting was (i) open to the general public pursuant to Section 103 of the Public Officers Law or (ii) conducted in conformance with Section 103-a of the Public Officers Law.

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

Newspaper and/or Other News Media Date Given

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

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

Designated Location(s) of Posted Notice Date of Posting

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

ORDINANCE

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An Ordinance Authorizing the Issuance of \$1,805,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Improvements to the City's Wastewater Treatment Plant Facilities, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY


IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on September ____, 2023.

City Clerk


(CORPORATE SEAL)

Seconded by _____


**FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENT
WASTEWATER TREATMENT**

PROJECT DESCRIPTION	COST
<p>Female Locker Room</p> <p>Current female locker room is insufficient size for more than one female employee. The wastewater treatment plant has two female employees. The summer of 2021 and 2022 there were a total of four female employees. Along with the locker room upgrade the outdated generator will need replace. The generator is obsolete and difficult to find parts for. The control building an essential piece of equipment to ensure continuous operation of the treatment facility.</p>  <p>Funding to support this project will be from a Fiscal Year 2022-23 transfer from the Sewer Fund of \$200,000 and the balance to be funded with a 10-year serial bond with Fiscal Year 2024-25 debt service of \$36,400.</p>	<p>\$460,000</p>
TOTAL	\$460,000


**FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENT
WASTEWATER TREATMENT**

PROJECT DESCRIPTION	COST
<p>Control Building Generator Replacement</p> <p>Along with the locker room upgrade the outdated generator will need to be replaced. The generator is obsolete and difficult to find parts for. The control building an essential piece of equipment to ensure continuous operation of the treatment facility.</p>  <p>Funding to support this project will be from a 10-year serial bond with Fiscal Year 2024-25 debt service of \$74,200.</p>	<p>\$530,000</p>
TOTAL	\$530,000



**FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENT
WASTEWATER TREATMENT**

PROJECT DESCRIPTION	COST
<p>Polymer Make-up System</p> <p>Current system is 40 plus years and has well exceeded its life expectancy. Repairs are to increasing exponentially along with parts are nearly impossible to find. Leaks are being repaired multiple times a year. Without polymer we cannot dewater our biosolids therefore cannot dispose of them.</p>  <p>Funding to support this project will be from a transfer from the Sewer Fund (G.9950.0900).</p>	<p>\$80,000</p>
TOTAL	\$80,000

**FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENT
WASTEWATER TREATMENT**

PROJECT DESCRIPTION	COST
<p>Biosolids Hopper</p> <p>Current hopper is 40 plus years and has well exceeded its life expectancy. Repairs are increasing exponentially along with parts are nearly impossible to find. Without a hopper we have no way to dispose of biosolids from the building</p>  <p>Funding to support this project will be from a 10-year serial bond with Fiscal Year 2024-25 debt service of \$70,000.</p>	<p>\$500,000</p>
TOTAL	\$500,000

**FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENT
WASTEWATER TREATMENT**

PROJECT DESCRIPTION	COST
<p>Scum Troughs for Final Settling Tank B</p> <p>Final settling tank B was placed online late 1980s. Operators at this facility have made multiple modification to the FOG troughs to keep them working as long as they have. There are no other modifications the operators can make to ensure troughs can continue to function as designed. If there is a catastrophic failure of a trough, then the tank would need to be taken offline and repaired to prevent possible SPDES permit violations. In addition, if this is not a planned evolution having a tank down decreases capacity of outfall 002x (Effluent B) for a longer timeframe.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Funding to support this project will be from a 10-year serial bond with Fiscal Year 2024-25 debt service of \$32,900.</p>	<p>\$235,000</p>
TOTAL	\$235,000

Public Hearing – 7:15 p.m.

September 12, 2023

To: The Honorable Mayor and City Council

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

Subject: Public Hearing for the Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report

As part of the City's Community Development Block Grant (CDBG) Program, the City Council is required to hold at least two public hearings annually to obtain public input and comments on our program. The public hearing scheduled for September 18, 2023, at 7:15 p.m. coincides with the City submitting its Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The CAPER serves as the year-end summary report of the CDBG activities that the City undertook during the most recent program year, which was July 1, 2022, through June 30, 2023. The public hearing is being held to give the public the opportunity to comment on the CAPER and the City's annual performance.

Some of the City's accomplishments during the 2022 Program Year included the completion of two ADA ramp replacement projects and two target area tree planting projects. Design work for the Seward Street and Grant Street Reconstruction Project was also finished.

In addition, the City continued to make progress on our various housing rehabilitation programs and the homebuyer program addressing the City's CDBG goal of providing decent affordable housing for low-income residents. Over the course of the year, Neighbors of Watertown, the City's housing rehab subrecipient, completed the rehabilitation of six (6) owner occupied units and assisted three (3) homebuyers in purchasing homes.

The City assisted the Points North Housing Coalition (PNHC) with implementing the Point-In-Time Count Outreach and Education Initiative and completed the Fair Housing Education Project. The Fair Housing Project included Fair Housing training sessions geared toward tenants as well as landlords and service providers. The project, completed by CNY Fair Housing, also included a small marketing campaign and investigation of complaints of discrimination related to Fair Housing.

Using CDBG Coronavirus (CDBG-CV) funding that the City received from HUD, Staff continued to work with four local food pantries to implement the food

pantry programs that were established by the City Council. A total of approximately \$93,000 was expended in PY 2022 on the various food pantry projects.

The Anchor Recovery Center Frontline Employment Partnership Program continued during PY 2022. The program is a collaboration between the Anchor Recovery Center of Northern New York, The Workplace - Jefferson County, and the Community Action Planning Council of Jefferson County. The CDBG-CV grant funding allowed for the establishment of a front-line case management position at the Anchor Recovery Center to bridge individuals to the services offered by all three agencies, connect the individuals to employment, and case manage them to successful and sustained employment.

On September 1, 2023, a draft of our Program Year 2022 CAPER was completed and made available for public viewing at the City's Planning and Community Development Department, the City Clerk's Office, the Flower Memorial Library and at the offices of the Watertown Housing Authority. It was also published on the City's website and can be viewed with the following link: <https://www.watertown-ny.gov/CDBGPublicCommentOpportunities>

Attached for your review is a copy of the narrative portion of the CAPER that describes the various accomplishments in more detail.

A legal notice announcing the availability of the draft CAPER and the date and time of the public hearing was published in the *Watertown Daily Times* on September 2, 2023. Following the public hearing, Staff will incorporate any public comments that are received into the CAPER and will submit it to HUD prior to the September 28, 2023, deadline.



Community Development Block Grant Entitlement Communities Program

Consolidated Annual Performance Evaluation Report Program Year 2022

**Prepared by the City of Watertown
Planning & Community Development Department
245 Washington Street
Watertown, NY 13601**

Draft September 1, 2023

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

Program Year 2022 (July 1, 2022 through June 30, 2023) was the ninth year the City of Watertown (the City) participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). It was also the second year of our 5-year Consolidated Plan that covers Program Years 2021-2025. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a number of projects were completed. Environmental reviews for most of the Program Year (PY) 2022 projects have been completed as well.

The City's strategic plan identifies several high priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements and blight elimination. It also includes a medium priority need of environment and quality of life enrichment and several lower priority needs including fair housing education, support of public services, economic development and homeless prevention. These needs are addressed by several goals including neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance opportunities, environment and quality of life enrichment, fair housing education, homeless assistance, supporting public services, economic development and planning and administration.

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Staff made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan in addition to completing projects from previous program years. Two ADA Ramp Replacement Projects were completed in addition to two target area tree planting projects. Design work for the Seward Street and Grant Street Reconstruction Project was also finished. The Point-In-Time Count Outreach and Education Initiative program was completed for another year, helping low-income families with homelessness prevention. Significant progress continues to be made on the owner-occupied housing rehabilitation program, as well as the first-time homebuyer program, addressing the City's goal of providing decent affordable housing for low-income residents. Further discussion on the City's progress in each of the programmatic areas is below. Projects and accomplishments are listed by program year.

Goal 1. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in several of our recent, as well as our current Annual Action Plan. Many of the projects from our previous plans were completed in previous program years, however, the narrative below outlines the projects that were completed in Program Year 2022.

During Program Year (PY) 2022, the City continued work on the North Side ADA Ramp Replacement Project Phase 2, which was a project identified in our **PY 2020 Annual Action Plan**. This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction. The project scope involves the construction of 31 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. A majority of the ramps are proposed for Census Tract 614, in the northwest quadrant of the City, which has an estimated Disability Rate of 21.9 percent, the highest of any Census Tract in the City according to 2013-2017 American Community Survey (ACS) 5-year Estimates. During PY 2021, seven new ramps were constructed along Meadow Street South. In PY 2022, Contractors constructed 20 ramps along Mill Street and Gale Street. There is still funding remaining in this project for additional ramps to be constructed, which will occur in PY 2023.

The City also completed the Seward Street Reconstruction Design Project in Program Year 2022, which was a project identified in our **PY 2021 Annual Action Plan**. This project involved the completion of design drawings and specifications for the reconstruction of Seward Street, located in the City's Northeast Target Area. After the plans were finished, the bidding process was completed, and a contractor was selected to complete the work. Construction began in late June and is expected to be complete by the end of PY 2023. The construction phase of the project will be funded in part from CDBG funds programmed in the City's 2022 Annual Action Plan. The Seward Street Reconstruction Project will include the complete reconstruction of Seward Street including sidewalk and curbing replacement, replacement of various utilities and repaving the road.

Work also began on two other design projects during PY 2022, the Franklin Street ADA Ramp Replacement Project and the Burlington Street Reconstruction Design Project. Both projects were identified in our **PY 2022 Annual Action Plan**. The design and specifications for the Franklin Street project will be completed in the Fall of 2023 after which the project will be advertised for bids. Construction will occur in the spring of 2024. The design for the Burlington Street Reconstruction Project will be completed in early 2024, followed by bidding and a spring construction start. The Burlington Street Reconstruction Project consists of a full reconstruction of the street and will include improvements such as new pavement, new sidewalks, the replacement of various utilities such as water, sanitary sewer, and storm sewer as well as green infrastructure and tree planting.

Goal 2. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our Annual Action Plans, including Owner-Occupied and Rental Housing Rehabilitation Programs.

During **Program Year 2022**, the City completed a total of six (6) units of owner-occupied rehabilitation, working with Neighbors of Watertown (NOWI), the City's sub-recipient for this program. The units completed were from projects identified in **PY 2020** (4 units), and **PY 2021** (2 units). Due to delays in contractor availability, project completions were not as high as previous years. However, the City is confident that with additional contractor outreach, production will pick up in the next year.

At report time, there are three (3) additional projects underway for the owner-occupied assistance program, which are expected to be complete before the end of the calendar year. Additionally, there are two (2) rental rehabilitation projects underway totaling four (4) additional units. Both projects are expected to be complete in the fall of 2023.

The City has completed all owner-occupied rehabilitation projects up to and through Program Year 2019. The City expects to close out the owner-occupied grant funds from 2020, 2021 and 2022 within the next eight (8) months, prior to the end of the 2023 program year.

A total of \$161,409.50 in CDBG funds were spent on affordable housing rehabilitation for low- and moderate-income residents within the City.

Since becoming an entitlement community in PY 2014, the City has used CDBG funding to rehabilitate eighty (80) units of affordable housing, sixty-two (62) which have been owner-occupied units and eighteen (18) which have been rental units.

Goal 3. Homeownership Assistance

In PY2022, the City was able to use CDBG grant funds to assist three (3) qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home along with funds for minor rehabilitation of the home after closing. A total of \$75,388.13 in CDBG funding was spent during PY2022 for homeownership assistance.

At report time, three (3) additional projects are underway for the homeownership assistance program and all funds prior to PY 2022 are expected to be expended by the spring of 2023.

Since becoming an entitlement community in PY 2014, the City has provided homeownership assistance for the purchase of twenty-two (22) units.

Goal 4. Environment and Quality of Life Enhancement

During the development of the 2021-2025 Consolidated Plan, the City added an Environment and Quality of Life Enhancement goal that aimed to improve environmental conditions by addressing environmental equity and environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, implementing renewable energy initiatives, eliminating combined sewer overflows, narrowing streets to provide increased greenspace, tree planting, tree pit expansion and enhancements, and other urban forestry initiatives such as hazardous tree removal and invasive species management.

The City included several projects in our 2021 and 2022 Annual Action Plans aimed at supporting this goal including the Seward Street Reconstruction Design, the Northeast Target Area Tree Planting Project, the Northeast and Near East Target Area Tree Planting Project and the North Hamilton Playground Basketball Court Project. As noted above, the Seward Street Reconstruction Design was successfully completed, the bidding phase was conducted and construction began on the project late in PY 2022.

The Northeast Target Area Tree Planting Project and the Northeast and Near East Target Area Tree Planting Project were completed this year. The Northeast Target Area Tree Planting Project and the Northeast and Near East Target Area Tree Planting Project were completed this year. The Northeast Target Area Tree Planting Project was included in our **PY 2021 Annual Action Plan** and resulted in the planting of 26 trees in various locations throughout the target area. Streets where trees were planted include Main Avenue, Moulton Street, Addison Street, and Lillian Street. The Northeast and Near East Target Area Tree Planting Project was part of the City's **PY 2022 Annual Action Plan** and resulted in the planting of 40 trees in various locations in the two target areas such as Lansing Street, Lincoln Street, Mundy Street, Parker Street, Boyd Street, Academy Street, and Rutland Street N.

The City also began the planning and design phases for two playground enhancement projects, the North Hamilton Playground Basketball Court Project, which was included in the PY 2021 Annual Action Plan and the North Star Playground Enhancement Project, which was part of the PY 2022 Annual Action Plan. Although construction did not begin on these projects, much of the design work, specification development and product selection work was completed, it is anticipated that these projects will be complete by the end of the 2023 Program Year.

Goal 5. Fair Housing Education

During Program Year 2020, CNY Fair Housing completed an Analysis of Impediments to Fair Housing Choice (AI) for the City of Watertown in advance of the City's 2021 Consolidated Plan. One of the prominent impediments to Fair Housing Choice identified in the plan in the Watertown-Jefferson County area housing market was that housing discrimination and lack of knowledge of fair housing rights continues to limit housing opportunities.

To address that impediment, the City included a Fair Housing Education goal in our Consolidated Plan that aimed to reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.

To address that goal, the City has included fair housing education projects in many of our annual action plans. In December 2021, the City entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to act as the City's qualified Fair Housing Enforcement Agency and to conduct the Fair Housing Education 2021 project that the City included in its PY 2021 Annual Action Plan.

The original contract period ran from January 1, 2022 to December 31, 2022. The scope of services included Fair Housing Education and Marketing as well as complaint intake. The City and CNY Fair Housing mutually agreed to extend the contract period to May 31, 2023 to allow CNY Fair Housing extra time to expend all of the funds programmed for advertising.

CNY Fair Housing conducted training session geared toward landlords on November 16, 2022 and a training session geared towards service providers and tenants on November 17, 2022, both online via Zoom, to complete the education component. Both sessions were later published on Facebook Live. CNY Fair Housing reported that the total reach was nine (9) people for the Service Provider session and six (6) for the Landlord session.

CNY Fair Housing also conducted in-person table outreach at two live events in the City of Watertown in 2022; the Watertown Farmers Market on August 24, 2022 and the Watertown Local Arts Fall Festival on October 10, 2022. CNY Fair Housing reported that the total reach was 17 for the Farmers Market and 100 for the Local Arts Fall Festival.

The marketing component consisted of billboards and other advertisements that CNY Fair Housing bought in the greater Watertown metropolitan region. Finally, CNY Fair Housing is also acting as the City's Qualified Fair Housing Enforcement Agency, and has the authority to investigate complaints and provide legal representation to victims of discrimination in any case where CNY Fair Housing determines that discrimination has occurred.

In December 2022, the City and CNY Fair Housing entered into an MOU for the Fair Housing Education 2022 project (calendar year 2023). As of June 30, 2023, CNY Fair Housing had spent \$618.76 from this MOU on billboard advertising.

Goals 6 and 7. Homeless Assistance and Public Services Support

Another goal of the City's Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York.

For the 2023 Point-In-Time Count, the Points North Housing Coalition (PNHC) worked with local providers and agencies in Jefferson, Lewis and St. Lawrence Counties to assist with the homelessness surveys.

In an effort to continue to develop innovative strategies to address homelessness in the region and specifically expand and improve its outreach and methodology for counting the homeless, PNHC organized fourteen "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Homeless No More events as successful as possible, the PNHC and the City of Watertown implemented the 2023 Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a sixty second radio campaign was created. The commercials were aired on the radio stations owned by Stephens Media group and Intrepid Broadcasting. There was a total of 232 pre-recorded sixty-second spots that were on the air between January 12 and January 26, in addition to live DJ mentions of the events and social media postings by both stations.

The commercials' message targeted the region's non-traditional homeless population and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

The Homeless No More open house held in Jefferson County helped twenty-nine people that day. Additional events have been held since to continue to identify and serve the homeless population in the City of Watertown.

Goal 8. Economic Development

The City's 5-year strategic plan also identified an economic development goal aimed at supporting the efforts of the Watertown Local Development Corporation (WLDC), the Jefferson County Job Development Corporation and the Jefferson County Industrial Development Agency. While there were no CDBG projects during the program year that were identified to allow the City to partner with these agencies to attract business or create new jobs, the City nonetheless continues to work with these agencies throughout the year. The City's Mayor, Jeffrey M. Smith and Planning and Community Development Director, Michael A. Lumbis, both serve on the WLDC Board of Directors. Future projects and funding commitments will be determined for future program years as opportunities for projects and programs arise.

Goal 9. Planning and Administration

As one can conclude from the various project descriptions noted above, the City has been actively implementing a variety of programs and projects during the last program year from several previous Annual Action Plans. The City expended a total of \$65,528.34 administering the various CDBG grants during the Program Year. In addition to the project management for the various initiatives described above, Staff developed the City's 2021 Consolidated Annual Performance Evaluation Report (CAPER) and 2023 Annual Action Plan during the program year.

The City also continued work on the Zoning Ordinance Rewrite Project that was included in both the **PY 2019 and PY 2020 Annual Action Plans**. This project was identified as a priority project in the City's first ever Comprehensive Plan, which was completed using CDBG funding in December, 2019. The Zoning Ordinance Rewrite represents the primary means to implement the Comprehensive Plan. The project was substantially completed in PY 2022 as the City Council adopted the new Zoning Ordinance on February 21, 2023. The project is not officially complete as City Planning Staff is still working with the consultant that assisted us with the project. The project is expected to be completed with accomplishments reported by December 31, 2023.

CDBG-Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

In response to the ongoing COVID-19 public health crisis, Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). As part of the CARES Act, the United States Department of Housing and Urban Development (HUD) received funds to allocate to Community Development Block Grant (CDBG) entitlement communities to prevent, prepare and respond to the COVID-19 health crisis. HUD allocated \$541,672 in Community Development Block Grant Coronavirus (CDBG-CV) funding to the City of Watertown in Round 1 and \$280,910 in Round 3 for a total of \$822,582.

During Program Year 2020, the City adopted an amendment to the 2020 Annual Action Plan that detailed how the City planned to utilize the CDBG-CV funding to address the community wide impacts of COVID-19. The City Council decided to utilize the funds on two main initiatives that include economic development in the form of a Small Business Emergency Relief Program and public services which includes support to four local food pantries. Funding was also allocated to establish an employment training program aimed at assisting those struggling with substance abuse with obtaining employment and for program administration.

During the 2022 program year, Staff worked with four food pantries including the Watertown Urban Mission (WUM), the Community Action Planning Council (CAPC), the Salvation Army and with the United Way for the Watertown City School District Food For Families Program and a mobile food pantry, Urban Mission's Pantry 2 You to continue to implement the programs established with each agency. A total of approximately \$92,835 was expended in PY 2022 on the various food pantry projects.

In Program Year 2022, Staff continued working with the Anchor Recovery Center on the Frontline Employment Partnership Program. This program is a collaboration between the Anchor Recovery Center of Northern New York, The Workplace - Jefferson County, and the Community Action Planning Council of Jefferson County. As many community members in the City struggling with substance use and recovery are finding it difficult to reconnect with old employers or find new employment, the Frontline Employment Partnership Program aims to match clients with potential employers and manage the challenges between the employee and employer germane to recovery from substance use. After establishing a grant agreement for the project and a Memorandum of Understanding between the three partner agencies, the project began in February of 2022 and continued through PY 2022 and into the start of the new program year.

The grant provided funding for the establishment of a front-line case management position at the Anchor Recovery Center of Northern New York to appropriately bridge the individual to the services offered by all three agencies, connect the individual to employment, and case manage the individual to successful and sustained employment by ensuring all services between the three agencies and the employer are appropriately coordinated and managed.

A total of \$10,000 in CDBG-CV funding was deployed to one local business during PY 2022 through the Small Business Emergency Relief Program, marking the final business assisted under the program, with all the prior businesses receiving CV funds during PY 2021. The program's goal was to aid locally owned small businesses that demonstrated hardships or revenue loss that the business experienced because of the Coronavirus Pandemic. The program assisted locally owned businesses that demonstrated these hardships and revenue loss and helped to retain jobs. Staff worked with the Watertown Local Development Corporation to review and approve applications and then developed Grantee Commitment Agreements for each business.

At the back end of the project, Planning Staff verified employment and payroll data and demographic data for persons assisted for each business. The City successfully closed 32 businesses' CARES Act Grants under this program during PY 2022.

The City has been actively implementing the various CDBG-CV programs and projects noted above during the last program year. The City expended a total of \$7,838.24 on Planning and Administration for CDBG-CV projects during the Program Year.

September 11, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: NYS Retirement System 2025 Employer Contribution Rates

The New York State Retirement System has issued the final 2025 contribution rates for the Employees Retirement System (ERS) and the Police and Fire Retirement System (PFRS). For the tiers/plan options applicable to City employees the 2025 ERS and PFRS rates have increased significantly over the 2024 rates.

Employees Retirement System (ERS)	% of City's Payroll in Tier	2024 Rates	2025 Rates	% Increase to the Rate
Tier 2	1%	18.20%	21.50%	18.13%
Tiers 3 and 4	39%	14.90%	17.70%	18.79%
Tier 5	7%	12.90%	15.30%	18.60%
Tier 6	53%	9.50%	11.30%	18.95%

Police and Fire Retirement System (PFRS)	% of City's Payroll in Tier	2024 Rates	2025 Rates	% Increase to the Rate
Tier 2	67%	30.40%	34.80%	14.47%
Tier 5 (Non-contributory)	7%	29.00%	33.20%	14.48%
Tier 5 (Contributory)	3%	26.20%	30.00%	14.50%
Tier 6 (Contributory)	23%	21.10%	24.70%	17.06%

The projected impact of the retirement rate increases to the FY 2024/25 budgets is as follows below. It does consider the established wage increases per the collective bargaining agreements for next year and if a union will be out of a contract period, then an estimated wage increase was used. Employee step increases were not considered.

General Fund

- ERS	\$192,481	
- PFRS	<u>658,371</u>	\$ 850,852
Water Fund		40,345
Sewer Fund		34,647
Library Fund		17,611
Community Development Fund		1,684
Self-funded Health Insurance Fund		<u>1,116</u>
Total Projected Contribution Increase		<u>\$ 946,255</u>

The following tables represent the history of the retirement system rates since the inception of tier 6 and the applicable annual City contribution. Also attached from the NYS Office of the State Comptroller is their press release, a historical rate graph and the 2024/25 rate tables.

Employees Retirement System	Tier 2	Tiers 3 and 4	Tier 5	Tier 6	Amount Paid to Retirement System
% of Payroll in Tier	1%	39%	7%	53%	
2025 Rates	21.5%	17.7%	15.3%	11.3%	\$1,514,810 (est.)
2024 Rates	18.2%	14.9%	12.9%	9.5%	\$1,228,610
2023 Rates	15.9%	13.0%	11.1%	8.2%	\$973,660
2022 Rates	23.0%	18.2%	15.2%	10.6%	\$1,290,972
2021 Rates	19.7%	16.1%	13.4%	9.6%	\$1,234,669
2020 Rates	19.5%	15.8%	13.2%	9.3%	\$1,265,209
2019 Rates	19.6%	15.8%	13.0%	9.3%	\$1,255,657
2018 Rates	19.7%	16.0%	13.1%	9.3%	\$1,268,232
2017 Rates	19.8%	16.0%	13.1%	9.3%	\$1,305,395
2016 Rates	23.1%	18.8%	15.5%	10.6%	\$1,343,922
2015 Rates	25.3%	20.3%	16.6%	11.0%	\$1,657,173
2014 Rates	26.2%	21.0%	16.9%	11.5%	\$1,748,158
2013 Rates	23.2%	18.6%	15.1%	N/A	\$1,535,739

Police and Fire Retirement System	Tier 2	Tier 5 (Non-contributory)	Tier 5 (Contributory)	Tier 6 (Contributory)	Amount Paid to Retirement System
% of Payroll in Tier	67%	7%	3%	23%	
2025 Rates	34.8%	33.2%	30.0%	24.7%	\$4,196,796 (est.)
2024 Rates	30.4%	29.0%	26.2%	21.1%	\$3,538,425
2023 Rates	29.0%	27.6%	25.0%	20.2%	\$3,029,538
2022 Rates	30.4%	28.9%	25.5%	19.8%	\$3,361,570
2021 Rates	25.6%	24.5%	21.0%	15.7%	\$2,720,057
2020 Rates	24.3%	23.2%	19.8%	14.6%	\$2,370,618
2019 Rates	24.0%	22.9%	19.4%	14.4%	\$2,305,182
2018 Rates	24.6%	23.4%	19.9%	14.8%	\$2,354,924
2017 Rates	24.1%	22.9%	19.5%	14.5%	\$2,276,464
2016 Rates	24.7%	23.6%	20.1%	14.3%	\$2,136,795
2015 Rates	27.3%	26.1%	22.0%	15.4%	\$2,494,595
2014 Rates	28.4%	27.1%	24.1%	16.0%	\$2,516,571
2013 Rates	25.1%	24.1%	20.1%	N/A	\$2,423,515



NEWS from the Office of the New York State Comptroller

Share

Contact: Press Office 518-474-4015

NYSLRS Announces Employer Contribution Rates for 2024-25

August 31, 2023

New York State Comptroller Thomas P. DiNapoli today announced employer contribution rates for the New York State and Local Retirement System (NYSLRS) for State Fiscal Year (SFY) 2024-25. Employers' average contribution rates will increase from 13.1% to 15.2% of payroll for the Employees' Retirement System (ERS) and from 27.8% to 31.2% of payroll for the Police and Fire Retirement System (PFRS).

NYSLRS is made up of these two systems, which pay retirement and disability benefits to state and local public employees and death benefits to their survivors. There are more than 3,000 participating employers in ERS and PFRS, and more than 300 different retirement plan combinations. Last fiscal year, \$15.5 billion were paid out in benefits.

"Our state's pension fund remains one of the strongest pension funds in the nation, and the rates announced today will help ensure that public workers and their families can rely upon the retirement benefits promised to them," DiNapoli said.

DiNapoli also announced that NYSLRS had a funded ratio of 90.3% as of March 31, 2023. NYSLRS is consistently ranked among the nation's best funded retirement systems. A high funding ratio means NYSLRS has the funds available to pay out retirement benefits to its more than 1.2 million members, which includes nearly 700,000 current and former state and local government employees and more than 500,000 retirees and their beneficiaries.

Employer rates for NYSLRS are determined based on investment performance and actuarial assumptions recommended by NYSLRS's actuary, who is required to review the actuarial assumptions and issue an annual report. The recommendations are reviewed by the independent Actuarial Advisory Committee and approved by DiNapoli. In addition to investment performance, other factors that impacted rates included inflation and higher salaries.

In 2012, DiNapoli began providing employers with access to a two-year projection of their annual pension bill. Employers can use this projection in the preparation of their budgets. Projections of required contributions vary by employer depending on factors such as the types of retirement benefit plans adopted, salaries paid, and the distribution of employees among the six membership tiers.

The New York State Common Retirement Fund's long-term assumed rate of return will remain at 5.9%. DiNapoli has been a leader in the trend of public pension funds lowering their assumed rates of return to better enable New York to weather volatile markets. The investment return assumption median for public pension funds was 7% in July 2023, according to the National Association of State Retirement Systems. The Kentucky Employees Retirement System was the only state with an assumed rate of return lower than New York state.

Report

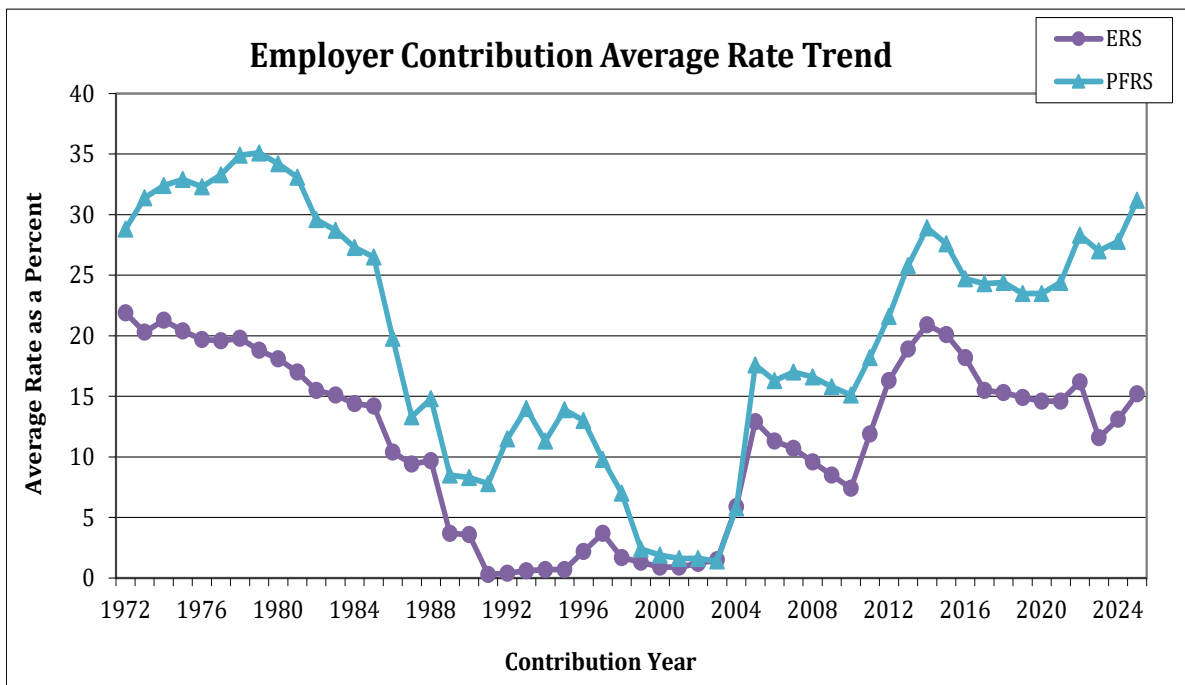
Annual Report to the Comptroller on Actuarial Assumptions

Historic Employer Contribution Average Rate

Year	ERS	PFRS
1972	21.9	28.8
1973	20.3	31.4
1974	21.3	32.4
1975	20.4	32.9
1976	19.7	32.3
1977	19.6	33.3
1978	19.8	34.9
1979	18.8	35.1
1980	18.1	34.2
1981	17.0	33.1
1982	15.5	29.6
1983	15.1	28.7
1984	14.4	27.3
1985	14.2	26.5
1986	10.4	19.8
1987	9.4	13.3
1988	9.7	14.8
1989	3.7	8.5
1990	3.6	8.3

Year	ERS	PFRS
1991	0.3	7.8
1992	0.4	11.5
1993	0.6	14.0
1994	0.7	11.3
1995	0.7	13.9
1996	2.2	13.0
1997	3.7	9.8
1998	1.7	7.0
1999	1.3	2.4
2000	0.9	1.9
2001	0.9	1.6
2002	1.2	1.6
2003	1.5	1.4
2004	5.9	5.8
2005	12.9	17.6
2006	11.3	16.3
2007	10.7	17.0
2008	9.6	16.6
2009	8.5	15.8

Year	ERS	PFRS
2010	7.4	15.1
2011	11.9	18.2
2012	16.3	21.6
2013	18.9	25.8
2014	20.9	28.9
2015	20.1	27.6
2016	18.2	24.7
2017	15.5	24.3
2018	15.3	24.4
2019	14.9	23.5
2020	14.6	23.5
2021	14.6	24.4
2022	16.2	28.3
2023	11.6	27.0
2024	13.1	27.8
2025	15.2	31.2





New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Employees' Retirement System
Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates
(all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates	2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tier 1			Tier 2		
Basic Contributory	71-a	11.6	9.8	11.1	10.8	9.1	10.3
Non-Contributory/Guaranteed	75-c/75-e	20.9	17.7	19.8	19.0	16.1	18.0
Career	75-g	22.4	18.9	21.2	20.5	17.3	19.4
New Career	75-i/75-h	23.3	19.7	22.1	21.3	18.0	20.2
Sheriff & Deputy 25 Year	89-a	26.2	21.9	24.8	24.8	20.7	23.4
Sheriff & Deputy 20 Year	89-b	29.7	24.9	28.1	23.6	19.6	22.3
with Additional 1/60ths	89-b(m)	29.9	25.0	28.3	25.1	21.0	23.8
Detective Investigator 20 Year	89-d	29.2	24.4	27.6	29.0	24.3	27.5
with Additional 1/60ths	89-d(m)	29.3	24.6	27.7	29.1	24.4	27.6
County Law Enforcement	89-e-ts, 89-vr	27.2	22.8	25.7	27.1	22.7	25.6
14B 25 Year Plan	551	24.8	20.7	23.4	24.6	20.5	23.2
25 Year Plan Additional 1/60ths	551e	25.9	21.6	24.5	25.8	21.5	24.4
25 Year Plan Additional 1/60ths All Service	551ee	26.9	22.5	25.4	26.8	22.4	25.3
20 Year Plan	552	30.0	25.1	28.4	29.9	25.1	28.3
20 Year Plan Additional 1/60ths	553	30.0	25.1	28.4	29.9	25.1	28.3
20 Year Plan Additional 1/60ths All Service	553b	31.2	26.1	29.5	31.1	26.0	29.4
25 Yr Add'l 1/60ths Nassau County Ambulance Med Techs, Peace Officers & Fire Marshalls, and Town Of Tonawanda Paramedics	89-sa,89-sp,89-w,89-v	27.6	23.1	26.1	27.7	23.1	26.2
<u>Options</u> (rates are in addition to plan rates)							
5% Increased Take Home Pay	71-a(5)	3.5	3.5	3.5	3.5	3.5	3.5
8% Increased Take Home Pay	71-a(8)	5.6	5.6	5.6	4.9	4.9	4.9
School Service	CCSV/SCHSV	N/A	N/A	N/A	0.1	0.1	0.1
Sick Leave	41-j	0.2	0.2	0.2	0.2	0.2	0.2



Employees' Retirement System
Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates
(all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates	2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tiers 3 & 4			Tier 5		
Article 14 & Article 15	A14 & A15	17.6	14.8	16.7	15.2	12.8	14.4
County Law Enforcement	89-e-ts, 89-vr, 89-sp, 603r3, 604s4	22.0	18.3	20.8	19.4	16.1	18.4
25 Yr Nassau County Fire Marshalls	89-w	23.1	19.3	21.8	20.5	17.1	19.4
14B 25 Year Plan	551	23.3	19.4	22.0	20.7	17.2	19.6
25 Year Plan Additional 1/60ths	551e	24.5	20.4	23.1	22.2	18.5	21.0
25 Year Plan Additional 1/60ths All Service	551ee	25.4	21.2	24.0	23.1	19.3	21.8
20 Year Plan	552	28.2	23.6	26.6	25.8	21.6	24.4
20 Year Plan Additional 1/60ths	553	28.7	24.0	27.2	26.7	22.3	25.2
20 Year Plan Additional 1/60ths All Service	553b	29.8	25.0	28.2	27.7	23.2	26.2
25 Yr Add'I 1/60ths Nassau Co Police Med Techs	89-sa	25.4	21.2	24.0	23.2	19.4	22.0
25 Yr Add'I 1/60ths Town of Tonawanda Paramedics	89-v	22.8	19.0	21.6	20.6	17.1	19.5
20 Yr Add'I 1/60ths Rockland & Suffolk County Investigators	603or, 604pr, 603qs, 604rs	27.4	22.9	25.9	25.3	21.2	24.0
20 Yr Westchester County Investigators	WCI03, WCI04	28.0	23.4	26.5	25.7	21.5	24.3
<u>Options</u> (rates are in addition to plan rates)							
School Service	CCSV/SCHSV	0.1	0.1	0.1	0.1	0.1	0.1
Sick Leave	41-j	0.2	0.1	0.1	0.1	0.1	0.1
County 75% POD without heart	607-c	1.4	1.1	1.3	1.4	1.2	1.3
County 75% POD with heart	607-c & 607-d	1.8	1.3	1.5	1.8	1.4	1.5
County 75% POD act of a civilian	607-c(f), 607-c(g)	0.2	0.2	0.2	0.2	0.2	0.2
County Return of Pension Reserve	606-b	0.1	0.1	0.1	0.1	0.1	0.1



Employees' Retirement System
Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates
(all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tier 6		
Article 14 & Article 15	A14 & A15	11.2	9.4	10.7
County Law Enforcement	89-e-ts, 89-vr, 89-sp, 603r3, 604s4	15.1	12.5	14.3
25 Yr Nassau County Fire Marshalls	89-w	16.2	13.4	15.3
14B 25 Year Plan	551	16.3	13.5	15.4
25 Year Plan Additional 1/60ths	551e	17.9	14.8	16.9
25 Year Plan Additional 1/60ths All Service	551ee	18.6	15.4	17.6
20 Year Plan	552	21.2	17.7	20.1
20 Year Plan Additional 1/60ths	553	22.4	18.7	21.2
20 Year Plan Additional 1/60ths All Service	553b	23.2	19.4	22.0
25 Yr Add'l 1/60ths Nassau Co Police Med Techs	89-sa	18.9	15.7	17.9
25 Yr Add'l 1/60ths Town of Tonawanda Paramedics	89-v	16.5	13.7	15.7
20 Yr Add'l 1/60ths Rockland & Suffolk County Investigators	603or, 604pr, 603qs, 604rs	21.5	17.9	20.4
20 Yr Westchester County Investigators	WCI03, WCI04	21.4	17.8	20.3
<u>Options</u> (rates are in addition to plan rates)				
School Service	CCSV/SCHSV	0.1	0.1	0.1
Sick Leave	41-j	0.1	0.1	0.1
	100 day limit	0.1	0.1	0.1
County 75% POD without heart	607-c	1.3	1.1	1.2
County 75% POD with heart	607-c & 607-d	1.7	1.3	1.4
County 75% POD act of a civilian	607-c(f), 607-c(g)	0.2	0.2	0.2
County Return of Pension Reserve	606-b	0.1	0.1	0.1



Police and Fire Retirement System

Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates (all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates	2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tier 1			Tier 2		
Basic Contributory	371-a	15.9	13.6	12.5	13.4	11.4	10.6
Non-Contributory/Guaranteed	375-c/375-e	26.1	22.7	20.4	20.8	18.0	16.3
Career	375-g	28.8	25.1	22.6	22.9	19.9	18.0
New/Improved Career	375-i/375-j	29.8	26.0	23.3	23.6	20.5	18.5
25 Year Non-Contributory	384	30.3	26.5	23.7	29.4	25.6	23.0
25 Year, Additional 1/60ths	384-f	31.4	27.4	24.6	31.0	27.1	24.3
20 Year Non-Contributory	384-d	35.7	31.2	27.9	34.8	30.4	27.2
20 Year Non-Contributory, Additional 1/60ths	384-e	36.2	31.6	28.3	35.9	31.4	28.0
<u>Options</u> (rates are in addition to plan rates)							
5% Increased Take Home Pay	371-a(5)	3.5	3.5	3.5	2.8	2.8	2.8
8% Increased Take Home Pay	371-a(8)	4.1	4.1	4.1	2.8	2.8	2.8
Sick Leave	341-j	0.3	0.3	0.3	0.3	0.3	0.2
One Year Final Average Salary	302-9(d)	4.5	4.5	4.5	N/A	N/A	N/A
Age 55 Plans	443-f1	N/A	N/A	N/A	4.0	3.5	3.1
25 Year Plans	443-f2	N/A	N/A	N/A	5.0	4.4	3.9
25 Year with Additional 1/60ths Plans	443-f3	N/A	N/A	N/A	5.3	4.7	4.1
20 Year Plans	443-f4	N/A	N/A	N/A	6.0	5.3	4.6
20 Year with Additional 1/60ths Plans	443-f5	N/A	N/A	N/A	6.2	5.5	4.8
20 Yr Non-Contrib, Add'l 1/60ths, credit for Non-Mbr Service	443-f6	N/A	N/A	N/A	6.3	5.6	4.9
Credit for Non-Member Service (Additional 1/60ths)	384-ex	0.6	0.6	0.5	0.7	0.6	0.5
Allows Tier 2 former 384d or 384e members to retire under a regular plan at age 55 without age reduction	375-i or j	N/A	N/A	N/A	0.6	0.5	0.4
	384-d	N/A	N/A	N/A	0.5	0.5	0.4
	384-e	N/A	N/A	N/A	0.1	0.1	0.1



Police and Fire Retirement System

Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates (all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tier 3		
Basic	371-a	13.4	11.4	10.6
Non-Contributory/Guaranteed	375-c/375-e	20.8	18.0	16.3
Career	375-g	22.9	19.9	18.0
New/Improved Career	375-i/375-j	23.6	20.5	18.5
25 Year	384	29.4	25.6	23.0
25 Year, Additional 1/60ths	384-f	31.0	27.1	24.3
20 Year	384-d	35.5	31.0	27.8
20 Year, Additional 1/60ths	384-e	35.5	31.0	27.8
25 Year, 1 year FAS option	384,1	35.5	31.0	27.8
25 Year, Additional 1/60ths, 1 year FAS option	384-f1	35.5	31.0	27.8
20 Year, Additional 1/60ths, credit for Non-Mbr Service	384-ex	35.5	31.0	27.8
Police and Fire Article 14	A14PF	35.5	31.0	21.8
<u>Options</u> (rates are in addition to plan rates)				
Sick Leave	341-j	0.3	0.3	0.2
One Year Final Average Salary - Age 55 plans	443-f1	4.0	3.5	3.1
Article 14 - with IP or JP	PA14P	0.1	0.1	0.1



Police and Fire Retirement System

Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates (all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates	2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tier 5 Non-Contributory			Tier 5 Contributory		
Basic	371-a	N/A	N/A	N/A	9.4	7.8	7.4
Non-Contributory/Guaranteed	375-c/375-e	N/A	N/A	N/A	16.4	14.0	12.9
Career	375-g	N/A	N/A	N/A	18.4	15.9	14.5
New/Improved Career	375-i/375-j	N/A	N/A	N/A	19.1	16.4	15.0
25 Year	384	28.1	24.5	22.0	24.6	21.4	19.3
25 Year, Additional 1/60ths	384-f	29.7	25.9	23.2	25.9	22.5	20.3
20 Year	384-d	33.2	29.0	26.0	30.0	26.2	23.5
20 Year, Additional 1/60ths	384-e	34.3	29.9	26.8	30.5	26.5	23.8
<u>Options</u> (rates are in addition to plan rates)							
Sick Leave	341-j	0.3	0.3	0.2	0.3	0.3	0.2
One Year Final Average Salary							
Age 55 Plans	443-f1	N/A	N/A	N/A	1.9	1.7	1.5
25 Year Plans	443-f2	2.4	2.1	1.8	2.4	2.1	1.8
25 Year With Additional 1/60ths Plans	443-f3	2.5	2.3	2.0	2.5	2.3	2.0
20 Year Plans	443-f4	2.8	2.5	2.2	2.8	2.5	2.2
20 Year With Additional 1/60ths Plans	443-f5	2.9	2.6	2.3	2.9	2.6	2.3
20 Yr Non-Contrib, Add'l 1/60ths, credit for Non-Mbr Service	443-f6	3.0	2.7	2.3	3.0	2.7	2.3
Credit for Non-Member Service (Additional 1/60ths)	384-ex	0.6	0.6	0.5	0.6	0.5	0.5
Allows Tier 5 former 384d or 384e members to retire under a regular plan at age 55 without age reduction	375-i or j	N/A	N/A	N/A	0.5	0.5	0.4
	384-d	0.5	0.5	0.4	0.5	0.4	0.4
	384-e	0.1	0.1	0.1	0.1	0.1	0.1



Police and Fire Retirement System

Comparison of Expected Long-Term Rates with Fiscal Year End 2024 and 2025 Final Rates (all rates are expressed as a %)

		2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates	2/1/2025 Rates	2/1/2024 Rates	Expected Long-Term Rates
<u>Retirement Plan</u>	<u>Plan ID</u>	Tier 6 Non-Contributory			Tier 6 Contributory		
Basic	371-a	N/A	N/A	N/A	5.2	4.1	4.2
Non-Contributory/Guaranteed	375-c/375-e	N/A	N/A	N/A	11.7	9.9	9.3
Career	375-g	N/A	N/A	N/A	13.7	11.7	10.8
New/Improved Career	375-i/375-j	N/A	N/A	N/A	14.3	12.2	11.3
25 Year	384	25.8	22.4	20.2	19.1	16.5	15.0
25 Year, Additional 1/60ths	384-f	27.2	23.7	21.3	19.9	17.2	15.6
20 Year	384-d	30.4	26.5	23.8	24.3	21.1	19.0
20 Year, Additional 1/60ths	384-e	31.4	27.4	24.6	24.7	21.4	19.3
<u>Options</u> (rates are in addition to plan rates)							
Sick Leave	341-j	0.3	0.3	0.2	0.3	0.3	0.2
Credit for Non-Member Service (Additional 1/60ths)	384-ex	0.6	0.5	0.5	0.5	0.5	0.4
Allows Tier 6 former 384d or 384e members to retire under a regular plan at age 55 without age reduction	375-i or j	N/A	N/A	N/A	0.4	0.4	0.3
	384-d	0.5	0.4	0.4	0.4	0.3	0.3
	384-e	0.1	0.1	0.1	0.1	0.1	0.1

September 12, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Demolition Costs – 403 and 409 Main Street West

The following information is being provided at the request of Mayor Smith. The City acquired 403 and 409 Main Street West on July 14, 2022 as a result of the City's tax sale foreclosure process against a company owned by or in part by Jake Johnson.

- 5/14/2018: Leroy Fluno sells 403 and 409 Main Street West to JSJ NNY, LLC for \$27,000.
- 4/19/2019: JSJ NNY, LLC transfers parcel to Glen Park Properties for \$0.
- 4/20/2020: Due to Code Enforcement violations the City demolishes both structures at a cost of \$132,971.18 and bills property owner for the cost.
- 6/25/2020: Tax sale certificates are sold against both parcels for unpaid 2020 County taxes.
- 7/5/2020: Unpaid Code Enforcement invoices for demolition costs as well as other unpaid DPW invoices and water and sewer charges are relieved onto the 2020/21 City tax bills.
- 6/24/2022: Deadline for property owner to redeem parcels expires. Redemption amount for 403 Main Street West was \$79,195.36 and \$98,112.46 for 409 Main Street West.
- 7/14/2022: City of Watertown issues itself a tax deed and acquires the parcels from Glen Park Properties, LLC.

September 13, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – August 2023

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last August, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$130,790 or 83.06%. The facility was down for most of the month for the concrete repair project. In comparison to the budget projection for the month, revenue was down \$137,621 or 83.77%. The year-to-date actual revenue is up \$84,658 or 26.22%, while the year-to-date revenue on a budget basis is down \$60,455 or 12.92%.

	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 1,937	\$ 673,456	\$ 165,435	\$ 380,883	\$ 215,448	130.23%
August	\$ 1,819	\$ 612,155	\$ 157,460	\$ 26,670	(\$ 130,790)	(83.06%)
September	\$ 1,164	\$ 307,692	\$ 442,559			
October	\$ 117,331	\$ 523,734	\$ 216,702			
November	\$ 410,218	\$ 731,273	\$ 373,674			
December	\$ 366,126	\$ 702,586	\$ 533,542			
January	\$ 255,650	\$ 293,374	\$ 522,759			
February	\$ 175,736	\$ 246,124	\$ 477,279			
March	\$ 449,166	\$ 661,611	\$ 612,321			
April	\$ 669,698	\$ 897,945	\$ 872,321			
May	\$ 433,690	\$ 539,059	\$ 471,237			
June	\$ 85,233	\$ 418,974	\$ 234,979			
YTD	<u>\$2,967,768</u>	<u>\$6,604,983</u>	<u>\$5,080,268</u>	<u>\$ 407,553</u>	<u>\$ 84,658</u>	<u>26.22%</u>

	<u>Original</u> <u>Budget</u> <u>2023-24</u>	<u>Actual</u> <u>2023-24</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 303,717	\$ 380,883	\$ 77,166	25.61%	\$ -
August	\$ 164,291	\$ 26,670	(\$ 137,621)	(83.77%)	\$ 33,476
September	\$ 150,939				
October	\$ 399,149				
November	\$ 583,691				
December	\$ 492,044				
January	\$ 378,093				
February	\$ 298,599				
March	\$ 536,386				
April	\$ 820,488				
May	\$ 606,884				
June	<u>\$ 415,719</u>				
YTD	<u>\$5,150,000</u>	<u>\$ 407,553</u>	<u>(\$ 60,455)</u>	<u>(12.92%)</u>	<u>\$ 33,476</u>

September 13, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – August 2023

Sales tax revenue was up \$177,732 or 8.85% compared to last August. In comparison to the original budget projection for the month, sales tax was up \$157,648 or 7.77%. The year-to-date actual receipts are up \$495,967 or 12.26%, while the year-to-date receipts on a budget basis are up \$455,529 or 11.15%.

	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,493,210	\$ 1,948,809	\$ 2,035,333	\$ 2,353,567	\$ 318,234	15.64%	
August	\$ 1,515,827	\$ 1,888,806	\$ 2,008,482	\$ 2,186,214	\$ 177,732	8.85%	
September	\$ 2,783,423	\$ 2,725,797	\$ 2,757,376				
October	\$ 1,488,167	\$ 1,678,723	\$ 1,847,562				
November	\$ 1,331,668	\$ 1,643,509	\$ 1,818,188				
December	\$ 2,493,688	\$ 2,374,453	\$ 2,232,223				
January	\$ 1,290,702	\$ 1,649,030	\$ 1,849,036				
February	\$ 1,181,566	\$ 1,429,187	\$ 1,643,774				
March	\$ 2,284,533	\$ 2,253,672	\$ 2,041,305				
April	\$ 1,566,858	\$ 2,064,386	\$ 1,888,370				
May	\$ 1,626,958	\$ 2,023,137	\$ 1,835,982				
June	<u>\$ 3,144,514</u>	<u>\$ 1,949,070</u>	<u>\$ 2,566,086</u>				
YTD	<u>\$ 22,201,114</u>	<u>\$23,628,579</u>	<u>\$ 24,614,716</u>	<u>\$ 4,539,781</u>	<u>\$ 495,967</u>	<u>12.26%</u>	
			<u>Original Budget 2023-24</u>	<u>Actual 2023-24</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July			\$ 2,055,686	\$ 2,353,567	\$ 297,881	14.49%	
August			\$ 2,028,566	\$ 2,186,214	\$ 157,648	7.77%	
September			\$ 2,784,949				
October			\$ 1,866,037				
November			\$ 1,836,370				
December			\$ 2,346,455				
January			\$ 1,867,527				
February			\$ 1,660,211				
March			\$ 2,061,718				
April			\$ 2,147,581				
May			\$ 2,104,669				
June			<u>\$ 2,025,231</u>				
YTD			<u>\$ 24,785,000</u>	<u>\$ 4,539,781</u>	<u>\$ 455,529</u>	<u>11.15%</u>	