

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, January 5, 2026**  
**7:00 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, January 5, 2026, 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**

**RESOLUTIONS**

Resolution No. 1 -	Designating Depositories of City Funds for 2026
Resolution No. 2 -	Accepting Bid for Contracted Hauling Services – Nickles Hauling, LLC
Resolution No. 3 -	Readopting Fiscal Year 2025-26 General Fund Budget to Modify Positions in the Engineering Department
Resolution No. 4 -	Accepting Bid for Sewer Main, Manhole Cleaning & CCTV (Closed-Circuit Television) Inspection Services – National Water Main Cleaning Co.
Resolution No. 5 -	Approving Change Order No. 1 for the Ohio Street Water Main Replacement Project, EDGE Civil Corporation

**ORDINANCES**

Ordinance No. 1 -	An Ordinance Amending the Ordinance Dated December 15, 2014, as Amended September 16, 2019, Authorizing the Issuance of \$2,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost
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of City Court Renovations, in and for Said City, to Change the Scope of the Project to Include Certain City Hall Improvements, and to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$7,300,000

## **LOCAL LAW**

## **OLD BUSINESS**

## **STAFF REPORTS**

1. Sale of Surplus Hydro-electricity – November 2025
2. Sales Tax Revenue – November 2025
3. Elected Officials, NYS Retirement System Reporting Requirements

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

To discuss the employment history of a particular individual or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

To discuss collective bargaining

## **ADJOURNMENT**

## **WORK SESSION**

Next Work Session is scheduled for Monday, January 12, 2026, at 7:00 p.m.

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, JANUARY 20, 2026.**

Res. No. 1

January 5, 2026

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Designating Depositories of City Funds for 2026

In accordance with City Charter section 30, City Council shall designate at its first meeting in each year the banks located in the City for the deposit of all City funds. Accordingly, a resolution has been prepared for City Council consideration which establishes the depositories for City funds for the period January 1, 2026 through December 31, 2026.

**RESOLUTION**

Page 1 of 1

Designating Depositories of  
City Funds for 2026

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS Section 30 of the City Charter requires the City Council to designate each year at its first meeting some incorporated bank or banks or trust company located in the City of Watertown for the deposit of all moneys belonging to the City,

NOW THEREFORE BE IT RESOLVED that the following banks are hereby designated as depositories of the City of Watertown, New York, for the year beginning January 1, 2026, and ending December 31, 2026:

Community Bank, N.A.

Key Bank

WSB Municipal Bank

And,

BE IT FURTHER RESOLVED that Community Bank, N.A., Key Bank, and WSB Municipal Bank each be required to either execute a bond delivered to the City of Watertown, New York, as approved collateral or to deposit at a mutually agreed upon depository approved collateral of a value up to FIFTY MILLION DOLLARS (\$50,000,000).

*Seconded by* \_\_\_\_\_

Res No. 2

January 5, 2026

TO: The Honorable Mayor and City Council  
FROM: Tina Bartlett-Bearup, Purchasing Manager  
SUBJECT: Accepting Bid for Contracted Hauling Services – Nickles Hauling, LLC

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Contracted Hauling Services, per City specifications, and publicly opened and read the sealed bids on December 17, 2025, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and twenty-one (21) potential vendors.

The Purchasing Department received one (1) sealed bid submittal, and the bid tabulation is shown below:

Vendor Name, Address, Point of Contact, and Email address				Nickles Hauling LLC	
				35065 Countryman Road	
				Theresa, NY 13691	
				Michelle Nickles	
				<a href="mailto:m.nickles72@gmail.com">m.nickles72@gmail.com</a>	
Description	Vehicle	Unit	Qty.	Per Unit Price	Minimum Hours Required
Contracted Hauling Services as detailed in specifications	Tandem Dump Truck	Hourly	1	\$165.00	8 hrs.
Contracted Hauling Service (Snow Hauling - non prevailing wage rate)	Tandem Dump Truck	Hourly	1	\$165.00	8 hrs.
Contracted Hauling Services as detailed in specifications	Flow boy Tractor Trailer	Hourly	1	\$185.00	8 hrs.
Contracted Hauling Service (Snow Hauling - non prevailing wage rate)	Flow boy Tractor Trailer	Hourly	1	\$185.00	8 hrs.
Minimum Hours Required (if any)		Hourly			
Additional Billable fees (if any)		One-time	1	\$600.00	Snow Permits
		One-time	1	\$1,700.00	DEC permits

The Purchasing Manager and Public Works Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the bid proposal for the Contracted Hauling Services to Nickles Hauling, LLC as the lowest responsive responsible bidder at the rates listed above. The hauling of certain materials requires different wage rates; therefore, two different wage rates were requested.

This is a one-year contract commencing on January 5, 2026, with the ability to renew for three (3) additional one-year contracts.

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

## RESOLUTION

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Accepting Bid for Contracted Hauling Services -  
Nickles Hauling, LLC

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS the City's Public Works Department desires to contract with a qualified firm to provide hauling services, as needed, to move a variety of materials to or from work sites and/or specified material suppliers for City Departments, and

WHEREAS the Purchasing Department advertised and received one (1) sealed bid for the contracted hauling services, and

WHEREAS on December 17, 2025, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bid received with the Public Works Department and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Nickles Hauling, LLC, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from Nickles Hauling LLC per the pricing schedule proposed, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown is hereby authorized and directed to execute the Agreement (*and all contracts/documents associated with contracted hauling services*) on behalf of the City of Watertown.

*Seconded by* \_\_\_\_\_



**CITY OF WATERTOWN, NEW YORK**

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project: Contracted Hauling Services  
Bid / RFP Number: Bid #2025-23

Opening Date: Wednesday, December 17, 2025 11:00 A.M.

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

**Vendor Name, Address, Point of Contact, and Email address**

**Nickles Hauling LLC**

35065 Countryman Road

Theresa, NY 13691

Michelle Nickles

[m.nickles72@gmail.com](mailto:m.nickles72@gmail.com)

Description	Vehicle	Unit	Qty.	Per Unit Price	Minimum Hours Required	Per Unit Price	Minimum Hours Required	Per Unit Price	Minimum Hours Required
Contracted Hauling Services as detailed in specifications	Tandem Dump Truck	Hourly	1	\$165.00	8 hrs.				
Contracted Hauling Service (Snow Hauling - non prevailing wage rate)	Tandem Dump Truck	Hourly	1	\$165.00	8 hrs.				
Contracted Hauling Services as detailed in specifications	Flow boy Tractor Trailer	Hourly	1	\$185.00	8 hrs.				
Contracted Hauling Service (Snow Hauling - non prevailing wage rate)	Flow boy Tractor Trailer	Hourly	1	\$185.00	8 hrs.				
Minimum Hours Required (if any)		Hourly							
Additional Billable fees (if any)		One-time	1	\$600.00	Snow Permits				
		One-time	1	\$1,700.00	DEC permits				

Addendum Acknowledgement (if any)	Y		
Bid Bond or Check (B / C)	N/A		
Non-Collusive Bidding Certificate	Y		
Certificate of Compliance with the Iran Divestment Act	Y		
Sexual Harassment Form	Y		
Certificate of Contractor Registry	Y		
SAM's & NYS Debarred	N		

	<h1>MEMORANDUM</h1> <h2>Dept. Public Works</h2>	Brian MacCue
		Superintendent
		Date: 12-18-25
		Ref: Bid 2025-23
To:	Eric Wagenaar, City Manager	
Subject:	Contracted Hauling Services Recommendation for Approval	

On Wednesday, December 17th, 2025, one (1) sealed “Contracted Hauling Services” bid packages was received and publicly opened at 11:00 A.M. by Tina Bartlett-Bearup, Purchasing Manager, Room 206, Municipal Building, 245 Washington Street, Watertown, New York.

This was a five-item bid requesting prices for Contracted Hauling Services as described and for Contracted Hauling Services by the City of Watertown Public Works Department. The results of the bid opening are as follows:

	<u>Nickles Hauling</u>
Contracted Hauling -Tandem (Hr)	\$165.00
Contracted Hauling - Tandem – Snow (Hr)	\$165.00
Contracted Hauling - Flowboy – (Hr)	\$185.00
Contracted Hauling – Flowboy – Snow (Hr)	\$185.00
Snow Dump Fee	\$600.00
DEC Permits	\$1,700.00
Min. time	8 Hours

It is my recommendation, as Superintendent of Public Works, that the award for Contracted Hauling Services go to the lowest priced, qualified bid submittal meeting all of the City’s specification requirements: Nickles Hauling, 35065 Countryman Road, Theresa, NY 13691.

Should you have any questions concerning this recommendation, please do not hesitate to contact me at your convenience.

*Brian MacCue*

cc: Eric Wagenaar – City Manager  
 Jim Mills, City Comptroller  
 Tina Bartlett-Bearup, City Purchasing Manager  
 Brian MacCue, Superintendent of Public Works  
 DPW file: Contracted Hauling Services

Res No. 3

January 5, 2026

To: The Honorable Mayor and City Council  
From: Eric Wagenaar, City Manager  
Subject: Readopting Fiscal Year 2025-26 General Fund Budget to Modify Positions in the Engineering Department

The City's search for an Assistant City Engineer has not yielded qualified candidates; however, it has resulted in two individuals that the City Engineer believes would be valuable additions to the Engineering Department. To hire these candidates, changes have to be made to the currently approved budgeted positions.

Proposed position changes:

<u>Fiscal Year 2025-26 Adopted Positions</u>	<u>Proposed New Positions</u>
Assistant City Engineer	Civil Engineer II
Civil Engineer II (part-time)	Civil Engineer I (full-time)

There will be no additional cost in Fiscal Year 2025–26 as a result of these proposed changes due to the vacancy in the Assistant City Engineer position. However, in Fiscal Year 2026–27, there will be an additional cost associated with replacing a part-time Civil Engineer II position with a full-time Civil Engineer I position. This represents an approximate six-month over-hire period, anticipated to end with the expected retirement of a current Civil Engineer II in December 2026.

The attached resolution re-adopts the Fiscal Year 2025-26 General Fund Budget to modify the approved positions in the Engineering Department.

## RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2025-26 General Fund Budget to Modify Positions in the Engineering Department

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS on June 2, 2025, the City Council adopted the Fiscal Year 2025-26 General Fund Budget, and

WHEREAS the adopted budget included an Assistant City Engineer and two full-time Civil Engineer II positions (one of which is appropriated 40% to the hydro-electric account's budget), one part-time Civil Engineer II position, one full-time Civil Engineer I, and one part-time Civil Engineer I position, and

WHEREAS the search for an Assistant City Engineer has not yielded successful candidates, but did result in two candidates that the City Engineer recommends for the Civil Engineer I and II positions, and

WHEREAS the City Manager is recommending that the Assistant City Engineer position be converted to a Civil Engineer II position; and the part-time Civil Engineer II position be converted to a full-time Civil Engineer I position,

NOW THEREFORE BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby re-adopts the Fiscal Year 2025-26 General Fund Budget to remove the Assistant City Engineer position and the part-time Civil Engineer II position and establish a full-time Civil Engineer II and Civil Engineer I position.

*Seconded by* \_\_\_\_\_

Res No. 4

January 5, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Sewer Main, Manhole Cleaning & CCTV (Closed-Circuit Television) Inspection Services – National Water Main Cleaning Co.

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for Sewer Main, Manhole Cleaning & CCTV (Closed-Circuit Television) Inspection Services, per City specifications and publicly opened and read the sealed bids on December 16, 2025, at 11:30 a.m. EST. Bids were provided to seven (7) plan houses and nine (9) potential vendors.

The Purchasing Department received five (5) sealed bids submittals, and the bid tabulations are shown below:

Vendor Name, Address, Point of Contact, and Email Address			National Water Main Cleaning Company		Arold Construction Company, Inc.		Instituform Technologies, LLC		Kenyon Pipeline Inspection, LLC		Precision Trenchless, LLC	
			25 Marshall Street		51 Powder Mill Bridge Road		580 Goddard Ave.		68 Park Road		1710 Erie Blvd	
			Canton, MA 02021		Kingston, NY 12401		Chesterfield, MO 63005		Queensbury, NY 12804		Schenectady, NY 12308	
Description	Estimated Quantity	Unit	Unit	Total	Unit	Total	Unit	Total	Unit	Total	Unit	Total
Maintenance & Protection of Traffic	14	Day	\$2,500.00	\$35,000.00	\$3,750.00	\$52,500.00	\$3,000.00	\$42,000.00	\$3,000.00	\$42,000.00	\$600.00	\$8,400.00
Sewer Main Cleaning Light	12,614	LF	\$1.00	\$12,614.00	\$2.14	\$26,993.96	\$5.00	\$63,070.00	\$5.00	\$63,070.00	\$4.50	\$56,763.00
Sewer Main Cleaning Heavy	4,000	LF	\$1.00	\$4,000.00	\$12.50	\$50,000.00	\$5.00	\$20,000.00	\$12.00	\$48,000.00	\$22.00	\$88,000.00
Lateral/Tap Cutting	12	Each	\$100.00	\$1,200.00	\$750.00	\$9,000.00	\$150.00	\$1,800.00	\$300.00	\$3,600.00	\$100.00	\$1,200.00
Closed Circuit Television (CCTV) Inspection	12,614	LF	\$3.00	\$37,842.00	\$2.14	\$26,993.96	\$3.75	\$47,302.50	\$3.00	\$37,842.00	\$10.50	\$132,447.00
Bypass pumping for 8"-12" main as specified	2	Day	\$100.00	\$200.00	\$1,500.00	\$3,000.00	\$6,000.00	\$12,000.00	\$1,200.00	\$2,400.00	\$600.00	\$1,200.00
Bypass pumping for 15"-36" main as specified	5	Day	\$8,500.00	\$42,500.00	\$9,500.00	\$47,500.00	\$6,000.00	\$30,000.00	\$6,500.00	\$32,500.00	\$10,000.00	\$50,000.00
Total Base Bid				\$133,356.00		\$215,987.92		\$216,172.50		\$229,412.00		\$338,010.00

The Purchasing Manager, DPW Superintendent, and Engineering Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for Sewer Main, Manhole Cleaning & CCTV Inspection Services to National Water Main Cleaning Company as the lowest responsive responsible bidder at a total price of **\$133,356.00**.

The Sewer Main, Manhole Cleaning & CCTV Inspection Services will be funded by the Sewer Fund as adopted by the City Council within the Fiscal Year 2025-26 City Budget. This contract will be for services as specified on an annual basis, with the option to renew for two additional one-year agreements.

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

## RESOLUTION

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Accepting Bid for Sewer Main,  
Manhole Cleaning & CCTV (Closed-Circuit  
Television) Inspection Services –  
National Water Main Cleaning Co.

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS the City is seeking a qualified vendor to provide Sewer Main, Manhole Cleaning, and CCTV (Closed-Circuit Television) Inspection Services, and

WHEREAS the Purchasing Department advertised and received five (5) sealed bids for Sewer Main, Manhole Cleaning, and CCTV Inspection Services, and

WHEREAS on December 16, 2025, at 11:30 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the DPW Superintendent and Engineering Department, and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by National Water Main Cleaning Company,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from National Water Main Cleaning Company in the amount of \$133,356.00, and

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

*Seconded by* \_\_\_\_\_



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project: Sewer Main, Manhole Cleaning & CCTV Inspection Services  
 Bid / RFP Number: Bid #2025-22  
 Opening Date: Tuesday, December 16th, 2025 @ 11:30 AM

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

Vendor Name, Address, Point of Contact, and Email Address			National Water Main Cleaning Company		Arold Construction Company, Inc.		Insituform Technologies, LLC		Kenyon Pipeline Inspection, LLC		Precision Trenchless, LLC	
			25 Marshall Street		51 Powder Mill Bridge Road		580 Goddard Ave.		68 Park Road		1710 Erie Blvd	
			Canton, MA 02021		Kingston, NY 12401		Chesterfield, MO 63005		Queensbury, NY 12804		Schenectady, NY 12308	
Description	Estimated Quantity	Unit	Unit	Total	Unit	Total	Unit	Total	Unit	Total	Unit	Total
Maintenance & Protection of Traffic	14	Day	\$2,500.00	\$35,000.00	\$3,750.00	\$52,500.00	\$3,000.00	\$42,000.00	\$3,000.00	\$42,000.00	\$600.00	\$8,400.00
Sewer Main Cleaning Light	12,614	LF	\$1.00	\$12,614.00	\$2.14	\$26,993.96	\$5.00	\$63,070.00	\$5.00	\$63,070.00	\$4.50	\$56,763.00
Sewer Main Cleaning Heavy	4,000	LF	\$1.00	\$4,000.00	\$12.50	\$50,000.00	\$5.00	\$20,000.00	\$12.00	\$48,000.00	\$22.00	\$88,000.00
Lateral/Tap Cutting	12	Each	\$100.00	\$1,200.00	\$750.00	\$9,000.00	\$150.00	\$1,800.00	\$300.00	\$3,600.00	\$100.00	\$1,200.00
Closed Circuit Television (CCTV) Inspection	12,614	LF	\$3.00	\$37,842.00	\$2.14	\$26,993.96	\$3.75	\$47,302.50	\$3.00	\$37,842.00	\$10.50	\$132,447.00
Bypass pumping for 8"-12" main as specified	2	Day	\$100.00	\$200.00	\$1,500.00	\$3,000.00	\$6,000.00	\$12,000.00	\$1,200.00	\$2,400.00	\$600.00	\$1,200.00
Bypass pumping for 15"-36" main as specified	5	Day	\$8,500.00	\$42,500.00	\$9,500.00	\$47,500.00	\$6,000.00	\$30,000.00	\$6,500.00	\$32,500.00	\$10,000.00	\$50,000.00
<b>Total Base Bid</b>			\$133,356.00		\$215,987.92		\$216,172.50		\$229,412.00			\$338,010.00
Addendum Acknowledgement (if any)			Y		Y		Y		Y			Y
Bid Bond or Check (B / C)			B		B		B		B			B
Non-Collusive Bidding Certificate			Y		Y		Y		Y			Y
Certificate of Compliance with the Iran Divestment Act			Y		Y		Y		Y			Y
Sexual Harassment Form			Y		Y		Y		Y			Y
Certificate of Contractor Registry			Y		Y		Y		Y			Y
SAM's & NYS Debarred			N		N		N		N			N



# MEMORANDUM

## Dept. Public Works

Brian MacCue

Superintendent

Date: 12/29/2025

Ref: Bid 2025-22

To: Eric Wagenaar, City Manager

Subject: Sewer Main, Manhole cleaning, and CCTV Inspection Services  
Recommendation to Approve

On Tuesday, December 16th, 2025, five (5) sealed bid packages were publicly opened at 11:30 A.M. by Tina Bartlett-Bearup, Purchasing Manager, Room 206, Municipal Building, 245 Washington Street, Watertown, New York.

This was a multi-item bid requesting prices for Sewer Main, Manhole cleaning, and CCTV Inspection services as described by the City of Watertown Public Works Department. The results of the lowest bid opening are as follows:

Description	Estimated Quantity	Unit	Unit	Total
Maintenance & Protection of Traffic	14	Day	\$2,500.00	\$35,000.00
Sewer Main Cleaning Light	12,614	LF	\$1.00	\$12,614.00
Sewer Main Cleaning Heavy	4,000	LF	\$1.00	\$4,000.00
Lateral/Tap Cutting	12	Each	\$100.00	\$1,200.00
Closed Circuit Television (CCTV) Inspection	12,614	LF	\$3.00	\$37,842.00
Bypass pumping for 8"-12" main as specified	2	Day	\$100.00	\$200.00
Bypass pumping for 15"-36" main as specified	5	Day	\$8,500.00	\$42,500.00
Total Base Bid				\$133,356.00

It is my recommendation, as Superintendent of Public Works, that the award for Sewer Main, Manhole cleaning, and CCTV Inspection services be awarded to the lowest qualified bidder: NATIONAL Water Main Cleaning Company, 25 Marshall Street, Canton, MA 02021.

Should you have any questions concerning this recommendation, please do not hesitate to contact me at your convenience.

*Brian M*

cc: Eric Wagenaar – City Manager  
Jim Mills, City Comptroller  
Tina Barlett-Bearup, City Purchasing Manager  
Brian MacCue, Superintendent of Public Works  
DPW file: Sewer Main, Manhole cleaning, and CCTV Inspection services

Res No. 5

January 5, 2026

To: The Honorable Mayor and City Council

From: Thomas Compo, P.E., City Engineer

Subject: Approving Change Order No. 1 for the Ohio Street Water Main Replacement Project, EDGE Civil Corporation

At the January 16, 2024 meeting, City Council approved the bid for the Ohio Street Water Main Replacement Project and awarded the bid for construction to EDGE Civil Corporation for \$834,974.00.

EDGE Civil Corporation has submitted Change Order No. 1 for a cost decrease of \$39,910.91, which brings the final construction cost to \$795,063.09. This change order covers price adjustments for various field and contract items and serves as the final payment for the project.

A resolution approving this change order has been prepared for City Council consideration.

**RESOLUTION**

Page 1 of 1

Approving Change Order No. 1  
for the Ohio Street Water Main  
Replacement Project,  
EDGE Civil Corporation

Council Member GARRABRANT, Shane A.  
Council Member KIMBALL, Robert O.  
Council Member OSBORNE JR, Douglas E.  
Council Member SHOEN, Benjamin P.  
Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS at its January 16, 2024, meeting, the City Council approved a bid from EDGE Civil Corporation in the amount of \$834,974.00 for the Ohio Street Water Main Replacement Project, and

WHEREAS there have been various price adjustments for field and contract items that need to be addressed before final payment can be issued, and

WHEREAS EDGE Civil Corporation has submitted Change Order No. 1 for a cost decrease of \$39,910.91,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Change Order No. 1 from EDGE Civil Corporation for a decrease of \$39,910.91, a copy of which is attached and made part of this Resolution, bringing the final contract amount to \$795,063.09, and

BE IT FURTHER RESOLVED that City Manager or their designee is hereby authorized and directed to execute Change Order No. 1 on behalf of the City of Watertown.

*Seconded by* \_\_\_\_\_

**CHANGE ORDER NO.: #1**

Owner:	City of Watertown	Owner's Project No.:
Engineer:	Aubertine and Currier, PLLC	Engineer's Project No.: 2022-045
Contractor:	Edge Civil Corporation	Contractor's Project No.:
Project:	Ohio Street Watermain Replacement	
Contract Name:		
Date Issued:	10/22/2025	Effective Date of Change Order: 11/03/2025

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

Description:

**Change in Contract Price.**

**Contract price adjustment to include the DEDUCT of \$69,495.50 of the Contract Price. The DEDUCT will include \$40,000 of Bid Item #031-Field Allowance, and the balance of Over/Under Quantities at the project completion.**

**Contract price adjustment to include the ADD of \$29,584.59 of the Contract Price. The ADD included the total costs incurred of Field Change Order and required T&M work during construction.**

**\$69,495.50 - \$29,584.59 = \$39,910.91 (Decrease of Contract Price)**

Attachments:

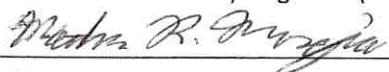
**Summary of Field Change Order Cost Proposals and T&M Work Sheet, dated 10/22/2025.  
Final Over/Under Summary Sheet, dated 10/22/2025**

**Change in Contract Price****Change in Contract Times**  
[State Contract Times as either a specific date or a number of days]

Original Contract Price: \$ 834,974.00	Original Contract Times: Substantial Completion: 6/22/2024 Ready for final payment: 11/23/2024
[Increase] [Decrease] from previously approved Change Order No. [Number of previous Change Order]: \$	[Increase] [Decrease] from previously approved Change Orders No. [Number of previous Change Order]: Substantial Completion: Ready for final payment:
Contract Price prior to this Change Order: \$	Contract Times prior to this Change Order: Substantial Completion: Ready for final payment:
Decrease this Change Order: \$ 39,910.91	Increase this Change Order: Substantial Completion: Ready for final payment:
Contract Price incorporating this Change Order: \$ 795,063.09	Contract Times with all approved Change Orders: Substantial Completion: 11/23/2024 Ready for final payment: 11/03/2025

Recommended by Engineer (if required)

By:



Title:

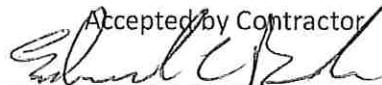
Matthew R. Morgan, PE

Date:

10/28/2025

Authorized by Owner

Accepted by Contractor



PRESIDENT

10-28-2025

Approved by Funding Agency (if applicable)

By:

Title:

Date:

January 5, 2026

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Bond Ordinance Amendment – City Court Renovation

On November 17, 2025, the City Council accepted numerous bids for the City Court / City Hall renovation project. The acceptance of the bids was, however, contingent upon the passing of a bond to finance the project. City Council was presented with a bond ordinance on November 17<sup>th</sup>, which was held over under the rules as unanimous consent was not approved. On December 1, 2025 the bond ordinance was defeated by a vote of 3-2. Attached for City Council consideration is the bond ordinance that would provide the financing for the project.

GYMO (Design)		
Preliminary Design	\$ 84,412	
Final Design and Construction Administration	337,646	
Contract Amendment #1	(25,200)	
Contract Amendment #2 (pending)	<u>87,173</u>	\$ 484,031
Black Horse Group, LLC (General Construction)		
Base Contract		2,776,075
Hyde Stone (Plumbing)		
Base Contract		163,800
Hyde Stone (Mechanical)		
Base Contract		1,933,878
Watson Electrical (Electrical)		
Base Contract		477,000
RSI Roofing (Roofing)		
Base Contract		549,290
GYMO (Construction Inspection)		
Base Contract		397,000
DSA Services (Hazardous Materials)		
Special inspections (estimate)		307,000
Air Monitoring (estimate)		20,000
Bonding fees		50,000
Contingency		100,000
Total Bond Ordinance		<u>41,926</u>
		<u>\$ 7,300,000</u>

The ultimate amount borrowed will be reduced by \$396,858 due to American Rescue Plan Act funds used to cover the design services provided by GYMO.

## ORDINANCE

Page 1 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, as Amended September 16, 2019, Authorizing the Issuance of \$2,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of City Court Renovations, in and for Said City, to Change the Scope of the Project to Include Certain City Hall Improvements, and to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$7,300,000

YEA	NAY
Council Member GARRABRANT, Shane A.	
Council Member KIMBALL, Robert O.	
Council Member OSBORNE Jr, Douglas E.	
Council Member SHOEN, Benjamin P.	
Mayor PIERCE, Sarah V.C.	
Total .....	

*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, in said City, on January 5, 2026, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

The following ordinance was offered by Council Member \_\_\_\_\_, who moved its adoption, seconded by Council Member \_\_\_\_\_, to-wit:

BOND ORDINANCE DATED JANUARY 5, 2026.

AN ORDINANCE AMENDING THE ORDINANCE DATED DECEMBER 15, 2014, AS AMENDED SEPTEMBER 16, 2019, AUTHORIZING THE ISSUANCE OF \$2,900,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF CITY COURT RENOVATIONS, IN AND FOR SAID CITY, TO CHANGE THE SCOPE OF THE PROJECT TO INCLUDE CERTAIN CITY HALL IMPROVEMENTS, AND TO INCREASE THE ESTIMATED MAXIMUM COST THEREOF AND THE AMOUNT OF BONDS AUTHORIZED TO \$7,300,000.

WHEREAS, by ordinance dated December 15, 2014 (the "2014 Ordinance"), the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$948,000 bonds of said City to pay the cost of City Court renovations, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, at an estimated maximum cost of \$948,000, in and for the City of Watertown, Jefferson County, New York; and

## ORDINANCE

Page 2 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, as Amended September 16, 2019, Authorizing the Issuance of \$2,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of City Court Renovations, in and for Said City, to Change the Scope of the Project to Include Certain City Hall Improvements, and to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$7,300,000

YEA	NAY
Council Member GARRABRANT, Shane A.	
Council Member KIMBALL, Robert O.	
Council Member OSBORNE Jr, Douglas E.	
Council Member SHOEN, Benjamin P.	
Mayor PIERCE, Sarah V.C.	
Total .....	

WHEREAS, by ordinance dated September 16, 2019, the Council of the City amended the 2014 Ordinance to increase the estimated maximum cost and the amount of bonds authorized to pay the cost of the City Court renovations from \$948,000 to \$2,900,000; and

WHEREAS, the Council now wishes to (i) include in the scope of the project certain improvements to the City Hall building, including air handler replacements, and (ii) increase the estimated maximum cost and the amount of bonds authorized for the updated project to \$7,300,000, an increase of \$4,400,000; NOW, THEREFORE,

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted December 15, 2014, as amended September 16, 2019, authorizing the issuance of \$2,900,000 bonds to pay the cost of City Court renovations, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, at an estimated maximum cost of \$2,900,000, in and for the City of Watertown, Jefferson County, New York, are hereby further amended, in part, to read as follows:

**“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$8,000,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF CITY COURT RENOVATIONS AND CERTAIN CITY HALL RENOVATIONS, IN AND FOR SAID CITY.”**

....

Section 1. For the specific object or purpose of paying the cost of City Court renovations and certain City Hall renovations, including air handler replacements, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$7,300,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$7,300,000 and that the plan for the financing

## ORDINANCE

Page 3 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, as Amended September 16, 2019, Authorizing the Issuance of \$2,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of City Court Renovations, in and for Said City, to Change the Scope of the Project to Include Certain City Hall Improvements, and to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$7,300,000

YEA	NAY
Council Member GARRABRANT, Shane A.	
Council Member KIMBALL, Robert O.	
Council Member OSBORNE Jr, Douglas E.	
Council Member SHOEN, Benjamin P.	
Mayor PIERCE, Sarah V.C.	
Total .....	

thereof is by the issuance of the \$7,300,000 bonds of said City authorized to be issued pursuant to this bond ordinance, provided however, that the amount of bonds to be issued shall be reduced by the amount of any grant funds received therefor.

Section B. 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
- (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 C. Upon this ordinance taking effect, the same shall be published in summary in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section D. This ordinance is effective immediately.

Unanimous consent moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, 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:

Council Member Shane A. Garrabrant	VOTING _____
Council Member Robert O. Kimball	VOTING _____
Council Member Douglas E. Osborne Jr.	VOTING _____

**ORDINANCE**

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An Ordinance Amending the Ordinance Dated December 15, 2014, as Amended September 16, 2019, Authorizing the Issuance of \$2,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of City Court Renovations, in and for Said City, to Change the Scope of the Project to Include Certain City Hall Improvements, and to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$7,300,000

YEA	NAY
Council Member GARRABRANT, Shane A.	
Council Member KIMBALL, Robert O.	
Council Member OSBORNE Jr, Douglas E.	
Council Member SHOEN, Benjamin P.	
Mayor PIERCE, Sarah V.C.	
Total .....	

Council Member Benjamin P. Shoer

VOTING \_\_\_\_\_

Mayor Sarah V.C. Pierce

VOTING \_\_\_\_\_

The ordinance was thereupon declared duly adopted.

\* \* \*

**APPROVED BY THE MAYOR**\_\_\_\_\_  
January 5, 2026

Mayor

STATE OF NEW YORK )

) 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 January 5, 2026, 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, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

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 newspapers and/or other news media as follows:

## ORDINANCE

Page 5 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, as Amended September 16, 2019, Authorizing the Issuance of \$2,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of City Court Renovations, in and for Said City, to Change the Scope of the Project to Include Certain City Hall Improvements, and to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$7,300,000

YEA	NAY
Council Member GARRABRANT, Shane A.	
Council Member KIMBALL, Robert O.	
Council Member OSBORNE Jr, Douglas E.	
Council Member SHOEN, Benjamin P.	
Mayor PIERCE, Sarah V.C.	
Total .....	

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 Noticed      Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on January \_\_\_, 2026

---

City Clerk

(CORPORATE SEAL)

*Seconded by* \_\_\_\_\_

December 15, 2025

To: The Honorable Mayor and City Council  
 From: James E. Mills, City Comptroller  
 Subject: Sale of Surplus Hydro-electricity – November 2025

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last November, the sale of surplus hydro-electric power on an actual-to-actual basis was up \$519,126 or 247.65%. In comparison to the budget projection for the month, revenue was up \$87,643 or 13.67%. The year-to-date actual revenue is down \$990,199 or 51.69%, while the year-to-date revenue on a budget basis is down \$723,151 or 43.86%.

	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Actual</u> <u>2024-25</u>	<u>Actual</u> <u>2025-26</u>	<u>Variance</u>	<u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 165,435	\$ 380,883	\$ 793,352	\$ 152,826	\$ (640,526)	(80.74%)
August	\$ 157,460	\$ 26,670	\$ 688,115	\$ 3,512	\$ (684,603)	(99.49%)
September	\$ 442,559	\$ 181	\$ 145,453	\$ 1,909	\$ (143,543)	(98.69%)
October	\$ 216,702	\$ 184,779	\$ 79,259	\$ 38,607	\$ (40,652)	(51.29%)
November	\$ 373,674	\$ 682,240	\$ 209,619	\$ 728,745	\$ 519,126	247.65%
December	\$ 533,542	\$ 826,789	\$ 542,585			
January	\$ 522,759	\$ 533,340	\$ 359,155			
February	\$ 477,279	\$ 626,162	\$ 195,739			
March	\$ 612,321	\$ 923,928	\$ 747,418			
April	\$ 872,321	\$ 785,870	\$ 905,006			
May	\$ 471,237	\$ 446,726	\$ 1,022,190			
June	<u>\$ 234,979</u>	<u>\$ 377,657</u>	<u>\$ 451,656</u>			
YTD	<u>\$5,080,268</u>	<u>\$5,795,225</u>	<u>\$6,139,548</u>	<u>\$ 925,599</u>	<u>\$ (990,199)</u>	<u>(51.69%)</u>

	<u>Original</u> <u>Budget</u> <u>2025-26</u>	<u>Actual</u> <u>2025-26</u>	<u>Variance</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 352,202	\$ 152,826	\$ (199,376)	(56.61%) \$ 21,157
August	\$ 159,603	\$ 3,512	\$ (156,091)	(97.80%) \$ 45,825
September	\$ 151,765	\$ 1,909	\$ (149,856)	(98.74%) \$ 41,838
October	\$ 344,078	\$ 38,607	\$ (305,471)	(88.74%) \$ 40,642
November	\$ 641,102	\$ 728,745	\$ 87,643	13.67% \$ -
December	\$ 548,789			
January	\$ 409,739			
February	\$ 324,176			
March	\$ 607,067			
April	\$ 893,601			
May	\$ 663,278			
June	<u>\$ 429,600</u>			
YTD	<u>\$5,525,000</u>	<u>\$ 925,599</u>	<u>\$ (723,151)</u>	<u>(43.86%)</u> \$ 149,462

December 15, 2025

To: The Honorable Mayor and City Council  
 From: James E. Mills, City Comptroller  
 Subject: Sales Tax Revenue – November 2025

Sales tax revenue was up \$94,165 or 4.97% compared to last November. In comparison to the budget projection for the month, sales tax was up \$117,832 or 6.30%. The year-to-date actual receipts are up \$616,970 or 5.78%, while the year-to-date receipts on a budget basis are up \$750,453 or 7.12%.

	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Actual 2024-25</u>	<u>Actual 2025-26</u>	Variance	<u>Monthly %</u> Inc/(Dec)to Prior Year	<u>Quarterly %</u> Inc/(Dec)to Prior Year
July	\$ 2,035,333	\$ 2,353,567	\$ 2,143,817	\$ 2,284,149	\$ 140,332	6.55%	
August	\$ 2,008,482	\$ 2,186,214	\$ 2,158,407	\$ 2,332,892	\$ 174,485	8.08%	
September	\$ 2,757,376	\$ 2,490,458	\$ 2,615,865	\$ 2,729,060	\$ 113,195	4.33%	6.19%
October	\$ 1,847,562	\$ 1,907,106	\$ 1,867,195	\$ 1,961,987	\$ 94,792	5.08%	
November	\$ 1,818,188	\$ 1,904,366	\$ 1,893,395	\$ 1,987,560	\$ 94,165	4.97%	
December	\$ 2,232,223	\$ 2,223,964	\$ 2,437,266				N/A
January	\$ 1,849,036	\$ 1,851,962	\$ 1,888,207				
February	\$ 1,643,774	\$ 1,645,921	\$ 1,638,527				
March	\$ 2,041,305	\$ 1,899,459	\$ 2,114,743				N/A
April	\$ 1,888,370	\$ 1,908,041	\$ 1,970,112				
May	\$ 1,835,982	\$ 1,970,375	\$ 1,987,411				
June	<u>\$ 2,566,086</u>	<u>\$ 2,542,299</u>	<u>\$ 2,423,378</u>				N/A
YTD	<u>\$ 24,614,716</u>	<u>\$ 24,883,732</u>	<u>\$ 25,138,323</u>	<u>\$ 11,295,648</u>	<u>\$ 616,970</u>	<u>5.78%</u>	
		<u>Original Budget</u>					
		<u>2025-26</u>	<u>Actual 2025-26</u>	<u>Variance</u>		<u>%</u>	<u>%</u>
July		\$ 2,117,019	\$ 2,284,149	\$ 167,130		7.89%	
August		\$ 2,131,427	\$ 2,332,892	\$ 201,465		9.45%	
September		\$ 2,583,166	\$ 2,729,060	\$ 145,894		5.65%	7.53%
October		\$ 1,843,855	\$ 1,961,987	\$ 118,132		6.41%	
November		\$ 1,869,728	\$ 1,987,560	\$ 117,832		6.30%	
December		\$ 2,406,800					N/A
January		\$ 1,864,605					
February		\$ 1,618,045					
March		\$ 2,088,308					N/A
April		\$ 1,789,981					
May		\$ 1,848,458					
June		<u>\$ 2,393,608</u>					
YTD		<u>\$ 24,555,000</u>	<u>\$ 11,295,648</u>	<u>\$ 750,453</u>		<u>7.12%</u>	

New York State sales tax distribution methodology: Monthly sales tax payments are prorated to all the jurisdictions using a percentage based on the collections from the prior year. It is important to note that most of the sales tax collections are received as monthly payments. It is not until when sales tax returns are filed in the months of March, June, September, and December that the monthly payment for each business is un-prorated and distributed per the return to the proper jurisdiction. This un-proration and re-distribution is the quarterly reconciliation process that results in how sales tax truly performed for the quarter.

January 5, 2026

To: The Honorable Mayor and City Council  
From: Ann M. Saunders, City Clerk  
Subject: Elected Officials, NYS Retirement System Reporting Requirements

Since elected officials may work outside the typical hours of a workday, the NYS Retirement System adopted regulations for the establishment of a standard workday and the reporting of days worked for these officials. This requirement affects the members of City Council who are sworn into a new term of office and are also members of the NYS Retirement System.

The affected members of City Council must prepare a record of activities (ROA) for three (3) consecutive months at the start of a new term. To ensure three (3) full months of active working days are reflected on the ROA, the period of the ROA may be extended by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period. The ROA must be concluded by May 30, 2026, and submitted to the City Clerk within 30 days of completion, but no later than June 29, 2026. The ROA must be signed and its accuracy attested to by the elected official prior to being presented to City Council for determination of whether the activities are official duties of the position.

Once the activities are approved, City Council will need to adopt a resolution that lists the following for each elected official: Title, standard workday, term of office, and number of days per month to be reported. The adopted resolution must be posted on the City's website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed by the City Clerk with the Office of the State Comptroller within 15 days after the posting period ended.

Attached for your review are examples of work-related and non-work-related activities and a sample of a Record of Activity (ROA), which will assist in determining which activities should be reported.



### **Understanding Your Responsibilities: Elected & Appointed Officials**

## **Work-Related and Non-Work-Related Activities**

The governing board must review each entry listed on an official's record of activities (ROA) to determine whether the entries are appropriate. The board must exclude any duties that are not work-related from the calculation of the average number of days worked per month.

Below are examples of activities that may appear on an ROA. If you have questions about whether a task is work-related, please email our Pension Integrity Bureau.

### **Appropriate Time**

- Answering constituent phone calls
- Attending municipality-sponsored events
- Discussing issues with constituents while out of the office
- Attending municipality board/committee meetings
- Preparing for municipality meetings
- Community activities in partnership with the municipality

### **Inappropriate Time**

- On-call time (unless called out)
- Attending campaign events
- Attending a political party rally/candidate forum
- Board and committee meetings for private organizations
- Socializing after legislative meeting
- Personal volunteer work
- Services not paid for by the municipality (e.g., wedding ceremonies)

---

(Rev. 9/19)

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*Example of One Week of an Elected/Appointed Official's Record of Activities*

## Record of Activities

**Name** John Smith  
**Title** Town Supervisor  
**Employer** South Anytown

---

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the “Add New Row” button.
- To total the number of hours, click the “Update Total” button.

Date	Activity	Start Time	End Time	Hours
January 7, 2019	Taxpayer mtg.	1:00 PM	2:00 PM	1
January 7, 2019	Return phone calls	2:00 PM	3:00 PM	1
January 7, 2019	Emergency call re: dog warden	12:00 AM	1:00 AM	1
January 8, 2019	Prepare speech for luncheon	12:00 PM	3:00 PM	3
January 8, 2019	Return phone calls	3:00 PM	4:00 PM	1
January 9, 2019	Routine correspondence	9:00 AM	11:00 AM	2
January 9, 2019	Guest speaker – luncheon mtg.	1:00 PM	3:00 PM	2
January 9, 2019	Return phone calls	6:00 PM	7:00 PM	1
January 10, 2019	Conference call with East and North Anytowns	9:00 AM	9:30 AM	0.5

January 10, 2019	Prepare for mtg. on 1/15	9:30 AM	11:00 AM	1.5
January 10, 2019	Return phone calls	6:00 PM	7:00 PM	1
January 11, 2019	Prepare speech and materials for 1/15 mtg.	9:00 AM	11:00 AM	2
January 11, 2019	Routine correspondence	11:00 AM	12:00 PM	1
January 11, 2019	Return phone calls	4:00 PM	5:00 PM	1
January 12, 2019	Committee mtg. on zoning	9:00 AM	12:00 PM	3
January 12, 2019	Return phone calls	4:00 PM	5:00 PM	1

Add New Row

Update Total

24

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

*Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.*

With my signature, I attest to the accuracy of the record provided above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date