

CITY OF WATERTOWN, NEW YORK
AGENDA
Tuesday, February 20, 2018

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Tuesday, February 20, 2018, 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

RESOLUTIONS

- Resolution No. 1 - Performance Review of City Clerk
- Resolution No. 2 - Authorizing Sale of Real Property, Known as 158 Academy Street and 166 Academy Street to Alexandra Woodruff, 414 Gotham Street, Watertown, New York 13601
- Resolution No. 3 - Accepting Bid for HVAC Replacement, Emma Flower Fire Station
- Resolution No. 4 - Accepting Bid for Turbine Units 1 and 3 Winding Cleaning Project
- Resolution No. 5 - Approving Agreement Between the City of Watertown and State of New York, Unified Court System
- Resolution No. 6 - Readopting Fiscal Year 2017-18 General Fund Budget
- Resolution No. 7 - Executing Declaration of Covenants and Restrictions with Niagara Mohawk
- Resolution No. 8 - Retaining the Professional Services of John C. Krol to Assist in the Recruitment of Viable Candidates for the Position of Watertown City Manager

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Fire Department Line Staffing and Overtime Cost Savings
2. New York State Department of Transportation - Betterments for Ornamental Street Lighting and Drainage Improvements Along NYS Route 3 (Arsenal Street) Adjacent to Cedar Street
3. Northern New York Builder's Exchange
4. Sales Tax Revenue – January 2018
5. Sale of Surplus Hydro-electricity – January 2018

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MARCH 5, 2018.

Res No. 1

February 14, 2018

To: City Council Members
From: Joseph M. Butler, Jr., Mayor
Subject: Performance Review of City Clerk

The Council Members have had an opportunity to review the accomplishments over the past year for the City Clerk. Attached is a Resolution which provides a favorable performance review.

RESOLUTION

Page 1 of 1

Performance Review of City Clerk

Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the Charter of the City of Watertown under Title III, Section 20-8 requires a performance review of the City Clerk annually with findings adopted by March 1 each year, and

WHEREAS the City Clerk, Ann M. Saunders, has provided City Council with a summary of her duties and accomplishments for the previous year, and

WHEREAS City Council determined the City Clerk has done an excellent job of carrying out the duties of her office and serving the public, and

WHEREAS the City Clerk has effectively led her staff in a professional and productive way, and

WHEREAS the City Clerk continues to work on improving the use of technology to make her office more efficient,

NOW THEREFORE BE IT RESOLVED that following an assessment and review of the City Clerk’s duties and performance, we find the City Clerk, Ann M. Saunders, has performed consistent with expectations and did an excellent job in the year.

Seconded by

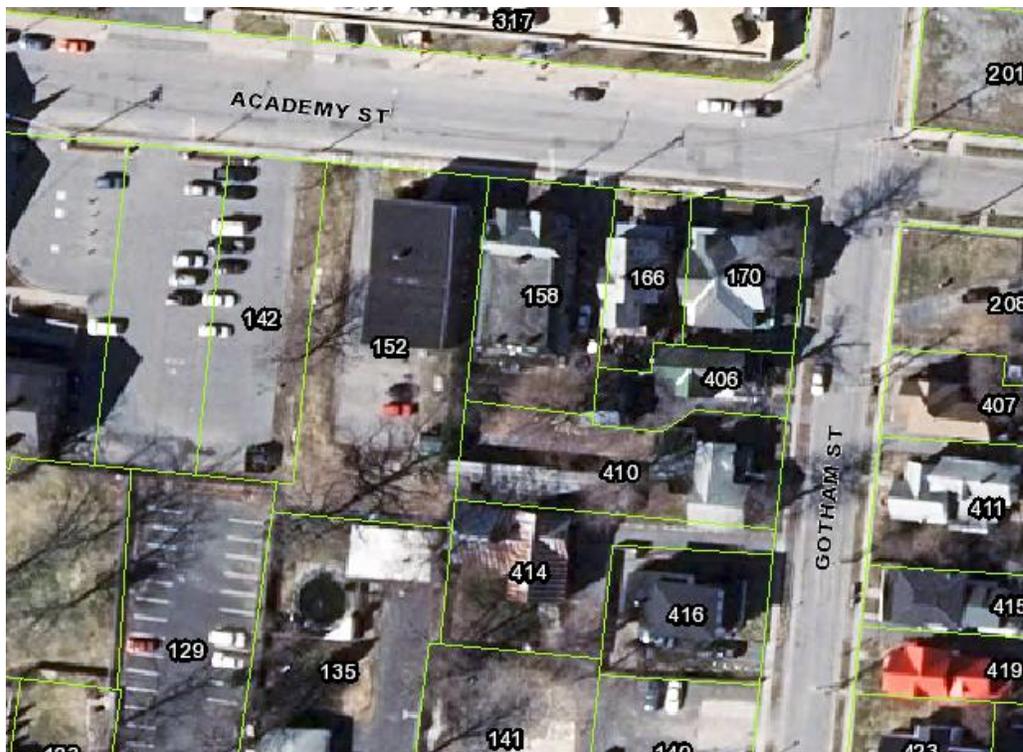
Res No. 2

February 8, 2018

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Offer to Purchase 158 and 168 Academy Street

The City received the attached offer of \$1,000 from Alexandra Woodruff to purchase 158 and 166 Academy Street. The houses in the below picture have recently been demolished. Ms. Woodruff owns the property at 414 Gotham Street.

City Council should be aware that staff is working on a report of all City owned properties to review with City Council at the March 12th work session. City Council will then be presented with a resolution at the March 19th meeting to authorize a public auction be held in April to dispose of various City properties. City Council could consider holding off on this private sale and send it to the public auction with Ms. Woodruff's offer being established as the minimum bid.



Submission for Purchase of (2) Academy Street Vacant Lots
Alexandra Woodruff
414 Gotham Street, Watertown NY
lexewoodruff@yahoo.com

I am proposing to purchase the two (2) Academy Street Vacant Lots that recently had houses that were demolished. I am interested in these two lots to be purchased together for \$1,000. I am interested in these two properties because they are close to my property, and my kitchen window over looks them. I am invested in what is put there because I would have to look at it everyday.

I love Watertown, and I would like it to be something special. I am proposing a beautification of these two lots by moving my current garden that is outside of the city, into the city. My garden consists of thousands of flowering plants. One particularly attractive part of my garden is the over 1200 tulips, when they bloom in the spring, it is something really great to look at. Something like this in the city of Watertown would be really great. In addition, I thought I would plant a couple of plants that are currently on the endangered species list in NY, including an Oak tree, in which I already had planted on at my house currently.

To sum up my proposal, I am offering \$1000 for both of the lots in hopes to implement a beautification plan of the now vacant properties. You will not be disappointed in this decision!

Alexandra Woodruff

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 158 Academy Street and
166 Academy Street to
Alexandra Woodruff, 414 Gotham Street,
Watertown, New York 13601

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa L.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 158 Academy Street, approximately 66' x 115' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York, as Parcel No. 11-03-219.000, and

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 166 Academy Street, approximately 38' x 91' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York, as Parcel No. 11-03-220.000, and

WHEREAS title to said lands have since been retained by the City of Watertown as acquired at said tax sale, which titles were retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real properties have never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as these properties be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$1,000 submitted by Alexandra Woodruff, for the purchase of Parcel No. 11-03-219.000 and parcel No. 11-03-220.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 158 Academy Street and
166 Academy Street to
Alexandra Woodruff, 414 Gotham Street,
Watertown, New York 13601

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa L.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Joseph M. Butler Jr. be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real properties to Alexandra Woodruff upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

Res No. 3

February 9, 2018

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for HVAC Replacement,
Emma Flower Fire Station

The City Purchasing Department has advertised and received sealed bids for the Emma Flower Fire Station HVAC Replacement, per City specifications.

Invitations to bid were also issued to area plan houses and eighteen (18) prospective bidders, with six (6) bids received and publicly opened and read in the City Purchasing Department on Wednesday, February 7, 2018, at 11:00 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received with the City Engineering Department, and it is their recommendation that the City Council accept the bid received from Black River Plumbing, Heating & AC, Inc. as the lowest responsive bidder in the amount of \$353,995. The other bids received are detailed in the attached report of Mrs. Pastuf. A bond ordinance in the amount of \$450,000 was approved by City Council on October 2, 2017 to finance this project.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for HVAC Replacement,
Emma Flower Fire Station

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the Emma Flower Fire Station HVAC Replacement, per City specifications, and

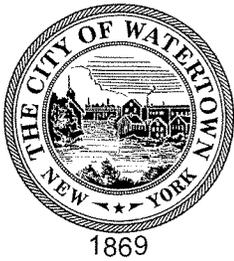
WHEREAS invitations to bid were also issued to area plan houses and eighteen (18) prospective bidders, with six (6) bids received and publicly opened and read in the City Purchasing Department on Wednesday, February 7, 2018, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf reviewed the bids received with the City Engineering Department, and it is their recommendation that the City Council accept the bid from Black River Plumbing, Heating & AC, Inc. as the lowest responsive bidder,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Black River Plumbing, Heating & AC, Inc. as being the lowest responsive bidder meeting City specifications for the replacement of the Emma Flower Fire Station HVAC in the amount of \$353,995, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all contracts associated with implementing the award to Black River Plumbing, Heating & AC, Inc.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601-3380
 E-MAIL APastuf@watertown-ny.gov
 Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2018-04 – Emma Flower Fire Station HVAC Replacement
DATE: 02/08/2018

The City's Purchasing Department advertised in the Watertown Daily Times on January 9, 2018 calling for sealed bids for the Emma Flower Fire Station HVAC Replacement as per City Specifications.

This purchase of this equipment is part of the Adopted 2017-2018 Budget.

The Purchasing Department issued Invitations to Bid to the area plan houses and eighteen (18) prospective bidders. The City received six (6) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on February 7, 2018 at 11:00 am, local time. The bid tabulation for the bid is shown below.

Description	Black River Plumbing, Heating & AC, Inc.	Burns Brothers Contractors, Inc.	ENI Mechanical, Inc.	Hyde-Stone Mechanical Contractors, Inc.	J.E. Sheehan Contracting Corporation	Ontario HVC Solutions, Inc.
	Black River, NY	Potsdam, NY	Gouverneur, NY	Watertown, NY	Potsdam, NY	Dexter, NY
Total Bid Price	\$353,995.00	\$425,000.00	\$398,000.00	\$403,042.00	\$428,000.00	\$414,000.00
* Remove and dispose of the existing HVAC System at the Fire Station	\$42,140.00	\$41,000.00	\$28,400.00	\$15,173.00	\$42,500.00	\$11,000.00
* Abatement of asbestos in areas indicated, as well as the safe disposal as specified at the Fire Station.	\$19,830.00	\$22,000.00	\$19,900.00	\$20,041.00	\$22,500.00	\$19,767.00
* Furnish and Install a new HVAC System at the Fire Station	\$272,800.00	\$341,000.00	\$325,850.00	\$349,304.00	\$343,100.00	\$361,233.00
* Furnish and Install all electrical components required to support the new HVAC System at the Fire Station	\$19,225.00	\$21,000.00	\$23,850.00	\$18,524.00	\$19,900.00	\$22,000.00

City Engineering and the Purchasing Department reviewed the responses to ensure that they complied with the specifications. **Black River Plumbing, Heating & AC, Inc.** proposed a bid that is lower than the five other bids received.

Staff recommends that City Council award the bid for the Emma Flower Fire Station HVAC Replacement Project to **Black River Plumbing, Heating & AC, Inc.** for **\$353,995.00** as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 4

February 9, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Turbine Units 1 and 3 Winding Cleaning Project

The City Purchasing Department has advertised and received sealed bids for the Turbine Units 1 and 3 Winding Cleaning Project, per City specifications.

Invitations to bid were also issued to area plan houses and seven (7) prospective bidders, with two (2) bids received and publicly opened and read in the City Purchasing Department on Thursday, February 8, 2018, at 11:00 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received with the City Engineering Department, and it is their recommendation that the City Council accept the bid received from C&S Technical Resources, Inc. as the lowest responsive bidder in the amount of \$72,976. The other bid received is detailed in the attached report of Mrs. Pastuf.

Funding for this project is included in the 2017-2018 Budget. The General Fund readoption was approved by City Council at the December 2, 2017 Meeting adding \$70,000 for this project.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Turbine Units 1 and 3
Winding Cleaning Project

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for Turbine Units 1 and 3 Winding Cleaning Project, per City specifications, and

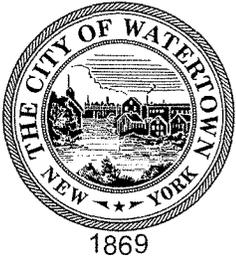
WHEREAS invitations to bid were also issued to area plan houses and seven (7) prospective bidders, with two (2) bids received and publicly opened and read in the City Purchasing Department on Thursday, February 8, 2018, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf reviewed the bids received with the City Engineering Department, and it is their recommendation that the City Council accept the bid from C&S Technical Resources, Inc. as the lowest responsive bidder,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by C&S Technical Resources, Inc. as being the lowest responsive bidder meeting City specifications for Turbine Units 1 and 3 Winding Cleaning Project in the amount of \$72,976, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all contracts associated with implementing the award to C&S Technical Resources, Inc.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2018-03 – Turbine Units 1 & 3 Winding Cleaning Project
DATE: 02/08/2018

The City's Purchasing Department advertised in the Watertown Daily Times on January 5, 2018 calling for sealed bids for the Turbine Units 1 & 3 Winding Cleaning Project as per City Specifications.

This purchase of this equipment is part of the Adopted 2017-2018 Budget.

The Purchasing Department issued Invitations to Bid to the area plan houses and seven (7) prospective bidders. The City received two (2) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on February 8, 2018 at 11:00 am, local time. The bid tabulation for the bid is shown below.

Description	Burns Brothers Contractors, Inc.	C&S Technical Resources, Inc.
	Potsdam, NY	Syracuse, NY
Total Bid Price	\$92,593.00	\$72,976.00

City Engineering and the Purchasing Department reviewed the responses to ensure that they complied with the specifications. **C&S Technical Resources, Inc.** proposed a bid that is lower than the second proposed by Burns Brothers Contractors, Inc.

Staff recommends that City Council award the bid for the Turbine Units 1 & 3 Winding Cleaning Project to **C&S Technical Resources, Inc.** for **\$72,976.00** as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 5

February 12, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Agreement Between the City of Watertown and the
NYS Unified Court System

Chapter 686 of the Laws of 1996 requires the State of New York to contract with political subdivisions of the State for the cleaning of court facilities, as well as minor emergency repairs to the facilities. On November 4, 2013, the City Council approved entering into a five-year Agreement with the New York State Unified Court Systems for the period April 1, 2013 through March 31, 2018.

The period of this contract is April 1, 2017 through March 31, 2018. Attached is a an Agreement which provides the City of Watertown with reimbursement under the Court Cleaning and Minor Repairs Program for services and space provided to City Court.

The proposed budget for services rendered under the terms of the contract period is \$32,312. A detailed copy of the budget request is attached for City Council review.

A resolution approving the Agreement has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement Between the City of Watertown and State of New York, Unified Court System

Council Member HENRY-WILKINSON, Henry J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown, New York is responsible for providing and maintaining space for the operation of City Court, and

WHEREAS reimbursement for such services is available to the City from the Unified Court System of the State of New York,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Court Cleaning and Minor Repair Program Agreement between the City of Watertown and the State of New York Unified Court System for Fiscal Year 2017-2018, and

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

Seconded by



STATE OF NEW YORK
UNIFIED COURT SYSTEM
FIFTH JUDICIAL DISTRICT
ONONDAGA COUNTY COURTHOUSE
600 S. STATE STREET
SYRACUSE, NEW YORK 13202-3099
(315) 671-2111
FAX: (315) 671-1175

LAWRENCE K. MARKS
Chief Administrative Judge

MICHAEL V. COCCOMA
Deputy Chief Administrative Judge
Courts Outside New York City

JAMES C. TORMEY
Justice of Supreme Court
District Administrative Judge
Fifth Judicial District

MICHAEL A. KLEIN, ESQ.
District Executive

JAMES P. SHANAHAN
Principal Administrative Assistant

MEMORANDUM

DATE: February 8, 2018

TO: Christine Shipley, Code Enforcement Aide
City of Watertown
245 Washington St., Suite 105
Watertown, NY 13601

FROM: Chele Stirpe

SUBJECT: FY 2017-2018 Annual Court Cleaning and Minor Repairs CONTRACT Renewal and BUDGET

Based on the annual agreement for Court Cleaning and Minor Repairs between the **City of Watertown** and **UCS** (Contract No. C300305), please find two **CONTRACT RENEWAL LETTERS** for FY 2017-2018 attached. There are two (2) components:

- 1) **the Contract Renewal Letter**, please *sign* on page 2 in the signature block on the left of the page;
- 2) **the Acknowledgment Form**, please have the signature on the Contract Renewal *notarized*;

We have approved your Budget Proposal. Please return the **TWO** signed Contract Renewal letters **as soon as possible** since we are already close to the end of the budget year. We will return a copy of the contract to you for your records once it is fully executed.

The total Budget, in the amount of **\$32,312.00**, represents an amount we have agreed upon with you and your representative(s) and is the total reimbursement Onondaga County is eligible for this Fiscal Year for court facility expenditures at 100% for Cleaning and Minor Repair costs and 25% for Maintenance.

On behalf of Administrative Judge Michael V. Coccoma, I thank you and your staff for your cooperation in developing the budget and completing the contract renewal. Please contact me at 315-671-2124 with any questions you have about this year's budget process. Thank you.



STATE OF NEW YORK
UNIFIED COURT SYSTEM
FIFTH JUDICIAL DISTRICT
ONONDAGA COUNTY COURTHOUSE
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District Executive

JAMES P. SHANAHAN
Principal Administrative Assistant

February 8, 2018

Sharon Addison
City Manager, City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Agreement between UCS and the City of Watertown
For Court Cleaning and Minor Repairs (Contract No. **C300305**)
Annual Renewal Letter and Budget (Appendix B) for SFY 2017-2018

Dear Ms. Addison,

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the City of Watertown, we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2017 and shall terminate on March 31, 2018. During this 2017-2018 renewal period, all terms and conditions of the above referenced Agreement shall continue to apply, except as specified below.

The proposed budget for services to be rendered pursuant to this contract in the 2017-2018 period shall be \$32,312.00. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2017-2018 period shall be 100% of that amount. The attached revised Appendix B, detailing the proposed budget for the renewal period, shall be incorporated into the Agreement and shall replace all prior Appendix B's. The signatures below shall confirm acceptance of this renewal by the City of Watertown and by the UCS.

Accordingly, the original of this letter should be signed by an authorized representative of the City of Watertown, and the corresponding acknowledgment page should be notarized. Two sets of the signed original letter together with the related documents should be returned to this office.

Thank you.

Sincerely,



Michael A. Klein, Esq.
District Executive

Accepted for: City of Watertown

Accepted for: Unified Court System

Sharon Addison
City Manager

Maureen McAlary
Director, Division of Financial Management

Dated:

Dated:

Attachments

ACKNOWLEDGMENT

STATE OF NEW YORK)
) SS:
COUNTY OF JEFFERSON)

On the ____ day of _____, 2018, personally came _____,
to me known, who, being by me duly sworn, did depose and say that he/she resides in _____,
that he/she is the _____ of _____,
the municipality described in and which executed the above instrument; and that he/she is authorized to
execute the above instrument on behalf of said municipality..

NOTARY PUBLIC

**Unified Court System
Court Cleaning and Minor Repairs Proposed Budget Form**

(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

State Fiscal Year: April 1, 2017 to March 31, 2018

Name of County or City: City of Watertown

245 Washington St.
Watertown, NY 13601

Court Spaces to be Cleaned and
Repaired Pursuant to this Budget

List Court Buildings:

Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total Building Net Usable Square Feet	Court Related Net Usable Sq. Ft.	Aid Eligible Percentage
Municipal Building - City Hall 245 Washington St. Watertown, NY 13601	Owned	30,072	7,531	25%
Combined		30,072	7,531	25%

Note: Divide Court SF by Total SF for percent

Anticipated Changes in Location or Space Utilization:

Name and Address of Affected Building(s)	Nature of Changes	Target Date

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
1						
2						
3						
4						
5						
6						
1(a) Subtotal:						\$0

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request	
7	1	Municipal Bldg.	\$34,991	\$16,102	\$51,093	25%	\$12,773
8							
9							
10							
11							
12							
1(b) Subtotal:						\$12,773	

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request	
13	Cleaning Supplies	Municipal Bldg.	1	\$15,000	25%	\$3,750
14						
15						
16						
17						
18						
1(c) Subtotal:					\$3,750	

1(d) - Total Cleaning Costs (1a+1b+1c): **\$16,523**

2 Trash Removal and Disposal
 2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19	Watertown Public Works	Municipal Bldg.	1	\$6,250	25%	\$1,563
20						
21						
22						
23						
2(a) Total:						\$1,563

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
24	Watertown Public Works	Municipal Bldg.	1	\$9,300	25%	\$2,325
25						
26						
27						
28						
2(b) Total:						\$2,325

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) **\$3,888**

3 HVAC Cleaning Costs
 3(a) Duct Work Cleaning and Filter Changing By Service Contract

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
29						
30						
31						
32						
33						
34						

3(a) Subtotal:

\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
35							
36							
37							
38							
39							
40							
3(b) Subtotal:							\$0

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41	Filters	Municipal Bldg.	1	\$0	25%	\$0
42						
43						
44						
45						
46						
3(c) Subtotal:						\$0

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) \$0

4 GRAND TOTAL - ALL "CLEANING COSTS": Grand Total Boxes 1d + 2c + 3d: 4 \$20,411

- 5 Proposed "Tenant" Work Use the following codes: a - Flooring and Carpeting
 b - Painting
 c - Interior Ceilings
 d - Bathrooms
 e - Fixtures
 f - Minor Renovation
 g - Other (Identify)

Work to be Performed:

	Code	Describe Work	Building	Wages	Fringe	Supplies	Total Costs	Aid Eligible Percentage	Budget Request
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
								Total (5):	\$0

6 TOTAL - 100% REIMBURSIBLE EXPENSES:
 (Cleaning Costs & Tenant Work)

Total (4+5) 6: **\$20,411**

7 Building and Property Maintenance:

7(a) Service Contracts

Use Codes A-G:

- a - Pest Control
- b - Elevators
- c - HVAC
- d - Telephone Wiring
- e - Security & Alarm Systems
- f - Property Maintenance
- g - Other (Identify)

	Code	Contractor	Type Work Performed	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
58	b	Elevatit	Elevator Maintenance	Municipal Bldg.	\$5,500	25%	\$1,375
59	c	Siemens	Boiler Maintenance	Municipal Bldg.	\$11,000	25%	\$2,750
60	c	Hyde-Stone	Mech/HVAC Maintenance	Municipal Bldg.	\$20,000	25%	\$5,000
61	f	Avaya	Telephone Maintenance	Municipal Bldg.	\$14,500	25%	\$3,625
62	e	Stat Communication	Alarm System	Municipal Bldg.	\$5,000	25%	\$1,250
63	f	Kraft Power	Generator Maintenance	Municipal Bldg.	\$1,200	25%	\$300
64	f	Watert. Public Work	Snow & Debris Removal	Municipal Bldg.	\$8,200	25%	\$2,050
65							
66							
67							
68							
7(a) Subtotal:							\$16,350

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	1	Municipal Bldg.	\$47,948	\$14,116	\$62,064	25%	\$15,516
70	1	Municipal Bldg.	\$30,653	\$5,180	\$35,833	25%	\$8,958
71							
72							
73							
74							
75							
76							
7(b) Subtotal:							\$24,474

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Repair parts, small tools,	Municipal Bldg.	1	\$2,500	25%	\$625
78	lawnhose, trimmer,					
79	snowblower, mower & misc.					
80						
81						
7(c) Subtotal:						\$625

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$41,449**

8 Total - Building and Property Maintenance Costs: 8 **\$41,449**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 **\$10,362**

10 Total Proposed Direct Costs (Item 6 + Item 9): 10 **\$30,773**

11 Overhead Costs (Item 10 x .05): 11 **\$1,539**

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 **\$32,312**

13 Local Government Certification:

I hereby certify that the cost estimates contained herein were developed using the best available information and that the proposed budget amounts are just, true and correct to the best of my knowledge.

Name: Sharon Addison

Title: City Manager

Signature: *Sharon Addison*

County or City: Watertown

Address: 245 Washington Street- Suite 302

Watertown, NY 13601

Date:

1/19/18

Phone:

315-785-7730

Res No. 6

February 8, 2018

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Re-adoption of the Fiscal Year 2017-18 General Fund Budget

A resolution re-adopting the Fiscal Year 2017-18 General Fund Budget has been prepared for City Council consideration to add the projected revenues and appropriations for Parks and Recreation to offer a youth girls softball league in this fiscal year.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2017-18
General Fund Budget

Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa L.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.
Total

YEA	NAY

Introduced by

WHEREAS on June 5, 2017 the City Council passed a resolution adopting the Budget for Fiscal Year 2017-18, of which \$42,702,845 was appropriated for the General Fund, and

WHEREAS on October 16, 2017 the City Council passed a resolution re-adopting the General Fund Budget for Fiscal Year 2017-18 in the amount of \$42,827,845 to include \$125,000 of funding for the Thompson Park wall repair, and

WHEREAS on December 4, 2017 the City Council passed a resolution re-adopting the General Fund Budget for Fiscal Year 2017-18 in the amount of \$43,292,845 to include \$70,000 for the hydro-electric windings cleaning project, \$225,000 for the Massey Street Fire Station roof replacement and \$170,000 for the City’s share of the Thompson Park splash pad, and

WHEREAS the Adopted Fiscal Year 2017-18 General Fund Budget did not contain funding for a youth softball league in the amount of \$3,700,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2017-18 in the total amount of \$43,296,545 to include \$3,700 for the costs associated with offering a youth softball league, and

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

<u>Revenue and Appropriated Fund Balance</u>	
A.0000.0909 Fund Balance	\$ 100
A.0000.2001 Parks and Recreation Charges	<u>3,600</u>
Total Revenues and Appropriated Fund Balance	<u>\$ 3,700</u>

<u>Expenditures</u>	
A.7143.0430 Athletic Programs Contracted Services	\$ 2,400
A.7143.0450 Athletic Programs Miscellaneous	\$ 400
A.7143.0460 Athletic Programs Materials and Supplies	<u>\$ 900</u>
Total Expenditures	<u>\$ 3,700</u>

Seconded by

SLYE LAW OFFICES, P.C.

MEMORANDUM

TO: Watertown City Council and Sharon Addison, City Manager
FROM: Robert J. Slye, City Attorney
DATE: February 14, 2018
RE: Manufactured gas plant (MGP) site control

In 2011 the City of Watertown performed major reconstructive work in the J.B. Wise parking lot. The reconstruction project included the following components:

- Installation of the new sanitary sewer;
- Water main improvements;
- New storm water quality basins;
- New sidewalks and lighting;
- Pavement and parking lot reconstruction;
- Installation of numerous amenities, including a pavilion, landscape features, benches, bike racks, restroom facilities, etc.

The work required the excavation of trenches down to the top of the bedrock and, at times, slightly into bedrock, for the removal of old utility lines or the installation of new utilities. During this work, discrete areas containing MGP-related impacts were identified. Where impacted soils were encountered, they were segregated from clean soils and temporarily staged in an on-site materials management area for later off-site treatment and/or disposal. Approximately 510 tons of MGP-impacted soil/debris was excavated and treated/disposed offsite.

Niagara Mohawk Power Corporation, d/b/a National Grid, was very much involved in the project, because the site involves property which is part of a voluntary consent order between the Department of Environmental Conservation and National Grid. This particular site is commonly known as the Anthony Street Former Manufactured Gas Plant Site.

As part of the Site Management Plan approved by the Department of Environmental Conservation for Niagara Mohawk's handling of the contaminated materials discovered during this project, the final element requires the owner of the property to make certain declarations of covenants and restrictions in connection with the property and its future use or disruption.

The City is generally familiar with the requirements of these covenants and restrictions, having engaged in previous MGP-related cleanups performed during improvements to City property on Engine Street and Newell Street. Accordingly, we were able to obtain Niagara Mohawk's approval to utilize similar language in the present situation as had been used in the past. Importantly, the City has limited its obligations by only being required to notify Niagara Mohawk of problems with the property, and not directly reporting to the Department of Environmental Conservation.

Attached is a resolution which would authorize the City Manager to sign the agreed-upon Declaration of Covenants and Restrictions. Schedule A to the Declaration is a metes-and-bounds description of the property covered by the Declaration, and Schedule B is a survey of the area, which I have highlighted, in yellow, for ease of reference. As far as the City's obligations under the Declaration are concerned, those obligations are specifically identified at paragraphs third, fourth and fifth of the document.

The attached resolution is recommended for approval at the City Council meeting scheduled for Tuesday, February 20th.

RESOLUTION

Page 1 of 1

Executing Declaration of Covenants and Restrictions with Niagara Mohawk

Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown undertook significant site work in the J.B. Wise parking lot in connection with renovations to that lot, including installation of a new sanitary sewer, water main improvements, new storm water quality basins, new sidewalks and lighting, pavement and parking lot reconstruction, and the installation of numerous amenities, and

WHEREAS the construction work involved excavating trenches to the top of bedrock, and at times slightly into bedrock, for the removal of old utility lines for the installation of new utilities, and

WHEREAS the excavation work falls within the responsibilities of Niagara Mohawk to segregate soil pursuant to a Site Management Plan developed for the project, and consistent with Niagara Mohawk’s obligations pursuant to a certain Voluntary Consent Order between New York State DEC and Niagara Mohawk, and

WHEREAS the Site Management Plan required, upon the completion of the work, that the owner of the property make a certain Declaration of Covenants and Restrictions in connection with any further excavation on the site, and

WHEREAS, Niagara Mohawk and the City have agreed upon a set of Declarations and Covenants which comply with the terms of the Site Management Plan,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the Declaration of Covenants and Restrictions, with Schedules A and B attached, is hereby approved, and

BE IT FURTHER RESOLVED that the City Manager shall sign the Declaration of Covenants and Restrictions on behalf of the City and deliver the same to Niagara Mohawk for filing, as soon as possible.

Seconded by

DECLARATION of COVENANTS and RESTRICTIONS

THIS COVENANT is made the ____ day of _____ 2018, by The City of Watertown, a municipal corporation, with principal offices at 245 Washington Street, Watertown, New York 13601; and

WHEREAS, the Watertown (Anthony Street) Former Manufactured Gas Plant Site (Site #V00473-6), is the subject of a Voluntary Consent Order (Index No. D0-0001-0011) executed by Niagara Mohawk Power Corporation (d/b/a National Grid) as part of the New York State Department of Environmental Conservation's (the "Department's") Manufactured Gas Plant Program, namely that parcel of real property located at 175 Black River Parkway (Tax Map ID# 7-01-137.000), City of Watertown, County of Jefferson, State of New York, which is a public parking lot being part of that property conveyed to The City of Watertown by Consolidated Rail Corporation, by deed dated July 7, 1986, and recorded July 17, 1986 at the Jefferson County Clerk in Liber 1030, Page 271, and the portion of J. B. Wise Place roadway (formerly Anthony Street), and being more particularly described in Schedule "A," attached to this declaration and made a part hereof, and hereinafter referred to as the "Property"; and

WHEREAS, the Department approved a remedy to eliminate or mitigate all significant threats to the environment presented by the contamination disposed at the Property and such remedy requires that the Property be subject to restrictive covenants.

NOW, THEREFORE, The City of Watertown (hereinafter defined as "Owner"), for itself and its successors and/or assigns, covenants that:

First, the Property subject to this Declaration of Covenants and Restrictions is as shown on a survey map attached to this declaration as Schedule "B" and made a part hereof.

Second, unless prior written approval by the Department or, if the Department shall no longer exist, any New York State agency or agencies subsequently created to protect the environment of the State and the health of the State's citizens (hereinafter referred to as the "Relevant Agency"), is first obtained, where contamination remains at the Property subject to the provisions of the approved Site Management Plan ("SMP"), there shall be no construction, use or occupancy of the Property that results in the disturbance or excavation of the Property, which threatens the integrity of the engineering control or which results in unacceptable human exposure to contaminated soils. The SMP specifies the engineering control, institutional controls and the responsibilities of the Owner and Niagara Mohawk Power Corporation (d/b/a National Grid) ("Remedial Party"). The controls and requirements listed in the SMP, including any and all Department approved amendments to the SMP as of the date of execution of this Declaration of Covenants and Restrictions, are incorporated into and made part of this Declaration of Covenants and Restrictions. The SMP may be obtained from the New

York State Department of Environmental Conservation, Division of Environmental Remediation, Site Control Section, 625 Broadway, Albany, New York, 12233.

Third, pursuant to the SMP, the Owner of the Property shall not disturb, remove, or otherwise interfere with the installation, use, operation, and maintenance of the engineering control described in the SMP, unless in each instance the Owner notifies the Remedial Party, and the Remedial Party on behalf of the Owner, obtains a written waiver of such prohibition from the Department or Relevant Agency.

Fourth, pursuant to the SMP, the Owner of the Property shall prohibit the Property from ever being used for purposes other than for restricted residential, commercial or industrial uses as described in 6 NYCRR Part 375-1.8(g)(2), unless the Owner notifies the Remedial Party and the Remedial Party, on behalf of the Owner obtains a written waiver of such prohibition by the Department or Relevant Agency.

Fifth, the use of groundwater underlying the Property is prohibited without necessary water quality treatment as determined by the New York State Department of Health or the County of Jefferson Department of Health to render it safe for use as drinking water or for industrial purposes, and the user must first notify and obtain written approval to do so from the Department.

Sixth, pursuant to the SMP, the Remedial Party at its cost and on behalf of the Owner of the Property shall conduct groundwater monitoring and inspections as required by the SMP and provide a periodic certification, prepared and submitted by a professional engineer or environmental professional acceptable to the Department or Relevant Agency, which will certify, *inter alia* as provided in the SMP, that the institutional and engineering controls put in place are unchanged from the previous certification, comply with the SMP, and have not been impaired.

Seventh, pursuant to the SMP, the Remedial Party at its cost and on behalf of the Owner of the Property shall continue in full force and effect any institutional and engineering controls described in the SMP and maintain such controls, unless the Remedial Party on behalf of the Owner first obtains permission to discontinue such controls from the Department or Relevant Agency, in compliance with the approved SMP, which is incorporated and made enforceable hereto, subject to modifications as approved by the Department or Relevant Agency.

Eighth, this Declaration of Covenants and Restrictions is and shall be deemed a covenant that shall run with the land and shall be binding upon all future owners of the Property, and shall provide that the Owner, and its successors and assigns, consent to enforcement by the Department or Relevant Agency of the prohibitions and restrictions that the SMP requires to be recorded, and hereby covenant not to contest the authority of the Department or Relevant Agency to seek enforcement.

Ninth, any deed of conveyance of the Property, or any portion thereof, shall recite, unless the Department or Relevant Agency has consented to the termination of

such covenants and restrictions, that said conveyance is subject to this Declaration of Covenants and Restrictions.

Tenth, to the extent there is any conflict or inconsistency between the terms of this Declaration of Covenants and Restrictions and the SMP, the terms of the SMP will control.

[Signature Page Follows]

Schedule A

SUGGESTED LEGAL DESCRIPTION
DEED RESTRICTION PARCEL UPON
CITY OF WATERTOWN TAX PARCEL 7-01-137
LANDS OF THE CITY OF WATERTOWN

All that certain tract, piece or parcel of land, situate in the City of Watertown, County of Jefferson, State of New York, and being more particularly bounded and described as follows:

BEGINNING at the northeast corner of the northerly terminus of J.B. Wise Place (formerly Anthony Street);

Thence South 16 deg. 28 min. 12 sec. East, along the easterly margin thereof, 182.72 feet to a point;

Thence through the lands now or formerly of the City of Watertown as described in Liber 1030 of Deeds at Page 271 the following three (3) courses and distances:

- 1) North 53 deg. 00 min. 45 sec. East, 68.73 feet to a point; thence
- 2) North 35 deg. 06 min. 03 sec. West, 335.00 feet to a point; and
- 3) South 56 deg. 34 min. 16 sec. West, 127.50 feet to a point on the northeasterly line of the lands now or formerly of S&J Properties of Watertown, LLC as described in Instrument Number 2016-00005913;

Thence South 33 deg. 06 min. 16 sec. East, along said northeasterly line, 22.00 feet to a point on the northwesterly line of the lands now or formerly of The J.B. Wise Block, LLC as described in Instrument Number 2015-00005840;

Thence North 57 deg. 08 min. 10 sec. East, along the northwesterly line said lands of The J.B. Wise Block, LLC, 89.25 to the northeasterly corner thereof;

Thence South 33 deg. 03 min. 24 sec. East, along the northeasterly line of the said lands of The J.B. Wise Block, LLC and the northeasterly line of the lands now or formerly of Fun Xcape LLC as described in Instrument Number 2015-00004068, in part by each, 141.32 feet to the northerly terminus of J.B. Wise Place;

Thence North 56 deg. 49 min. 54 sec. East, along the northerly terminus of J.B. Wise Place, 33.77 feet to the point or place of beginning.

Containing 15,530 square feet or 0.356 acres of land more or less.

The bearings in the foregoing description are referenced to the Central Zone of the New York State Plane Coordinate System NAD 83.

Intending to describe a New York State Department of Environmental Conservation Deed Restriction over a portion of the lands conveyed to the City of Watertown by quit Claim Deed dated July 7, 1986 and filed and filed July 17, 1986 in the Jefferson County Clerk's Office in Liber 1030 of Deeds at Page 271.

SUGGESTED LEGAL DESCRIPTION
DEED RESTRICTION PARCEL UPON
CITY OF WATERTOWN PARCEL KNOWN AS
J.B. WISE PLACE (FORMERLY ANTHONY STREET)

All that certain tract, piece or parcel of land, situate in the City of Watertown, County of Jefferson, State of New York, and being more particularly bounded and described as follows:

BEGINNING at the northeast corner of the northerly terminus of J.B. Wise Place (formerly Anthony Street);

Thence South 16 deg. 28 min. 12 sec. East, along the easterly margin thereof, 182.72 feet to a point;

Thence South 53 deg. 00 min. 45 sec. West, through the margin of J.B. Wise Place, 42.71 to a point on the westerly margin thereof;

Thence North 16 deg. 28 min. 12 sec. West, along said westerly margin, 185.69 feet to the northwest corner thereof;

Thence North 56 deg. 49 min. 54 sec. East, 41.77 to the point or place of beginning.

Containing 7,370 square feet or 0.169 acres of land more or less.

The bearings in the foregoing description are referenced to the Central Zone of the New York State Plane Coordinate System NAD 83.

Intending to describe a New York State Department of Environmental Conservation Deed Restriction over a portion of the lands of the City of Watertown known as J.B. Wise Place.

Schedule B
(Property Survey Map)

Res No. 8

February 16, 2018

To: Members of City Council

From: Joseph M. Butler, Jr., Mayor

Subject: Retaining the Professional Services of John C. Krol to Assist in the
Recruitment of Viable Candidates for the Position of Watertown
City Manager

The attached Resolution is presented for City Council consideration, and is subject to the requirement of a waiver prior to the vote.

RESOLUTION

Page 1 of 1

Retaining the Professional Services of John C. Krol to Assist in the Recruitment of Viable Candidates for the Position of Watertown City Manager

Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the Watertown City Council has determined not to renew the Employment Agreement of the Watertown City Manager beyond its expiration on June 30, 2018, and

WHEREAS the City Council of the City of Watertown is the appointing authority for the position of City Manager and desires to expeditiously commence a search for a person to serve as City Manager on a full-time basis pursuant to contract, and

WHEREAS the City Council of the City of Watertown desires to retain the professional services of a person qualified to assist the City Council in its recruitment efforts,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the City shall retain the services of John C. Krol of Waddington, New York, to facilitate the recruitment of City Manager candidates, all in accordance with the Proposal to Facilitate the Recruitment of a City Manager attached to, and made a part of, this Resolution, and

BE IT FURTHER RESOLVED that the Mayor shall, on behalf of the City, direct Mr. Krol to commence his recruiting efforts as soon as practicable.

Seconded by

Proposal to Facilitate the Recruitment of a City Manager for the City of Watertown

John C. Krol hereby proposes to assist the Watertown City Council with its recruitment of a City Manager by providing the following professional services.

1. Krol will assist the City Council by drafting City Manager recruitment announcements for display in professional public management recruitment publications and websites as well as for local newspaper publication and local news websites. Said draft announcements will be compiled only after consultation with each City Councilor relative to the background and primary professional experience being sought in the preferred candidate. Such consultation will involve meeting with Council, as a body, to review with Council collectively what was identified by Council members individually to ensure a consensus on the professional experience and credentials sought is reached. Krol will also seek a Council consensus to identify the priority issues that a new City Manager will be tasked to address. Draft announcements will be presented to Council for approval no later than 14 days after the execution of a professional services agreement between John C. Krol and the City of Watertown. At that time, a list of recommended publication sites, quoted publication costs, and publication dates will also be presented to Council for approval. Publication would be anticipated to occur within the first two weeks of April, given a timely contract execution and Council approval of advertisement copy. As applicants would be provided a minimum of 30 days to submit their resume and cover letter, the deadline for the receipt of applications should be no later than May 15.
2. During March and April, Krol will utilize his contacts and relationships with municipal administrators within New York State and Vermont to seek out and encourage qualified applicants to consider the professional opportunity being offered by the City of Watertown. A confidential verbal report on such networking efforts will be provided to the City Council, if requested.
3. If directed by Council, Krol would serve as an information contact for applicants and potential applicants who are seeking additional information on the professional opportunity in Watertown, the recruitment process, and/or the community in general.
4. Krol will provide a Post Office box for the receipt of applications, and will keep all applicant names confidential, providing them (along with copies of all applications received) only to the City Council in executive session. Krol will provide the Council with a spreadsheet that summarizes each of the applicants' key education and experience elements, for ease of comparison. Given an orderly progression of actions, the City Council should be able to evaluate the full universe of applicants' resumes, no later than June 1. At that time, the Council would be in a position to identify the candidates that it chooses to bring in for an interview.
5. Krol will perform a thorough evaluation to confirm the accuracy of the stated education and experience on finalists' resumes.

6. Krol would provide the Council with an initial list of potential interview questions, if requested. The Council could conduct its initial interviews in the latter half of June. If requested, Krol would assist in the logistics of setting up interview dates, lodging arrangements for finalists, etc.
7. Krol will be available to support the Council's evaluation of its primary candidate(s) by researching that candidate's history and experience with previous municipal employers through news accounts and discussions with individuals that don't necessarily appear as resume references. The City should conduct a police background check and credit report on its finalists prior to the identification of the preferred candidate.
8. Krol will notify all unsuccessful candidates of their status in a timely manner.
9. If requested, Krol will be available to assist the City Council in negotiating the details of a salary and benefits package with its preferred candidate.

Expenses related to the recruitment of the City Manager for printing and advertising will be identified to Council in advance of their encumbrance, and will be encumbered by the City of Watertown, unless otherwise agreed to by both parties.

The City Council will need to consider if it will agree to reimburse the travel expenses of a non-local finalist for his/her interview.

For performance of the above noted services, the City of Watertown agrees to pay a fixed fee of \$12,000.00 payable as follows:

- a. 10% (or \$1200.00) upon the signing of a professional services agreement for the above services;
- b. 40% (or \$4800.00) upon Krol's submission of all resumes received by the deadline date to the City Council, along with a summary spreadsheet of the applicants' primary education and experience qualifications;
- c. 50% (or \$6000.00) at the time that the City's offer of employment is accepted by that candidate.

If, for whatever reason, the City Council requires that the position offering be re-advertised and/or re-initiates the recruitment process, Krol will continue to facilitate said recruitment for an additional fixed fee of \$3600.00, payable at the time that said recruitment is re-initiated.

2/15/2018

February 15, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Fire Department Line Staffing and Overtime Cost Savings

As a follow-up response to the New Business subject that Mayor Butler discussed during the February 5, 2018 Council Meeting, attached are calendar year metrics, from Fire Chief Herman, of overtime costs incurred resulting from the backfill to maintain line staffing at 15. Overtime costs (inclusive of FICA) incurred for staff shortages in calendar year 2015 totaled \$325,529, in 2016 totaled \$509,951, and in 2017 totaled \$656,201. True overtime costs would reflect an increase by 24% to each of these totals to account for retirement benefits. Staff shortages caused by sick leave cost the City \$91,211 in 2015, \$154,764 in 2016 and \$196,198 in 2017, fluctuating between 22% and 28% of the total overtime costs for the Department during this time.

With the intent to reduce overtime costs, on November 12, 2017, City Council directed the Fire Chief to not backfill for a firefighter calling out sick, and to ensure that line staffing does not drop below 13 men. As of February 15, 2018, this directive has saved the taxpayer \$32,062. There have been a total of 192 shifts; 3% (6 shifts) were staffed at 13; 27% (51 shifts) were staffed at 14; and 70% were staffed with at least 15.

The directive triggered the Fire Union to petition the court for a preliminary injunction in aid of arbitration which Supreme Court Justice James McClusky denied on December 13, 2017. Furthermore, on January 30, 2018, Judge McClusky ruled that the minimum manning provisions in the Collective Bargaining Agreement between the City of Watertown and the Watertown Professional Fire Fighter's Association violated public policy and further stated that it is "...the right of the elected officials to control the budget through managing the costs of employees."

Mayor Butler recently asked staff to contact the Center for Public Safety Management (CPSM) to request they re-examine the Fire department's organizational structure and deployment model based upon the recent court ruling removing the minimum manning provisions. CPSM conducted the study of Fire Services Operations and Data Analysis and submitted their final report to the City in March 2015 and found, "The department is very limited in its ability to control its operational costs due to the fact that only 5 percent of its operational expenses are not fixed costs. In other words, 95 percent of its operational expenses are tied to the collective bargaining minimum staffing requirements, its current service model, and its fringe benefit and retirement expenditures. *Therefore, unless the current fire department fixed-cost model changes,*

the budget model will remain the same and potentially may not be sustainable in the future.” CPSM has agreed to re-evaluate the staffing and deployment model and, in the interim, they recommend that City Council extend the directive to not backfill for scheduled leave such as vacation, kelly, bereavement, union, training, and jury duty time, etc.

Based on CPSM’s recommendation, I asked Fire Chief Herman to calculate the overtime cost savings for calendar year 2017 while maintaining line staffing not less than 13. The Chief’s conservative estimate of savings was \$478,788 (inclusive of FICA) for not backfilling absences unless the staffing level fell below 13. His calculation of overtime costs to backfill can be referenced in the attached document, “Evaluation of Backfilling to 13 Personnel Using 2017 Scheduling Data.”

I recommend that Council extend the directive to further reduce overtime costs and not backfill for any absence unless the staffing level falls below 13. The decision to not backfill does not prevent members of the department from taking vacation, sick, or other entitled leave. To the contrary, it means the City will not pay overtime to staff 15 on shift.

EVALUATION OF BACKFILLING TO 13 PERSONNEL USING 2017 SCHEDULING DATA

2/7/2018

MONTH	SHIFT	A PLT	B PLT	C PLT	D PLT	TOTAL SHIFTS	HOURS PER SHIFT	TOTAL HOURS	AVERAGE OVERTIME RATE	TOTAL OVERTIME PER MONTH
Jan	DAY	0	14	4	0	18	10	180	\$43.25	\$7,785.00
	NIGHT	1	8	4	0	13	14	182	\$43.25	\$7,871.50
Feb	DAY	0	3	0	4	7	10	70	\$43.25	\$3,027.50
	NIGHT	4	1	0	1	6	14	84	\$43.25	\$3,633.00
Mar	DAY	0	2	2	0	4	10	40	\$43.25	\$1,730.00
	NIGHT	0	1	0	0	1	14	14	\$43.25	\$605.50
Apr	DAY	5	4	2	1	12	10	120	\$43.25	\$5,190.00
	NIGHT	3	1	0	1	5	14	70	\$43.25	\$3,027.50
May	DAY	0	6	0	5	11	10	110	\$43.25	\$4,757.50
	NIGHT	0	1	0	1	2	14	28	\$43.25	\$1,211.00
Jun	DAY	2	10	1	8	21	10	210	\$43.25	\$9,082.50
	NIGHT	3	1	10	13	27	14	378	\$43.25	\$16,348.50
Jul	DAY	1	1	16	15	33	10	330	\$43.25	\$14,272.50
	NIGHT	5	0	11	6	22	14	308	\$43.25	\$13,321.00
Aug	DAY	1	7	4	6	18	10	180	\$43.25	\$7,785.00
	NIGHT	4	4	0	11	19	14	266	\$43.25	\$11,504.50
Sep	DAY	1	9	0	11	21	10	210	\$43.25	\$9,082.50
	NIGHT	1	1	2	7	11	14	154	\$43.25	\$6,660.50
Oct	DAY	9	5	12	1	27	10	270	\$43.25	\$11,677.50
	NIGHT	6	5	5	1	17	14	238	\$43.25	\$10,293.50
Nov	DAY	11	1	3	4	19	10	190	\$43.25	\$8,217.50
	NIGHT	9	0	7	9	25	14	350	\$43.25	\$15,137.50
Dec	DAY	0	10	2	0	12	10	120	\$43.25	\$5,190.00
	NIGHT	0	0	0	0	0	14	0	\$43.25	\$0.00
Totals		66	95	85	105	351		4102		\$177,411.50

1/5/2017

Calendar Year 2016

Category	Total		January 2016		February 2016		March 2016		April 2016	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manpower Shortage	6820		0		214		60		480	
Tempory Transfer	110									
-Family Leave	94								28	\$ 1,242.78
Scheduled Day Off (K)	1,578									
-Military	0									
-Retirement	40									
-Breavment	338		42	\$ 1,695.75	66	\$ 2,896.05				
-Jury Duty	24									
-Vacation	3196				118	\$ 5,158.17	30	\$ 1,203.75	158	\$ 7,270.68
-Union Business	138.25				24.25	\$ 1,072.42	10	\$ 401.25		
-illness	3596.75		128	\$ 5,198.82	114	\$ 5,060.33	231	\$ 9,971.41	362	\$ 15,774.42
-Emergency Leave	16				4	\$ 172.50				
-Training	493.00				10	\$ 568.05			116	5247.31
-OJI	2110.5		138	\$ 5,986.59	224	\$ 9,644.82	204.5	\$ 9,117.04	102	\$ 4,730.97
Total	11,624.25	\$ 509,950.52	308	\$ 12,881.16	560.25	\$ 24,572.34	475.5	\$ 20,693.45	766	\$ 34,266.16
Emergency Recall	619	\$ 26,279.62	82.5	\$ 3,577.86	58	\$ 2,646.53				
Staff	57.75	\$ 2,929.30	6	\$ 342.33	6	\$ 340.83	8	\$ 457.44	6	\$ 343.83
Codes	53.75	\$ 2,331.72	6	\$ 284.67	16.5	\$ 769.70				
Concerts/Events	89.5	\$ 3,651.95							16	661.38
Training	0	\$ -								
Total	12444.25	\$ 545,143.11	402.5	\$ 17,086.02	640.75	\$ 28,329.40	483.5	\$ 21,150.89	788	\$ 35,271.37
Remarks									# Clinton Speech	

1/5/2017

Calendar Year 2016

Category	Total		May 2016		June 2016		July 2016		August 2016	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manpower Shortage	6820		838		1110		862		514	
Tempory Transfer	110								82	\$ 3,476.43
-Family Leave	94		10	\$ 401.25	30	\$ 1,423.35				
Scheduled Day Off (K)	1,578						318	\$ 13,457.31	128	\$ 6,438.87
-Military	0									
-Retirement	40								10	\$ 401.25
-Breavment	338		42	\$ 1,787.73			10	\$ 401.25	94	\$ 4,377.03
-Jury Duty	24									
-Vacation	3196		386	\$ 17,247.24	776	\$ 35,841.57	368	\$ 16,934.81	174	\$ 7,639.05
-Union Business	138.25		10	401.25	76	3151.98			14	\$ 561.75
-illness	3596.75		424	\$ 17,787.66	257.5	\$ 10,999.03	236	\$ 10,370.95	244	\$ 10,713.90
-Emergency Leave	16								12	\$ 481.50
-Training	493.00		110	\$ 4,670.13			58	2716.23		
-OJI	2110.5		102	\$ 4,341.93	186	\$ 8,305.05	112	\$ 4,562.88	134	\$ 6,174.71
Total	11,624.25	\$ 509,950.52	1084	\$ 46,637.19	1325.5	\$ 59,720.98	1102	\$ 48,443.43	892	\$ 40,264.49
Emergency Recall	619	\$ 26,279.62			224	\$ 9,412.64	5.75	\$ 249.01	8	\$ 321.00
Staff	57.75	\$ 2,929.30	6	\$ 342.33	16.5	\$ 938.77			1.25	\$ 50.16
Codes	53.75	\$ 2,331.72	6.5	\$ 265.69	5	\$ 204.38	7.75	\$ 316.78	2	\$ 81.75
Concerts/Events	89.5	\$ 3,651.95					37.5	\$ 1,517.81	24	\$ 991.26
Training	0	\$ -								
Total	12444.25	\$ 545,143.11	1096.5	\$ 47,245.21	1571	\$ 70,276.77	1153	\$ 50,527.03	927.25	\$ 41,708.66
Remarks					Fires @ N. California		Fireworks and Demo		DPAO Concert	
					Clay and		Derby @ Fair			
					Spill @ Knowltons					

1/5/2017

Calendar Year 2016

Category	Total		September 2016		October 2016		November 2016		December 2016	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manpower Shortage	6820		722		662		888		470	
Tempory Transfer	110				28	\$ 1,149.18				
-Family Leave	94		10	\$ 474.45	15.75	\$ 631.97				
Scheduled Day Off (K)	1,578		334	\$ 14,351.25	240	\$ 10,082.46	326	\$ 14,698.05	232	\$ 9,796.86
-Military	0									
-Retirement	40						30	\$ 1,203.75		
-Breavment	338		34	\$ 1,712.85	10	\$ 401.25			40	\$ 1,605.00
-Jury Duty	24		24	\$ 963.00						
-Vacation	3196		200	\$ 9,229.32	288	\$ 12,463.75	448	\$ 18,426.78	250	\$ 10,053.00
-Union Business	138.25		2	\$ 80.25					2	\$ 96.39
-illness	3596.75		338	\$ 14,767.77	260	\$ 11,549.58	523.75	\$ 21,156.65	478.5	\$ 21,412.64
-Emergency Leave	16									
-Training	493.00		77	\$ 3,498.06	20	\$ 802.50	68	\$ 2,882.40	34	\$ 1,329.75
-OJI	2110.5		102	\$ 4,776.69	260	\$ 10,440.00	208	\$ 8,586.78	338	\$ 13,848.94
Total	11,624.25	\$ 509,950.52	1121	\$ 49,853.64	1121.75	\$ 47,520.69	1603.75	\$ 66,954.41	1374.5	\$ 58,142.58
Emergency Recall	619	\$ 26,279.62	75.5	\$ 3,207.13	134.75	\$ 5,506.72	22.5	\$ 1,023.09	8	\$ 335.64
Staff	57.75	\$ 2,929.30	2	\$ 115.11	6	\$ 342.33				
Codes	53.75	\$ 2,331.72	6	\$ 245.25	2	\$ 81.75	2	\$ 81.75		
Concerts/Events	89.5	\$ 3,651.95			12	\$ 481.50				
Training	0	\$ -								
Total	12444.25	\$ 545,143.11	1204.5	\$ 53,421.13	1276.5	\$ 53,932.99	1628.25	\$ 68,059.25	1382.5	\$ 58,478.22
Remarks			Clay St. Fire		grand jury		58 hours of training associated			
					2 structure fires		with inspection of new pumper			

1/2/2018

CY 2017

Category	Total		January 2017		February 2017		March 2017	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manpower Shortage	10832		130		424		452	
Tempory Transfer	248	\$ 11,843.03	20	\$ 803.50				
-Family Leave	202	\$ 9,646.34						
Scheduled Day Off (K)	3346	\$ 91,446.36	292	\$ 12,294.63	220	\$ 9,003.48	98	\$ 4,514.75
-Military	0							
-Retirement	0							
- Breavment	340	\$ 16,165.25	28	\$ 1,123.50	10	\$ 561.75		
- Jury Duty	0							
- Vacation	4464	\$ 213,174.48	52	\$ 2,086.50	86	\$ 3,458.25	90	\$ 3,663.75
- Union Business	240	\$ 11,460.99	10	\$ 408.75			10	\$ 401.25
- illness	4108.5	\$ 196,197.88	444.5	\$ 18,867.80	439.5	\$ 18,217.42	280	\$ 12,715.80
-Emergency Leave	6	\$ 240.75						
-Training	252	\$ 12,034.04			20	\$ 802.50		
- OJI	1966.75	\$ 93,920.45	304	\$ 12,326.73	144.75	\$ 5,815.03	119	\$ 5,062.88
Total	15,173	\$ 656,200.73	1150.5	\$ 47,911.41	920.25	\$ 37,858.43	597	\$ 26,358.43
Emergency Recall	1453.5	\$ 62,212.83	35	\$ 1,475.72	36.75	\$ 1,660.31	402.25	\$ 17,311.03
Staff	43	\$ 2,331.86	7.5	\$ 427.54			4	\$ 193.86
Codes	47.75	\$ 1,950.33	2	\$ 81.75	7.5	\$ 265.69	4	\$ 163.50
Concerts/Events	86	\$ 3,485.16	7.5	\$ 319.23	12	\$ 481.50		
Training	59	\$ 2,508.06					17	\$ 747.99
Total	16862.5	\$ 728,688.97	1202.5	\$ 50,215.65	976.5	\$ 40,265.93	1024.25	\$ 44,774.81
Remarks		Dollars by %	Arson Trial		Bach Trial		Two structure fires	
					Snowtown Fireworks		CPR training for employees	
					517 New York Ave.			

1/2/2018

CY 2017

Category	Total		July 2017		August 2017		September 2017	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	dollars
Manpower Shortage	10832		1404		1166		898	
Tempory Transfer	248	\$ 11,843.03						
-Family Leave	202	\$ 9,646.34	164	\$ 6,682.98			14	\$ 795.27
Scheduled Day Off (K)	3346	\$ 91,446.36	238	\$ 9,560.25	232	\$ 10,480.08	336	\$ 14,096.76
-Military	0							
-Retirement	0							
-Breavment	340	\$ 16,165.25			72	\$ 2,991.48	48	\$ 2,042.74
-Jury Duty	0							
-Vacation	4464	\$ 213,174.48	800	\$ 35,722.46	562	\$ 24,076.83	324	\$ 13,585.90
-Union Business	240	\$ 11,460.99					68	\$ 2,874.90
-illness	4108.5	\$ 196,197.88	334	\$ 13,566.73	212	\$ 9,740.25	311.5	\$ 13,543.19
-Emergency Leave	6	\$ 240.75					4	\$ 160.50
-Training	252	\$ 12,034.04	10	\$ 401.25	10	\$ 401.25		
-OJI	1966.75	\$ 93,920.45	236	\$ 10,088.76	288	\$ 12,349.92	198	\$ 8,668.17
Total	15,173	\$ 656,200.73	1782	\$ 76,022.43	1376	\$ 60,039.81	1303.5	\$ 55,767.43
Emergency Recall	1453.5	\$ 62,212.83	23.75	\$ 1,035.96	81.75	\$ 3,456.06		
Staff	43	\$ 2,331.86	9	\$ 483.15			6.75	\$ 362.37
Codes	47.75	\$ 1,950.33	12.25	\$ 500.72	9.5	\$ 388.31		
Concerts/Events	86	\$ 3,485.16	50.5	\$ 2,026.30				
Training	59	\$ 2,508.06					30.75	\$ 1,308.66
Total	16862.5	\$ 728,688.97	1877.5	\$ 80,068.56	1467.25	\$ 63,884.18	1341	\$ 57,438.46
Remarks		Dollars by %	concert in park		concert and Fireworks		water rescue training	
			demo derby Fair		Fire coffeen & storm			
			Water Rescue Carthage					

1/2/2018

CY 2017

Category	Total		October 2017		November 2017		December 2017	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manpower Shortage	10832		886		1790		536	
Tempory Transfer	248	\$ 11,843.03	102	\$ 4,239.15				
-Family Leave	202	\$ 9,646.34						
Scheduled Day Off (K)	3346	\$ 91,446.36	280	\$ 13,061.70	512	\$ 21,227.02	64	\$ 9,837.28
-Military	0							
-Retirement	0							
- Breavment	340	\$ 16,165.25	34	\$ 1,604.25			14	\$ 795.27
- Jury Duty	0							
- Vacation	4464	\$ 213,174.48	280	\$ 11,722.18	638	\$ 27,695.67	312	\$ 13,775.68
- Union Business	240	\$ 11,460.99			20	\$ 810.00	10	\$ 401.25
- illness	4108.5	\$ 196,197.88	626	\$ 26,416.92	470	\$ 19,677.21	84	\$ 3,784.80
-Emergency Leave	6	\$ 240.75						
-Training	252	\$ 12,034.04			102	\$ 4,508.11		
- OJI	1966.75	\$ 93,920.45	182	\$ 8,187.00	52	\$ 2,097.00	29	\$ 1,317.52
Total	15,173	\$ 656,200.73	1504	\$ 65,231.20	1794	\$ 76,015.01	513	\$ 29,911.80
Emergency Recall	1453.5	\$ 62,212.83	396.5	\$ 16,778.01	251.75	\$ 10,738.94	89	\$ 3,850.23
Staff	43	\$ 2,331.86					2.25	\$ 127.81
Codes	47.75	\$ 1,950.33						
Concerts/Events	86	\$ 3,485.16						
Training	59	\$ 2,508.06						
Total	16862.5	\$ 728,688.97	1900.5	\$ 82,009.21	2045.75	\$ 86,753.95	604.25	\$ 33,889.84
Remarks		Dollars by %	Trescott Terrace Fire		E. Broadway Fire		State St.	
			Oct 9 and 30 flooding		Main Ave Fire		Mutual Aid Rutland	
					Mutual Aid Fort Drum			
					W. Carthage			

February 9, 2018

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: New York State Department of Transportation - Betterments for Ornamental Street Lighting and Drainage Improvements Along NYS Route 3 (Arsenal Street) Adjacent to Cedar Street

The New York State Department of Transportation is proceeding with the design for the Route 3 Arsenal Street Bridge Replacement on Arsenal Street, between Breen Avenue and Scio Street.

DOT is requesting two resolutions to be passed by City Council to incorporate the betterments of ornamental street lighting and drainage improvements adjacent to Cedar Street and to accept the estimate of \$176,000. These betterments were discussed at the January 23, 2017 City Council Work Session, and Council concurred to proceed with the project.

The lighting betterment is the cost difference between installing standard cobra head street lighting, versus installing ornamental lighting. This will include installation of twenty (20) LED ornamental lights and associated wiring at a total estimated cost of \$157,000, which will be owned and maintained by the City. The drainage improvements constructed on Exchange Street and Cedar Street are considered betterments since they were not required as part of the bridge project, but provided an opportunity to improve drainage issues in this area as part of NYSDOT's permit with the railroad company (CSX). The project is slated to begin construction in mid 2018.

Staff is proposing City Council re-adopt the Fiscal Year 2017-18 General Fund Budget to fund the project from the fund balance. If Council approves proceeding with the betterments project, resolutions will be presented at the March 5, 2018 meeting.



Department of Transportation

ANDREW M. CUOMO Governor

PAUL A. KARAS Acting Commissioner

STEVEN G. KOKKORIS, P.E. Regional Director

February 9, 2018

Ms. Sharon Addison, City Manager
City Hall
245 Washington St., Rm. 302
Watertown, NY 13601

Re: NYS ROUTE 3 (ARSENAL STREET) OVER CSX RAILROAD
BRIDGE REPLACEMENT
JEFFERSON COUNTY



Dear Ms. Addison:

The design for the Route 3 Arsenal Street bridge replacement in the City of Watertown is being completed. It includes the betterments for ornamental street lighting along NYS Route 3 - Arsenal Street (between Breen Ave and Scio. St.) and drainage improvements adjacent to Cedar Street as requested by the City.

Attached are two resolutions needed to progress the ornamental street lighting and drainage betterments. The first resolution authorizes the Department to incorporate the lighting and drainage improvements into the Arsenal Street bridge replacement project. The second resolution authorizes payment to the state for the requested work. Also attached is a certification statement.

We are also providing you with a cost estimate at this time, so the City can prepare to have the funding available by the project letting date scheduled for June 7, 2018. A rough breakdown of the City betterment cost share is as follows:

- Ornamental Street lighting along NYS Route 3 (Arsenal Street) between Breen and Scio Streets \$157,000
Drainage Improvements adjacent to Cedar Street \$19,000
Total City Betterment Estimate \$176,000

I have attached a description of how the betterment costs were determined for the ornamental street lighting and the drainage improvements adjacent to Cedar Street as well as plan views. If you need any further information, please don't hesitate to contact me at 315-785-2345.

Sincerely,

Handwritten signature of Jeffrey L. Grill

Jeffrey L. Grill, P.E.
NYS DOT Project Manager

- J. Wood, City Engineer, City of Watertown
M. Lumbis, Director of Planning, City of Watertown
B. Baxter, NYSDOT Regional Utility Engineer (w/o attachments)

**RESOLUTION BY THE CITY OF WATERTOWN
COUNTY OF JEFFERSON, STATE OF NEW YORK
FOR INCORPORATING MUNICIPAL ORNAMENTAL STREET LIGHTING WORK
AND DRAINAGE IMPROVEMENTS ADJACENT TO CEDAR STREET**

Resolution # _____

A resolution authorizing the State of New York to incorporate the construction of new ornamental street lighting along NYS Route 3 (Arsenal Street) and drainage improvements adjacent to Cedar Street for the City of Watertown in the contract for the bridge replacement of NYS Route 3 (Arsenal Street) over CSX Railroad, City of Watertown, S.H. 52-4 & 52-5, Jefferson County.

WHEREAS, Section 10, Subdivision 27 of the New York Highway Law provides, in part, that the Commissioner of Transportation shall have power, upon the request of the municipality, to perform for and at the expense of such municipality, any work of construction or reconstruction, including the removal and relocation of facilities, provided the Commissioner of Transportation deems it practicable to perform such work in connection with the performance of any work of construction, reconstruction, or improvement; and

WHEREAS, The State of New York is presently preparing contract plans for the construction, reconstruction, or improvement of NYS Route 3 (Arsenal Street), City of Watertown, which involves construction within the route which the City of Watertown contemplated using for the replacement of ornamental street lighting along NYS Route 3 (Arsenal Street) and drainage improvements adjacent to Cedar Street, and

WHEREAS, said construction, reconstruction, or improvement can be undertaken in conjunction with the construction of the aforesaid ornamental street lighting and drainage improvements at a substantial ultimate savings to the City of Watertown, now therefore be it

RESOLVED that the City of Watertown in regular meeting convened, petitions the New York State Department of Transportation as follows:

- Petition 1. The State of New York is hereby authorized to proceed with the necessary arrangements to incorporate the proposed ornamental street lighting and drainage improvements in the contract for the construction, reconstruction, or improvement of NYS Route 3, City of Watertown, with the cost of said construction and necessary work in connection therewith to be borne by the City of Watertown.
- Petition 2. The City of Watertown will maintain said ornamental street lighting and drainage improvements subsequent to the construction thereof.
- Petition 3. This resolution shall take effect immediately.

BE IT FURTHER RESOLVED: that the clerk of the City of Watertown is hereby directed to transmit five (5) certified copies of the foregoing resolution to the following address:

Jeffrey L. Grill, P.E.
Design Project Engineer
New York State Department of Transportation
317 Washington Street
Watertown, NY 13601

**RESOLUTION BY THE CITY OF WATERTOWN
COUNTY OF JEFFERSON, STATE OF NEW YORK
AUTHORIZING PAYMENT TO THE STATE FOR REQUESTED WORK**

Resolution # _____

WHEREAS, in connection with the contract for the bridge replacement of NYS Route 3 (Arsenal Street) over CSX Railroad, City of Watertown, S.H. 52-4 & 52-5, Jefferson County, by Resolution For Incorporating Municipal Ornamental Street Lighting and For Incorporating Drainage Improvements Adjacent to Cedar Street (No. _____), adopted on February __ 2018, requested and authorized the State Department of Transportation to proceed with the necessary arrangement to construct ornamental street lighting and to perform drainage improvements adjacent to Cedar Street, with the cost of said ornamental lighting system work and drainage improvements in connection therewith to be borne by the City of Watertown, and

WHEREAS, the City Council desires that the ornamental lighting system replacement and drainage improvements, the city share of which based on the "additional cost" method is estimated to cost \$176,000, be replaced at the sole expense of the City of Watertown, in connection with the above mentioned State contract, as set forth in the plans and proposal for said project.

NOW, THEREFORE, it is

RESOLVED, that pursuant to Section 10, Subdivision 27 of the New York Highway Law, the sum of \$176,000 is hereby appropriated to cover the cost of the ornamental lighting system and drainage improvements, and the City Comptroller is hereby authorized and directed to deposit such sum with the State Comptroller within ten (10) days of letting, and be it

FURTHER RESOLVED, that a copy of this resolution be filed with the State Comptroller and with the State Commissioner of Transportation; it being understood that upon completion of the said highway project in the City of Watertown, the Commissioner of Transportation of the State of New York shall transmit to this City Council a statement showing the actual costs and expenses of such work and shall notify the City Comptroller of the amount due from or to be returned to the City, as the case may be, and that any sum due the State of New York shall be paid by the City of Watertown within ninety (90) days after the date of transmittal of said statement, and the funds therefore shall be raised according to the statutes in such cases made and provided; and be it

FURTHER RESOLVED, that the City of Watertown will own and maintain said ornamental lighting system and drainage improvements subsequent to the construction thereof; and be it

FURTHER RESOLVED, that the clerk of the City of Watertown is hereby directed to transmit five (5) certified copies of the foregoing resolution to the following address:

Jeffrey L. Grill, P.E.
Design Project Engineer
New York State Department of Transportation
317 Washington Street
Watertown, NY 13601

**PIN 711516 - ARSENAL STREET BRIDGE REPLACEMENT
PRELIMINARY LIGHTING ESTIMATE**

ITEM	DESCRIPTION	UNITS	STANDARD ASSEMBLY			DECORATIVE ASSEMBLY WITH STRESSCRETE POLES		
			QUAN.	PRICE	EXT.	QUAN.	PRICE	EXT.
206.03	CONDUIT EXCAVATION AND BACKFILL INCLUDING SURFACE RESTORATION	LF	1245	\$ 40	\$ 49,800	1395	\$ 40	\$ 55,800
662.60000108	FURNISHING ELECTRICAL SERVICE	DC	3000	\$ 1	\$ 3,000	3000	\$ 1	\$ 3,000
670.0107	FOUNDATION FOR LIGHT STANDARDS, 7 FEET LONG	EACH	0	\$ -	\$ -	16	\$ 1,800	\$ 28,800
670.0109	FOUNDATION FOR LIGHT STANDARDS, 9 FEET LONG	EACH	4	\$ 2,500	\$ 10,000	0	\$ -	\$ -
670.1136	ALUMINUM LIGHT STANDARDS FOR SINGLE MEMBER OR TRUSS ARM(S), 36 FEET HIGH	EACH	6	\$ 2,200	\$ 13,200	0	\$ -	\$ -
670.1315	ALUMINUM TRUSSED ARM, 15 FEET LONG	EACH	6	\$ 550	\$ 3,300	0	\$ -	\$ -
670.15100108	FURNISH AND INSTALL DECORATIVE STREET LIGHT POLE AND LUMINAIRE ASSEMBLIES TYPE-1 (LED)	EACH	0	\$ -	\$ -	4	\$ 5,600	\$ 22,400
670.15100208	FURNISH AND INSTALL DECORATIVE STREET LIGHT POLE AND LUMINAIRE ASSEMBLIES TYPE-2 (LED)	EACH	0	\$ -	\$ -	16	\$ 6,100	\$ 97,600
670.2003	GALVANIZED STEEL CONDUIT, 2"	LF	500	\$ 20	\$ 10,000	500	\$ 20	\$ 10,000
670.2602	RIGID PLASTIC CONDUIT, 2"	LF	1315	\$ 5	\$ 6,575	1465	\$ 5	\$ 7,325
670.3010	PULLBOXES 7.6 CUBIC FEET TO 10 CUBIC FEET, INSIDE VOLUME (LIGHTING)	EACH	2	\$ 2,000	\$ 4,000	2	\$ 2,000	\$ 4,000
670.40	CAST IRON JUNCTION BOXES	EACH	2	\$ 2,200	\$ 4,400	4	\$ 1,800	\$ 7,200
670.40230008	SERVICE CABINET	EACH	1	\$ 6,000	\$ 6,000	1	\$ 6,000	\$ 6,000
670.40240008	FOUNDATIONS FOR SERVICE CABINET (LIGHTING)	EACH	1	\$ 2,200	\$ 2,200	1	\$ 2,200	\$ 2,200
670.501425	LUMINAIRE, HIGH PRESSURE SODIUM VAPOR, STANDARD MOUNT, MEDIUM, CUTOFF, 250 WATTS	EACH	6	\$ 500	\$ 3,000	0	\$ -	\$ -
670.60	PHOTOELECTRIC CONTROLS	EACH	1	\$ 125	\$ 125	1	\$ 125	\$ 125
670.7002	SINGLE CONDUCTOR CABLE, NUMBER 2 GAGE	LF	3930	\$ 8	\$ 31,440	4590	\$ 7	\$ 32,130
670.7501	GROUND WIRE NO. 6 AWG	LF	1310	\$ 3	\$ 3,930	1530	\$ 3	\$ 4,590
680.700606	RISER ASSEMBLY, 2" DIAMETER	EACH	1	\$ 1,000	\$ 1,000	1	\$ 1,000	\$ 1,000
680.94010003	WATERTIGHT DISCONNECT BOX - NEMA 4X	EACH	1	\$ 1,500	\$ 1,500	1	\$ 1,500	\$ 1,500
SUBTOTAL :			\$		153,470	\$		283,670
BETTERMENT SHARE :						\$		130,200
OVERHEAD & ENGINEERING COSTS (20%) :						\$		26,040
TOTAL :						\$		157,000
WARRANTY :								LIFETIME

**PIN 711516 - ARSENAL STREET BRIDGE REPLACEMENT
PRELIMINARY DRAINAGE ESTIMATE**

ITEM	DESCRIPTION	UNITS	QUAN.	PRICE	EXT.
203.02	UNCLASSIFIED EXCAVATION AND DISPOSAL	CY	89	\$ 25	\$ 2,225
207.20	GEOTEXTILE BEDDING	SY	119	\$ 8	\$ 952
604.500701	SPECIAL DRAINAGE STRUCTURE	LF	7	\$ 1,000	\$ 7,000
620.03	STONE FILLING (LIGHT)	CY	55	\$ 75	\$ 4,125
655.0902	PARALLEL BAR FRAME 11 PCB & PARALLEL BAR GRATE 11 PCB	EACH	1	\$ 1,100	\$ 1,100
			SUBTOTAL :	\$	15,402
			OVERHEAD & ENGINEERING COSTS (20%) :	\$	3,080
			TOTAL :	\$	19,000

CERTIFICATION

STATE OF NEW YORK
COUNTY OF JEFFERSON
CITY OF WATERTOWN

This is to certify that I, the undersigned, Clerk of the City of Watertown, have compared the foregoing copy of the Resolution No. _____ with the original now on file in this office and which was passed by said Watertown City Council on the _____ day of _____, 2018, a majority of all the members elected to the Council voting in favor thereof, and that the same is a correct and true transcript of such original Resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the City of Watertown, this _____ day of _____, 2018.

Clerk

SEAL

FILE NAME = 711516_CPH_GMP_1
 DATE/TIME = 01-FEB-2018 06:43
 USER = cwoods

DESIGN SUPERVISOR T. KING

JOB MANAGER J. GRILL

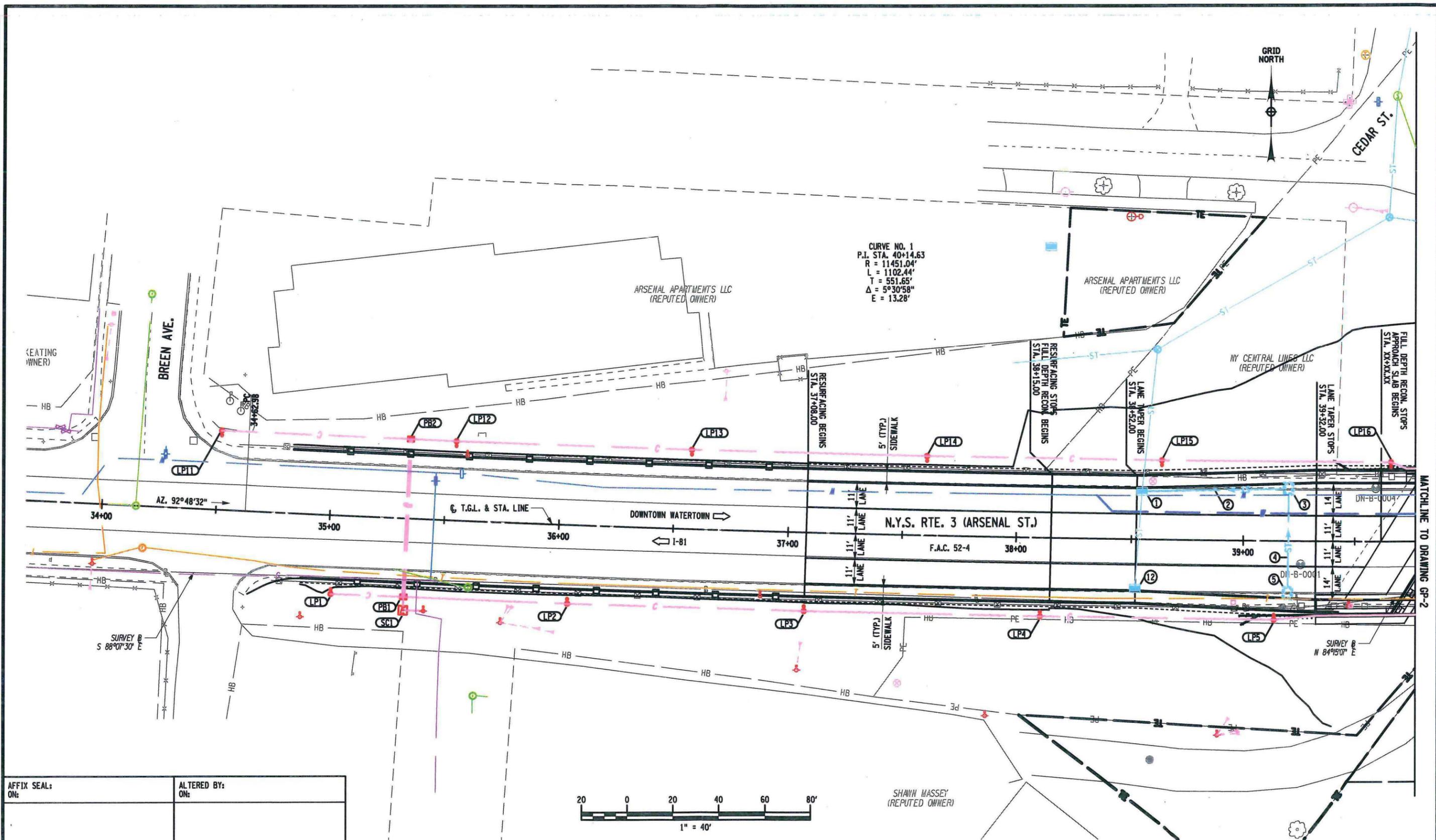
DESIGN C. WOODS

CHECK

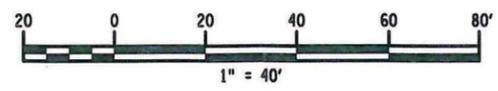
DRAFTING C. WOODS

CHECK

PROJECT MANAGER J. GRILL



CURVE NO. 1
 P.I. STA. 40+14.63
 R = 11451.04'
 L = 1102.44'
 T = 551.65'
 Δ = 5°30'58"
 E = 13.28'



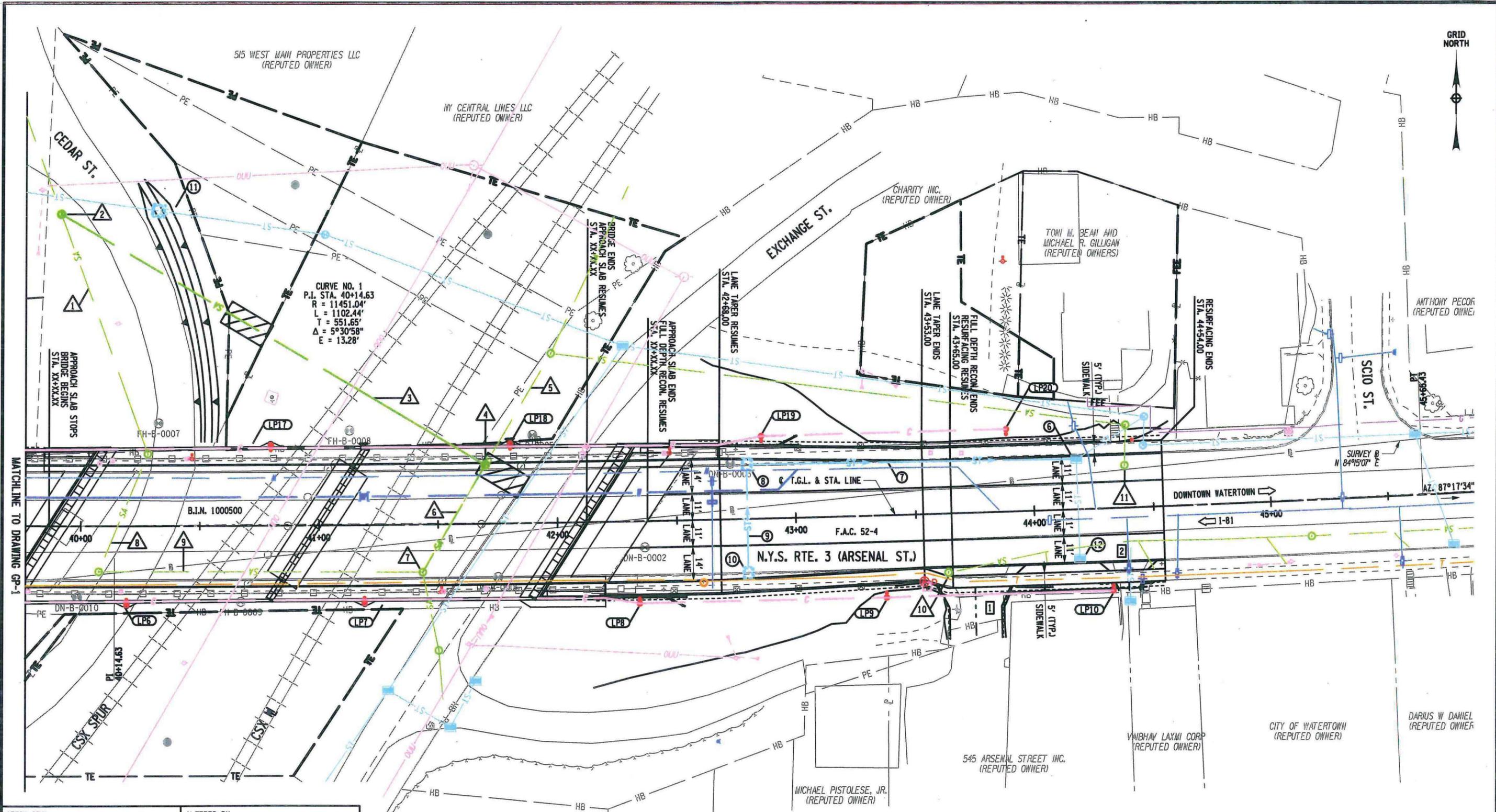
AFFIX SEAL: ON:	ALTERED BY: ON:
--------------------	--------------------

AS-BUILT REVISIONS DESCRIPTION OF ALTERATIONS:	CITY OF WATERTOWN, ARSENAL STREET	PIN 7115.16	BRIDGES 1000500	CULVERTS	ALL DIMENSIONS IN FT UNLESS OTHERWISE NOTED	CONTRACT NUMBER DXXXXXX
	F.A.C. 52-4	NYS RTE 3 UTILITY QUALITY LEVEL D				
	COUNTY: JEFFERSON	REGION: 07			GENERAL PLAN	DRAWING NO. GP-1
					N.Y.S. ROUTE 3 OVER CSX RAILROAD	SHEET NO. 23

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.



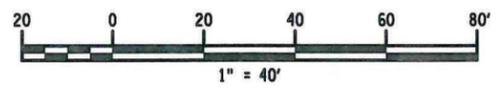
MATCHLINE TO DRAWING GP-2



PROJECT MANAGER J. GRILL
 CHECK DRAFTING C. WOODS
 CHECK DESIGN C. WOODS
 JOB MANAGER J. GRILL

FILE NAME = 711516_CPH_GNP_2
 DATE/TIME = 01-FEB-2018 06:46
 USER = cwoods

AFFIX SEAL: ON: _____
 ALTERED BY: ON: _____



AS-BUILT REVISIONS DESCRIPTION OF ALTERATIONS:	CITY OF WATERTOWN, ARSENAL STREET	PIN 7115.16	BRIDGES 1000500	CULVERTS	ALL DIMENSIONS IN FT UNLESS OTHERWISE NOTED	CONTRACT NUMBER DXXXXXX
	F.A.C. 52-4	NYS RTE 3 UTILITY QUALITY LEVEL D				
	COUNTY: JEFFERSON	REGION: 07			GENERAL PLAN	DRAWING NO. GP-2
					N.Y.S. ROUTE 3 OVER CSX RAILROAD	SHEET NO. 24

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.





**CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER
Superintendent

Date: February 12, 2018
To: Ms. Sharon Addison, City Manager
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Northern New York Builder's Exchange

Mr. Phil Reed from the Northern New York Builders Exchange has requested that the Builders Exchange be charged the City Resident fee for the 2018 Home Show.

The majority of businesses participating in the Home Show are located within City limits. For the past few years, City Council has approved this request.

As Superintendent of Parks and Recreation, I recommend that we grant his request.



NORTHERN NEW YORK BUILDERS EXCHANGE, INC.

Tel: 315-788-1330
Fax: 315-788-9357

22074 FABCO ROAD
WATERTOWN, N.Y. 13601-1755

Web: www.nnybe.com
Email: info@nnybe.com

Headquarters of the Building Industry in Northern New York

February 12, 2018

City Manager
Sharon Addison

Watertown City Council

Superintendent of Parks and Recreation
Erin Gardner

Watertown Ice Arena
William T. Field Dr.
Watertown, NY 13601

Dear City Officials:

The Northern New York Builders Exchange would like to thank the City of Watertown for extending us the City rates for rental of the Ice Arena last year. The show was a success and certainly drew a great crowd to the area. The venue will be filled with over 60 exhibitors with many of them coming from the 13601 zip code area.

It is our intention to keep the Home Show in Watertown for this year's event. Technically our office is located just past the City limits, but we have much of our business in the City. We would like to request the same rates that we were granted last year. This will allow for the opportunity to provide the same rates to our exhibitors as last year, and keep the participation high, which in turn draws people to the Arena.

This year's Home Show promises to be a great event, and we look forward to having it at your facility. Thank you for your time and consideration.

Best regards,

A handwritten signature in cursive script that reads "Phil Reed".

Phil Reed
Executive Director

February 15, 2018

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – January 2018

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to last January, sales tax revenue on an actual to actual basis was down \$2,930 or (0.21%). In comparison to the original budget projection for the month, sales tax was down \$37,992 or (2.72%).

The year-to-date actual receipts are up \$201,024 or 1.88% while the year-to-date receipts on a budget basis are down \$74,688 or (0.68%). Year-to-date sales tax revenue finished at \$10,922,020.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2013-14, 2014-15, 2015-16 and 2016-17 have been included for historical perspective.

	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 1,536,214	\$ 1,573,554	\$ 37,340	2.43%		
August	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 1,435,666	\$ 1,498,230	\$ 62,564	4.36%		
September	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ 1,982,777	\$ 1,918,505	\$ (64,272)	-3.24%	35,631	0.72%
October	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ 1,295,166	\$ 1,381,534	\$ 86,368	6.67%		
November	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ 1,355,551	\$ 1,435,650	\$ 80,099	5.91%		
December	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ 1,752,250	\$ 1,754,106	\$ 1,856	0.11%	168,323	3.82%
January	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ 1,363,372	\$ 1,360,442	\$ (2,930)	-0.21%		
February	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ 1,087,663	\$ -				
March	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ 1,548,314	\$ -			(2,930)	-0.07%
April	\$ 1,271,765	\$ 1,286,204	\$ 1,333,096	\$ 1,313,100	\$ -				
May	\$ 1,298,653	\$ 1,288,547	\$ 1,348,173	\$ 1,325,536	\$ -				
June	\$ 1,699,052	\$ 1,726,963	\$ 1,789,321	\$ 1,821,198	\$ -			-	0.00%
YTD	\$ <u>17,017,001</u>	\$ <u>17,129,685</u>	\$ <u>17,068,193</u>	\$ <u>17,816,807</u>	\$ <u>10,922,020</u>	\$ <u>201,024</u>	<u>1.88%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>		
	<u>2017-18</u>	<u>Actual 2017-18</u>				
July	\$ 1,575,721	\$ 1,573,554	\$ (2,167)	-0.14%		
August	\$ 1,472,587	\$ 1,498,230	\$ 25,643	1.74%		
September	\$ 2,033,768	\$ 1,918,505	\$ (115,263)	-5.67%	(91,787)	-1.81%
October	\$ 1,328,473	\$ 1,381,534	\$ 53,061	3.99%		
November	\$ 1,390,412	\$ 1,435,650	\$ 45,238	3.25%		
December	\$ 1,797,313	\$ 1,754,106	\$ (43,207)	-2.40%	55,091	1.22%
January	\$ 1,398,434	\$ 1,360,442	\$ (37,992)	-2.72%		
February	\$ 1,115,634	\$ -				
March	\$ 1,588,132	\$ -			(37,992)	-0.93%
April	\$ 1,346,868	\$ -				
May	\$ 1,359,625	\$ -				
June	\$ 1,868,033	\$ -			-	0.00%
YTD	\$ <u>18,275,000</u>	\$ <u>10,922,020</u>	\$ <u>(74,688)</u>	<u>-0.68%</u>		

February 2, 2018

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sale of Surplus Hydro-electricity – January 2018

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last January, the sale of surplus hydro-electric power on an actual to actual basis was down \$238,171 or 49.42%. In comparison to the original budget projection for the month, revenue was down \$62,961 or 20.53%.

The year-to-date actual revenue is up \$556,826 or 28.82% while the year-to-date revenue on a budget basis is up \$687,550 or 38.17%. Year-to-date revenue is at \$2,488,907.

The attached spreadsheet shows the monthly revenues for this year and last year along with the budgeted amounts. Revenues for the Fiscal Years' 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 have been included for historical perspective.

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>
July	\$ 821	\$ 382,759	\$ 286,952	\$ 321,539	\$ 73,815	\$ 644,519	\$ 570,704	773.16%
August	\$ 2,060	\$ 115,769	\$ 293,338	\$ 11,805	\$ 278,611	\$ 308,911	\$ 30,300	10.88%
September	\$ 17,605	\$ 48,478	\$ 38,778	\$ 14,857	\$ 22,118	\$ 129,629	\$ 107,511	486.08%
October	\$ 261,082	\$ 237,797	\$ 296,432	\$ 260,804	\$ 208,586	\$ 219,082	\$ 10,495	5.03%
November	\$ 105,694	\$ 473,459	\$ 331,977	\$ 393,589	\$ 396,753	\$ 610,656	\$ 213,903	53.91%
December	\$ 356,383	\$ 323,081	\$ 502,018	\$ 542,231	\$ 470,259	\$ 332,344	\$ (137,916)	-29.33%
January	\$ 179,469	\$ 240,183	\$ 246,137	\$ 380,018	\$ 481,938	\$ 243,768	\$ (238,171)	-49.42%
February	\$ 160,026	\$ 225,629	\$ 158,920	\$ 440,304	\$ 325,684	\$ -	\$ -	0.00%
March	\$ 338,154	\$ 232,743	\$ 154,182	\$ 634,598	\$ 418,328	\$ -	\$ -	0.00%
April	\$ 551,360	\$ 468,075	\$ 577,742	\$ 555,833	\$ 688,018	\$ -	\$ -	0.00%
May	\$ 324,167	\$ 660,449	\$ 192,410	\$ 275,751	\$ 711,278	\$ -	\$ -	0.00%
June	\$ 474,813	\$ 421,856	\$ 638,045	\$ 162,659	\$ 681,514	\$ -	\$ -	0.00%
YTD	<u>\$ 2,771,633</u>	<u>\$ 3,830,277</u>	<u>\$ 3,716,931</u>	<u>\$ 3,993,988</u>	<u>\$ 4,756,903</u>	<u>\$ 2,488,907</u>	<u>\$ 556,826</u>	<u>28.82%</u>

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>
	<u>2017-18</u>	<u>Actual 2017-18</u>		
July	\$ 178,702	\$ 644,519	\$ 465,817	260.67%
August	\$ 151,717	\$ 308,911	\$ 157,194	103.61%
September	\$ 23,080	\$ 129,629	\$ 106,549	461.65%
October	\$ 334,194	\$ 219,082	\$ (115,112)	-34.44%
November	\$ 421,890	\$ 610,656	\$ 188,766	44.74%
December	\$ 385,045	\$ 332,344	\$ (52,701)	-13.69%
January	\$ 306,729	\$ 243,768	\$ (62,961)	-20.53%
February	\$ 230,890	\$ -	\$ -	0.00%
March	\$ 411,019	\$ -	\$ -	0.00%
April	\$ 589,841	\$ -	\$ -	0.00%
May	\$ 466,713	\$ -	\$ -	0.00%
June	\$ 320,180	\$ -	\$ -	0.00%
YTD	<u>\$ 3,820,000</u>	<u>\$ 2,488,907</u>	<u>\$ 687,550</u>	<u>38.17%</u>