

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, September 19, 2016

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, September 19, 2016, 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 - Support of The Hidden Heroes Campaign
- Resolution No. 2 - Accepting Change Order #1 and Change Order #2 for Fire Department Pumper Truck, Colden Enterprises
- Resolution No. 3 - Accepting Bid for Trailer-Mounted Trash Pump, Xylem Dewatering Solutions, Inc.
- Resolution No. 4 - Sponsoring and Supporting an Application For Restore NY Funding

ORDINANCES

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Restore NY Grant Application
- 7:30 p.m. Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report (CAPER)

7:30 p.m.

A Local Law adopting Chapter 177 of the Code of the City of Watertown Entitled Rental Properties

OLD BUSINESS

Laid Over Under the Rules An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Resolution Establishing City Fees and Charges Schedule

STAFF REPORTS

1. NYSDOH Drinking Water Fluoridation Contract
2. Return of the Watertown Bucks for the 2017 Season
3. NYS Retirement System 2018 Employer Contribution Rates
4. Sales of Surplus Hydro-electricity – August 2016
5. Sales Tax Revenue – August 2016

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 3, 2016.

Res No. 1

September 15, 2016

To: Members of City Council
From: Joseph M. Butler, Jr., Mayor
Subject: Support of The Hidden Heroes Campaign

The Elizabeth Dole Foundation has been working across the United States for a vitally important initiative. There currently are 5.5 million caregivers providing daily, life-sustaining support to loved ones injured while defending our freedom. Many of these caregivers live right in our community.

Building upon this mission, we are proud to join in support of these goals to create awareness of military caregivers and to encourage military caregivers to self-identify, so they can receive the resources they critically need. In partnership with the Elizabeth Dole Foundation and mirroring the U.S. Conference of Mayors' national resolution, we will collaborate with other public, private and non-profit sectors in our community in support of initiatives aimed at improving their lives and assisting military caregivers.

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 2

Support of The Hidden Heroes Campaign

Introduced by

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

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WHEREAS the series of wars in which our nation has been engaged over time since World War II, has resulted in 5.5 million military and veteran caregivers who are parents, spouses, siblings and friends, caring for those wounded, ill or injured who have served our nation, as documented by the 2014 Rand study commissioned by the Elizabeth Dole Foundation, and

WHEREAS the daily tasks of these military and veterans caregivers can include bathing, feeding, dressing and caring for the grievous injuries of wounded warriors, administering medications, providing emotional support, caring for the family and the home, and working outside the home to earn essential income, and

WHEREAS the nation provides multi-faceted support to our wounded, ill and injured veterans and service members through public, private and philanthropic resources, but their caregivers receive little support or acknowledgement, and

WHEREAS most military and veteran caregivers consider the challenging work they do as simply carrying out their civic and patriotic duty, without realizing they are, in fact, caregivers, and do not identify themselves as such, and

WHEREAS an alarming number of military and veteran caregivers, according to research, are suffering numerous debilitating mental, physical and emotional effects as a result of their caregiving duties, and

WHEREAS the City of Watertown desires to recognize and support those who are serving in these vital roles in our own community,

RESOLUTION

Page 2 of 2

Support of The Hidden Heroes Campaign

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

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NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown as follows:

1. That the City of Watertown become a Hidden Heroes City in support of military and veteran caregivers.
2. That the City of Watertown seek to identify military and veteran caregivers residing in our City.
3. That the City of Watertown work to ensure that our government, organizations, employers and non-profits are aware of the unique challenges of military and veteran caregivers and are encouraged to create supportive environments and opportunities for assistance.
4. That the City of Watertown plan an observance each May, during Military Appreciation Month, to honor and recognize the City’s military and veteran caregivers in partnership with the Elizabeth Dole Foundation’s national Hidden Heroes campaign.
5. That the City of Watertown encourage all who care for and support veterans and service members to extend that support to their caregivers.
6. That the City of Watertown designate a point of contact for our City, from the public or private sector, for citizens and organizations wanting to offer support, and caregivers who need that support.

Seconded by

Res No. 2

September 13, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Change Orders Nos. 1 and 2 for Fire Department Pumper Truck, Colden Enterprises

On September 8, 2015, City Council accepted a bid in the amount of \$469,529 from Colden Enterprises Fire and Rescue for a Pumper Truck for use by the City of Watertown Fire Department, per specifications. Subsequently, Chief Herman met with Colden Enterprise and determined some changes were necessary, adding \$2,385.98. On December 21, 2015, City Council approved this Change Order "A."

Colden Enterprises has now submitted Change Order No. 1 in the amount of \$1,115 for necessary components as listed in the attached Change Order. They have also submitted Change Order No. 2 in the amount of \$1,364.75. As detailed in Chief Dale C. Herman's attached report, this brings the total for the Pumper Truck to \$474,394.73.

Attached for City Council consideration is a Resolution approving both Change Order No. 1 and No. 2 increasing the amount and accepting the additional items. Funding for this project was approved on March 2, 2016 through a Bond Ordinance in the amount of \$550,000. As the project is still within budget, no additional action is needed to provide funding for these Change Orders.

RESOLUTION

Page 1 of 1

Accepting Change Order #1 and Change Order #2
for Fire Department Pumper Truck, Colden Enterprises

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

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Total

Introduced by

WHEREAS on September 8, 2015, City Council accepted the bid from Colden Enterprises in the amount of \$469,529 for a Pumper Truck for use by the City of Watertown Fire Department per our specifications, and

WHEREAS on December 21, 2015, City Council approved Change Order "A" in the amount of \$2,385.98, and

WHEREAS Colden Enterprises has now submitted Change Order #1 in the amount of \$1,115 for necessary components, and

WHEREAS Colden Enterprises has also submitted Change Order #2 in the amount of \$1,364.75 for additional components,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby accepts Change Order #1 submitted by Colden Enterprises in the amount of \$1,115, as well as Change Order #2 in the amount of \$1,364.75 as listed on the attached Change Orders bringing the total amount to \$474,394.73, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents necessary with accepting Change Order #1 and Change Order #2 on behalf of the City.

Seconded by

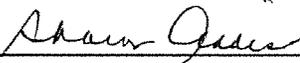
Contract Change Order #1

Change Resulting From Customer Request

| Crimson Truck #: 215155-01 | | | Date: 9/7/2016 | |
|---|-------|----------------|---|---|
| Customer/Department: Watertown, NY | | | Dealer: Colden Enterprises, Inc. | |
| This Change Order is a legal document that changes the content of the contractual agreement and does not become effective until is signed by all parties to which it applies. | | | | |
| Item # | C/D/A | Quote Writer # | Description | Contract Change Amount - To Pay or (To Receive) |
| 1 | Add | | 300# with 100% extension, floor mounted roll out tray with front drawer release to the L1 compartment. | \$965.01 |
| 2 | Add | | The two (2) pull out toolboards in the L1 compartment shall be installed on a "fixed" shelf that is placed at 15" above the floor mounted roll out tray. The toolboards shall be adjustable from side to side in the compartment. | \$150.00 |
| The Contract Price will change by this amount | | | | \$1,115.00 |

Due to the changes outlined in this change order, and the current level of completed work, this change will add 3 days to the contracted delivery days of your apparatus .

If a signed copy of this change order is not returned to Spartan ERV by 9/10/2016 one (1) day will be added to your contracted delivery date for every one (1) day late. Your unit may also be pulled out of production if in process. Please sign and return ASAP. A delay can and will cause a loss of production days.

| | | |
|--|-------------------------|-----------------------------|
|  Dealer Representative | Customer Representative | Crimson Sales Administrator |
| Date | Date | Date |

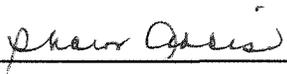
Contract Change Order #2

Change Resulting From Customer Request

| Crimson Truck #: 215155-01 | | | Date: 9/12/2016 | |
|---|-------|----------------|--|---|
| Customer/Department: Watertown, NY | | | Dealer: Colden Enterprises, Inc. | |
| This Change Order is a legal document that changes the content of the contractual agreement and does not become effective until is signed by all parties to which it applies. | | | | |
| Item # | C/D/A | Quote Writer # | Description | Contract Change Amount - To Pay or (To Receive) |
| 1 | Add | | Two (2) Whelen M9 Scnee lights to the rear of the body. One light shall be installed on each side of the body, under the upper warning lights. The scene lights shall be controlled by (1) weather resistant push button at the left rear of the body and also with reverse. | \$1,364.75 |
| The Contract Price will change by this amount | | | | \$1,364.75 |

Due to the changes outlined in this change order, and the current level of completed work, this change will add 0 days to the contracted delivery days of your apparatus .

If a signed copy of this change order is not returned to Spartan ERV by 9/15/2016 one (1) day will be added to your contracted delivery date for every one (1) day late. Your unit may also be pulled out of production if in process. Please sign and return ASAP. A delay can and will cause a loss of production days.

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| Dealer Representative | Customer Representative | Crimson Sales Administrator |
| | 9/13/16 | |
| Date | Date | Date |



CITY OF WATERTOWN, NEW YORK

FIRE DEPARTMENT
224 South Massey Street
Watertown, New York 13601
(315) 785-7800
Fax: (315) 785-7821
Dale C. Herman, Fire Chief
dherman@watertown-ny.gov



To: Ms. Sharon Addison, City Manager
From: D. Herman, Fire Chief *DCH*
Date: September 13, 2016
Subject: Contract Change Order #1 and #2

As the assembly phase of the new pumper is to start the week of September 12, we have found a need to alter the layout of one of the compartments (L1) in order to better utilize the space, now that we have most of the loose equipment here at Station 1.

This reconfiguration includes adding one additional roll out tray (\$965) and the addition of one additional shelf (\$150) for a total cost of \$1,115. This alteration is known as Contract Change Order #1 (attached) and requires a signature and approval of City Council. As this change order adds an additional 3 days to production and approval was required prior to September 10, the City Manager authorized the work to proceed in order not to remove the vehicle from the assembly and production phase.

A second change to the vehicle is to add two additional white LED lights to the rear of the vehicle to aid in illuminating the space behind the apparatus when it is backing up as well as while fire department personnel are working in that area. This change is known as Contract Change Order #2 (attached) and will need to be approved by City Council. The cost of this change is \$1,364.75 and is within the budget. This change order does not add any additional production time, however authorization to proceed was required prior to September 15, the City Manager authorized the work to proceed in order not to remove the vehicle from the assembly and production phase.



Photo from Spartan of our cab.

Our current cost of the project is listed below:

| | |
|--------------------------------------|-----------------|
| Pumper | |
| Original price | \$469,529.00 |
| Change Order "A" | 2,385.98 |
| Contract Change Order #1 | 1,115.00 |
| Contract Change Order #2 | <u>1,364.75</u> |
| Total to Colder Enterprise | \$474,394.73 |
| Loose equipment acquired to date | \$56,049 |
| Loose equipment expected to purchase | 3,500 |
| Bonding Cost (approximate) | <u>10,471</u> |
| Total project to date: | \$544,414.73 |
| Total projected cost: | \$550,000.00 |

If you or Council has any questions, I will be happy to answer them.

Res No. 3

September 14, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Trailer-Mounted Trash Pump,
Xylem Dewatering Solutions, Inc.

The City Purchasing Department has advertised and received sealed bids for the purchase of one new and unused 6" Trailer-Mounted Trash Pump for use by the Waste Water Treatment Plant.

Bid invitations were sent to six (6) prospective bidders, with three (3) sealed bids submitted to the Purchasing Department where they were publicly opened and read on Thursday, September 8, 2016, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Operator Mark Crandall, and it is their recommendation that the City Council accept the bid submitted Xylem Dewatering Solutions, Inc., in the amount of \$39,895 as the lowest qualified bidder meeting our specifications. The other bids submitted are detailed in the attached report of Mrs. Pastuf.

A resolution for Council consideration is attached. This project is included in the FY 2016-17 Budget.

RESOLUTION

Page 1 of 1

Accepting Bid for Trailer-Mounted Trash Pump,
Xylem Dewatering Solutions, Inc.

Introduced by

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of one new and unused 6” Trailer-Mounted Trash Pump for use by the Waste Water Treatment Plant, and

WHEREAS bid invitations were sent to six (6) prospective bidders, with three (3) sealed bids submitted to the Purchasing Department, and

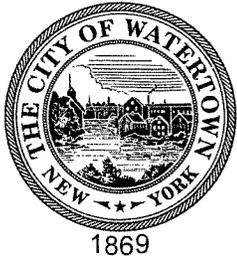
WHEREAS on Thursday, September 8, 2016, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Operator Mark Crandall, and it is their recommendation that the City Council accept the bid submitted by Xylem Dewatering Solutions, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Xylem Dewatering Solutions, Inc., in the amount of \$39,895 for the purchase of one new and unused 6” Trailer-Mounted Trash Pump for use by the Waste Water Treatment Plant as the lowest qualified bidder meeting our specifications, 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 Xylem Dewatering Solutions, 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 2016-14- 6" Trailer-Mounted Trash Pump
DATE: 9/14/2016

The City's Purchasing Department advertised in the Watertown Daily Times on August 5, 2016, calling for sealed bids for the purchase of one new and unused 6" Trailer-Mounted Trash Pump for use by the Waste Water Treatment Plant.

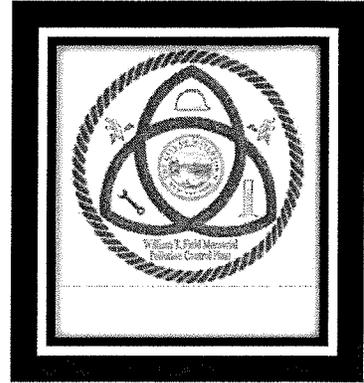
The City of Watertown issued Invitations to Bid to six (6) prospective bidders and three (3) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on September 8, 2016, 11:00 am, local time. The bid tabulation is shown below:

| Description | Pump Service and Supply of Troy, Inc. | Rain for Rent | Xylem Dewatering Solutions, Inc. |
|-------------------------------------|---------------------------------------|-----------------|----------------------------------|
| | Troy, NY | Bakersfield, CA | Batavia, NY |
| 6" Trailer-Mounted Trash Pump | \$45,315.00 | \$45,215.69 | \$39,895.00 |
| Delivery to take place ___ days ARO | 56 to 80 | 84-98 | 45 days |

The submittals were reviewed by Chief Operator Mark Crandall and the Purchasing Department. It is recommended that the bid for a 6" Trailer-Mounted Trash Pump be awarded to **Xylem Dewatering Solutions, Inc.** as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience.

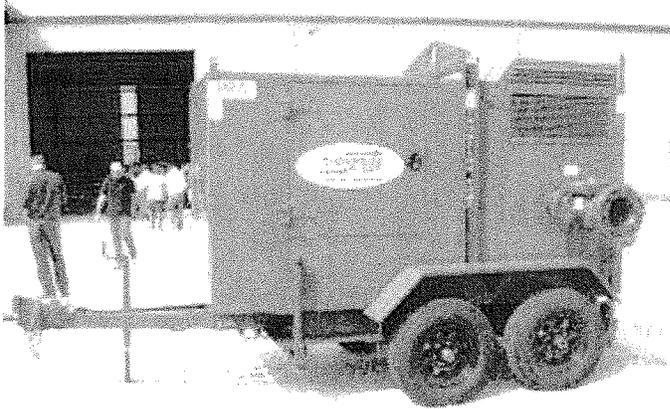
G8130 Sewage Treatment and Disposal

Fiscal Year 2016-17
Vehicles and Equipment



Trailer Mounted Trash Pump (new)

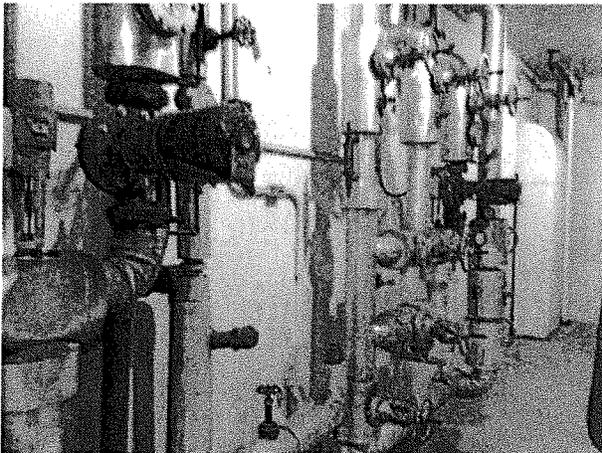
\$45,000



The new 6" 800 gallon per minute portable pump will be used in emergency operations in the facility and at any one of the nine pump stations within the city. The pump provides the city with the capability of responding to a situation in a hurry which would minimize possible damage to private property.

Control Building HVAC Upgrade

\$10,000



With the upgrade of the facility Control Building now completed, pre-existing components of the HVAC that were not tied into the new system require upgrades. These include a new heating zone pump and piping to correct the lack of pressure and water flow to the pre-existing system thus correcting cold spots occurring at the end of the respective zone's heating.

Res No. 4
Public Hearing – 7:30 p.m.

September 13, 2016

To: The Honorable Mayor and City Council
From: Michael A. Lumbis, Planning & Community Development Director
Subject: Sponsoring and Supporting an Application for Restore NY Funding

The City Council has scheduled a Public Hearing to discuss the project being considered for an application for funding under round four of the Restore NY Communities Initiative Municipal Grant Program for 7:30 p.m. on Monday, September 19, 2016. The application is due on October 3, 2016.

The City Council decided on July 5, 2016, to submit its “Intent to Apply” for the Masonic Temple. The project proposed by Rob Campany and Augusta Withington of Fourth Coast, Inc. will consist of façade restoration and interior renovations to the basement level of the building.

The public hearing notice was published on September 9, 2016. In addition, a Property Assessment Notice was published in the Watertown Daily Times for three consecutive days beginning on September 10, 2016.

After the public hearing, the City Council may consider the attached Resolution. The Resolution states that the City Council supports and sponsors an application for Restore NY funding for the Masonic Temple Project.

RESOLUTION

Page 1 of 1

Sponsoring and Supporting an
Application For Restore NY Funding

Introduced by

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
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WHEREAS the City of Watertown is eligible for grant funding under Round 4 of the Restore NY Communities Initiative Municipal Grant Program, and

WHEREAS the City Council has considered proposals that qualify for funding under the program and selected one project to be included in an application that will be submitted to the Empire State Development Corporation (ESDC) as follows:

Rehabilitation of the Masonic Temple Building located at 242 Washington Street, Parcel Number 10-06-128.000, to include the restoration of the façade and interior renovations to the basement level of the building, and

WHEREAS this project is consistent with all existing local plans, the proposed financing is appropriate for the project, the project will facilitate effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities in the City of Watertown,

NOW THEREFORE BE IT RESOLVED that the City Council hereby supports and will sponsor an application for Restore NY funding for the Masonic Temple Project and will administer the grant in accordance with all applicable rules and regulations established by ESDC, and

BE IT FURTHER RESOLVED that the City Manager is authorized to sign the application and any agreements required by ESDC for grant funding that results from the application.

Seconded by

Public Hearing – 7:30 p.m.

September 13, 2016

To: The Honorable Mayor and City Council

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

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

As part of the City's Community Development Block Grant (CDBG) Program, the City Council is required to hold at least two public hearings annually to obtain public input and comments on our program. The public hearing scheduled for September 19, 2016 coincides with the submission of the City's Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The CAPER serves as the year-end summary report of the CDBG activities undertaken by the City during the most recent program year which was July 1, 2015 through June 30, 2016. The public hearing is being held to give the public the opportunity to comment on the CAPER and the City's annual performance.

The City's accomplishments during the 2015 Program Year included the rehabilitation of nine owner occupied houses using a 2013 State Small Cities CDBG grant and the completion of the Maple Court Apartments Project. Evergreen Partners completed the rehabilitation of 92 units at the facility located at 591 Weldon Drive. The City assisted the project by providing funding to pay for a portion of the architectural and engineering design fees.

City crews completed the Gaffney Drive Sidewalk and Tree Planting Project and made significant progress on the Near East and East Target Area Sidewalk Construction Project Phase 1. The Near East and East Target Area project included the construction of 1,350' of 8' wide asphalt trail and 450' of concrete sidewalks along Huntington Street between Waterworks Park and Michigan Avenue North. The ADA Accessible Sidewalk Ramp Construction Project was also initiated during the year with progress consisting of the construction of 15 new ADA ramps at various locations in the Near East side.

Finally, the City assisted the Points North Housing Coalition (PNHC) with the implementation of the Point-In-Time Count Outreach and Education Initiative. The project consisted of a small marketing campaign that raised awareness of homelessness in the region and encouraged people to attend "Home of Your Own" educational events sponsored by the PNHC.

On September 2, 2016, a draft of our Program Year 2015 CAPER was made available to the public at various City offices and at the offices of the Watertown Housing Authority. It was also published on the City's website and can be viewed with the following link: <http://www.watertown-ny.gov/admin/DocumentView.asp?DID=1241>

Following the public hearing, Staff will incorporate any public comments that are received in the CAPER and will submit it to HUD prior to the September 28, 2016 deadline.

Public Hearing – 7:30 p.m.

September 13, 2016

TO: The Honorable Mayor Butler and City Council Members

FROM: Stephen A. Jennings, Councilman

SUBJECT: A Local Law Adopting Chapter 177 of the Code of the City of Watertown Entitled Rental Properties.

At the August 15, 2016 meeting, City Council scheduled a Public Hearing for September 19, 2016 at 7:30 p.m. on Local Law No. 3 of 2016.

Since March 14, 2016 when I presented to City Council information regarding proactive rental registration and inspection, as well as a comparison of other municipalities in New York State that have successful rental registration and/or inspection programs, and aspects about how these programs are operated, I have been working with the City Manager, City Attorney, and the City departments of Codes, Assessor, and Planning to write and refine drafts of a local law addressing rental properties in the City. The document before you is the culmination of these efforts between myself, counsel and staff. It is a law that will most definitely work for the betterment of the City of Watertown.

Housing in the City of Watertown is predominantly renter-occupied. Significantly more people rent their dwellings than own, and since my presentation to you in March, U.S. Census data has adjusted to estimate that renter-occupied units in the City have increased 3.2%, from 58.4% to a current 60.3%. Compounding the predominance of rental units in the City is the age of housing stock; 57% of housing structures were built in 1939 or earlier. These and other associated factors have led to increases in unsafe housing, the potential for greater numbers of abandoned properties, and a visible decline in neighborhoods throughout the City.

The law you have before you accomplishes several key components. It requires registration of all rental properties. It requires designation of a managing agent for properties where the owners neither reside nor do business in Jefferson County. It delineates responsibilities and liability of tenants. It requires triennial inspections. It ladders implementation to a) allow for property owners and City staff to prepare; b) complete registration first, over a 6-month period; and c) complete commencement of proactive inspections over a 25-month period. Most importantly, this law increases productive communication between the City and property owners to increase public health, safety, and welfare, which will positively impact community character, property values, and overall quality of life.

Council must hold the Public Hearing before voting on the Local Law.

LOCAL LAW

Page 1 of 2

A Local Law adopting Chapter 177 of the Code of the City of Watertown Entitled Rental Properties

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

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Introduced by

Council Member Stephen A. Jennings

A Local Law adopting Chapter 177 of the Code of the City of Watertown providing for the registration and inspection of residential rental properties.

WHEREAS the New York Municipal Home Rule Law permits the adoption of Local Laws by a City in furtherance of the health, safety and welfare of the residents of the City, and

WHEREAS residential properties are significant assets and represent a critical investment in the City of Watertown because of their impact on community character, property values and overall quality of life, and

WHEREAS the U.S. Census Bureau estimates that 60% of City of Watertown residents rent their dwellings, and

WHEREAS to maintain the quality of City neighborhoods and facilitate proactive code enforcement, the City must be able to efficiently communicate with property owners regarding maintenance and property conditions, and

WHEREAS in instances when residential properties are rented to others, rather than owner-occupied, the City Council has determined that accurate and current contact information is needed to facilitate timely communication with property owners regarding potential issues related to property conditions and/or violations of the City Code and/or the laws of the State of New York, and

WHEREAS the City Council has also determined that an inability to make timely contact with the owners of such residential rental properties may result in extended physical deterioration of housing stock and/or substandard living conditions for City residents, and

WHEREAS the City Council finds that establishing registration and inspection requirements for rental properties is in the best interest of public health, safety, and welfare and that the good order and governance of the City will be promoted and enhanced by the enactment of registration and inspection requirements for such rental properties and their owners through the adoption of these provisions, and

LOCAL LAW

Page 2 of 2

A Local Law adopting Chapter 177 of the Code of the City of Watertown Entitled Rental Properties

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

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BE IT ENACTED by the City Council of the City of Watertown, New York as follows:

Chapter 177 of the Code of the City of Watertown, entitled "Rental Properties" shall be adopted as attached to this Local Law, and

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon filing with the New York Secretary of State.

Seconded by Council Member Teresa R. Macaluso

CITY OF WATERTOWN, NY

RENTAL PROPERTIES

CHAPTER 177

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**CERTIFICATE OF INSPECTION AND MAINTENANCE COMPLIANCE OF
RESIDENTIAL RENTAL PROPERTIES**

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ARTICLE I

CERTIFICATE OF INSPECTION AND MAINTENANCE COMPLIANCE

§ 177-1. Legislative intent.

- A. Residential properties are significant assets and represent a critical investment in the City of Watertown because of their impact on community character, property values and overall quality of life. To maintain the quality of City neighborhoods and facilitate effective code enforcement, the City must be able to efficiently communicate with property owners regarding maintenance and property conditions.
- B. In instances when residential properties are rented to others, rather than owner-occupied, the City Council has determined that accurate and current contact information is needed to facilitate timely communication with property owners regarding potential issues related to property conditions and/or violations of the City Code and/or the laws of the State of New York. The City Council has also determined that an inability to make timely contact with the owners of such residential rental properties may result in extended physical deterioration of housing stock and/or substandard living conditions for City residents. The City Council finds that establishing registration and inspection requirements for rental properties is in the best interest of public health, safety, and welfare and that the good order and governance of the City will be promoted and enhanced by the enactment of registration and inspection requirements for such rental properties and their owners through the adoption of the provisions set forth in this chapter.

§ 177-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CODE ENFORCEMENT OFFICIAL

The Code Enforcement Official shall be the City's Code Enforcement Supervisor as described at Article II of Chapter 120 of the Code of the City of Watertown as the same may, from time to time, be amended. Such Official shall have additional duties of registration and inspection, and issuance of Certificates of Inspection and Maintenance Compliance pursuant to this Chapter, and is hereby authorized and directed to enforce the provisions of this Chapter.

The Code Enforcement Official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of this Chapter, but shall not have the effect of waiving requirements specifically provided for in this Chapter.

DEPARTMENT

Bureau of Code Enforcement.

DWELLING UNIT

A structure or building, or any part thereof, equipped with bathing room(s), and areas or rooms for cooking, dining, living and sleeping, occupied or to be occupied by one or more persons as a home or residence.

OWNER

The person, persons, or entity that has fee simple title or comparable rights to a dwelling unit or of a property including one or more dwelling units.

RENT

A return, in money, property or other valuable consideration (including payment in kind or services or other thing of value), for use and occupancy or the right to the use and occupancy of a dwelling unit, whether or not a legal relationship of landlord and tenant exists between the owner and the occupant or occupants thereof.

RENTAL DWELLING UNIT

A dwelling unit established, occupied, used or maintained for rental occupancy in a one, two, or multi-family home, equipped with bathing room(s), and areas or rooms for cooking, dining, living and sleeping, occupied or to be occupied by one or more persons as a home or residence.

RENTAL OCCUPANCY

The occupancy or use of a dwelling unit by one or more persons other than the owner as a home or residence under an arrangement whereby the occupant or occupants thereof pay rent for such occupancy and use. There is a rebuttable presumption that any occupancy or use of a dwelling unit is to be deemed a rental occupancy if the owner of the structure or building containing the dwelling unit does not reside in the same structure or building.

RENTAL PROPERTY

A property upon which is located a building or buildings or structure or structures which include one or more rental dwelling units.

§ 177-3. Exceptions.

- A. Rental Registration and Inspection Exceptions. The rental registration and inspection requirements of this chapter shall not apply to owner-occupied one-family dwellings, hotels and motels, nursing homes, hospitals, adult homes, assisted living facilities, hospice residences, and other licensed residential health care facilities. Otherwise, all other dwelling units rented that are equipped with bathing room(s), and areas or rooms for cooking, dining, living and sleeping, occupied or to be occupied by one or more persons as a home or residence must be registered with the City.

- B. Inspection Exceptions. The inspection requirements of this chapter shall not apply to owner-occupied dwellings; multi-family dwellings owned by a duly established public housing authority or leased directly to the U.S. Government; any federal, state,

or locality-owned or managed buildings, Section Eight, and other subsidized housing subject to other inspection requirements; and any newly built and renovated housing receiving a Certificate of Occupancy within the preceding five years that has been approved for occupancy by the Code Enforcement Official.

§ 177-4. Applicability; more restrictive provisions to prevail.

- A. Scope. This chapter shall apply to all rental dwelling units located within the City, with the exception of those delineated in § 177-3B.
- B. Applicability. The provisions of this chapter shall be deemed to supplement applicable state and local laws, ordinances, codes, rules and regulations, and nothing in this chapter shall be deemed to abolish, modify, limit, impair, supersede or replace any existing requirements of, or remedies under, any other applicable federal, state or local statute, laws, ordinances, codes, rules or regulations. In case of conflict between any provision of this chapter and any applicable federal, state or local statute, law, ordinance, code, rule or regulation, the more restrictive or stringent provision or requirement shall prevail. The acceptance of any registration, the filing of any application under this chapter or other compliance with the requirements of this chapter shall not cause, or be deemed to cause, any circumstance, condition, status, action, or statement of facts that is otherwise illegal, unlawful or noncompliant under any federal, state or local statute, law, ordinance, code, rule or regulation, including, but not limited to, the City Code, to become or be deemed to be lawful, legal or in compliance.

§ 177-5. Rental occupancy registration required.

It shall be unlawful and a violation of this chapter for any owner of any rental property or rental dwelling unit in the City to establish, maintain, use, let, lease, rent or suffer or permit the occupancy and use thereof as a rental occupancy without first obtaining and thereafter maintaining in full force and effect a Certificate of Inspection and Maintenance Compliance from the City, as herein provided.

§ 177-6. Application for rental occupancy registration.

- A. Application for a Certificate of Inspection and Maintenance Compliance of a rental occupancy and/or for a rental dwelling unit shall be made in writing on a required form provided by and to be filed with the Department for that purpose. A separate application shall be made for each building or structure containing one or more rental dwelling units. In the event that any rental dwelling unit or rental property is owned by more than one person, the application shall be executed by each such owner. In those instances in which it is owned by a business entity, the application shall be executed by the chief executive officer of such entity (e.g., president, general partner, managing member). Such application shall contain the following information:
 - (1) The name, address (both street address and any post office address), telephone and facsimile numbers, and e-mail address, if any, of each owner.

- (2) The street address of the rental property, including the apartment or unit number of the rental dwelling unit(s), if any.
 - (3) If the rental dwelling unit is occupied as of the date the application is filed with the Department.
 - (4) A description of the building or structure, including the number of rental dwelling units in the building or structure.
- B. Designation of a Managing Agent. If the owner of the rental dwelling unit does not live within and/or maintain an office or a place of business within Jefferson County, a managing agent must be designated. The name, address (street address and any post office address), telephone and facsimile numbers and e-mail address of the local managing agent or agents or operator of each such intended rental property shall be provided. The agent shall be a person eighteen (18) years of age or older, who resides within the County of Jefferson, New York, or conducts a business, the main office or branch of which is located in the County of Jefferson. The agent shall be designated by such owner as in control of and responsible for the maintenance and operation of such dwelling and who shall be designated as the person upon whom process and other notice may be served on behalf of the owner.
- C. Conditions to be met; acknowledgement.
- (1) Such application shall include an acknowledgement by the owner affirming that rental dwelling unit(s) meet the following conditions:
 - (a) Rental properties and all rental dwelling units thereon shall comply with all applicable federal, state or local statutes, laws, ordinances, codes, rules or regulations, including the applicable provisions of the New York State - adopted rules of the International Code Council (ICC), as the same may, from time to time be amended.
 - (b) Operational smoke and carbon monoxide detectors as required by the ICC.
 - (c) Exterior walls, including foundations, shall be maintained. All exterior walls and foundations must be free of holes and crevices.
 - (d) Exterior doors, windows, skylights and similar openings shall be maintained secured and weathertight.
 - (e) Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
 - (f) Roofs shall be maintained in a weathertight condition, secured by normal means.
 - (g) Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
 - (h) Exterior surfaces shall be maintained in good condition.

- (i) Interior living spaces, including kitchen(s), bathroom(s) and bedroom(s), are in compliance with the ICC.
 - (j) Operable heating system.
- (2) The acknowledgement will also affirm that the owner has received and read the following portions of the City Code and understands the obligation and responsibility to comply with all applicable state and local laws, including but not limited to:
- (a) Chapter **98**, Brush, Grass and Weeds.
 - (b) Chapter **161**, Garbage, Rubbish and Refuse.
- D. Such application shall be signed by the owner(s).

§ 177-7. Responsibilities and protection of tenants.

In addition to any other responsibilities of occupants referred to in this chapter, the occupants shall be required to comply with these provisions:

- A. Maintenance of property in sanitary condition.
 - (1) Every occupant of a dwelling or a dwelling unit shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit or premises which he or she occupies and controls.
 - (2) None of the responsibilities of occupants specified in this section shall relieve the owner of his or her responsibility to maintain those parts of a rental unit which are part of the permanent or semi-permanent construction of the unit or dwelling in whole or in part in a clean, orderly and sanitary condition.
- B. Liability for violations.
 - (1) Every occupant of a dwelling unit shall be liable for a code violation as well as for any damage caused by his or her own willful act, omission, assistance, or negligence or that of any member of his or her family, or household guests if such damage results in, or contributes to, a violation of the regulations of the ICC or provisions of the Code of the City of Watertown.
 - (2) In addition to any other penalty provided by law, a judge may, at the time of sentencing upon plea or conviction, order restitution pursuant to Subsection B(1) of this section as a condition of any sentence imposed. If such restitution is ordered, except for good cause shown, it shall be paid within 30 days of the date of the sentence.
 - (3) Nothing in this section shall be interpreted so as to diminish any other lawful remedy to recover for damages.
- C. Every occupant of a dwelling unit shall keep all plumbing, cooking, electric, and all other fixtures and facilities required by this Chapter in a clean and sanitary fashion and shall

also be responsible for the exercise of reasonable care in the proper use and operation of such facilities.

D. Every occupant shall keep exits from his or her dwelling unit clear and unencumbered.

E. Retaliation against occupants.

- (1) No owner, occupant, contractee, mortgagee, designated manager, or any other person, firm or corporation directly or indirectly in control of a building governed by this chapter shall threaten or otherwise retaliate against any occupant who has not committed a breach of the lease of contract of rental, for reporting in good faith of the existence of any violation of the provisions of this chapter or any other applicable laws, statutes, ordinances or regulations, or for, in good faith, availing himself or herself of any legal remedy to secure or enforce rights under his or her lease or agreement, or provided by law.
- (2) No owner, occupant, contractee, mortgagee, designated manager, or any other person, firm or corporation directly or indirectly in control of a building or a part thereof shall threaten or otherwise retaliate against any occupant who lives in a dwelling or dwelling unit where the Department has initiated action by giving notice to the owner or persons responsible for the dwelling because the Department believes there has been a violation of any provision of this chapter.
- (3) No owner, occupant, mortgagee, designated manager, or any other person, firm or corporation directly or indirectly in control of a building or a part shall threaten or otherwise retaliate against any occupant who has exercised any of his or her rights as described in this chapter.
- (4) The defense of retaliatory action may be raised by the occupant in an eviction action, summary proceeding or other action relating to the right of the occupant to remain in possession of premises.

ARTICLE II

§ 177-8. Registration application fees.

- A. Registration application fee. A nonrefundable registration application fee shall be paid to the City upon filing each application for a certificate of registration of a rental occupancy and/or for a rental dwelling, in an amount to be set from time to time by the City Council by resolution. The City Council resolution may, in its discretion, but subject to applicable law, establish a schedule or schedules setting different application fees for different categories of applicants or properties.
- B. The fees required by this section shall be waived for any applicant that demonstrates to the satisfaction of the Code Enforcement Official that it is a not-for-profit housing development corporation organized under the laws of the State of New York and that it is providing housing for senior citizens or other designated special populations subject to income guidelines established by either federal or state regulation.

§ 177-9. Review of application.

The Code Enforcement Official shall review each application for completeness and accuracy. The Code Enforcement Official shall also review all available information to confirm that the rental property and all rental dwelling units thereon are in compliance with the ICC or provisions of the Code of the City of Watertown at the time the application is made. The application shall be accepted and a certificate of registration shall be issued if, based on all such available information, such application is found to be complete and accurate. Notice to the owner of acceptance or rejection of the application shall be made in writing.

§ 177-10. Term of certificate of registration.

A certificate of registration pursuant to this chapter shall be valid for as long as the information in the application remains complete and accurate, but in no case for more than a period of three (3) years from the date on which the certificate is issued. The owner shall file with the Department a new application in accordance with the requirements of this chapter a) no less than 60 days prior to 1) the expiration of the then current certificate or 2) if sooner, the date set forth in any contract of sale for the closing of transfer of title to the rental dwelling unit or rental property; or b) except for any change in the information provided in the application pursuant to § 177-6A(3), in the event that the prior application is no longer complete or accurate, within 30 days following the occurrence of the event or change in circumstances requiring the updating of such information. In the event a new application is not filed if and when required pursuant to Item a)2) or b) of this § 177-10, the existing certificate of registration shall be null and void.

§ 177-11. Record of registrations.

It shall be the duty of the Code Enforcement Official to maintain a record of registrations pursuant to this chapter. Such register shall be kept by owner name and by street address, showing the name and address of the owner, the number of rental dwelling units at such street address, and the date of expiration of registration for such property. Each application shall be maintained in accordance with all record retention requirements applicable to the City and shall be subject to public disclosure, inspection and copying in accordance with the requirements of the applicable law of the State of New York.

§ 177-12. Presumptions applicable to rental registration enforcement and prosecutions.

- A. Within the context of this chapter, the presence or existence of any one of the following shall create a rebuttable presumption that a premises is being used as a rental property or a rental dwelling unit:

- (1) There exists a written or oral lease or rental arrangement, payment or agreement for all or any portion of any building or structure located on the property by and between the owner and any tenants, occupants and/or other persons or entities in possession thereof.
 - (2) The property is occupied by someone other than the owner, and the owner represents in writing or otherwise, to any person or establishment, business, institution or government agency, that the owner resides at an address other than the rental property.
 - (3) Utilities, cable, phone or other services are in place or requested to be installed or used at the premises or any portion thereof in the name of someone other than the owner.
 - (4) There are separate entrances for segregated parts of any building or structure located on the property.
 - (5) There are partitions or internal doors which may serve to bar access between segregated portions of any building or structure located on the property, including but not limited to bedrooms:
 - (6) Any occupant or person in possession thereof does not have unimpeded and/or lawful access to all dwelling units in a building or structure.
 - (7) Two or more complete dwelling units, as defined herein or in the Residential Code of New York State, exist in any building or structure located on the property.
 - (8) A premises has been advertised in any newspaper, magazine, local advertising publication, or posted or billed as being available for rent.
- B. The presumptions set forth above, subject to the limitations contained therein, shall also be applicable to enforcement and prosecution of illegal residential use and occupancy violations under other articles of the City Code.
- C. Nothing herein shall be construed to prevent persons living together with any owner as a two-family unit as defined by the City Code.

ARTICLE III

§ 177-13. Registration effective date and deadline.

The rental registration portions of this Chapter shall be effective beginning January 1, 2018 for all owners in the City of Watertown, Jefferson County, New York. All owners in the City of Watertown must register their property/rental dwelling unit(s) as required by this section on or before June 30, 2018.

§ 177-14. Certificate of Inspection and Maintenance Compliance required.

- A. The inspection portions of this Chapter shall be effective beginning July 1, 2018. The Code Enforcement Official shall have authority to prioritize for inspection subject rental

property/rental dwelling unit(s). The Certificate of Inspection and Maintenance Compliance will be valid for three (3) years from the last day of the month it is issued and must be renewed by § 177-10 above.

- B. Scope of Inspection. After July 31, 2020, no person, firm, partnership, association, corporation, limited liability company, limited liability partnership, or other person or entity shall rent, lease or suffer or allow any person or persons to live in or occupy, as a tenant, any dwelling in the City not otherwise excepted by the provisions of § 177-3B, unless a Certificate of Inspection and Maintenance Compliance is first obtained from the Code Enforcement Official indicating that said dwelling was inspected and found to be fit for human habitation and is in compliance with the ICC or provisions of the Code of the City of Watertown as they pertain to building and fire safety, zoning, and property maintenance, and such other laws and regulations which may, from time to time, be adopted and amended.

§ 177-15. Inspection Procedures.

- A. Inspection Procedures. A Certificate of Inspection and Maintenance Compliance may only be obtained after an inspection of the dwelling, including all dwelling units, by the Code Enforcement Official or his or her deputies. Either a Certificate of Inspection and Maintenance Compliance or a Notice of Violation shall be issued within fifteen (15) days after the date of such inspection.

If violations are found during the inspection, such violations shall be corrected, or the dwelling unit vacated, within a period of time ranging from ten (10) days to six (6) months, depending on the severity of the violation and the physical requirements necessary to remedy such violations, as determined by the Code Enforcement Official.

A reinspection may be conducted at any time during the period of the Certificate of Inspection and Maintenance Compliance, with a minimum of ten (10) days notice to the owner or his agent, if a signed complaint of non-compliance is received from a person or persons renting a dwelling unit, or upon less notice if deemed necessary by the Code Enforcement Official in case of emergency. Such reinspection shall have the same force as the original inspection.

An owner's refusal to permit inspection or reinspection shall be deemed a surrender of any previously issued Certificates, and shall preclude the issuance of an original Certificate.

- B. Posting of Certificate of Inspection and Maintenance Compliance. The Certificate of Inspection and Maintenance Compliance issued pursuant to this Chapter shall be posted in a conspicuous place in the dwelling upon its issuance. The Certificate shall be valid for a period of three (3) years from the date of issuance unless a reinspection discloses violations. Upon correction of the violations, the Certificate shall then be valid for the remainder of the original period of issuance.

§ 177-16. Penalties for offenses.

- A. Any rental structure which fails to obtain or maintain the Certificate of Inspection and Maintenance Compliance required by this chapter shall be deemed a public nuisance, which nuisance shall be abated by the revocation of the structure's Certificate of Occupancy and the maintenance of such legal action by the City as shall either compel compliance with this chapter or enjoin the occupancy of the structure until compliance with this chapter shall be achieved.

- B. Any owner whose failure to comply with the provisions of this chapter results in legal action by the City to either compel compliance or to enjoin occupancy shall be liable to the City, as part of any judgment obtained by the City, for the City's costs, including reasonable attorney's fees, in obtaining such judgment.

ARTICLE IV

§ 177-17. Severability.

If any clause, sentence, paragraph, section or part of this chapter shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in said judgment.

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Laid Over Under the Rules

September 13, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amending Various Provisions of the Code of the City of Watertown
to Allow for the Establishment of a Schedule of Fees to be
Approved Annually by the Watertown City Council

On August 15, 2016, City Council Adopted Local Law No. 2 of 2016 amending various provisions of the Code of the City of Watertown pertaining to the establishment of fees. The Local Law will be effective when filed with the New York Secretary of State.

The attached Ordinance for Council consideration was Laid Over Under the Rules at the Council Meeting of September 6, 2016. It amends the various provisions currently dispersed throughout the City Code.

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 1 of 9

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

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Introduced by

Council Member Mark C. Walczyk

An Ordinance to amend various provisions of the Code of the City of Watertown to allow certain fees and charges of the City, currently dispersed throughout the City Code, to be established at least annually by the City Council of the City of Watertown through a budget resolution that adopts a "City Fees and Charges Schedule." The Schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT ORDAINED by the City Council of the City of Watertown that Section 120-40(A) of the Code of the City of Watertown shall be amended to read as follows:

§ 120-40(A). Fees.

Commencing at the fourth sentence thereof:

After the work has been completed, the City Engineer shall file with the City Comptroller a verified statement of all of the direct costs of the same, together with a charge, in addition thereto, as reimbursement to the City for administering, supervising and handling said work. Said administrative charge shall be added to the direct cost, whether City personnel or a private contractor was used to do the subject work. The charge shall be established at least annually by the Watertown City Council through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

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Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

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BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 120-40(C) of the Code of the City of Watertown shall be amended to read as follows:

§ 120-40(C). Fees.

Notwithstanding any provision herein to the contrary, the City may, at its election, institute suit against the owner of the premises for the direct costs, together with the charge identified at subparagraph (A) above, in addition thereto, as compensation to the City for administering, supervising and handling said work and enter judgment thereon against the owner personally for the aforesaid amount. The imposition and collection of any fine or penalty hereinafter prescribed shall not bar the right of the City to collect costs of the demolition and removal or repair of any unsafe building or structure as herein prescribed.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 152-11(B) of the Code of the City of Watertown shall be amended to read as follows:

§ 152-11(B). Fees.

All applications for a floodplain development permit shall be accompanied by an application fee as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule in the amounts available. Such schedule shall be available to the public at the Office of the Watertown City Clerk. In addition, the applicant shall be responsible for reimbursement of the City of Watertown for any additional costs made necessary for its review, inspection and approval of an applicant's project. The City may require an additional deposit to cover these additional costs, the amount of said deposit to be determined by the City Engineer.

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

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Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
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 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

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BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 161-22(C)(3) of the Code of the City of Watertown shall be amended to read as follows:

§ 161-22(C)(3). Fees.

Commencing at the fourth sentence thereof:

All non-bagged garbage and rubbish will be left and will be subject to prosecution as litter and also subject to a special collection fee as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule in the amounts available. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

The remainder of Section 161-22(C)(3) shall be repealed.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 169-11 of the Code of the City of Watertown shall be amended to read as follows:

§ 169-11. Fees.

The fees for the inspection of plans, issuing of permits and for the inspection of furnaces or other fuel-burning apparatus or devices shall be payable by the applicant upon acceptance of the application by the Bureau. Such fees shall be established at least annually by the Watertown City Council through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk. Acceptance of an inspection by the Bureau does not necessarily mean that the permit will be granted. No refunds of permit fees will be made.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 293-43 of the Code of the City of Watertown shall be amended to read as follows:

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 4 of 9

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark. C.
Mayor BUTLER, Jr., Joseph M.

Total

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§ 293-43. Every owner found in violation of the following offenses shall be imposed a fine and, if applicable, late payment penalties, as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule in the amounts available. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

The following constitute violations of provisions of the Watertown City Code for which City-imposed fines may be imposed:

- Abandoned vehicle (Section 169-19B)
- Night parking (Section 293-21C)
- Margin parking (Section 293-21D)
- No parking here to corner (Section 293-21F)
- Parking in handicap zone without registration (Section 293-22)
- No parking anytime (Section 293-23)
- No stopping/standing (Section 293-24/25)
- Obstructing traffic (Section 293-25)
- Restricted parking (Section 293-26/30/32)
- Overtime parking (Section 293-29)
- Restricted time (Section 293-29)
- Loading zone (Section 293-32)
- Taxi/bus zone (Section 293-33/34)

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 5 of 9

Council Member HORBACZ, Cody J.
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 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

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BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 310.52.2 (C)(4) of the Code of the City of Watertown shall be amended to read as follows:

§ 310.52.2 (C)(4). Fee.

Each application for a sign permit must be accompanied by the fee as established at least annually by the Watertown City Council through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 310-56(B)(1)(c) of the Code of the City of Watertown shall be amended to read as follows:

§ 310-56 (B)(1)(c). Fees.

Each petition must be accompanied by a check payable to the City of Watertown in the amount(s) established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule, for the following items: site plan approval; change in zone; and variance of use or area. Such schedule shall be available to the public at the Office of the Watertown City Clerk. Fees are not refundable and are to cover the costs of advertising, stenographic fees, transcripts and other administrative handlings.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 310-62(D) of the Code of the City of Watertown shall be amended to read as follows:

§ 310-62 (D). Fees.

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 6 of 9

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.

Total

| YEA | NAY |
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Each petition must be accompanied by a check payable to the City of Watertown as required by Section 310-56(B)(1)(c) in an amount established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section 310-67(G) of the Code of the City of Watertown shall be amended to read as follows:

§ 310-67(G). Fees.

Each application for a special use permit shall be accompanied by a check payable to the City of Watertown in the amount as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk. The fee is nonrefundable.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section A320-1(A) of the Code of the City of Watertown shall be amended to read as follows:

§ A320-1(A). Fees.

The City charges fees for the use of its facilities and for certain ministerial duties performed by City personnel in an effort to recoup costs associated with the City services provided. Such fees and charges shall be as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section A320-1.1 of the Code of the City of Watertown shall be amended to read as follows:

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 7 of 9

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.

Total

| YEA | NAY |
|-----|-----|
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§ A320-1.1. City Clerk fees.

A. The City Clerk shall charge and receive from the applicant a fee for each certified copy of the record of any birth, death or marriage and for each certified copy of the record of paternity acknowledgement issued by such Clerk. The fees to be collected are as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule as identified above. Such schedule shall be available to the public at the Office of the Watertown City Clerk. Fees for genealogical searches shall be as established by the Watertown City Council as set forth above.

B. Repealed.

D. Repealed.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section A320-1.2(A, B, C and D) of the Code of the City of Watertown shall be amended to read as follows:

§ A320-1.2. Fees. The following fees shall be charged for the following services:

A. Marriage licenses as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

B. Duplicate marriage licenses as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 8 of 9

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

| YEA | NAY |
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C. Marriage solemnization (ceremony) as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

D. Repealed.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section A320-2(A) of the Code of the City of Watertown shall be amended to read as follows:

§ A320-2(A). Fees.

For each application for Commissioner of Deeds, the City Clerk shall charge and receive from the applicant the fee as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section A320-2.1 of the Code of the City of Watertown shall be amended to read as follows:

§ A320-2.1. Business Permits and Licenses.

The City Council has a Schedule of Fees which applies to various business permits and licenses, all as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Article V contained at Section A320-6 of the Code of the City of Watertown shall be amended to read as follows:

ORDINANCE

An Ordinance Amending Various Provisions of the Code of the City of Watertown to allow for the Establishment of a Schedule of Fees to be Approved Annually by the Watertown City Council

Page 9 of 9

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

| YEA | NAY |
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Article V Section A320-6. Miscellaneous Fees.

The City Council has a Schedule of Fees for various City services, all of which are as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

BE IT FURTHER ORDAINED by the City Council of the City of Watertown that Section A320-10 providing for engineering fees shall be amended to read as follows:

Article IX Section A320-10. Schedule of Engineering Fees.

The Engineering Department has a Schedule of Fees for various services and permits, all of which are as established by the City Council of the City of Watertown at least annually through a budget resolution that adopts a City Fees and Charges Schedule. Such schedule shall be available to the public at the Office of the Watertown City Clerk.

A fee shall be levied by the City Engineering Department for enforcement of § 53 of the City Charter and §§ 98-1, 161-1, 172-4, 265-24, and 310-27 of the City Code when City Code Enforcement and/or the City Health Officer has determined that the violation must be remedied by the City of Watertown. This fee is in addition to any actual costs incurred by the City to remedy the violation. City Council hereby grants the City Manager the authority to abate the fee if the City Manager determines such abatement to be appropriate. The City Manager shall inform the City Council in writing of such abatement no later than the next City Council meeting.

Seconded by Council Member Teresa R. Macaluso

Resolution

September 13, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Establishing City Fees and Charges Schedule

On August 15, 2016, City Council Adopted Local Law No. 2 of 2016 amending various provisions of the Code of the City of Watertown pertaining to the establishment of fees, as well as the Ordinance in tonight's agenda, which was Laid Over Under the Rules at the September 6, 2016 meeting. The Local Law will be effective when filed with the New York Secretary of State.

The fee schedule reflects the current fees being collected by the City and establishes the fee increases as approved by Council during budget deliberations. The fee increases have been incorporated into the revenue for the FY 2016-17 budget. Tonight's action completes the process of removing fees from throughout the City Code book and will save publishing costs in the future.

Attached for Council consideration is a Resolution establishing the City Fees and Charges Schedule. Council may elect to discuss future fee increases at any time as these would be adopted by a Resolution.

RESOLUTION

Page 1 of 1

Establishing City Fees and Charges Schedule

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

| YEA | NAY |
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Introduced by

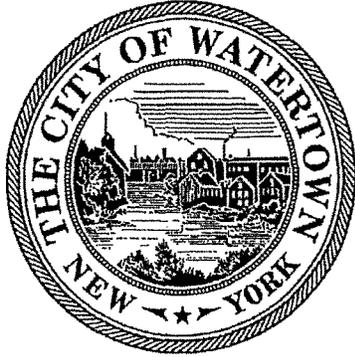
WHEREAS City Council desires to establish a City Fees and Charges Schedule for the City of Watertown for Fiscal Year 2016-2017 by resolution, as authorized by Local Law No. 2 of 2016, and

WHEREAS various provisions of the Code of the City of Watertown, currently dispersed throughout the City Code, will be established annually by the City Council of the City of Watertown through a budget resolution that adopts a “City Fees and Charges Schedule,” and

WHEREAS the various sections of the City Code of the City of Watertown, which had been previously established fees by ordinance, has been repealed,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the City Fees and Charges Schedule attached and made a part of this Resolution for FY 2016-2017.

Seconded by



City of Watertown

City Fees and Charges Schedule

Effective _____

City of Watertown City Fees and Charges Schedule

City Clerk Fees

Certified Copies

| | |
|--------------------------------|---------|
| Certified Birth Certificate | \$10.00 |
| Certified Death Certificate | \$10.00 |
| Certified Marriage Certificate | \$10.00 |
| Genealogy Search | \$22.00 |

Marriage License and Wedding Ceremony

| | |
|----------------------------|---------|
| Marriage License | \$40.00 |
| Duplicate Marriage License | \$20.00 |
| Wedding Ceremony | \$60.00 |

Dog License

| | |
|----------------------------------|---------|
| Spayed or Neutered, per year | \$10.00 |
| Not Spayed or Neutered, per year | \$20.00 |

Handicap Parking Permit

| | |
|-----------------------------|-----------------------|
| Permanent or Temporary | No Fee |
| Replacement for Lost Permit | \$2.00 processing fee |

Racing and Wagering

| | |
|-----------------------------|--------------------------|
| Bingo, per occasion | \$18.75 + 3% of proceeds |
| Bell Jar, per year | \$25.00 |
| Casino Nights, per occasion | \$25.00 + 5% of proceeds |
| Raffle - Category 1 | \$25.00 + 2% of proceeds |

Commissioner of Deeds

| | |
|-----------------|---------|
| Application Fee | \$25.00 |
|-----------------|---------|

Business Permits and Licenses

| | |
|-------------------------------------|----------|
| Vending in Public Streets, per year | \$100.00 |
|-------------------------------------|----------|

Garbage Collector, Private, per year

| | |
|---------------------------------|----------|
| License Fee | \$250.00 |
| Each Additional Vehicle | \$125.00 |
| Inspection Fee for Each Vehicle | \$45.00 |

Liquidation Sale, per month

| | |
|---|----------|
| License Fee for 30 Days | \$500.00 |
| Renewal of License for Additional 30 Days | \$50.00 |

If Sale is completed within 30 days, fee will be refunded all except for \$75

Copy of City of Watertown Code Book

Current Cost of Publication

Copies

\$0.25 per page

Credit Card Processing Fees (In-Person)

Debit: \$2.50 flat fee per transaction*

Credit: \$2.50 flat fee for transaction up to \$50; 4% of transaction for fee over \$50*

* Based on current merchant agreement

Effective _____

**City of Watertown
City Fees and Charges Schedule**

City Comptroller Fees

| | |
|--|---------------------------------|
| Parking Ticket | \$30.00 |
| 15 Days After Issue Date | \$40.00 |
| 30 Days After Issue Date | \$45.00 |
| Handicap Parking Ticket | \$50.00 |
| Second or Subsequent Offense Within 2 Years | \$75.00 |
| Returned Check Fee | \$20.00 |
| Tax Certification | \$5.00 |
| Tax Search | \$10.00 |
| Lien Search Fee | \$90.00 |
| Tax Sale Advertising Fee | \$15.00 |
| Tax Deed Preparation Fee | \$15.00 |
| Online Bill Payment Processing Fee | |
| Presently for City Tax Bills, County Tax Bills, Delinquent School Tax Bills, Water/Sewer Bills and Sewer Permit Bills | |
| Debit/Credit | 2.85% + \$0.28 per transaction* |
| eCheck | \$2.50 per transaction* |

* Based on current merchant agreement

**City of Watertown
City Fees and Charges Schedule**

Civil Service Fees

| | |
|--|---------|
| Open Competitive and Promotional Exams | \$15.00 |
| Decentralized Exams | \$15.00 |
| Uniformed Service Exams | \$25.00 |
| Uniformed Promotional Exams | \$15.00 |

City of Watertown City Fees and Charges Schedule

Code Enforcement Fees

Building Fees for New Construction

Permit Fee Based on Estimated Cost of Work*

| | |
|-------------------------|--|
| \$0 - \$500 | \$0.00 |
| \$501 - \$2,000 | \$34.50 (minimum fee) |
| | \$34.50 for the first \$2,000; \$4.50 for each additional \$1,000 or fraction thereof |
| \$2,001 - \$25,000 | \$138.00 for the first \$25,000; \$2.00 for each additional \$1,000 or fraction thereof |
| \$25,001 - \$50,000 | \$188.00 for the first \$50,000; \$2.00 for each additional \$1,000 or fraction thereof |
| \$50,000 - \$100,000 | \$288.00 for the first \$100,000; \$2.00 for each additional \$1,000 or fraction thereof |
| \$100,000 - \$250,000 | \$588.00 for the first \$250,000; \$1.90 for each additional \$1,000 or fraction thereof |
| \$250,001 - \$500,000 | \$1,063.00 for the first \$500,000; \$1.80 for each additional \$1,000 or fraction thereof |
| \$500,001 - \$1,000,000 | \$1,963.00 for the first \$1,000,000; \$1.75 for each additional \$1,000 or fraction thereof |
| \$100,001 - \$5,000,000 | |

* Estimated Cost of Work for New Construction Calculated as Follows

| | |
|--------------|--------------------|
| Residential | \$150.00 per sq ft |
| Commercial | \$300.00 per sq ft |
| Industrial | \$400.00 per sq ft |
| Garage/Misc. | \$30.00 per sq ft |

Building Fees for Maintenance & Repairs

Permit Fee Based on Estimated Cost of Work**

| | |
|-------------------|---|
| \$0 - \$500 | \$5.00 (minimum fee) |
| \$501 - \$2,000 | \$5.00 for the first \$500; \$2.00 for each additional \$100 or fraction thereof |
| \$1,001 and above | \$17.00 for the first \$1,000; \$2.00 for each additional \$1,000 or fraction thereof |

** Estimated Cost of Work for New Construction Calculated as Follows

| | |
|---|--------------------|
| Residential (Excludes Single Family and Duplex) | \$50.00 per sq ft |
| Commercial | \$100.00 per sq ft |
| Industrial | \$150.00 per sq ft |
| Garage/Misc. | \$15.00 per sq ft |

Penalty Fee (Work Prior To Permit)

\$50.00

Effective _____

City of Watertown City Fees and Charges Schedule

Code Enforcement Fees (con't)

Various Permits

| | |
|---------------------------|----------|
| Sign - Residential | \$10.00 |
| Sign - Business | \$75.00 |
| Sign - Billboard/Sky Sign | \$100.00 |
| Furnace | \$0.00 |
| Woodstove | \$0.00 |
| Hot Water Heater | \$0.00 |
| Plumbing | \$0.00 |
| Propane | \$0.00 |
| Fence | \$0.00 |
| Alarm System | \$0.00 |
| Blasting | \$0.00 |
| Fireworks | \$0.00 |
| Operating Permit | \$0.00 |

Certificate of Occupancy

| | |
|---|----------|
| Final Certificate of Occupancy | \$0.00 |
| First Provisional Certificate of Occupancy (up to 120 Days) | \$0.00 |
| Extension Beyond the 120 Days From Date of Issuance | \$150.00 |

Certificate of Compliance

\$0.00

Licensed Master Plumber

| | |
|---|-------------------|
| Application Fee | \$50.00 |
| Examination Fee (3 Exams) | \$75.00 per exam |
| Re-Examination Fee After 3 Months (3 Exams) | \$100.00 per exam |
| License Fee, Annual | \$250.00 |
| Replacement of License Due to Loss | \$5.00 |

Demolition of Property Surcharge *

\$2,000.00

* in addition to direct costs of demolition

Code Violation Surcharge **

\$150.00

**in addition to actual cost of restraining, correcting or abating such condition (minimum charge of one hour labor and one hour equipment) plus materials

Miscellaneous Fees

| | |
|---|-----------------|
| Records Search | \$0.00 |
| Plan Review - Multifamily/Commercial & Industrial | \$0.00 |
| Plan Review - Residential 1 & 2 Family | \$0.00 |
| Black and White Photo Copies | \$0.25 per page |
| Color Photo Copies | \$1.00 per page |

City of Watertown City Fees and Charges Schedule

Department of Public Works

Refuse and Garbage

| | |
|-----------------------|---------------------|
| Trash Sticker For Bag | \$3.00 |
| Trash Tote Deposit | |
| 32-Gallon Tote | \$5.00 |
| 64-Gallon Tote | \$7.00 |
| 96-Gallon Tote | \$10.00 |
| Trash Tote Service | |
| 32-Gallon Tote | \$45.50 per quarter |
| 64-Gallon Tote | \$68.25 per quarter |
| 96-Gallon Tote | \$91.00 per quarter |

Property Maintenance Violation

| | |
|-------------------------|----------------|
| Non-Sticker Bag Removal | \$5.00 per bag |
|-------------------------|----------------|

Bulk Drop Off Program (Fall Season)

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

On-Demand Bulk Item Curbside Collection Service (Summer Season)

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

Bus Fares

| | |
|---|-----------|
| Individual Base Fare Adult | \$1.50 |
| Individual Base Fare Adult, Half-Fare * | \$0.75 |
| Children Under 12 | \$0.50 |
| Children Under 12, Half-Fare * | \$0.25 |
| Transfer | No Charge |
| Coupon Book: | |
| Regular (10 Rides) | \$10.00 |
| Regular (10 Rides), Half-Fare * | \$5.00 |
| Regular (20 Rides) | \$20.00 |
| Regular (20 Rides), Half-Fare * | \$10.00 |
| Monthly Unlimited | \$40.00 |
| Monthly Unlimited, Half-Fare * | \$20.00 |

* Half-Fare rate applies to senior citizens (65 years of age or older) and persons with disabilities and Medicare cardholders

Snow Dump Permit

| | |
|---|----------|
| Per Truck, Up To Three Trucks Per Business | \$125.00 |
| Flat Fee For Four or More Trucks Per Business | \$500.00 |

**City of Watertown
City Fees and Charges Schedule**

Department of Public Works (con't)

Advertising Displays on CitiBus (prices do not include cost of sign)

Street Side Showcase (30" x 88")

| | |
|-----------------------|------------|
| Monthly Per Bus | \$55.00 |
| Monthly On All Buses | \$275.00 |
| Yearly On All Buses * | \$3,300.00 |

Curb Side Showcase (30" x 48")

| | |
|-----------------------|------------|
| Monthly Per Bus | \$45.00 |
| Monthly On All Buses | \$225.00 |
| Yearly On All Buses * | \$2,700.00 |

Front Showcase (12" x 40")

| | |
|-----------------------|------------|
| Monthly Per Bus | \$50.00 |
| Monthly On All Buses | \$250.00 |
| Yearly On All Buses * | \$3,000.00 |

Rear Showcase (12" x 60")

| | |
|-----------------------|------------|
| Monthly Per Bus | \$55.00 |
| Monthly On All Buses | \$275.00 |
| Yearly On All Buses * | \$3,300.00 |

Interior Advertising (11" x 28")

| | |
|-----------------------|------------|
| Monthly On All Buses | \$100.00 |
| Yearly On All Buses * | \$1,200.00 |

* 10% Discount if year is paid in full

Conduit Access

| | |
|----------------------------------|----------|
| Initial Fee | \$500.00 |
| Monthly Fee, Per Foot of Conduit | \$0.031 |

Per the Franchise agreement - "If the City is required to be on-site for any request, an hourly rate of \$200 per hour will be assessed."

City of Watertown City Fees and Charges Schedule

Engineering Fees

Zoning Reviews

| | |
|---------------------------|----------|
| Special Use Permit | \$100.00 |
| Site Plan Minor Review * | \$150.00 |
| Site Plan Major Review ** | \$250.00 |
| Site Plan Waiver | \$50.00 |
| Variance of Use or Area | \$150.00 |
| Zone Change | \$100.00 |
| Subdivision Review | \$150.00 |

* Site Plan Minor is defined as neither a Site Plan Waiver nor a Site Plan Major

** Site Plan Major is defined as a site plan approval application which involves the disturbance of 1 acre or more of ground/soil disturbance and/or construction

Floodplain Development Permit*** \$25.00

***in addition to any costs necessary for the review, inspection and approval of the project

Dumpster Permit \$50.00

Sidewalk Permit \$0.00

Curbs and Pavement Cuts

| | |
|---|--|
| Curb Cuts | \$100.00 |
| Pavement Cuts, up to 3 sq yds | \$200.00 |
| Pavement Cuts, each additional sq yd thereafter | \$30.00 |
| Specialty Pavement Cut | \$150.00 + actual cost of repair and replacement |

Septic Tanks and Lateral Disconnections

| | |
|---|---------|
| Septic Tank Permit | \$50.00 |
| Disconnect & Plugging of Unused or Abandoned Lateral Sewers | \$50.00 |
| Repair/Renewal of Existing Sanitary | \$0.00 |

Sewer Permits - Inside the City

| | |
|----------------------|----------|
| Residential Sanitary | \$100.00 |
| Residential Storm | \$100.00 |
| Commercial Sanitary | \$200.00 |
| Commercial Storm | \$200.00 |
| Industrial Sanitary | \$300.00 |
| Industrial Storm | \$300.00 |

Sewer Permits - Outside the City

| | |
|----------------------|----------|
| Residential Sanitary | \$300.00 |
| Residential Storm | \$300.00 |
| Commercial Sanitary | \$550.00 |
| Commercial Storm | \$550.00 |
| Industrial Sanitary | \$550.00 |
| Industrial Storm | \$550.00 |

Effective _____

**City of Watertown
City Fees and Charges Schedule**

Police Fees

| | |
|----------------------------|-----------------|
| Bike License | \$0.25 |
| Copies | \$0.25 per page |
| Incident Report | \$0.25 per page |
| Motor Vehicle Report | \$0.25 per page |
| Records (Background) Check | \$10.00 |

Cash or money order only (checks accepted only from business accounts, no personal checks)

Effective _____

Parks & Recreation Fee Schedule

| ARENA | City Resident | Non City Resident | |
|--|---------------|-------------------|------------|
| Public skating | \$3.00 | \$4 | per day |
| Season public skating pass | \$40.00 | \$50 | season |
| Skate & shoot | \$4.00 | \$5 | per day |
| Season skate & shoot pass | \$50.00 | \$63 | season |
| Ice skate rental | \$3.00 | \$4 | per day |
| Ice skate sharpening | \$5.00 | \$6 | per day |
| Minor hockey & figure skating / student groups | \$70 | | per hour |
| Adult and non city groups | \$100 | | per hour |
| Rock & skate | \$5.00 | \$6 | per day |
| Slip slide & skate | | | |
| Per season - with skates | \$25.00 | \$50 | season |
| Per season - without skates | \$35.00 | \$70 | season |
| Broomball | \$5.00 | \$6 | per day |
| Broomball equipment rental | \$3.00 | \$4 | per broom |
| Events where admission/donation is charged | \$120.00 | \$150 | per hour |
| Arena rental / Performances | \$1,000.00 | \$1,250 | per day |
| Performances - day before/after | \$500.00 | \$625 | per day |
| Parking - concert/performance/show | \$1,500.00 | \$1,875 | per event |
| Arena rental-non-ice time | \$100.00 | \$125 | per hour |
| Multipurpose room | \$100.00 | \$125 | per day |
| Multipurpose room | \$25.00 | \$31 | per hour |
| Vendor space | \$100.00 | \$125 | per day |
| Large stage set up | \$1,000.00 | \$1,250 | per event |
| Small stage set up | \$500.00 | \$625 | per event |
| Large bleacher set up | \$500.00 | \$625 | per event |
| Small bleacher set up | \$250.00 | \$313 | per event |
| PA system rental | \$50.00 | \$63 | per event |
| Hang signage | \$50.00 | \$63 | per hour |
| Hospitality Room | \$250.00 | \$313 | per day |
| Office rental | \$500.00 | \$625 | per season |
| Office rental | \$50.00 | \$63 | per day |
| Jefferson County Agriculture Society - Fair | \$3,000 | | fair |
| Birthday party Room | \$50.00 | \$63 | per party |
| Arena Concession - Per Vendor | \$250.00 | \$313 | per day |
| Arena Concession - Unlimited Concession Stands | \$1,000.00 | \$1,250 | per day |
| Craft and Vendor Fairs - Booth w/o Electricity | \$40.00 | \$50 | per day |

| | | | |
|--|----------------------|--------------------------|------------|
| Craft and Vendor Fairs - Booth w/Electricity | \$50.00 | \$63 | per day |
| Admission to Craft and Vendor Fairs | \$3.00 | \$3 | per day |
| Admission to Special Events Spons. By Parks & Rec | \$5.00 | \$5 | per day |
| FAIRGROUNDS | City Resident | Non City Resident | |
| Main baseball field-Grandstand | | | |
| Hourly | \$50.00 | \$63 | per hour |
| Lights | \$50.00 | \$63 | per day |
| Main multipurpose field-Outdoor Stadium | | | |
| Hourly | \$50.00 | \$63 | per hour |
| Lights | \$50.00 | \$63 | per day |
| Fairgrounds horse ring | \$60.00 | \$75 | per day |
| Municipal Fairgrounds rental | \$200.00 | \$250 | per day |
| Other athletic fields | | | |
| Hourly | \$15.00 | \$19 | per hour |
| Lights | \$25.00 | \$31 | per day |
| Performances | \$1,000.00 | \$1,250 | per day |
| Day before/after | \$500.00 | \$625 | per day |
| Practice - Schools within city limits & JCC | July 1st 2016: 50% | July 1st 2016: 50% | per hr |
| Chair rental: Up to 500 Chairs | \$1.00 | \$1.25 | per day |
| Chair rental: 501-1000 | \$0.75 | \$1.00 | per day |
| Chair rental: 1001+ | \$0.50 | \$0.75 | per day |
| Table rental: 1-20 tables | \$4.00 | \$5 | per day |
| Table rental: 21+ tables | \$3.00 | \$4 | per day |
| Chair table fee for events on premises | Rental rate applies | Rental rate applies | per day |
| Rental of City owned fields for Tournamnets | | | |
| Main fields-Non-Profit 501C3(Grandstand and Outdoor Stadium) | \$200.00 | \$250 | per day |
| Other fields Non-profit-501C3 | \$100.00 | \$125 | per day |
| Regular for profit events | Hourly | Hourly | per day |
| Additional chalk lining | \$25.00 | \$31 | per lining |
| Parking - Outdoor events | \$3,000.00 | \$3,750 | per event |
| RV sites | | | |
| With utility hookup | \$25.00 | \$31 | per night |
| Without utility hookup | \$15.00 | \$19 | per night |

| | | | |
|--|---------|------|----------|
| Jeff Co Agriculture Society - Fair week | \$75 | | per site |
| Marquee advertising for non parks and rec events | \$10 | \$13 | per day |
| Marquee advertising for non parks and rec events | \$50 | \$63 | per week |
| Turface | \$15.00 | \$19 | per bag |

| Miscellaneous Parks & Recreation Fees | City Resident | Non City Resident | |
|---------------------------------------|---------------|-------------------|------------|
| Vendor fee | \$50.00 | \$63 | per event |
| Vendor fee - large event | \$250.00 | \$313 | per event |
| Alcohol permit processing fee | \$10.00 | \$13 | per day |
| Concessions - Jeff Co Ag Society | \$1,000 | | fair |
| Mayor Butler pavilion | \$50.00 | \$63 | per day |
| Fairgrounds pavilion | \$50.00 | \$63 | per day |
| Veterans Memorial pavilion | \$50.00 | \$63 | per day |
| Marble Park pavilion | \$50.00 | \$63 | per day |
| Thompson Park | | | |
| Large pavilion - one of four quarters | \$50.00 | \$63 | per day |
| Large pavilion - full | \$200.00 | \$250 | per day |
| Picnic areas | \$10.00 | \$13 | per day |
| Rotary pavilion | \$50.00 | \$63 | per day |
| Pinnacle pavillion | \$50.00 | \$63 | per day |
| Band stand | \$25.00 | \$31 | per day |
| Baseball and softball adult leagues | | | |
| Men's and coed adult softball | \$250 | | per team |
| Athletic tournaments | \$150.00 | \$250 | per team |
| Sunday softball | \$250 | | per team |
| Volleyball team | \$200 | | per team |
| Kickball team | \$200 | | per team |
| Soccer tournament | \$225 | | per team |
| Basketball tournament | \$125 | | per team |
| Soccer teams | \$225 | | per team |
| Tennis clinic | \$20.00 | \$40 | per person |

| | | | |
|-----------------------------------|---------|------|------------|
| Golf lessons | \$25.00 | \$50 | per person |
| Youth baseball & softball leagues | \$10.00 | \$20 | per person |
| Youth swimming lessons | \$10.00 | \$20 | per person |
| Fishing clinic | \$15.00 | \$30 | per person |
| Family Yoga | \$10.00 | \$20 | per person |
| Scuba diving lessons | \$30.00 | \$60 | per person |
| Kid's zumba | \$15.00 | \$30 | per person |
| Youth running club | \$10.00 | \$20 | per person |
| Horseback riding lessons | \$30.00 | \$60 | per person |
| Boot camp exercise program | \$25.00 | \$50 | per person |
| Youth camps | \$25.00 | \$50 | per person |
| Parks and Recreation classes | \$25.00 | \$50 | per person |

COUNCIL MEMORANDUM

TO: Honorable Mayor and Members of City Council

FROM: Vicky L. Murphy, Water Superintendent

Date: September 13, 2016

RE: NYSDOH Drinking Water Fluoridation Contract

Background:

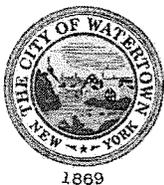
The City of Watertown understands the importance of maintaining and updating equipment to better serve its' water customers. Due to a reduced fluoride standard, reduced system demand and increasing chemical costs, there is a need to upgrade the City's current manual fluoride feeding system with a dose control system with improved precision. Additionally upgrading the process logic control along with improved pump technologies will assure that a consistent fluoride dose is being delivered.

The NYSDOH through the State of New York Master Contract Grants has the authority to provide funding for such programs and the City of Watertown is able to provide the expertise to complete the program. Council approval is required to enter into an agreement with NYS for this funding.

Should Council concur with the recommendation to proceed, a resolution will be drafted for the October 3 meeting.

Fiscal Implications:

The total budget for the project is **\$15,968.60** and includes \$2,646.50 for chemical metering pumps, \$8,612.00 for a laboratory analyzer, and \$4,710.10 for process logic control and flow control components. The Project includes all equipment costs. The City's total cost is **\$0.00**.



**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: September 8, 2016
TO: Sharon A. Addison, City Manager
FROM: Erin E. Gardner, Superintendent of Parks & Recreation
SUBJECT: Return of the Watertown Bucks for the 2017 Season

It is my recommendation as the Superintendent of the Parks & Recreation Department that we do not enter in to a contract with the Watertown Bucks to return for the 2017 season.

There were many issues this past season that prompted this recommendation. Unscheduled practices, not taking care of garbage, damage to restrooms and locker rooms, and disrespectful and unprofessional behavior towards Parks & Recreation staff members.

The management and the owner of the Bucks were made aware of these issues and failed to resolve them. Superintendent Gardner will be at the Council Meeting to answer any questions.

September 13, 2016

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: NYS Retirement System 2018 Employer Contribution Rates

The New York State Retirement System has issued the final 2018 contribution rates for the Employees Retirement System (ERS) and the Police and Fire Retirement System (PFRS). For the tiers/plan options applicable to the City employees the 2018 ERS rates remained nearly identical to the 2017 rates while the PFRS rates increased slightly.

The 2018 rates cover the salary period of April 1, 2017 through March 31, 2018. For Fiscal Year 2016-17's budget development the City used a blended retirement rate based on 75% of the known rates for 2017 and 25% of estimated rates for 2018 to match the City's fiscal year. The estimated rate for 2018 was established after discussions were held with an actuary of the NYS Retirement System. The final 2018 retirement rates were in line with the actuary's forecasted rates so there will be no FY 16/17 budgetary impacts.

The following tables represent a ten year history of the system rates and the applicable City contribution. Also attached is a report from the NYS Retirement System showing the historical contribution average rates.

Employees Retirement System:

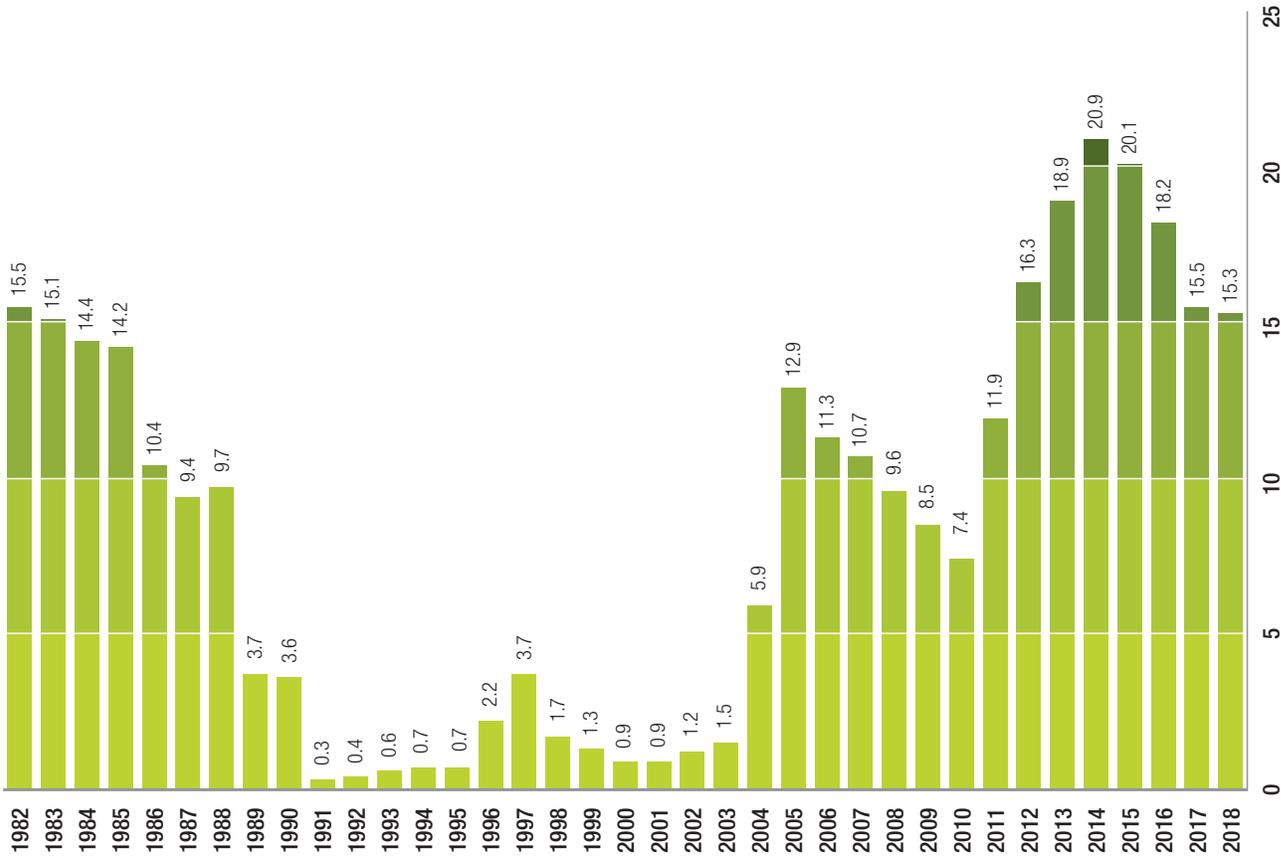
| | % of City's Salaries in Tier | 2009 Rates | 2010 Rates | 2011 Rates | 2012 Rates | 2013 Rates | 2014 Rates | 2015 Rates | 2016 Rates | 2017 Rates | 2018 Rates |
|----------------------------------|------------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|------------------------|-------------------------|
| Tier 2 | 1% | 9.9% | 8.6% | 14.0% | 19.7% | 23.2% | 26.2% | 25.3% | 23.1% | 19.8% | 19.7% |
| Tier 3 & 4 | 74% | 8.0% | 7.0% | 11.3% | 15.8% | 18.6% | 21.0% | 20.3% | 18.8% | 16.0% | 16.0% |
| Tier 5 | 5% | | | 9.1 % | 12.7 % | 15.1% | 16.9% | 16.6% | 15.5% | 13.1% | 13.1% |
| Tier 6 | 20% | | | | | | 11.5% | 11.0% | 10.6% | 9.3% | 9.3% |
| Amount Paid to Retirement System | | \$635,943 | \$618,718 | \$921,798 | \$1,232,403 | \$1,535,739 | \$1,748,158 | \$1,657,173 | \$1,343,922 | \$1,305,395 (Estimate) | \$1,354,062 (Projected) |

Police and Fire Retirement System:

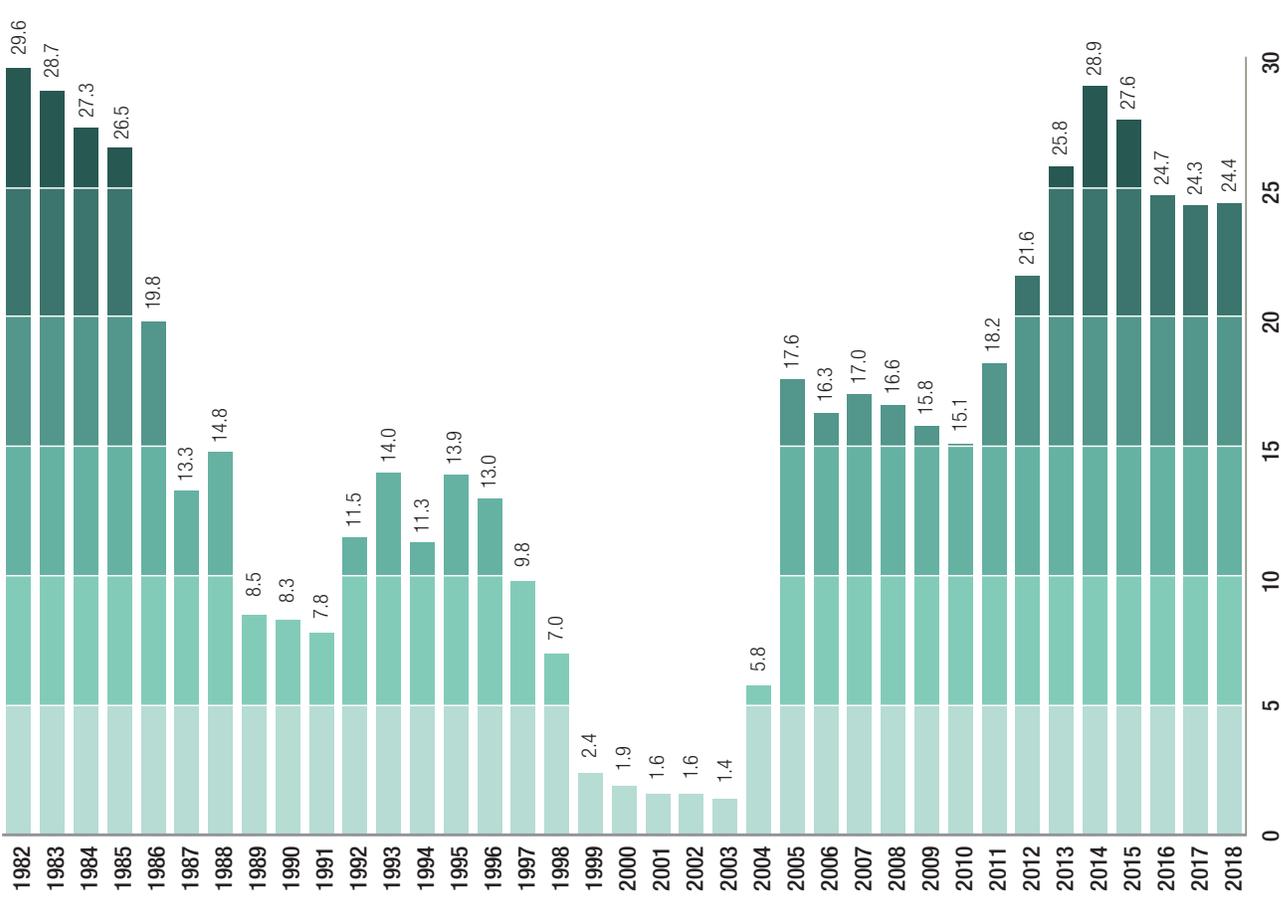
| | % of City's Salaries in Tier | 2009 Rates | 2010 Rates | 2011 Rates | 2012 Rates | 2013 Rates | 2014 Rates | 2015 Rates | 2016 Rates | 2017 Rates | 2018 Rates |
|----------------------------------|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------------|-------------------------|
| Tier 2 | 83% | 14.5% | 13.8% | 16.8% | 20.9% | 25.1% | 28.4% | 27.3% | 24.7% | 24.1% | 24.6% |
| Tier 5 (Non-contributory) | 8% | | | 16.2% | 20.0% | 24.1% | 27.1% | 26.1% | 23.6% | 22.9% | 23.4% |
| Tier 5 (Contributory) | 2% | | | 13.7% | 16.7% | 20.1% | 24.1% | 22.0% | 20.1% | 19.5% | 19.9% |
| Tier 6 (Contributory) | 7% | | | | | | 16.0% | 15.4% | 14.3% | 14.5% | 14.8% |
| Amount Paid to Retirement System | | \$1,365,509 | \$1,127,720 | \$1,367,396 | \$1,936,189 | \$2,423,515 | \$2,516,571 | \$2,494,595 | \$2,136,795 | \$2,276,464 (Estimate) | \$2,401,461 (Projected) |

NYSLRS EMPLOYER CONTRIBUTION RATES

ERS



PFRS



Source: Office of the New York State Comptroller
Thomas P. DiNapoli

September 15, 2016

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sale of Surplus Hydro-electricity – August 2016

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to August 2015, the sale of surplus hydro-electric power on an actual to actual basis was up \$266,806 or 2,260.14%. In comparison to the original budget projection for the month of August, revenue was up \$134,625 or 93.50%.

The year-to-date actual revenue is up \$19,082 or 5.72% while the year-to-date revenue on a budget basis is down \$26,191 or 6.92%. Year-to-date revenue finished at \$352,425.

The attached spreadsheet shows the monthly revenues for this year and last year along with the budgeted amounts. Revenues for the Fiscal Years' 2011-12, 2012-13, 2013-14 and 2014-15 have been included for historical perspective.

| | <u>Actual 2011-12</u> | <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>Variance</u> | <u>% Inc/(Dec)to Prior Year</u> |
|-----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------|-------------------------------------|
| July | \$ 58,161 | \$ 110,698 | \$ 382,759 | \$ 286,952 | \$ 321,539 | \$ 73,815 | \$ (247,724) | -77.04% |
| August | \$ 60,957 | \$ 112,473 | \$ 123,196 | \$ 293,338 | \$ 11,805 | \$ 278,611 | \$ 266,806 | 2260.14% |
| September | \$ 269,071 | \$ 98,811 | \$ 117,122 | \$ 121,197 | \$ 14,857 | \$ - | | 0.00% |
| October | \$ 271,426 | \$ 261,082 | \$ 237,797 | \$ 296,432 | \$ 260,804 | \$ - | | 0.00% |
| November | \$ 248,928 | \$ 108,670 | \$ 473,459 | \$ 331,977 | \$ 393,589 | \$ - | | 0.00% |
| December | \$ 446,292 | \$ 356,383 | \$ 323,081 | \$ 502,018 | \$ 542,231 | \$ - | | 0.00% |
| January | \$ 145,673 | \$ 179,469 | \$ 240,183 | \$ 246,137 | \$ 380,018 | \$ - | | 0.00% |
| February | \$ 95,930 | \$ 160,026 | \$ 225,629 | \$ 158,920 | \$ 440,304 | \$ - | | 0.00% |
| March | \$ 342,560 | \$ 338,154 | \$ 232,743 | \$ 154,182 | \$ 634,598 | \$ - | | 0.00% |
| April | \$ 294,811 | \$ 551,360 | \$ 468,075 | \$ 577,742 | \$ 555,833 | \$ - | | 0.00% |
| May | \$ 417,317 | \$ 324,167 | \$ 660,449 | \$ 192,410 | \$ 281,274 | \$ - | | 0.00% |
| June | \$ 114,976 | \$ 474,813 | \$ 421,856 | \$ 638,045 | \$ 162,659 | \$ - | | 0.00% |
| YTD | <u>\$ 2,766,103</u> | <u>\$ 3,076,104</u> | <u>\$ 3,906,347</u> | <u>\$ 3,799,350</u> | <u>\$ 3,999,511</u> | <u>\$ 352,425</u> | <u>\$ 19,082</u> | <u>5.72%</u> |

| | <u>Original Budget</u> | | <u>Variance</u> | <u>%</u> |
|-----------|------------------------|-----------------------|--------------------|---------------|
| | <u>2016-17</u> | <u>Actual 2016-17</u> | | |
| July | \$ 234,630 | \$ 73,815 | \$ (160,815) | -68.54% |
| August | \$ 143,986 | \$ 278,611 | \$ 134,625 | 93.50% |
| September | \$ 131,075 | \$ - | | 0.00% |
| October | \$ 346,050 | \$ - | | 0.00% |
| November | \$ 423,485 | \$ - | | 0.00% |
| December | \$ 371,356 | \$ - | | 0.00% |
| January | \$ 296,766 | \$ - | | 0.00% |
| February | \$ 202,888 | \$ - | | 0.00% |
| March | \$ 369,204 | \$ - | | 0.00% |
| April | \$ 585,166 | \$ - | | 0.00% |
| May | \$ 479,886 | \$ - | | 0.00% |
| June | \$ 375,508 | \$ - | | 0.00% |
| YTD | <u>\$ 3,960,000</u> | <u>\$ 352,425</u> | <u>\$ (26,191)</u> | <u>-6.92%</u> |

Total Budget \$ 3,960,000

September 14, 2016

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – August 2016

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to August 2015, the August 2016 sales tax revenue on an actual to actual basis was down \$59,121 or 3.96%. In comparison to the original budget projection for the month of August, sales tax was down \$143,354 or 9.08%.

The year-to-date actual receipts are down \$32,232 or 1.07% while the year-to-date receipts on a budget basis are down \$201,516 or 6.35%. Year-to-date sales tax revenue is at \$2,971,881.

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

Please note that this month's payment represents an estimated payment made by the State to the County and will be trued up by the State with the October payment.

| | <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>Variance</u> | <u>% Inc/(Dec)to Prior Year</u> | <u>Quarterly Variance</u> | <u>% Inc/(Dec) to Prior Quarter</u> |
|-----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|-------------------------------------|-------------------------------|---|
| July | \$ 1,361,364 | \$ 1,492,579 | \$ 1,412,829 | \$ 1,509,325 | \$ 1,536,214 | \$ 26,889 | 1.78% | | |
| August | \$ 1,357,130 | \$ 1,463,877 | \$ 1,247,954 | \$ 1,494,788 | \$ 1,435,666 | \$ (59,121) | -3.96% | | |
| September | \$ 2,071,785 | \$ 1,760,254 | \$ 2,206,655 | \$ 1,683,486 | \$ - | | 0.00% | (32,232) | -1.07% |
| October | \$ 1,301,624 | \$ 1,584,174 | \$ 1,405,774 | \$ 1,339,731 | \$ - | | 0.00% | | |
| November | \$ 1,274,589 | \$ 1,116,784 | \$ 1,398,402 | \$ 1,375,619 | \$ - | | 0.00% | | |
| December | \$ 1,714,672 | \$ 1,543,425 | \$ 1,540,727 | \$ 1,351,562 | \$ - | | 0.00% | - | 0.00% |
| January | \$ 1,276,483 | \$ 1,238,468 | \$ 1,261,235 | \$ 1,332,286 | \$ - | | 0.00% | | |
| February | \$ 1,160,663 | \$ 1,076,005 | \$ 1,059,321 | \$ 1,084,467 | \$ - | | 0.00% | | |
| March | \$ 1,453,454 | \$ 1,471,964 | \$ 1,295,074 | \$ 1,426,339 | \$ - | | 0.00% | - | 0.00% |
| April | \$ 1,293,493 | \$ 1,271,765 | \$ 1,286,204 | \$ 1,333,096 | \$ - | | 0.00% | | |
| May | \$ 1,373,513 | \$ 1,298,653 | \$ 1,288,547 | \$ 1,348,173 | \$ - | | 0.00% | | |
| June | \$ 1,609,032 | \$ 1,699,052 | \$ 1,726,963 | \$ 1,789,321 | \$ - | | 0.00% | - | 0.00% |
| YTD | <u>\$ 17,247,801</u> | <u>\$ 17,017,001</u> | <u>\$ 17,129,685</u> | <u>\$ 17,068,193</u> | <u>\$ 2,971,881</u> | <u>\$ (32,232)</u> | <u>-1.07%</u> | | |

| | <u>Original Budget 2016-17</u> | <u>Actual 2016-17</u> | <u>Variance</u> | <u>%</u> | <u>Quarterly Variance</u> | <u>% Inc/(Dec) to Prior Quarter</u> |
|-----------|------------------------------------|-----------------------|---------------------|---------------|-------------------------------|---|
| July | \$ 1,594,377 | \$ 1,536,214 | \$ (58,163) | -3.65% | | |
| August | \$ 1,579,020 | \$ 1,435,666 | \$ (143,354) | -9.08% | | |
| September | \$ 1,778,352 | \$ - | | 0.00% | (201,516) | -6.35% |
| October | \$ 1,415,226 | \$ - | | 0.00% | | |
| November | \$ 1,453,136 | \$ - | | 0.00% | | |
| December | \$ 1,427,724 | \$ - | | 0.00% | - | 0.00% |
| January | \$ 1,407,362 | \$ - | | 0.00% | | |
| February | \$ 1,145,578 | \$ - | | 0.00% | | |
| March | \$ 1,506,715 | \$ - | | 0.00% | - | 0.00% |
| April | \$ 1,408,217 | \$ - | | 0.00% | | |
| May | \$ 1,424,143 | \$ - | | 0.00% | | |
| June | \$ 1,890,151 | \$ - | | 0.00% | - | 0.00% |
| YTD | <u>\$ 18,030,000</u> | <u>\$ 2,971,881</u> | <u>\$ (201,516)</u> | <u>-6.35%</u> | | |