

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that a City Council meeting will be held on Monday, **June 7, 2010, at 6:00 p.m.** in the City Council Chambers, 245 Washington Street, Watertown, New York.

COUNCIL MEETING:

- Resolution No. 1 - Establishing Property Tax Rate for Fiscal Year 2010-111
- Resolution No. 2 - Approving 2010-11 Operating Budgets, City of Watertown, New York
- Resolution No. 3 - Approving 2010-11 through 2014-15 Capital Program Budget, City of Watertown, New York

ORDINANCE

- Ordinance No. 1 - Establishing Water Rates

LOCAL LAW

- Local Law No. 3 of 2010 - Amending Section 253-17 of the City of Watertown Code of the City of Watertown To Provide for Change in Sewer Service Charge

The above will be delivered to City Council for review on Friday, June 4, 2010.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, June 7, 2010, 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

1. Letter from Reginald J. Schweitzer, Maggie's on the River

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 4 - Accepting Bid for Dry Polymer at the Waste Water Treatment Plant, Slack Chemical Company Inc.
- Resolution No. 5 - Accepting Bid for Ferric Chloride at the Waste Water Treatment Plant, Kemira Water Solutions
- Resolution No. 6 - Accepting Bid for Chemicals at the Water Treatment Plant, Slack Chemical Company, Inc.
- Resolution No. 7 - Accepting Bid for Chemicals at the Water Treatment Plant, Thatcher Company of NY
- Resolution No. 8 - Accepting Bid for Chemicals at the Water Treatment Plant, Kemira Water Solutions
- Resolution No. 9 - Accepting Bid for Ready Mix Concrete, Watertown Concrete, Inc.
- Resolution No. 10 - Accepting Bid for Police Officers' Uniforms, Starr Uniform Company
- Resolution No. 11 - Accepting Bid for Drug and Alcohol Testing, Occupational Medicine
- Resolution No. 12 - Accepting Bid for Purchase of a Snow Blower Attachment, Waldroff Farm Equipment, Inc.
- Resolution No. 13 - Accepting Bid for Greensview-Massey Street South Sewer Reconstruction, CCI Companies, Inc.
- Resolution No. 14 - Approving Agreement for Public Benefit Services Between the City of Watertown And the Community Action Planning Council of Jefferson County, Inc.
- Resolution No. 15 - Approving Public Benefits Services Agreement Between the City of Watertown and the Jefferson County Historical Society
- Resolution No. 16 - Approving Agreement for Paratransit Services, Guilfoyle Ambulance Service

Resolution No. 17 - Approving Agreement for Public Benefit Services Between the City of Watertown and the Thousand Islands Regional Tourism Development Corporation

Resolution No. 18 - Approving Agreement Between the City of Watertown and the Thompson Park Conservancy

Resolution No. 19 - Approving Capital Budget Expenditure for Watertown Municipal Arena Roof Repair

Resolution No. 20 - Approving Capital Budget Expenditure for Watertown Municipal Arena Concession Stand Rehabilitation

ORDINANCES

LOCAL LAW

PUBLIC HEARING

7:30 p.m. Establishing Assessment Charge, Summer 2010, Sidewalk Improvement Special Assessment Program

Resolution No. 21

OLD BUSINESS

STAFF REPORTS

1. Understanding the Safe Drinking Water Act

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JUNE 21, 2010.

Res Nos. 1, 2, 3
Ordinance No. 1
Local Law No. 3 of 2010

June 2, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Fiscal Year 2010-2011 Budget Resolutions, Ordinance and
Local Law

Attached for City Council consideration are the Resolutions, Ordinance and Local Law associated with the adoption of the Fiscal Year 2010-2011 Budget.

The first resolution established the Property Tax Rate for Fiscal Year 2010-11 at \$7.597 per \$100 of assessed valuation. This represents a 2.76% increase in the property tax rate from the current fiscal year. The final Real Property Tax Levy increase is \$263,351, which is a 3.59% increase over this year.

The second resolution approves the City's Operating Budgets for the upcoming fiscal year. Combined appropriations of \$46,911,179 are being approved for the General, Water, Sewer, Library and Tourism Funds. An appropriation of \$8,110,385 is proposed for the Reserve and Self Funded Health Insurance Funds.

The final resolution approves the Capital Program budget for Fiscal years 2010-11 through 2014-15. Amendments made to the Capital Budget program during budget discussions have been incorporated into this resolution.

The attached Ordinance provides for the modifications to the Water Rate tables discussed during budget deliberations. If adopted, these rates will go into effect for bills dated on or after July 1, 2010.

During Budget discussions, the City Council also requested a modification to Sewer Service Charges. Any amendments to Sewer Charges must be adopted by Local Law and require a Public Hearing before implementation. Staff is recommending that a Public Hearing be held on June 21, 2010 at 7:30 p.m. to provide the public with an opportunity to speak on the proposed sewer rate modifications.

RESOLUTION

Page 1 of 1

Establishing Property Tax Rate for
Fiscal Year 2010-2011

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York has determined the Budget for 2010-11 for all operating funds for the City of Watertown in the amount of \$46,911,179 of which \$36,313,378 is the General Fund, and of this amount in the General Fund \$7,607,424 is to be raised by taxes on real estate and \$15,056 is to be collected in omitted City taxes,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the tax on real estate in the amount of \$ 7,607,424 is hereby levied and the rate to produce \$ 7,592,368 of this levy is hereby established at \$ 7.597 per \$1,000 of assessed valuation, and the remaining \$ 15,056 is to be collected in omitted taxes.

Seconded by

CALCULATION OF PROPERTY TAX RATE

	<u>2009-10</u>	<u>2010-11</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Appropriations	\$36,095,744	\$36,313,378	\$217,634	0.60%
Less Revenues	\$27,300,671	\$27,688,454	\$387,783	1.42%
Less Fund Balance	\$1,165,000	\$700,000	-\$465,000	-39.91%
Less Sidewalk Reserve	\$41,000	\$47,500	\$6,500	15.85%
Less Capital Reserve	\$315,000	\$360,000	\$45,000	14.29%
Plus Tax Reserve	\$70,000	\$90,000	\$20,000	28.57%
Real Property Taxes	\$7,344,073	\$7,607,424	\$263,351	3.59%
Taxable Assessed Valuation	\$990,720,368	\$999,381,290	\$8,660,922	0.87%
Tax Rate per 1000	\$7.393	\$7.597	\$0.204	2.76%

Approving 2010-2011 Operating Budgets,
City of Watertown New York

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

WHEREAS the City Council of the City of Watertown, New York has met and considered the Proposed Budget for the City of Watertown for Fiscal Year 2010-11 and it has conducted public hearings on the Proposed Budget and has determined that revenues and appropriations for the several funds in the Budget for 2010-11 will be as indicated in the Budget Detail of Changes of Revenues and Appropriations, which Detail is attached and made a part of this resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby adopts the Budget for the City Government for Fiscal Year 2010-11 in the total amount of \$ 46,911,179 of which in the General Fund \$ 28,705,954 to be raised by estimated revenues other than real property taxes, \$ 15,056 is estimated to be received from omitted taxes and \$ 7,592,368 is to be raised by real property tax levy. In adopting the Budget, the City Council hereby appropriates \$ 46,911,179 for all operating funds, and

BE IT FURTHER RESOLVED that in adopting the Budget, the City Council hereby appropriates \$ 8,110,385 for all reserve funds, and

BE IT FURTHER RESOLVED that in adopting the Budget, the City Council approves the Budget Detail of Changes in Revenues and Appropriations, which is attached and made a part of this resolution.

Seconded by

Fiscal Year 2010-11 Detail of Changes in Revenues and Expenses

GENERAL FUND BUDGET:		Proposed	Adopted
		<u>Budget</u>	<u>Budget</u>
REVENUES:			
A1110	State Admin. Sales and Use Tax	<u>15,180,000</u>	<u>15,300,000</u>
	Total Other Revenues	<u>\$27,568,454</u>	<u>\$27,688,454</u>
	Sidewalk Reserve	\$47,500	\$47,500
	Capital Reserve	\$360,000	\$360,000
	Appropriated Fund Balance	<u>\$700,000</u>	<u>\$700,000</u>
A1001	Real Property Taxes	\$7,699,743	\$7,607,424
A1050	Real Property Tax Reserve	<u>-\$90,000</u>	<u>-\$90,000</u>
	TOTAL REVENUES	<u>\$36,285,697</u>	<u>\$36,313,378</u>
APPROPRIATIONS:		Proposed	Adopted
		<u>Budget</u>	<u>Budget</u>
A1010	Legislative Board		
	.450	\$1,250	\$1,750
A1210	Mayor		
	.110	\$16,646	\$16,565
	.450	\$7,000	\$7,500
	.810	\$2,048	\$2,037
	.830	\$1,273	\$1,267
A1230	City Manager's Office		
	.110	\$354,271	\$344,271
	.450	\$8,800	\$7,800
	.810	\$43,575	\$42,345
	.830	\$27,102	\$26,337

A1990	Contingent		\$289,872	\$280,747
A5630	Bus			
		.130	\$255,067	\$259,067
		.810	\$37,400	\$37,892
		.830	\$23,261	\$23,567
A7140	Playgrounds			
		.140	\$30,901	\$33,401
		.830	\$2,364	\$2,555
A9512	Library Fund Transfer		\$1,065,089	\$1,066,499
A9950	Transfer to Capital		\$540,000	\$580,000
	Total Appropriations		<u>\$36,285,697</u>	<u>\$36,313,378</u>

WATER FUND BUDGET:

Proposed
Budget

Adopted
Budget

REVENUES:

F2140	Water Rents		\$3,092,750	\$3,153,950
	Total Other Revenues		<u>\$4,548,275</u>	<u>\$4,609,475</u>
	App. Fund Balance Coagulation Reserve		<u>\$130,000</u>	<u>\$130,000</u>
	Appropriated Fund Balance		<u>\$70,367</u>	<u>\$40,227</u>
	TOTAL REVENUES		<u>\$4,748,642</u>	<u>\$4,779,702</u>

APPROPRIATIONS:

F1990	Contingent		\$48,280	\$46,750
F8330	Water Purification			
		.410	\$186,130	\$218,720
	Total Appropriations		<u>\$4,748,642</u>	<u>\$4,779,702</u>

SEWER FUND BUDGET:

REVENUES:

G2120	Sewer Rents		\$2,725,000	\$2,792,200
	Total Other Revenues		<u>\$4,394,300</u>	<u>\$4,461,500</u>
	Appropriated Fund Balance		<u>(\$60,474)</u>	<u>(\$122,649)</u>
	TOTAL REVENUES		<u>\$4,333,826</u>	<u>\$4,338,851</u>
G1990	Contingent		\$39,655	\$39,080
G8130	Sewage Treatment			
		.410	\$935,000	\$940,600
	Total Appropriations		<u>\$4,333,826</u>	<u>\$4,338,851</u>

LIBRARY FUND BUDGET:

REVENUES:

L5031	Interfund Transfer		<u>\$ 1,065,089</u>	<u>\$1,066,499</u>
	Total Other Revenues		<u>\$1,132,013</u>	<u>\$1,133,423</u>
	Appropriated Fund Balance		<u>\$40,000</u>	<u>\$40,000</u>
	TOTAL REVENUES		<u>\$1,172,013</u>	<u>\$1,173,423</u>

APPROPRIATIONS:

L1990	Contingent		\$17,040	\$16,297
L7410	Library			
		140	\$15,000	\$17,000
		.830	\$36,559	\$36,712
	Total Appropriations		<u>\$1,172,013</u>	<u>\$1,173,423</u>

	Proposed <u>Budget</u>	Adopted <u>Budget</u>
TOURISM FUND BUDGET		
REVENUES:		
Total Other Revenues	<u>\$205,825</u>	<u>\$205,825</u>
Appropriated Fund Balance	<u>\$100,000</u>	<u>\$100,000</u>
TOTAL REVENUES	<u>\$305,825</u>	<u>\$305,825</u>
APPROPRIATIONS:		
Total Appropriations	<u>\$305,825</u>	<u>\$305,825</u>

	Proposed <u>Budget</u>	Adopted <u>Budget</u>
RESERVE FUNDS BUDGET		
<u>Mandatory Reserve Fund</u>		
REVENUES:		
Total Other Revenues	<u>\$5,811</u>	<u>\$5,811</u>
Appropriated Fund Balance	<u>\$43,638</u>	<u>\$43,638</u>
TOTAL REVENUES	<u>\$49,449</u>	<u>\$49,449</u>
APPROPRIATIONS:		
Total Appropriations	<u>\$49,449</u>	<u>\$49,449</u>

<u>Compensation Reserve Fund</u>	<u>Proposed Budget</u>	<u>Adopted Budget</u>
REVENUES:		
Total Other Revenues	<u>\$2,355</u>	<u>\$2,355</u>
Appropriated Fund Balance	<u>\$0</u>	<u>\$0</u>
TOTAL REVENUES	<u>\$2,355</u>	<u>\$2,355</u>

APPROPRIATIONS:

Total Appropriations	<u>\$0</u>	<u>\$0</u>
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Risk Retention Fund

REVENUES:

Total Other Revenues	<u>\$45,200</u>	<u>\$45,200</u>
Appropriated Fund Balance	<u>(\$5,200)</u>	<u>(\$5,200)</u>
TOTAL REVENUES	<u>\$40,000</u>	<u>\$40,000</u>

APPROPRIATIONS:

Total Appropriations	<u>\$40,000</u>	<u>\$40,000</u>
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Debt Service Fund

REVENUES:

Total Other Revenues	<u>\$3,000</u>	<u>\$3,000</u>
Appropriated Fund Balance	<u>\$168,000</u>	<u>\$168,000</u>
TOTAL REVENUES	<u>\$171,000</u>	<u>\$171,000</u>

<u>Compensation Reserve Fund</u>	<u>Proposed Budget</u>	<u>Adopted Budget</u>
REVENUES:		
Total Other Revenues	<u>\$2,355</u>	<u>\$2,355</u>
Appropriated Fund Balance	<u>\$0</u>	<u>\$0</u>
TOTAL REVENUES	<u>\$2,355</u>	<u>\$2,355</u>

APPROPRIATIONS:

Total Appropriations	<u>\$0</u>	<u>\$0</u>
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Risk Retention Fund

REVENUES:

Total Other Revenues	<u>\$45,200</u>	<u>\$45,200</u>
Appropriated Fund Balance	<u>(\$5,200)</u>	<u>(\$5,200)</u>
TOTAL REVENUES	<u>\$40,000</u>	<u>\$40,000</u>

APPROPRIATIONS:

Total Appropriations	<u>\$40,000</u>	<u>\$40,000</u>
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Debt Service Fund

REVENUES:

Total Other Revenues	<u>\$3,000</u>	<u>\$3,000</u>
Appropriated Fund Balance	<u>\$168,000</u>	<u>\$168,000</u>
TOTAL REVENUES	<u>\$171,000</u>	<u>\$171,000</u>

APPROPRIATIONS:

Total Appropriations	<u>\$171,000</u>	<u>\$171,000</u>
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Proposed
Budget Adopted
Budget

HEALTH INSURANCE FUND

REVENUES:

Total Other Revenues	<u>\$7,559,936</u>	<u>\$7,559,936</u>
Appropriated Fund Balance	<u>\$290,000</u>	<u>\$290,000</u>
TOTAL REVENUES	<u>\$7,849,936</u>	<u>\$7,849,936</u>

APPROPRIATIONS:

Total Appropriations	<u>\$7,849,936</u>	<u>\$7,849,936</u>
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Approving 2010-11 through 2014-15
Capital Program Budget, City of Watertown,
New York

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS the City Council of the City of Watertown, New York has met and considered the Proposed Budget for the City of Watertown for Fiscal Year 2010-11, including the Proposed Capital Program for the years 2010-11 through 2014-15 and has conducted public hearings on the Proposed Capital Program Budget, and has determined that the projects as listed in the Capital Program as amended by the attached detail report, which is made a part of this resolution, shall constitute the Capital Program,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York hereby adopts the Capital Program Budget for the years 2010-11 through 2014-15.

Seconded by

Capital Budget Detail
FY 2010-11 through FY 2014-15

Capital Project	Per Proposed FY 2010-11 through 2014-15 Capital Plan	Per Adopted FY 2010-11 through 2014-15 Capital Plan
Watertown Municipal Arena Roof Rehabilitation	2010-2011: \$125,000	2010-2011: \$90,000
Watertown Municipal Arena Concession Stand Improvements	2010-11: \$ 0	2010-11: \$35,000
Fire Stations Rehabilitation	2010-11: \$ 377,000	2010-11: \$0
Ogilvie Site Petroleum Clean-up	2010-11: \$ 0	2010-11: \$ 240,000

ORDINANCE

Page 1 of 3

Establishing Water Rates

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

BE IT ORDAINED by the City Council that Chapter 301 of the Municipal Code is hereby amended by deleting Sections 301-17 (A) and (B); and

BE IT FURTHER ORDAINED by the City Council that the Municipal Code, Chapter 301 be and the same is hereby amended by adding thereto new Sections 301-17 (A) and (B), as follows:

301-17. Water Rates and Charges. The rate for both domestic and industrial metered water within the City of Watertown shall be as follows:

A. QUARTERLY METER RATES

First 1,200 cubic feet (8,976 gallons)	\$36.94 per 1,000 cubic feet (7,480 gallons)
Next 8,700 cubic feet (65,076 gallons)	\$27.19 per 1,000 cubic feet (7,480 gallons)
Over 9,900 cubic feet (74,052 gallons)	\$20.54 per 1,000 cubic feet (7,480 gallons)

MONTHLY METER RATES

First 400 cubic feet (2,992 gallons)	\$36.94 per 1,000 cubic feet (7,480 gallons)
Next 2,900 cubic feet (21,692 gallons)	\$27.19 per 1,000 cubic feet (7,480 gallons)
Over 3,300 cubic feet (24,684 gallons)	\$20.54 per 1,000 cubic feet (7,480 gallons)

ORDINANCE

Page 2 of 3

Establishing Water Rates

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

B. MINIMUM CHARGE QUARTERLY FOR CITY USE

Meter Size (inches)	Cubic Feet	Gallons	Minimum Charge
5/8	900	6,732	\$ 33.25
3/4	1,500	11,220	52.49
1	2,700	20,196	85.11
1 1/2	5,100	38,148	150.37
2	8,400	62,832	240.10
3	15,900	118,932	404.12
4	26,400	197,472	619.79
6	51,900	388,212	1,143.56
8	84,000	628,320	1,802.90
10	120,000	897,600	2,542.33

MINIMUM CHARGE MONTHLY FOR CITY USE

Meter Size (inches)	Cubic Feet	Gallons	Minimum Charge
5/8	300	2,244	\$ 11.08
3/4	500	3,740	17.50
1	900	6,732	28.38
1 1/2	1,700	12,716	50.13
2	2,800	20,944	80.04
3	5,300	39,644	134.71
4	8,800	65,824	206.60
6	17,300	129,404	381.19
8	28,000	209,440	600.97
10	40,000	299,200	847.45

ORDINANCE

Page 3 of 3

Establishing Water Rates

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

And,

BE IT FURTHER ORDAINED that this ordinance shall take effect on July 1, 2010, after it has been published once in the official newspaper of the City of Watertown, or as the City Manager directs.

Seconded by

ORDINANCE

Page 1 of 3

Amending Section 253-17 of the City of Watertown Code of the City of Watertown To Provide for Change in Sewer Service Charge

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

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

§253-17 of the City Code of the City of Watertown as follows:

C. Rates.

(1) The basis for the normal sewer service charge shall be the volume of water consumed from the Public Water Supply System by the individual property owner. The rates for both domestic and industrial metered sewer service within the City of Watertown shall be as follows:

(a) QUARTERLY METER RATES:

First 1,200 cubic feet (8,976 gallons)	\$36.34 per 1,000 cubic feet (7,480 gallons)
Next 8,700 cubic feet (65,076 gallons)	\$26.96 per 1,000 cubic feet (7,480 gallons)
Over 9,900 cubic feet (74,052 gallons)	\$20.58 per 1,000 cubic feet (7,480 gallons)

MONTHLY METER RATES:

First 400 cubic feet (2,992 gallons)	\$36.34 per 1,000 cubic feet (7,480 gallons)
Next 2,900 cubic feet (21,692 gallons)	\$26.96 per 1,000 cubic feet (7,480 gallons)

ORDINANCE

Page 2 of 3

Amending Section 253-17 of the City of Watertown Code of the City of Watertown To Provide for Change in Sewer Service Charge

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Over 9,900 cubic feet
 (24,684 gallons)

\$20.58 per 1,000 cubic feet
 (7,480 gallons)

(b) MINIMUM CHARGE FOR QUARTERLY INSIDE CITY USE:

Meter Size	Cubic Feet	Gallons	Minimum Charge
5/8"	900	6,732	\$ 32.71
3/4"	1,500	11,220	51.70
1 "	2,700	20,196	84.05
1 1/2"	5,100	38,148	148.75
2 "	8,400	62,832	237.72
3 "	15,900	118,932	401.64
4 "	26,400	197,472	617.73
6 "	51,900	388,212	1,142.52
8 "	84,000	628,320	1,803.14
10"	120,000	897,600	2,544.02

MINIMUM CHARGE FOR MONTHLY INSIDE CITY USE:

Meter Size	Cubic Feet	Gallons	Minimum Charge
5/8"	300	2,244	\$ 10.90
3/4"	500	3,740	17.24
1 "	900	6,732	28.02
1 1/2"	1,700	12,716	49.59
2 "	2,800	20,944	79.24
3 "	5,300	39,644	133.88
4 "	8,800	65,824	205.91
6 "	17,300	129,404	380.84
8 "	28,000	209,440	601.05
10"	40,000	299,200	848.01

ORDINANCE

Page 3 of 3

Amending Section 253-17 of the City of Watertown Code of the City of Watertown To Provide for Change in Sewer Service Charge

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

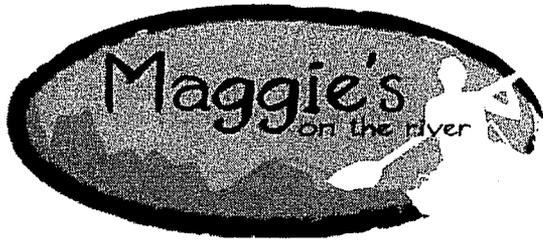
And,

BE IT FURTHER ORDAINED that the Sewer Service Charge shall be instituted with the sewer bills dated on or after July 1, 2010 and contained on all bills, and

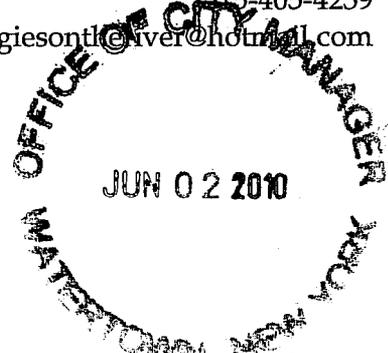
BE IT FURTHER ORDAINED that a public hearing will be held on this amendment on June 21, 2010, at 7:30 p.m. in the City Council Chambers, and

BE IT FURTHER ORDAINED that this Local Law shall take effect immediately upon its being filed in the Office of the Secretary of State.

Seconded by



500 Newell St.
Watertown, NY
315-405-4239
maggiesontheriver@hotmail.com



City Council,

We at Maggie's are requesting to have an after hour business mixer on the deck every Thursday, starting June 24th and running through August. We would like the ability to have alcohol available to our patrons. In order to do so, we need the permission of the "landlords" of the property in order to obtain the permit from the alcohol bureau. The permit would take approximately 15 days following your approval. The time for the events would be from 5 to 9 o'clock. It would be open to the public, but would center around the after work business crowd. We would supply any other information you would request about the event.

Thanks,

**Reginald J Schweitzer JR
Owner
Maggie's on the River**

Res No. 4

June 3, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bid for Purchase of Dry Polymer,
Waste Water Treatment Plant

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2010-2012 requirements of Dry Polymer, per specifications, on an as needed basis for use at the City's Waste Water Treatment Plant.

Invitations to bid were issued to seven (7) prospective bidders with five (5) bids being received and publicly opened in the Purchasing Department on Wednesday, May 26, 2010, at 11:15 a.m.

City Purchasing Agent Robert J. Cleaver reviewed the bids received with Michael J. Sligar, Chief Waste Water Treatment Plant Operator, and after conducting laboratory bench and field testing, it is their recommendation that the City accept the bid from Slack Chemical Company Inc., Carthage, New York, for StaFloc 6639 and StaFloc 6532 at \$1.62 per pound for the two year period. The other bids submitted are detailed in the attached report of Mr. Cleaver.

RESOLUTION

Page 1 of 1

Accepting Bid for Dry Polymer at the Waste Water Treatment Plant, Slack Chemical Company Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of the City’s 2010-2012 requirements of Dry Polymer, per specifications, on an as needed basis for use at the City’s Waste Water Treatment Plant, and

WHEREAS invitations to bid were issued to seven (7) bidders, with a total of five (5) bids being received, and

WHEREAS on Wednesday, May 26, 2010, at 11:15 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received with Michael J. Sligar, Chief Waste Water Treatment Plant Operator, and after conducting laboratory bench and field testing, it is their recommendation that the City Council accept the bid from Slack Chemical Company Inc., Carthage, New York, for StaFloc 6639 and StaFloc 6532 at \$1.62 per pound delivered for the two year period,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Slack Chemical Company, Carthage, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of StaFloc 6639 and StaFloc 6532 for use at the City’s Waste Water Treatment Plant.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
Tel. (315) 785-7749 • Fax (315) 782-9014

ROBERT J. CLEAVER
PURCHASING AGENT



June 6, 2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Dry Polymer Bid – Pollution Control

The City's Purchasing Department advertised in the Watertown Daily Times on Saturday, April 17, 2010 calling for sealed bids for the purchase of the City's 2010-2011 or 2010 - 2012 annual requirements of DRY POLYMER, on an as needed basis, per specifications, for use at the Pollution Control Plant.

Invitations to bid were issued to 7 prospective bidders with 5 sealed bids submitted to the Purchasing Department where they were publicly opened and read on Wednesday, May 26, 2010 at 11:15 a.m. local time.

In attempt to take advantage of the weakness in the market the City requested bid prices for a 1 or 2 year contract. Results of those bids are per attached tabulation.

I have reviewed the bid submittals with Chief Plant Operator, Michael Sligar and I concur with his recommendation that we accept the lowest qualifying bid for the period July 1, 2010 – June 30, 2012, 2 year contract, from Slack Chemical Co. Inc. Carthage, N.Y. for StaFloc 6639 and StaFloc 6532 at \$ 1.62 cents per pound delivered.

Mr. Sligar and his staff do extensive product testing of the samples submitted to determine the most cost effective product for his application, therefore I have no reason to challenge his recommendation.

Please contact me at your convenience if you have any questions.

cc: Michael Sligar, Chief Operator
Kurt Hauk, City Engineer
attach. Recommendation, Michael Sligar
bid tabulation

Cleaver, Robert J

From: Sligar, Michael J
Sent: Thursday, June 03, 2010 10:23 AM
To: Cleaver, Robert J
Cc: Hauk, Kurt
Subject: Polymer Bids

Polymer performance test were conducted June 2, 2010, and for a selected group a re-test was conducted on June 3, 2010. Based upon the unit price and the chemical performance, the most cost effective choice may be made.

It is my recommendation that the award be offered to the Slack Chemical Co., Inc for both StaFloc 6639 and StaFloc 6532 at \$1.62 per pound delivered for the period July 1, 2010 through June 30, 2012.

Mike Sligar

CITY OF WATERTOWN, N.Y.
 POLLUTION CONTROL PLANT
 BID TABULATION
 May 26, 2010

Opened : May 26, 2010
 11:15 edst

DRY POLYMER

<u>Vendor</u>	<u>Product Code</u>	<u>\$/lb US delivered</u>	
		<u>1 year contract</u> 2010 - 2011	<u>2 year contract</u> 2010 - 2012
Slack Chemical Co. Inc 465 So Clinton Street Carthage, N.Y. 13619	StaFloc 6639	\$ 1.61	\$ 1.62
	StaFloc 6532	\$ 1.61	\$ 1.62
Clean Waters, Inc. 26808 Co. Rt. 3 Plessis, N.Y. 13675	Praestol 650 BC	\$ 1.63	\$1.73
Jes-Chem Ltd 3 Berkley Place Guelph, Ont, Canada N1E 1E5	Pam C-49	\$1.65	\$ 1.72
Polydyne Inc. 1 Chemical Plant Rd. Riceboro, GA 31323	Clarifloc NE-1621	\$ 1.73	\$ 1.78
	Clarifloc NE-1623	\$ 1.58	\$ 1.63
	Clarifloc NE-1624	\$ 1.61	\$ 1.66
	Clarifloc NE-1626	\$ 1.58	\$ 1.63
Atlantic Coast Polymers, Inc. 6207 Bee Caves Road Suite 180 Austin, Texas 78746	ACP – 301	\$ 1.85	\$ 1.85
	ACP – 321	\$ 1.85	\$ 1.85
	ACP – 341	\$ 1.77	\$ 1.77
	ACP – 376	\$ 1.77	\$ 1.77

Res No. 5

June 1, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bid for Purchase of Ferric Chloride,
Waste Water Treatment Plant

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2010-2012 annual requirements of Ferric Chloride, per specifications, on an as needed basis for use at the City's Waste Water Treatment Plant.

Invitations to bid were issued to five (5) prospective bidders with two (2) bids being received and publicly opened in the Purchasing Department on Wednesday, May 26, 2010, at 11:00 a.m.

City Purchasing Agent Robert J. Cleaver reviewed the bids received with Michael J. Sligar, Chief Waste Water Treatment Plant Operator, and it is their recommendation that the City accept the bid from Kemira Water Solutions, 3211 Clinton Pky Ct. #1, Lawrence, Kansas, at \$375.00/dry ton delivered for the 2010-11 fiscal year and the price of \$402.00/dry ton for the 2011-2012 fiscal year. The other bid submitted is detailed in the attached report of Mr. Cleaver.

RESOLUTION

Page 1 of 1

Accepting Bid for Ferric Chloride at the Waste Water Treatment Plant, Kemira Water Solutions

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Waste Water Treatment Plant, for the City’s 2010-2011 and 2011-2012 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to five (5) bidders, with a total of two (2) bids being received, and

WHEREAS on Wednesday, May 26, 2010, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received with Michael J. Sligar, Chief Waste Water Treatment Plant Operator, it is their recommendation that the City Council accept the bid from Kemira Water Solutions, Lawrence, Kansas, as detailed below:

2010-2011	Ferric Chloride	PIX 316	\$375.00/dry ton
2011-2012	Ferric Chloride	PIX 316	\$402.00/dry ton

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Kemira Water Solutions, Lawrence, Kansas, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase Ferric Chloride for use at the City’s Waste Water Treatment Plant.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
Tel. (315) 785-7749 • Fax (315) 782-9014

ROBERT J. CLEAVER
PURCHASING AGENT

May 27, 2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Ferric Chloride Bid – Pollution Control



The City's Purchasing Department advertised in the Watertown Daily Times on Wednesday, April 28, 2010 calling for sealed bids for the purchase of the City's 2009-2010 and 2010 – 2012 annual requirements of FERRIC CHLORIDE, per specifications, on an as needed basis, for use at the City's Pollution Control Plant.

Invitations to bid were issued to 5 prospective bidders with two 2 sealed bids submitted to the Purchasing Department where they were publicly opened and read on Wednesday May 26, 2010 at 11:00 a.m. local time. Results of those two bids are as follows:

	<u>Product Code</u>	<u>2010-2011</u>	<u>2011-2012</u>
Kemira Water Solutions 3211 Clinton Pky. CT. #1 Lawrence, Kansas	PIX-316	\$375.00/dry ton	\$402.00/dry ton
PVS Technologies 10900 Harper Avenue Detroit, MI 48213	FeCl3	\$598.00/dry ton	\$648.00/dry ton

I have reviewed the bid submittals with Michael Sligar, Chief Plant Operator and it is my recommendation that we accept the lowest qualifying bid submitted by Kemira Water Solutions Inc., Lawrence, Kansas for the FERRIC CHLORIDE at \$375.00 /dry ton delivered for the 2009-2010 fiscal year and the price of \$402.00/ dry ton for the 2011-2012 fiscal year..

The 2010 pricing represents a 26% savings from last year's contracted price of \$508.00/ dry ton and the 2011-2012 pricing reflects a 21% savings.

If you have any questions please contact me at your convenience.

cc: Michael Sligar, Chief Operator
Kurt Hauk, City Engineer
File

Res Nos. 6, 7, 8

June 1, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bids for Purchase of Chemicals, Water Treatment Plant

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2010-2011 fiscal years' requirements of various water treatment chemicals, per specifications, on an as needed basis.

Invitations to bid were issued to nine (9) prospective bidders, with bids being received from eight (8) vendors that were publicly opened and read in the Purchasing Department on Tuesday, May 25, 2010, at 11:00 a.m.

City Purchasing Agent Robert J. Cleaver reviewed the bids received with Gary E. Pilon, Superintendent of Water, and it is their recommendation that the awards be issued to each of the following bidders that are the lowest qualifying bidders meeting City specifications:

Slack Chemical Co., Inc. 465 South Clinton St. Carthage, NY 13619	Liquid Aluminum Sulfate Activated Carbon Liquid Chlorine cyl deposit Liquid Sodium Silicate	\$ 224.69/dry ton \$1,524.44/dry ton \$ 564.29/ton cyl \$ 750.00/cyl \$ 301.97/wet ton
Thatcher Company of NY P.O. Box 118 Williamson, NY 14589	Crystal Copper Sulfate Hydrofluosilicic Acid	\$3,469.7826/dry ton \$ 896.4921/wet ton
Kemira Water Solutions 3211 Clinton Pky Ct. #1 Lawrence, KS 66047	Polyaluminum Chloride	\$ 290.00/wet ton

The other bids submitted are detailed in the attached report of Mr. Pilon.

Resolutions have been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Slack Chemical Company, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2010-2011 fiscal years’ requirements, on an as needed basis, and

WHEREAS invitations to bid were issued to nine (9) bidders, with a total of eight (8) bids being received, and

WHEREAS on Tuesday, May 25, 2010, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received with Gary E. Pilon, Superintendent of Water, and it is their recommendation that the City Council accept the bids from Slack Chemical, Inc., Carthage, New York, as detailed below:

Liquid Aluminum Sulfate	\$ 224.69/dry ton
Activated Carbon	\$1,524.44/dry ton
Liquid Chlorine	\$ 564.29/ton cyl
cyl deposit	\$ 750.00/cyl
Liquid Sodium Silicate	\$ 301.97/wet ton

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Slack Chemical, Inc., Carthage, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchases of Liquid Aluminum Sulfate, Activated Carbon, Liquid Sodium Silicate, Liquid Chlorine, and cyl deposit for use at the City’s Water Treatment Plant.

Seconded by

RESOLUTION

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Thatcher Company of NY

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2010-2011 fiscal years’ requirements, on an as needed basis, and

WHEREAS invitations to bid were issued to nine (9) bidders, with a total of eight (8) bids being received, and

WHEREAS on Tuesday, May 25, 2010, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received with Gary E. Pilon, Superintendent of Water, and it is their recommendation that the City Council accept the bids from Thatcher Company of NY, Williamson, New York, as detailed below:

Crystal Copper Sulfate	\$3,469.7826/dry ton
Hydrofluosilicic Acid	\$ 896.4921/wet ton

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Thatcher Company of NY, Williamson, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchases of Crystal Copper Sulfate and Hydrofluosilicic Acid for use at the City’s Water Treatment Plant.

Seconded by

RESOLUTION

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Kemira Water Solutions

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2010-2011 fiscal years’ requirements, on an as needed basis, and

WHEREAS invitations to bid were issued to nine (9) bidders, with a total of eight (8) bids being received, and

WHEREAS on Tuesday, May 25, 2010, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received with Gary E. Pilon, Superintendent of Water, and it is their recommendation that the City Council accept the bid from Kemira Water Solutions, Lawrence, Kansas, as detailed below:

Polyaluminum Chloride \$ 290.00/wet ton

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Kemira Water Solutions, Lawrence, Kansas, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Polyaluminum Chloride for use at the City’s Water Treatment Plant.

Seconded by



CITY OF WATERTOWN, NEW YORK

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245 WASHINGTON STREET
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ROBERT J. CLEAVER
PURCHASING AGENT

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Chemical Bids (Water Filtration)



The City's Purchasing Department advertised in the Watertown Daily Times on Wednesday, May 5, 2010 calling for sealed bids for the purchase of the City's 2010-2011 fiscal years' requirements of various water treatment chemicals, per specifications, for use at the City's Water Filtration Plant, on an as needed basis.

Invitations to bid were issued to nine (9) prospective bidders with a total of 18 bids received from 8 vendors for the 7 chemicals specified and they were publicly opened and read in the Purchasing Department on Tuesday, May 25, 2010 at 11:00 a.m. local time.

I have reviewed Mr. Pilon's recommendation, and I concur that awards be issued to each of the following vendors that are the lowest qualified bidders for the products as listed below:

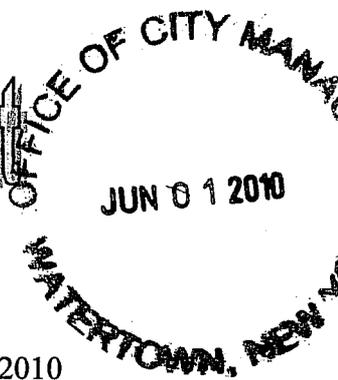
Slack Chemical Co Inc.: 465 South Clinton Street Carthage, N.Y. 13619	Liquid Aluminum Sulfate Activated Carbon Liquid Chlorine cyl deposit Liquid Sodium Silicate	\$ 224.69/dry ton \$1,524.44/dry ton \$ 564.29/ton cyl. \$ 750.00/cyl \$ 301.97/wet ton
Thatcher Company of NY P.O. Box 118 Williamson, N.Y. 14589	Crystal Copper Sulfate Hydrofluosilicic Acid	\$3,469.7826/dry ton \$ 896.4921/ wet ton
Kemira Water Solutions 3211 Clinton Pky Ct. # 1 Lawrence, KS. 66047	Polyaluminum Chloride	\$ 290.00/wet ton

A bid tabulation of all bids submitted are attached to Mr. Pilon's letter of recommendation. Please contact me at your convenience if you have any questions regarding this recommendation.

cc: Gary Pilon, Water Superintendent
Brian Gaffney, Chief Plant Operator
file

Watertown Water Department

Inter-office Memo



DATE: June 1, 2010

TO: Mary Corriveau, City Manager

FROM: Gary Pilon, Supt. of Water 

SUBJECT: Recommendation for Award of Bids
Chemicals for Water Treatment Plant, 2010-2011 FY

Bids were received and opened at 11:00 am on Tuesday, May 25, 2010 for Water Treatment Plant Process Chemicals. I have reviewed the bids with Bob Cleaver, the Purchasing Agent, and recommend award to the following vendors for the respective chemical bids:

Slack Chemical Corporation
465 So. Clinton Street
Carthage, NY 13619

Liquid Aluminum Sulfate	\$ 224.69 / Ton as 48% dry Alum, delivered
Powdered Activated Carbon	\$ 1,524.44 / Ton delivered
Liquid Sodium Silicate (28% SiO ₂)	\$ 301.97 / Ton delivered
Liquid Chlorine	\$ 564.29 / One Ton Cylinder delivered
Cylinder Deposit per Cyl.	\$ 750.00 each

Thatcher Company of NY
P.O. Box 27407
Salt Lake City, UT 84127-0407

Hydrofluosilicic Acid (23% solution)	\$ 896.4921 / Ton delivered
Crystal Copper Sulfate	\$ 3,469.7826 / Ton delivered

Kemira Water Solutions, Inc.
3211 Clinton Pkwy. Ct. #1
Lawrence, Kansas 66047

Polyaluminum Chloride (SternPac)	\$ 290.00 / Ton delivered
----------------------------------	---------------------------

cc: Bob Cleaver, Purchasing Agent
Brian Gaffney, Chief WTP Operator

LIQUID ALUMINUM SULFATE

<u>Vendor</u>	<u>Product Code #Manufacturer</u>	<u>\$/US dry ton-delivered</u>
Slack Chemical Corp	Gen. Chemical	\$ 224.69
General Chemical Corp	General Chem Corp.	\$ 235.00
Thatcher Co of NY		\$ 292.4306*
Holland Co.	Holland Co.	\$ 395.00
Delta Chemical Corp.	Delta	\$ 420.00

- Minimum order of 45,000 lbs

ACTIVATED CARBON

Slack Chemical Corp	Cal-Pacific PACARB	\$ 1,524.44
Calgon Carbon Corp	Calgon's "WPH"-M	\$ 1,620.00

LIQUID CHLORINE

	(one ton cylinders)	
Slack Chemical Corp	Olin Chlor Alkali	\$ 564.29/ton
Cyl Deposit		\$ 750.00/cyl

CRYSTAL COPPER SULFATE

Thatcher Co.	Fabrica de Sulfato el Aguila	\$ 3,469.7826*
Amrex Chemical Co	Quimag Brand	\$ 3,700.00
Slack Chemical Corp	Chem One Ltd	\$ 4,784.31

- Minimum order 1 ton

HYDROFLUOSILICIC ACID

Thatcher Company	LCI, Ltd	\$ 896.4921*
Slack Chemical Corp.	Solvay Flourides	\$ 987.57

* minimum order 1,400 gallons

POLYALUMINUM CHLORIDE

Kemira Water Solutions Inc.	SternPac 70	\$ 290.00/wet ton
Holland Co.	Holland Co PC H-180	\$ 360.00/wet ton

LIQUID SODIUM SILICATE

Slack Chemical	PQ Corp	\$ 301.97
Amrex Chemical Co*	PQ Corp	\$ 448.00
Thatcher Co of NY	PQ Corp	\$ 507.18

END OF BID TABULATION

Watertown Water Department

Inter-office Memo

DATE: March 22, 2010

TO: Bob Cleaver, Purchasing Agent

FROM: Gary Pilon, Water Superintendent

SUBJECT: Chemical Bid Specifications for 2010-2011 FY

Attached are the Chemical Bid Specifications and required quantities for use at the Water Treatment Plant for FY 2010-2011.

I assume that you will prepare the solicitations for proposals. If you need Julie to prepare a requisition for the advertisement, or if you need any further information, please let us know.

Thanks,

Gary

cc: Julie Bailey, Principal Account Clerk

City of Watertown Water Plant Chemical Specifications
2010-2011

CHEMICAL	UNIT	USAGE	DELIVERY SITE
Aluminum Sulfate Liquid, AWWA Spec B403-98	Per ton as 48% dry Alum	Approximately 380 tons per year Bulk load delivery (full load) Two-inch female Kamlock Delivery time within 2 days of ordered date	Dosing Station RTE 3 Watertown, NY 13601
Powered Activated Carbon AWWA Spec B600-96	Per ton delivered	Approximately 1 ton per year At least 99% through 100 mesh in 40 lb. plastic lined bags One shrink-wrapped pallet per delivery; delivery time within 7 days of ordered date	Process Complex 1707 Huntington Street Watertown, NY 13601
Chlorine, Liquid AWWA Spec B301-99	Per ton delivered	Approximately 30 tons per year One ton cylinders with 3/4 inch valve Five cylinders per delivery Delivery time within 7 days of ordered date	Process Complex 1707 Huntington Street Watertown, NY 13601
Copper Sulfate, Size B AWWA Spec B602-91	Per ton delivered	Approximately 1 tons per year One pallet in 50lb. plastic lined bags free of hardness. Delivery time within 7 days of ordered date	Dosing Station RTE 3 Watertown, NY 13601
Hydrofluosilicic Acid sol'n AWWA Spec B703-00	Per ton as 23% Fluosilicic acid delivered	Approximately 30 tons per year Bulk load delivery (1400 gals) Two-inch female Kamlock required Delivery time within 7 days of ordered date	Process Complex 1707 Huntington Street Watertown, NY 13601
Polyaluminum Chloride SternPAC or PC H-180	Per ton delivered	Approximately 50 tons per year Bulk load delivery (full load) Two-inch female Kamlock required Delivery time within 7 days of ordered date	Process Complex 1707 Huntington Street Watertown, NY 13601
Sodium Silicate Liquid AWWA Spec B404-98	Per ton as 28% SiO2 delivered	Approximately 510 tons per year Bulk load delivery (3600 gals) Two-inch female Kamlock required Delivery on Saturday required Delivery time within 2 days of ordered date.	Process Complex 1707 Huntington Street Watertown, NY 13601

City of Watertown Water Plant

2010-2011 Chemical Bid Specifications

- **PRODUCT:** All chemicals will be NSF certified with certification provided before first delivery. Chemical containers will be labeled in accordance with OSHA & HAZCOM requirements. A current MSDS sheet will be provided before the first delivery.
- **BILLING:** Chemicals must have an affixed price for at least the first half of the contract. If a change occurs, the vendor must document it with a written statement from the manufacturer.
- **DRY CHEMICALS:** Dry chemicals will be free of lumps, supplied in plastic-lined bags and shrink-wrapped to maintain product integrity.
- **CHLORINE:** Chlorine cylinders must have ¾ inch valves and the valves aligned so Capital cylinder mounted regulators are easily installed. Valves must be free of all corrosion to ensure safe operation.
- **FLUORIDE(HFS)** Regular shipments not to exceed 1400 gallons
- **SILICATE:** Regular shipments must not exceed 3600 gallons with an occasional shipment on Saturday at no additional charge.
- **DELIVERY:** Delivery hours are between 07:00 A.M. and 02:00 P.M. unless approved of in advance. All piping must be blown off by air or drained into acceptable containers.
- **CHEMICAL SPILLS:** Vendor is responsible for any spill due to their negligence before supplying the plant, along with any spills traceable to poor connections and or hosing.
- **DISQUALIFICATION:** The City of Watertown reserves the right to refuse or disqualify a product at any time for the year the following conditions:
 - a) The product does not meet required performance standards.
 - b) The product does not meet chemical bid specifications.
 - c) Packaging does not meet specifications.
 - d) Deliveries are repeatedly late.
 - e) Repeated unloading problems
 - f) Tanker must be certified for transport of StemPAC or equal by designated carrier
- **Training:** The vendor shall be responsible for insuring that ALL drivers have been properly trained in the handling of any hazardous or dangerous chemicals or materials. In particular, drivers delivering chlorine ton cylinders **MUST** be knowledgeable in the proper procedures for handling or dealing with a chlorine leak, under the provisions of the City's **Emergency Action Plan**, copies of which are available at the Water Treatment Plant. Copies will be mailed upon request by contacting the Chief Operator, Brian Gaffney, at (315) 785-0302. **The vendor MUST provide written certification that ALL drivers have been properly trained and are familiar with the provisions of the City of Watertown Water Treatment Plant's Emergency Action Plan and all state and federal requirements.**
- **Certificate of Analysis with every shipment required.**

Res No. 9

June 3, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bid for Ready Mix Concrete

The City Purchasing Department has advertised and received sealed bids for the purchase of Ready Mix Concrete for use by all City Departments during Fiscal Year 2010-2011, on an as needed basis, per our specifications.

Invitations to bid were issued to four (4) prospective bidders with three (3) bids received and publicly opened and read in the City Purchasing Department on Wednesday, May 26, 2010, at 10:30 a.m.

City Purchasing Agent Robert J. Cleaver reviewed the bids received with Superintendent of Public Works Eugene P. Hayes, and it is their recommendation that the City accept the bid from Watertown Concrete, Inc., Watertown, New York, as the lowest qualifying bidder meeting our specifications. The bids received are outlined in Mr. Cleaver's report, which is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Ready Mix Concrete,
Watertown Concrete, Inc.

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ready Mix Concrete for use by all City Departments during Fiscal Year 2010-2011, and

WHEREAS invitations to bid were issued to four (4) prospective bidders with three (3) bids received and publicly opened and read in the City Purchasing Department on Wednesday, May 26, 2010, at 10:30 a.m., and

WHEREAS City Purchasing Agent Robert J. Cleaver and Superintendent of Public Works Eugene P. Hayes reviewed the bids received, and it is their recommendation that the City Council accept the bid submitted by Watertown Concrete, Inc., Watertown, New York, as detailed below:

4000 lb. Coarse	\$ 89.00/cubic yard
4000 lb. Fine Mix	\$ 89.00/cubic yard
5000 lb. Fine Mix	\$ 92.00/cubic yard
4000 lb. Course / Heated Concrete	\$ 99.00/cubic yard
4000 lb. Fine Mix / Heated Concrete	\$ 99.00/cubic yard
5000 lb. Fine Mix / Heated Concrete	\$102.00/cubic yard

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York accepts the bid submitted by Watertown Concrete, Inc., Watertown, New York, as detailed above, for the purchase of Ready Mix Concrete for use by all City Departments.

Seconded by



CITY OF WATERTOWN, NEW YORK

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245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
Tel. (315) 785-7749 • Fax (315) 782-9014

ROBERT J. CLEAVER
PURCHASING AGENT

June 02, 2010



TO: Mary Corriveau
FROM: Robert Cleaver
SUBJECT: Ready Mix Concrete Bid

The City's Purchasing Department advertised in the Watertown Daily Times on Monday, May 10, 2010, calling for sealed bids for the purchase of the City's 2010-2011 fiscal years' requirements of READY MIX CONCRETE, per our specification, on an as needed basis, for use by all City Departments.

Invitations to bid were issued to 4 prospective bidders with 3 bids received and publicly opened and read in the Purchasing Department at 10:30 A.M. local time, Wednesday, May 26, 2010. Results of those bids are as follows:

ALL PRICES ARE QUOTED ON AN PER CUBIC YARD BASIS

	RURAL HILL SAND & GRAVEL	WATERTOWN CONCRETE	CRANESVILLE BLOCK CO INC
CRUSHED GRAVELSTONE			
4000 LB COARSE	\$103.00	\$89.00	\$87.00
4000 LB FINE MIX	\$104.00	\$89.00	\$87.00
5000 LB FINE MIX	\$119.00	\$92.00	\$91.00

In reviewing the respective bids, each bidder specified terms with their proposal and they are as follows:

Rural Hill - specified a 3 yard minimum with a fee of \$150/ yard for any delivery less than 3 cubic yards.

Watertown Concrete – specified a 2 yard minimum delivery and they quoted a surcharge for heated concrete at \$10.00 per cubic yard per type of mix.

Cranesville Block Co. – specified small load charges to be added on loads less than 6 C/Y and they are as follows:

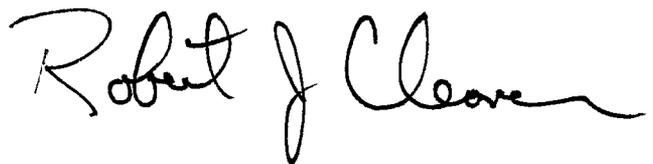
Loads 1 – 1.99 C/Y	\$100.00 per load
Loads 2 – 2.99	\$ 90.00 " "
Loads 3 – 3.99	\$ 60.00 " "
Loads 4 – 4.99	\$ 45.00 " "
Loads 5 – 5.99	\$ 35.00 " "

Other miscellaneous Cranesville's fees and charges to be assessed are:

Truck Time for waiting beyond 6 minutes	\$1.50 per minute per yard
Deliveries after 4:30 pm	\$50.00 per load
Saturday deliveries (7:00 am – 11:30 am)	\$50.00 per load

I have reviewed the 3 submittals with Superintendent of Public Works, Mr. Eugene Hayes and in examining the City's delivery requirements for 2009 and 2010, 60% of all deliveries were for quantities less than 6 c/y in 2009 and 94% were less than 6 c/y in 2010. If we were to factor in Cranesville's load charges, miscellaneous fees for deliveries less than 6 c/y our annual cost for Redi-Mix concrete for 2009 and 2010 would be greater than if we were to contract with Watertown Concrete at the higher rate. Therefore, it is my recommendation that we accept the bid from Watertown Concrete for Redi-Mix Concrete on an as needed basis in the amounts of \$89.00 per c/y for the 4,000 lb coarse and fine mix and \$92.00 per c/y for 5,000 lb fine mix.

Please feel free to contact me if you have any questions regarding this recommendation.



cc: Eugene Hayes, Superintendent of Public Works
Peter Monaco, Assistant Superintendent of Public Works
Kurt Hauk, City Engineer
Gary Pilon, Water Superintendent
file

Res No. 10

May 25, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bid for Police Officers' Uniforms

The City Purchasing Department has advertised and received sealed bids for the purchase of new and unused Police uniform apparel, on an as needed basis, as specified by our Police Department for the period July 1, 2010 – June 30, 2011. Invitations to bid were issued to six (6) prospective bidders, with five (5) bids submitted to the Purchasing Department where they were publicly opened and read on Thursday, May 18, 2010, at 11:00 a.m.

City Purchasing Agent Robert J. Cleaver reviewed the bids received and is recommending that the City Council accept the bid submitted by Starr Uniform Center of Scranton, PA, as the lowest qualified bidder meeting our specifications. The other bids submitted are detailed in the attached report of Mr. Cleaver.

RESOLUTION

Page 1 of 1

Accepting Bid for Police Officers' Uniforms,
Starr Uniform Company

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Agent has advertised and received sealed bids for the purchase of new and unused police uniform apparel, on an as needed basis, as specified by the Police Department for the period July 1, 2010 – June 30, 2011, and

WHEREAS invitations to bid were issued to six (6) prospective bidders with five (5) bids submitted to the Purchasing Department, and

WHEREAS on Thursday, May 18, 2010, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received and is recommending that the City Council accept the bid submitted by Starr Uniform Company, Scranton, PA, in the amount of \$2,270.21,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Starr Uniform Company, Scranton, PA, in the amount of \$2,270.21 for Police Officers' uniforms, on an as needed basis.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
Tel. (315) 785-7749 • Fax (315) 782-9044

ROBERT J. CLEAVER
PURCHASING AGENT

May 21, 2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Police Officer's Uniform Bid



The City's Purchasing Department advertised in the Watertown Daily Times on Monday, May 3, 2010 calling for sealed bids for the purchase of new and unused police uniform apparel, per City's bid specifications, on an as needed basis, for the period 7/1/2010 – 6/30/2011.

Invitations to bid were issued to six (6) prospective bidders with five (5) bids submitted to the Purchasing Department where they were publicly opened and read on Thursday, May 18, 2010 at 11:00 a.m. local time. Results of those bids are as follows:

1)	Starr Uniform Company 207 Center Street Scranton, PA, 18503	\$2,270.21 (corrected)
2))	Northeast Uniform Services Inc 5 W. Whitesboro St Yorkville, N.Y. 13495	\$2,448.15 (corrected)
3)	Syracuse Uniform & Apparel 102 First Street Solvay, N.Y. 13209	\$2,591.85 (corrected)
4)	Uniform's Etc. 129 Cayuga St. Fulton, N.Y. 13069	Incomplete (disqualified)
5)	Jefferson Fire Equipment 285 State Street Watertown, N.Y. 13601	Incomplete (disqualified)

The intent of this bid is to establish unit pricing only for the replacement of various items of clothing worn by our male and female Police Officers, Courier and Crossing Guards on an as needed basis as well as to outfit newly hired personnel. The price schedule covers standard uniform apparel, utility clothing, outerwear, Courier clothing, and Crossing Guard jackets, all per our specifications. All prices quoted are firm for the duration of this contract and to include delivery charges. The totals listed above reflect the total cost for each item specified and does not reflect the total cost to outfit a new officer.

Since four of the 47 items that we had listed have been discontinued the bidders had the option of submitting an alternative item for consideration or take an exception. Two of the three bidders submitted alternatives and one elected to list it as an exception. To compare the top three bidders on an equal basis those four items that are no longer available were deleted from the total. Therefore the prices listed as corrected reflect those deletions. Of the remaining 43 items, in a line by line comparison, Starr Uniform is the lowest on 33 of the listed items all of which are primary requirements and Northeast Uniform Services is the lowest for the remaining

10 items and those items would be on the low end of the demand scale. The cost difference between Starr and Northeast for those 10 items amounted to \$14.65 cents in total.

Uniform's Etc. submittal was disqualified as a result of their incomplete bid. In addition to the 4 discontinued items they failed to quote pricing on an additional 14 items. Jefferson Fire Equipment also omitted pricing for an additional 7 items over and above the four listed discontinued items.

After reviewing the submittals and doing a cross comparison of each line item it is my recommendation that we award the one year contract to Starr Uniform Center, Scranton, PA., the lowest qualified bidder meeting our specifications. Starr Uniform Center is our current supplier and has been since 2005 without issues.

If you have any questions regarding this recommendation please contact me at your convenience.

A handwritten signature in black ink that reads "Robert J. Cleaver". The signature is fluid and cursive, with a long horizontal flourish at the end.

Robert J. Cleaver

cc: Joe Goss, Chief of Police
Gary Comins, Captain
Mike LaBarge, Administrative Officer

May 21, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for Drug and Alcohol Testing,
Occupational Medicine

In compliance with the Omnibus Transportation Act of 1991, the City Council adopted by resolution a Drug and Alcohol Testing Policy for the City of Watertown. Under the policy, there are several occasions when an employee who performs a safety-sensitive function will be subject to drug and alcohol screening tests including: pre-employment/pre-duty testing, reasonable suspicion, random selection, post accident, return to duty and follow-up.

In support of the City's established policy, the City Purchasing Department has called for sealed bids for professional services for three categories: 1) Drug Testing/Collection and Analysis, 2) Alcohol Testing and 3) MRO services (medical review officer). Invitations to bid were sent to three (3) prospective bidders. On Thursday, May 20, 2010, at 11:30 a.m., the one (1) bid received was publicly opened and read.

Based on a review of the bid submitted, City Purchasing Agent Robert J. Cleaver is recommending that the City Council accept the bid submitted by Occupational Medicine as the lowest overall bid meeting the City's specifications. Their bid for services represented no price increase from their last contract of 2005. Details of their bid are in the attached report of Mr. Cleaver.

The attached resolution accepts the bid submitted by Occupational Medicine, 200 Mullin Street, Watertown, New York, for the period July 1, 2010 through June 30, 2013, with the option to renew for two (2) additional one (1) year periods.

RESOLUTION

Page 1 of 2

Accepting Bid for Drug and Alcohol Testing,
Occupational Medicine

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS in compliance with the Omnibus Transportation Act of 1991, the City Council adopted by resolution a Drug and Alcohol Testing Policy for the City of Watertown, and

WHEREAS under the policy, there are several occasions when an employee who performs a safety-sensitive function will be subject to drug and alcohol screening tests including: pre-employment/pre-duty testing, reasonable suspicion, random selection, post accident, return to duty and follow-up, and

WHEREAS in support of the City's established policy, the City of Watertown Purchasing Department has called for sealed bids for professional services to administer and monitor the City's drug & alcohol testing program, and

WHEREAS invitations to bid were sent to three (3) prospective bidders, and

WHEREAS on Thursday, May 20, 2010, at 11:30 a.m. one (1) bid received was publicly opened and read, and

WHEREAS based on a review of the bids submitted, City Purchasing Agent Robert J. Cleaver is recommending that the City Council accept the bid submitted by Occupational Medicine as the lowest overall bid meeting the City's specifications,

RESOLUTION

Page 2 of 2

Accepting Bid for Drug and Alcohol Testing,
Occupational Medicine

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid listed below, submitted by Occupational Medicine, 200 Mullin Street, Watertown, New York, for monitoring of the City’s Drug and Alcohol Testing Program:

	Drug Testing/ Collection & Analysis	Alcohol	MRO Services
Per Employee	\$60.00/test	\$1.00/test	\$5.00/test

and,

BE IT FURTHER RESOLVED that the term of this Agreement is for three (3) years beginning July 1, 2010 and ending June 30, 2013, with the option to renew for two (2) additional one (1) year periods.

Seconded by



CITY OF WATERTOWN, NEW YORK

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245 WASHINGTON STREET
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ROBERT J. CLEAVER
PURCHASING AGENT



May 20, 2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Drug & Alcohol Testing Proposal

The City's Purchasing Department advertised in the Watertown Daily Times on Thursday April 29, 2010 requesting proposals for professional services to administer the City's Drug & Alcohol Testing program in accordance with the provisions of the Omnibus Transportation Act of 1991 for the period July 1, 2010 – June 30, 2013 with the option to renew the agreement for two 1 year periods.

Request for proposals were issued to three prospective agencies with only one proposal submitted to the Purchasing Office where it was public open and read on Thursday, May 20th, 2010 at 11:30 am local time.

Pricing was requested for three categories: 1) Drug Testing/Collection and Analysis, 2) Alcohol Testing and 3) MRO services (medical review officer). Prices submitted by the sole bidder for those three items are as follows:

	<u>Drug Testing / Collection & analysis</u>	<u>Alcohol</u>	<u>MRO Services</u>
Occupational Medicine 200 Mullin Street Suite 201 Watertown, N.Y. 13601	\$60.00 / test	\$ 1.00 / test	\$ 5.00 / test

It is my recommendation that we accept the sole proposal submitted by Occupational Medicine, the lowest qualifying agency meeting our requirements. Their overall cost for the 3 requested services amounts to \$66.00 the exact same pricing they quoted the City in 2005.

Occupational Medicine as been the City's administrator for our drug-testing program since 2000 and to this date my office has not received any complaints as to their timeliness and quality of service. Therefore I can find no reason not to recommend Occupational Medicine's proposal for acceptance.

Please contact me if you have any questions regarding this recommendation.

cc: Gene Hayes, Superintendent of Public Works
Peter Monaco, Ass't Superintendent of Public Works
Kathy Webster, Transit Supervisor
Gary Pilon, Water Superintendent

Res No. 12

May 21, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for Purchase of a Snow Blower Attachment,
Waldroff Farm Equipment, Inc.

The City's Purchasing Department advertised and received sealed bids for the purchase of one new and unused snow blower attachment for the City's 2003 New Holland tractor, per specifications, for use at Thompson Park by our Parks and Recreation Department.

Invitations to bid were issued to four (4) prospective bidders, with four (4) bids received and publicly opened in the Purchasing Department on Wednesday, May 19, 2010, at 11:00 a.m.

City Purchasing Agent Robert J. Cleaver reviewed the bids received, and it is his recommendation that the City accept the bid from Waldroff Farm Equipment, Inc., 22537 Murrock Circle, Watertown, New York, for the Erskine Model 901 FM at \$10,700, with delivery in 30 days. The other bids submitted are detailed in the attached report of Mr. Cleaver.

Funding to support this purchase is contained in the FY 09-10 Operating Budget.

RESOLUTION

Page 1 of 1

Accepting Bid for Purchase of a Snow Blower Attachment, Waldroff Farm Equipment, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of a new and unused snow blower attachment for the City’s 2003 New Holland tractor, per specifications, for use at Thompson Park by the City’s Parks and Recreation Department, and

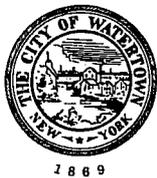
WHEREAS invitations to bid were issued to four (4) bidders, with a total of four (4) bids being received, and

WHEREAS on Wednesday, May19, 2010, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received, and it is his recommendation that the City Council accept the bid from Waldroff Farm Equipment, Inc., 22537 Murrock Circle, Watertown, New York, for the Erskine Model 901 FM at \$10,700,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid for the purchase of a new and unused snow blower attachment submitted by Waldroff Farm Equipment, Inc., as detailed above as the lowest qualifying bidder meeting City specifications.

Seconded by



CITY OF WATERTOWN, NEW YORK

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Tel. (315) 785-7749 • Fax (315) 782-9014

ROBERT J. CLEAVER
PURCHASING AGENT



5/20/2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Snow Blower Attachment Bid

The City's Purchasing Department advertised in the Watertown Daily Times on Wednesday, April 28, 2010 calling for sealed bids for the purchase of one new and unused snow blower attachment for the City's 2003 New Holland tractor, per City's specifications, for use at Thompson Park by the Parks & Recreation Department.

Invitations to bid were issued to 8 prospective bidders with 4 bids submitted to the Purchasing Department where they were publicly opened and read on Wednesday, May 19, 2010 at 11:00 a.m. local time. Results of those 4 bids are as follows:

1) Waldroff Farm Equipment, Inc. 22537 Murrock Circle Watertown, N.Y. 13601	Erskine Model 901 FM delivery 30 days after receipt of order	\$10,700.00
2) Equipment Rentals 23150 NYS Route 12 Watertown, N.Y. 13601	Erskine Model 901FM delivery 75 days after receipt of order	\$11,237.00
3) Tracey Road Equipment 19598 Cady Road Adams Center, N.Y. 13606	Erskine Model 901FM delivery 30 days after receipt of order	\$11,564.00
4) White's Farm Supply, Inc. 8207 NYS Route 26 Lowville, N.Y. 13367	Erskine Model 901 FM delivery not specified	\$12,975.00

After a review of the bid submittals it is my recommendation that we accept the lowest qualifying bid meeting City's specifications in the amount of \$10,700 submitted by Waldroff Farm Equipment, Inc., 22537 Murrock Circle, Watertown, N.Y. 13601.

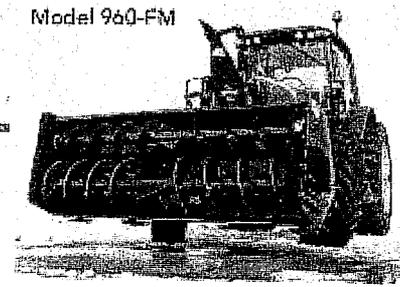
Funding for this purchase is \$8,825 under the departmental equipment account, page 145 of the current budget.

If you have any questions regarding this recommendation please feel free to contact me at your convenience.

cc: Eugene Hayes, Superintendent of Public Works
Jay St. Croix, Director of Parks & Recreation
Jim Mills, City Comptroller
Peter Monaco, Assistant Superintendent of Public Works
attach: Erskine product cut sheet

**Model 721-FM
with snow blower
head, frame, and
transfer case**

Model 960-FM



Large open flight
auger with shear bolt
protection

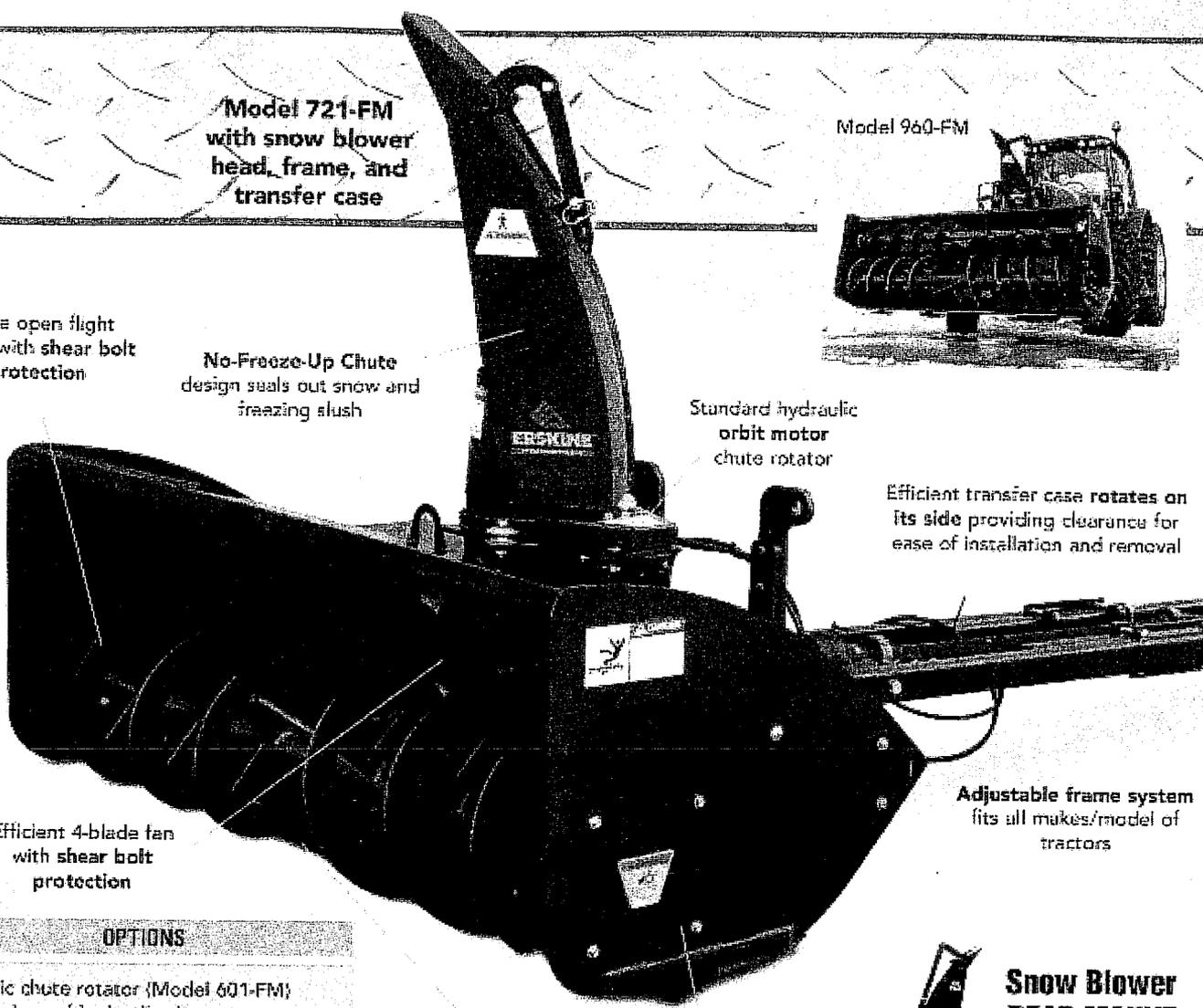
No-Freeze-Up Chute
design seals out snow and
freezing slush

Standard hydraulic
orbit motor
chute rotator

Efficient transfer case rotates on
its side providing clearance for
ease of installation and removal

Efficient 4-blade fan
with shear bolt
protection

Adjustable frame system
fits all makes/model of
tractors



Boilt-on, high-carbon
steel cutting edge

Heavy-duty enclosed
drive chain

**Snow Blower
REAR MOUNT**

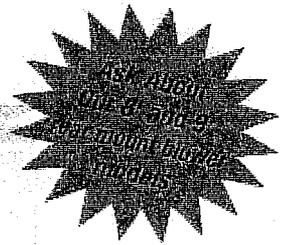


OPTIONS

- Electric chute rotator (Model 601-FM)
in place of hydraulic chute rotator
- Hydraulic deflector
- Electric deflector
- Hardened skid shoes
(Models 601-FM/721-FM/781-FM)
(Standard on 901-FM/960-FM/1080-FM)
- Optional truck loading chute
(Models 901-FM/960-FM/1080-FM)

STANDARD SPECIFICATIONS

Model	1080-FM/RM	960-FM/RM	901-FM	781-FM	721-FM	601-FM
Stace	2	2	2	2	2	2
Width at Cut	138"	95"	90"	78"	72"	60"
Cutting Height	35"	35"	32"	25"	29"	27"
Auger Diameter	12" Top/18" Bottom	12" Top/18" Bottom	15" Open Flight	16" Open Flight	16" Open Flight	16" Open Flight
Fan Diameter	30" 4-Blade	30" 4-Blade	26" 4-Blade	32" 4-Blade	22" 4-Blade	22" 4-Blade
Discharge Chute	210° Hyd Rotator 1 2	210° Hyd Rotator 1 2	270° Hyd Rotator 1 2	270° Hyd Rotator 2	270° Hyd Rotator 2	270° Hyd Rotator 2
RFO Speed	640 or 1000 RPM	640 or 1000 RPM	540 or 1000 RPM	540 RPM	640 RPM	640 RPM
Cutting Distance	up to 29'	up to 29'	up to 49'	up to 35'	up to 35'	up to 30'
Minimum Horsepower	85	85	90	30	30	25
Driveline Series	55	55	35	35	35	12
Cutting Edge	5/8" x 5" Bolt-on	5/8" x 5" Bolt-on	1/2" x 4" Bolt-on	1/2" x 4" Bolt-on	1/2" x 4" Bolt-on	2 1/2" x 3" Bolt-on
Skid Shoes	Adj. & Replaceable	Adj. & Replaceable	Adj. & Replaceable	Adj. & Replaceable	Adj. & Replaceable	Adj. & Replaceable
Shipping Weight	3300#	3245#	2250#	1660#	1600#	1050#



1 Truss loading mode with deflector control is optional
2 Includes deflector & 3-position linkage. Hydraulic or electric is optional.

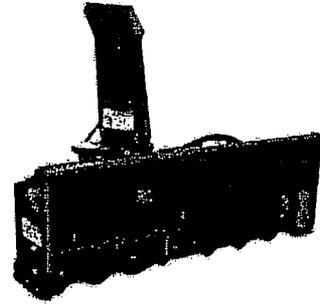
A7110 – Thompson Park

Fiscal Year 2009-10
Equipment Requests



Snow Blower Attachment \$8,825

This is a request to purchase a snow blower attachment for the Thompson Park New Holland 65 hp tractor (4-004). The blower attachment will have a cutting width of 90" and will be capable of casting snow up to 40'. The Park currently utilizes two (2) 54" blower attachments on the Jacobsen utility tractors/mowers. The new unit will ease the wear and tear on the Jacobsen tractors and has the ability to handle the bigger snowfall events and snow drifts. The 90" cutting width will allow for a single pass on many of the Park's trails where a double pass is currently required.



Res No. 13

June 1, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for Greensview–Massey Street South Sewer Reconstruction, CCI Companies, Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the Greensview-Massey Street South Sewer Reconstruction Project, per City's specifications. Plan sets were issued to ten (10) prospective bidders with a total of six (6) sealed bids submitted to the City Purchasing Department where they were publicly opened and read on Wednesday, May 26, 2010, at 11:30 a.m.

City Purchasing Agent Robert J. Cleaver has reviewed the bids received with City Engineer Kurt Hauk, and it is their recommendation that the City Council accept the lowest qualifying bid submitted by CCI Companies, Inc., Canastota, New York, in the amount of \$281,093.75. The other bids submitted are detailed in the attached report of Mr. Cleaver.

City Council approved a bond ordinance for Phase I of the Greensview project on January 22, 2008 in the amount of \$315,000 based on the FY 2007/08 Capital Budget. City Council amended the bond ordinance to an estimated cost of \$665,000 on July 7, 2008 to include phase II of the project per the FY 2008/09 Capital Budget. Serial bonds in the amount of \$315,000 were issued on February 15, 2008 for this project.

A resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Greensview-Massey Street South Sewer Reconstruction, CCI Companies, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the Greensview-Massey Street South Sewer Reconstruction Project per specifications, and

WHEREAS plan sets were issued to ten (10) prospective bidders, with six (6) bids being received and publicly opened and read in the City Purchasing Department on Wednesday, May 26, 2010 at 11:30 a.m., and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the bids received with City Engineer Kurt Hauk, and it is their recommendation to accept of the bid submitted by CCI Companies, Inc., P.O. Box 186, Canastota, New York, in the amount of \$281,093.75 as the lowest qualifying bid meeting the City's specifications,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby accepts the bid in the amount of \$281,093.75 submitted by CCI Companies, Inc. Canastota, New York, for the Greensview-Massey Street South Sewer Reconstruction Project per the City's specifications.

Seconded by



CITY OF WATERTOWN, NEW YORK

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WATERTOWN, NEW YORK 13601
Tel. (315) 785-7749 • Fax (315) 782-9014

ROBERT J. CLEAVER
PURCHASING AGENT

May 27, 2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Greensview - Massey St. S Sewer Reconstruction Bid



The City's Purchasing Department advertised in the Watertown Daily Times, on Saturday, May 1, 2010 calling for sealed bids for the Greensview-Massey St. South Sewer Reconstruction Project per City's bid specifications. The Dodge Reports, NNY and Syracuse Builders Exchanges were notified of the pending bid.

Plan sets were issued to 10 potential bidders with 6 bids submitted to the Purchasing Department where they were publicly opened and read on Wednesday, May 26, 2010 at 11:30 am local time. Results of those bids are per attached bid tabulation.

I have reviewed the submittals with City Engineer, Kurt Hauk, and it is my recommendation that we accept the lowest qualifying bid submitted by CCI Companies Inc., Canastota, N.Y. in the amount of \$281,093.75. CCI Companies is the awarded contractor for the Breen Avenue Reconstruction Project.

If you have any questions regarding this recommendation please contact me at your convenience.

Robert J. Cleaver

cc: Kurt Hauk, City Engineer
Thomas Maurer, C.E. II
Jim Mills, Comptroller
File
Attach: Bid Tabulation

CITY OF WATERTOWN, N.Y.
BID TABULATION
Greensview – Massey St South Sewer Reconstruction Project
May 26, 2010

Opened: 11:30 a.m.
Location: City Hall
Purchasing Department
Watertown N.Y.

CCI Companies P.O. Box 186 Canastota, N.Y. 13032		\$281,093.75
Fiacco & Riley 283 County Route 48 Norwood, N.Y. 13668		\$288,477.03
North Country Contractors P.O. Box 390 Henderson, N.Y. 13650	(bid submittal) (corrected)	\$315,000.00 \$312,600.00 ¹
A.J. Montclair, Inc. 18 Corporate Park Drive Central Square, N.Y. 13036		\$391,723.00
Bat-Con, Inc. 4277 Slate Hill Road Marcellus, N.Y. 13108		\$429,400.00
Con-Tech Building Systems, Inc 4524 State Highway 58 Gouverneur, N.Y. 13642		\$466,924.00

¹ Item 5.09.05 quantity 31 tons at a quoted price of \$120/ton, extension was listed as \$6,120 correct amount listed should have been \$3,720.00 for a total bid of \$312,600.00

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Agreement for Public Benefit Services, Community Action Planning Council of Jefferson County, Inc.

Attached for City Council consideration is a Public Benefit Services Agreement between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc. Since 1967, when the CAPC was incorporated and designated as the official anti-poverty agency in Jefferson County, the City of Watertown and Jefferson County provided the local match used to leverage State and Federal program service dollars.

The Community Action Planning Council provides services that promote the education, charity, health, safety and welfare of the citizens of the City of Watertown. This contract specifically identifies the services that will be provided to the citizens of this community and funded by the City of Watertown. The term of this Agreement is for one year beginning July 1, 2010, and ending June 30, 2011. Funding in the amount of \$52,000 to support this initiative was provided for in the FY 2010-11 Budget.

A resolution approving the Agreement between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc. has been prepared for City Council consideration.

Page 1 of 1

Approving Agreement for Public Benefit Services Between the City of Watertown And the Community Action Planning Council of Jefferson County, Inc.

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the Community Action Planning Council of Jefferson County (CAPC) was incorporated and designated in 1967 as the official anti-poverty agency for Jefferson County, and

WHEREAS since that time, CAPC has received funds from local governments as the local share required to leverage State and Federal program service dollars, and

WHEREAS the services provided by the CAPC promotes a public purpose, and

WHEREAS the services promote the education, charity, health, safety and welfare of the citizens of the City of Watertown,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Public Benefit Services between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc., a copy of which is attached and made a part of this resolution, and

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

Seconded by

AGREEMENT FOR PUBLIC BENEFIT SERVICES

BETWEEN

THE CITY OF WATERTOWN, NEW YORK

and

THE COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

This Agreement made by and between the City of Watertown, New York (CITY)
and the Community Action Planning Council of Jefferson County, Inc. (CAPC).

WITNESSETH

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

Article I. DESCRIPTION OF SERVICES. The Community Action Planning Council of Jefferson County, Inc. provides services that are considered to be for a public purpose. The Community Action Planning Council provides services which promote the education, charity, health, safety and welfare of the citizens of the City of Watertown.

Article II. ELIGIBLE ACTIVITIES. Eligible activities of the Community Action Planning Council reimbursable by the City shall promote a public purpose. Specifically, the Community Action Planning Council shall provide the following services to the citizens of the City of Watertown:

- a. Assist individuals and families to secure and retain meaningful employment.
- b. Assist individuals and families to attain an adequate education.
- c. Assist individuals and families to counteract conditions of starvation and malnutrition.
- d. Assist individuals and families to make a better income.
- e. Assist individuals and families to obtain emergency assistance.
- f. Assist individuals and families to obtain and maintain adequate housing.
- g. Assist individuals and families to remove obstacles that block self-sufficiency.

Article III. INELIGIBLE ACTIVITIES. Activities of the Community Action Planning Council, which do not promote a public purpose, shall be ineligible for reimbursement. Activities which are ineligible for reimbursement shall include, but not be limited to, land acquisition, salaries, utilities, fuel, insurance, interest, purchase of equipment, or program activities solely directed toward or restricted to organizational membership.

Article IV. TERM OF THIS AGREEMENT. The term of this Agreement shall be from July 1, 2010, through June 30, 2011.

Article V. MANNER OF PAYMENT.

a. The City agrees to provide Fifty Two Thousand Dollars (\$52,000) to the Community Action Planning Council for the term specified above.

b. Payment shall be made by the City Comptroller. One half of the annual payment will be made on or after December 1st, and the second will be made on or after April 1st. Payment will only be made upon the City's receipt of a fully executed copy of this Agreement and a signed City Invoice form.

Article VI. PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

Article VII. TERMINATION OF AGREEMENT. This Agreement may be terminated by either party, at any time, by the delivery to the other party of a written notice of termination by the Agreement, stating in good faith and for good and valid reasons by such party is unable to comply with and carry out the terms and substantive obligations of the Agreement in a meaningful manner. In the event of such termination, the City and the CAPC shall perform such services and pay such monies as are necessary to carry out their respective obligations under the Agreement up to the date of termination of the Agreement. Any notice shall be delivered in person or by first class mail, return receipt requested, at the address of such party as hereinafter set out.

Article VIII. EXTENT OF AGREEMENT. This Agreement represents the entire Agreement between the City and the CAPC. This Agreement may be amended only by written instrument signed by both parties and such amendment shall be attached to this Agreement.

Article IX. ANNUAL REPORT. The CAPC will provide the City of Watertown with a copy of their annual financial report. If not included in the annual financial report, an additional report shall be submitted which details the services provided by CAPC to the citizens of Watertown.

Article X. NOTICES. All notices required to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date mailed, if sent by certified mail, return receipt requested or delivered in person to:

THE CITY:

City Manager
City of Watertown
245 Washington Street
Suite 302
Watertown, New York 13601

THE COMMUNITY ACTION PLANNING COUNCIL:

Executive Director
Community Action Planning Council of Jefferson County, Inc.
518 Davidson Street
Watertown, New York 13601

A party may change the address to which notices are to be sent by written notice actually received by the other party.

IN WITNESS WHEREOF, the City of Watertown and the Community Action Planning Council of Jefferson County, Inc. have caused this Agreement to be executed by authorized agents to be effective as of the date heretofore written.

THE CITY OF WATERTOWN, NEW YORK

BY: CITY MANAGER

THE COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

BY: EXECUTIVE DIRECTOR

Res No. 15

May 28, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Public Benefit Services Agreement,
Jefferson County Historical Society

Mr. William G. Wood, Executive Director of the Jefferson County Historical Society, submitted a letter to request consideration for financial support from the Tourism Fund in the amount of \$10,000. This funding would be used to market the facility and exhibits of the Historical Society via media, brochures and posters. The Historical Society has planned museum exhibits, history tours, lectures, private and community events that will be marketed and promoted to draw visitors to the City of Watertown.

Based on discussion regarding this request at the May 3, 2010 City Council meeting, a resolution has been drafted for City Council consideration, along with an Agreement for Public Benefit Services that would allocate \$5,000 in Bed Tax funds for the 2010-11 Fiscal Year. The attached Agreement for Public Benefits Services has the same terms and conditions that were contained in last year's Agreement between the Historical Society and the City.

Approving Public Benefits Services Agreement
Between the City of Watertown and the Jefferson
County Historical Society

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

WHEREAS the City Council has received a request for funding to support the promotion of the Jefferson County Historical Society, and

WHEREAS the City Council of the City of Watertown desires to appropriate \$5,000 from the FY 2010-11 Tourism Fund to support the Jefferson County Historical Society, and

WHEREAS the Jefferson County Historical Society will expend the funds to market and promote the City of Watertown through the public media, print, radio, television, direct contact and other promotional devices and that this will encourage tourism in the City of Watertown, and

WHEREAS the City of Watertown wishes to enter into an Agreement for Public Benefit Services between the City of Watertown and the Jefferson County Historical Society, a copy of which is attached and made a part of this resolution,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves a Public Benefit Services Agreement between the City of Watertown, New York and the Jefferson County Historical Society, and

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

Seconded by

AGREEMENT FOR PUBLIC BENEFIT SERVICES

BETWEEN

THE CITY OF WATERTOWN, NEW YORK

and

JEFFERSON COUNTY HISTORICAL SOCIETY

MARKETING AND PROMOTION OF THE CITY OF WATERTOWN

This Agreement made by and between the City of Watertown, New York and the Jefferson County Historical Society.

WITNESSETH

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

Article I. DESCRIPTION OF PROJECT. The Jefferson County Historical Society shall provide the City of Watertown with its services and shall promote and publicize the advantages of the City of Watertown.

Article II. ELIGIBLE ACTIVITIES. Eligible activities for the Jefferson County Historical Society shall include but not be limited to, all public media, print, radio, television, direct contact, event publicity, contests, or other promotional devices. Also, included shall be promotional materials.

Article III. INELIGIBLE ACTIVITIES. Ineligible activities shall include but not be limited to: land acquisition, staff salary, utilities, fuel, insurance, maintenance and security salaries, construction and renovation costs, interest, purchase of equipment, operating costs and program activities solely directed towards or restricted to organizational membership.

Article IV. TERM OF THIS AGREEMENT. The term of this Agreement shall be for one (1) year, from July 1, 2010 through June 30, 2011.

Article V. MANNER OF PAYMENT.

- A. The amount to be paid from the City of Watertown Special Tourism Funds, as appropriated therefore, shall not exceed Five Thousand Dollars (\$5,000) for the term of this Agreement.

- B. Payment shall be made by the City Comptroller upon the receipt of an executed Services Agreement between the City of Watertown and the Jefferson County Historical Society and the rendering of a verified account and the audit of vouchers submitted by the Historical Society. A verified account shall be submitted to the City on or before June 30, 2010.
- C. The Historical Society understands that City funds may only be used for eligible activities and for services actually performed.

Article VI. PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or representatives on this _____ day of _____, 2010.

CITY OF WATERTOWN, NEW YORK

By: _____
Mary M. Corriveau, City Manager

JEFFERSON COUNTY HISTORICAL SOCIETY

By: _____
William G. Wood, Executive Director

May 28, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Agreement for Paratransit Services,
Guilfoyle Ambulance Service

In June 1994, the City of Watertown began providing, as a requirement of ADA, CitiBus Paratransit Services. This service provides disabled customers with an accessible form of transportation that complements the regular fixed-route offered by CitiBus. This curb-to-curb service is provided to riders on a request basis.

Since its inception, this service has been provided on a contract basis. Initially, the contract provider owned and operated the vehicles used to provide the service. In 1996, the City approached the NYS Department of Transportation for funding to purchase two (2) paratransit vehicles. The City was successful in receiving funding and the paratransit buses were put into service in 2000 and the State continues to provide funding to support the replacement of these vehicles as needed.

In 2007, the City Purchasing Department advertised and received sealed proposals from qualified contractors to operate the City's Paratransit program. Requests for proposals were issued to seven (7) prospective agencies. The City Council accepted the Lump Sum Proposal submitted by Guilfoyle Ambulance Service in the amount of \$140,140.00. The term of the Initial Agreement commenced on July 1, 2007, and continued until June 30, 2009.

Under the term of the Initial Agreement, the City reserved the right to extend the contract for three additional one year periods on a year-to-year basis, with an annual increase that will not exceed 6%. The Initial Agreement term has expired and the City has exercised its option to renew the Agreement for an additional year. For the period July 1, 2010, through June 30, 2011, the City will pay Guilfoyle \$76,500. This represents a 3% increase over the \$74,274 that was paid in FY 2009-10 for this service.

A resolution approving the one-year contract for Paratransit services with Guilfoyle Ambulance has been prepared for City Council consideration.

Page 1 of 1

Approving Agreement for Paratransit Services,
Guilfoyle Ambulance Service

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

WHEREAS in 2007, the City Purchasing Department advertised and received sealed proposals from qualified contractors to operate the City’s Paratransit Program, and

WHEREAS at the recommendation of Purchasing Agent Robert Cleaver and Transit Supervisor Kathy Webster the City Council approved acceptance of a two-year Lump Sum proposal submitted by Guilfoyle Ambulance Service, and

WHEREAS under the terms of the Agreement approved in 2007, the City has the ability to extend the contract for three (3) additional one year terms on a year to year basis, with an annual increase not to exceed 6% per year, and

WHEREAS it is the City’s desire to exercise its option to extend the Agreement for one additional year, effective July 1, 2010,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves the attached Agreement with Guilfoyle Ambulance Service in the amount of \$76,500 for Paratransit Services, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Mary M. Corriveau is hereby authorized and directed to execute any contract documents associated with the acceptance of this bid.

Seconded by

CONTRACT FOR PARATRANSIT SERVICES

The City of Watertown, New York and
Guilfoyle Ambulance Service, Inc.

July 1, 2010 – June 30, 2011

PURPOSE

This Agreement for Paratransit Service is being made, and is intended to be effective as of July 1, 2010, between the City of Watertown, New York, with its principal offices located at 245 Washington Street, Watertown, New York 13601 (the "City") and Guilfoyle Ambulance Service Inc., having a mailing address at P.O. Box 88, 438 Newell Street, Watertown, New York 13601 ("Guilfoyle").

INTRODUCTION

Whereas the City operates a City Bus System established to provide transportation services to the general public; and

Whereas the City is required to comply with Title 11 of the Americans with Disabilities Act of 1990 (the "ADA") by providing a level of public transportation services to disabled persons which is comparable to that provided to persons without disabilities; and

Whereas the City previously solicited, and received, proposals from qualified contractors to provide complementary Paratransit services in accordance with both the ADA and with the City's bid specifications; and

Whereas Guilfoyle appears to be a skilled and competent public transportation provider having more than ten years experience providing coach service to persons with disabilities in the Jefferson County and Watertown area;

Now, therefore, in consideration of the mutual covenants and representations as stated herein, the City and Guilfoyle agree as follows:

SECTION I – AGREEMENT

1. Term of Agreement – The term of this Agreement shall be for the period from July 1, 2010 through June 30, 2011.

SECTION II – PROVISION OF SERVICE

1. Guilfoyle represents that it has familiarized itself with the terms and requirements of the Americans with Disabilities Act of 1990 (the ADA), as amended, and all applicable Federal, State, and local law(s) or regulation(s).

2. Guilfoyle shall agree to provide a level of public transportation services to disabled persons which is comparable to that provided to persons without disabilities by the CitiBus Fixed Route System. In this regard, the transportation service to be provided by Guilfoyle shall be curb-of-origin to curb-of-destination.

3. Guilfoyle shall agree to provide complementary Paratransit services to ADA eligible persons to all points within the City of Watertown and to all points three-fourths (3/4) of a mile beyond any CitiBus fixed route.

4. The City reserves the right to modify or extend any existing fixed route, at its discretion, and upon 30 days written notice, Guilfoyle will be required to provide any changes in its service to meet the required coverage areas as noted above.

5. Guilfoyle shall agree to provide complementary Paratransit service to ADA eligible person during the same days and hours of operation as the City's fixed route bus service. Currently operating hours are: Monday through Friday – 7:00 a.m. to 6:15 p.m. and Saturday, 9:40 a.m. – 5:35 p.m. The City reserves the right to change hours of operation upon 30 day written notice to the contractor.

6. Guilfoyle shall agree to provide a dedicated phone line to be used for Paratransit service only. Guilfoyle shall bear all costs associated with the phone line.

7. The dedicated phone line shall permit ADA eligible persons to call a live dispatcher, or other trip scheduling individual to request a trip five (5) days a week during normal business hours of 9:00 A.M. to 5:00 P.M. Furthermore, Guilfoyle agrees to provide an answering machine or other similar device or service to allow individuals the opportunity to request a trip outside of the normal business hours as defined above. All telephone calls shall be handled in a professional and timely manner.

8. Guilfoyle shall provide requested service on a next day basis (i.e. A trip shall be provided to any patron at any time during the operational hours of a day provided that the trip is scheduled anytime during the previous day).

9. Guilfoyle shall not schedule an ADA eligible persons on a trip to begin more than one (1) hour before, or one (1) hour after, the individual's desired departure time unless negotiated with the individual.

10. Guilfoyle shall operate a system that allows reservations to be taken fourteen (14) days in advance for ADA eligible individuals.

11. If, at any time, the City chooses to increase or decrease the hours of fixed route service, the level of Paratransit service shall increase or decrease accordingly. Likewise, the fee that will be provided to Guilfoyle will be adjusted accordingly. Any fee adjustment will be negotiated between the City and Guilfoyle.

SECTION III – EQUIPMENT

1. Vehicles: The City of Watertown will provide, for the contractor's use, two (2) motor vehicle(s) which are accessible to ADA Paratransit eligible persons, each of which shall be equipped with three (3) wheel chair positions with tie downs and ten (10) forward facing seating positions and three flip-down seats. The buses are 2006 Ford E-450 Models, or newer ADA compliant buses.

2. Maintenance: Both City owned motor vehicle(s) to be used by Guilfoyle in performance of this service shall be maintained at the sole expense of the City with the following exceptions:

A. The general cleaning of the inside of the vehicles will be the responsibility of the contractor. Inside cleaning (including sweeping and mopping) shall be done at least once daily or more if needed. The cleaning of the inside of the windows shall be done at least once weekly. The walls and the ceiling of the bus shall be cleaned at least two times per year.

B. The general cleaning of the outside of the vehicles will be the responsibility of the contractor. Outside cleaning (washing) shall be done at least once daily.

3. Guilfoyle will be required to submit daily vehicle condition reports and vehicle maintenance reports to the DPW Central Garage Supervisor, 557 Newell Street as necessary. Fax reports to CitiBus at 315-755-9379 and fax to DPW Central Garage 315-782-0293. Sample reports are attached for your reference.

4. Guilfoyle agrees to notify the City of any minor defects or problems that occur with the vehicles on the daily vehicle condition report. Any major problems that occur are to be immediately reported to the Central Garage Supervisor.

5. The City shall not be responsible for any tickets or moving violations that are incurred as a result of any lack of maintenance that is not reported to the City.

6. The City shall maintain the buses in full compliance with Federal ICC, State and local highway rules and regulations, including inspection standards as set forth by the New York State Department of Motor Vehicles.

7. Fuel for the vehicles will be provided by the City of Watertown at its sole expense. Fuel will be available from the fueling station at the D.P.W. facilities on Newell Street. Fuel will be available for the Paratransit vehicles on Monday-Friday only between the hours of 8:00 A. M. to 4 P.M. Fuel will not be available on legal holidays.

8. Vehicle Use: The three vehicles shall be utilized on a rotation basis to ensure equal use of each as follows: On Monday of each week, the vehicles shall be rotated so that two vehicles are the primary vehicle for the week and the other vehicle would be the primary vehicle for the following week. The third vehicle is for rotation only and to allow for preventive maintenance.

9. The vehicles shall be used for providing CitiBus Paratransit service only. No other uses will be permitted by Guilfoyle.

10. Vehicle Storage: Guilfoyle will be responsible for providing a secured storage facility for the two vehicles that are in use for the week. The facility will be subject to inspection by the City. The reserve or rotation vehicle will be stored at the City of Watertown's D.P.W. facility on Newell Street when not in use.

SECTION IV – PERSONNEL

1. It shall be the responsibility of Guilfoyle to provide personnel who possess the requisite education, training, and/or experience to operate and maintain the equipment/vehicles and to provide the level of service to ADA eligible persons, which is required by the ADA.

2. In addition, Guilfoyle shall represent that its drivers hold at a minimum, (or at least) C.D.L. Class C, minimum N-1 restrictive endorsement, licenses with a "Passenger" endorsement, and will maintain eligibility in accordance with pertinent provisions of the New York State Department of Transportation's Rules.

3. Guilfoyle shall follow all Article 19-A requirements of Section 509 of the Vehicle and Traffic law.

4. Guilfoyle will also comply with the rules and regulations as required under the Omnibus Transportation Act of 1991.

5. Personnel employed by Guilfoyle who operate the Paratransit vehicles must present themselves to the public in a clean manner, be neatly dressed, clean shaven (if applicable) and must not smoke at anytime in or around the Paratransit vehicles.

6. The City reserves the right to have any personnel deemed undesirable removed from driving the City vehicle at any time.

SECTION V – CAPACITY CONSTRAINTS

1. No restrictions shall be made on the number of trips an ADA eligible individual will be provided. There shall be no waiting lists for registration for service.

2. There shall be no operational pattern or practice that significantly limits the availability of service to ADA eligible persons. This includes such patterns as: (1) Substantial number of significantly untimely pickups for initial or return trips; (2) Substantial number of trip denials or missed trips; (3) Substantial number of trips with excessive trip lengths.

3. CitiBus Paratransit Service, enforces a “no show policy” (failure to cancel unwanted service, or arriving more than five (5) minutes beyond pick-up time is considered a “no show”). Three (3) “no shows” in a 30-day period can result in a 30-day suspension of service.

SECTION VI – PARATRANSIT SERVICE APPLICATION & VERIFICATION

1. Guilfoyle shall work to identify all potential ADA eligible persons by the process below:

(A) Distribute application and professional verification forms (provided by the City) to potential ADA eligible persons upon request of any individual or agency.

(B) Actively search for new ADA eligible patrons by presenting the application process and service features in person to any individual or group who may request such a presentation.

(C) Collect and review the applications for completeness and return them to the CitiBus Office for processing within seven (7) days of receiving the application(s).

(D) Verify the identity of the ADA eligible rider prior to each trip.

SECTION VII – PROGRAM ADMINISTRATION

1. Guilfoyle shall maintain records, which will describe the level of service and shall provide to the City, on a daily/monthly basis, the following information:

(A) Beginning and end of each day, each vehicle odometer and hub mileage reading.

(B) Total number of trips provided.

(C) Total number of personal care attendant trips provided.

(D) Total number of “loaded” miles of service.

(E) Total number of “unloaded” miles of service.

(F) Total amount of fares collected.

(G) Number of persons determined eligible for service in the month.

(H) Miscellaneous other data as requested.

2. Guilfoyle agrees to provide the City with a Daily Trip & Mileage Report, Monthly Report, and Quarterly Report for the level of service provided as set forth above on a daily, monthly and quarterly basis. These reports will be submitted in addition to the daily vehicle condition report and vehicle maintenance report as noted above in the Equipment Section.

3. Guilfoyle agrees to maintain its records in a confidential manner and to have the same readily accessible within Jefferson County to appropriate City personnel for the City’s inspection during normal business hours.

4. All daily, monthly and annual reporting and/or correspondence regarding the Paratransit program shall be directed to the Transit Supervisor in the CitiBus Office, 544 Newell Street, Watertown, New York 13601-2448.

SECTION VIII – FARES

1. Guilfoyle shall charge a fare, which is set by the City Council for each ADA eligible person per one-way trip to ride on the Paratransit bus. This fare is currently set at \$3.00.
2. The same fare will similarly be charged to any visitors that accompany an ADA eligible person.
3. A personal care attendant traveling with an ADA eligible person will not be charged a fare.
4. Fares shall be collected from the riders at the time of pick up. Fare boxes shall be delivered to the City Comptroller's Office, 245 Washington Street, Suite 203, daily (except weekends and holidays) by 11 a.m. the following day.

SECTION IX – SAFETY PLAN

Guilfoyle agrees to adopt, implement and comply with the City of Watertown's Safety Plan.

SECTION X – ACCIDENT REPORTS

All passenger injuries and miscellaneous incidents shall be reported, as soon as possible, via telephone and in writing to the City's Transportation Department within 48 hours of occurrence.

SECTION XI– INSURANCE

1. The City shall provide and maintain automobile insurance for both vehicles used in connection with this contract. This insurance shall cover all vehicles and drivers used by the contractor in connection with fulfilling its obligations.
2. In the event of an accident, mishap or other event, which causes damage to the vehicle(s), which is determined to be the fault of Guilfoyle, the contractor will be responsible for the insurance deductible. The deductible amount is currently set at \$500 for comprehensive and \$500 for collision.
3. All drivers employed by Guilfoyle who will be operating the Paratransit vehicles must have clean records. A DMV abstract for each driver has been submitted to the City. Also, a DMV abstract will be required to be submitted to the office of the City's Transit Supervisor at time of hire for each new employee during the duration of this contract. Guilfoyle will be required on an annual basis, June 30, to submit to the City's Transit Supervisor a listing of all drivers who are employed to operate the City's Paratransit vehicles, along with an abstract for each one.

4. Guilfoyle shall procure and maintain Workers' Compensation insurance and disability insurance in accordance with the laws of the State of New York. This insurance shall cover all persons who are employees of the contractor under the laws of the State of New York.

5. Guilfoyle and their employees agree that the City of Watertown's Transit Supervisor or designee will be notified within 24 hours of any DMV driving infraction, whether it be on or off the job, or any other action that may result in the loss of an employee's license or their ability to drive/operate a motor vehicle.

SECTION XII - DRUG AND ALCOHOL TESTING

1. Guilfoyle shall implement a system that will make provisions for drug and alcohol testing of their drivers who are employed to operate the City's Paratransit Service.

2. The standard operational procedures and testing of drivers shall be in place upon commencement of the service.

3. Guilfoyle's Drug and Alcohol Policy shall follow all guidelines as set forth in the Federal Government's Omnibus Transportation Employee Testing Act of 1991 and meet the Federal requirements of 49 CFR Parts 655.

4. Guilfoyle shall provide the City with copies of their Drug and Alcohol Policy and shall submit documentation to the City on a quarterly basis verifying that testing is being conducted according to all applicable standards.

5. Guilfoyle shall submit their Drug and Alcohol tests summary report for the calendar year, to the City's Transit Supervisor for FTA reporting, by January 31st of each year.

6. All costs associated with this testing shall be the responsibility of Guilfoyle.

7. Guilfoyle shall provide on a Quarterly basis a roster of all safety sensitive employees who will be subject to Drug and Alcohol testing. The City's Transportation Office shall be notified within 48 hours of all new employees who will be subject to Drug and Alcohol testing as well as those employees who have left Guilfoyle's employment.

8. The City reserves the right to verify Guilfoyle's compliance with all Drug and Alcohol requirements on a 24-hour notice.

SECTION XIII – PAYMENT

1. Payment for services provided will be remitted within 30 days of receipt of vendor invoice. Any/all monetary shortages of fares collected versus passengers reported will be deducted from monthly remittances by the City.

2. The City agrees to pay Guilfoyle \$76,500 for the period beginning July 1, 2010 and ending June 30, 2011. Payment will be in twelve monthly installments of \$6,375 during the term of the Agreement.

SECTION XIV – CONTRACT TERM

The term of this contract shall be from July 1, 2010 through June 30, 2011. The City reserves the right to extend the contract for additional one-year periods after the expiration of the contract on June 30, 2011, up to a maximum of one year. The City will notify Guilfoyle, in writing, of its intent to extend the contract 60 days prior to expiration of the contract.

SECTION XV – ESCALATION

Increases to the bid price may be honored for the third and fourth year term of the contract, provided, the contractor notifies the City's Purchasing Agent 90 days prior to the contract's anniversary date of his intent to increase his price for the following year. Annual increase shall not exceed 6% for that year of extension.

SECTION XVI – QUALITY ASSURANCE

1. The City reserves the right to satisfy itself as to the quality and level of service provided. If the City receives complaints as to the quality or level of any service supplied by Guilfoyle, the City reserves the right to investigate for the purposes of compliance with the specifications and the ADA. Failure by the City to act shall not be construed as a waiver.

2. If, after investigation, the City determines that the level of quality does not meet the specifications set forth in the contract and fails to meet expectations, the City has the right to cancel the agreement with sixty (60) days written notice.

SECTION XVII – HOLD HARMLESS

Guilfoyle shall indemnify and hold the City harmless, including reimbursement for reasonable attorneys' fees, from any and all loss, costs or expenses arising out of any liability, or claim of liability, for injury or damages to persons or to property sustained by any person or entity by reason of the contractor's operation or use of any motor vehicle used in providing Paratransit service or in connection with performing any other aspect of the service.

SECTION XVIII – SAVINGS CLAUSE

1. This document sets forth the Agreement between the parties, and each party acknowledges that there are no promises, agreements, conditions or understandings, either oral or written, express or implied, which are not set forth herein. In the event any covenant, condition or provision herein is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein; provided that the invalidity of any such covenant, condition or provision does not materially prejudice either the City or Guilfoyle in its respective rights and obligations contained in the valid covenants, conditions or provisions of this Agreement.

SECTION XIX – NOTICE

1. All notices required to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date mailed if sent by certified mail, return receipt requested, to:

City of Watertown
City Manager
245 Washington Street
Watertown, New York 13601

Guilfoyle Ambulance Service Inc.
Charmaine Rowsam
P.O. Box 88
438 Newell Street
Watertown, New York 13601

2. A party may change the address to which notices are to be sent by written notice actually received by the other party.

IN WITNESS WHEREOF, the City and Guilfoyle have caused this Agreement to be executed by authorized agents to be effective as of July 1, 2010.

City of Watertown

By: _____
Mary M. Corriveau, City Manager

Guilfoyle Ambulance Service Inc.

By: _____
Charmaine Rowsam, President

Res No. 17

May 25, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Agreement for Public Benefit Services
Between the City of Watertown and the Thousand
Islands Regional Tourism Development Corporation

During the April 12, 2010 City Council Work Session, Gary DeYoung made a presentation to the Council detailing the marketing initiatives he and Staff are recommending for the coming year. The Thousand Islands Regional Tourism Development Corporation serves as the official Tourism Promotion Agency for Jefferson County and the 1000 Islands region. Their focus is on the development, promotion, enhancement and retention of the tourism industry and its associated employment base within the territory encompassing Jefferson County and neighboring Ontario communities along the St. Lawrence River.

An Agreement for Public Benefit Services with the Thousand Islands Regional Tourism Development Council has been drafted for City Council approval. This Agreement provides for the marketing and promotion of the City of Watertown. This year's marketing effort will include publications of the Thousand Islands Regional Tourism Development Corporation like the *1000 Islands International Travel Guide*, as well as the *Seaway Trail Journey Magazine*, the 2010 Summer Marketing program which will focus on key markets including Rochester, Syracuse, Scranton/Harrisburg, and Ottawa, and promotion of the City at the Pentagon Travel Shows. A detailed listing of the services to be provided has been incorporated into this Agreement.

Additionally, as part of this year's proposal, the City and the Town of Watertown would share the costs of marketing initiative in the Canadian market. I received the attached letter for Town Supervisor Joel Bartlett indicating that they have forwarded their funding to the Thousand Island Regional Development Corporation for this joint 'Shop, Stay and Save' promotion.

The term of this Agreement begins July 1, 2010, and runs through June 30, 2011. The Thousand Islands Regional Tourism Development Corporation will be paid \$32,550 for destination marketing services under this Agreement. Funding to support this plan is contained in the Fiscal Year 2010-2011 Tourism Fund budget.

Page 1 of 1

Approving Agreement for Public Benefit Services Between the City of Watertown and the Thousand Islands Regional Tourism Development Corporation

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

WHEREAS the Fiscal Year 2010-11 Tourism Fund Budget contains an appropriation for destination marketing, and

WHEREAS the City Council of the City of Watertown wishes to enter into an Agreement for the provision of destination marketing services with the Thousand Islands Regional Tourism Development Corporation,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it approves the Agreement for Public Benefit Services with the Thousand Islands Regional Tourism Development Corporation, a copy of which is attached and made a part of this resolution, and

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

Seconded by

AGREEMENT FOR PUBLIC BENEFIT SERVICES

BETWEEN

THE CITY OF WATERTOWN, NEW YORK

and

**THOUSAND ISLANDS REGIONAL TOURISM DEVELOPMENT
CORPORATION**

In Connection With

MARKETING AND PROMOTION OF THE CITY OF WATERTOWN

This Agreement made by and between the City of Watertown, New York and the Thousand Islands Regional Tourism Development Corporation.

WITNESSETH

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

Article I. DESCRIPTION OF PROJECT. The Thousand Islands Regional Tourism Development Corporation shall provide the City of Watertown with its services and shall promote and publicize the advantages of the City of Watertown through the use of destination marketing as detailed in the attached 2010 Destination Marketing Proposal.

Article II. ELIGIBLE ACTIVITIES. Eligible activities for the Thousand Islands Regional Tourism Development Corporation shall include but not be limited to, all public media, television campaigns, consumer print ads and inquiry fulfillment. This advertising will include the items detailed on the attached schedule.

Article III. INELIGIBLE ACTIVITIES. Ineligible activities shall include but not be limited to: land acquisition, staff salary, utilities, fuel, insurance, maintenance and security salaries, construction and renovation costs, interest, purchase of equipment, and program activities solely directed towards or restricted to organizational membership.

Article IV. TERM OF THIS AGREEMENT. The term of this Agreement shall be for one (1) year, from July 1, 2010, through June 30, 2011.

Article V. MANNER OF PAYMENT.

- A. The amount to be paid from the City of Watertown Special Tourism Funds, as appropriated therefore, shall not exceed Thirty Two Thousand Five Hundred Fifty (\$32,550) for the term of this Agreement.
- B. Payment shall be made by the City Comptroller upon the receipt of an executed Services Agreement between the City of Watertown and the Thousand Islands Regional Tourism Development Corporation.
- C. Thousand Islands Regional Tourism Development Corporation understands that all City funds may only be used for eligible activities and for services actually performed. A copy of audited financial statements of the Thousand Islands Regional Tourism Development Corporation shall be provided to the City on or before June 30, 2011.
- D. The Thousand Islands Regional Tourism Development Corporation shall refund to the City at the termination of this Agreement, any monies paid by the City of Watertown that remains unused.

Article VI. PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or representatives on this _____ day of June 2010.

CITY OF WATERTOWN, NEW YORK

By: _____
Mary M. Corriveau, City Manager

THOUSAND ISLANDS REGIONAL
TOURISM DEVELOPMENT
CORPORATION

By: _____
Gary DeYoung, Executive Director



2010 Destination Marketing Proposal
to
City of Watertown
From
1000 Islands International Tourism Council

Background:

The 1000 Islands International Tourism Council works as the “destination marketing organization” for the region including all of Jefferson County and neighboring Ontario communities along the St. Lawrence River.

As such, it engages in marketing projects designed to attract visitors to the region from outside the area. The Council’s marketing projects leverage buy-in from governments, non-profits and business partners.

In 2010, the Council’s total budget goal is \$919,000. Over half of that budget comes from the two largest investors in the Council. The 1000 Islands Bridge Authority/Federal Bridge Corporation of Canada provides staff and services. Jefferson County provides a program grant in the amount of \$280,000.

The balance of funding comes from State or Provincial grants and the many organizations who, like the City of Watertown, “buy-in” to the Council’s programs. This year’s funding from State of New York Matching funds program has been cancelled at the administration level (although funding is still identified in the budget) and programs such as Explore New York which have supported special projects for Whitewater, Agri-Tourism and Fishing are not available. With reduced state support, local cooperation is more important than ever.

As the official Tourism Promotion Agency, the 1000 Islands International Tourism Council includes promotions of Watertown based attractions, events and hospitality services in all its regular programs. The buy-in list is for additional exposure or support of special projects.

2010 City of Watertown Buy-ins for Destination Marketing Proposal

General Consumer Marketing:

2010 Summer Marketing Program

\$8,750 for major partner position

The TIRTDC will place about \$100,000 in cooperative television advertising in key markets including Rochester, Syracuse, Scranton/Harrisburg and Ottawa. For 2009, plans also call for placement of \$16,000 in online banner ads on Syracuse.com, DemocratandCronicle.com and Yahoo.ca.

Partnership packages have been developed for the summer campaign. Utilizing cable systems and broadcast channels, over 5,500 TV spots are expected to be aired. A total of 2,500,000 banner impressions will be made as part of the websites buy. Each major partner receives coverage in a rotation of the TV cooperative ads, impressions in a rotation of the online campaign, a feature in the summer calendar of events tabloid (12,000 copies), a featured position on the campaign landing-site (getaway1000.com) and positions in the summer coupon booklet (12,000 copies).

2011-12 International Travel Guide

\$5,500 for a full page ad in color

The Council's main consumer travel piece is the *1000 Islands International Travel Guide*. 325,000 copies of the Guide are published. The guides are direct mailed to all advertising inquiries, as well as the previous year's inquiries. The Guide is carried as an official publication in both New York and Ontario welcome centers. Thousands are distributed at consumer shows by the TIRTDC and cooperating partners. About \$25,000 is spent in contracted distribution in information centers and racks in New York, Ontario, and Pennsylvania.

It should be noted that editorial content about the City and local businesses is underwritten by the Council's Jefferson County grant. This request is for display ad space which will be designed to the City's specifications and can highlight a number of tourism sites in Watertown.

Seaway Trail "Journey" Magazine

\$2,600 – 2/3 page ad

The Seaway Trail annually publishes its *Journey* magazine covering communities and activities along the Seaway Trail from Massena to Erie, Pennsylvania. A 2/3 page ad would promote Watertown in this publication with a press run of 200,000.

Military Marketing

Pentagon Travel Shows

\$1,700 underwriting

The Council regularly exhibits at a number of travel, sports and trade shows. These include sports shows in Western New York and New Jersey, the boat show in Toronto, the New York State Society of Association Executives Meetings Showcase and several motorcoach events in the Northeast states. The Council also places its literature at other shows through cooperative exhibits with several organizations.

In recent years, the City has provided partial support of the Council's exhibit at the spring and fall Pentagon Travel Shows. Staff working the booth felt that the response has been very good and is improving.

Note: Military Visitor Supplement

The Council's first effort to produce a Military supplement to its Travel Guide resulted in the production of a 20-page guide targeting Fort Drum personnel and families. The publication has been used as part of the Council's military outreach and is distributed by several offices on post. The 2010 edition of the publication was supported by the City as part of the 2009-10 contract. It will increase its press run from 10,000 to 15,000. The Council has also expanded partnership on the piece to include Oswego County and Syracuse tourism offices. The new edition will expand to 28 pages. The 2010 guide will be produced with an expected 18-month life-cycle, providing a supply to fall 2011.

Black River Marketing

Note: Status of Black River Marketing Projects

The City's 2009-10 agreement with the TIRTDC has provided funding for a new recreational brochure on the City that will evolve from the Black River Brochure previously published. Meanwhile, a grant from the Department of State will underwrite a three-county (Oneida, Lewis, Jefferson) Black River booklet and the production of a Black River publicity and resource kit, as well as upgrades to the blackriver.ny website. The City also provided \$1,500 toward the local match for these projects. Design work has been completed on the three-county brochure and plans have begun on the other elements. Although contracts are in place through the Town of Martinsburg, funding has not been released by the State on these contracts.

Eastern Ontario Target Marketing

Watertown Canadian Shop, Stay & Save:

Total investment \$28,000 (underwriting split to be determined)

The combination of new lodging, dining and shopping in the Watertown area and a strong Canadian dollar has created an excellent opportunity for Watertown. However, many Canadians have not recently traveled to Northern New York and are under the impression that they need to travel all the way to Syracuse to find major chains. A marketing program that specifically targets eastern Ontario promoting shopping and activities in Watertown could take advantage of the current situation. Here is an example project using traditional newspaper, as well as online media. This program has the additional benefit of following on to the 1000 Islands International Tourism Council's summer program which will have had television and internet ads running in June, July and August. A project would be developed in consultation with local businesses to determine the most appropriate marketing vehicles.

Example Project:

Element One – Newspaper Insert

Create a newspaper insert featuring shopping, activities and lodging offerings in the Watertown area. Target insertion for early fall to attract back-to-school and holiday season shoppers, as well as older couples for shoulder season specials.

11" x 17" folded to 8.5" x 11" – full color

<i>Inserted to</i>	<i>circulation</i>	<i>cost</i>
Ottawa Citizen (select neighborhoods)	50,000	\$6,600
Kingston Whig – Standard	31,805	\$4,516
Brockville Recorder	14,500	\$2,103
Gananoque Reporter	3,500	\$ 500
<i>Total</i>	<i>99,805</i>	<i>\$13,719</i>

Element Two – Newspaper follow-up ads

Follow up with newspaper ads in same market offering a price-point tease along with referral to materials on visitwatertown.com

Quarter page ad follow-up to insert in all papers \$6,000

Element Three – Online Banners & Landing Page

Re-do visitwatertown.com for promotion featuring offers and activities as well as downloads of relevant materials. Take online banners in key eastern Ontario sites.

Skyscraper ads (approx 160 x 600 pixels)

300,000 impressions at \$16 per k \$5,600

Design expense \$2,681

Total Investment \$28,000

On-going

www.visitwatertown.com

This site is used as a “landing page” for promotions of Watertown. The site annually receives various updates and could be updated to include expanded information on some featured City destinations, such as the Flower Library, Zoo, Historical Society and parks.

Brochure Distribution

The Council is very active in brochure distribution. It regularly stocks literature displays in two I-81 rest areas in Jefferson County, operates the Welcome Center at the Thousand Islands Bridge and mails tens of thousands of “visitor kits” annually. The literature projects in this proposal are backed by that distribution system and other City attractions are encouraged to take advantage of the distribution as well.

2010 Marketing Proposal Cost Summary:

2010-11 Summer Marketing Program, Major Partner	\$8,750
1000 Islands International Travel Guide Ad	\$5,500
Seaway Trail Journey Magazine	\$2,600
2010 Pentagon Travel Shows	\$1,700
Watertown branded Eastern Ontario Marketing	\$14,000
Total	\$32,550

TOWN OF WATERTOWN

OFFICE OF THE SUPERVISOR

22867 CO. RT. 67

WATERTOWN, N.Y. 13601

Phone: 315-782-2069

Fax : 315-782-5375

email: jrbsupervisor@gisco.net

Cell: 315-778-3343



Mr. Gary DeYoung
Thousand Island Tourism Council
P.O. Box 400
Alexandria Bay, N.Y. 13640

Dear Mr. DeYoung

Enclosed please find a check for \$ 14,000.00 which represents the Town of Watertown 50 % portion of the "Watertown New York," Shop, Stay and Save" summer 2010 advertising promotion. We are pleased to participate in this worthwhile promotion of the excellent lodging, dining and shopping facilities the Town and City have to offer our Canadian neighbors.

Very truly yours,

A handwritten signature in black ink, appearing to read "Joel R. Bartlett".

Joel R. Bartlett
Supervisor, Town of Watertown

~~Cc: Mary Conway, Watertown City Manager~~

Faint, illegible text at the bottom of the page, possibly a footer or additional distribution list.

Res No. 18

May 25, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Agreement Between the City of Watertown and the
Thompson Park Conservancy

During the development of the budget for Fiscal Year 2010-11, the City Council appropriated \$20,000 for the Thompson Park Conservancy. This is the annual appropriation for improvements to the premises currently leased by the Conservancy from the City of Watertown.

Attached for City Council consideration is an Agreement between the City of Watertown and the Thompson Park Conservancy. The term of this Agreement is one year, beginning July 1, 2010. The Agreement indicates that the funds must be used for a valid public purpose and to improve the leased premises. The Agreement also defines what the City considers ineligible activities.

A resolution approving the Agreement between the City and Thompson Park Conservancy has been prepared for City Council consideration.

Approving Agreement Between the
City of Watertown and the Thompson
Park Conservancy

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS the Lessor, City of Watertown, owns the facility known as Thompson Park, located in the City of Watertown, County of Jefferson, State of New York, and

WHEREAS the Lessor has entered into an Agreement with the Tenant, Thompson Park Conservancy, Inc., to lease certain premises located at the Park for the operation of the “Thompson Park Zoo” by Lease dated December 1997, and

WHEREAS since that time, the City of Watertown has provided both financial and in-kind services in support of the Thompson Park Conservancy, and

WHEREAS the City Council has determined that it is in the best interest of the taxpayers of the City of Watertown to provide direct support to the Thompson Park Conservancy to be used to improve the leased premises as detailed in the attached Agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement between the City of Watertown and the Thompson Park Conservancy, a copy of which is attached and made a part of this resolution, and

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

Seconded by

**AGREEMENT
THOMPSON PARK CONSERVANCY**

INTRODUCTION

WHEREAS the Lessor, City of Watertown, owns the facility known as Thompson Park, located in the City of Watertown, County of Jefferson, State of New York, and

WHEREAS the Lessor has entered into an Agreement with the Tenant, Thompson Park Conservancy, Inc., to lease certain premises located at the Park for the operation of the "Thompson Park Zoo" by lease of December 1997, and

WHEREAS since that time the City of Watertown has provided both financial and in-kind services in support of the Thompson Park Conservancy, and

WHEREAS the City Council has determined that it is in the best interest of the taxpayers of the City of Watertown to provide direct support to the Thompson Park Conservancy to be used to improve the leased premises,

WITNESSETH

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

Article I. DESCRIPTION OF PROJECT. The Thompson Park Conservancy shall use the funds provided under the terms of this Agreement to improve the leased premises.

Article II. ELIGIBLE ACTIVITIES. Eligible activities for the Thompson Park Conservancy shall be for a valid public purpose and shall improve the premises leased to the Thompson Park Conservancy by the City of Watertown. Repair and maintenance of the structures covered by the Lease Agreement between the City of Watertown and the Thompson Park Conservancy are eligible expenses.

Article III. INELIGIBLE ACTIVITIES. Ineligible activities shall include but not be limited to: land acquisition, staff salary, utilities, fuel, insurance, maintenance and security salaries, construction costs, interest, purchase of equipment, and program activities solely directed towards or restricted to organizational membership.

Article IV. TERM OF THIS AGREEMENT. The term of this Agreement shall be for one (1) year, from July 1, 2010, through June 30, 2011.

Article V. MANNER OF PAYMENT.

- A. The amount to be paid from the City of Watertown General Fund, as appropriated therefore, shall not exceed Twenty Thousand Dollars (\$20,000) for the term of this Agreement.
- B. Payment shall be made by the City Comptroller upon the receipt of an executed Services Agreement between the City of Watertown and the Thompson Park Conservancy.
- C. The Thompson Park Conservancy understands that City funds may only be used for eligible activities and for services actually performed. The City will make payment after the rendering of a verified account and the audit of vouchers submitted by the Conservancy. A verified account shall then be submitted to the City on or before June 30, 2011.

Article VI. PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or representatives on this _____ day of _____, 2010.

CITY OF WATERTOWN, NEW YORK

By: _____
Mary M. Corriveau
City Manager

THOMPSON PARK CONSERVANCY

By: _____

May 27, 2010

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Public Hearing Authorizing Spending of Funds from
the Capital Reserve Fund

Included in the FY 2010-11 Capital Budget were projects to rehabilitate the Watertown Municipal Arena roof and concession stand. Funding for these two projects was to come from the Capital Reserve Fund established by City Council on June 19, 2006.

Prior to any funds being spent from this reserve a public hearing must be held. Accordingly, staff is recommending that a Public Hearing be set for June 21, 2010 at 7:30 p.m. to discuss the appropriation of these funds. Once the public hearing has been held, the attached resolutions authorizing the expenditure of funds can be considered by the City Council.

RESOLUTION

Page 1 of 1

Approving Capital Budget Expenditure for Watertown Municipal Arena Roof Repair

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS on June 19, 2006, the City Council approved establishing a Capital Reserve Fund pursuant to Section 6-c of the General Municipal Law to finance future capital improvements, and

WHEREAS the Adopted 2010-11 Capital Budget included a project to rehabilitate the Watertown Municipal Arena roof at an estimated cost of \$90,000, and

WHEREAS the City Council desired to fund the rehabilitation of the Watertown Municipal Arena roof from the Capital Reserve Fund, and

WHEREAS on Monday, June 21, 2010 at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this capital reserve fund, and

WHEREAS it has been determined that the expenditure of these funds is in keeping with the purpose for the capital reserve fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriating of Capital Reserve funds in an amount not to exceed \$90,000 to pay for the cost of the roof rehabilitation at the Watertown Municipal Arena.

Seconded by

RESOLUTION

Page 1 of 1

Approving Capital Budget Expenditure for Watertown Municipal Arena Concession Stand Rehabilitation

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS on June 19, 2006, the City Council approved establishing a Capital Reserve Fund pursuant to Section 6-c of the General Municipal Law to finance future capital improvements, and

WHEREAS the Adopted 2010-11 Capital Budget included a project to rehabilitate the Watertown Municipal Arena concession stand at an estimated cost of \$35,000, and

WHEREAS the City Council desired to fund the rehabilitation of the Watertown Municipal Arena concession stand from the Capital Reserve Fund, and

WHEREAS on Monday, June 21, 2010 at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this capital reserve fund, and

WHEREAS it has been determined that the expenditure of these funds is in keeping with the purpose for the capital reserve fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriating of Capital Reserve funds in an amount not to exceed \$35,000 to pay for the cost of the concession stand rehabilitation at the Watertown Municipal Arena.

Seconded by



Understanding the Safe Drinking Water Act



SAFE DRINKING WATER ACT • 1974-2004 • PROTECT OUR HEALTH FROM SOURCE TO TAP

The Safe Drinking Water Act (SDWA) was originally passed by Congress in 1974 to protect public health by regulating the nation's public drinking water supply.

The law was amended in 1986 and 1996 and requires many actions to protect drinking water and its sources—rivers, lakes, reservoirs, springs, and ground water wells. (SDWA does not regulate private wells which serve fewer than 25 individuals.)

SDWA authorizes the United States Environmental Protection Agency (US EPA) to set national health-



based standards for drinking water to protect against both naturally-occurring and man-made contaminants that may be found in drinking water. US EPA, states, and water systems then work together to make sure that these standards are met.

Millions of Americans receive high quality drinking water every day from their public water systems, (which may be publicly or privately owned). Nonetheless, drinking water safety cannot be taken for granted.

There are a number of threats to drinking water: improperly disposed of chemicals; animal wastes; pesticides; human threats; wastes injected underground; and naturally-occurring substances can all contaminate drinking water.

Likewise, drinking water that is not properly treated or disinfected, or which travels through an improperly maintained distribution system, may also pose a health risk.

Originally, SDWA focused primarily on treatment as the means of providing safe drinking water at the tap. The 1996 amendments greatly enhanced the existing law by recognizing source water protection, operator training, funding for water system improvements, and public information as important components of safe drinking water. This approach ensures the quality of drinking water by protecting it from source to tap.

All public water systems must have at least 15 service connections or serve at least 25 people per day for 60 days of the year.

Drinking water standards apply to water systems differently based on their type and size.

Community Water System (there are approximately 54,000) - A public water system that serves the same people year-round. Most residences including homes, apartments, and condominiums in cities, small towns, and mobile home parks are served by Community Water Systems.

Non-Community Water System - A public water system that serves the public but does not serve the same people year-round. There are two types of non-community systems:

Non-Transient Non-Community Water System (there are approximately 20,000) - A noncommunity water system that serves the public for more than six months per year, but not year-round. For example, a school with its own water supply is considered a non-transient system.

Transient non-community water system (there are approximately 33,000) - A noncommunity water system that serves the public but not the same individuals for more than six months. For example, a rest area or campground may be considered a transient water system.

1996 SDWA Amendment Highlights:

Consumer Confidence Reports All community water systems must prepare and distribute annual reports about the water they provide, including information on detected contaminants, possible health effects, and the water's source.

Cost-Benefit Analysis US EPA must conduct a thorough cost-benefit analysis for every new standard to determine whether the benefits of a drinking water standard justify the costs.

Drinking Water State Revolving Fund States can use this fund to help water systems make infrastructure or management improvements or to help systems assess and protect their source water.

Microbial Contaminants and Disinfection Byproducts US EPA is required to strengthen protection for microbial contaminants, including *Cryptosporidium*, while strengthening control over the byproducts of chemical disinfection. The Stage-1 Disinfectants and Disinfection Byproducts Rule and the Interim Enhanced Surface Water Treatment Rule together address these risks.

Operator Certification Water system operators must be certified to ensure that systems are operated safely. US EPA issued guidelines in February 1999 specifying minimum standards for the certification and recertification of the operators of community and non-transient, noncommunity water systems. These guidelines apply to state Operator Certification Programs. All states are currently implementing EPA-approved operator certification programs.

Public Information & Consultation SDWA emphasizes that consumers have a right to know what is in their drinking water, where it comes from, how it is treated, and how to help protect it. US EPA distributes public information materials (through its Safe Drinking Water Hotline, Safewater web site, and Water Resource Center) and holds public meetings, working with states, tribes, water systems, and environmental and civic groups to encourage public involvement.

Small Water Systems Small water systems are given special consideration and resources under SDWA to make sure they have the managerial, financial, and technical ability to comply with drinking water standards.

Source Water Assessment Programs Every state must conduct an assessment of its sources of drinking water (rivers, lakes, reservoirs, springs, and ground water wells) to identify significant potential sources of contamination and to determine how susceptible the sources are to these threats.

Roles and Responsibilities:

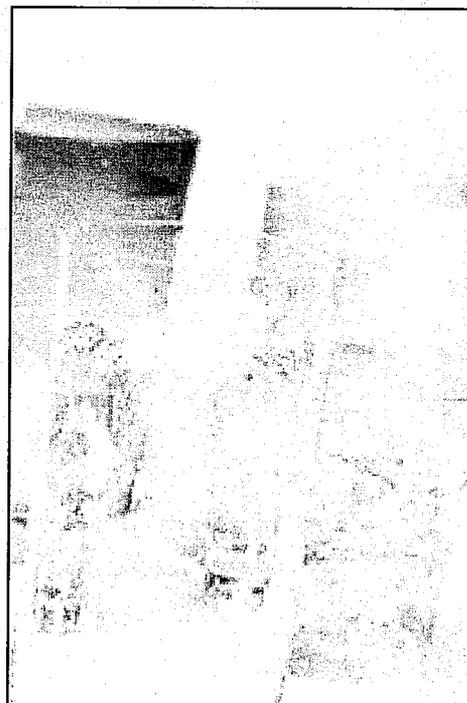
SDWA applies to every public water system in the United States. There are currently more than 170,000 public water systems providing water to almost all Americans at some time in their lives. The responsibility for making sure these public water systems provide safe drinking water is divided among US EPA, states, tribes, water systems, and the public. SDWA provides a framework in which these parties work together to protect this valuable resource.

US EPA sets national standards for drinking water based on sound science to protect against health risks, considering available technology and costs. These National Primary Drinking Water Regulations set enforceable maximum contaminant levels for particular contaminants in drinking water or required ways to treat

water to remove contaminants. Each standard also includes requirements for water systems to test for

contaminants in the water to make sure standards are achieved. In addition to setting these standards, US EPA provides guidance, assistance, and public information about drinking water, collects drinking water data, and oversees state drinking water programs.

The most direct oversight of water systems is conducted by state drinking water programs. States can apply to US EPA for "primacy," the authority to implement SDWA within their jurisdictions, if they can show that they will adopt standards at least as stringent as US EPA's and make sure water systems meet these standards. All states and territories, except Wyoming and the District of Columbia, have received primacy. While no Indian tribe has yet applied for and received primacy, four tribes currently receive "treatment as a state" status, and are eligible for



primacy. States, or US EPA acting as a primacy agent, make sure water systems test for contaminants, review plans for water system improvements, conduct on-site inspections and sanitary surveys, provide training and technical assistance, and take action against water systems not meeting standards.

To ensure that drinking water is safe, SDWA sets up multiple barriers against pollution. These barriers include: source water protection, treatment, distribution system integrity, and public information. Public water systems are responsible for ensuring that contaminants in tap water do not exceed the standards. Water systems treat the water, and must test their water frequently for specified contaminants and report the results to states. If a water system is not meeting these standards, it is the water supplier's responsibility to notify its customers. Many water suppliers now are also required to prepare annual reports for their customers. The public is responsible for helping local water suppliers to set priorities, make decisions on funding and system improvements, and establish programs to protect drinking water sources. Water systems across the nation rely on citizen advisory committees, rate boards, volunteers, and civic leaders to actively protect this resource in every community in America.

Protection & Prevention:

Essential components of safe drinking water include protection and prevention. States and water suppliers must conduct assessments of water sources to see where they may be vulnerable to contamination. Water systems may also voluntarily adopt programs to protect their watershed or wellhead, and states can use legal authorities from other laws to prevent pollution. SDWA mandates that states have programs to certify water system operators and make sure that new water systems have the technical, financial, and managerial capacity to provide safe drinking water. SDWA also sets a framework for the Underground Injection Control (UIC) program to control the injection of wastes into ground water. US EPA and states implement the UIC program, which sets standards for safe waste injection practices and bans certain types of injection altogether. All of these programs help prevent the contamination of drinking water.



US EPA sets primary drinking water standards through a three-step process:

First, US EPA identifies contaminants that may adversely affect public health and occur in drinking water with a frequency and at levels that pose a threat to public health. US EPA identifies these contaminants for further study, and determines contaminants to potentially regulate. Second, US EPA determines a maximum contaminant level goal for contaminants it decides to regulate. This goal is the level of a contaminant in drinking water below which there is no known or expected risk to health. These goals allow for a margin of safety. Third, US EPA specifies a maximum contaminant level, the maximum permissible level of a contaminant in drinking water which is delivered to any user of a public water system. These levels are enforceable standards, and are set as close to the goals as feasible. SDWA defines feasible as the level that may be achieved with the use of the best technology, treatment techniques, and other means which US EPA finds (after examination for efficiency under field conditions) are available, taking cost into consideration. When it is not economically or technically feasible to set a maximum level, or when there is no reliable or economic method to detect contaminants in the water, US EPA instead sets a required treatment technique which specifies a way to treat the water to remove contaminants.

Setting National Drinking Water Standards:

US EPA sets national standards for tap water which help ensure consistent quality in our nation's water supply. US EPA prioritizes contaminants for potential regulation based on risk and how often they occur in water supplies. (To aid in this effort, certain water systems monitor

for the presence of contaminants for which no national standards currently exist and collect information on their occurrence). US EPA sets a health goal based on risk (including risks to the most sensitive people, e.g., infants, children, pregnant women, the elderly, and the immuno-compromised).

US EPA then sets a legal limit for the contaminant in drinking water or a required treatment technique—this limit or treatment technique is set to be as close to the health goal as

feasible. US EPA also performs a cost-benefit analysis and obtains input from interested parties when setting standards. US EPA is currently evaluating the risks from several specific health concerns, including: microbial contaminants (e.g., *Cryptosporidium*); the byproducts of drinking water disinfection; radon; arsenic; and water systems that don't currently disinfect their water but get it from a potentially vulnerable ground water source.

Funding and Assistance:

US EPA provides grants to implement state drinking water programs, and to help each state set up a special fund to assist public water systems in financing the costs of improvements (called the drinking water state revolving fund). Small water systems are given special consideration, since small systems may have a more difficult time paying for system improvements due to their smaller customer base. Accordingly, US EPA and states provide them with extra assistance (including training and funding) as well as allowing, on a case-by-case basis, alternate water treatments that are less expensive, but still protective of public health.

Compliance and Enforcement:

National drinking water standards are legally enforceable, which means that both US EPA and states can take enforcement actions against water systems not meeting safety standards. US EPA and states may

issue administrative orders, take legal actions, or fine utilities. US EPA and states also work to increase water systems' understanding of, and compliance with, standards.

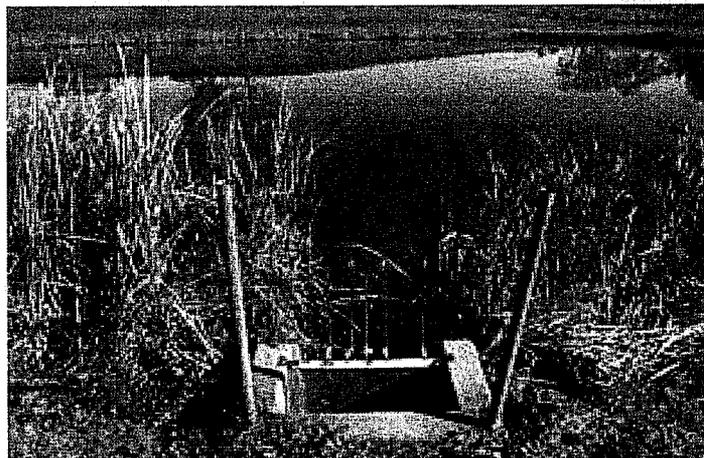
Public Information:

SDWA recognizes that since everyone drinks water, everyone has the right to know what's in it and where it comes from. All water suppliers must notify consumers quickly when there is a serious problem with water quality. Water systems serving the same people year-round must provide annual consumer confidence reports on the source and quality of their tap water. States and US EPA must prepare annual summary reports of water system compliance with drinking water safety standards and make these reports available to the public. The public must have a chance to be involved in developing source water assessment programs, state plans to use drinking water state revolving loan funds, state capacity development plans, and state operator certification programs.



For More Information:

To learn more about the Safe Drinking Water Act or drinking water in general, call the Safe Drinking Water Hotline at 1-800-426-4791, or visit US EPA's Office of Ground Water and Drinking Water web site: www.epa.gov/safewater.



Public Hearing – 7:30 p.m.

June 2, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Establishing Assessment Charge, Summer 2010
Sidewalk Improvement Special Assessment Program

On April 5, 2010, the City Council approved the establishment of the Summer 2010 Sidewalk Improvement Special Assessment. Notices were sent to all property owners in the defined area notifying them of their inclusion in this year's program and also notifying them of the Public Hearing to consider whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner. The attached report provides a detailed listing of the properties that will be included in the Summer 2010 program.

As you will recall, under the Charter provisions related to Special Assessment Programs, after a Public Hearing, the City Council must officially determine whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner. As detailed in the cover memo to the April 5, 2010 resolution, Staff prepared the notices to property owners using the \$5.00 per sq.ft. price, which is the price charged to those property owners who participated in the 2006, 2007, 2008, 2009 and Spring 2010 Sidewalk Improvement Special Assessment. The attached memorandum from City Engineer Kurt Hauk provides a breakdown of costs for the four previous Sidewalk Special Assessment seasons.

As in previous years, this Special Assessment Program provides taxpayers with an opportunity to pay the cost of work performed by the City over a ten-year period. Property owners will have the option of having the City perform the work, hiring a contractor to do the work, or doing the work themselves.

In support of the Summer 2010 Sidewalk Improvement Special Assessment, a Public Hearing has been scheduled for Monday, June 7, 2010, at 7:30 p.m., in City Council Chambers. Following that Public Hearing the City Council can consider the attached resolution, which establishes the assessment charge for the Summer 2010 Sidewalk Improvement Special Assessment.

Establishing Assessment Charge for Sidewalks, Summer 2010 Pursuant to Section 93 of the City Charter

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS a public hearing was held in accordance with Section 93 of the City Charter on June 7, 2010 at 7:30 p.m. to hear public comment concerning whether all or a portion of the cost for proposed sidewalk improvements to the properties identified in the attached report, which constitute the Summer 2010 special assessment district, shall be a charge or expense upon the abutting properties, and

WHEREAS the City Council has determined that it shall fix the charge to be paid by the abutting property owner at \$ _____ per square foot, with the remaining cost being paid by the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, pursuant to Section 93 of the City Charter, hereby fixes the charge to be paid for the proposed sidewalk improvements as detailed in the attached report, which constitute the Summer 2010 special assessment district to be paid by the abutting property owner at \$ _____ per square foot, with the remaining cost being paid by the City.

Seconded by

PROPOSED SIDEWALK PROJECT WORK AREAS FOR 2010

April 1, 2010

Proposed By: Sean O'Connor

The purpose of this report is to provide information so that the next locations can be chosen for District #6 of the sidewalk program.

As seen by the following pictures most of the problems with the sidewalks are your standard separation, wrong slope and heaving problems. Surface problems, i.e. spalling, cracks, and edges and improper material also occur throughout the district.

PHOTO 1: Lynde St. W District #6



PHOTO 2: Lynde St. W District #6



Table A: Estimated Area Of Work Per Street

Street	Approx. Total SF Area	% Non-chargeable SQFT	Est. LF of Work	Est. SF Area Of Work
District #6				
Curtis St.	286	5%	68	272
Davidson St.	420	5%	100	400
Leray St.	252	5%	60	240
Lynde St. W	3192	5%	760	3040
Thompson St.	219	5%	52	208
Total	4368			4160

Due to the reduced funding, we will not hire part time workers. A three person DPW crew will suffice for the time frame of the summer with the work that is presented. Based on a 140 SQ/FT per worker per day, a 3 person crew should produce 560 SQFT/week, taking into account bad weather and delays. This would approximately take nine weeks per district. The start date for District 6 is tentatively set for July 1st. This allows for work to continue for the duration of the construction season.

Proposed Residents in District #6:

#	Street	Owner	Tax Parcel
538	Curtis St	Denner Stephen E	2-03-215.000
539	Curtis St	Gilchrist Phyllis	2-03-313.000
541	Davidson St	Coniglio Joseph M	2-03-223.000
552	Leray St	Lawrence Danza	2-03-311.000
307	Lynde St W	Whitlock David,Kandis	2-03-222.000
311	Lynde St W	Pound Francis A, V	2-03-221.000
317	Lynde St W	Fay John J, Habib Chana N	2-03-220.000
320	Lynde St W	Sacred Heart Church	2-04-102.000
323	Lynde St W	Thomas Christopher S	2-03-219.000
327	Lynde St W	Whelan Terrance J	2-03-218.000
332	Lynde St W	Sacred Heart Church	2-04-104.000
333	Lynde St W	Williams Richard L	2-03-217.000
344	Lynde St W	Detraglia Michael W, P	2-04-215.000
348	Lynde St W	Everett Margery	2-04-216.000
352	Lynde St W	Hartl Lisa A, Adair John P	2-04-217.000
358	Lynde St W	Willard Justin P	2-04-218.000
362	Lynde St W	Brouse Kevin R, Stickel Dorinda	2-04-219.000
365	Lynde St W	Merrill Jack F/Patricia A	2-03-312.000
336	Main St W	Curtis Apartments Assoc.	2-03-205.000

June 4, 2010

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Moody's Investors Service Rating and Debt Issue

Attached for City Council review is the report issued by Moody's Investors Service whereby it assigned a rating of A1 to the \$2,225,000 serial bonds sold on June 3rd and affirmed an A1 rating on the City's other outstanding debt. On April 16, 2010 the City's rating was recalibrated by Moody's from an A3 to A1 based on their project of recalibrating all outstanding public debt to their global rating scale.

The City received two bids on June 3rd for its \$2,225,000 serial bond issue with the bid being awarded to Roosevelt & Cross, Inc. at a net interest cost of 3.39%. Based on the final debt schedules the following changes may be made to the proposed budget:

Fund	Account	Proposed Budget	Revised Projection	Variance
General Fund	Principal - A9710.0600	\$2,455,879	\$2,439,879	(\$16,000)
General Fund	Interest - A9710.0700	\$ 978,295	\$ 974,295	(\$4,000)
Water Fund	Principal - F9710.0600	\$ 821,782	\$ 811,782	(\$10,000)
Water Fund	Interest - F9710.0700	\$ 182,776	\$ 178,776	(\$4,000)
Sewer Fund	Principal - G9710.0600	\$ 523,231	\$ 519,231	(\$4,000)
Sewer Fund	Interest - G9710.0700	\$ 182,367	\$ 178,367	(\$4,000)

**CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK
\$2,225,000 PUBLIC IMPROVEMENT (SERIAL) BONDS, 2010**

Sale Date: June 3, 2010
 Bonds Dated: June 15, 2010
 Principal Due: December 15, 2010-2024
 Moody's Rating: A1
 Insurance:

Year	Principal Amount	Bond Years
2010	\$200,000	100,000.00
2011	225,000	337,500.00
2012	225,000	562,500.00
2013	225,000	787,500.00
2014	225,000	1,012,500.00
2015	150,000	825,000.00
2016	150,000	975,000.00
2017	150,000	1,125,000.00
2018	150,000	1,275,000.00
2019	150,000	1,425,000.00
2020	75,000	787,500.00
2021	75,000	862,500.00
2022	75,000	937,500.00
2023	75,000	1,012,500.00
2024	75,000	1,087,500.00

Total \$2,225,000 13,112,500.00

Avg. Life 5.89
 100/100 131,125
 10/100 13,113
 1/100 1,311

WINNING BID

Roosevelt & Cross, Inc. & Associates	
Interest Rate	\$ Interest
3.125%	\$3,125.00
3.125%	10,546.88
3.125%	17,578.13
3.125%	24,609.38
3.125%	31,640.63
3.125%	25,781.25
3.125%	30,468.75
3.125%	35,156.25
3.250%	41,437.50
3.250%	46,312.50
3.250%	25,593.75
3.500%	30,187.50
4.000%	37,500.00
4.000%	40,500.00
4.000%	43,500.00
Tot. Int.	443,937.50
Prem.	0.00
Net Int.	\$443,937.50
N.I.C.	3.385605%

Other bidder

Bernardi Securities, Inc.	
Interest Rate	\$ Interest
3.000%	\$3,000.00
3.000%	10,125.00
3.000%	16,875.00
3.000%	23,625.00
3.000%	30,375.00
3.000%	24,750.00
3.000%	29,250.00
3.000%	33,750.00
3.300%	42,075.00
3.600%	51,300.00
3.800%	29,925.00
4.000%	34,500.00
4.050%	37,968.75
4.100%	41,512.50
4.150%	45,131.25
Tot. Int.	454,162.50
Prem.	0.00
Net Int.	\$454,162.50
N.I.C.	3.463584%

Mills, James E

From: MOODY'S EPI [epi@moodys.com]
Sent: Wednesday, June 02, 2010 5:41 PM
To: JMills@watertown-ny.gov
Subject: Watertown (City of) NY

MOODY'S ASSIGNS A1 RATING TO CITY OF WATERTOWN'S (NY) \$2.2 MILLION PUBLIC IMPROVEMENT SERIAL BONDS OF 2010

A1 RATING APPLIES TO APPROXIMATELY \$35.2 MILLION PARITY DEBT OUTSTANDING, INCLUDING CURRENT ISSUE

Watertown (City of) NY
Municipality
New York

Moody's Rating

Issue	Rating
Public Improvement Serial Bonds, 2010	A1
Sale Amount	\$2,200,000
Expected Sale Date	06/15/10
Rating Description	General Obligation

NEW YORK, June 2, 2010 -- Moody's Investors Service has assigned an A1 rating to the City of Watertown's (NY) \$2.2 million Public Improvement Serial Bonds of 2010. Concurrently, Moody's has affirmed the A1 rating on the city's \$33 million of previously issued parity debt. The bonds are secured by the city's general obligation, unlimited tax pledge and proceeds will be used to finance various capital improvements. Factored into the A1 rating is the city's stable financial position characterized by healthy reserves, a medium-sized tax base with below average wealth levels, and a manageable debt burden.

FAVORABLE OPERATIONS RESTORE FINANCIAL FLEXIBILITY

Moody's believes that the city's financial flexibility has improved with a \$2.2 million operating surplus in fiscal 2009, , effectively offsetting a \$1.4 million deficit recorded in fiscal 2008 caused by underperforming sales and hydroelectric revenues (negative variances of \$375,000 and \$630,000, respectively). Fiscal 2009 operations fully replenished a \$1.3 million fund balance appropriation, primarily through expenditure savings in the areas of employee benefits (\$585,000) and public safety (\$472,000). General Fund balance increased to \$13.6 million, equivalent to a healthy 35.3% of General Fund revenues. For the ongoing fiscal 2010 year (year ending June 30th), the city increased the appropriation of reserves to \$1.5 million, but given conservative budgeting of expenditures, city officials project fund balance will increase to \$14.2 million or approximately 39% of anticipated revenues for the year; replenishment is expected to come primarily from expenditure savings through vacancies as well as snow and ice savings driven by a mild winter. The unreserved, undesignated portion of General Fund balance is expected to reflect \$11.4 million or approximately 31.5% of fiscal 2010 General Fund revenues, evincing a healthy budgetary cushion.

The city's proposed fiscal 2011 operating budget essentially reflects the prior year's spending level (0.25% increase, or \$85,000). Officials offset a smaller (\$400,000) General Fund balance appropriation of \$1.1 million with a 4.6% property tax levy increase (\$337,000). The city collects taxes for the county and the school district, and has historically collected near 100% of the levy in the current year. City officials have taken a conservative approach to the 2011 budget, building in expectations of additional state aid reductions; aid from the state accounts for approximately 15.5% of the city's revenues and therefore represents a possible area of vulnerability. Sales tax and other non-property tax items are the city's primary sources of revenue, accounting for 40.3% of 2009 General Fund revenues and is reportedly on track to modestly exceed projections.

Moody's believes that maintenance of healthy reserves is a key credit consideration, given the city's relatively high dependence on economically-sensitive sales tax revenues. Moody's will continue to factor management's ability to maintain satisfactory reserves going forward, a key consideration in light of rising expenditure pressures related to pension increases and other obligations.

STABLE TAX BASE ANCHORED BY MILITARY BASE

Moody's expects the city's \$1.1 billion tax base will remain stable, reflecting the city's regional importance as the Jefferson County (G.O. rated Aa3) seat, and expected growth driven by an increasing military population. Watertown is considered a major retail and wholesale shopping center for northern New York and benefits from a diverse local economy. In addition, the city's economy benefits from its proximity to Fort Drum, located in the Town of LeRay, which is home to approximately 18,023 soldiers with an estimated 17,222 local family members; additionally, the installation employs 4,782 civilians. Accordingly, the city has experienced healthy residential development, as only one-third of the military population lives on-base. Residential development and annual reassessment, which captures market appreciation, has supported healthy tax base growth, averaging 11.7% annually over the past five years. Officials also report ongoing development plans, with approximately 100 residential units in various phases of development. City wealth levels are below state averages, with per capita income and median family income each at 69.9% of statewide averages. Full value per capita is modest at \$39,218, despite moderate tax base concentration (ten largest taxpayers comprise 12.4% of fiscal 2010 assessed valuation).

MANGEABLE DEBT BURDEN

Moody's anticipates that the city's above average debt burden will remain manageable given the city's rapid repayment of existing debt obligations (82.7% of principal repaid within ten years), ongoing use of cash for capital projects and modest future borrowing plans. The city's direct debt is above state and national medians at 1.8% of full value and expands to a higher 5.6% when including overlapping obligations of underlying municipalities. While debt service comprised a relatively high 11.1% of operating expenditures in fiscal 2009, Moody's notes that this represents a decline from 14.6% of expenditures in fiscal 2003, given expanded use of pay-go sources. The city maintains an updated capital improvement plan, which calls for approximately \$3.4 million in borrowing over the next fiscal year and roughly the same amount in each subsequent year. Moody's believes that this additional borrowing will remain manageable, as it will be absorbed by retiring debt. All the city's debt is fixed-rate and the city has no exposure to swaps or other derivative instruments.

KEY STATISTICS:

2000 Population: 26,705

2008 Population (est.): 27,310

2010 Full valuation: \$1.1 billion

2010 Full value per capita: \$39,218

Direct debt burden: 1.8%

Overall debt burden: 5.6%

Payout of principal (10 years): 82.7%

Fiscal 2008 General Fund balance: \$11.4 million (31.5% of General Fund revenues)

Fiscal 2009 General Fund balance: \$13.6 million (35.3% of General Fund revenues)

Per capita income as a % of State: 69.9%

Median family income as a % of State: 69.9%

Post sale parity debt outstanding: \$35.2 million

PRINCIPAL METHODOLOGY

The principal methodology used in assigning the rating was "General Obligation Bonds Issued by U.S. Local Governments," published on October 2009 and available on www.moodys.com in the Rating Methodologies sub-directory under the Research & Ratings tab. Other methodologies and factors that may have been considered in the process of rating this issuer can also be found in the Rating Methodologies sub-directory on Moody's website.

LAST RATING ACTION

The last rating action with respect to the City of Watertown, New York was on January 28, 2009, when a municipal finance scale rating of A3 was affirmed. That rating was subsequently recalibrated to A1 on April 16, 2010.

ANALYSTS:

Cesar Avila, Analyst, Public Finance Group, Moody's Investors Service
Lisa Cole, Backup Analyst, Public Finance Group, Moody's Investors Service
Patrick Mispagel, Senior Credit Officer, Public Finance Group, Moody's Investors Service

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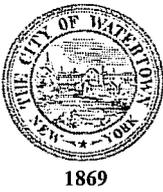
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CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 4 June 2010

TO: Mary Corriveau, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: J.B. Wise Parking Lot Update

This memorandum provides an update to the J.B. Wise Parking Lot Reconstruction Project as you requested for members of the Council.

The Engineering Department has updated the estimate of the project using the pricing gained from the bids for Breen Avenue and the Greensview Sewer Upgrade. These newer numbers allowed us to update 27 of the 86 items in the estimate. Enclosed is a breakdown showing the project estimate as of October 2009 and the revised estimate as of June 2, 2010.

There are currently four options for the progression of this project.

Option 1: Maintain the current schedule and scope. This option would afford the Council time to evaluate the fiscal situation prior to advertising for bids in the spring of 2011. At that point the decision would be to proceed with the project or delay it due to fiscal constraints.

Option 2: Maintain the current schedule and offer one alternate bid. Lu Engineers has provided a proposal for providing the additional design work to provide a separate bid alternate that would limit the work to essentially the utility work, the creation of the access driveways, and the required site work to facilitate this construction. This would provide the Council with options in the spring of 2011 as to the affordability and final scope of the project. The proposal from Lu Engineers is enclosed.

Option 3: Bid the project early with the current scope. This option would allow the bidding of the project as soon as practicable in an attempt to take advantage of the excellent bid pricing the City has seen for both the Breen Avenue and Greensview projects. If the trend in bidding holds, a reduction as much as 40% could be realized in comparison to the original estimate. This is not guaranteed however, and this course of action will require a remobilization in 2011, as the contractor will in all likelihood be only able to complete the utility work in 2010. This option will not allow sufficient time for the development of an alternate bid.

Option 4: Perform the utility work in-house, bid the parking lot work in the spring of 2011. This option would allow the City to complete the installation of the utilities and certain other portions of the project using DPW and Water Dept. crews. The remaining work would then be completed by a contractor in 2011. This course of action would allow the City to complete the project while realizing a large cost savings to the project.

This option must be weighed carefully, however, against the cost of the maintenance work that would be deferred as a result of this change in priority of effort along with the cost to have Lu Engineers modify the bid package.

Time is of the essence for a decision if options 3 or 4 are to be chosen. Final approval will need to be granted by DEC for the project. If the decision for option 3 would be given today, the bids for option 3 could be received as early as the third week in July. If the decision is given for option 4, City crews will need to readjust their remaining work schedules, and order materials with sufficient time to complete the installations in 2010.

Cc. Gene Hayes, DPW Superintendent
Gary Pilon, Water Superintendent
Jim Mills, Comptroller
Ken Mix, Community Development Coordinator

2 Encl.
Comparison of Estimates
Lu Engineers Alternate Proposal

J.B. Wise Parking Lot
Revised Estimated Using Selected City Values (10-27-09)

Based on the Most Recent Cost Estimate

<u>Sources</u>		<u>Budgeted</u>	<u>Difference</u>	<u>Uses</u>				
2005 EPF	\$ 309,125.00	\$ 309,125.00	\$ -	Design				\$ 215,405.00
2007 EPF	\$ 505,000.00	\$ 505,000.00	\$ -	Construction	Base Lot	56.2%	\$ 1,450,810.00	
Water Fund*	\$ 205,768.35	\$ 400,000.00	\$ 194,231.65		Amenities	24.5%	\$ 631,169.00	
City Match to EPF (GF)	\$ 814,125.00	\$ 814,125.00	\$ -		Sewer	10.4%	\$ 269,173.00	
Sewer Fund**	\$ 301,213.50	\$ 200,000.00	\$ (101,213.50)		Storm	1.4%	\$ 45,523.00	
	\$ 2,135,231.85	\$ 2,228,250.00	\$ 93,018.15		Water	7.1%	\$ 183,340.00	
Additional GF needed	\$ 765,188.15	\$ -	\$ (765,188.15)	Inspection				\$ 105,000.00
	\$ 2,900,420.00	\$ 2,228,250.00	\$ (672,170.00)					\$ 2,900,420.00

*Water Fund total includes 7% of the cost of design and inspection.

**Sewer Fund total includes 10% of the cost of design and inspection.

J.B. Wise Parking Lot
Revised Estimate Using 2010 Bid Values (6-2-10)***

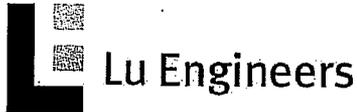
Based on the Most Recent Cost Estimate

<u>Sources</u>		<u>Budgeted</u>	<u>Difference</u>	<u>Uses</u>				
2005 EPF	\$ 309,125.00	\$ 309,125.00	\$ -	Design				\$ 215,405.00
2007 EPF	\$ 505,000.00	\$ 505,000.00	\$ -	Construction	Base Lot	52.5%	\$ 1,155,825.00	
Water Fund*	\$ 193,277.34	\$ 400,000.00	\$ 206,722.66		Amenities	28.7%	\$ 631,169.00	
City Match to EPF (GF)	\$ 814,125.00	\$ 814,125.00	\$ -		Sewer	9.7%	\$ 212,981.00	
Sewer Fund**	\$ 243,984.90	\$ 200,000.00	\$ (43,984.90)		Storm	1.1%	\$ 32,327.00	
	\$ 2,065,512.24	\$ 2,228,250.00	\$ 162,737.76		Water	7.7%	\$ 168,717.00	
Additional GF needed	\$ 455,911.76	\$ -	\$ (455,911.76)	Inspection				\$ 105,000.00
	\$ 2,521,424.00	\$ 2,228,250.00	\$ (293,174.00)					\$ 2,521,424.00

*Water Fund total includes 7.7% of the cost of design and inspection.

**Sewer Fund total includes 9.7% of the cost of design and inspection.

***Adjustment of 27 lines out of 86 total lines



April 22, 2010

Kurt Hauk, P.E.
City Engineer
City of Watertown
245 Washington Street
Watertown, New York 13601



J.B. Wise Site Revisions

P10-092

Dear Mr. Hauk:

We are pleased to submit this proposal for additional services for the J.B. Wise Parking Lot Reconstruction Project. This proposal should be considered an addendum to the Consultant Agreement and Scope of Services for J.B. Wise Parking Lot Reconstruction. All applicable Articles and Attachments within the original agreement shall remain in place.

The General Scope of the additional services to the Construction Documents will include all required modifications to the design drawings and Specifications needed to allow a Bid Alternative (Alternative #1) to the overall project. Bid Alternative #1 would create an option for the project that would allow for a separate Bid Price provided for the following: Remove the existing left turn-in access for the northwest flowing traffic along Black River Parkway; remove existing exit-out (onto Black River Parkway) and replace with a new three lane drive (1 in and 2 out); create a new Marshall Place Access drive: create a new Anthony Drive access drive into the J.B. Wise Parking Lot and provide all previously proposed utility modifications, including adjustments as needed to meet the existing and proposed elevations required for this alternative only.

The proposed Alternative Bid #1 documents shall require new "stand alone Site Construction Drawings and references to applicable unchanged drawings, i.e.: existing condition maps, etc. to define the proposed alternatives necessary to make the desired changes to the parking area, while creating the least amount of disturbance to the existing (non-improved by Alternative #1) parking areas. The Stormwater Pollution Prevention Plan will require modifications to address the reduced site disturbance and the General Permit GP-0-10-001.

This proposal will adjust the necessary sections of the "Consultant Agreement and Scope of Services for J.B. Wise Parking Lot Reconstruction, issued April 2007. The revised sections are as follows:

- Architectural/Engineering Consultant Agreement
 - Pg. 1 – Revise Agreement Date
 - Pg. 16 – Sign and re-date modified agreement

- Attachment A – identify “Amendment to Agreement”, revise dates and revise Total estimated cost.

- Section 1 – General
 - 1.01 Project Description – Add Bid Alternative #1 to the project description.
- Section 3 – Preliminary Design
 - 3.03 Cost Estimate – Revised initial estimate required date.

- Section 6 – Detailed Design
 - 6.04 Cost Estimate – addition of Bid Alternative #1 to the project estimate.

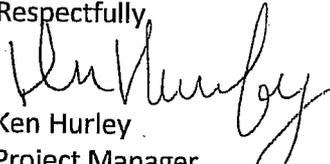
- Attachment C – Staffing Rates, Hours , Reimbursables and Fee
 - Add Section “Bid Alternative #1” to the project estimating sheet and supply tasks, hours and Direct labor hours.
 - Staffing Table – revise hours for Bid Alternative A.
 - Direct non-salary Cost – Adjust table for Bid Alternative costs.
 - Summary – Adjust summary to reflect Bid Alternative A costs.

The Total increase in the original Project price would be \$14,285. The cost reflects the additional design drawings, specification modifications and additions and a new Stormwater Pollution Prevention Plan to reflect the reduced amount of site disturbance and new stormwater treatment facility required due to “rain garden” removal from the overall design. Upon your review and acceptance, we shall revise the Consultant Agreement to reflect all of the above noted revisions.

Please do not hesitate to contact me should you have any questions or comments.

Thank you for considering Lu Engineers for this project.

Respectfully,

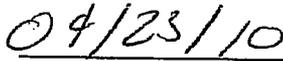

Ken Hurley
Project Manager

City of Watertown (Authorized Agent)

Date



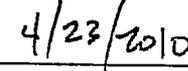
Robert W. Hutteman, P.E., President, Lu Engineers



Date



R. Scott Prior, P.E., Vice President, Lu Engineers



Date