

COMMON COUNCIL

AGENDA
December 18, 2012

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of November 20, 2012 and the Special Meetings of December 3 and December 11, 2012

Open Forum

Department, Board and Commission Reports

Parks Commission Minutes of November 12, 2012
Police Department Monthly Report of November 2012
Traffic Commission Minutes of November 14, 2011
Youth Board Minutes of December 5, 2012
Youth Bureau Monthly Report for November 2012

Ward Reports

Motions

Appointment of City Clerk and Director of Finance
Appointment of City Attorney
Appointment of Youth Bureau Director
Authorizing 4-Way Stops at Elm Street Intersections

Resolutions

Adopting Proposed Local Law No. (A) of 2012 - Tax Levy Override
Declaring Surplus Equipment and Authorizing Disposal (Fire Department Equipment)
Authorizing General Fund Supplemental Appropriation - Retirement System Contributions Reserve

Motion

Revising 2013 General Fund Tentative Budget

Budget-Related Resolutions

Amending Certain Water & Sewer Use Rates in the City of Norwich
Establishing Water Rates – Town of Norwich Effective With April 1, 2013 Billings
Adopting Fiscal Year 2013 General Fund Budget
Adopting Fiscal Year 2013 Water Fund Budget
Adopting Fiscal Year 2013 Wastewater Fund Budget
Adopting Fiscal Year 2013 Special Grants Fund and Debt Service Fund Budgets
Authorizing 2013 Non-Unit Compensation Schedule
Authorizing City/County Tax Levy for 2013

Other Items - 2013 Organizational Meeting and Joint Committees Meeting

Payment of December Bills

Executive Session (if needed)

Adjournment

CORRESPONDENCE

MOTIONS

Appointment of City Clerk and Director of Finance Ald. _____ made a motion to re-appoint William J. Roberts, 112 Hillview Court, as City Clerk and Director of Finance, to a two year term expiring December 31, 2014. Seconded by Ald. _____, and duly (adopted / defeated), __-__, on a roll call vote.

Appointment of City Attorney Ald. _____ made a motion to re-appoint the Patrick Flanagan, 42 South Broad Street, as City Attorney, to a two-year term expiring December 31, 2014. Seconded by Ald. _____, and duly (adopted / defeated), __-__, on a roll call vote.

Appointment of Youth Bureau Director Ald. _____ made a motion to re-appoint Robert Mason, Norwich, NY, as Youth Bureau Director, to a two year term expiring December 31, 2014. Seconded by Ald. _____, and duly (adopted / defeated), __-__, on a roll call vote.

Authorizing 4-Way Stops at Elm Street Intersections Ald. _____ moved that the following intersections be posted as four-way stops: Conkey Avenue and Elm Street, Francis Avenue and Elm Street, and Eaton Avenue and Elm Street. Seconded by Ald. _____, and duly (adopted / defeated) _____.

Revising 2013 General Fund Tentative Budget Ald. _____ moved to revise the 2013 General Fund Tentative Budget, originally received by the Common Council on December 3, 2012 and discussed at the public hearing held on December 11, 2012, as summarized in the accompanying schedule of revisions attached hereto. Seconded by Ald. _____, and duly (adopted / defeated) __ - __, on a roll-call vote.

CITY OF NORWICH - 2013 TENTATIVE BUDGET GENERAL FUND REVISED SCHEDULES (AFFECTED PAGES ONLY)

SUMMARY SCHEDULE OF REVISIONS

Per All Revisions as Prepared on December 16, 2012

**Affected
Pages:**

BUDGET SUMMARY & COMBINED EFFECTS OF TAXES & RATES:

Summary of Funds & 2013 Property Tax Rate	1
Combined Effects of Property Tax & Water System Rates	2

Both pages reflect revised revenues, expenditures, appropriated fund balance & property tax levy and rates:

	<u>Original:</u>	<u>Revised:</u>
Total Appropriations & Capital Reserves Provisions:		8,384,790
8,326,937		
Revenues From Property Taxes:	2,936,008	2,779,671
Indicated % Increase in Tax Rate:	9.84%	3.97%

GENERAL FUND DETAIL SCHEDULES :

Projected Changes in Fund Equity 10

	<u>Original:</u>	<u>Revised:</u>
Appropriated Fund Balance:	94,626	191,110
Total 2013 Revenues:	8,290,164	8,135,827
Total 2013 Appropriated Expenditures:		(8,384,790)
(8,326,937)		

(note: reduced revenues includes reduction in tax levy)

Line Item Detail of Revenues 11 & 13

	<u>Original:</u>	<u>Revised:</u>
Acct. A1001 Total Real Property Taxes:		2,936,008
2,779,671.....11		
Acct. A1592 Fire Inspection Fees:		- 0 -
2,000.....11		

GRAND TOTAL REVENUES (Total Page)	8,290,164
8,135,827.....13	

Line Item Detail of Appropriated Expenditures & Provisions For Reserves

	<u>Original:</u>	<u>Revised:</u>
Acct. A1430.1010 H.R. Personal Services Line:		101,255
98,466.....17		
Acct. A1620.4090 Municipal Bldgs. Utilities Line:	110,000	
105,000.....18		
Acct. A3120.1010 Police Dept. Personal Services Line:		1,263,000
1,224,809.....19		
Acct. A3410.1010 Fire Dept. Personal Services Line:		1,163,517
1,165,444.....20		
Acct. A3410.1020 Fire Dept. Personal Services O.T. Line:		90,000
79,200.....20		
Acct. A3620.1010 Codes Personal Services Line:		88,000
85,000.....21		

GRAND TOTAL APPROPRIATIONS (Total Page)	8,384,790
8,326,937.....25	

Payment of December 2012 Bills Ald. _____ moved to pay the December 2012 bills after proper audit and certification. Seconded by Ald. _____ and duly (adopted/defeated) _____.

RESOLUTIONS

RESOLUTION # -2012 ADOPTING PROPOSED LOCAL LAW NO. (A) OF 2012 - TAX LEVY

Ald. _____ introduced the following and moved its adoption:

WHEREAS, the Common Council received proposed Local Law No. (A) of 2012 on December 4, 2012, to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, a public hearing was held on December 11, 2012, in connection with said proposed local law; now, therefore be it

RESOLVED, that Local Law No. (A) of 2012 to override the tax levy limit established in General Municipal Law §3-c, as presented to the Common Council on December 4, 2012, be and hereby is adopted, and is hereby designated as Local Law No. 1 of 2012.

Seconded by Ald. _____ and duly (adopted/defeated), _____ on a roll call vote

LOCAL LAW NO. 1 OF 2012

A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c

BE IT ENACTED by the Common Council of the City of Norwich as follows:

Section 1. Legislative Intent

It is the intent of this local law to allow the City of Norwich to adopt a budget for the fiscal year commencing January 1, 2013, that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law § 3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override

The Common Council of the City of Norwich, County of Chenango, is hereby authorized to adopt a budget for the fiscal year commencing January 1, 2013, that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to

the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

**RESOLUTION # - 2012 DECLARING EQUIPMENT SURPLUS AND
AUTHORIZING DISPOSAL**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, an obsolete vehicle and certain equipment have been deemed to be surplus by the Department of Public Works and Fire Department; and

WHEREAS, the Public Safety/Public Works and Finance/Personnel Committees have made certain recommendations; now, therefore be it

RESOLVED, that the following items, as presented to the Common Council, be and hereby are declared surplus:

1987 American Lafrance Pumper (VIN #:
1S9ET5N01HC185180)
18ft Aluminum roof Ladder
32ft Aluminum Extension ladder
14ft Aluminum roof ladder
24ft. Aluminum Extension ladder

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

Seconded by Ald. _____, and duly (adopted / defeated), _____, on a roll call vote.

**RESOLUTION # -2012 AUTHORIZING GENERAL FUND SUPPLEMENTAL
APPROPRIATION FOR FUNDING RETIREMENT SYSTEM
CONTRIBUTIONS RESERVE**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the unfunded mandate for exorbitant increases in the amounts charged by the State for employer contributions to the State Retirement System necessitates that the minimal required payment from the City of Norwich for the State fiscal year ending March 31, 2013 be paid by February 1, 2013; and

WHEREAS, funds are required for setting aside an adequate amount from the City's current fiscal year ending December 31, 2012 toward helping meet the minimal amount due in the City's 2013 fiscal year; and

WHEREAS, a supplemental appropriation of \$225,000 is needed to increase the original budgeted amount of \$250,000 for funding the reserve to a total of \$475,000 for that purpose; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following supplemental appropriation in the 2012 General Fund Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A909	Unreserved Unappropriated Fund Balance - General Fund	
\$225,000.00		

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A9901.9BR830	Interfund Transfer –Retirement System Contributions	
Reserve	\$225,000.00	

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

**RESOLUTION # - 2012 AMENDING CERTAIN WATER AND SEWER USE
RATES IN THE CITY OF NORWICH**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, Chapter 542 of the Code of the City of Norwich states that the Common Council shall set water and sewer use rates as deemed necessary for the City of Norwich; and

WHEREAS, the Common Council received proposed water and sewer use rates in the City of Norwich on December 3, 2012; and

WHEREAS, a public hearing was held on December 11, 2012, in connection with the 2013 Budget, including said proposed water and sewer use rates; now, therefore be it

RESOLVED, that the water and sewer use rates in the City of Norwich, as presented to the Common Council on December 3, 2012, be and hereby are set as follows:

**NORWICH WATER SYSTEM
RATE CHANGES
FOR 2013 BUDGET
(Effective January 1, 2013 & Reflected in Billings Starting April 1, 2013)**

<u>WATER USE QUARTERLY RATES:</u>	Present (2012)	<u>2013</u>
Minimum Charge up to 1,000 cubic feet:	\$ 47.00	\$ 48.88

Charge per 100 cu. ft. for Additional Usage Over 1,000 cubic feet:
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Additional 1,000 to 13,000 cubic feet:		
Additional 13,000 to 50,000 cubic feet:	4.08	4.25
Additional 50,000 (and over) cubic feet:	4.26	4.44
	4.46	4.64

**SEWER USE QUARTERLY
RATE:**

Charge per 100 cu. ft. of total Water Use:	\$ 3.42	\$ 3.50
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Fire Service

1 ½ inch service	60.00	60.00
6 inch service	110.00	110.00
8 inch service	190.00	190.00
12 inch service	220.00	220.00

Hydrant Charge

Per Each Hydrant

55.00

55.00

Seconded by Ald. _____ and duly (adopted/defeated), _____ on a roll call vote

**RESOLUTION # -2012 ESTABLISHING WATER RATES – TOWN OF NORWICH
EFFECTIVE WITH APRIL 1, 2013 BILLINGS**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, the City has contracts for supplying water with the Town of Norwich (the “Town”) which provide that related costs shall be allocated to the Town in a water rate schedule determined by the City each year; and

WHEREAS, the Finance/Personnel Committee has made certain recommendations; now therefore be it

RESOLVED, that the following rate schedule for billing of water provided to the Town by the City be and hereby is approved, and shall take effect with billings commencing April 1, 2013.

NORWICH WATER SYSTEM							
ADOPTED WATER RATES FOR TOWN OF NORWICH							
FOR 2013 BUDGET YEAR							
(Effective in Billings Starting April 1, 2013)							
				Present	Adopted	Amount of	
				(2012)	(2013)	Increase:	Percentage
<u>WATER USE QUARTERLY RATES:</u>						\$ / cu. ft.	Increase
Minimum Charge up to 1,000 cubic feet:				\$ 56.47	\$ 57.60	\$ 1.13	2.00%
Charge per 100 cu. ft. for Additional Usage Over 1,000 cubic feet:							
Additional 1,000 to 13,000 cubic feet:				4.86	4.95	0.09	1.85%
Additional 13,000 to 50,000 cubic feet:				5.02	5.12	0.10	1.99%
Additional 50,000 (and over) cubic feet:				5.18	5.28	0.10	1.93%

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # 2012 ADOPTING FISCAL YEAR 2013 GENERAL FUND BUDGET

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a tentative fiscal year 2013 General Fund budget in the amount of \$8,384,790, was received by the Common Council on December 3, 2012; and

WHEREAS, a public hearing on such budget was held on December 11, 2012; and

WHEREAS, a motion has been adopted on December 18, 2012 revising the amount of said budget to \$8,326,937; now, therefore be it

RESOLVED, that the Fiscal Year 2013 General Fund Budget for the City of Norwich in the amount of \$8,326,937, as revised on December 18, 2012, be and hereby is adopted.

Seconded by Ald. _____ and duly (adopted/defeated), _____ on a roll call vote

RESOLUTION # - 2012 ADOPTING FISCAL YEAR 2013 WATER FUND BUDGET

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a tentative fiscal year 2013 Water Fund budget in the amount of \$1,305,308 was received by the Common Council on December 3, 2012; and

WHEREAS, a public hearing on such budget was held on December 11, 2012; now, therefore be it

RESOLVED, that the Fiscal Year 2013 Water Fund Budget for the City of Norwich in the amount of \$1,305,308, as received on December 3, 2012, be and hereby is adopted.

Seconded by Ald. _____ and duly (adopted/defeated), _____ on a roll call vote

RESOLUTION # - 2012 ADOPTING FISCAL YEAR 2013 WASTEWATER FUND BUDGET

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a tentative fiscal year 2013 Wastewater Fund budget in the amount of \$1,307,852 was received by the Common Council on December 3, 2012; and

WHEREAS, a public hearing on such budget was held on December 11, 2012; now, therefore be it

RESOLVED, that the Fiscal Year 2013 Wastewater Fund Budget for the City of Norwich in the amount of \$1,307,852, as received on December 3, 2012, be and hereby is adopted.

Seconded by Ald. _____ and duly (adopted/defeated), _____, on a roll call vote

**RESOLUTION # _____ - 2012 ADOPTING FISCAL YEAR 2013 SPECIAL GRANTS
FUND AND**

DEBT SERVICE FUND BUDGETS

Ald. _____ introduced the following and moved its adoption:

WHEREAS, tentative fiscal year 2013 budgets for the Special Grants Fund in the amount of \$139,407 and the Debt Service Fund in the amount of \$853,160 were received by the Common Council on December 3, 2012; and

WHEREAS, a public hearing on such budgets was held on December 11, 2012; now, therefore be it

RESOLVED, that the Fiscal Year 2013 Special Grants Fund Budget for the City of Norwich as received by the Common Council on December 3, 2012 in the amount of \$139,407, be and hereby is adopted; and, further be it

RESOLVED, that the Fiscal Year 2013 Debt Service Fund Budget for the City of Norwich as received by the Common Council on December 3, 2012 in the amount of \$853,160, be and hereby is adopted.

Seconded by Ald. _____ and duly (adopted/defeated), _____, on a roll call vote

Ald. _____ introduced the following and moved its adoption:

WHEREAS, the 2013 compensation schedule for non-unit employees was received by the Common Council as a component part of the 2013 budgets on December 3, 2012; and

WHEREAS, the 2013 budgets for the General, Water, and Wastewater Funds have been duly adopted on December 18, 2012; now, therefore be it

RESOLVED, that Section I of the 2013 compensation schedule be amended by increasing Section I of the 2012 non-unit compensation schedule by two percent (2 %) across the board, effective January 1, 2013.

**CITY OF NORWICH
Non-Unit Employee Compensation Schedule
For Fiscal Year 2013**

Compensation Levels Based on 2,080-Hour Work Year:						
REGULAR EMPLOYEES : (Increase of 2% over 2012 year, across the board)						
Grade	<u>Entry Level</u>		<u>After 2 Years</u>		<u>After 5 Years</u>	
	<u>Yearly</u>	<u>Hourly</u>	<u>Yearly</u>	<u>Hourly</u>	<u>Yearly</u>	<u>Hourly</u>
35	76,740	36.8942	93,138	44.7779	101,604	48.8481
34	73,421	35.2986	89,106	42.8394	97,210	46.7356
33	70,100	33.7019	85,079	40.9034	92,814	44.6221
32	66,780	32.1058	81,051	38.9668	88,419	42.5091
31	63,459	30.5091	77,019	37.0284	84,023	40.3957
30	60,136	28.9115	72,991	35.0918	79,626	38.2817
29	56,817	27.3159	68,960	33.1538	75,227	36.1668
28	53,497	25.7197	64,929	31.2159	70,830	34.0529
27	50,180	24.1250	60,901	29.2793	66,438	31.9413
26	46,857	22.5274	56,869	27.3409	62,040	29.8269
25	43,535	20.9303	52,838	25.4029	57,641	27.7120
24	41,323	19.8668	50,151	24.1111	54,712	26.3038
23	39,111	18.8034	47,467	22.8207	51,780	24.8942
22	36,895	17.7380	44,782	21.5298	48,851	23.4861
21	34,683	16.6745	42,096	20.2385	45,919	22.0764
20	32,469	15.6101	39,404	18.9442	42,989	20.6678
19	31,360	15.0769	38,062	18.2990	41,525	19.9639
18	30,254	14.5452	36,719	17.6534	40,059	19.2591
17	29,148	14.0135	35,379	17.0091	38,592	18.5538
16	28,040	13.4808	34,034	16.3625	37,130	17.8510
15	26,936	12.9500	32,689	15.7159	35,663	17.1457
14	25,828	12.4173	31,349	15.0716	34,198	16.4413
13	24,722	11.8856	30,003	14.4245	32,732	15.7365
12	23,615	11.3534	28,661	13.7793	31,267	15.0322

Seconded by Ald. _____ and duly (adopted / defeated), _____, on a roll call vote.

RESOLUTION # _____ - 2012 CITY/COUNTY TAX LEVY FOR 2013

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the taxes to be levied by Chenango County for collection by the City of Norwich during 2013 total \$2,174,719.46; and

WHEREAS, the budget of the City of Norwich for the year 2013 has been duly adopted and the amount to be raised by taxes is \$2,779,671.00 and the amount of special assessments and other items total \$56,005.70, for a total City levy of \$2,835,676.70, therefore be it

RESOLVED, that said taxes totaling \$5,010,396.16 are hereby levied against the real property of the City of Norwich. The Director of Finance is hereby directed to extend said tax against the property listed in the assessment roll of the City of Norwich. The Mayor is hereby authorized to execute and issue to the Director of Finance the tax warrant for the collection of the above-mentioned taxes.

Seconded by Ald. _____ and duly (adopted / defeated), _____, on a roll call vote.