

CITY OF WATERTOWN, NEW YORK
AGENDA
Tuesday, July 5, 2016

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Tuesday, July 5, 2016, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Establishing Standard Work Day and Reporting For Mayor Joseph M. Butler, Jr.
- Resolution No. 2 - Establishing Standard Work Day and Reporting For Council Member Cody J. Horbacz
- Resolution No. 3 - Establishing Standard Work Day and Reporting For Council Member Mark C. Walczyk
- Resolution No. 4- Appointing Michael A. Lumbis, Planning and Community Development Director, to the Board of Directors of the Watertown Local Development Corporation
- Resolution No. 5 - Amendment No. 107 to the Management and Management Confidential Pay Plan
- Resolution No. 6 - Approving Acceptance of the NYS Division of Criminal Justice Services Livescan Equipment Grant
- Resolution No. 7 - Accepting Bid for Dry Polymer; Slack Chemical Company, Inc.
- Resolution No. 8 - Rejecting all Bids for Ready-Mix Concrete

- Resolution No. 9 - Finding That Replacing the Playground Equipment in John C. Thompson Park Will Not Have a Significant Negative Impact on the Environment
- Resolution No. 10 - Approving Agreement for Public Benefit Services Between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc.
- Resolution No. 11 - Approving Agreement Between the City of Watertown and the Thompson Park Conservancy
- Resolution No. 12 - Approving Professional Services Agreement Between the City of Watertown and Public Sector HR Consultants, LLC
- Resolution No. 13 - Finding That Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial Will Not Have a Significant Impact on the Environment

ORDINANCES

- Ordinance No. 1 - An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Ordinance Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

OLD BUSINESS

- Tabled Resolution Accepting Change Order No. 4 for Factory Street Reconstruction Project, CCI Companies, Inc.

STAFF REPORTS

1. Restore NY Grant
2. Tax sale certificate assignment request
3. Tax Sale Properties

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is scheduled for Monday, July 11, 2016, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
JULY 18, 2016.**

June 24, 2016

To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Establishing Standard Work Day for Elected and Appointed Officials, NYS Retirement System, Mayor Joseph M. Butler, Jr., Council Member Cody J. Horbacz and Council Member Mark C. Walczyk

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials. For the City of Watertown, this requirement will affect members of the City Council who were sworn into a new term of office on or after January 1, 2016, and are also members of the NYS Retirement System.

Based on the new regulations, the required resolution must be adopted by the first regular meeting held no later than 180 days following a new term.

Mayor Butler, Council Member Horbacz and Council Member Walczyk have submitted their records to the City Clerk. The City Council must now review these records to determine:

- If the activities listed constitute reasonable and appropriate work for the position, and
- If the hours reported seem appropriate for the duties.

Once approved by the City Council, the City Clerk must retain the records of activities for a period of at least 10 years.

I have reviewed the documents submitted and calculated the number of work days to be reported to the NYS Retirement System by dividing the total number of hours worked by three (3) months then by the minimum number of hours in a standard work day (6 hours). The calculations of total number of days per month to be reported for the NYS Retirement System are as follows:

| | |
|--------------------|------------------|
| Mayor Butler: | |
| January | 84.00 hrs |
| February | 73.50 hrs |
| <u>March</u> | <u>80.50 hrs</u> |
| Total Hours Worked | 238.00 hrs |

$$238.00 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 13.22 \text{ days per month to be reported}$$

Council Member Horbacz:

| | |
|--------------------|------------------|
| January | 60.00 hrs |
| February | 47.75 hrs |
| <u>March</u> | <u>63.00 hrs</u> |
| Total Hours Worked | 170.75 hrs |

$170.75 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 9.48 \text{ days per month to be reported}$

Council Member Walczyk:

| | |
|--------------------|------------------|
| March | 24.00 hrs |
| April | 23.00 hrs |
| <u>May</u> | <u>15.50 hrs</u> |
| Total Hours Worked | 62.50 hrs |

$62.50 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 3.47 \text{ days per month to be reported}$

A resolution establishing the standard work day and the number of work days to report each month for these members of the City Council has been prepared for City Council approval. Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed with the Office of the State Comptroller within 45 days of adoption.

RESOLUTION

Page 1 of 1

Establishing Standard Work Day and Reporting For Mayor Joseph M. Butler, Jr.

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

| YEA | NAY |
|-----|-----|
| | |
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| | |
| | |

Introduced by

BE IT RESOLVED, that the City of Watertown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

| Elected Officials | | | | | |
|-----------------------------|-------------|------------------------------------|-------------------------|---|---|
| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Employer Record of Time Worked (Y/N) | Days/Month (based on Record of Activities) |
| Mayor Joseph M. Butler, Jr. | | 6 hours | 01/01/16-12/31/19 | N | 13.22 days |

On this 5th day of July 2016,

 (Signature of Clerk)

Date enacted _____

I, Ann M. Saunders, Clerk of the governing board of the City of Watertown, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 5th day of July 2016 on file as part of the minutes of such meeting, and the same is a true copy thereof and whole of such original.

I further certify that the full board consists of 5 members and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Watertown.

Seconded by

Record of Activity Mayor Joseph Butler, Jr

December 27, 2015 - January 02, 2016

December 2015

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January 2016

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| 27 Sunday | 28 Monday |
|--|---|
| | <p>8:00am - 8:30am Clayton (Clayton)</p> <p>8:30am - 9:00am Clayton (Clayton)</p> <p>1:00pm - 2:00pm Clayton (Clayton)</p> |
| 29 Tuesday | 30 Wednesday |
| <p>8:00am - 8:30am Clayton (Clayton)</p> <p>9:30am - 10:30am Clayton (Clayton)</p> <p>10:30am - 11:30am Clayton (Clayton)</p> <p>11:30am - 12:00pm Clayton (Clayton)</p> | <p>8:00am - 8:30am Clayton (Clayton)</p> <p>8:30am - 9:00am Clayton (Clayton)</p> <p>11:00am - 12:00pm Clayton (Clayton)</p> |
| 31 Thursday | 1 Friday |
| <p>8:00am - 8:30am Clayton (Clayton)</p> <p>10:00am - 11:00am Clayton (Clayton)</p> <p>5:00pm - 5:30pm Clayton (Clayton)</p> | <p>7:30am - 8:00am Clayton (Clayton)</p> <p>8:00am - 8:30am Clayton (Clayton)</p> <p>9:00am - 10:00am Clayton (Clayton)</p> <p>12:00pm - 3:30pm Clayton (Clayton)</p> <p>1:00pm - 3:00pm Clayton (Clayton)</p> <p style="font-size: 2em; font-weight: bold; text-align: center;">3 1/2 hours ✓</p> |
| 2 Saturday | |

January 03, 2016 - January 09, 2016

January 2016

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February 2016

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3 Sunday
Phone calls, emails, preparation
2 hours

4 Monday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 8:30am Day 450 for Jim Letter
8:00am 8:30am Washington St (Washington St)
9:00am 10:00am Bob Sly (His Office)
11:00am 12:00pm [Redacted]
5:00pm 7:00pm Meeting Preparation
7:00pm 8:30pm City Council Meeting (City Hall)
6

5 Tuesday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 8:30am [Redacted]
8:30am 9:30am Stantec Meeting Discuss Arena (City Hall)
3:00pm 3:30pm Planning Board Presentation to Sara Freda (Watertown)
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.
3 hours

6 Wednesday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 8:30am [Redacted]
11:00am 11:30am [Redacted]
4:00pm 4:30pm [Redacted]
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.
1 1/2

7 Thursday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 8:30am [Redacted]
8:30am 9:00am Nathan Laman (TV Station)
10:00am 10:30am [Redacted]
10:30am 11:30am [Redacted]
12:00pm 1:00pm White House (Washington St.)
4:00pm 5:00pm [Redacted]
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.
2 hours

8 Friday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
7:30am 8:00am [Redacted]
8:00am 8:30am [Redacted]
8:30am 9:00am Place trades for Bob Banks
11:00am 12:00pm [Redacted]
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.
1 1/2 hours

9 Saturday
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.
1/2

Total 16.5 hours

January 10, 2016 - January 16, 2016

January 2016

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February 2016

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10 Sunday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1/2

11 Monday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 8:30am Washington St (Washington St)

8:15am 8:45am Sharon Addison (City Hall)

5:00pm 7:00pm Meeting Preparation

7:00pm 8:50pm Worksession

5 1/2

12 Tuesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 hour

Drive to Albany 3 hours

13 Wednesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 5:00pm State of the State Address Andy Cuomo (Albany)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

10.5

14 Thursday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:30am 9:30am CAB Meeting

10:00am 11:00am JCIDA meeting with D Alexander (7 News Station)

12:00pm 1:00pm Jim Wright (Cucina)

6:00pm 7:00pm Read emails, return emails, phone calls, preparation for next day.

7:00pm 8:30pm Mayor Graham Appreciation Night (IAC)

6 1/2

15 Friday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 8:30am

8:00am 8:30am Audit Meeting for WLDC

2:00pm 3:00pm Alex Hazard

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

3 hours

16 Saturday

6:00pm 9:00pm American Legion (American Legion)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

3 hours

33 Total ✓

January 17, 2016 - January 23, 2016

January 2016

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February 2016

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17 Sunday
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

18 Monday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 8:30am Washington St (Washington St)
~~8:30am 9:00am [redacted]~~
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

2

19 Tuesday
~~7:00am 8:00am [redacted]~~
~~8:00am 8:30am [redacted]~~
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
~~8:00am 8:30am [redacted]~~
5:00pm 7:00pm Meeting Preparation (Office)
7:00pm 11:00pm City Council Meeting

7 hours

20 Wednesday
~~7:00am 8:00am [redacted]~~
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
~~8:00am 8:30am [redacted]~~
8:00am 8:30am Staff Meeting Wash St (Wash St)
~~1:30pm 2:30pm [redacted]~~
2:30pm 3:30pm [redacted] (Pulaski)
4:00pm 5:00pm [redacted]
5:00pm 5:30pm [redacted] (DRAC)
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

21 Thursday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 8:30am Washington St (Washington St)
12:00pm 1:00pm [redacted] (Safety Cafe)
1:00pm 1:30pm [redacted] (Washington St)
3:00pm 3:30pm [redacted] (Washington St)
4:00pm 5:00pm [redacted] (Pulaski)
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

22 Friday
7:00am 8:00am Read emails, return calls, prepare for the day (Home)
~~7:30am 8:00am [redacted]~~
8:00am [redacted]
8:00am [redacted]
8:30am 9:30am WLD Board Meeting
10:00am 11:00am Addie Russell (State Office Bldg)
12:00pm 1:00pm [redacted] (Pulaski)
2:00pm 3:00pm [redacted]
3:00pm 3:30pm [redacted] (Pulaski)
3:30pm 4:00pm [redacted]
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

3 1/2

23 Saturday
~~7:00am 8:00am [redacted]~~
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 6.5 hours ✓

January 24, 2016 - January 30, 2016

January 2016

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February 2016

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24 Sunday

7:00am 8:00am Read emails, return calls, prepare for the day
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

25 Monday

[Redacted]
Buy 500 shares of [Redacted]
[Redacted] Treasury Sell to [Redacted] all
[Redacted] McGinley [Redacted]
[Redacted]

7:00am 8:00am Read emails, return calls, prepare for the day
8:00am 9:00am Tom Carmen (City Hall)
10:00am [Redacted] STEPHEN TOP (WASHINGTON ST) - [Redacted]
7:00pm 7:30pm Read emails, return calls (Home)

2 1/2

26 Tuesday

7:00am 8:00am Read emails, return calls, prepare for the day
8:00am 9:30am Clayton (Clayton)
9:30am 10:00am [Redacted] (Clayton)
1:00pm 1:30pm [Redacted]
3:30pm 4:00pm Mark Wladis (Watertown/Crystal) 2 hours
4:00pm 4:30pm First Trust LIT Webcast [Redacted] Equity Volatility [Redacted] - Johnson, [Redacted]
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

27 Wednesday

[Redacted] checked [Redacted]

7:00am 8:00am Read emails, return calls, prepare for the day
8:00am 9:30am [Redacted] (Pulaski)
10:00am 11:00am Q1 2015 Chart Book Review (Webinar) - [Redacted] Fogle
1:00pm 2:00pm [Redacted] Field [Redacted] Demade
3:00pm 4:30pm [Redacted] [Redacted] [Redacted] 1 1/2
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

28 Thursday

[Redacted] [Redacted] [Redacted]

7:00am 8:00am Read emails, return calls, prepare for the day (Home)
8:00am 9:00am Washington St. (Washington St.)
8:30am 9:00am Board of Audit Meeting (City Hall)
9:00am 10:00am Jim Scordo (City Hall) 3 hours
10:00am 11:00am [Redacted] (Washington St.)
11:00am 12:00pm Deb & Norm Johnson Day 200-6144-0 Washington S
2:00pm 3:00pm [Redacted] [Redacted] [Redacted]
4:00pm 4:30pm Jim Lafferty (Sisters of Precious Blood)

29 Friday

Check on Bartram Journal and cost basis [Redacted]

7:00am 8:00am Read emails, return calls, prepare for the day (Home)
7:30am 8:00am Correspondence [Redacted]
8:00am 9:30am Adams (Adams) 2 hours
10:00am 11:00am David Hutchinson (Adams JH)
11:00am 12:00pm [Redacted] and [Redacted] Fitzgerald (Adams)
12:00pm 1:00pm [Redacted] [Redacted] 315-816-5884 (Adams JH)
2:00pm 3:00pm Robert Knowledge (Adams JH)
6:30pm 7:30pm Film Festival (State Office Bldg)

30 Saturday

7:00am 8:00am Read emails, return calls, prepare for the day
7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

14 hours

January 31, 2016 - February 06, 2016

January 2016

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February 2016

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31 Sunday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

1 Monday

~~7:00am 8:00am Read emails, return calls, prepare for the day (Home)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 8:30am Washington St (Washington St)

~~9:15am 9:45am Washington St~~

10:00am 11:00am Downtown Developers Meeting (Library)

12:00pm 1:00pm Kerry Johnson (Lunch)

1:30pm 2:30pm Don Rutherford (Wash St)

~~3:00pm 4:00pm Meeting Preparation~~

5:00pm 7:00pm Meeting Preparation

7:00pm 10:00pm Council Meeting (City Hall)

9 1/2 hours

2 Tuesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 9:30am Clayton (Clayton)~~

~~10:00am 11:00am Clayton~~

~~1:00pm 2:00pm Clayton~~

3:00pm 4:00pm Joe Nehme-Schumer's Office (City Hall)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

2 1/2

3 Wednesday

~~7:00am 8:00am Read emails, return calls, prepare for the day (Home)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~9:00am 9:30am Clayton~~

~~9:30am 9:00am Clayton~~

10:00am ~~Meeting in Clayton Air Day bring computer (10:00am - 2nd Floor)~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

4 Thursday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am Washington St~~

9:00am ~~Connect with [redacted]~~

~~10:00am [redacted]~~

2:00pm ~~[redacted]~~

5:00pm 5:30pm Jim Brett's Calling hours 6. pm.

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

2 1/2

5 Friday

~~7:00am 8:00am Read emails, return calls, prepare for the day (Home)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~7:00am Correspondence review forms~~

~~8:00am [redacted]~~

9:00am 10:30am War on Drugs Meeting (City Hall)

11:00am 11:30am Wear Red Day Proclamation (Wash St Community Bank)

1:00pm 2:00pm ~~[redacted]~~

2:00pm 2:00pm ~~[redacted]~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

3 1/2 hours

6 Saturday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

7 Sunday

20 1/2 hours

February 07, 2016 - February 13, 2016

February 2016

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March 2016

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7 Sunday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1/2

8 Monday

Albany All Day (Albany)

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am check on [redacted]~~

8:00am 8:30am Washington St Meeting (City)

1:00pm 2:00pm Governance Committee Meeting (WLDC)

7:00pm 7:30pm Read emails, return calls

2 1/2

9 Tuesday

~~7:00am 8:00am Read emails, return calls, prepare for the day (Home)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 8:30am Clayton (Clayton)

9:00am 9:00pm All Day FC meeting (H. Wood)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

10 Wednesday

~~7:00am 8:00am Read emails, return calls, prepare for the day (Home)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 8:30am Putaski (Putaski)

9:00am 11:00am [redacted] (WLDC)

12:30pm 2:00pm [redacted]

4:00pm 5:00pm Arena Tour ↗ 5-6 p.m. City Hall

6:00pm 9:00pm Council Meeting (City Hall)

6 hours

11 Thursday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am Washington St Meeting (City)~~

8:30am 9:00am CAB Meeting 9:30

~~9:00am 9:30am [redacted]~~

11:00am 3:00pm Strategic Planning Meeting (WLDC)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

6 1/2

12 Friday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

7:00am 8:00am Correspondence (Adams)

8:00am 9:30am [redacted] (Adams) 2 1/2

9:00am 9:30am [redacted] for Donny Zee

11:00am 12:00pm Dr. Hownbridge (Adams, Annand, [redacted])

1:00pm 2:00pm Matt Snyder (City Hall)

2:00pm 2:30pm [redacted] (Adams)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

13 Saturday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1/2

20 hours ✓

February 14, 2016 - February 20, 2016

February 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
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| 28 | 29 | | | | | |

March 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

14 Sunday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

15 Monday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am Clayton (Clayton)~~

~~9:00am 9:30am Washington St (Washington St)~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

16 Tuesday

~~7:00am 8:00am Clayton (Clayton)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am Clayton (Clayton)~~

11:00am 11:30am [redacted] (Clayton)

2:00pm 3:00pm PIVOT meeting (MARC Building)

5:00pm 7:00pm Meeting Preparation

7:00pm 9:30pm Council Meeting (City Hall)

5 1/2

17 Wednesday

~~7:00am 8:00am Clayton (Clayton)~~

~~8:00am 8:30am Clayton (Clayton)~~

~~9:00am 9:30am Clayton (Clayton)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am Clayton (Clayton)~~

10:00am 11:00am [redacted] (Clayton)

11:00am 11:30am [redacted] (Clayton)

11:30am 12:00pm PULASKI Return calls

1 1/2

7:00-7:30pm

18 Thursday

~~7:00am 8:00am Clayton (Clayton)~~

~~8:00am 8:30am Clayton (Clayton)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 8:30am [redacted] (Washington St)

8:30am 9:30am WLDC Meeting Return calls 7:00-7:30pm

10:00am 11:00am George Frier (Review) 2 1/2

2:00pm 3:00pm [redacted] (Washington St.)

3:30pm [redacted] (Washington St.)

19 Friday

~~7:00am 8:00am Clayton (Clayton)~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

7:30am 8:00am [redacted] (Clayton)

8:00am 2:00pm Regional Economic Development Council (Potsdam)

8:00am 8:30am [redacted] (Clayton)

8:00am 8:30am [redacted] (Clayton)

2:00pm 3:00pm [redacted] (Clayton)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

7 1/2

20 Saturday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

Total

20 1/2

February 21, 2016 - February 27, 2016

February 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

March 2016

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

21 Sunday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

22 Monday

~~call [redacted] to read [redacted] [redacted]~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00 ~~am 8:30am [redacted]~~

9:00 ~~am 9:30am [redacted]~~

10:00am 11:00am Addie Russell (State Office Bldg) 2 1/2

12:15 ~~pm 1:15pm [redacted]~~

2:00 ~~pm 3:00pm [redacted]~~

7:00pm 7:30pm Read emails, return calls, prepare for the day

23 Tuesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00 ~~am 8:30am Clayton (Clayton)~~

4:1 ~~pm 4:15pm [redacted]~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

24 Wednesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00 ~~am 8:30am [redacted]~~

10:00 ~~am 11:00am [redacted]~~ 1 1/2

2:30 ~~pm 3:00pm [redacted]~~

4:1 ~~pm 4:15pm [redacted]~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation fo

25 Thursday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00 ~~am 8:30am [redacted]~~

8:45 ~~am 9:30am [redacted]~~ 3 hours

11:00 ~~am 12:00pm [redacted]~~

12:00pm 12:30pm Phil Town (Wiley School Reading)

1:00pm 2:00pm MPO Policy Committee Meeting (State office building)

4:00 ~~pm 5:00pm [redacted]~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

26 Friday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

7:30 ~~am 8:00am [redacted]~~

8:00 ~~am 8:30am [redacted]~~

10:00 ~~am 11:00am [redacted]~~

11:00am 12:00pm ~~[redacted]~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

27 Saturday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1/2

16 hours ✓

February 28, 2016 - March 05, 2016

February 2016

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

March 2016

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| 27 | 28 | 29 | 30 | 31 | | |

| | |
|--|---|
| <p>28 Sunday</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p>29 Monday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 8:30am</p> <p>8:00am 8:30am Chamber Lunch (Savory)</p> <p>8:00am 8:30am City Hall (City Hall)</p> <p>8:00am 8:30am Washington DC (Washington DC)</p> <p>10:00am 10:30am</p> <p>11:00am 12:00pm Don White</p> <p style="text-align: center;">1 1/2</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for</p> |
| <p>1 Tuesday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 8:30am Clayton (Clayton)</p> <p>10:00am 10:30am Town Council (Clayton) Mayor Bristol</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p>2 Wednesday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 8:30am</p> <p>9:00am 9:30am Prison (Adams)</p> <p>10:00am 10:30am</p> <p>3:00pm 3:30pm</p> <p style="text-align: center;">1 1/2</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> |
| <p>3 Thursday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:00am Breakfast Meeting with Kerry (Crystal)</p> <p>10:00am 11:00am Book Meeting (with Mike) (Washington St.)</p> <p>11:30am 1:00pm Chamber Lunch (Savory)</p> <p>2:30pm 3:30pm City Hall (City Hall)</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">4</p> | <p>4 Friday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>7:30am 8:00am Correspondence Review Forms</p> <p>8:00am 8:30am Adams (Adams)</p> <p>8:00am 8:30am Send Grace \$5000</p> <p>10:00am 11:00am Read Story at Benchmark (Benchmark)</p> <p>11:00am 11:30am 11:30am</p> <p>11:30am 12:00pm Home (Adams)</p> <p style="text-align: center;">3 1/2</p> <p>2:30pm 3:30pm RECD Meeting (City Hall)</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for</p> |
| <p>5 Saturday</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p style="text-align: center;">13 hours ✓</p> |

March 06, 2016 - March 12, 2016

March 2016

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April 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
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| 6 Sunday | 7 Monday |
|--|---|
| <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:00am Meeting (Washington St)</p> <p>10:00am 11:00am George Smith (Washington St)</p> <p>11:00am 12:00pm John Coffey (Mech St.)</p> <p>2:00pm 3:00pm Jay Stone (Washington St)</p> <p>5:00pm 7:00pm Meeting Preparation</p> <p>7:00pm 8:30pm Council Meeting (City Hall)</p> <p style="text-align: center;">4 1/2</p> |
| 8 Tuesday | 9 Wednesday |
| <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:30am Clayton (Clayton)</p> <p>8:00am 9:30am E. [redacted] [redacted] to come in today</p> <p>10:00am 11:00am John Lawler (Clayton - [redacted])</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00pm 9:00pm [redacted]</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> |
| 10 Thursday | 11 Friday |
| <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:30am Washington St (Washington St)</p> <p>8:30am 9:30am CAB Meeting</p> <p>10:45am 11:45am Tom Bedard Classroom (Watertown High)</p> <p>4:00pm 5:00pm [redacted]</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">3 1/2</p> | <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>7:30am 8:00am Correspondence [redacted] Forms</p> <p>8:00am 8:30am [redacted] (Adams)</p> <p>10:00am 10:30am [redacted] (Adams)</p> <p>10:45am 11:45am [redacted]</p> <p>1:00pm 3:00pm Ogdensburg Meeting 4 hours</p> <p>5:00pm 5:30pm State office Building Flag Rasing (State Office Building)</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> |
| 12 Saturday | |
| <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: right;">1/2 hour</p> <p>Irish Festival + mc for step dancing.</p> <p>8 hours 8 1/2</p> | <p style="text-align: center;">24 hours!</p> |

March 13, 2016 - March 19, 2016

March 2016

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April 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

13 Sunday

St Patty's Day Parade

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

2 hours 4 1/2
me for Step Dancing
2 hours

14 Monday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 9:30am Washington~~

9:00am 9:30am ~~Clayton~~

10:00am 11:00am Steve Aiello (City Hall)

~~12:00pm 12:30pm~~

5:00pm 7:00pm Meeting Preparation

7:00pm 8:10pm Work Session (City Hall)

5 hours

15 Tuesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 8:30am Clayton (Clayton)~~

11:00am 12:00pm ~~Clayton~~

2:00pm 3:00pm Alliance for Better Communities

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

2 1/2

16 Wednesday

~~check on DC Howard~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am ~~Clayton~~

2:20pm 3:30pm ~~Clayton~~

4:00pm 5:00pm ~~Clayton~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

17 Thursday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 9:00am LDC Meeting (LDC Office)

9:00am 10:00am ~~Compliance Officer (Washington)~~ 2 1/2

10:20am 11:20am ~~Meeting with Anthony~~

1:00pm ~~Meeting with Sam~~

4:20pm 5:20pm ~~Meeting with Brian~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

18 Friday

~~Meeting with...~~

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

7:30am 8:00am ~~Correspondence Review~~

8:00am 9:00am ~~Meeting with Adam~~

10:20am 11:20am ~~Meeting with Brian~~ 1 1/2

1:00pm 2:00pm ~~Meeting with Adam~~

2:00pm 3:00pm ~~Meeting with Brian~~

3:00pm 4:00pm ~~Meeting with Brian~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

19 Saturday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

18 hours ✓

March 20, 2016 - March 26, 2016

March 2016

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April 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| 20 | 21 |
|---|---|
| <p>Sunday</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p>Monday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:00am Kerry Johnson (Crystal)</p> <p>3:00pm 4:00pm Bruce Rohr (Wash. St.)</p> <p>5:00pm 7:00pm Meeting Preparation</p> <p>7:00pm 8:30pm Council Meeting (City Hall)</p> <p style="text-align: center;">5 1/2</p> |
| 22 | 23 |
| <p>Tuesday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:00am [Redacted]</p> <p>10:00am 11:00am [Redacted]</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p>Wednesday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:30am Pulaski (Pulaski)</p> <p>10:00am 11:00am [Redacted] (Pulaski)</p> <p>1:00pm [Redacted] (Pulaski)</p> <p>4:00pm [Redacted]</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> |
| 24 | 25 |
| <p>Thursday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>8:00am 9:00am Washington St (Washington St)</p> <p>9:00am 10:00am [Redacted] (Washington St)</p> <p>10:00am 11:00am [Redacted] (Washington St)</p> <p>11:30am 12:00pm [Redacted]</p> <p>2:00pm [Redacted]</p> <p>3:00pm 3:30pm JCC - Ribbon cutting?</p> <p>4:00pm [Redacted]</p> <p>5:30pm 6:30pm Press Conference (Maggie's)</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">3 hours</p> | <p>Friday</p> <p>7:00am 8:00am Read emails, return calls, prepare for the day (Home)</p> <p>7:30am 8:00am [Redacted]</p> <p>8:00am 9:00am [Redacted]</p> <p>10:00am 11:00am [Redacted]</p> <p>11:00am [Redacted]</p> <p>2:30pm 3:30pm Sen. Chuck Schumer (Air Brake)</p> <p>Wedding ceremony</p> <p>6:00pm 6:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p>7:00pm 8:00pm [Redacted]</p> <p style="text-align: center;">3 1/2 hours</p> |
| 26 | |
| <p>Saturday</p> <p>7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.</p> <p style="text-align: center;">1 1/2</p> | <p style="text-align: center;">16 hours ✓</p> |

March 27, 2016 - April 02, 2016

March 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

April 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

27 Sunday

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

28 Monday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

~~8:00am 9:00am Washington St~~

3:30pm 4:30pm Lindley Kratovil (City Hall)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

2 1/2

29 Tuesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 9:00am ~~Clayton (Clayton)~~

9:00am 10:00am ~~Washington St~~

11:00am 12:00pm ~~John Leahy (Clayton)~~

1:00pm 2:00pm ~~Clayton (Clayton)~~

5:00pm 5:30pm ~~Clayton~~

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

1 1/2

30 Wednesday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 9:00am ~~Frank (Frank)~~

9:00am 10:00am Ken Mix (City Hall)

~~10:00am 11:00am~~

1:00pm 2:00pm ~~John Eisenhauer (Savory Cafe)~~

1:00pm 2:00pm ~~Dan Weisman (Pepsi)~~

7:00pm - 7:30pm ~~Phone calls, emails~~

2 1/2

31 Thursday

7:00am 8:00am Read emails, return calls, prepare for the day (Home)

8:00am 9:00am ~~Washington St (Washington St)~~

1:00pm 2:00pm ~~Ed Line (Wash St)~~

12:00pm 1:00pm John Eisenhauer (Savory Cafe)

1:00pm 2:00pm Dan Weisman - Pepsi (Wash St.)

3:00pm 4:00pm Ribbon Cutting (Arena)

7:00pm 7:30pm Read emails, return emails, phone calls, preparation for next day.

4 1/2

1 Friday

7:00am 8:00am ~~Supermarket (Supermarket)~~

8:00am 8:30am ~~Adams (Adams)~~

10:00am 11:00am ~~Washington St (Washington St)~~

2:00pm 3:00pm ~~Clayton (Clayton)~~

3:30pm 4:30pm ~~Clayton~~

2 Saturday

11 1/2 ✓

Cody Horbacz Time Sheet

JANUARY 2016

Sunday

Monday

Tuesday

Wednesday

Week 52

3

003/363

Week 1

4

004/362

NOON-12:30
Phone w/Butler,
Jennings

7:00-8:45
City Council Meeting
2.25 hrs

5

005/361

9:00-9:30
Phone w/Jennings

5:30-6:30
Meeting w/constituent
1.5 hrs

6

006/360

NOON-12:30
Phone w/constituent

5:30-6:30
Meeting w/constituent
1.5 hrs

10

010/356

Week 2

11

011/355

9:30-10:30
Phone w/constituent
NOON-1:00
Phone w/constituents
1:30-2:00 - payroll
5:00-5:30
Phone w/constituent

6:30-9:00
Work Session
Phone w/constituent
9:15-9:45

12

012/354

NOON-1:00
Lunch w/
constituent

3:00-3:30
Phone w/council members,
City Manager
4:00-5:30
Library Board Mtg

13

013/353

9:00-9:30
Phone w/Jennings

NOON-12:30
Phone w/constituent
4:15-6:00
Meeting w/constituents
Regional Meet. Man.

17

017/349

Week 3

18

018/348

10:30-11:00
responding to
emails to 6.0
hrs.

NOON-1:00
Responding to email,
Phone w/constituents
Martin Luther King Day 1.0

19

019/347

10:00-10:30
Phone w/constituent

NOON-1:00
Phone/email Constituents
1:30-3:00
Phone w/council
Members
6:45-11:00
City Council Meeting
6.75 hrs

20

020/346

11:00-11:20
emails

11:20-11:35
Phone w/Mayor
1.5

24

024/342

Week 4

25

025/341

11:30-1:30
Meeting w/constituent

26

026/340

10:00-10:30
Emails

27

027/339

10:00-10:30
Phone w/Erin Gardner

9:30p-1:30a 31

031/345

Week 5

Email/Reviewing
constituents Agenda
4.0

1:00-1:15
Phone w/Jason Price
Messiers recording event
1.75

Thursday

Friday

Saturday

DECEMBER 2015

| S | M | T | W | T | F | S |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FEBRUARY 2016

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

Notes:

1 11:30 - ~~2:30~~ 2:30
 Swearing in Ceremony
 001/365
 2.0 hrs
 New Year's Day

2 Noon - 1:00
 Reviewing Agenda
 002/364
 3-5 Meeting w/Butler
 8-9 Reviewing Agenda
 4.0 hrs

7 ~~NOON - 1:00~~
 Phone w/constituents
 3:15 - 3:45
 007/359
 Phone w/Jennings
 5:00 - 5:30
 Responding to emails
 2 hrs

8 Noon - 1:00
 Phone w/constituents
 008/358
 4:00 - 4:30
 Payroll
 1.5 hrs

9 2:00 - 2:30
 Meeting w/constituent
 009/357
 .5 hrs

14
 014/352
 1:30 - 2:30
 State of the State Address
 State Office Bldg.
 10:00 - 11:00
 Reviewing Agenda
 2.0 hrs

15 Noon - 12:30
 Read/Responded to emails
 015/351
 1:45 - 2:45
 Meeting w/Allen Russell
 1.5 hrs

16 Noon - 3:30
 Ribbon cutting
 Meeting w/constituent
 016/350
 3.5 hrs

21 10:10 - 10:20
 Emails
 021/345
 1.5

22 9:00 - 9:15
 Emails
 022/344
 10:30 - 10:45
 Phone w/constituent
 .5

23 11:30 - 1:30
 Meeting w/constituent
 023/343
 2.0

28
 028/338
 10:00 - 10:30 emails
 9:30 - 10:30 emails
 1.5

29 6:45 - 8:15
 Breakfast w/Walczak
 029/337
 Noon - 1:00
 email/Phone w/constituents
 6:30 - 9:00
 Snowtown Film Festival
 5.0

30 9:00 - 11:00
 Community/Clergy leaders
 030/350
 Breakfast
 4:00 - 4:30
 Phone w/constituent
 2.5

29/60

FEBRUARY 2016

Sunday

Monday

Tuesday

Wednesday

Week 5

1 10:30-11:30 emails
032/334 11:50-12:35p
Reviewing Agenda
12:45-1:00
Phone w/ Tennings
3:55-4:16
Phone w/const
6:45-10:30 Meetings 6.0 hrs

2
033/333 9:00-9:15 emails
5:30-6:15 Phone
constituents
Groundhog Day
1.0 hrs

3 8:30-8:45
Phone w/const
034/332
NOON-1:00
Phone/email const.
1.25 ✓

7
038/328
Week 6

8
039/327 3.25 hrs
5:00-6:00 6:45-7:00
Live C5 Show Phone
w/const.
10:30-11:00
Phone w/const 11:00-12:30
Library Board
Agenda

9
040/326
11:45-12:45 emails
4:00-6:15 4.0
Library Board hrs
8:00-8:40
Phone w/const.

10
041/325
3:00-3:15
Phone w/const.
4:00-9:30p
Arena tour Work Session
Ash Wednesday
5.75 hrs

14
045/321
Week 7
St. Valentine's Day

15
046/320
10:00-10:15
Phone const.
8:30-9:15
Presidents Day
Review Agenda
1.0

16
047/319 9:00-9:30 emails
6:45-9:45 CC Meeting
3.5

17
048/318
5:00-5:15 emails
7:15-7:45 phone
const.
1.75

21
052/314
Week 8

22
053/313 8:15-9:30 emails
2:00-2:40 Meet w/cm
5:30-7:00
Meeting w/ Lib Board
2.5 ✓

23
054/312
11:15-11:30 emails
12:15-12:45 Phone
const.
1.75

24
055/311
9:00-9:30 emails
6:00-8:00
Meet w/const.
2.5

28
059/307
Week 9

29
060/306

32.25 ✓

Thursday

Friday

Saturday

JANUARY 2016

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| | | | | | | 31 |

MARCH 2016

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Notes:

4

035/331 Noon - 1:00

Lunch w/const.

3-3:15

Phone w/const.

1.25 hrs.

5

036/330

Wear Red for Women 11:30-11:30

6:00-6:45 emails

1.75 hrs

6

037/329

4:45-5:30 Phone

Const.

6:30-6:45 Review Minutes

1.0 hr.

11

~~035/331 Noon - 1:00~~ 036/323

9:00-9:30 - emails

5:15-5:45 Phone

1.0 Const.

12

036/323

10:00-10:30 emails

Phone Jennings Noon-1:00

9:00-10:30 Lincoln's Birthday

Review Agenda

2.5

13

044/322

18

049/317

19

050/316

9:00-9:15 emails

7:30-7:50 emails

5:35-6:00 phone

Const.

20

051/315

Meet w/const. 11:00-11:30

Review Minutes

9:45-9:30p

1.75

25

056/310

9:15-10:00 emails/
Phone Const

4:00-6:00 Library
work session

2.75

26

057/309

10:15-10:30 - emails

12:00-1:15 - Lunch w/
constituent

5:30-6:30 - Phone
constituents

2.5

27

058/308



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100% Made in the USA

15.5 / 47.75

MARCH 2016

Sunday

Monday

Tuesday

Wednesday

Week 9

1
061/305
4:30-5:00 emails
5:30-6:30 phones
constituents
1.5

2
062/304
NOON - 1:00 emails,
phone constituents
1.0

6
066/300
Week 10
Phoned Constituents
6:30-7:30
1.0

7
071/295 - 10:00 - emails,
Phone const.
City Council Meeting
6:45-9:00
3.0

8
062/292 Mayor 11:30-11:45
NOON - 1:00
Emails/Phone const.
Visit Armstrong Place
2:00-2:45
2.0

9
065/293
Emails 9:00-9:30
Phone Terry Galich
10:00-10:15
Phone Kara Mabeel
10:30-10:45
Phone JENNINGS 3.25
NOON - 12:45
Meet w/const: 5:00-6:30

13
074/294
Emails 9:00-9:30
Phone Terry Galich
10:00-10:15
Phone Kara Mabeel
10:30-10:45
Phone JENNINGS 3.25
NOON - 12:45
Meet w/const: 5:00-6:30
Daylight Saving Time Begins
Review of Agenda
9:00-10:30
4

14
077/295
7 news interview
1:00-1:30
Phone Const 5:45-6:30
CC Meeting 6:45-8:30
Phone Const. 9:15-10:00
Orthodox Lent Begins
2.75

15
075/291
10:00-11:30
Radio interview recording
Emails 12:30-1:00
2.0

16
076/290
Phone const 9:45-10:00
Emails 6:00-7:15
Review Library Board Minutes
1.5

20
080/286
Week 12
Review Agenda
5:00-6:00
Easter Sunday/
First Day of Spring
3 hrs

21
081/285
C meeting - 6:45-8:30
Phone w/ Mayor
Phone w/const 9:00-9:30
2.75

22
082/284
Emails 10:00-10:15
Phone w/ Phil Reed
7:00-7:30
Phone w/ Butter 1:25
8:00-8:30

23
083/283
Emails 9:00-9:30
Phone w/constituent
6:30-7:00
1.0

27
087/279
Week 13
Easter Sunday

28
088/278
Emails 9:00-9:30
Phone const 12:00-12:25
Easter Monday (CAN)
1.0

29
089/277

30
090/276
Emails
9:45-10:15
1.5

Thursday

Friday

Saturday

FEBRUARY 2016

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| 28 | 29 | | | | | |

APRIL 2016

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Notes:

3

063/303

3:00-5:00 CDBG Mtg
9:00-10:00 Review of Agenda

3.0

4

064/302

10:30-11:45 Mtg w/ Jennings
1:00-2:00 Mtg w/ Addison
2:00-2:45 Mtg w/ Russell
2:45-3:45 Mtg w/ Reff

HW

5

065/301

11:00-12:00 Meet w/ Const
Emails 1:00-2:00
Review Agenda 9:30-11:30

4.0

10

070/298

Emails 10:30-11:00
Phone Const. Noon-12:30
Return calls 5:30-7:00

2.5

11

6:15-7:00 7 NEWS
Emails/Phone Noon-1:00
Irish Fest opening ceremony
4:45-5:45
Review Minutes 6:00-6:15
3 hrs

12

072/294

17

078/288

Emails 8:30-9:00
Visit Arsenal St Bridge 12:30-1:00
Meet w/ Mills 1:00-2:00
Review Agenda 8:00-9:00
Review Minutes 6:00-6:15

2.25

18

078/288

1.0

19

079/287

Review Emails/Phone Calls
2:30-4:30

2.0

24

084/282

Phone w/ Joe Rich 12:30-1:00
Library Board work session
4:00-6:00

2.5

25

085/281

Emails 8:45-9:00
Lunch w/ Const 11:30-1:00
Review Minutes 7:15-7:30
Good Friday

2.0

26

086/280

31

081/275

Emails 9:15-9:45
Phone Const. 10:45-11:30
Arena Ribbon cutting
2:30-4:30
Review Agenda
8:30-10:00 4.75



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31/63

RESOLUTION

Page 1 of 1

Establishing Standard Work Day and Reporting
For Council Member Mark C. Walczyk

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

| YEA | NAY |
|-----|-----|
| | |
| | |
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Introduced by

BE IT RESOLVED, that the City of Watertown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

| Elected Officials | | | | | |
|--------------------------|-----------------|------------------------------------|-------------------------|---|---|
| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Employer Record of Time Worked (Y/N) | Days/Month (based on Record of Activities) |
| Council Member | Mark C. Walczyk | 6 hours | 01/01/16-12/31/19 | N | 3.47 days |

On this 5th day of July 2016,

(Signature of Clerk)

Date enacted _____

I, Ann M. Saunders, Clerk of the governing board of the City of Watertown, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 5th day of July 2016 on file as part of the minutes of such meeting, and the same is a true copy thereof and whole of such original.

I further certify that the full board consists of 5 members and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Watertown.

Seconded by

Record of Activity for Council Member Mark Walczyk

| <u>Day</u> | <u>Date</u> | <u>City time in</u> | <u>City time out</u> | <u>Hours logged</u> | <u>Notes</u> | <u>Total hours over 90 days</u> |
|------------|-------------|------------------------|------------------------|---------------------|---|---------------------------------|
| Friday | 1-Jan | 12:00 PM | 1:30 PM | 1.5 | Swearing in | 62.5 ✓ |
| Saturday | 2-Jan | | | | | |
| Sunday | 3-Jan | 2:00 PM 3:00 - 4:00 | 5:00 PM 7:00 - 9:00 | 3 | reviewing agenda mtg & Stopped in at | |
| Monday | 4-Jan | PM | PM | 3 | 3pm | |
| Tuesday | 5-Jan | 3:00 PM | 4:00 PM | 1 | Planning board meeting with Habitat for | |
| Wednesday | 6-Jan | 5:00 PM | 6:00 PM | 1 | Humanity | |
| Thursday | 7-Jan | | | | | |
| Friday | 8-Jan | | | | | |
| Saturday | 9-Jan | | | | | |
| Sunday | 10-Jan | | | | | |
| Monday | 11-Jan | 7:00 PM | 9:00 PM | 2 | Work Session | |
| Tuesday | 12-Jan | | | | | |
| Wednesday | 13-Jan | | | | | |
| Thursday | 14-Jan | 8:30am - 10am | 7pm - 8:30pm | 3 | Advisory Council, Mayor's dinner | |
| Friday | 15-Jan | | | | | |
| Saturday | 16-Jan | | | | | |
| Sunday | 17-Jan | | | | | |
| Monday | 18-Jan | 11:00 AM | 1:00 PM | 2 | review agenda, email, phone | |
| Tuesday | 19-Jan | 7:00 PM | 11:00 PM | 4 | City Council meeting | |
| Wednesday | 20-Jan | | | | | |
| Thursday | 21-Jan | 12:00 PM | 1:00 PM | 1 | calls & emails | |
| Friday | 22-Jan | | | | | |
| Saturday | 23-Jan | 9:30 AM | 12:00 PM | 2.5 | historical society brainstorming session | |
| Sunday | 24-Jan | | | | | |
| Monday | 25-Jan | | | | | |
| Tuesday | 26-Jan | | | | | |
| Wednesday | 27-Jan | | | | | |
| Thursday | 28-Jan | | | | | |
| Friday | 29-Jan | | | | | |
| Saturday | 30-Jan | | | | | |
| Sunday | 31-Jan | | | | | Total for Jan 24 ✓ |
| Monday | 1-Feb | 12:00pm - 12:30pm | 7:00pm - 10:30pm | 4 | constituent mtg, council mtg. | |
| Tuesday | 2-Feb | 3pm-3:30pm | 7pm-8pm | 1.5 | planning board meeting, school board | |
| Wednesday | 3-Feb | | | | | |
| Thursday | 4-Feb | 12:00 PM | 1:00 PM | 1 | Friends of Thompson Park | |
| Friday | 5-Feb | | | | | |
| Saturday | 6-Feb | | | | | |
| Sunday | 7-Feb | | | | | |
| Monday | 8-Feb | | | | | |

| | | | | | | |
|-----------|--------|------------|-----------|-----|---------------------------|----------------------|
| Tuesday | 9-Feb | | | | | |
| Wednesday | 10-Feb | 4:00 PM | 9:30 PM | 5.5 | Arena tour, work session | |
| Thursday | 11-Feb | 8:30 AM | 10:00 AM | 1.5 | citizens advisory | |
| Friday | 12-Feb | | | | | |
| Saturday | 13-Feb | 10:00 AM | 12:00 PM | 2 | read agenda | |
| Sunday | 14-Feb | | | | | |
| Monday | 15-Feb | | | | council of realtors, city | |
| Tuesday | 16-Feb | 12pm - 2pm | 7pm - 9pm | 4 | council | |
| Wednesday | 17-Feb | 6:00 PM | 7:00 PM | 1 | phone calls | |
| Thursday | 18-Feb | | | | | |
| Friday | 19-Feb | | | | | |
| Saturday | 20-Feb | | | | | |
| Sunday | 21-Feb | | | | | |
| Monday | 22-Feb | 5:30 PM | 7:00 PM | 1.5 | Met with Horbacz | |
| Tuesday | 23-Feb | | | | | |
| Wednesday | 24-Feb | | | | | |
| Thursday | 25-Feb | | | | | |
| Friday | 26-Feb | | | | | |
| Saturday | 27-Feb | | | | | |
| Sunday | 29-Feb | 8:00 PM | 9:00 PM | 1 | planning board review | Total for Feb |
| Monday | 28-Feb | | | | | 23 ✓ |
| Tuesday | 1-Mar | 4:00 PM | 4:30 PM | 0.5 | constituent phone calls | |
| Wednesday | 2-Mar | 8:00 PM | 8:30 PM | 0.5 | constituent phone call | |
| Thursday | 3-Mar | | | | | |
| Friday | 4-Mar | 8:00 PM | 9:00 PM | 1 | council meeting prep | |
| Saturday | 5-Mar | | | | | |
| Sunday | 6-Mar | | | | phone calls/research, | |
| Monday | 7-Mar | 3pm-4pm | 7pm-9pm | 3 | council meeting | |
| Tuesday | 8-Mar | 12:00 PM | 1:30 PM | 1.5 | lunch meeting | |
| Wednesday | 9-Mar | | | | | |
| Thursday | 10-Mar | 8:30 AM | 10:30 AM | 2 | citizens advisory | |
| Friday | 11-Mar | | | | | |
| Saturday | 12-Mar | | | | | |
| Sunday | 13-Mar | | | | | |
| Monday | 14-Mar | | | | | |
| Tuesday | 15-Mar | 12:00 PM | 1:00 PM | 1 | emails | |
| Wednesday | 16-Mar | | | | | |
| Thursday | 17-Mar | | | | | |
| Friday | 18-Mar | | | | | |
| Saturday | 19-Mar | 2:00 PM | 4:00 PM | 2 | meeting prep | |
| Sunday | 20-Mar | | | | | |
| Monday | 21-Mar | 6:30 PM | 8:30 PM | 2 | calls/council meeting | |
| Tuesday | 22-Mar | | | | | |
| Wednesday | 23-Mar | | | | | |
| Thursday | 24-Mar | | | | | |
| Friday | 25-Mar | | | | | |
| Saturday | 26-Mar | | | | | |

| | | | | | | | |
|-----------|--------|----------|---------|---|--------------------|-----------------------------|---|
| Sunday | 27-Mar | | | | | | |
| Monday | 28-Mar | 6:00 PM | 7:00 PM | 1 | emails | | |
| Tuesday | 29-Mar | | | | | | |
| Wednesday | 30-Mar | 12:00 PM | 1:00 PM | 1 | Ken Mix Retirement | <u>Total for Mar</u> | |
| Thursday | 31-Mar | | | | | 15.5 | ✓ |

Res No. 4

June 21, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Appointing Michael A. Lumbis, Planning and Community Development Director, to the Board of the Watertown Local Development Corporation

At its June 20, 2016 meeting, the City Council discussed the appointment of Planning and Community Development Director Michael A. Lumbis to the Board of the Watertown Local Development Corporation.

Attached for City Council consideration is a resolution appointing Mr. Lumbis to the Board of Directors of the Watertown Local Development Corporation.

RESOLUTION

Page 1 of 1

Appointing Michael A. Lumbis, Planning and Community Development Director, to the Board of Directors of the Watertown Local Development Corporation

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

Total

| YEA | NAY |
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Introduced by

WHEREAS Article III of the Watertown Local Development Corporation’s (WLDC) Bylaws defines the membership of the WLDC’s Board of Directors, and

WHEREAS the membership includes a person appointed by the City Council, and

WHEREAS Kenneth A. Mix, the former Planning and Community Development Coordinator, previously served as one of the City’s representatives on the Board, and

WHEREAS Mr. Mix has retired and Michael A. Lumbis has been appointed as the City’s Planning and Community Development Director,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby appoints Planning and Community Development Director Michael A. Lumbis as the City’s representative on the Watertown Local Development Corporation Board of Directors.

Seconded by

Res No. 5

June 29, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Amendment No. 107 to the Management and Management Confidential Pay Plan

The position of Senior Planner has been approved by the Civil Service Commission.

Attached for Council consideration is an Amendment to the Management and Management Confidential Pay Plan to establish the salary.

RESOLUTION

Page 1 of 1

Amendment No. 107 to the Management and Management Confidential Pay Plan

Council Member HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

| YEA | NAY |
|-----|-----|
| | |
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| | |

Introduced by

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves Amendment No. 107 to the Management and Management Confidential Pay Plan, for the position listed below, as follows:

Position

Salary

Senior Planner

\$58,016

Seconded by

Res No. 6

June 27, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting NYS Division of Criminal Justice Services Livescan Equipment Grant

The Police Department has applied to the NYS Division of Criminal Justice Services for a grant to help fund the Livescan Equipment.

This year the City received approval for a \$10,000 Livescan Equipment Grant. The City will use its funds to purchase this necessary equipment as outlined in the attached report of Captain Michael LaBarge. Included in the City's 2016-17 budget is funding for the replacement of the machine in the amount of \$20,089, and this grant reduces the City's cost.

A resolution approving acceptance of the NYS Division of Criminal Justice Services Livescan Equipment Grant has been prepared for City Council consideration. A copy of the grant application is attached for your review.

RESOLUTION

Page 1 of 1

Approving Acceptance of the NYS Division of Criminal Justice Services Livescan Equipment Grant

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

| YEA | NAY |
|-----|-----|
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| | |
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| | |

Total

Introduced by

WHEREAS the City of Watertown applied for state funding under the NYS Division of Criminal Justice Services for the Livescan Equipment Program, and

WHEREAS the City has been notified that the grant funding opportunity that is being provided by the NYS Division of Criminal Justice Services for Livescan Equipment has been approved,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves acceptance of the NYS Division of Criminal Justice Services for the Livescan Equipment Program in the amount of \$10,000, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents related to this grant on behalf of the City of Watertown.

Seconded by

**Watertown Police Department
Inter-office Memorandum
Office of the Captain
Wednesday, June 22, 2016**

To: City Manager, Sharon Addison

From: Captain M.J. LaBarge

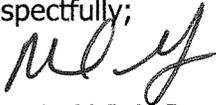
Subject: Livescan Equipment Program Grant

The Livescan Equipment Program Grant was offered by DCJS to all Police Departments in New York State. The Grant came at a time when our current Livescan machine was experiencing several operating issues due to its age, it was purchased in 2004. The Livescan machine is used for all of our arrestee's that have to be photographed and fingerprinted. The information is then electronically sent to the State and FBI for processing. Our machine became inoperable in March of this year, at which point we obtained permission from DCJS and Jefferson County to use their Livescan machine for our arrest processing. The beginning of June we were able to borrow components from Jefferson County to get our Livescan machine temporarily operational.

On May 9th of this year we were advised that we were awarded one of the Livescan Equipment Program Grants. The Grant is for \$10,000 with a 50% match from the City. We obtained a quote from the Livescan vendor for the purchase of a new machine for the price \$20,089. We did budget for the cost of a new Livescan machine in our '16-'17 budget and it was approved. The grant award now lowers the city's cost to purchase the new machine to approximately \$10,089.

I have attached all grant application materials that I have. Also I have attached the Livescan quote and the approval letter from DCJS. If there is anything else you may need let me know and I will get it to you.

Respectfully;



Captain M.J. LaBarge



Division of Criminal
Justice Services

COPY

ANDREW M. CUOMO
Governor

MICHAEL C. GREEN
Executive Deputy Commissioner

May 9, 2016

Sergeant Michael LaBarge
Watertown City Police Department
751 Waterman Drive
Watertown, NY 13601

Dear Sergeant LaBarge:

I am pleased to advise you that the Watertown City Police Department has been awarded a \$10,000 Livescan Equipment Grant for the 12-month period beginning July 1, 2016 and ending June 30, 2017. This grant is provided through the appropriation of FFY 2015 Byrne/JAG funding in the 2016-2017 State budget. Please be advised that 2015 Byrne/JAG funding will lapse on September 30, 2018.

As a recipient of a Byrne/JAG supported grant, you are required to submit quarterly federal reports as well as the standard Division of Criminal Justice Services (DCJS) quarterly progress reports submitted in DCJS' Grants Management System. Federal award recipients are required to report quarterly in the Bureau of Justice Assistance's Federal Performance Measurement Tool (PMT) system on the required performance measures.

Should your application for funding require changes or additional information, a DCJS Program Representative will contact you prior to finalizing the contract. If you have any questions, please contact Joe Lostritto at (518) 485-7662 or Joe.Lostritto@dcjs.ny.gov.

We are pleased to be able to provide funding assistance for your Livescan Equipment Grant program and look forward to working with you in our continued efforts to improve public safety in New York State.

Very truly yours,

Michael C. Green
Executive Deputy Commissioner

MCG:JL:kmc
cc: Sharon Addison

LaBarge, Michael

From: Donoghue, Charles
Sent: Thursday, March 10, 2016 12:25 PM
To: LaBarge, Michael
Subject: FW: Request for Applications (RFA) for the Livescan Equipment Program

Mike,

Did you get this too?

CPD

COPY

From: DCJS Office of Public Safety [<mailto:DCJSNews@ny.gov>]
Sent: Thursday, March 10, 2016 11:46 AM
To: Donoghue, Charles
Subject: Request for Applications (RFA) for the Livescan Equipment Program

View this email in a [web browser](#).

NYS Division of Criminal
Justice Services
dcjscontact@ny.gov



Division of Criminal
Justice Services

March 10, 2016

Request for Applications (RFA) for the Livescan Equipment Program

Sent on Behalf of Jeffrey Bender, Deputy Commissioner Office of Program Development and Funding

DCJS is pleased to announce the release of the Request for Applications (RFA) for the Livescan Equipment Program for the State Fiscal Year 2016-2017.

Applicants interested in being considered for award should note the following deadlines:

- Questions regarding the RFA may be submitted to funding@dcjs.ny.gov and will be accepted until Thursday March 17, 2016.
- Responses to RFA questions will be posted to the DCJS website on or about Friday, March 25, 2016.
- Grant applications must be submitted by 12:00 (Noon) on Thursday April 7, 2016 in the DCJS Grants Management System (GMS). Only applications submitted through this internet-based automated GMS will be considered.

Please find attached the Request for Applications.

Livescan Equipment RFA 2016 March 10 - Final Release.pdf

###

This message was sent by NYS Division of Criminal Justice Services criminal justice e-mail directory DCJS Contact. If you would like to update your information, enroll another user or discontinue receiving emails from DCJS Contact altogether, please manage your preferences or unsubscribe.

This is a message from NYS Division of Criminal Justice Services

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REQUEST FOR APPLICATIONS (RFA)
LIVESCAN Equipment Program
SFY 2016-2017

Issued: March 10, 2016

COPY

KEY DATES AND NOTICES:

| | |
|-----------------------------------|--------------------------------------|
| Submission Deadline: | Thursday, April 7, 2016 by Noon |
| Final Submission of Questions: | Thursday, March 17, 2016 |
| Response to Questions Posted: | On or about Friday, March 25, 2016 |
| Notification of Award(s): | On or about Thursday, April 28, 2016 |

1. All applications must be submitted by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to submit an application.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFA should be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any technical questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this RFA in any manner other than the e-mail method described above.
3. Successful applicants will receive an email notification to the address provided in GMS. For those not approved to receive funding awards, notifications will be emailed to the contact person, and a paper copy will also be sent via first class mail to the applicant's postal address. Contracts for this grant opportunity will be for a 12 month period and are expected to start July 1, 2016.
4. This is a competitive application and award process.
5. There is a 50% cash match requirement for this program.

REQUEST FOR APPLICATIONS (RFA)
LIVESCAN Equipment Program
SFY 2016-2017

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APPENDIX

- *DCJS Grants Management System (GMS) Instructions and Helpful Hints*

ATTACHMENT

- *List of Eligible Agencies*

I. INTRODUCTION

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks proposals to fund the upgrade or replacement of existing Livescan fingerprint processing equipment.

Approximately \$750,000 will be made available for a competitive award to those local law enforcement agencies identified in Attachment: *List of Eligible Agencies*.

DCJS is requiring a 50% match for this Request for Applications (RFA). The match requirement was set in acknowledgement of the shared responsibility local agencies have in supporting this critical law enforcement function.

This is an RFA for Livescan Equipment Program funds. A grant award requested under this program is for the acquisition of Livescan equipment only.

Applicants will be selected based on eligibility, the need and quality of the proposed project, the applicant's ability to administer the project, and the appropriateness of their proposed budget as more fully outlined below. Due to the limited availability of funds, priority for funding will be given to agencies with the greatest average number of arrests per year from 2013-2015, as reported to the DCJS Computerized Criminal History database. However, please note that all local law enforcement agencies identified in Attachment: *List of Eligible Agencies*, or jurisdictions which they serve, are eligible to apply to this RFA.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is committed to providing programs that improve the effectiveness of New York's justice system. Proposals will be rated and selected for funding consistent with the best interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their program will support New York's commitment to public safety.

II. ELIGIBILITY AND FUNDING GUIDELINES

A. Eligibility

All local law enforcement agencies identified in Attachment: *List of Eligible Agencies*, or jurisdictions which they serve, are eligible to apply. Eligible applicants may apply as follows:

1. Individual agencies which currently submit fingerprint data directly to DCJS, or intend to do so going forward, and **DO NOT** host a server through which other departments submit fingerprint data.
2. Agencies which **DO** host regional servers through which other departments submit fingerprint data. These agencies can file a joint application that includes ALL departments that submit through the regional server. If ALL departments that utilize the regional server are not included in the application, the host agency must commit to continue hosting the current regional server for one year from the date of contract execution to be considered for funding.

3. All applicants must be current with the required submission to DCJS of their Uniform Crime Reports (UCR) or Incident-Based Reports (IBR).

B. Appropriation and Availability of Funds

Approximately \$750,000 is available for competitive award to those local law enforcement agencies identified in Attachment: *List of Eligible Agencies*. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by state or federal law. Applicants also should anticipate that awards under this initiative are **one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional funding**. Agencies receiving awards should plan for the institutionalization of the project after grant funds are no longer available, including any ongoing training and/or equipment maintenance and warranty costs.

C. Eligible Costs and Equipment Requirements

This program is strictly limited to:

- The purchase and installation of Livescan equipment to replace existing Livescan equipment; or
- Upgrade, including software and installation, from Cardscan to Livescan equipment.

Applicants may seek up to \$10,000 in grant funds per Livescan unit (request may include software and installation).

Applicants may apply for more than one Livescan unit, but must provide sufficient justification that multiple units are necessary due to large arrest volumes and/or the need for devices at different locations. Funding priority will be given based on the applicant's demonstration of need for the equipment requested.

The Livescan units requested are required to include Palm Capture functionality. Functionality for scars, marks, and tattoos; as well as digital signature capture is highly recommended, but not required. DCJS requires inclusion of the following Types of Transactions (TOTs) in the Livescan configuration: CARAAR for arrest submissions, CARJDR for juvenile arrests, CARCIR for criminal inquiries (ID purposes only). In addition, the following TOTs are recommended, depending on applicant needs: CARSOR if the agency submits sex offender updates, DEUDEC for dead submissions, CARSUP if Parole or Probation share your Livescan, FBICRM for resubmissions to the FBI, and CARADM for correction admissions. (For additional information and definitions of these Types of Transactions, please see the New York State Criminal Justice Electronic Biometric Transmission Standard, Section 3.1, at <http://www.criminaljustice.ny.gov/advtech/ebts.pdf>).

Equipment purchases must meet all procurement guidelines of federal, state, and local governments, as applicable.

D. Matching Funds

DCJS is requiring a 50% match for this RFA. The match requirement was established to acknowledge the shared responsibility and benefit local agencies have in supporting this critical law enforcement function.

For example, applicants requesting \$10,000 must identify and be prepared to spend an additional \$10,000 in the application budget. The total of the application budget should include BOTH the requested grant funds plus the 50% match amount.

Applicants must identify the source of the match and describe how match funds will be used in the budget. Match funds are subject to the same requirements as funds allocated under the Livescan grant and must be documented in the same manner as grant funds.

E. Ineligible Costs

This program is strictly limited to the purchase and installation of Livescan equipment (including software) to replace Livescan equipment or upgrade from Cardscan to Livescan equipment. Any other costs, including upgrades not related to the purchase of new equipment or functionality not described under Eligible Costs, are ineligible.

III. APPLICATION SUBMISSION

A. Grants Management System (GMS)

Applications must be submitted via the DCJS GMS on-line system. No other format of application will be accepted. First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm> to complete the GMS Registration Form and GMS Signatory Registration Form. Applications must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787. Technical assistance with GMS will be available during business hours through the application due date.

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the Grants Gateway (Not-for-Profits only) early to avoid any delays caused by potential issues with these automated system(s).

Please note that applications must be submitted via GMS. Faxed and/or email submissions will not be accepted. Also, any applications received after the due date and time deadline will automatically be disqualified from review and funding consideration.

B. Specific GMS Instructions for this RFA

The following information is specific to this **Livescan Equipment Program RFA**. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Accessing the Application on GMS:

- To access a new application in GMS, log on to the system and click on "Project."
- Click the "New" button at the top of the project grid.
- This will take you to a screen that says "Select a Program Office."
- Using the drop-down box, find and select "**Livescan Equipment Program**."
- Click "Create Project." Your application will now be ready to complete.

Completing the Application on GMS:

Each application requires completion of the following on GMS:

- General information on the general tab
- Participant name(s) and related contact information for all participating agencies per application
- Project budget – provide complete budget (including match amount)
- Certification of Award Conditions (where applicable)
- Questions: Prepare the answers to the questions provided in this RFA, Section IV in a Microsoft Word document using Arial, 11 point font, 1.5 spacing, and attach to GMS using the *Attachments* module. Save and attach the Word document to your application in GMS. Additionally, enter "To Be Determined" in the GMS work plan module asking for a Project Goal, Objective, Task, and Performance Measure. Note: *A work plan will be developed after grant awards are made as part of the contracting process.*

When all of the above requirements and other indicated GMS application components are completed, click the "**Submit**" button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted successfully, GMS will display a screen that says "*Your application has been submitted.*"

IV. REQUEST FOR APPLICATION (RFA) REQUIRED QUESTIONS

RFA Required Questions

The following questions must be answered in full and submitted as an attachment in the DCJS Grants Management System (GMS) as instructed. Please prepare the answers to these questions in a Microsoft Word Document using Arial, 11 point font, 1.5 spacing, and attach to GMS using the *Attachments* module. GMS instructions are located in the Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints* of this RFA.

A numerical rating will be awarded based on the **completeness** of the response to each of the following questions, as well as completion of the budget module in GMS. Applications can score a **maximum of 50 points**. A minimum score of 70 percent or 35 is necessary to be eligible for funding. Any and all sub-sections must be answered.

Program Specific Questions (#1 and #2) (40 points total)

Question #1: 0-30 points

1. Describe the project that will be supported by the grant proposal. Include all sub-sections below in your description:
 - *What is the goal of the project?*
 - *Where will the project operate?*
 - Describe the physical location of the project. If multiple Livescan units are being requested for use at different locations, describe why a unit is needed at each location.
 - *When will the project operate?* Provide a timeline for identifying equipment, ordering, installation and operation.
 - *Include a plan* to ensure the institutionalization of the project once funds are no longer available such as on-going training, equipment maintenance, and warranty issues.

Describe the status of current Livescan/Cardscan Equipment

- Provide the number and type(s) of equipment currently in use at your agency.
- Provide a description of any malfunctioning or outdated equipment and how those issues impact the agency's ability to submit fingerprint data efficiently.
- Provide justification for the number of device(s) requested in the application.
- Regional server host agencies should provide a list of all departments that currently submit fingerprint data through their server and indicate a commitment to continue hosting for one year from the date of contract execution.

Question #2: 0-10 points

2. **Implementing Agency Profile – Answer all sub-sections within the following question:**
 - *Briefly describe your agency including:*

- organizational structure and operational units or divisions
- the overall annual operating budget with number of employees (full-time and part-time) and hours of operation
 - *Identify* where, within the agency, the project will be operated.

Budget Questions: 0-10 points total

Complete the budget in the GMS budget module.

What funds are needed to support the project in this grant proposal?

Provide an overall budget in GMS that supports the project presented. The detailed budget lines are to be directly related to project implementation and must be sufficiently justified. If requesting more than one Livescan unit, the applicant should justify the need for multiple devices. Please describe the source of matching funds (i.e., seized asset account; local budget).

The total of the application budget should include BOTH the requested grant funds plus the 50% match amount. For example, applicants requesting \$10,000 through the grant must identify \$10,000 in the application budget which will be provided directly by the requesting agency.

For regional server host agencies submitting a joint application on behalf of all departments who submit data through their server, the budget should include a budget line under the "All Other Expenses" category for each department supported by the grant application.

V. QUESTIONS REGARDING RFA & TECHNICAL ASSISTANCE

Non-GMS questions regarding this RFA may be e-mailed to funding@dcjs.ny.gov. Please reference "Livescan Equipment Program" in the subject line of your e-mail. Answers to submitted questions will be posted on the DCJS website <http://criminaljustice.ny.gov/ofpa/newrfa.htm> on or about the date indicated on the RFA cover page.

Requests related to technical assistance and/or accessing and using GMS may be directed to the DCJS Office of Program Development & Funding at (518) 457-9787. Technical assistance is available during business hours through the application deadline.

VI. AWARD DETERMINATION

Applicants who are eligible for funding must receive a **score of at least 35** on this RFA. The actual award amount will be dependent upon the soundness of the proposed project and its relation to the requested budget, the average number of arrests reported annually by applicant agencies, and the demonstration of need for the number of units requested.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS' Executive Deputy Commissioner, or his or her designee, will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, and specific criteria set forth in this solicitation.

VII. NOTIFICATION OF AWARDS

Successful applicants will receive email notifications to the address provided in GMS. For those not approved to receive funding awards, notifications will be emailed to the contact person and sent first-class mail to the applicant's postal address.

VIII. REPORTING REQUIREMENTS

Reporting requirements that are applicable to this funding are provided below.

GMS Quarterly Progress Reporting

All DCJS-funded programs are required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project work plan entered in GMS.

Quarterly Fiscal Reporting

All DCJS funded grantees are required to submit quarterly fiscal reports and fiscal claims for payment.

Performance Measurement Tool (PMT) Reporting

In addition to GMS Quarterly Progress Reports, grantees are required to report quarterly in the federal Performance Measurement Tool (PMT). PMT reports are due on the same schedule provided below as the GMS Quarterly Progress Reports and Fiscal Claims for Payment.

Reporting Due Dates:

GMS Progress Quarterly Reports and Fiscal Claims for Payment (formerly known as State-Aid vouchers) and other reports as described are due to DCJS by the following dates:

| <u>Calendar Quarter</u> | <u>Report Due</u> |
|-------------------------|-------------------|
| July 1 - September 30 | October 31 |
| October 1 - December 31 | January 31 |
| January 1 - March 31 | April 30 |
| April 1 - June 30 | July 31 |

IX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The contract may be subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before funding may actually be disbursed. In the event that an award recipient cannot begin contractual activities within 90 days of contract execution, DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

All contracts may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall have no force and/or effect.

Contract Period

DCJS will enter into a contract period as noted in this solicitation document. DCJS reserves the right to modify the contract term in the best interests of the State of New York.

Contract Activities

All activities must meet the guidelines established by the State of New York and have prior approval from DCJS.

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise in the best interest of New York State.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below); grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project work plan.

Reports

The grantee shall submit all reports to DCJS, through GMS, in a format and time frame as specified in the grant contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports reflecting the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this RFA must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS. Monitoring can take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract noncompliance.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this RFA. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

DUNS Registration Requirements

All DCJS funding applicants are required to provide a Data Universal Numbering System (DUNS) number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section of their application. Existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization who needs a DUNS number can register through the following link: <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

Standard Contract Provisions

Any contracts negotiated as a result of this RFA process will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available for review on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran Owned Business Form.pdf>.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its

SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers. Applicants can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> and attaching to the NYS Division of Criminal Justice Services' Grants Management System (GMS) along with the response to this Application. There are no points attributable to this component of the application.

X. APPLICATION CHECKLIST

Applicants must submit applications electronically through the DCJS Grants Management System (GMS). Before submitting the application, ensure completion of the following:

- Provided complete and updated contact information in GMS.
- Answered Program Specific Questions (1 – 2) and attached in GMS as a Microsoft Word document.
- Completed a line item budget in the GMS budget module, including narrative justification for requested items. Be sure to include 50% matching funds and identify the source of those funds.
- Completed the GMS work plan module, noting "To Be Determined" as instructed.
- Completed all necessary contract requirements as outlined in section: ADMINISTRATION OF CONTRACTS including the question regarding "Encouraging Use of New York State Businesses in Contract Performance".
- **All applications must be received by Noon on Thursday, April 7, 2016.**

APPENDIX: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

Dated March 2015

GMS Helpful Hints: Also read Application for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines.

Getting Started: Sign on to GMS. Complete the text screens and press save.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "*Livescan Equipment Program*," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer. In the newly-created project complete the following modules which are listed across the top of the screen:

General - Complete the text screens and press save.

Participants/Contacts - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

Budget - See Application for additional specific instructions.

Work plan

Enter "To Be Determined" in the GMS work plan module for Project Goal, Objective, Task, and Performance Measure. Note: *A work plan will be developed after grant awards are made as part of the contracting process.*

Questions— Answer all required program narrative and budget information questions.

Hint: Answers should be developed in Word. DCJS-GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments –

Click on "Attachment," and upload the required attachments for this RFA. Note: Follow the instructions in the GMS User's Manual for Attachments; also see screen instructions for accepted file types and advice on file names.

Remember: **Failure to submit required documents will be considered the same as failure to meet the deadline for application submission.** This may result in an application being disqualified for the application being untimely.

When all requirements are completed, **click the "Submit" button.** GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is successfully submitted, GMS will display a screen that says "Your application has been submitted." In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction's or organization's behalf.

End of Application

COPY

1.

What is the goal of the project?

To purchase one Livescan unit

Where will the project operate?

*Watertown Police Department/Public Safety Bldg.
751 Waterman Dr.
Watertown, NY 13601
1st floor Room A114(Processing Room)*

- **When will the project operate?** *The equipment will be ordered immediately after the 1st of July, 2016. Installation and operation will be upon arrival of equipment. Annual support fees (hardware and software) and warranty coverage will be budgeted for on a yearly basis and on-going training will provided to all department personal on a yearly basis according to need.*

Describe the status of current Livescan/Cardscan Equipment:

- **Provide the number and type(s) of equipment currently in use at your agency:**
Our Agency utilizes one Livescan unit consisting of a client workstation, digital imaging system, signature pad and fingerprint scanner (Smith Heimann Biometrics LS1 LITE-Xe Livescanner, model: RJ0445) All equipment purchased in 2004
- **Provide a description of any malfunctioning or outdated equipment and how those issues impact the agency's ability to submit fingerprint data efficiently:**
The fingerprint scanner is no longer operational and all other hardware is original, purchased in 2004. Currently we do not have an operational Livescan Unit and have been using another Agency's Livescan unit (Jefferson Co. Sheriff's Dept.)
- **Provide justification for the number of device(s) requested in the application:**

We are only requesting one Livescan Unit to be utilized by our department for the purpose of processing arrestees and submitting to DCJS.

Question #2: 0-10 points

2. **Implementing Agency Profile – Answer all sub-sections within the following question:** *The WPD consists of an Administration Division, an Investigations Division, four Patrol Divisions, a Warrants and Identification Division, and a Training Division. The operating budget consists of \$8,084,870.00 with 65 full time employees. Hours of operation: seven days a week 24 hours a day.*

Budget Questions: 0-10 points total

Complete the budget in the GMS budget module.

What funds are needed to support the project in this grant proposal? *\$10,000.00 needed matching funds provided in local budget.*



SAFRAN

MorphoTrust USA

System Hardware Upgrade - Palm

Client: Watertown Police Department

Quote Number: GN16-WPD-RICIP-032916

Contact: Adm. Sgt. Jason Badalato
Address: 751 Waterman Dr.
Watertown, NY 13601

Date: March 29, 2016
Revision Date:
Phone #: 315-786-2635
Fax #:
Mobile #:
Email: jbadalato@watertown-ny.gov

| Components | Price | Level 1 | Level 2 |
|--|---|---------|---------|
| Hardware | \$18,489 | \$2,588 | \$3,328 |
| Services | \$1,600 | | |
| Total System with 1 year Warranty | \$20,089 | | |
| MorphoTrust USA, LLC NYS Vendor ID #: 1000053998 State Contract #: PT66571 OGS Award #: 20191 OGS Group #: 77201 | Annual Support after 1st Year of Warranty Expires | \$2,588 | \$3,328 |
| | | | |

Sales Contact Information: Gary Newlin | National Sales Manager |
Email: GNewlin@MorphoTrust.com | Office: 952-442-8701

COPY

Morpho Trust USA, 5705 W. Old Shakopee Road, Suite 100, Bloomington, MN 55437-3107

| Item Number | Description | Qty | NYS Net Price | MSRP | Discount off MSRP 15% | Extended Price | Level 1 Support 8-5 14% of NET | Level 2 Support 24hours 18% of Net | |
|--|--|-----|---------------|-----------|-----------------------|----------------|--------------------------------|------------------------------------|----------|
| WORKSTATION HARDWARE | | | | | | | | | |
| CLIENT-01 | Client Workstation - Processing Station | 1 | \$ 2,093 | \$ 2,462 | 15% | \$ 2,093 | \$ 293 | \$ 377 | |
| DIGITAL IMAGING HARDWARE AND ACCESSORIES | | | | | | | | | |
| TPE-HWOX-DIGCAP | Digital Imaging System - Mug shot or civil image capture | 1 | \$ 1,050 | \$ 1,235 | 15% | \$ 1,050 | \$ 147 | \$ 189 | |
| SIG-02 | Signature Pad | 1 | \$ 440 | \$ 518 | 15% | \$ 440 | \$ 62 | \$ 79 | |
| CAMPT-01 | Pan-Tilt Motor | 1 | \$ 243 | \$ 286 | 15% | \$ 243 | \$ 34 | \$ 44 | |
| FINGERPRINT SCANNING HARDWARE AND ACCESSORIES | | | | | | | | | |
| TP-5300A-ED | 500PPI Palm, Slap and Roll Live scan - appliance only | 1 | \$ 14,663 | \$ 17,251 | 15% | \$ 14,663 | \$ 2,053 | \$ 2,639 | |
| | | | | | | Totals: | \$ 18,489 | \$ 2,588 | \$ 3,328 |
| Services | | | | | | | | | |
| INST-01 | Installation of Hardware and Software on Site Client / On Site ComnetX Per Day | 1 | \$ 1,600 | \$ 1,882 | 15% | \$ 1,600 | N/A | N/A | |
| | | | | | | Totals: | \$ 1,600 | \$ 0 | \$ 0 |

(Onondaga Co. Server)

Terms and Conditions

Stated prices do not include any sales, use, value added, federal, state, local, or other taxes, or any custom duties. All such taxes or duties shall be paid by customer, or in lieu thereof, customer shall provide an appropriate tax exemption form. Customer shall in its purchase order specifically include the applicable sales tax amount or provide a current tax exemption certificate. Without the applicable tax amount or tax exemption certificate, MorphoTrust USA will not enter the purchase order. MorphoTrust USA reserves the right to invoice customer for sales tax calculation in customer's purchase order that is insufficient.

General Terms and Conditions:

General Terms and Conditions:

- 1) This Quotation is valid for 90 days from the date of Quotation.
- 2) Purchase Order must reference correct Quotation Number and Date of Quotation.
- 3) Unless otherwise agreed to in writing by MorphoTrust USA, all sales of MorphoTrust USA hardware products, and all licenses of MorphoTrust USA software, are subject to MorphoTrust USA's standard terms and conditions of sale and license.
- 4) Unless otherwise agreed to in writing by MorphTrust USA, all products are subject to MorphoTrust USA's standard warranty, at the quoted Warranty Service Level, for a period of one year from the date of installation.
- 5) Unless otherwise agreed to in writing by MorphoTrust USA,, Products are sold FOB - MorphoTrust USA Factory, Bloomington, MN. Prices are exclusive of shipping, handling and freight charges, which are separately identified in the Quotation, and which are the sole responsibility of the purchaser.
- 6) Stated prices do not include any sales, use, value added, federal, state, local, or other taxes, or any custom duties. All such taxes or duties shall be paid by customer, or in lieu thereof, customer shall provide an appropriate tax exemption form. Customer shall in its purchase order specifically include the applicable sales tax amount or provide a current tax exemption certificate. Without the applicable tax amount or tax exemption certificate, MorphoTrust USA will not enter the purchase order. MorphoTrust USA reserves the right to invoice customer for sales tax calculation in customer's purchase order that is insufficient.
- 7) Subject to credit approval by MorphoTrust USA, all payments are due in full net thirty (30) days from date of invoice. In the event MorphoTrust USA does not approve such credit, other payment terms must be agreed upon by the parties.
- 8) Prices are exclusive of engineering or other labor service charges provided by MorphoTrust USA at the request of the purchaser, unless such engineering or other labor is expressly covered by warranty and otherwise required directly as a result of defects in materials or workmanship . Engineering and other labor services, as well as parts and materials, provided by MorphoTrust USA outside of applicable warranty shall be paid for by the purchaser at MorphoTrust USA's then current time and materials charges.
- 9) MorphoTrust USA provided maintenance support following the warranty period is recommended by MorphoTrust USA. Help Desk, On-Site and 24/7 maintenance support programs are available, subject to execution of MorphoTrust USA Standard Maintenance Agreement.
- 10) Where applicable, in sole judgment of MorphoTrust USA, this Quotation is subject to existing contract pricing between MorphoTrust USA and the purchaser. Current contract number must be identified on the Purchase Order.
- 11) Any discount prices are for like quantities ordered on the same Purchase Order. Quantities are not cumulative. Any change in the quantity ordered may affect price. Contact MorphoTrust USA for new quote with desired quantities.
- 12) This Quotation and these terms and conditions apply to domestic U.S. orders only.
- 13) This Quotation is MorphoTrust USA proprietary.

Res No. 7

June 27, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Purchase of Dry Polymer at the Pollution Control Plant, Slack Chemical Company Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2016-2017 and 2017-2018 fiscal years' requirements for Dry Polymer for use by the Pollution Control Plant, per specifications.

Invitations to bid were issued to twenty-eight (28) prospective bidders, with two (2) bids being received that were publicly opened and read in the Purchasing Department on Thursday, May 12, 2016 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Operator Mark Crandall, and it is their recommendation that the award be issued to Slack Chemical Company Inc. as the lowest qualifying bidder meeting City specifications, as follows, for a two-year award:

| | | Slack Chemical Company, Inc. | | | |
|-------------|--------------------------|---------------------------------------|-----------------|----------------|------------------|
| | | Type | | | |
| Chemical | Est. Annual Usage - Lbs. | Option 1 | | Option 2 | |
| | | One Year | | Two Years | |
| | | 2016-2017 | | 2017-2018 | |
| | | Per Unit Price | Ext. Price | Per Unit Price | Ext. Price |
| Dry Polymer | 52,000 | Sta Floc 6639 \$1.67 | \$86,840 | \$1.74 | \$180,960 |
| Dry Polymer | 52,000 | Sta Floc 6532 \$1.53 | \$79,560 | No Bid | No Bid |

In Ms. Pastuf's attached report, she explains that the bid requires that representative chemical samples be provided for testing two weeks prior to the bid opening and that the bid is structured with a one-year or two-year award to be determined in the best interest of the City of Watertown. She also explains how the product offered by Slack Chemical outperformed the product submitted by BASF Corporation.

A resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Dry Polymer;
Slack Chemical Company, Inc.

Introduced by

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

Total

| YEA | NAY |
|-----|-----|
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| | |

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Dry Polymer for use at the City’s Pollution Control Plant, for the City’s 2016-2017 and 2017-2018 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) bidders, with a total of two (2) sealed bids submitted to the City Purchasing Department, and

WHEREAS on Thursday, May 12, 2016 at 11:00 am in the City’s Purchasing Department, the bid was publically opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bid with Chief Operator Mark Crandall, and it is their recommendation that the City Council accept the bid from Slack Chemical Company, Inc, as detailed below:

| | | Type | Slack Chemical Company, Inc. | | | |
|-------------|--------------------------|----------------------|------------------------------|-----------------|---------------|------------------|
| Chemical | Est. Annual Usage - Lbs. | | Option 1 | | Option 2 | |
| | | | One Year | | Two Years | |
| | | | 2016-2017 | | 2017-2018 | |
| | | Per Unit Price | Ext. Price | Per Unit Price | Ext. Price | |
| Dry Polymer | 52,000 | Sta Floc 6639 | \$1.67 | \$86,840 | \$1.74 | \$180,960 |
| Dry Polymer | 52,000 | Sta Floc 6532 | \$1.53 | \$79,560 | No Bid | No Bid |

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Slack Chemical Company, Inc., for the two-year bid as detailed above, being the only qualifying bidder meeting City specifications, for the purchase of Dry Polymer for use at the City’s Pollution Control Plant.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2014-07 – Dry Polymer Bid – Pollution Control Plant
DATE: 6/27/2016

The City's Purchasing Department advertised in the Watertown Daily Times on May 12, 2016 calling for sealed bids for the purchase of Dry Polymer for use by the Pollution Control Plant as per City specifications. Invitations to bid were issued to twenty-eight (28) prospective bidders and two (2) sealed bids were submitted to the Purchasing Department. This bid requires that representative chemical samples be provided for testing two weeks prior to the bid opening. The samples are tested by the department to determine their effectiveness as chemical conditioning of sludge for filter press dewatering at the Pollution Control Plant. The bid is structured with a one-year or two-year award to be determined in the best interest of the City of Watertown. The sealed bids were publically opened and read on June 8, 2016 at 11:00 am, local time. The bid tally is provided below.

| | | BASF Corporation | | | | Slack Chemical Company, Inc. Sta Floc 6639 or Sta Floc 6532 | | | | |
|-------------|--------------------------|------------------|-------------|----------------|--------------|--|----------------|-------------|----------------|--------------|
| Chemical | Est. Annual Usage - Lbs. | Option 1 | | Option 2 | | Option 1 | | Option 2 | | |
| | | One Year | | Two Years | | One Year | | Two Years | | |
| | | 2016-2017 | | 2016-2018 | | 2016-2017 | | 2016-2018 | | |
| | | Per Unit Price | Ext. Price | Per Unit Price | Ext. Price | Type | Per Unit Price | Ext. Price | Per Unit Price | Ext. Price |
| Dry Polymer | 52,000 | \$1.497 | \$77,844.00 | \$1.547 | \$160,888.00 | Sta Floc 6639 | \$1.670 | \$86,840.00 | \$1.740 | \$180,960.00 |
| Dry Polymer | 52,000 | | | | | Sta Floc 6532 | \$1.530 | \$79,560.00 | No Bid | No Bid |

Although the lowest responsive bid received was submitted by BASF Corporation, subsequent testing of the product showed it to be less effective than the Sta Floc 6639 product offered by Slack Chemical. In order to be as effective as the Slack Chemical product Sta Floc 6639, there would need to be additional BASF product applied, negating any savings. Chief Operator Mark Crandall and the Purchasing Manager Amy Pastuf reviewed both the bid responses and chemical analysis and recommend that the award be made to Slack Chemical Company, Inc. Product Sta Floc 6639 for a two year award, July 5, 2016 to June 30, 2018.

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

Res No. 8

June 21, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Rejecting All Bids for Ready-Mix Concrete

The City Purchasing Department has advertised and received sealed bids for the purchase of Ready-Mix Concrete products for use by the Department of Public Works, the Sidewalk Replacement Program, and the Water Department during Fiscal Year 2016-2017, 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 Thursday, June 9, 2016, at 11:00 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received, and it is her recommendation that the City reject all bids received as stated in her attached report. It is recommended that we re-bid with revised specifications to allow for a 2.0 Cubic Yard minimum delivery.

A Resolution rejecting all bids for Ready-Mix Concrete products has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Rejecting all Bids for Ready-Mix Concrete

Introduced by

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

| YEA | NAY |
|-----|-----|
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| | |

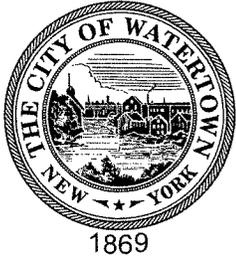
WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ready-Mix Concrete products for use by various City Departments during Fiscal Year 2016-2017, and

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 Thursday, June 9, 2016, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf reviewed the bids received, and it is her recommendation that the City Council reject all bids,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown rejects the bids received for the purchase of Ready-Mix Concrete products for use by various City Departments in order to allow a re-bid with revised specifications.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2016-09-- Ready-Mix Concrete Products
DATE: 6/20/2016

The City's Purchasing Department advertised in the Watertown Daily Times on May 18, 2016 calling for sealed bids for the purchase of Ready-Mix Concrete Products. This contract is for use by the Department of Public Works, the Sidewalk Replacement Program and the Water Department. The contract is an aggregate award; the vendor with the lowest pricing on the products requested will win the entire contract.

The City of Watertown issued Invitations to Bid to four (4) prospective bidders and three (3) sealed bids were submitted to the Purchasing Department. An addendum was issued to all prospective bidders on May 19, 2016. The bidders are required to attach the bid addendum to their submittal as it becomes part of the bid proposal. The sealed bids were publically opened and read on June 9, 2016 at 11:00 am, local time. The bid tabulation is shown below:

| Description | Champion | Cranesville Block Company, Inc. | Watertown Concrete |
|--|--------------|---------------------------------|--------------------|
| | Carthage, NY | Amsterdam, NY | Watertown, NY |
| 4000 lb. Coarse Mix | \$84.68 | \$90.00 | \$105.00 |
| 4000 lb. Fine Mix | \$84.68 | \$90.00 | \$105.00 |
| 5000 lb. Fine Mix | \$86.15 | \$92.00 | \$108.00 |
| 4000 lb. Coarse Mix / Heated Concrete | \$94.68 | \$100.00 | \$115.00 |
| 4000 lb. Fine Mix / Heated Concrete | \$94.68 | \$100.00 | \$115.00 |
| 5000 lb. Fine Mix / Heated Concrete | \$94.15 | \$102.00 | \$118.00 |
| 733.0102 - Controlled Low Strength Material (No Fly Ash) | No Bid | \$75.00 | \$80.00 |
| 733.0103 - Lightweight Concrete Fill (Type A) | No Bid | No Bid | No Bid |
| 733.0104 - Lightweight Concrete Fill (Type B) | No Bid | No Bid | No Bid |
| Minimum Delivery Amount | 2.0 CY | 6.0 CY | 2.0 CY |

When the submittals were reviewed it was determined that only one bidder, **Cranesville Block Company, Inc.**, had properly attached the bid addendum to their proposal. **Cranesville Block Company, Inc.** requires a minimum delivery amount of **6.0 Cubic Yards**, which far exceeds the general City usage of 2.0 Cubic Yards or less. It is recommended that all bids for Ready-Mix Concrete Products be rejected and the bid with revised specifications re-canvassed as soon as possible. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 9

June 21, 2016

To: The Honorable Mayor and City Council

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

Subject: Finding That Replacing the Playground Equipment in John C. Thompson Park Will Not Have a Significant Negative Impact on the Environment

The City has been awarded \$50,000 from the State and Municipal Facilities (SAM) Program for playground renovations in Thompson Park through the efforts of Senator Patty Ritchie. SAM is administered by the Dormitory Authority of the State of New York (DASNY). The project is estimated to cost \$385,000 and has been included in the adopted 2016-2017 Capital Budget.

The Playground project will include the removal of the existing structure and building a new one in the same location. The new playground will be similar in style with the existing one, but will be made of different materials, including composite wood, metal, plastic, and fiberglass reinforced concrete.

Documentation that a SEQRA review has been completed must be submitted to DASNY. The proposed project is an Unlisted Action, allowing the use of a Short Environmental Assessment Form. Part 1 of the form has been completed for the Council's use. The Council must complete Part 2, and Part 3 if necessary. The resolution prepared for the City Council consideration states that the proposed playground project will not have a significant negative impact on the environment.

RESOLUTION

Page 1 of 1

Finding That Replacing the Playground Equipment in John C. Thompson Park Will Not Have a Significant Negative Impact on the Environment

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

| YEA | NAY |
|-----|-----|
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Introduced by

WHEREAS the City Council of the City of Watertown, New York, is considering replacing the playground equipment in John C. Thompson Park, and

WHEREAS the City Council must evaluate all proposed actions in light of the State Environmental Quality Review Act (SEQRA) and the regulations promulgated pursuant thereto, and

WHEREAS the proposed project will constitute such an action, and

WHEREAS the City Council has determined that the proposed project is an "Unlisted Action" as that term is defined in 6NYCRR Section 617.2, and

WHEREAS to aid the City Council in its determination as to whether the proposed project will have a significant effect on the environment, Part 1 of a Short Environmental Assessment has been prepared by Staff, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Environmental Assessment Form, in comparison with the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact on the environment is known and the approval of the proposed project will not have a significant negative impact on the environment.
2. The Mayor and the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by:

Short Environmental Assessment Form

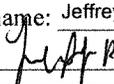
Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| Part 1 - Project and Sponsor Information | | | |
|---|--|--|--|
| Name of Action or Project: Thompson Park Playground Replacement Project | | | |
| Project Location (describe, and attach a location map): John C. Thompson Park, 1 Thompson Park, Watertown NY 13601 Parcel # 12-30-101.000 | | | |
| Brief Description of Proposed Action: The playground structure that was built in 1987 will be removed and an a new one will be constructed in its place. The new equipment will be similar in style with the existing playground, but will be made of different materials, including composite wood, metal, plastic, and fiberglass reinforced concrete. | | | |
| Name of Applicant or Sponsor: City of Watertown | | Telephone: (315) 785 - 7884 E-Mail: jpolkowski@watertown-ny.gov | |
| Address: 245 Washington St. | | | |
| City/PO: Watertown | | State: NY | Zip Code: 13601 |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. | | | NO <input checked="" type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Funding from Dormitory Authority of the State of New York | | | YES <input checked="" type="checkbox"/> |
| 3.a. Total acreage of the site of the proposed action? _____ .3 acres | | | |
| b. Total acreage to be physically disturbed? _____ .3 acres | | | |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 355 acres | | | |
| 4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input checked="" type="checkbox"/> Parkland | | | |

| | | |
|--|--|--|
| <p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p> | <p>NO</p> <p><input checked="" type="checkbox"/></p> | <p>YES</p> <p><input type="checkbox"/></p> |
| <p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p> | <p>NO</p> <p><input checked="" type="checkbox"/></p> | <p>YES</p> <p><input type="checkbox"/></p> |
| <p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p> | <p>NO</p> <p><input checked="" type="checkbox"/></p> | <p>YES</p> <p><input type="checkbox"/></p> |
| <p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>Jeffrey M. Polkowski</u> Date: <u>6/24/16</u></p> <p>Signature: <u></u></p> | | |



Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the proposed action impair the character or quality of the existing community? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the proposed action impact existing: | <input type="checkbox"/> | <input type="checkbox"/> |
| a. public / private water supplies? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. public / private wastewater treatment utilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action create a hazard to environmental resources or human health? | <input type="checkbox"/> | <input type="checkbox"/> |

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

| | |
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| <input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. | |
| <input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. | |
| <u>City of Watertown</u> Name of Lead Agency | _____ Date |
| <u>Joseph M. Butler Jr.</u> Print or Type Name of Responsible Officer in Lead Agency | <u>Mayor</u> Title of Responsible Officer |
| _____ Signature of Responsible Officer in Lead Agency | <u>[Signature]</u> Signature of Preparer (if different from Responsible Officer) |

Res No. 10

June 29, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

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

Attached for City Council's 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, 2016, and ending June 30, 2017. Funding in the amount of \$15,000 to support this initiative is included in the FY 2016-2017 Adopted 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.

RESOLUTION

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 HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

| YEA | NAY |
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Introduced by

WHEREAS 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 Sharon Addison 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, 2016, through June 30, 2017.

Article V. MANNER OF PAYMENT.

a. The City agrees to provide Fifteen Thousand Dollars (\$15,000) to the Community Action Planning Council for the term specified above.

b. Payment shall be made by the City Comptroller. The annual payment will be made on or after December 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 Sharon Addison

THE COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

BY: Executive Director Melinda Gault

Res No. 11

June 29, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

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

During the development of the budget for Fiscal Year 2016-17, 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, 2016. 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.

RESOLUTION

Page 1 of 1

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

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

| YEA | NAY |
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Introduced by

WHEREAS 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 Sharon Addison 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, 2016, through June 30, 2017.

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, 2017.

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 _____, 2016.

CITY OF WATERTOWN, NEW YORK

By: _____
Sharon Addison
City Manager

THOMPSON PARK CONSERVANCY

By: _____
Board President

Res No. 12

June 29, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Agreement for Professional Services with Public Sector HR Consultants, LLC

Attached for City Council's consideration is an Agreement for Professional Services between the City of Watertown and Public Sector HR Consultants, LLC.

Since January 1, 2014, Public Sector HR Consultants has provided human resource support in matters pertaining to employee discipline, personnel recordkeeping, Workers Compensation issues, Family Medical Leave, and issues pertaining to Federal and State regulations including Civil Service Law to name a few. The term of this Agreement is for six months beginning July 1, 2016, and ending December 31, 2016 with the monthly cost remaining fixed at the previous year's rate. As previously discussed with Council, upon expiration of this contract all of the services that Public Sector HR has provided will be transitioned over to the City's Human Resource Manager. Funding in the amount of \$6,600 to support this initiative is included in the FY 2016-2017 Adopted Budget.

A resolution approving the Agreement between the City of Watertown and the Public Sector HR Consultants, LLC has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Professional Services Agreement
Between the City of Watertown and
Public Sector HR Consultants, LLC

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

| YEA | NAY |
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Introduced by

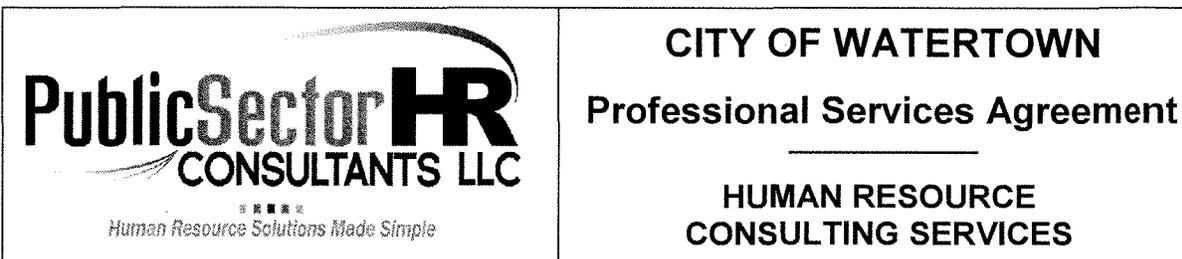
WHEREAS the City of Watertown seeks assistance in handling human resource/ personnel issues, and

WHEREAS the City Manager and staff have utilized the services of Public Sector HR Consultants, LLC since January 1, 2014,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Professional Services Agreement between Public Sector HR Consultants, LLC and the City of Watertown, a copy of which is attached hereto and made a part of this resolution, and

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

Seconded by



PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the City of Watertown, herein referred to as the “Client”, and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client’s human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC’s human resource management, PSHRC will consult with the Client’s legal counsel as directed. The Client understands and agrees that PSHRC’s role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent gross negligence or willful misconduct of PSHRC, in which case damages shall be limited to consideration paid to PSHRC.

SCOPE OF SERVICES

Public Sector HR Consultants LLC (PSHRC) will provide the following human resource consulting services to the City of Watertown for the period commencing July 1, 2016 through December 31, 2016.

1. UNLIMITED TELEPHONE AND E-MAIL CONSULTATION

Provide unlimited telephone and e-mail consultation to the City Manager, City Attorney, Confidential Assistant to the City Manager and others at the request of the City Manager on matters pertaining to human resource management and labor relations, including but not limited to:

- Interpretation and application of the City’s personnel policies and various collective bargaining agreements;
- Federal and State regulations, including but not limited to:
 - Civil Service Law

- Fair Labor Standards Act
- Family and Medical Leave Act
- Federal and State EEO, Disability and Sexual Harassment Laws

2. RECRUITING, INTERVIEWING AND HIRING PROCEDURES

PSHRC will provide guidance in the City's recruiting, interviewing and hiring procedures. This includes developing job descriptions for newly created positions or revising job descriptions as needed; providing forms for telephone screening, reference checking, and applicant screening. Assist with the recruitment of positions including drafting of position descriptions for advertisement. Assist in the interviewing process by developing interview questions; providing guidance to interviewers regarding the EEO do's and don'ts and assisting in evaluating applicants following the interview process.

3. EMPLOYEE DISCIPLINE AND SEPARATION

PSHRC will make recommendations to improve communications and reduce exposure to discrimination and wrongful termination claims. These services include, but are not limited to, the following:

1. Develop corrective discipline and termination procedures in compliance with Section 75 of the Civil Service Law and the collective bargaining agreements.
2. Provide guidance to supervisors on proper disciplinary and separation procedures.
3. Provide forms in compliance with CSL Section 75 and the collective bargaining agreements for counseling, Notice of Discipline, Stipulation of Settlement, exit interview, separation notice checklist, and related forms.

4. WORKERS' COMPENSATION, 207-a, 207-c, DISABILITY AND FMLA ADMINISTRATION

Act as a liaison between the City's workers' compensation carrier and the City regarding claims management activities and loss reserve analysis for Workers' Compensation. PSHRC will provide education and assistance in claims processing, medical leaves of absence, and return-to-work procedures. PSHRC will oversee and administer all leaves taken under the City's Family and Medical Leave Policy including explanation of FMLA procedures and eligibility requirements; completing necessary paperwork and follow-up approval letters; and setting up necessary tracking procedures. PSHRC will provide education and assistance for leaves pertaining to Civil Service Law §§71, 72 and 73, and General Municipal Law §§207-a and 207-c.

5. UNEMPLOYMENT INSURANCE ADMINISTRATION

PSHRC will act as a liaison between the City's unemployment insurance claims processor and the City by answering questions about claims and providing guidance on completing the employee separation section of claim forms.

1. Provide unemployment insurance claims information to the Department of Labor as requested and protect the City's interest on chargeability of claims.
2. Review Department of Labor rulings on unemployment insurance claims eligibility, make recommendations to the City to appeal decisions as appropriate. At the request of the City, PSHRC will provide representation at unemployment hearings for an additional fee of \$150 per hour.

6. EMPLOYEE/PERSONNEL FILE RECORDKEEPING

Develop and/or update personnel forms as required. Advise the City on best practices for storing and maintaining personnel folders.

7. DRUG & ALCOHOL TESTING PROCEDURES

PSHRC will provide guidance on Drug and Alcohol Testing procedures as applicable to the employment relationship.

FEE FOR SERVICES

Human Resource Consulting Services – The fee for the services detailed in numbers 1 through 7 above shall be of \$1,100 per month for the six (6) months covered by this Professional Services Agreement. Services requested beyond the scope of this agreement shall be billed at \$150/hour or at a project rate mutually agreed upon by both parties. This fee shall be billed monthly.

Travel Expenses – The City of Watertown will be responsible for reimbursing PSHRC for any travel expenses (mileage and highway tolls) that may occur if on-site services are requested. The mileage rate that will be charged shall be in accordance with the current mileage rate allowed by the Internal Revenue Service at the time travel takes place.

TERM OF AGREEMENT / TERMINATION

The term of this Agreement shall commence on July 1, 2016 and shall continue until December 31, 2016 or until terminated by either party on thirty (30) days written notice to the other party for any reason.

INDEMNIFICATION AND DEFENSE

The Client acknowledges and agrees that PSHRC's role is limited to an advisory capacity and that, as such, PSHRC has no authority or responsibility to apply and/or implement the advice, information, and services provided to the Client. Moreover, the parties acknowledge and agree that PSHRC owes a duty and is responsible solely to the Client, not the employees of the Client or any third party. The application and/or implementation of the advice, information, and services provided by PSHRC are solely the responsibility of the Client. Therefore, in the event that any third party (including any employee of the Client) asserts any claims or charges against PSHRC: (a) the Client agrees to indemnify and hold harmless PSHRC against any and all liability, claims, suits, losses, costs, and legal fees caused by, arising out of, or resulting from the services provided to the Client by PSHRC, including claims arising from any negligent act or omission of PSHRC, or by any agent or employee of PSHRC, in the performance of and/or the failure to perform the agreed upon services; and (b) the Client agrees to reimburse PSHRC for all attorneys' fees and obligations for legal expenses associated with PSHRC's engagement of counsel.

DISCLOSURE OF INFORMATION

Consultant shall not disclose or appropriate to its own use, or to the use of any third party, at any time during or subsequent to the term of this Agreement, any secret or confidential information of the City of which Consultant becomes informed during such period, whether or not developed by Consultant. The City shall have the right to obtain injunctive relief for violation of the terms of this Section and the terms of this Section shall survive the term of this Agreement.

INDEPENDENT CONTRACTOR

Consultant acknowledges that it will not hold itself, its officers, employees and/or agents out as employees of the City. Consultant is retained by the City only for the purposes and to the extent set forth in this Agreement, and its relationship to the City shall, during the periods of its services hereunder, be of an independent contractor. Consultant shall not be considered as having employee status and shall not be entitled to participate in any of the City's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, Consultant, its officers, its employees and/or agents shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by the City. Consultant agrees that this Agreement does not confer benefits of any nature whatsoever upon it other than payment for services provided herein. Consultant shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. Consultant shall not be entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between the City and its employees.

*City of Watertown
Professional Services Agreement
Page 5 of 5*

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

City of Watertown

Public Sector HR Consultants LLC

Signature: _____

Signature: Ronni M. Travers

Date: _____

Date: 6/6/15

By: _____

By: Ronni M. Travers, SPHR

Title: _____

Title: President

Res No. 13

June 21, 2016

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial Will Not Have a Significant Impact on the Environment

At its June 7, 2016 meeting, the City Planning Board adopted a motion by a 5-0 vote recommending that the City Council change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial District. The Council has scheduled a public hearing on the request for Tuesday, July 5, 2016, at 7:30 p.m.

The City Council must complete Part 2, and Part 3 if necessary, of the Short Environmental Assessment Form and adopt the attached resolution before it may vote on the Zone Change Ordinance. The resolution states that the proposed zone change will not have a significant impact on the environment.

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial Will Not Have a Significant Impact on the Environment

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

| YEA | NAY |
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Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance for the zone change application of Bryan J. Donegan of I-Site Realty, to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110 from Neighborhood Business to Commercial, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Review Act (SEQRA), and the regulations promulgated pursuant thereto, and

WHEREAS the approval of the zone change would constitute such an “Action,” and

WHEREAS the City Council has determined that changing the zoning classification of this property is an Unlisted Action as that term is defined by 6NYCRR Section 617.2, and

WHEREAS there are no other involved agencies for SEQRA review as that term is defined in 6NYCRR Section 617.2, and

WHEREAS to aid the City Council in its determination as to whether the proposed zone change will have a significant impact on the environment, Part I of a Short Environmental Assessment Form has been prepared by the applicant, a copy of which is attached and made part of this Resolution,

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial Will Not Have a Significant Impact on the Environment

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

Total

| YEA | NAY |
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NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the zone change will not have a significant impact on the environment.
2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

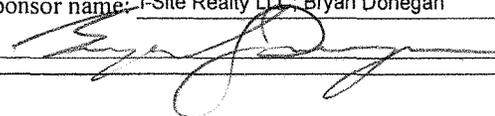
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

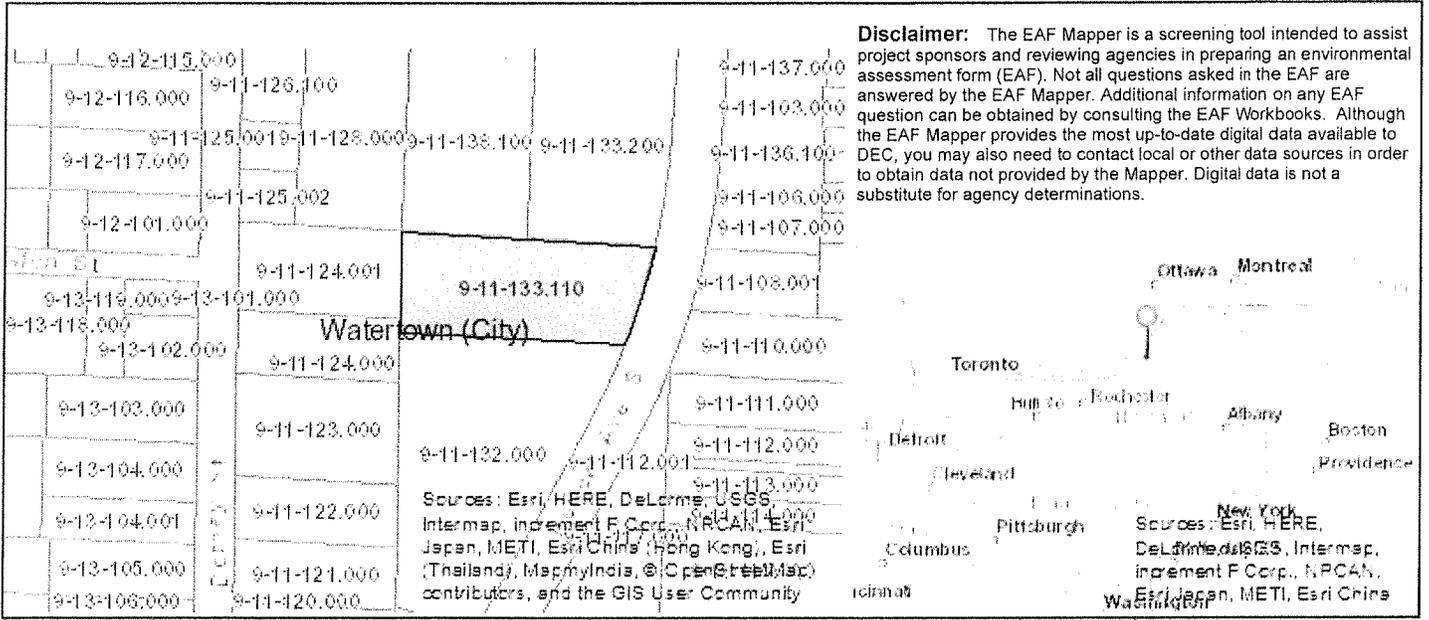
| Part 1 - Project and Sponsor Information | | | |
|--|--|---------------------------------------|---|
| Name of Action or Project: I-Site Realty LLC Zone Change | | | |
| Project Location (describe, and attach a location map): West side of Bellew Avenue South, City of Watertown, Jefferson County | | | |
| Brief Description of Proposed Action: Proposed Zone Change pertaining to tax parcel 9-11-133.110 with the intent to change the front 0.47 acre portion from Neighborhood Business to Commercial, which will result in the entire parcel being zoned Commercial. | | | |
| Name of Applicant or Sponsor: I-Site Realty LLC; c/o Bryan Donegan | | Telephone: 286-9358 | |
| | | E-Mail: bryan.james.donegan@gmail.com | |
| Address: POB 669 | | | |
| City/PO: Alexandria Bay | | State: NY | Zip Code: 13607 |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. | | | NO <input checked="" type="checkbox"/> |
| | | | YES <input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: | | | NO <input checked="" type="checkbox"/> |
| | | | YES <input type="checkbox"/> |
| 3.a. Total acreage of the site of the proposed action? | | _____ 0.47 acres | |
| b. Total acreage to be physically disturbed? | | _____ 0 acres | |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? | | _____ 0.97 acres | |
| 4. Check all land uses that occur on, adjoining and near the proposed action. | | | |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) | | | |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ | | | |
| <input type="checkbox"/> Parkland | | | |

| | | |
|--|--|--|
| <p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p> | <p>NO</p> <p><input checked="" type="checkbox"/></p> | <p>YES</p> <p><input type="checkbox"/></p> |
| <p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p> | <p>NO</p> <p><input checked="" type="checkbox"/></p> | <p>YES</p> <p><input type="checkbox"/></p> |
| <p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p> | <p>NO</p> <p><input checked="" type="checkbox"/></p> | <p>YES</p> <p><input type="checkbox"/></p> |

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: I-Site Realty LLC; Bryan Donegan Date: 6/10/16

Signature: 



| | |
|---|--|
| Part 1 / Question 7 [Critical Environmental Area] | No |
| Part 1 / Question 12a [National Register of Historic Places] | No |
| Part 1 / Question 12b [Archeological Sites] | Yes |
| Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies] | No |
| Part 1 / Question 15 [Threatened or Endangered Animal] | Yes |
| Part 1 / Question 16 [100 Year Flood Plain] | Digital mapping data are not available or are incomplete. Refer to EAF Workbook. |
| Part 1 / Question 20 [Remediation Site] | No |

Project:

Date:

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the proposed action impair the character or quality of the existing community? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the proposed action impact existing: | | |
| a. public / private water supplies? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. public / private wastewater treatment utilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action create a hazard to environmental resources or human health? | <input type="checkbox"/> | <input type="checkbox"/> |

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

Ord No. 1

June 22, 2016

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

The resolution to accept the change order submitted by CCI Companies Inc. for the reconstruction of Factory Street was Tabled at the June 20, 2016 meeting. Funding for the supplemental agreement was contingent upon City Council also approving a bond ordinance amendment for the project.

A summary of the project's current costs are as follows:

| | | |
|--|------------------|---------------------|
| AECOM | | |
| Base contract | \$ 612,000 | |
| Supplemental agreement #1 | 284,000 | |
| Supplemental agreement #2 | 864,000 | |
| Supplemental agreement #3 | <u>576,000</u> | \$ 2,336,000 |
| CCI Companies Inc. | | |
| Base contract | 8,783,852 | |
| Supplemental agreement #1-4 | <u>567,717</u> | 9,351,569 |
| Barton & Loguidice | | |
| Base contract | \$ 39,600 | |
| Supplemental agreement #1 | <u>1,300,000</u> | 1,339,600 |
| Right-of-way acquisitions | | 352,500 |
| Other Costs (i.e. Traffic Counts, Borings) | | 25,000 |
| Bonding Costs and Contingency | | <u>95,331</u> |
| Bond Ordinance | | <u>\$13,500,000</u> |

ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

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

| YEA | NAY |
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Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on July 5, 2016, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

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

BOND ORDINANCE DATED July 5, 2016.

WHEREAS, by ordinance dated September 6, 2011, as amended November 21, 2011, January 21, 2013, July 1, 2013 March 3, 2014, October 6, 2014 and May 18, 2015, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$12,900,000 bonds of said City to pay the design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$12,900,000, in and for the City of Watertown, Jefferson County, New York; and

ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

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

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WHEREAS, the Council now wishes increase the estimated maximum cost of the aforesaid class of objects or purposes from \$12,900,000 to \$13,500,000, an increase of \$600,000 over that previously authorized, and to authorize the issuance of bonds sufficient to pay said estimated maximum cost;

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted September 6, 2011, as amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, authorizing the issuance of \$12,900,000 bonds to pay design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$12,900,000, in and for the City of Watertown, Jefferson County, New York, are hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$13,500,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE FACTORY STREET RECONSTRUCTION, IN AND FOR SAID CITY.”

....

“Section 1. For the class of objects or purposes of paying the design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including related utility improvements or replacements and design and incidental expenses in connection therewith, there are hereby authorized to be issued \$13,500,000 bonds of said City pursuant to the provisions of the Local Finance Law.

ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

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

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“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$13,500,000 and that the plan for the financing thereof is by the issuance of the \$13,500,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State or Federal aid or any other revenue received by the City from other sources for such class of objects or purposes.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is fifteen (15) years, pursuant to subdivision ninety-one of paragraph a of Section 11.00 of the Local Finance Law, as the aforesaid class consists of items which each have a period of at least fifteen (15) years under one or more of subdivisions 1, 3, 4, 10 or 20 of said paragraph a.”

Section B. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

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

ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

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

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Page 4 of 6

Section D. This resolution is effective immediately.

Unanimous consent moved by Council Member _____, seconded by Council Member _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

_____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____

The ordinance was thereupon declared duly adopted.

* * *

APPROVED BY THE MAYOR

_____, 2016
Mayor

STATE OF NEW YORK)
) ss.:
COUNTY OF JEFFERSON)

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO HEREBY CERTIFY:

ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

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

| YEA | NAY |
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That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on July 5, 2016, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News Media Date Given

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

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Noticed Date of Posting

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

July 5, 2016

ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

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

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on July __, 2016.

City Clerk
(CORPORATE SEAL)

7:30 p.m. – Public Hearing

June 21, 2016

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

City Council has scheduled a Public Hearing for the above subject request at 7:30 pm on Monday, July 5, 2016.

The Planning Board reviewed the request at its June 7, 2016 meeting and adopted a motion recommending that City Council approve the request.

Attached is the report on the zone change request prepared for the Planning Board, along with an excerpt from its meeting minutes.

The ordinance prepared for City Council consideration approves the zone change as submitted. The Council must hold the public hearing and pass the SEQRA resolution that is also on today's agenda before voting on the ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

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

Total

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Introduced by

Council Member Stephen A. Jennings

BE IT ORDAINED where Bryan J. Donegan of I-Site Realty has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its June 7, 2016 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on July 5, 2016, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, shall be changed from Neighborhood Business to Commercial District, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

Seconded by Council Member Cody J. Horbacz

I-Site Realty, LLC

PO Box 669

Alexandria Bay, New York 13607

May 20, 2016

City of Watertown Municipal Office
Honorable Mayor and City Council
Engineering Department, Room 30
245 Washington Street
Watertown, New York 13601



Re: Request for Zone Change

Dear Honorable Mayor and City Council:

I-Site Realty LLC (I-Site) hereby respectfully requests a Zone Change pertaining to property located on Bellew Avenue South in the City of Watertown designated as tax parcel 9-11-133.110. The subject property is owned by I-Site and is presently vacant.

Submitted herewith please find a copy of a survey map titled "Final Subdivision Plat prepared for I-Site Realty, LLC" dated March 17, 2014. This survey map was prepared to accompany a 2014 subdivision application that was approved on September 9, 2014. The survey map was recorded in the Jefferson County Clerk's Office on September 16, 2014 at Map File 6114. This map shows a 0.50 acre parcel of land that was acquired by I-Site in 2015 and merged with a 0.47 acre parcel acquired by I-Site in 2013 that fronts on Bellew Avenue South.

The 0.47 acre parcel acquired by I-Site in 2013 that fronts on Bellew Avenue South is located in the Neighborhood Business Zoning District. The 0.50 acre parcel acquired by I-Site in 2015 is located in the Commercial Zoning District. In order to extinguish dual zoning I-Site Realty LLC requests that the 0.47 acre portion of tax parcel 9-11-133.110 be added to the adjoining Commercial Zoning District.

Along with a check in the amount of \$100.00, enclosed please find 15 copies of the following:

- Legal description of portion to be re-zoned;
- Short Environmental Assessment Form;
- Aerial Photograph;
- Zoning Map;
- Survey map;
- Tax map.

Please let me know when the planning board will be able to review this Zoning Change Request and I will attend the meeting to answer questions.

Bryan J. Donegan

(315) 286 - 9358

bryan.james.donegan@gmail.com



LaFave, White & McGivern, L.S., P.C.

LAND SURVEYORS & PHOTOGRAMMETRISTS

THERESA - BOONVILLE - ROME

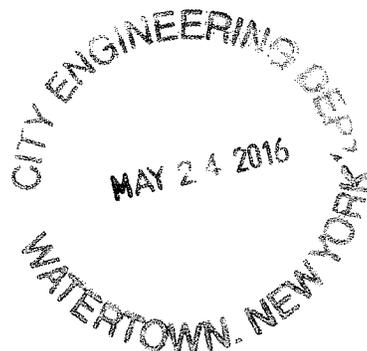
I-Site Realty, LLC
0.47 Acre Parcel

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at a point in the west street boundary of Bellew Avenue South at the southeast corner of lands conveyed to Cole WG Watertown NY, LLC (Instrument 2011-00010881); and runs thence from the point of beginning in a southwesterly direction along the west street boundary of Bellew Avenue South on a curve to the right with a radius of 883.73 feet an arc distance of 137.08 feet to an existing iron pipe at the northeast corner of lands conveyed to Mike Ostrow Real Estate, LLC (Instrument 2007-00008431), said iron pipe being South 31 degrees 02 minutes West, 136.88 feet from the point of beginning; thence North 71 degrees 57 minutes 30 seconds West, 134.30 feet along the north line of said lands of Mike Ostrow Real Estate, LLC to an existing iron pipe at the southeast corner of lands conveyed to Flagship Limited Partnership (Liber 1377, Page 307); thence North 15 degrees 22 minutes 04 seconds East, 131.94 feet along the east line of lands of Flagship Limited Partnership to an existing iron pipe at the southwest corner of the aforementioned lands of Cole WG Watertown NY, LLC; thence South 72 degrees 29 minutes 17 seconds East, 171.23 feet along the south line of said lands of Cole WG Watertown NY, LLC to the point of beginning, containing 0.47 acre of land.

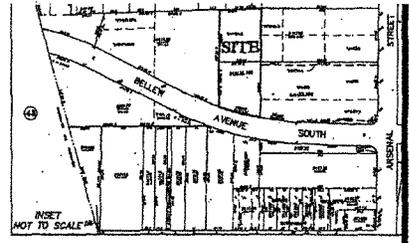
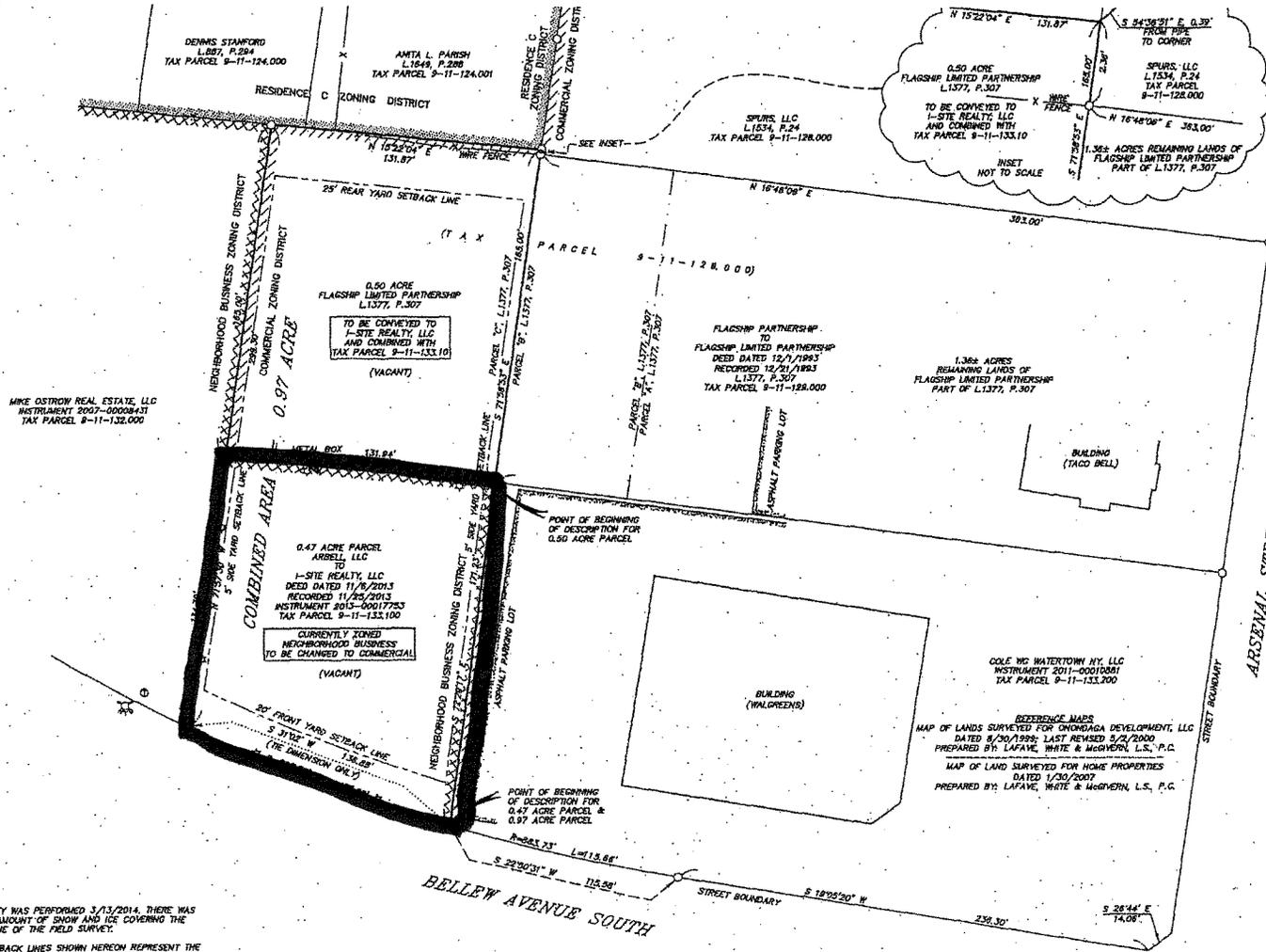
Intending to better describe and being the same as lands conveyed by Arbell, LLC to I-Site Realty, LLC by deed dated November 6, 2013 and recorded in the Jefferson County Clerk's Office on November 25, 2013 at Instrument 2013-00017753.

The above described parcel is subject to rights, covenants, easements, restrictions and rights of way of record.



File 2014I-02
March 18, 2014

REFERENCE MAP



WATERLOO, NEW YORK CITY ENGINEERING
MAY 2, 2016

- LEGEND**
- - EXISTING IRON PIPE
 - ⊙ - TELEPHONE PEDESTAL
 - ★ - LAMP POST
 - ⊠ - FIRE HYDRANT
 - ZONING SETBACK LINE

REFERENCE MAPS
MAP OF LANDS SURVEYED FOR ONKODAGA DEVELOPMENT, LLC
DATED 8/30/1998; LAST REVISED 3/2/2000
PREPARED BY: LAFAVE, WHITE & MCGIVERN, L.S., P.C.
MAP OF LAND SURVEYED FOR HOME PROPERTIES
DATED 1/30/2007
PREPARED BY: LAFAVE, WHITE & MCGIVERN, L.S., P.C.

8114
JANUARY 10:41:49 AM
SUBDIVISION MAPS
Checkle J. Henke, Jefferson County Clerk Clerk/AC

IT IS HEREBY CERTIFIED THAT THIS SUBDIVISION FINAL PLAT WAS APPROVED BY THE PLANNING BOARD OF THE CITY OF WATERLOO, NEW YORK ON 9/14/14 PURSUANT TO SECTIONS 32, 33 & 34 OF THE GENERAL CITY LAW.

KEMER A. WAX
PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR
CLERK OF THE CITY OF WATERLOO PLANNING BOARD

- NOTES**
1. THE FIELD SURVEY WAS PERFORMED 3/13/2014. THERE WAS A SIGNIFICANT AMOUNT OF SNOW AND ICE COVERING THE SITE AT THE TIME OF THE FIELD SURVEY.
 2. THE ZONING SETBACK LINES SHOWN HEREON REPRESENT THE CURRENT REGULATIONS FOR BOTH THE CITY OF WATERLOO NEIGHBORHOOD BUSINESS DISTRICT AND THE COMMERCIAL DISTRICT.

WARNING - It is a violation of Section 7209, Subdivision 2 of the New York State Education Law for any person other than a licensed land surveyor to alter this map.

Only boundary survey maps with the surveyor's embossed seal or red ink seal are genuine, true and correct copies of the surveyor's original work and opinion.

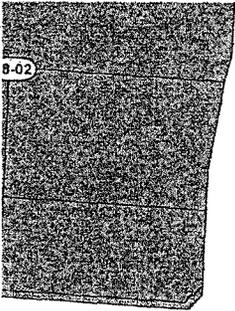
Certifications on this boundary survey map signify that the map was prepared in accordance with the current ruling Code of Practice for Land Surveyors adopted by the New York State Association of Professional Land Surveyors, Inc. The

GRAPHIC SCALE



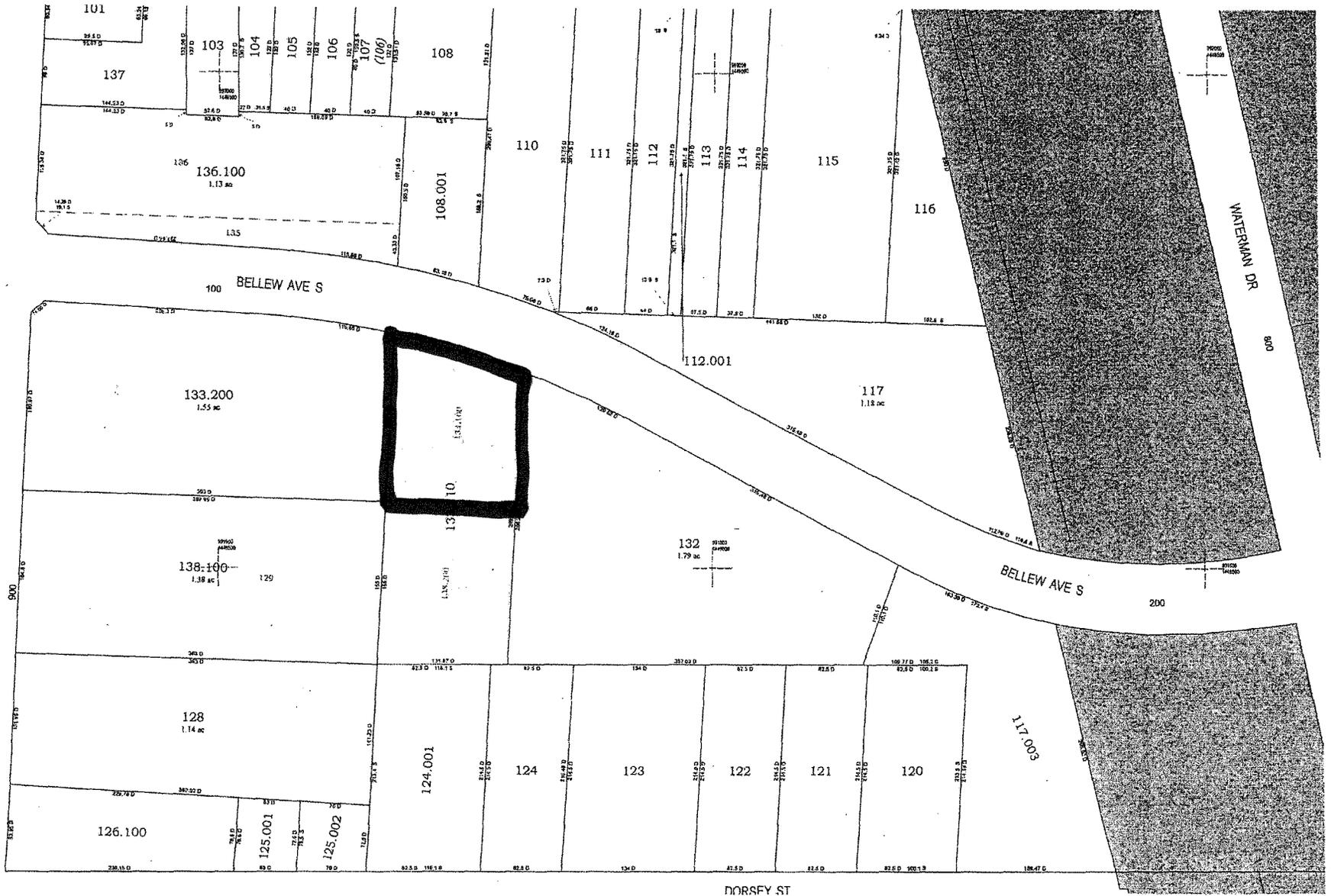
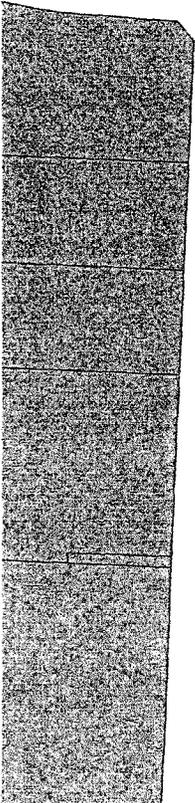
FINAL SUBDIVISION PLAT PREPARED FOR
I-SITE REALTY, LLC
CITY OF WATERLOO, JEFFERSON COUNTY, NEW YORK

LAFAVE, WHITE & MCGIVERN, L.S., P.C.



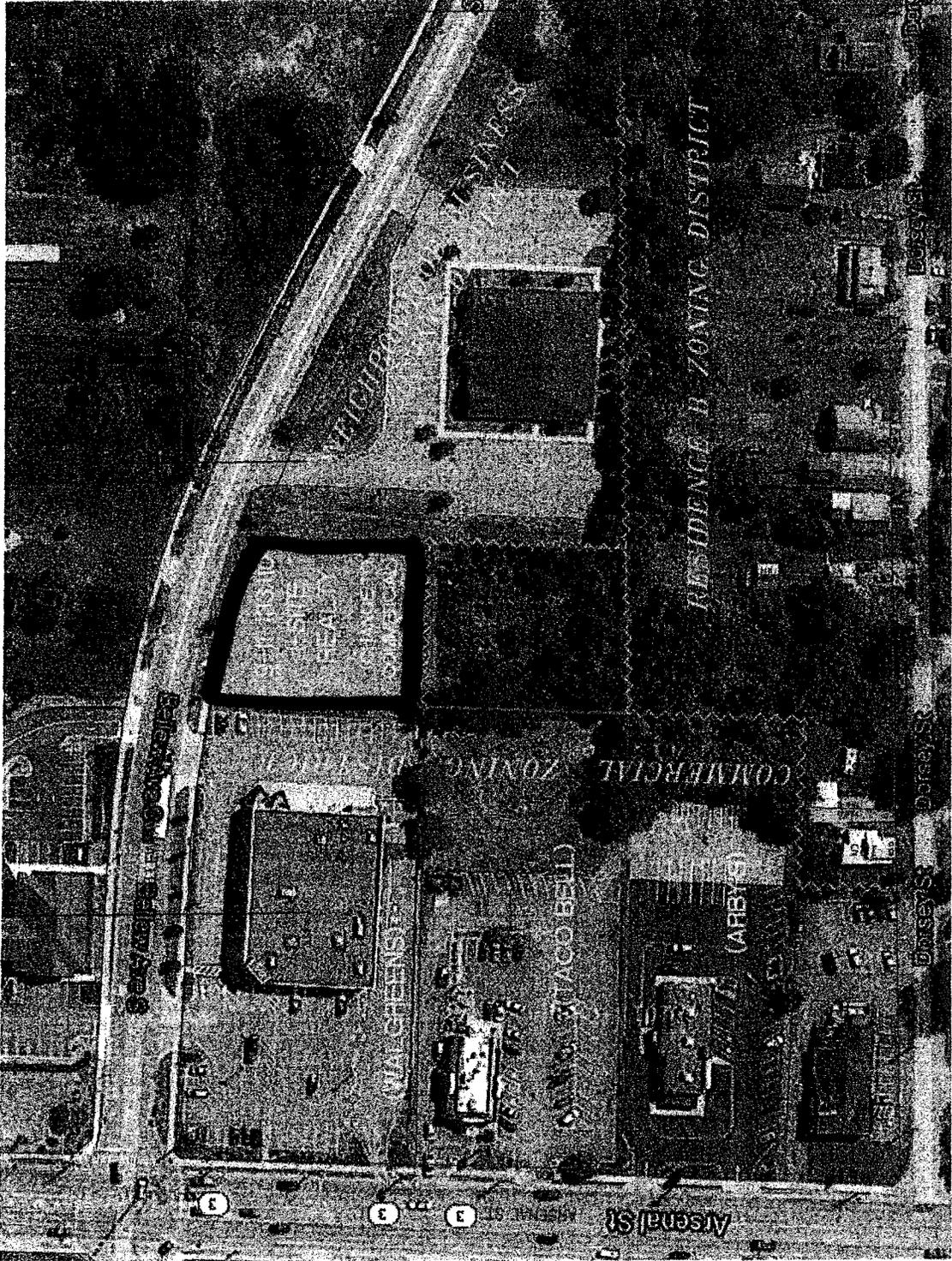
9-02

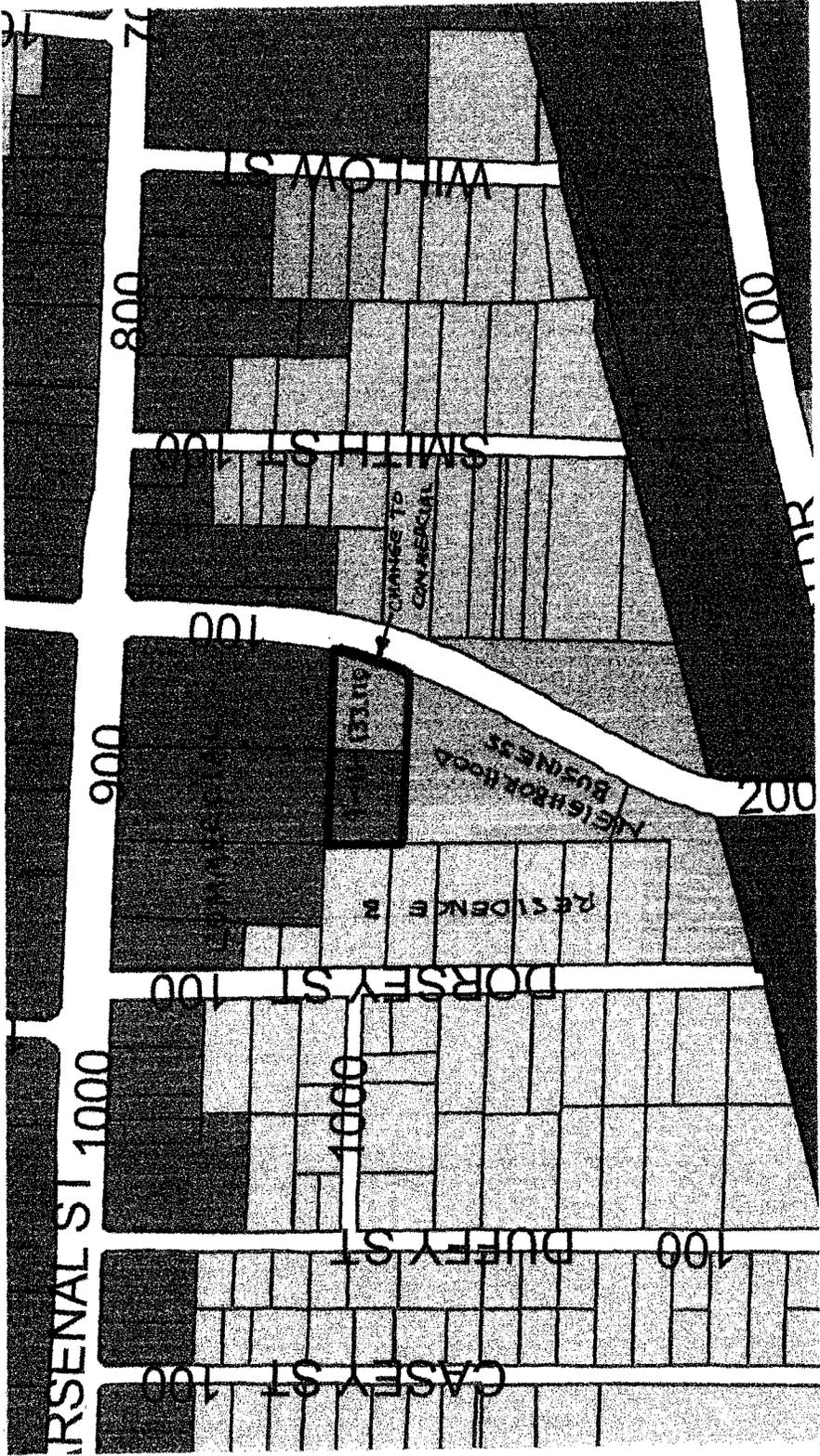
BELLEWAVE
100

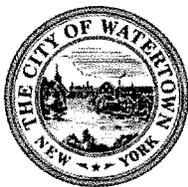


WATERMAN DR
300

DORSEY ST







MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – VL Bellew Avenue South

DATE: June 2, 2016

Request: To change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

Applicant: Bryan J. Donegan of I-Site Realty, LLC

Owner: I-Site Realty, LLC

SEQRA: Unlisted

County review: Yes

Comments: The applicant is requesting a zone change in order to create uniform zoning on a parcel that is presently split-zoned. The western half of the parcel is already zoned Commercial. The eastern half of the parcel, fronting on Bellew Avenue South, is currently zoned Neighborhood Business. The parcel in question is bounded on the north by two Commercial-zoned parcels that both front on Arsenal Street. It is across the street from two parcels that are both zoned Residence B. To the south on Bellew Avenue S, there are Neighborhood Business districts on both sides of the street.

The applicant does not specify in his cover letter a specific future use that he seeks to establish. The City's Zone Change Application Instructions specifically require the applicant to prepare a detailed cover letter describing what the applicant seeks to accomplish, including the proposed future use of the property.

The eastern (front) half of the parcel currently consists of asphalt pavement. This existing pavement extends all the way to the front property line across the entire width of the parcel. If the applicant wishes to establish a commercial use on the property in the future, such a use would require a minimum 15-foot landscaped buffer, which the applicant would be expected to include in any potential future site plan submission. The western (rear) half is currently undeveloped and consists of a cluster of several trees and other vegetation.

SEQR: The applicant indicates in his response to Questions 10 and 11 that the proposed action will connect to an existing public/private water supply and to existing wastewater utilities. At this time, the only action proposed is a zone change. There is no construction, nor are there any physical alterations, proposed in this application. Therefore, there is nothing to connect to water infrastructure. The applicant should change the answers for Questions 10 and 11 to “no.”

The applicant did not sign or date the submitted Short EAF. The applicant must sign and date the revised Short EAF after making the above changes.

Land Use Plan: The City’s adopted Land Use Plan designates the northern half of the parcel as Commercial and the southern half as Low Density Residential. Therefore, the proposed zone change for the front portion of the parcel would be partially consistent with the Land Use Plan. It is Staff’s opinion that the area planned for Commercial use was likely measured south from Arsenal Street when the Plan was prepared in 1987, and parcel boundaries were different from what they are today.

Please refer to the attached map, prepared by City Staff, for clarification on the overlap of the Land Use Plan with present day parcel boundaries and zoning.

cc: City Council Members
Brian Drake, Civil Engineer II
Michael J. Bourcy, Senior Planner, Jefferson County Planning Department
Bryan J. Donegan, I-Site Realty, LLC, P.O. Box 669, Alexandria Bay, NY 13607

**EXCERPT FROM JUNE 7, 2016
PLANNING BOARD MEETING MINUTES**

**ZONE CHANGE
EAST SECTION OF VL BELLEW AVENUE SOUTH – PARCEL # 9-11-133.110
NEIGHBORHOOD BUSINESS to COMMERCIAL**

The Planning Board then considered a request submitted by Bryan J. Donegan of I-Site Realty to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110 from Neighborhood Business to Commercial.

Mr. Donegan was in attendance to represent the request. Mr. Donegan began by saying that he had been in discussion with a doctor that was interested in developing the property. Mr. Donegan then said that the doctor did not want to purchase the property from I-Site Realty unless the zoning was changed. He added that the doctor was interested in building something similar to the existing dentist's office across the street.

Mr. Donegan then said that he was confused because the previous owner of this property operated a car dealership, which the Zoning Ordinance does not permit in a Neighborhood Business District.

Mr. Polkowski replied to the applicant and said that it was possible that the previous owner had a Special Use Permit to operate a car dealership. Mr. Urda added that it was also possible that the parcel boundaries had changed in the intermittent time since the car dealership closed, which may have led to a split-zoned parcel.

Mr. Coburn then said that he wanted to address a SEQR concern identified in Staff's memorandum to the Planning Board. Mr. Coburn said that the answers to Questions 10 and 11 needed to be changed and asked if Staff had received a modified Short Environmental Assessment Form (EAF).

Mr. Urda replied that Staff had not yet received a revised EAF. Mr. Coburn explained to Mr. Donegan that these two questions dealt with water and sewer connections, and that all the Planning Board was considering today was a proposed zone change. He then advised the Mr. Donegan to submit a revised form.

Mr. Lumbis said that the applicant could submit a revised EAF anytime within the next week or so. Mr. Donegan asked if a digital copy would suffice or if Staff needed a hard copy. Mr. Urda replied that a hard copy was necessary because the applicant must sign the form.

Mr. Coburn then asked about Staff's comments in the memorandum that the applicant had not specified in his cover letter what he sought to accomplish with the requested zone change. Mr. Urda replied that Mr. Donegan had emailed Staff the previous day explaining his desire to sell the property to a doctor interested in developing the site. Mr. Urda added that this email would suffice to serve as the required written description of the request's purpose.

Ms. Fields then moved to recommend that City Council approve the zone change request submitted by Bryan J. Donegan of I-Site Realty to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110 from Neighborhood Business to Commercial.

The motion was seconded by Mr. Neddo and all voted in favor, except Ms. Capone who had not yet arrived at the meeting.

Tabled

June 22, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Change Order No. 4 for Factory Street Reconstruction Project,
CCI Companies, Inc.

On May 18, 2015, City Council approved the bid for the Factory Street Reconstruction Project from CCI Companies, Inc., for a total bid award of \$8,783,851.43. Work is continuing on this project.

As detailed in City Engineer Justin L. Wood's attached report, Change Orders Nos. 1-3 were covered in the Field Change Payment line item. Change Order No. 4 has now been submitted in the amount of \$567,717.22, bringing the total contract amount to \$9,351,568.65.

The attached Resolution for Change Order No. 4 as described in Mr. Wood's report was Tabled at the June 20, 2016 City Council Meeting. Approval of this Resolution is contingent upon Council also approving the Bond Ordinance Amendment also on tonight's agenda.

RESOLUTION

Page 1 of 1

Accepting Change Order No. 4 for Factory Street Reconstruction Project, CCI Companies, Inc.

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

| YEA | NAY |
|-----|-----|
| | |
| | |
| | |
| | |
| | |
| | |

Total

Introduced by

Council Member Teresa R. Macaluso

WHEREAS on May 18, 2015, City Council accepted the bid from CCI Companies, Inc. in the amount of \$8,783,851.43 for the Factory Street Reconstruction Project, per our specifications , and

WHEREAS Change Orders Nos. 1-3 were covered in the Field Change Payment line item, and

WHEREAS CCI Companies, Inc., has now submitted Change Order No. 4 in the amount of \$567,717.21,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby accepts Change Order No. 4 submitted by CCI Companies, Inc., in the amount of \$567,717.21 for the Factory Street Reconstruction Project, bringing the total amount to \$9,351,568.65, and

BE IT FURTHER RESOLVED that approval of this resolution is contingent upon Council also approving the Bond Ordinance Amendment to finance this project, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents necessary to accept Change Order No. 4 on behalf of the City.

Seconded by Council Member Cody J. Horbacz



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 14 June 2016

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Factory Street Reconstruction – Change Orders #1-4
(D032467, PIN 7753.15)

The Factory Street Reconstruction Project was awarded to CCI Companies, Inc. (CCI) of Canastota, NY, by City Council on May 18, 2015, in the amount of \$8,783,851.43.

The first construction season ran from August 2015 to November 2015. During this time period, CCI installed a 24 inch diameter watermain, portions of the large diameter storm sewer system, including the outfall through the Mill Street Bridge, amongst other tasks. Varied field conditions, quantity overruns, and added scope of work in the first construction season resulted in Change Orders #1-3 for a total cost increase of \$165,848.19. These costs were paid out of the \$434k ± Field Change Payment (FCP) line item, which is included in the \$8.78 Million bid, as per NYSDOT requirements. The remaining FCP of \$268k ± will be applied at the end of the project for final accounting purposes.

Change Order #4 is being presented tonight for approval of \$567,717.21 in cost increases, for work performed during the 2016 construction season. This work includes installation of watermains and services, lining of a 24 inch diameter sanitary sewer and service replacement, storm sewers and structures, and traffic signals. The cost increases are again a combination of varied field conditions, quantity overruns, and added scope of work, which are explained in further detail in the attached documents.

With known change order costs in hand, and anticipated future change orders in mind, I submitted a request for additional funding to NYSDOT. Our local NYSDOT officials are actively looking for opportunities to cover reimbursable cost overruns on behalf of the City, and will notify us should any new funding become available.

Please prepare resolution for Council consideration.

cc: Amy Pastuf, Purchasing Manager
Jim Mills, City Comptroller

Factory Street Reconstruction
 PIN 7753.15 LD032467
 City of Watertown, Jefferson County, NY



Engineers • Environmental Scientists • Planners • Landscape Architects

Sponsor: City of Watertown
 Inspection: Barton and Loguidice, D.P.C.
 Contractor: CCI Companies, Inc.

| | Highway Share | | | | | City Share | | | | | Total Cost |
|----------------------------------|-----------------|---------------|-----------------|-----------------|---------------|----------------|--------------|------------|---------------|-----------------|-----------------|
| | 1.1A GF Street | 1.2A GF SW | 1.3A GF Storm | 1.4A GF Water | 1.5A GF Sewer | 2.1L Street | 2.2L SW | 2.3L Storm | 2.4L Water | 2.5L Sewer | |
| Awarded Project Amount | \$ 3,817,265.83 | \$ 643,007.50 | \$ 1,438,445.50 | \$ 936,539.00 | \$ 23,100.00 | \$ 391,331.60 | \$ 50,830.00 | \$ - | \$ 370,813.00 | \$ 1,112,519.00 | \$ 8,783,851.43 |
| Change Order #1 | \$ (4,767.00) | \$ - | \$ - | \$ 294.00 | \$ - | \$ (1,059.00) | \$ - | \$ - | \$ 5,532.00 | \$ - | \$ - |
| Change Order #2 | \$ (39,021.14) | \$ 6,200.00 | \$ (78,300.00) | \$ 111,121.14 | \$ - | \$ (13,269.21) | \$ - | \$ - | \$ 13,269.21 | \$ - | \$ - |
| Change Order #3 | \$ (38,447.69) | \$ - | \$ - | \$ 38,447.69 | \$ - | \$ (2,709.40) | \$ - | \$ - | \$ 2,709.40 | \$ - | \$ - |
| Change Order #4 | \$ 180,208.50 | \$ 4,019.58 | \$ 47,503.79 | \$ 105,945.26 | \$ 25,546.28 | \$ 48,143.21 | \$ - | \$ - | \$ 131,815.10 | \$ 24,535.49 | \$ 567,717.21 |
| Amended Contract Amount | \$ 3,915,238.50 | \$ 653,227.08 | \$ 1,407,649.29 | \$ 1,192,347.09 | \$ 48,646.28 | \$ 422,437.20 | \$ 50,830.00 | \$ - | \$ 524,138.71 | \$ 1,137,054.49 | \$ 9,351,568.64 |
| Awarded Item 697.03 FCP | \$ 282,487.38 | | | | | \$ 152,109.00 | | | | | \$ 434,596.38 |
| FCP Reduction CO#1 | \$ (4,767.00) | | | | | \$ (1,059.00) | | | | | \$ (5,826.00) |
| FCP Reduction CO#2 | \$ (105,595.89) | | | | | \$ (13,269.21) | | | | | \$ (118,865.10) |
| FCP Reduction CO#3 | \$ (38,447.69) | | | | | \$ (2,709.40) | | | | | \$ (41,157.09) |
| Item 697.03 FCP Remaining | \$ 133,676.80 | | | | | \$ 135,071.39 | | | | | \$ 268,748.19 |



Barton & Loguidice, D.P.C.

Change Order Details

775315

Description: Factory Street (NYS Route 283) Reconstruction;
Mill Street to Huntington Street
PIN 7753.15 LD032467
City of Watertown, Jefferson County, NY

Sponsor: City of Watertown
Inspection: Barton and Loguidice, D.P.C.
Contractor: CCI Companies, Inc.

Change Order: 4 **Date Created:** 04/25/2016
Status: Pending Approval **Date Approved:**
Type: Work to Date Changes

Summary:

Change Order Description:

Awarded Project Amount: \$8,783,851.43
Authorized Project Amount: \$8,783,851.43
Change Order Amount: \$567,717.22
Revised Project Amount: \$9,351,568.65

Increases/Decreases

| Line Number | Item | Unit | Unit Price | Current | | Change | | Revised | |
|-------------|------|------|------------|----------|--------|----------|--------|----------|--------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount |

Section: 1 - Default Section

| | | | | | | | | | |
|-------------|----------|----|----------|-----------|--------------|--------|------------|-----------|--------------|
| 0030 | 203.02 E | CY | \$15.250 | 18,377.00 | \$280,249.25 | 295.56 | \$4,507.29 | 18,672.56 | \$284,756.54 |
|-------------|----------|----|----------|-----------|--------------|--------|------------|-----------|--------------|

UNCLASSIFIED EXCAVATION AND DISPOSAL

Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway.

Funding Details

| | | | | | | |
|----------------|-----------|--------------|--------|------------|-----------|--------------|
| 1.1A GF Street | 18,177.00 | \$277,199.25 | 152.45 | \$2,324.86 | 18,329.45 | \$279,524.11 |
| 1.3A GF-Storm | 200.00 | \$3,050.00 | 0.00 | \$0.00 | 200.00 | \$3,050.00 |
| 2.1 L-Street | 0.00 | \$0.00 | 143.11 | \$2,182.43 | 143.11 | \$2,182.43 |

| | | | | | | | | | |
|-------------|----------|----|----------|----------|--------------|--------|-------------|----------|--------------|
| 0050 | 203.07 E | CY | \$23.500 | 7,981.97 | \$187,576.30 | 785.00 | \$18,447.50 | 8,766.97 | \$206,023.80 |
|-------------|----------|----|----------|----------|--------------|--------|-------------|----------|--------------|

SELECT GRANULAR FILL

Reason: A review of the Engineer's Workup revealed there was no quantity allotted for water main having diameters of 4-inch and 6-inch; although the project documents require it (~147 CY). Additionally, the City directed to use Select Granular Fill to backfill

| Line Number | Item | Unit | Unit Price | Current Quantity | Current Amount | Change Quantity | Change Amount | Revised Quantity | Revised Amount |
|-------------|------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|
|-------------|------|------|------------|---------------------|-------------------|--------------------|------------------|---------------------|-------------------|

the 1" and 2" water services under pavement. (508 CY). Finally, a review of the design workup revealed an additional 130 CY of material will be required as backfill for new manholes.

Funding Details

| | | | | | | |
|------------------|----------|-------------|--------|-------------|----------|-------------|
| 1.2A GF Sidewalk | 45.00 | \$1,057.50 | 0.00 | \$0.00 | 45.00 | \$1,057.50 |
| 1.3A GF-Storm | 3,495.00 | \$82,132.50 | 0.00 | \$0.00 | 3,495.00 | \$82,132.50 |
| 1.4A GF-Water | 2,241.36 | \$52,671.97 | 470.00 | \$11,045.00 | 2,711.36 | \$63,716.97 |
| 2.4 L-Water | 1,620.61 | \$38,084.33 | 185.00 | \$4,347.50 | 1,805.61 | \$42,431.83 |
| 2.5 L-Sewer | 580.00 | \$13,630.00 | 130.00 | \$3,055.00 | 710.00 | \$16,685.00 |

0070 203.25 E CY \$29,000 1,699.72 \$49,291.88 109.06 \$3,162.74 1,808.78 \$52,454.62

SAND BACKFILL

Reason: A review of the Engineer's Workup revealed there was no quantity allotted for water mains having diameters of 4-inch, 6-inch, 8-inch and 16-inch; although the project documents require it.

Funding Details

| | | | | | | |
|---------------|----------|-------------|--------|------------|----------|-------------|
| 1.4A GF-Water | 1,340.04 | \$38,861.16 | 0.00 | \$0.00 | 1,340.04 | \$38,861.16 |
| 2.4 L-Water | 359.68 | \$10,430.72 | 109.06 | \$3,162.74 | 468.74 | \$13,593.46 |

0080 204.01 E CY \$118,000 24.00 \$2,832.00 24.00 \$2,832.00 48.00 \$5,664.00

CONTROLLED LOW STRENGTH MATERIAL (CLSM)

Reason: An additional 75 CY was necessary to fill an unanticipated vault at the Mill St Bridge. As a result, 24 CY will be paid under this item.

Funding Details

| | | | | | | |
|----------------|-------|------------|-------|------------|-------|------------|
| 1.1A GF Street | 0.00 | \$0.00 | 24.00 | \$2,832.00 | 24.00 | \$2,832.00 |
| 1.3A GF-Storm | 14.00 | \$1,652.00 | 0.00 | \$0.00 | 14.00 | \$1,652.00 |
| 2.5 L-Sewer | 10.00 | \$1,180.00 | 0.00 | \$0.00 | 10.00 | \$1,180.00 |

0200 205.050201 E TON \$38,000 4,818.00 \$183,084.00 4,818.00 \$183,084.00 9,636.00 \$366,168.00

DISPOSAL OF CONTAMINATED NON-HAZARDOUS WASTE SOIL

Reason: The Engineer's workup of 4818 Tons assumed a percentage of the area identified would be contaminated. With the water main installed, 4421.41 Tons have been removed. With the water main work only representing 16% of the total project work, it would be prudent at this time to increase the quantity to 200% of the bid as Drainage, Sewer and Road work remain to be completed.

Funding Details

| | | | | | | |
|----------------|----------|--------------|----------|--------------|----------|--------------|
| 1.1A GF Street | 4,036.00 | \$153,368.00 | 4,036.00 | \$153,368.00 | 8,072.00 | \$306,736.00 |
| 2.1 L-Street | 782.00 | \$29,716.00 | 782.00 | \$29,716.00 | 1,564.00 | \$59,432.00 |

0220 206.0201 E CY \$43,000 13,271.00 \$570,653.00 1,484.97 \$63,853.71 14,755.97 \$634,506.71

TRENCH AND CULVERT EXCAVATION

Reason: A review of the Engineer's Workup revealed there was no quantity allotted for water mains having diameters of 4-inch, 6-inch, 8-inch and 16-inch; although the project documents require it (~1056 CY). An additional 428.97 CY is required to resolve quantity overruns to date.

Funding Details

| | | | | | | |
|---------------|----------|--------------|--------|-------------|----------|--------------|
| 1.3A GF-Storm | 6,006.00 | \$258,258.00 | 0.00 | \$0.00 | 6,006.00 | \$258,258.00 |
| 1.4A GF-Water | 3,042.77 | \$130,839.11 | 827.59 | \$35,586.37 | 3,870.36 | \$166,425.48 |
| 2.4 L-Water | 2,082.23 | \$89,535.89 | 657.38 | \$28,267.34 | 2,739.61 | \$117,803.23 |
| 2.5 L-Sewer | 2,140.00 | \$92,020.00 | 0.00 | \$0.00 | 2,140.00 | \$92,020.00 |

| Line Number | Item | Unit | Unit Price | Current | | Change | | Revised | | |
|---|--------------|------|------------|------------------------|--------------|--------------|-------------|-------------|--------------|--------------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount | |
| 0240 | 206.05 E | EACH | \$730.000 | 10.00 | \$7,300.00 | 7.00 | \$5,110.00 | 17.00 | \$12,410.00 | |
| TEST PIT EXCAVATION | | | | | | | | | | |
| Reason: Additional test pits are required to resolve unknown underground utility conflicts. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.1A GF Street | 7.00 | \$5,110.00 | 6.00 | \$4,380.00 | 13.00 | \$9,490.00 |
| | | | | 2.5 L-Sewer | 3.00 | \$2,190.00 | 1.00 | \$730.00 | 4.00 | \$2,920.00 |
| 0340 | 304.12 E | CY | \$34.000 | 8,197.00 | \$278,698.00 | 147.78 | \$5,024.52 | 8,344.78 | \$283,722.52 | |
| SUBBASE COURSE, TYPE 2 | | | | | | | | | | |
| Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.1A GF Street | 7,132.00 | \$242,488.00 | 76.22 | \$2,591.48 | 7,208.22 | \$245,079.48 |
| | | | | 1.2A GF Sidewalk | 1,040.00 | \$35,360.00 | 0.00 | \$0.00 | 1,040.00 | \$35,360.00 |
| | | | | 2.1 L-Street | 25.00 | \$850.00 | 71.56 | \$2,433.04 | 96.56 | \$3,283.04 |
| 0470 | 402.198902 E | TON | \$105.000 | 205.00 | \$21,525.00 | 49.65 | \$5,213.25 | 254.65 | \$26,738.25 | |
| 19 F9 BINDER COURSE HMA, 80 SERIES COMPACTION | | | | | | | | | | |
| Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.1A GF Street | 28.00 | \$2,940.00 | 25.61 | \$2,689.05 | 53.61 | \$5,629.05 |
| | | | | 1.2A GF Sidewalk | 177.00 | \$18,585.00 | 0.00 | \$0.00 | 177.00 | \$18,585.00 |
| | | | | 2.1 L-Street | 0.00 | \$0.00 | 24.04 | \$2,524.20 | 24.04 | \$2,524.20 |
| 0530 | 402.378902 E | TON | \$110.000 | 110.00 | \$12,100.00 | 207.26 | \$22,798.60 | 317.26 | \$34,898.60 | |
| 37.5 F9 SUPERPAVE HMA, 80 SERIES COMPACTION | | | | | | | | | | |
| Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.1A GF Street | 0.00 | \$0.00 | 106.90 | \$11,759.00 | 106.90 | \$11,759.00 |
| | | | | 2.1 L-Street | 110.00 | \$12,100.00 | 100.36 | \$11,039.60 | 210.36 | \$23,139.60 |
| 0550 | 407.0102 E | GAL | \$7.000 | 2,805.00 | \$19,635.00 | 73.15 | \$512.05 | 2,878.15 | \$20,147.05 | |
| TACK COAT | | | | | | | | | | |
| Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.1A GF Street | 2,320.00 | \$16,240.00 | 37.73 | \$264.11 | 2,357.73 | \$16,504.11 |
| | | | | 2.1 L-Street | 485.00 | \$3,395.00 | 35.42 | \$247.94 | 520.42 | \$3,642.94 |

| Line Number | Item | Unit | Unit Price | Current | | Change | | Revised | |
|-------------|------|------|------------|----------|--------|----------|--------|----------|--------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount |

| | | | | | | | | | |
|-------------|-------------------|----|-----------|-------|------------|-------|------------|-------|-------------|
| 0750 | 560.20010009 E | SF | \$137.000 | 56.00 | \$7,672.00 | 29.34 | \$4,019.58 | 85.34 | \$11,691.58 |
|-------------|-------------------|----|-----------|-------|------------|-------|------------|-------|-------------|

CONCRETE BLOCK MASONRY

Reason: Due to field conditions, an additional quantity necessary was required to construct CMU walls to block off access to Mill St. tunnel.

Funding Details

| | | | | | | |
|------------------|-------|------------|-------|------------|-------|-------------|
| 1.2A GF Sidewalk | 56.00 | \$7,672.00 | 29.34 | \$4,019.58 | 85.34 | \$11,691.58 |
|------------------|-------|------------|-------|------------|-------|-------------|

| | | | | | | | | | |
|-------------|------------|----|-----------|--------|-------------|------|----------|--------|-------------|
| 0840 | 602.3618 E | LF | \$125.000 | 188.00 | \$23,500.00 | 4.00 | \$500.00 | 192.00 | \$24,000.00 |
|-------------|------------|----|-----------|--------|-------------|------|----------|--------|-------------|

LINING WITH CURED IN PLACE PIPE (CIPP) 18 INCH DIAMETER

Reason: Additional quantity required based on actual field measurements.

Funding Details

| | | | | | | |
|-------------|--------|-------------|------|----------|--------|-------------|
| 2.5 L-Sewer | 188.00 | \$23,500.00 | 4.00 | \$500.00 | 192.00 | \$24,000.00 |
|-------------|--------|-------------|------|----------|--------|-------------|

| | | | | | | | | | |
|-------------|------------|----|-----------|----------|--------------|-------|------------|----------|--------------|
| 0850 | 602.3624 E | LF | \$150.000 | 2,735.00 | \$410,250.00 | 38.00 | \$5,700.00 | 2,773.00 | \$415,950.00 |
|-------------|------------|----|-----------|----------|--------------|-------|------------|----------|--------------|

LINING WITH CURED IN PLACE PIPE (CIPP) 24 INCH DIAMETER

Reason: Additional quantity required based on actual field measurements.

Funding Details

| | | | | | | |
|-------------|----------|--------------|-------|------------|----------|--------------|
| 2.5 L-Sewer | 2,735.00 | \$410,250.00 | 38.00 | \$5,700.00 | 2,773.00 | \$415,950.00 |
|-------------|----------|--------------|-------|------------|----------|--------------|

| | | | | | | | | | |
|-------------|-------------------|----|----------|-------|----------|-------|----------|-------|----------|
| 1010 | 603.99230015 E | LF | \$13.000 | 13.00 | \$169.00 | 18.00 | \$234.00 | 31.00 | \$403.00 |
|-------------|-------------------|----|----------|-------|----------|-------|----------|-------|----------|

POLYVINYL CHLORIDE PIPE, SANITARY SEWER GRAVITY, 8 IN DIAMETER

Reason: Additional quantity required based on actual field measurements.

Funding Details

| | | | | | | |
|-------------|-------|----------|-------|----------|-------|----------|
| 2.5 L-Sewer | 13.00 | \$169.00 | 18.00 | \$234.00 | 31.00 | \$403.00 |
|-------------|-------|----------|-------|----------|-------|----------|

| | | | | | | | | | |
|-------------|------------|----|-----------|-------|-------------|--------|--------------|-------|-------------|
| 1160 | 604.4060 E | LF | \$360.000 | 98.00 | \$35,280.00 | -35.60 | -\$12,816.00 | 62.40 | \$22,464.00 |
|-------------|------------|----|-----------|-------|-------------|--------|--------------|-------|-------------|

ROUND PRECAST CONCRETE MANHOLE TYPE 60

Reason: Drainage structures DS38, DS39, DS39A and DS40 were up-sized from a 60 inch to a 96 inch diameter manhole. Therefore, the quantity for this Item was reduced by the quantities assumed for the structures.

Funding Details

| | | | | | | |
|---------------|-------|-------------|--------|--------------|-------|-------------|
| 1.3A GF-Storm | 98.00 | \$35,280.00 | -35.60 | -\$12,816.00 | 62.40 | \$22,464.00 |
|---------------|-------|-------------|--------|--------------|-------|-------------|

| | | | | | | | | | |
|-------------|------------|----|-----------|-------|-------------|--------|--------------|------|------------|
| 1180 | 604.4084 E | LF | \$640.000 | 22.00 | \$14,080.00 | -15.90 | -\$10,176.00 | 6.10 | \$3,904.00 |
|-------------|------------|----|-----------|-------|-------------|--------|--------------|------|------------|

ROUND PRECAST CONCRETE MANHOLE TYPE 84

Reason: Drainage structure DS03 up-sized from an 84 inch to a 96 inch diameter manhole. Therefore, the quantity for this Item was reduced by the quantity assumed for this structure.

Funding Details

| | | | | | | |
|---------------|-------|-------------|--------|--------------|------|------------|
| 1.3A GF-Storm | 22.00 | \$14,080.00 | -15.90 | -\$10,176.00 | 6.10 | \$3,904.00 |
|---------------|-------|-------------|--------|--------------|------|------------|

| | | | | | | | | | |
|-------------|------------|----|----------|--------|-------------|-------|----------|--------|-------------|
| 2030 | 663.0406 E | LF | \$43.000 | 370.00 | \$15,910.00 | 10.00 | \$430.00 | 380.00 | \$16,340.00 |
|-------------|------------|----|----------|--------|-------------|-------|----------|--------|-------------|

PLASTIC WATER PIPE, 6"

Reason: Additional quantity required due to field conditions.

Funding Details

| | | | | | | |
|---------------|--------|-------------|-------|----------|--------|-------------|
| 1.4A GF-Water | 253.00 | \$10,879.00 | 0.00 | \$0.00 | 253.00 | \$10,879.00 |
| 2.4 L-Water | 117.00 | \$5,031.00 | 10.00 | \$430.00 | 127.00 | \$5,461.00 |

| Line Number | Item | Unit | Unit Price | Current | | Change | | Revised | | |
|--|------------|------|-------------|------------------------|--------------|--------------|-------------|-------------|--------------|--------------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount | |
| 2070 | 663.0424 E | LF | \$105.000 | 3,572.00 | \$375,060.00 | 37.50 | \$3,937.50 | 3,609.50 | \$378,997.50 | |
| PLASTIC WATER PIPE, 24" | | | | | | | | | | |
| Reason: Additional quantity required due to field conditions. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 2,679.00 | \$281,295.00 | 0.00 | \$0.00 | 2,679.00 | \$281,295.00 |
| | | | | 2.4 L-Water | 893.00 | \$93,765.00 | 37.50 | \$3,937.50 | 930.50 | \$97,702.50 |
| 2080 | 663.0604 E | LF | \$77.000 | 1,110.00 | \$85,470.00 | 313.80 | \$24,162.60 | 1,423.80 | \$109,632.60 | |
| COPPER WATER SERVICE PIPE 1" | | | | | | | | | | |
| Reason: Additional quantity required due to field conditions. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 836.00 | \$64,372.00 | 313.80 | \$24,162.60 | 1,149.80 | \$88,534.60 |
| | | | | 2.4 L-Water | 274.00 | \$21,098.00 | 0.00 | \$0.00 | 274.00 | \$21,098.00 |
| 2090 | 663.0607 E | LF | \$200.000 | 32.00 | \$6,400.00 | 28.00 | \$5,600.00 | 60.00 | \$12,000.00 | |
| COPPER WATER SERVICE PIPE 2" | | | | | | | | | | |
| Reason: Additional quantity required due to field conditions. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 32.00 | \$6,400.00 | 28.00 | \$5,600.00 | 60.00 | \$12,000.00 |
| 2110 | 663.1006 E | EACH | \$880.000 | 13.00 | \$11,440.00 | 8.00 | \$7,040.00 | 21.00 | \$18,480.00 | |
| RESILIENT WEDGE VALVE & VALVE BOX, 6" | | | | | | | | | | |
| Reason: The bid quantity is 13 each and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and the Water Fire Service Table has 12 Hydrants, 4 each 6-inch services and 3 each 4-inch services which require a 6 inch valve. Additionally, two 6-inch services were added by the Water Department to vacant lots at Sta. 38+25 LT and Sta. 40+24 LT. The number of 6-inch valves required per plan is (12+4+3=)19 each plus the added valves of 2 is a total of 21 valves needed. Projected valve quantity of 21 minus bid quantity of 13 = 8 each over run. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 13.00 | \$11,440.00 | 2.00 | \$1,760.00 | 15.00 | \$13,200.00 |
| | | | | 2.4 L-Water | 0.00 | \$0.00 | 6.00 | \$5,280.00 | 6.00 | \$5,280.00 |
| 2120 | 663.1008 E | EACH | \$2,100.000 | 3.00 | \$6,300.00 | 1.00 | \$2,100.00 | 4.00 | \$8,400.00 | |
| RESILIENT WEDGE VALVE & VALVE BOX, 8" | | | | | | | | | | |
| Reason: The bid quantity is 3 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 4 valves are required. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 2.4 L-Water | 3.00 | \$6,300.00 | 1.00 | \$2,100.00 | 4.00 | \$8,400.00 |
| 2130 | 663.1012 E | EACH | \$1,910.000 | 5.00 | \$9,550.00 | 2.00 | \$3,820.00 | 7.00 | \$13,370.00 | |
| RESILIENT WEDGE VALVE & VALVE BOX, 12" | | | | | | | | | | |
| Reason: The bid quantity is 5 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 7 valves are required. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 5.00 | \$9,550.00 | 2.00 | \$3,820.00 | 7.00 | \$13,370.00 |

| Line Number | Item | Unit | Unit Price | Current | | Change | | Revised | | |
|---|----------------|------|---------------|------------------------|-----------------------|-------------|---------------------|------------|-----------------------|-------------|
| | | | | Quantity | Amount | Quantity | Amount | Quantity | Amount | |
| 2210 | 663.2112 E | EACH | \$110.000 | 31.00 | \$3,410.00 | 22.00 | \$2,420.00 | 53.00 | \$5,830.00 | |
| WEDGE TYPE MECHANICAL RESTRAINT GLANDS, 12" | | | | | | | | | | |
| Reason: The bid quantity is 31 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 53 glands are required. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 2.00 | \$220.00 | 15.00 | \$1,650.00 | 17.00 | \$1,870.00 |
| | | | | 2.4 L-Water | 29.00 | \$3,190.00 | 7.00 | \$770.00 | 36.00 | \$3,960.00 |
| 2230 | 663.2124 E | EACH | \$395.000 | 147.00 | \$58,065.00 | 1.00 | \$395.00 | 148.00 | \$58,460.00 | |
| WEDGE TYPE MECHANICAL RESTRAINT GLANDS, 24" | | | | | | | | | | |
| Reason: The bid quantity is 147 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 148 glands are required. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 127.00 | \$50,165.00 | 0.00 | \$0.00 | 127.00 | \$50,165.00 |
| | | | | 2.4 L-Water | 20.00 | \$7,900.00 | 1.00 | \$395.00 | 21.00 | \$8,295.00 |
| 2240 | 663.2504 E | EACH | \$660.000 | 40.00 | \$26,400.00 | 10.00 | \$6,600.00 | 50.00 | \$33,000.00 | |
| WATER SERVICE CONNECTION, 1" | | | | | | | | | | |
| Reason: The bid quantity is 40, and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 50 connections are required. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 1.4A GF-Water | 29.00 | \$19,140.00 | 10.00 | \$6,600.00 | 39.00 | \$25,740.00 |
| | | | | 2.4 L-Water | 11.00 | \$7,260.00 | 0.00 | \$0.00 | 11.00 | \$7,260.00 |
| 2280 | 663.40 E | EACH | \$4,500.000 | 1.00 | \$4,500.00 | 1.00 | \$4,500.00 | 2.00 | \$9,000.00 | |
| DISCONNECT AND CAP EXISTING WATER MAIN | | | | | | | | | | |
| Reason: The bid quantity is 1. A review of the plans and actual field conditions revealed that a total of 18 are required. The additional 16 will be added as new Items based on the diameter of the pipe being capped. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 2.4 L-Water | 1.00 | \$4,500.00 | 1.00 | \$4,500.00 | 2.00 | \$9,000.00 |
| 2310 | 664.40480006 E | LF | \$340.000 | 62.00 | \$21,080.00 | 6.18 | \$2,101.20 | 68.18 | \$23,181.20 | |
| PRECAST SANITARY SEWER MANHOLE (48 INCH DIA.) | | | | | | | | | | |
| Reason: The bid quantity for the sewer manholes height doesn't agree with a the details provided in the Contract plans. Therefore, an additional 6.18 LF will be required as shown on the attached calculations. | | | | | | | | | | |
| | | | | Funding Details | | | | | | |
| | | | | 2.5 L-Sewer | 62.00 | \$21,080.00 | 6.18 | \$2,101.20 | 68.18 | \$23,181.20 |
| (29 Items) | | | Totals | | \$2,727,480.43 | | \$365,113.54 | | \$3,092,593.97 | |

New Items

| Line Number | Item | Unit | Pending Quantity | Unit Price | Dollar Amount |
|--|---------------|------|------------------|-------------|---------------|
| Section: 1 - Default Section | | | | | |
| 3070 | 204.01 E | CY | 59.00 | \$167.000 | \$9,853.00 |
| CONTROLLED LOW STRENGTH MATERIAL (CLSM) | | | | | |
| Reason: An additional 75 CY was necessary to fill an unanticipated vault at the Mill St Bridge.As a result, the 200% threshold was reached for this minor Item. Therefore, the contractor renegotiated a new unit price for this Item. | | | | | |
| Funding Details | | | | | |
| | 1.3A GF-Storm | | 59.00 | \$167.000 | +\$9,853.00 |
| 3080 | 602.3610 E | LF | 239.00 | \$51.110 | \$12,215.29 |
| LINING WITH CURED IN PLACE PIPE (CIPP) 10 INCH DIAMETER | | | | | |
| Reason: Added at Emerson at the City's request. | | | | | |
| Funding Details | | | | | |
| | 2.5 L-Sewer | | 239.00 | \$51.110 | +\$12,215.29 |
| 3090 | 604.4096 E | LF | 51.50 | \$1,177.530 | \$60,642.80 |
| ROUND PRECAST CONCRETE MANHOLE TYPE 96 | | | | | |
| Reason: Drainage structures DS38, DS39, DS39A and DS40 were up-sized from 60 inch to 96 inch & DS03 up-sized from 84 inch to 96 inch as required by design to accomodate necessary storm pipes. | | | | | |
| Funding Details | | | | | |
| | 1.3A GF-Storm | | 51.50 | \$1,177.530 | +\$60,642.79 |
| 3100 | 663.0112 E | LF | 300.00 | \$99.880 | \$29,964.00 |
| DUCTILE IRON CEMENT LINED WATER PIPE, 12" | | | | | |
| Reason: At the request of the City, 12" ductile iron pipe was used for connections to existing water lines instead of thr PVC pipe proposed. | | | | | |
| Funding Details | | | | | |
| | 2.4 L-Water | | 300.00 | \$99.880 | +\$29,964.00 |
| 3140 | 950.01 E | DC | 13,496.51 | \$1.000 | \$13,496.51 |
| FAA - MILL STREET VAULT CLEANING | | | | | |
| Reason: See attached for Explanation and Force Account Documentation. | | | | | |
| Funding Details | | | | | |
| | 1.4A GF-Water | | 13,496.51 | \$1.000 | +\$13,496.51 |
| 3150 | 950.02 E | DC | 25,546.28 | \$1.000 | \$25,546.28 |
| FAA - ADDITIONAL WATER LINE WORK | | | | | |
| Reason: See attached for Explanation and Force Account Documentation. | | | | | |
| Funding Details | | | | | |
| | 1.5A GF-Sewer | | 25,546.28 | \$1.000 | +\$25,546.28 |
| 3160 | 950.03 E | DC | 2,224.78 | \$1.000 | \$2,224.78 |
| FAA - ADDITIONAL DRAINAGE WORK | | | | | |
| Reason: See attached for Explanation and Force Account Documentation. | | | | | |
| Funding Details | | | | | |
| | 1.4A GF-Water | | 2,224.78 | \$1.000 | +\$2,224.78 |

| Line Number | Item | Unit | Pending Quantity | Unit Price | Dollar Amount |
|---|-------------|------|------------------|---------------|----------------------|
| 3180 | 663.4006 E | EACH | 9.00 | \$2,763.830 | \$24,874.47 |
| AP - DISCONNECT AND CAP EXISTING WATER MAIN, 6" | | | | | |
| Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup. | | | | | |
| Funding Details | | | | | |
| | 2.4 L-Water | | 9.00 | \$2,763.830 | +\$24,874.47 |
| 3190 | 663.4008 E | EACH | 3.00 | \$2,828.510 | \$8,485.53 |
| AP - DISCONNECT AND CAP EXISTING WATER MAIN, 8" | | | | | |
| Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup. | | | | | |
| Funding Details | | | | | |
| | 2.4 L-Water | | 3.00 | \$2,828.510 | +\$8,485.53 |
| 3200 | 663.4012 E | EACH | 1.00 | \$2,997.290 | \$2,997.29 |
| AP - DISCONNECT AND CAP EXISTING WATER MAIN, 12" | | | | | |
| Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup. | | | | | |
| Funding Details | | | | | |
| | 2.4 L-Water | | 1.00 | \$2,997.290 | +\$2,997.29 |
| 3210 | 663.4016 E | EACH | 2.00 | \$3,771.570 | \$7,543.14 |
| AP - DISCONNECT AND CAP EXISTING WATER MAIN, 16" | | | | | |
| Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup. | | | | | |
| Funding Details | | | | | |
| | 2.4 L-Water | | 2.00 | \$3,771.570 | +\$7,543.14 |
| 3220 | 663.4024 E | EACH | 1.00 | \$4,760.590 | \$4,760.59 |
| AP - DISCONNECT AND CAP EXISTING WATER MAIN, 24" | | | | | |
| Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup. | | | | | |
| Funding Details | | | | | |
| | 2.4 L-Water | | 1.00 | \$4,760.590 | +\$4,760.59 |
| (12 Items) | | | | Total: | +\$202,603.68 |

Funding Summary

| Fund Package | Original Amount | Authorized Amount | Pending Amount | Revised Amount |
|---------------------------|-----------------------|-----------------------|----------------------|-----------------------|
| 1.1A GF Street | \$3,817,265.83 | \$3,735,030.00 | +\$180,208.50 | \$3,915,238.50 |
| 1.2A GF Sidewalk | \$643,007.50 | \$649,207.50 | +\$4,019.58 | \$653,227.08 |
| 1.3A GF-Storm | \$1,438,445.50 | \$1,360,145.50 | +\$47,503.79 | \$1,407,649.29 |
| 1.4A GF-Water | \$936,539.00 | \$1,086,401.83 | +\$105,945.26 | \$1,192,347.09 |
| 1.5A GF-Sewer | \$23,100.00 | \$23,100.00 | +\$25,546.28 | \$48,646.28 |
| 2.1 L-Street | \$391,331.60 | \$374,293.99 | +\$48,143.21 | \$422,437.20 |
| 2.2 L-Sidewalk | \$50,830.00 | \$50,830.00 | \$0.00 | \$50,830.00 |
| 2.3 L-Storm | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2.4 L-Water | \$370,813.00 | \$392,323.61 | +\$131,815.10 | \$524,138.71 |
| 2.5 L-Sewer | \$1,112,519.00 | \$1,112,519.00 | +\$24,535.49 | \$1,137,054.49 |
| (10 Fund Packages) | \$8,783,851.43 | \$8,783,851.43 | +\$567,717.21 | \$9,351,568.64 |

Recommended by:

Chad D. Scofield

6-13-16

Resident Engineer, Barton and Loguidice, D.P.C.

Date

Doug J. ...

6/10/16

CCI Companies, Inc.

Date

City of Watertown

Date

NYS DOT RLPL

Date

June 30, 2016

To: The Honorable Mayor and City Council
From: Geoffrey Urda, Planner
Subject: Restore NY Grant

On June 20, 2016, the Empire State Development Corporation (ESD) published a Request for Funding Proposals for the Restore New York Communities Initiative. The goal of the Restore NY grant is to revitalize urban centers with an added emphasis on commercial investment.

The proposal due date is October 3, 2016. However, any municipality that wishes to apply for the grant must officially submit an “Intent to Apply” form to ESD no later than July 13, 2016. The grant requires a 10 percent local match, and the maximum possible award is \$500,000, although the actual award could be less depending on the square footage of the building chosen. A Municipality may also only apply for Restore NY funding for a maximum of one project.

Eligibility is limited to projects that demolish, deconstruct, rehabilitate and/or reconstruct vacant abandoned, condemned and surplus properties. City Staff have identified two such projects in Watertown’s Central Business District that both carry out the program’s stated goals and which are being undertaken by private sector entities interested in applying for Restore NY funding.

One is the Lincoln Building, which is being rehabilitated by Doolittle & Hall, LLC, a partnership between Mark Purcell and Brian Murray. The partners have invested over \$1.3 million to date on a complete façade restoration on the Public Square side of the building as well as a renovation of the Public Square storefronts. The partners have a commitment from one tenant and are in discussions with another prospective tenant.

Mr. Purcell and Mr. Murray propose to apply for Restore NY funding to complete the “Core and Shell” phase of the renovation process. This second phase would consist of installing a new stair tower and elevator, as well as plumbing improvements, which would help make the upper floors tenant-ready.

The other is the Masonic Temple, which is being renovated by Fourth Coast, Inc., a partnership between Rob Company and Augusta Withington. Fourth Coast has invested over \$600,000 to date to renovate the first floor, which is now home to five office tenants.

Fourth Coast proposes to apply for Restore NY funding to perform extensive rehabilitation to the basement level, which consists of 6,000 square feet of circulation and tenant space, and includes a commercial kitchen. Potential future uses include a bar/restaurant, an educational facility, or small business offices. Fourth Coast is currently in discussions with prospective tenants.

Reports from both potential applicants for Restore NY funding are attached. In addition, Staff expects that representatives from both Doolittle & Hall and Fourth Coast will attend Tuesday's City Council meeting to speak on behalf of their projects. As the City can only nominate one project for this grant, the Council will need to determine which property to select for the application.

LINCOLN BUILDING JB WISE FAÇADE & TENANT IMPROVEMENT PROJECT

In December of 2012 the Doolittle & Hall Partnership of Mark Purcell and Brian Murray purchased the Lincoln Building for \$500,000 plus closing costs. The five story building, located on Public Square in downtown Watertown is a large prominent building in downtown Watertown, however, it was in a complete state of disrepair and nearly vacant at the time of purchase. Over the past several years, many of the buildings on Public Square have been renovated and upgraded, however, the Lincoln was one of the few remaining buildings that would be considered an eye sore in Public Square.

The owners undertook an initial plan for a full scale completed renovation and reconstruction project including green building components which was estimated to be approximately \$12 M. The Owners pursued various grant sources to help offset the cost of the project, and over the past couple of years, have been awarded various small grants from different sources. Because the lack of larger scale grant funding, the Owners decided to undertake the project in phases, choosing to first invest in façade improvements which would help increase the visual appeal of the building from Public Square in Watertown with the ultimate goal to attract tenants in order to put the building back into service.

Through June 2016, the Partnership has now invested more than \$1.3 million in the building and improvements. Storefronts on the Public Square street level were completely removed and replaced with a new insulated glass system and beautiful new mahogany doors. All of the wood windows on the front of the building, floors 2-5 were completely refurbished and re-glazed with insulated glass systems. The ornamental trim on the front of the building was completely restored. In addition to the exterior work mentioned above, one tenant space was renovated to a “vanilla box” ready for tenant fit out and occupancy. The new tenant space was complete with new bathroom facilities, electrical service, alarm system, fire protection system, and heating system.



We believe the visual appeal of the Public Square façade improvements helped attract one tenant who plans to occupy the Lincoln Building in September of 2016. This is a milestone - our very first tenant and we hope to keep the momentum going, however, there is more work to be done.

We are currently working with another prospect to occupy an additional 1,600 SF of space. This prospective tenant will be ideal for a Public Square setting as they will increase people visiting Public Square, not only on weekdays, but on evenings and weekends as well. We are also working with a professional/technical business interested in occupying an entire floor of the building, however, additional improvements must be made to the building to secure these tenancies, therefore, we are considering the Phase 2 renovations below.

PHASE 2 - JB WISE FAÇADE AND FUTURE TENANT IMPROVEMENTS:

Now that the Public Square façade has been completed and tenant storefronts made ready on Public Square, our next goal is to make the façade facing the JB Wise parking lot desirable and renovate more space for future tenant occupancy.

Current JB Wise Façade



Current Newly Renovated Public Square Façade



The plan is as follows:

1. JB Wise Parking Lot Façade Renovations:

As you can see from the photo above, the facade visible from the JB Wise Parking Lot is severely deteriorated and unsightly. Now that the Public Square facade has been renovated, the contrast between one side and the other is alarming. In order to attract more tenants to the building, we must present a well-maintained and inviting entrance from the JB Wise Parking Lot, which is where the bulk of people visiting the building will park. We plan to undertake a restoration project similar to what we did on the Public Square side of the building last year. In addition, as part of preserving the building envelope, the Lincoln Building desperately needs a new roof, which will be done to stabilize the building and prevent further damage. Repairs and restoration will include:

- Masonry Restoration
- Repair, Strip and Repaint all ornamental trim work.
- Replace and / or restore all rear windows including re-glazing
- Install new commercial rear entry door systems
- Repair and restore existing fire escape
- Replace roof with new EPDM Roof.

2. Renovate Tenant Spaces:

We will continue to make improvements to ready the space for tenant occupancy. The following work will be done:

- Renovate the three remaining tenant spaces on the street level of Public Square. Renovations will include new walls, new ceilings, new subflooring, new sprinkler systems and new bathroom facilities for each tenant space and will create highly visible, newly constructed tenant space on Public Square in Downtown.
- Renovate the commercial tenancies on floors 2 and 3 to include four new tenant spaces per floor. Tenant spaces will include new exterior walls, new ceilings and new subflooring. Each space will be made “white box” ready to accept tenant finishes and fit out.



The budget for the work described above is \$653,000 and we believe this project makes a good match for the RESTORE NY grant opportunity. We will appreciate Watertown City Council's support of the Lincoln Building as a RESTORE NY applicant.

Thank you for your consideration,

Brian Murray and Mark Purcell
Owners of the Lincoln Building
Partners in Doolittle & Hall, LLC



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The Masonic Temple 242 Washington Street Watertown NY

30 June 2015

Introduction

The Masonic Temple, located in the heart of downtown Watertown, was constructed in 1913 and purchased by Fourth Coast in 2013. Since taking ownership, Fourth Coast has invested over \$600,000 in asbestos abatement, exterior stabilization, interior demolition, handicap accessibility, first floor renovation, and roof replacement. Currently, the main floor level is fully renovated and provides offices for six businesses.

Goals

The vision for the Masonic Temple is to restore and maintain this unique Greek revival building, and transform the building into a vital component of the Downtown Watertown community. The interior spaces of the building, while being uniquely configured to the functions of the Masonic Order, are perfect for offices, food service, entertainment, and the arts. Fourth Coast believes that utilizing the spaces best suited for small business on the basement and first floor level, will pave the way for reconstruction of the main “performance” space on the second and third floors which can accommodate over 400 people. While some developers have suggested reconfiguration of the performing space into residential use, we believe the uniqueness of this space should be preserved and utilized in its current form. No other venue in Watertown provides a performance or large group assembly setting with the level of historic intimacy that the Masonic Temple provides.

Overall Building Needs

An evaluation by an independent structural engineer of the building has verified that the integrity of the building is exceptional. Other than required stabilization and reconstruction of the façade, no significant structural improvements are necessary.

To stop the deterioration of the building interior due to roof leaks and plumbing leaks, the roof was replaced in 2014 with a modern single ply membrane with insulation. Roof drain plumbing was repaired.

The main needs of the building include the following: façade restoration, window replacement, egress and accessibility, heating, ventilation and air conditioning, and fire protection (sprinklers). Complete renovation of all spaces (total 24,000 square feet) has been estimated at approximately \$6 million.

Phased Approach

In order to achieve the goal of rehabilitating the second and third floor main assembly areas and retuning the space to a unique venue meeting current building code, Fourth Coast has taken a phased approach to the building revitalization. This approach focuses on rehabilitation of the basement and first floor levels to provide a solid tenant base for economic stability of the building, while simultaneously supporting planning of the total building program and required renovation of the third and fourth floor levels. This will also assist in securing financial assistance for the balance of building improvements.

The Restore New York program is perfectly suited to allow renovation of the basement level for occupancies such as food service, entertainment, or small business. The basement consists of approximately 6,000 square feet of circulation and tenant space, and includes a commercial kitchen. Targeted uses would range from small business offices to bar/restaurant or culinary incubator space. Discussions with potential occupants including educational programs,

private restaurateurs, and small businesses are underway, with letters of intent anticipated.

Improvements required for occupancy of the basement space would include the following:

- New eastern exterior egress/access (Washington St)
- Window Well and basement window restoration
- Bathrooms
- Heating, ventilation and air conditioning
- Kitchen improvements
- Lighting
- Fire protection – sprinkler and fire alarm
- Interior finishes including floors, ceiling and walls

Total estimated costs for this phase of the project are estimated to total \$600,000.

Fourth Coast thanks the City of Watertown for considering the Masonic Temple Project for the Restore New York Program

June 28, 2016

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Tax sale certificate assignment request

The City has been approached by Ed Essa, 17640 County Route 59, Dexter, requesting to be assigned the City's tax sale certificate for 423 Main Street West. The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 24, 2016. The current redemption price of the certificate is \$661.47. If City Council is agreeable to the request a resolution will be prepared for the July 18, 2016 City Council meeting.

The owner of 423 Main Street West is Leroy Fluno.



June 27, 2016

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Tax sale properties

The two year redemption period ended on Friday, June 24th for those parcels included in the tax sale certificate auction held in June 2014. The following is a list of those properties for which the City is eligible to issue itself a tax sale deed.

| <u>Address</u> | <u>Parcel #</u> | <u>Previous Owner</u> | <u>Property Class</u> | <u>Zoning</u> | <u>Assessed Value</u> | <u>Lot size</u> |
|--------------------------|-----------------|---------------------------|--------------------------|----------------|-----------------------|-----------------|
| 316 High Street | 06-06-125.000 | Beach, Debra | Vacant commercial | Commercial | \$4,350 | 66' x 112' |
| 320 High Street | 06-06-126.000 | Beach, Debra | Single family | Residential C | \$39,400 | 68' x 132' |
| 318 High Street Rear | 06-06-126.001 | Beach, Debra | Vacant with improvements | Residential C | \$4,900 | 54' x 84' |
| 1230 Gill Street | 05-04-208.000 | Brown, George | Residential vacant | Not zoned | \$9,100 | 50' x 135' |
| 1229 Gill Street | 05-04-313.000 | Brown, George | Residential vacant | Not zoned | \$8,400 | 50' x 110' |
| 140 Palmer Street | 08-05-121.000 | Debovis, Mary Jo | Residential vacant | Residential A | \$15,600 | 64' x 214.5' |
| 340 Colorado Avenue Rear | 05-06-260.000 | Delmar Realty Corp | Road | Light industry | \$5,400 | .53 acre |
| VL-140 Palmer Street | 08-05-120.000 | Fassett, Raymond E | Residential vacant | Residential A | \$500 | 5' x 214.5' |
| VL Burlington Street | 03-05-331.000 | Land Trust Company LLC | Residential vacant | Residential C | \$4,750 | 50' x 110' |
| VL-3 Richards Drive | 14-20-313.000 | Land Trust Company LLC | Residential vacant | Residential A | \$2,700 | 80' x 35' |
| 524 Cooper Street | 02-02-114.000 | O'Connor B&J Markets Inc. | Residential vacant | Residential B | \$800 | 22' x 118' |
| 240 Coffeen Street | 07-03-304.000 | Pistolesse, Michael A Jr. | Converted residential | Commercial | \$25,200 | 37' x 50' |
| 465 Martin Street | 01-17-209.000 | TS Vendors Inc. | Other storage | Light industry | \$64,300 | 165' x 219' |
| 1205 Columbia Street | 05-02-302.000 | Wisner, Oliver | Residential vacant | Residential B | \$8,100 | 60' x 50' |
| 321 Sill Street | 07-17-117.000 | Wisner, Oliver | Single family | Residential B | \$35,000 | 75' x 83' |
| 524 Clay Street | 11-05-116.000 | Wisner, Oliver | Single family | Residential C | \$45,800 | 55' x 65' |
| 166 Academy Street | 11-03-220.000 | Young, Rosalie | Single family | Residential C | \$57,500 | 38' x 91' |

316 High Street, 318 High Street Rear and 320 High Street



320 High Street



318 High Street Rear



1229 Gill Street and 1230 Gill Street



140 Palmer Street



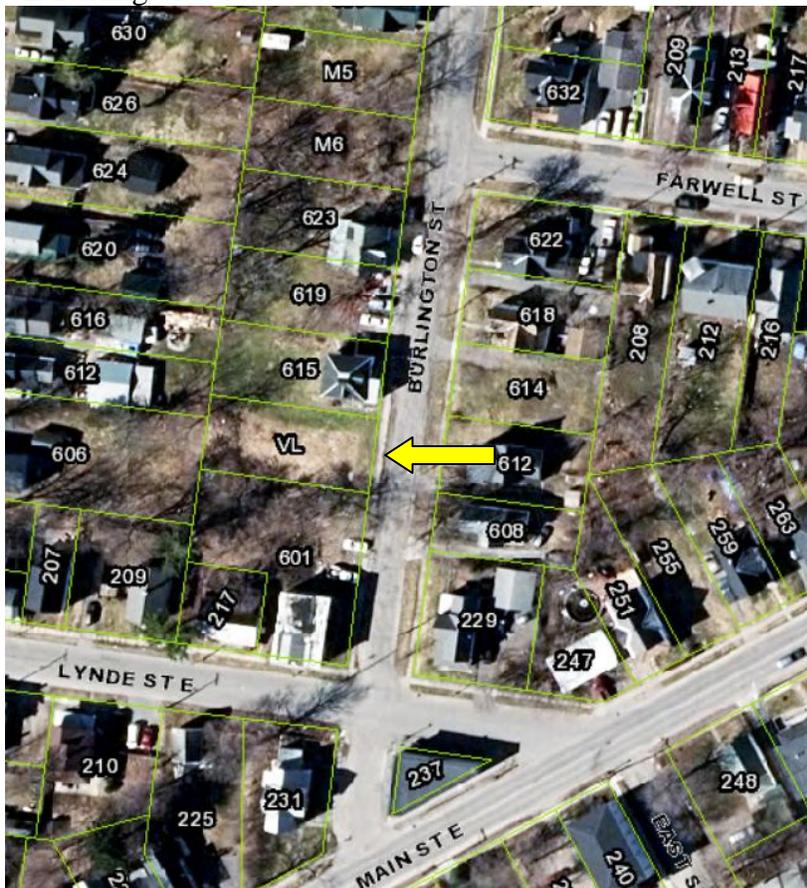
340 Colorado Avenue Rear



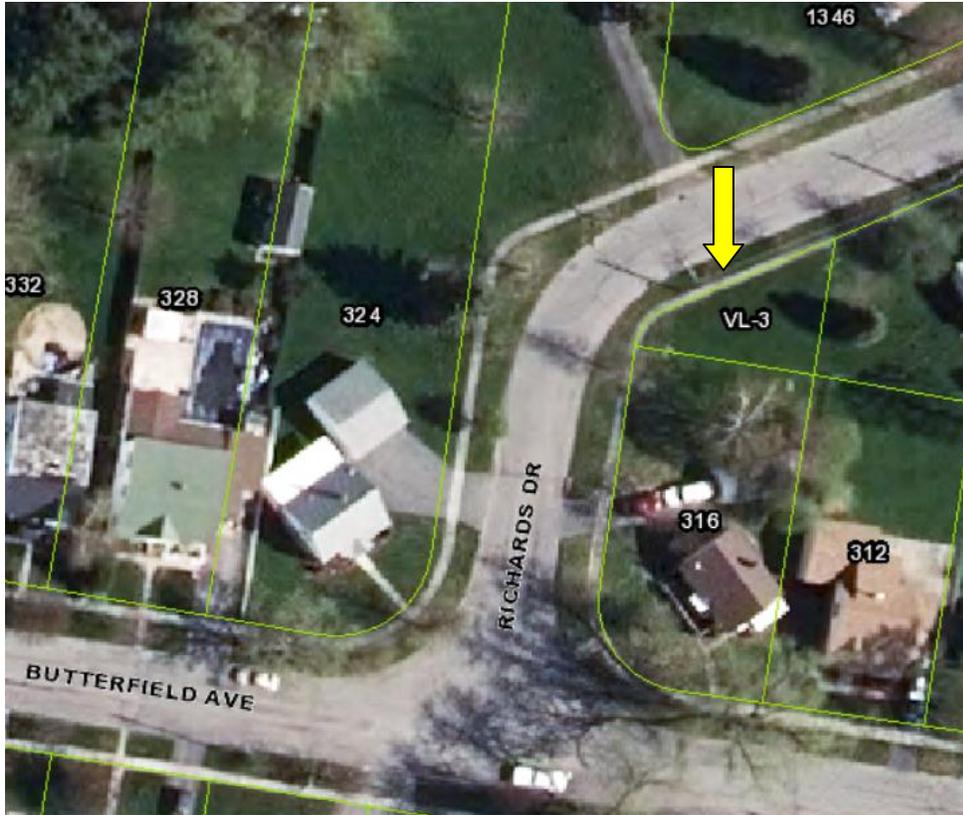
VL-140 Palmer Street



VL Burlington Street



VL-3 Richards Drive



524 Cooper Street



240 Coffeen Street



465 Martin Street



1205 Columbia Street



321 Sill Street



524 Clay Street



166 Academy Street

