



City Council October 24, 2011

Adjourned City Council Meeting

1. Resolution - Endorsement of North Country Arts Council Grant Application, Screen on the Square
2. Resolution - Authorizing Grant Application to the North Country Regional Economic Development Council Capital Fund, the NYSERDA Existing Facilities Program and the Economic Development Purposes fund for Improvements and Renovations to the Watertown Municipal Arena.
3. Resolution - FY 2011-2012 General Fund Budget Readoption

A presentation on the new departmental structures will be provided to the City Council prior to considering the attached Resolution.

Work Session Agenda

Discussion Items:

1. 2012 Community Development Block Grant Application,

Memorandum from Kenneth A. Mix, Planning and Community Development Coordinator, October 21, 2011

- Mr. Phillip Smith from Avalon Associates will be in attendance to discuss potential ideas with the City Council.

2. Thompson Park Aviary Project

Mari L. Cecli, A.I.A., C.S.I., Vice President, Bernier Carr and Associates, P.C. will be in attendance at this meeting, along with John Wright, Executive Director, The New York State Zoo at Thompson Park to discuss the findings contained in the September 9, 2011 report.

3. Requests to lease Baseball field for upcoming season.

Memorandum from Mary M. Corriveau, City Manager, October 21, 2011

October 20, 2011

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Endorsement of North Country Arts Council Grant Application

The North Country Artist Guild, Inc., d/b/a North Country Arts Council, is making a grant application to the New York State Office of Parks, Recreation and Historic Preservation for a grant under the Environmental Protection Fund to help fund their Screen on the Square project. As a not-for-profit organization, an endorsement from the municipality is required.

The Screen on the Square project will be a multi-purpose facility with a technologically advanced satellite connection at their new location in the Franklin Building at 52 Public Square and would offer both educational and cultural activities. This type of setting would be an asset to the community and particularly downtown, providing live global cultural performances, a teleconference location for businesses and nonprofits, and a venue for local recitals, as well as a host of educational opportunities.

A resolution for Council consideration is attached.

Resolution No.

October 24, 2011

RESOLUTION

Page 1 of 1

Endorsement of North Country Arts Council
Grant Application

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

Total

YEA	NAY

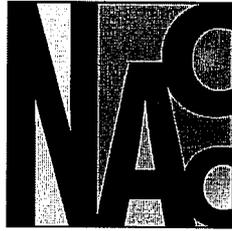
Introduced by

WHEREAS the North Country Artist Guild, Inc., d/b/a North Country Arts Council, is applying to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) for a grant under the Environmental Protection Fund for a park project to be located at 52 Public Square, a site located within the territorial jurisdiction of this Council, and

WHEREAS as a requirement under the rules of these programs, said not-for-profit corporation must obtain the “approval/endorsement of the governing body of the municipality in which the project will be located,”

NOW THEREFORE BE IN RESOLVED that the City Council of the City of Watertown hereby does approve and endorse the application of the North Country Arts Council for a grant under the Environmental Protection Fund for a project known as Screen on the Square and located within this community.

Seconded by



North Country Arts Council
52 Public Square, Watertown, NY 13601
Phone: (315) 661-6361

The North Country Arts Council proposes to establish Screen on the Square (SoS), a state-of-the-art multi-purpose facility, in the recently renovated Franklin Building on Watertown's historic Public Square. SoS will function as an independent arts and international language film theater, a technologically advanced satellite site for viewing live global cultural performances, a teleconference location for businesses and nonprofits, and a venue for local recitals as well as educational and professional development activities. SoS will serve as a Public Square destination point, bringing visitors to an increasingly revitalized downtown Watertown, helping to attract and retain local businesses and employees, and serving as a cultural center for the community.

October 21, 2011

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: CFA Application for the Watertown Municipal Arena

At the request of Mayor Graham, City staff has been working on an application to submit the Watertown Municipal Arena to the North Country Regional Economic Development Council's list of regionally transformative projects. The application is being prepared and submitted through the Consolidated Funding Application Process. The application is underway and will be submitted by the October 31st deadline.

The scope of the project being applied for is based on the 2009 Ice Arena Report by the engineering firm Bernier Carr and Associates, PC. This report recommends a comprehensive 10-year improvement plan that includes the replacement of the roof, repainting the structural steel, adding an arena ceiling, and upgrades to the fire suppression and alarm system. Further, this report recommends the construction of two entrance vestibules, an addition to house the Zamboni, and a locker room addition. Additionally, the plan also calls for bleacher replacement, lighting upgrades, the construction of a stage addition, the construction of a lobby addition, and toilet room additions. The overall cost of the project is estimated to be \$5,695,750.

Before considering the attached resolution, Council must first consider the State Environmental Quality Review Short Environmental Assessment form, Part II and Part III if necessary.

RESOLUTION

Authorizing a Grant Application to the North Country Regional Economic Development Council Capital Fund, the NYSERDA Existing Facilities Program and the Economic Development Purposes Fund for Improvements and Renovations to the Watertown Municipal Arena

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

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown desires to make the improvements to the Watertown Municipal Arena, as detailed in the May 2009 Ice Arena Study performed by the engineering firm Bernier Carr and Associates, PC, and

WHEREAS the State of New York has announced that grant funds are available through the North Country Regional Economic Development Council for regionally transformative projects, and

WHEREAS the City Council of the City of Watertown believes that the recommended upgrades detailed in the 2009 Arena Report would be regionally transformative for the North Country Region, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and improvements constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED that Mary M. Corriveau, as City Manager of the City of Watertown, is hereby authorized and directed to file an application for funds from the North Country Regional Economic Development Council Capital Fund, the NYSERDA Existing Facilities Program, and the Economic Development Purposes Fund for construction and improvements to the Watertown Municipal Arena.

Seconded by

Appendix C

State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
 For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR City of Watertown	2. PROJECT NAME Municipal Arena Upgrade
3. PROJECT LOCATION: Municipality City of Watertown County Jefferson	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) 600 William T. Field Drive Watertown, NY 13601	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: Proposed upgrades to the existing structure include a new roof, repainting the structural steel, the construction of two entrance vestibules and a zamboni room, upgrades to the fire alarm and suppression system, lighting upgrades, additions to the locker rooms, bleacher replacement, improvements to the ventilation, heating and air conditioning, and electrical upgrades.	
7. AMOUNT OF LAND AFFECTED: Initially <u>1</u> acres Ultimately <u>1</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: <p style="text-align: center;">App. for grant funds from the North Country Regional Economic Development Council, NYSERDA Existing Facilities Program, and the Economic Development Purposes Fund</p>	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u>Jeffrey E. Graham, Mayor</u>	Date: <u>10/24/2011</u>
Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? Yes No If yes, coordinate the review process and use the FULL EAF.

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

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 **AND** provide, on attachments as necessary, the reasons supporting this determination.

10/24/2011

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)

Reset

October 12, 2011

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: FY 2011-12 General Fund Budget Re-adoption

Related to the re-organization of the Parks and Recreation Department City Council should consider re-adopting the FY 2011-12 General Fund Budget to modify certain departmental staffing levels and the related appropriations. In addition to realigning certain positions, the attached resolution also establishes the Parks and Recreation Program Manager position. All of the amounts included in the resolution were based on the period of November 1st through the end of the fiscal year.

RESOLUTION

Page 1 of 4

Readopting Fiscal Year 2011-12
General Fund Budget

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

YEA	NAY

Introduced by

WHEREAS on June 1, 2011 the City Council passed a resolution adopting the Budget for Fiscal Year 2011-12, of which \$38,023,157 was appropriated for the General Fund, and

WHEREAS on July 5, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$25,240 to pay the costs of the Symphony Syracuse concert to a total of \$38,048,397, and

WHEREAS on August 1, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$45,150 to pay the costs of the change order to the contract with Bat-Con to reconstruct the J. B. Wise parking lot, and

WHEREAS on September 19, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$38,000 to pay for the purchase of a pick-up for the Department of Public Works' roads maintenance department, and

WHEREAS the City Council has modified the organizational structure of the Parks and Recreation Department, and

WHEREAS the FY 2011-12 General Fund Budget needs to be re-adopted to reflect the modified organizational structure and the related appropriations for certain departmental expenditures,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the Fiscal Year 2011-12 Budget for the General Fund for the following adjustments:

1. Increase the number of Street and Maintenance Supervisors in A1490 – Public Works Administration from one to two and allocate portion to Refuse and Recycling
2. Eliminate the position of Parks and Recreation Maintenance Supervisor from A1490 – Public Works Administration

RESOLUTION

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Readopting Fiscal Year 2011-12
General Fund Budget

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

YEA	NAY

3. Transfer the balance of the appropriations for the Parks and Recreation Maintenance Workers (4) assigned to A5010 – Buildings and Grounds Maintenance to A7141 - Fairgrounds, A7143 - Athletics and A7180 - Pools
4. Transfer the balance of the appropriations for the Parks and Recreation Maintenance Worker assigned to A5142 – Snow Removal to A7265 – Ice Arena
5. Add Parks and Recreation Program Manager to A7020 – Recreation Administration
6. Create a Crew Chief position in A7265 – Ice Arena; and
7. Transfer the balance of the appropriations for the Assistant Superintendent of Public Works allocated to A 8160 - Refuse and Recycling to A1640 - Central Garage

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted Fiscal Year 2011-12 General Fund Budget:

<u>Revenues:</u>		<u>Amount</u>	<u>Reason</u>
Appropriated Fund Balance		<u>\$ 56,073</u>	Parks & Rec Program Manager, Crew Chief promotion
<u>Expenditures:</u>			
A 1490.0110	Public Works Admin. – Wages	(\$ 16,177)	Transfer part of Street & Sewer Maint Supervisor to Refuse
A 1490.0810	Public Works Admin –Retirement	(\$ 2,734)	Transfer part of Street & Sewer Maint Supervisor to Refuse
A 1490.0830	Public Works Admin – Social Sec.	(\$ 1,238)	Transfer part of Street & Sewer Maint Supervisor to Refuse
A 1490.0850	Public Works Admin – Health Ins.	(\$ 1,490)	Transfer part of Street & Sewer Maint Supervisor to Refuse
A 1640.0110	Central Garage – Salaries	\$ 14,188	Transfer Asst. Supt. of PW from Refuse to Central Garage
A 1640.0810	Central Garage – Retirement	\$ 2,398	Transfer Asst. Supt. of PW from Refuse to Central Garage

RESOLUTION

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Readopting Fiscal Year 2011-12
General Fund Budget

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

YEA	NAY

A 1640.0830	Central Garage – Social Security	\$ 1,085	Transfer Asst. Supt. of PW from Refuse to Central Garage
A 1640.0850	Central Garage – Health Insurance	\$ 1,056	Transfer Asst. Supt. of PW from Refuse to Central Garage
A 5010.0130	Buildings & Grounds – Wages	(\$ 34,019)	Crew chief + 3 P&R Maint.to Fairgrounds, Athletics & Pools
A 5010.0810	Buildings & Grounds –Retirement	(\$ 5,749)	Crew chief + 3 P&R Maint.to Fairgrounds, Athletics & Pools
A 5010.0830	Buildings & Grounds – Social Sec.	(\$ 2,602)	Crew chief + 3 P&R Maint.to Fairgrounds, Athletics & Pools
A 5010.0850	Buildings & Grounds – Health Ins.	(\$ 14,380)	Crew chief + 3 P&R Maint.to Fairgrounds, Athletics & Pools
A 5142.0130	Snow Removal – Wages	(\$ 8,728)	P&R Maint Worker to Arena
A 5142.0810	Snow Removal – Retirement	(\$ 1,475)	P&R Maint Worker to Arena
A 5142.0830	Snow Removal – Social Security	(\$ 668)	P&R Maint Worker to Arena
A 5142.0850	Snow Removal – Health Insurance	(\$ 4,272)	P&R Maint Worker to Arena
A 7020.0110	Recreation Admin. – Salaries	\$ 33,300	Program Manager position
A 7020.0465	Recreation Admin. - Equipment	\$ 5,000	Program Manager position
A 7020.0810	Recreation Admin. – Retirement	\$ 5,628	Program Manager position
A 7020.0830	Recreation Admin. – Social Sec.	\$ 2,547	Program Manager position
A 7020.0850	Recreation Admin. – Health Ins.	\$ 8,344	Program Manager position
A 7141.0130	Fairgrounds – Wages	\$ 4,252	Crew chief + 3 P&R Maint. Workers from B&G
A 7141.0810	Fairgrounds – Retirement	\$ 719	Crew chief + 3 P&R Maint. Workers from B&G
A 7141.0830	Fairgrounds – Social Security	\$ 325	Crew chief + 3 P&R Maint. Workers from B&G
A 7141.0850	Fairgrounds – Health Insurance	\$ 1,798	Crew chief + 3 P&R Maint. Workers from B&G
A 7143.0130	Athletic Programs – Wages	\$ 4,252	Crew chief + 3 P&R Maint. Workers from B&G
A 7143.0810	Athletic Programs – Retirement	\$ 719	Crew chief + 3 P&R Maint. Workers from B&G

RESOLUTION

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Readopting Fiscal Year 2011-12
General Fund Budget

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

YEA	NAY

A 7143.0830	Athletic Programs – Social Security	\$ 325	Crew chief + 3 P&R Maint. Workers from B&G
A 7143.0850	Athletic Programs – Health Ins.	\$ 1,798	Crew chief + 3 P&R Maint. Workers from B&G
A 7180.0130	Pools – Wages	\$ 4,252	Crew chief + 3 P&R Maint. Workers from B&G
A 7180.0810	Pools – Retirement	\$ 719	Crew chief + 3 P&R Maint. Workers from B&G
A 7180.0830	Pools – Social Security	\$ 325	Crew chief + 3 P&R Maint. Workers from B&G
A 7180.0850	Pools – Health Insurance	\$ 1,798	Crew chief + 3 P&R Maint. Workers from B&G
A 7265.0130	Arena – Wages	\$ 30,998	Crew chief + 3 P&R Maint. Workers from B&G
A 7265.0810	Arena – Retirement	\$ 5,237	Crew chief + 3 P&R Maint. Workers from B&G
A 7265.0830	Arena – Social Security	\$ 2,372	Crew chief + 3 P&R Maint. Workers from B&G
A 7265.0850	Arena – Health Insurance	\$ 13,258	Crew chief + 3 P&R Maint. Workers from B&G
A 8160.0110	Refuse – Salaries	\$ 16,177	Allocate part of Street & Sewer Maint Supervisor from DPW Admin.
A 8160.0810	Refuse – Retirement	\$ 2,734	Allocate part of Street & Sewer Maint Supervisor from DPW Admin.
A 8160.0830	Refuse – Social Security	\$ 1,238	Allocate part of Street & Sewer Maint Supervisor from DPW Admin.
A 8160.0850	Refuse – Health Insurance	\$ 1,490	Allocate part of Street & Sewer Maint Supervisor from DPW Admin.
A 8160.0110	Refuse – Salaries	(\$ 14,188)	Transfer Asst. Supt. of PW to Central Garage
A 8160.0810	Refuse – Retirement	(\$ 2,398)	Transfer Asst. Supt. of PW to Central Garage
A 8160.0830	Refuse – Social Security	(\$ 1,085)	Transfer Asst. Supt. of PW to Central Garage
A 8160.0850	Refuse – Health Insurance	<u>(\$ 1,056)</u>	Transfer Asst. Supt. of PW to Central Garage
Total		<u>\$ 56,073</u>	

Seconded by

October 21, 2011

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning and Community Development Coordinator
Subject: 2012 Community Development Block Grant Application

During the public hearings for the 2011 Community Development Block Grant, City Council Members indicated that they wanted to discuss possible projects earlier in the process for the 2012 round. This is the purpose of putting it on the agenda for the October 24, 2011 Work Session as a discussion item. Philip Smith of Avalon Associates will be attending to discuss the potential of any ideas the City Council may have.

Attached are the Program Guidelines from NYS Homes & Community Renewal's website. The income limits are also included. For projects that include rental units, the Fair Market Rents also apply.

The due date for applications is unknown at this time. Normally they are due in April or May, but the State's new Consolidated Funding Application process has impacted a lot of schedules.

Homes & Community Renewal

Andrew M. Cuomo, Governor

Darryl C. Towns, Commissioner/CEO

Today's SONYMA

Interest Rate: 4.875%*

*For a 30-year mortgage with 3% down. Down payment assistance not included.



Our Agencies:

- AHC
- DHCR
- HFA
- HTFC
- MBBA
- MIF
- SONYMA
- TSFC

Program Guidelines

- ▶ Objectives
- ▶ Outline
- ▶ Types of Grants

Overview: Working in Partnership with Local Governments to Build a Brighter Future

The Community Development Block Grant (CDBG) Program is a federally funded program authorized by Title I of the Housing and Community Development Act of 1974. The Office of Community Renewal is New York State's administrative agency for the CDBG Program. The CDBG Program provides grants to smaller communities in order to: ensure decent, affordable housing for all; provide services to the most vulnerable in our communities; create jobs and expand business opportunities for implementing a variety of community and economic development activities directed toward neighborhood revitalization and economic development; and to provide improved community facilities and services.

The New York CDBG Program provides community development grants to towns, villages, and cities with a population under 50,000 and counties with an unincorporated population under 200,000. The CDBG Program provides smaller communities with the opportunity to make local decisions concerning

community development without duly increasing the local tax burden of their citizens. Please visit our Eligible Communities page to see if your community is currently eligible for New York CDBG funding.

Under the CDBG Program, approximately \$50 million of funding is available annually to eligible communities within New York State. As part of a historic initiative to transform New York State's model for economic development and job creation, on September 2, 2011, Governor Cuomo and Homes and Community Renewal (HCR) announced the creation of a NYS Consolidated Funding Application (CFA). Marking a fundamental shift in how economic development resources are allocated, the CFA will serve as a more efficient and effective tool to streamline and expedite the State's efforts to generate sustainable economic growth and employment opportunities across the state.

In addition to HCR, eight other state agencies and authorities have pooled together resources to be made available through the CFA. HCR has dedicated up to \$169 million in resources to affordable housing and community revitalization projects through the CFA. NYS CDBG funding is included in those resources.

Towns, villages, and cities are eligible to receive up to \$400,000 for Housing and Public Facilities, and up to \$600,000 for Public Infrastructure (water/sewer only) projects. County applicants can receive up to \$750,000 for Housing, Public Facilities, and Public Infrastructure projects. Applicants applying jointly for assistance with Public Infrastructure (water/sewer only) projects may receive up to \$900,000. For Economic Development grants, the maximum award is \$750,000. Community Planning grants are a maximum of \$25,000.

Applicants of the CDBG program must ensure that 70% of all activities funded under the program primarily benefit low- and moderate-income households-- those with incomes at or below 80% of the area median income established by the U.S. Department of Housing and Urban Development (HUD). Each CDBG-funded activity must also meet one of the national objectives: benefiting low- and moderate-income households; aiding in the prevention or elimination of slums or blight; or meeting community development needs having a particular urgency.

Communities wishing to apply for CDBG funds are encouraged to attend one of the Office of Community Renewal's Application Workshops held annually across the New York State, in the fall. Communities are also encouraged to contact the Office of Community Renewal as early as possible to discuss the viability of potential projects, as well as to review successful applications from prior rounds of competition.

Objectives of the Community Development Block Grant (CDBG) Program

As set forth in the Federal Housing and Community Development Act, the Primary Objective of the CDBG program is, "the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income." Under the Act, CDBG funds are intended for the support of community development activities that are directed toward the following specific objectives:

1. The elimination of slums and blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income.
2. The elimination of conditions which are detrimental to health, safety and public welfare, through

code enforcement, demolition, interim rehabilitation assistance and related activities.

3. The conservation and expansion of the nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income.
4. The expansion and improvement of the quantity and the quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities.
5. A more rational utilization of land and other natural resources, and the better arrangement of residential, commercial, industrial, recreational and other needed activity centers.
6. The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods.
7. The restoration and preservation of properties of special value for historic, architectural or aesthetic reasons.
8. The alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas without population migration or a stagnating or declining tax base.
9. The conservation of the nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources of supply.

Objectives of the New York State CDBG Program

In support of the State's long-term objectives, the New York State CDBG Program will:

1. Preserve and increase the supply of decent, safe, and affordable housing available to all low- and moderate-income households, and help identify and develop available resources to assist in the development of housing.
2. Improve the ability of low- and moderate-income New Yorkers to access rental housing and homeownership opportunities.
3. Address the shelter, housing, and service needs of the homeless, poor, and others with special needs.
4. Provide communities with assistance to undertake economic development initiatives.
5. Provide assistance to help communities undertake community infrastructure, facility, and service projects affecting public health, safety, and welfare.
6. Project selection shall take into consideration the recommendation of the relevant regional economic development council or the Commissioner's determination that the proposed project

aligns with the regional strategic priorities of the respective region.

Outline

Available Funds

Through an annual allocation of funds from the U.S. Department of Housing and Urban Development (HUD), approximately \$50 million in CDBG funds are available each year. New York State intends to allocate these funds to eligible non-entitlement grant recipients according to the following approximate allocations: annual round competition involving the funding categories of Housing and Public Infrastructure/Facilities (60%), open round Economic Development (30%), Innovative Projects and Special Assistance (5%), Imminent Threat (2%), Administration (2%), and Technical Assistance and Capacity Building (1%), and Community Planning (1%). Actual allocation percentages are dependent upon the number of applications received in any given year.

Eligible Applicants

Cities, towns, and villages located in non-entitlement areas with a population under 50,000 and counties with an unincorporated population of 200,000 are eligible to apply for CDBG funding through the Office of Community Renewal. Eligible applicants must be in substantial compliance with all applicable State and Federal laws, regulations, and Executive Orders that pertain to the CDBG Program.

Types of Applications

New York State's CDBG Program is divided into two primary components: the Annual Competitive Round and the Economic Development Grants; and four secondary components: Community Planning Grants, available once a year, Imminent Threat, and Technical Assistance and Capacity Building.

Applicants applying for a competitive round grant must address and resolve specific community development needs within the areas of Housing, Public Infrastructure, or Public Facilities. Applications for economic development activities must support business creation, expansion or retention. Community Planning applications are also accepted in a competitive format, but the competitive period generally runs in the fall of each year, and applications are accepted specifically for the preparation of Strategic Plans and related activities. Eligible applicants may apply, individually or jointly, once per Program Year for an annual competitive round grant.

In addition to the above, the Office of Community Renewal will entertain additional inquiries for applications related to Imminent Threat, and Technical Assistance and Capacity Building. If an application in either of these categories is being considered, Applicants must first contact the Office of Community Renewal to determine eligibility and potential application requirements.

Joint and County Applications

Under New York State's CDBG Program, two or more eligible applicants facing a common problem may submit a joint application. In order to qualify, local governments must not only share a common problem, but must also be able to demonstrate that a joint effort is required to solve the problem. With the exception of housing applications, joint applications submitted only for administrative convenience are not accepted.

Counties may apply on behalf of units of general local government located within their jurisdiction when the unit of general local government has authorized the county to apply. The unit of general local government will be considered the applicant for determining grant limits, and its statistics will be used for purpose of the selection factors.

Maximum Grant Amounts

Annual Competitive Round

Towns, Cities, Villages:

Housing/Public Facilities	\$400,000
Public Infrastructure (water/sewer only)	\$600,000

Counties:

Housing/Public Facilities/Public Infrastructure	\$750,000
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Joint Applicants*

Public Infrastructure	\$900,000
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* Projects must meet specific requirements in order to qualify for funding under the Joint Applicants category.

Economic Development

Economic Development program (Assistance to a business or public infrastructure projects in support of a business)	\$750,000 (minimum of \$100,000)
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Small Business Assistance program (Award range for grant assistance to an individual business)	\$100,000 (minimum of \$25,000)
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Microenterprise program (Assistance to multiple businesses and/or entrepreneurs)	\$200,000 maximum per community \$5,000 to \$35,000 range per business
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Applicants may request up to \$750,000 in a program year (January 1 - December 31) for one or more economic development activities. One or more applications totaling the maximum award amount may be submitted in a program year.

Eligible Activities

The activities eligible under the CDBG Program are identified in Section 105(a) of the Housing and Community Development Act of 1974, as amended and 24 CFR 570.482, as amended.

Primary and National Objectives

All CDBG projects are required to meet the two program goals - the primary and national objectives. The primary objective of the CDBG program is to develop viable communities by providing decent housing and a suitable living environment by expanding economic opportunities, principally for persons of low and moderate income. To achieve this primary objective, applicants must ensure that at least 70 percent of its grant funds are used for activities that benefit low- and moderate-income families.

In addition to meeting the primary objective, applicants must also meet one of the three National Objectives: benefit low- and moderate-income persons, prevent or eliminate slums and blight, or address an urgent community development need. All applicants must maintain data to demonstrate that the project is meeting one of the above listed objectives.

Types of Grants

Housing

There are three types of housing projects eligible for NYS CDBG funding: housing rehabilitation, direct homeownership assistance, and private water/wastewater system assistance. The primary goal of any housing project is to increase the supply of affordable housing for low- and moderate-income residents. Through a needs analysis and detailed survey of income and housing conditions, each applicant will be able to determine the most suitable approach for addressing these goals.

1. Housing Rehabilitation

Many of New York State's communities are concerned with high rates of substandard housing that are difficult to reduce because of homeowners' inability to address costly repairs. In order to make an application competitive, a community should conduct two types of surveys: a housing conditions survey to determine the location and severity of the substandard conditions of housing, and an income survey to identify applicants who are income eligible and willing to participate. When conducting the housing conditions survey, Applicants should adhere to the Office of Community Renewal's definition of substandard housing as stated in the Annual Competitive Round Application Packet.

The CDBG program is highly flexible, allowing for communities to develop an approach to rehabilitation that best suits their needs. The following are examples of program designs:

- Direct financial assistance as a grant or loan or a combination thereof.
- A target area approach for substandard housing located in a defined geographic area.
- A non-target area approach for substandard housing on scattered sites.
- A focus on a certain income categories (i.e. below 50% of the median income).
- Selection criteria based on severity of need or first come, first serve approach.
- Rehabilitation can be for owner-occupied, renter occupied, or vacant units to be occupied by low- and moderate-income persons.

All of the above are examples of the ways in which a community can address their substandard

housing conditions. Programs designed to conduct housing rehabilitation activities that provide safe and habitable housing primarily for low- and moderate-income households at standards of quality meeting New York State building codes and federal and local regulations are strongly encouraged.

2. Homeownership

In addition to housing rehabilitation needs, communities may have homeownership needs that could be addressed through a homeownership assistance program. Such a program would provide financial assistance to low- and moderate-income first-time homebuyers for the purchase of homes for sale. As with the Rehabilitation activities, the program is designed to be flexible so communities can determine the appropriate means of assistance. Activities that are commonly found in homeownership programs include the following:

- Direct financial assistance including down payment assistance and closing costs
- Counseling of prospective homeowners to ensure applicants have an understanding of program obligations, budgeting, and overhead costs.
- Minor rehabilitation of certain houses that are otherwise structurally sound.
- A successful homeownership application will include: information on the manner in which the program will be marketed to potential applicants; a list of potential eligible applicants to document the market and need; real estate data including average cost of homes and number of homes available within the price range; and evidence that the amount available for assistance will be sufficient to purchase the available homes.

3. Private Water/Wastewater System Assistance

Providing safe drinking water and wastewater systems to individual property owners falls under the category of housing, as these types of assistance provide a direct benefit to those receiving funding. Direct assistance activities can include drilling of private wells, construction or rehabilitation of septic systems, and installation of lateral connections to low- and moderate-income households from the public water/sewer mains. Applications for funding of lateral connections can be stand-alone projects or can be part of a larger public infrastructure project. However, in order for a community to construct the laterals out of CDBG funds, the homeowners must be low- and moderate-income.

Successful applications for private water/wastewater systems will include evidence that property owners are eligible and willing to participate in the program, information as to how the program will be marketed, and information on the level of subsidy and type of subsidy (loan or grant).

Public Facilities and Public Infrastructure

Communities throughout New York are faced with a variety of issues that affect public health, safety, and welfare. Through the CDBG public facilities grants, many of these issues can be addressed. At least 51% of the persons benefiting from these activities must qualify as low- and moderate-income, as determined by the U.S. Census or an income survey. In general, public facilities projects fall into two categories: public infrastructure and public service facilities.

Public Infrastructure

Under the public infrastructure category, projects may include: water source development, storage, and

distribution; sanitary sewage collection and treatment; flood control and storm water drainage; public works such as sidewalks, streets, parking, open space, and publicly owned utilities. Eligible programs can include the repair or replacement of existing systems, construction of new systems, or expansion of existing systems into previously unserved areas. Projects that provide assistance for lateral connections for water and sewer projects are considered under the housing category.

For projects that require funding above the maximum funding level available from the Office of Community Renewal, the applicant must find additional sources of funding and provide evidence that funding is committed to the project. For additional information on other sources of information, applicants may contact the New York Co-Funding Initiative.

Public Facilities

Through the public facilities category, applicants can seek funding for structures to house or serve special-needs populations; senior services; child care centers; removal of architectural barriers for the disabled (lifts, automatic doors, ramps, etc.); and multi-purpose buildings housing several qualifying activities for low- and moderate-income persons. CDBG funds can be used for construction or renovation of facilities, but cannot be used to cover the day-to-day operational costs, nor can funds be used for buildings that are primarily for the general conduct of government business (i.e. town halls).

For projects that require funding above the maximum funding level available from the Office of Community Renewal, the applicant must find additional sources of funding and provide evidence that funding is committed to the project.

Economic Development

The Office of Community Renewal recognizes that New York's smaller communities must have an economy that encourages business development and promotes jobs for low- and moderate-income persons. Through the Economic Development Program, the Office of Community Renewal provides grants up to \$750,000 to communities that wish to sponsor economic development activities that create or retain jobs for low- and moderate-income persons. Such activities may include providing financial assistance to businesses or constructing publicly-owned facilities or infrastructure necessary for the creation, expansion, or retention of businesses. If funds are provided to a business as a loan, the community can retain the repayment funds for future economic development activities. Economic development funds are flexible and can be used for most legitimate business purposes. The goal of the program is to fund projects that result in high quality, full-time jobs that are well paying and provide benefits and training to low- and moderate-income persons. For additional information on the Economic Development Program, see the Economic Development Program Guidelines, or contact the Office of Community Renewal.

Section 108

Section 108 of the Housing and Community Development Act of 1974, as amended, authorizes the Section 108 Loan Guarantee Program as an extension of the CDBG program to provide communities with a source of financing for community and economic development projects that are frequently too large for financing by annual grants. Under the **Section 108 Loan Guarantee Program**, HUD guarantees notes issued by entitlement and non entitlement communities assisted by States that administer the CDBG Program. Interested eligible applicants should contact the Office of Community Renewal for further information concerning this program.

Applying for Funding

Eligible applicants seeking to apply for funding must complete the Regional Economic Development Council's Consolidated Funding Application (CFA). The CFA will be the single application economic development projects must complete. Applications for competitive round CDBG funds submitted under the 2011 NOFA may be considered by Regional Economic Development Councils. New applications for these programs will be accepted in connection with future Notices of Funding Availability.

Last Updated: 6/3/11

CITY OF WATERTOWN

HOME REPAIR PROGRAM

HOUSEHOLD INCOME LIMITS FOR HOME GRANT ELIGIBILITY

Applicable to non-metropolitan areas in New York State

(Effective May 31, 2011)

Family Size	80% of Median	60% of Median	50% of Median
1 Person	\$31,450	\$23,550	\$19,650
2 Person	\$35,950	\$26,950	\$22,450
3 Person	\$40,450	\$30,300	\$25,250
4 Person	\$44,900	\$33,650	\$28,050
5 Person	\$48,500	\$36,350	\$30,300
6 Person	\$52,100	\$39,050	\$32,550
7 Person	\$55,700	\$41,750	\$34,800
8 Person	\$59,300	\$44,450	\$37,050

Income limits for households larger than eight persons are determined by adding \$3,600 (80% of Median) or \$2,700 (60% of Median) or \$2,200 (50% of Median) for each additional person in the household. These figures are adjusted annually to match the income limits established by the U.S. Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Program.

Source: HUD NOTICE PDR-2011-02 dated May 31, 2011
 From: Robert C. Ryan
 Acting Federal Housing Commissioner
 Re: Fiscal Year 2011 Income Limits
 for Public Housing and Section 8 Programs

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

HUD SECTION 8 EXISTING HOUSING FAIR MARKET RENTS

RENT LIMITS FOR APARTMENTS WITH CDBG ASSISTANCE Applicable to Jefferson County in New York State

(Effective October 1, 2011)

<u>Unit Size</u>	<u>Fair Market Rent</u>
0 Bedroom	\$696 / month
1 Bedroom	\$697 / month
2 Bedroom	\$838 / month
3 Bedroom	\$1,080 / month
4 Bedroom	\$1,135 / month

The Rent Limits listed above are 100% of the Fair Market Rents (FMR) established by the U.S. Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Program. They apply to gross rents, including shelter rent and the cost of utilities (except telephone) that are paid by the tenant in qualified apartments. These figures are adjusted annually based on Census data updated by random digit dialing (RDD) telephone surveys and set at the 40th percentile of standard quality rental housing in Jefferson County in New York State.

For apartments with more than 4 bedrooms, the Rent Limits are calculated by adding 15% to the 4 bedroom Rent Limit for each extra bedroom.

Source: Federal Register, Volume 76, Number 190, September 30, 2011

Preliminary Design Report

BERNIER CARR & ASSOCIATES PC

City of Watertown
Aviary Reconstruction
BC&A Project No. 2011-045

Prepared for:

City of Watertown
City Engineering Department
Watertown, New York 13601

REVISED SEPTEMBER 9, 2011

August 29, 2011

Preliminary Design Report

City of Watertown

Aviary Reconstruction Project

Project No. 2011-045

August 29, 2011

REVISED SEPTEMBER 9, 2011

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**SECTION 1.0
EXECUTIVE SUMMARY**

1.1 General

City of Watertown has retained the firm of Bernier, Carr & Associates, P.C., to review the existing Aviary structure located the New York State Zoo in Thompson Park.

The current use of the existing structure is an Aviary which currently houses owls, ravens, turkeys and variety of birds. The City of Watertown along with the New York State Zoo is considering the conversion of this existing structure. It is proposed that the existing structure will become an assembly space for educational and gathering of people for lectures, presentations and for social events.

This preliminary design report will first identify background data on existing conditions and then examine the proposed modifications to the existing building and the impacts of the re-design on the existing building.

**SECTION 2.0
EXISTING CONDITIONS**

2.1 Existing Building

The existing Aviary structure is believed to have been designed by Moran and Yaussi Architects in the early 1970's. Construction documents for the Aviary structure were not available to Bernier, Carr & Associates to confirm the original design professional or the original design details.

The Aviary structure is a one (1) story structure that is enclosed with wire mesh attached to the steel framing on the east and west elevation. The north and south ends of the building are enclosed with wood cladding material installed over wood frame walls.

There is an interior cage within the Aviary. This structure also appears to have been constructed with wood frame materials.

2.2 Existing Structure

During our visual inspection of July 27, 2011, we observed the existing structure and obtained verbal information from the Zoo staff. It was reported that the "A" frame steel structure was constructed in the early 1970's. It is believed that this structure was constructed in 1971. As stated previously, no existing construction drawings were available for review.

The steel framed portion of the structure is approximately 40' by 47' with an overall height of approximately 29'-0" above the foundation walls. The steel framing consists of two steel bar joist at the roof ridge. The ridge was observed to be supported by (4) 8" by 8" steel columns located in the end walls of the building. The "roof" rafters are bar joists spaced at approximately 5'-0" on center and are sloped at a pitch of 21 on 12 or approximately 60 degrees. The roof rafters are "tied" together with 3 sets of 'C'-channel purlins. The 'C'-channel purlins span horizontally between the joists at a spacing of approximately 8'-0" on center. The C-channels also provide support for the open wire mesh enclosure of the aviary.

The entire steel structure and wood end wall structures were observed to bear on the existing concrete foundation walls. The foundation walls were observed to be approximately 12" thick. *Subsequent to the initial submission of the preliminary design report on August 29, 2011, Bernier, Carr & Associates with assistance for the City of Watertown DPW, explored the existing foundations. On September 7, 2011 Bernier, Carr & Associates confirmed that the existing foundation walls were designed and installed to extend below the local frost depth and are founded on bed rock. The foundation walls sit on a concrete footing which extends approximately 6" beyond the foundation wall. We were not able to confirm the foundation or wall reinforcing but we continue to assume that the existing foundations were designed and installed with appropriate reinforcing for the loads anticipated at the time of construction.*

2.3 Existing Occupancy

The existing Occupancy Classification, in accordance with the Building Code of New York State 2010 is 'U' – Utility and Miscellaneous, buildings and structures not classified in any specific occupancy. In addition, there appears to be an area for storage, as well as an area for building utilities.

2.4 Existing Construction Classification

The existing Construction Classification is believed to be Type II Non-combustible Construction. Further confirmation of the end walls is required. If the end walls are constructed of wood frame materials, the building would be required to be classified as a Type 5 building. This would reduce the maximum permitted area of the building to 5,500 square feet in lieu of the 8,500 square feet (described below). This could also impact the proposed occupancy of the building.

2.5 Existing Building Square Footage

Description	Actual Square Footage	Maximum Permitted by NYS Building Code	Actual Building Height	Remarks
1 st Floor	2,162 sf	8,500 sf	30-0" +/-	

2.6 Existing Plumbing and Mechanical Systems

The existing Aviary does not have any mechanical heating, ventilating or air conditioning systems. All ventilation is through the wire mesh enclosure.

The Aviary structure is served by a ¾" water supply. The water supply enters the small storage area on the south side of the building. There are no plumbing fixtures within the structure. We believe the water supply provides water to the aviary pond via a garden hose.

**SECTION 3.0
PRELIMINARY BASIS OF DESIGN**

3.1 General

When developing the concepts for the re-design and adaptive reuse of the Aviary building one must consider the following:

- Depth of the existing foundations.
- The loads on the steel structure
- Compliance with current State and Federal standards.
- Impacts on the existing building.
- Travel route to and from the main entrance of the zoo.
- Construction Class and Occupancy Classification of the Building.
- Life safety systems
- Mechanical, plumbing and electrical codes as driven by the occupancy change
- Seismic and wind loads.
- Cost effectiveness.

3.2 Preliminary Design Review**3.2.1. Structural Design Considerations**

As a result of the proposed change of occupancy and proposed reconstruction of the structure, the entire building will require structural design evaluation and potential upgrades to comply with the Building Code of New York State 2010 and ASCE7-05 "Minimum Design Loads for Buildings and Other Structures". Based on our current understanding and our preliminary review of the project requirements, the following structural design parameters are recommended:

Building Structural Design Occupancy Category: II (BCNYS Table 1604.5)

Snow Loads:

- Ground Snow Load: 60 psf
- Flat Roof Snow Load: 46.2 psf
- Sloped Roof Snow Load (60 deg. Pitch): 8 psf (Slippery Surface), 14 psf (Non- Slippery Surface)
- Snow Importance Factor: 1.0
- Thermal Factor: 1.1
- Exposure Factor: 1.0

Wind Loads:

- Basic Design Wind Speed: 90 mph
- Wind Importance Factor: 1.0
- Wind Exposure: B
- Internal Pressure Coefficient: +/- 0.18 (Closed Building)

Preliminary calculations indicate the design wind pressure on the A-Frame would be approximately 11 psf given the geometric shape of the building.

Seismic Design Information:

Most likely the structure was not designed with seismic considerations. The following seismic parameters are recommended for reconstruction:

- Seismic Use Group: II (BCNYS)
- Seismic Importance Factor: 1.0
- Site Class: 'D' (Building Code Default)
- Sds: 0.264
- Sd1: 0.118
- Seismic Design Category: **B**

Our preliminary calculations indicate the current structure appears adequate to resist the wind and snow loads applicable when the wire mesh sides are considered solid. A complete Seismic analysis has not been performed. Based on our preliminary calculations the existing bar joist roof rafters will require additional lateral bracing at top chord members. This additional bracing appears to be required at intervals not exceeding 3' on center.

3.2.2. The Existing Foundations

As discussed in Section 2.0, Bernier, Carr and Associates has confirmed that the existing foundations are below the local frost level and in the area observed are founded on bedrock. It appears that the existing foundations will be adequate to support the dead loads of the existing structure with the proposed enclosure system. We anticipate that due to the increased lateral loads of the enclosure system, that foundation cross-ties will be required. The foundation cross-ties will be installed at the top of the foundation walls to connect the west and east foundation walls. We anticipate that these cross-ties will be at intervals not exceeding 4' on center.

3.2.3 Code Compliance

The proposed repurposing of the aviary structure will be required to be constructed in compliance with the New York State Building Code, the related family of Codes.

Our interpretation of the building code is:

- The existing Aviary has an Occupancy Classification of "U". The proposed occupancy is A-3 Assembly space. An assembly use intended for recreation or amusement such as Exhibition Halls, Lecture halls, Museums and art galleries. The Change of Occupancy from a "U" occupancy to an A-3 occupancy creates a higher hazard per 912.4, 912.5 and 912.6.

- An A-3 Assembly Space the building will be required to be accessible in accordance with Chapter 11 of the building Code.
- The A-3 assembly structure will be required to re-designed and reconstructed in accordance with the New York State Building Code. The provisions of the Existing Building Code require a change of occupancy classification from one group to another group be in compliance with 902 through 912 of the Existing Building Code. 902 through 912 send the design professional to the New York State Building Code, New York State Fire Code, New York State Mechanical Code and New York State Plumbing Code. In addition, compliance with Chapter 8 of the Existing Building Code is required.
- The estimated occupancy load for the structure is calculated to be approximately 250 people. This is based on Table 1004.1.1 Assembly without fixed seats, concentrated (chairs only – not fixed).
- Chapter 29 of the Building Code will require toilet rooms be provided for the occupants of this building. The toilet rooms will be required to be within a travel distance of 500 feet and must be able to handle the occupant load of this occupancy as well as the occupancy of the building in which the toilet rooms are situated. The existing toilet rooms within the zoo have not been evaluated to determine if they are sufficient to accept this new occupant load. If not, the Aviary Building will be required to have a minimum of 2 water closets and 1 lavatory (women) and for the men 1 water closet, 1 urinal and 1 lavatory as well as a service sink and drinking fountain. *Subsequent to the Preliminary Design Report submission, the City Code Enforcement has confirmed that the Aviary will require toilet rooms to designed to meet the anticipated occupancy described above.*
- Heating, ventilating and air conditioning will be required to be in compliance with the Mechanical Code as well as the Energy Code.
- Chapter 9 of the Building Code will require an automatic sprinkler system should the occupant load exceed 100 people. Further investigation of the water service will be required.
- Chapter 9 will also require a manual fire alarm system as well as an automatic fire detection system. Emergency lighting will also be required.
- The Energy Code will require the building envelope to have the following thermal resistance values for Climate Zone 6:
 - Roof Insulation (Insulation above the roof deck) *R-20*
 - Walls above grade (Metal building) *R-13 +R 5.6 ci*
 - Below grade walls and slabs *R-7.5 ci*
 - Heated slabs *R-15 ci for 24 inches*
 - Skylights (3% maximum of floor area, approximately 60 square feet) *U-0.60 or R-1.6*
 - Vertical Fenestration (40% maximum of floor area, approximately 864 square feet) *U-0.35 or R-2.8*
 - Vertical Fenestration framing system *U-0.45 or R -2.2*
 - Entrance doors *U-0.80 or R-1.25*

3.2.4 Existing Building Impacts

The Aviary structure is a unique structure which has sentimental value to the community as well as to the New York State Zoo.

Our preliminary findings on the impacts for the reconstruction of the Aviary structure:

- The existing façade on the North and south faces of the building will require reconstruction. Demolition is anticipated of these walls. We anticipate reconstruction at the existing columns to “tie” the columns together.
- The existing concrete slab which has a depression for the internal pond will require removal. There is not enough information available to determine if the existing slab is adequate for new intended use. This will require demolition.
- We anticipate a new concrete slab will be installed to support the new floor finishes. We also suggest that the City consider a raised floor system. This will allow flexibility in the utility layout of the building including the plumbing, mechanical ductwork, mechanical piping and electrical system.
- We propose that the entrance to the reconstructed Aviary be via the west elevation. This allows the entrance to the building to face the parking area and is visually accessible from the adjacent building.
- We anticipate that the entrance and toilet rooms will be constructed at the entrance area. This will require modifications to the existing steel structure and foundation. Another alternative is the entry at the south side of the building.
- We anticipate, due to the vintage of the building, this building may include asbestos, lead and PCB containing materials. We recommend that the facility be tested by an Environmental Consultant.
- Further information is required of the facilities electrical power availability.
- The re-design shall be sensitive to the existing structure and neighboring buildings as well as the landscaping around the building.
- The re-design and selection of materials shall be sensitive to the maximum load capability of the structure as outlined in the aforementioned.

3.2.5 Plumbing System Options

As previously discussed, the existing building has a ¾ inch water service. This provides domestic water to the building; however, there is no domestic hot water available to the building at this time. It is anticipated that the reconstructed Aviary will require hot water for the potential catering kitchen, service area for the animal display and for the public restrooms.

The most conventional option is to provide a domestic hot water heater which would supply hot water to the various fixtures at various locations within the building. Domestic hot water piping would be provided to each fixture from the domestic hot water heater.

A similar concept would be to utilize an instantaneous hot water heater located below the fixture which requires hot water. This would minimize the domestic hot water piping.

Another option could be a solar hot water heater. This solar hot water system could be installed a component of a solar energy array. The solar collectors located on the exterior of the building would provide hot water to a storage tank and a heat exchanger on the interior of the building. This could also be accomplished through a water heat pump system. Both these systems are similar in function.

3.2.6 Mechanical System Options

The new mechanical system for the reconstructed Aviary could utilize a 100 percent outside air unit with a heat recovery wheel. The heat recovery wheel would capture the exhausted air to preheat the required outdoor air for the space. It is anticipated that the reconstruction of the Aviary will include a large amount of glass. If the glazing is the majority of the exterior surface, there is concern for a high solar load. The heat gain from the glazing would be a benefit during the winter season by offsetting some of the heating load. The opposite is true during the shoulder seasons and during the summer. Additional cooling would be required as a result of large amounts of glazing.

Heating and cooling could be provided via a water source heat pump which would be fed via a geothermal well system. Vertical wells or horizontal trenching are two viable geothermal configurations. Additional investigation would be required upon confirmed building layout.

Another option would be to utilize an air source heat pump in lieu of a water source heat pump. This system has some limitations; due to our colder climate an auxiliary heater may be required when Watertown experiences extremely cold days. The auxiliary heater may include an electric reheat coil or water reheat coil. If a water reheat coil was selected a small condensing boiler could be utilized if a natural gas source is available nearby.

SECTION 4.0
LEED

4.1 LEED

LEED involves the incorporation of green design principles and methods throughout the course of the project beginning at conceptual development and continuing beyond the completion of the project. The decision to develop a project based on a LEED rating system impacts the entire project, influencing decisions ranging from material selections to mechanical and electrical systems design. Projects that are considering to be designed according to LEED standards needs to decide this at or before conceptual design.

The categories that encompass the LEED rating system include Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials & Resources, Indoor Environmental Quality, Innovation in Design and Regional Priority. Each category addresses a number of items a project team can consider to achieve a LEED rating or equivalency.

A few examples of green design options this project may incorporate include geothermal wells or trenching with water source heat pumps, solar and wind power production, onsite treatment and reuse of storm water, regional and recycled materials, comfort control systems for thermal and lighting as well as water and electricity use reduction. Though the incorporation of all of the above systems is not required to achieve LEED equivalency, the project must include a number of items from each category listed in paragraph 2 in order to meet the desired LEED threshold. It is important to note that the options listed above are determined feasible/non-feasible during the design process and that every building needs to be completely evaluated based on owner requirements, location, operation, and use.

The decision to design a project based on LEED definitely influences the project timeline and scope as a number of additional items and considerations present themselves. Through the proper execution of a LEED design, an efficient project is created that decreases impact on its surrounding environment while achieving owner's expectations.

**SECTION 5.0
PROJECT BUDGET**

5.1 Opinion of Probable Cost

The following cost opinions are based upon our current understanding of the project; subsequent changes in the project scope or timeframe may alter project costs. In addition, since we have no control over the cost of labor and materials or market conditions, the opinion of probable construction costs are made based on past experiences and qualifications. These opinions represent our best judgment as a consultant familiar with the industry.

5.2 Cost LEED

If the City of Watertown and the New York State Zoo wish to incorporate LEED Certification or LEED Equivalency, it is anticipated that the construction cost associated with the reconstruction of the Aviary could increase as much as 10 percent.

The design services required for LEED includes modeling; sustainable material research and confirmation; certifications and LEED submission. The anticipated cost associated with completing the design and submission for LEED Silver certification is *approximately \$12,800* above the design fee presented in our original fee proposal.

City of Watertown
Aviary Reconstruction - BC & A Project No. 2011-045

Preliminary Opinion of Probable Construction Cost

August 29, 2011 Revised September 9, 2011

<i>Description</i>	<i>Unit</i>	<i>Cost</i>	<i>Total</i>	<i>Remarks</i>
A. Reconstruction of Existing Structure				
1. Asbestos abatement, lead hazard control, PCBs (allowance)	1	\$ 10,000.00	\$ 10,000	Owner to provide HazMat survey.
2. Demolition of existing slab	35 cy	\$ 65.00 /cy	\$ 2,275	
3. Demolition of end walls	1,200 sf	\$ 5.00 /sf	\$ 6,000	
4. Concrete footings, foundations & slabs	50 cy	\$ 200.00 /cy	\$ 10,000	
5. Back fill	50 cy	\$ 70.00 /cy	\$ 3,500	
6. Concrete block end walls	1,200 sf	\$ 20.00 /sf	\$ 24,000	
7. Structural steel modifications	1.5	\$ 2,500.00 /sf	\$ 3,750	
8. Exterior veneer	1,200 sf	\$ 10.00 /sf	\$ 12,000	
9. Roof deck and roof finish	1,296 lf	\$ 30.00 /lf	\$ 38,880	
10. Glazing/Kalwal	1,296 sf	\$ 77.50 sf	\$ 100,440	
11. Miscellaneous architectural wood work and trim	500 sf	\$ 50.00 /sf	\$ 25,000	
12. Raised flooring system including floor finish and ventilation grilles	1,692 sf	\$ 21.00 /sf	\$ 35,532	
13. Miscellaneous electrical allowance	2,162 sf	\$ 16.80 /sf	\$ 36,322	Including day light harvesting, data, phone, security.
14. Electrical MDP allowance	1 ea	\$ 25,000.00 /ea	\$ 25,000	
15. Miscellaneous mechanical & plumbing (allowance)	2,162 sf	\$ 35.00 /sf	\$ 75,670	
16. Fire protection system (allowance) includes sprinklers and fire alarm system	2,162 sf	\$ 8.50 /sf	\$ 18,377	
17. Site restoration (allowance)	1 ea	\$ 10,000.00	\$ 10,000	
Total Reconstruction			\$ 426,746	

City of Watertown
Aviary Reconstruction - BC & A Project No. 2011-045

Preliminary Opinion of Probable Construction Cost

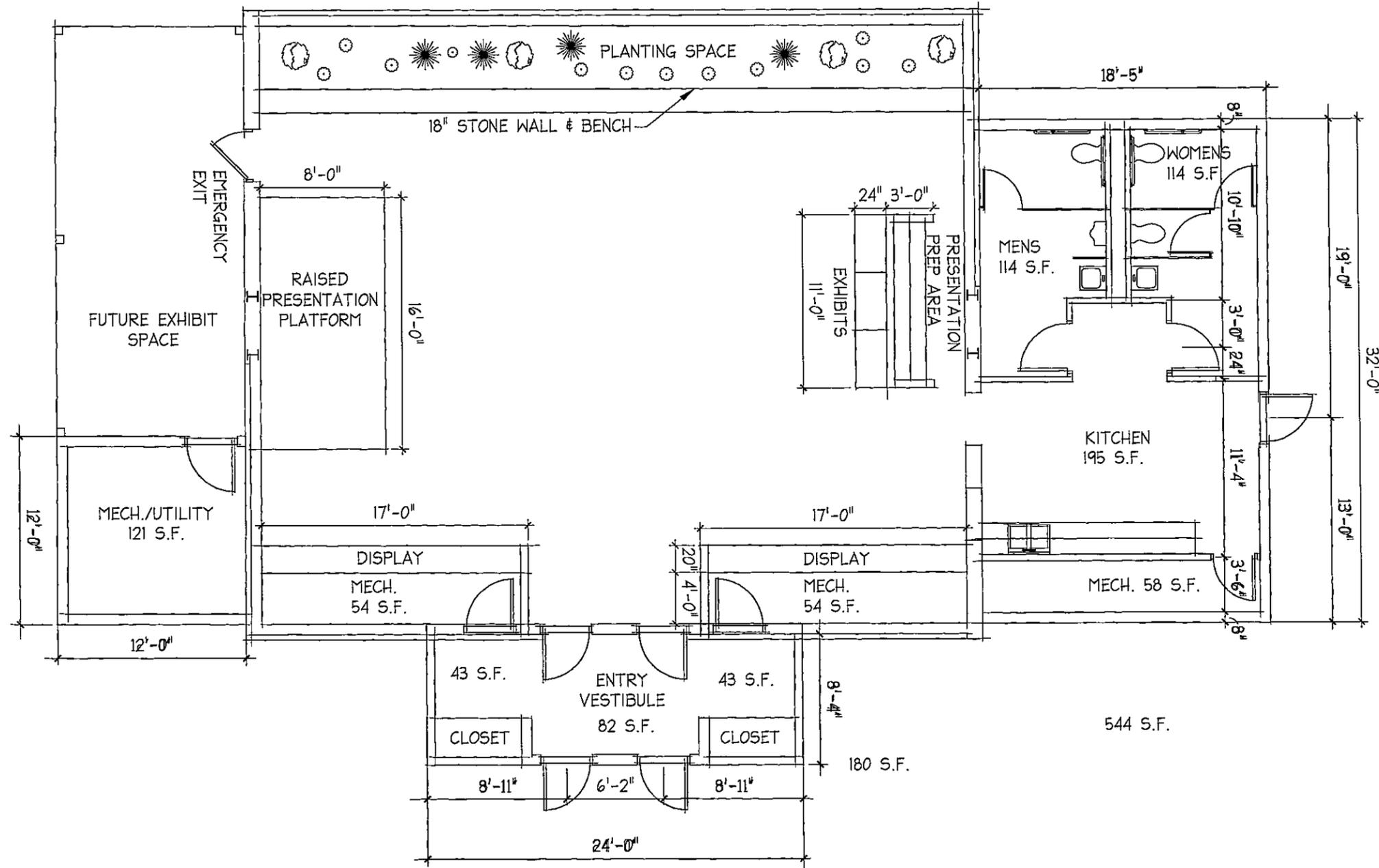
August 29, 2011 Revised September 9, 2011

<i>Description</i>	<i>Unit</i>	<i>Cost</i>	<i>Total</i>	<i>Remarks</i>
B. Alternative Energy Systems				
18. Photovoltaic array	10 Kw	\$ 10,000.00 /Kw	\$ 100,000	There is a potential for rebate. Past experience has been approximately 40% rebate on the initial installation cost.
19. Geothermal test well	1 well	\$ 20,000.00 /well	\$ 20,000	Testing for heat rejection.
20. Geothermal well field (10 to 12 wells) including heat pumps	11 well	\$ 10,000.00 /well	\$ 110,000	Sized anticipated for additional structure tie-in at later date.
21. Solar hot water system (to serve prep area, toilet rooms and catering kitchen), includes 2 collectors, circulators & 120 tank	1 ea	\$ 10,000.00	\$ 10,000	
Total Alternative Energy Systems			\$ 240,000	
C. Building Additions				
22. Entry addition (8' x 24')	192 sf	\$ 150.00 /sf	\$ 28,800	
23. Toilet room & catering kitchen addition (18' x 30')	540 sf	\$ 150.00 /sf	\$ 81,000	City Code Enforcement confirmed toilet room is required.
24. Mechanical addition & exhibit area (12' x 30')	360 sf	\$ 150.00 /sf	\$ 54,000	
Total Building Additions			\$ 163,800	
Subtotal A, B & C			\$ 830,546	
<i>1 year Construction Escalation</i>			<i>\$ 29,069</i>	
<i>A & E Design Service</i>			<i>\$ 42,775</i>	
<i>Bond Cost</i>			<i>\$ 21,491</i>	
<i>Construction Inspection</i>			<i>\$ 83,055</i>	
Project Subtotal			\$ 1,006,936	
<i>Project Contingency</i>			<i>\$ 100,694</i>	
Total Project Cost ⁽²⁾			\$ 1,107,629	

(1) Incidentals include legal, administration, A/E design fees and insurance.

(2) This Preliminary Opinion of Probable Construction Cost has been prepared on the basis of Bernier, Carr & Associates' experience and represents our judgment as design professionals within the construction industry. Bernier, Carr & Associates, nor the City of Watertown has no control over the cost of labor, materials, equipment or the contractor's method of determining prices or the competitive bidding market. Bernier, Carr & Associates cannot guarantee that the actual bids or the construction cost will not vary from this Preliminary Opinion of Probable Construction cost.

**APPENDIX A
PRELIMINARY DRAWINGS/SKETCHES**



1ST FLOOR PLAN
 SCALE: 1/8" = 1'-0"

Contract Drawing Reference No.

FLOOR PLAN

**CITY OF WATERTOWN
 AVIARY BUILDING CONVERSION PROJECT
 WATERTOWN, NY**

THE BERNIER CARR GROUP

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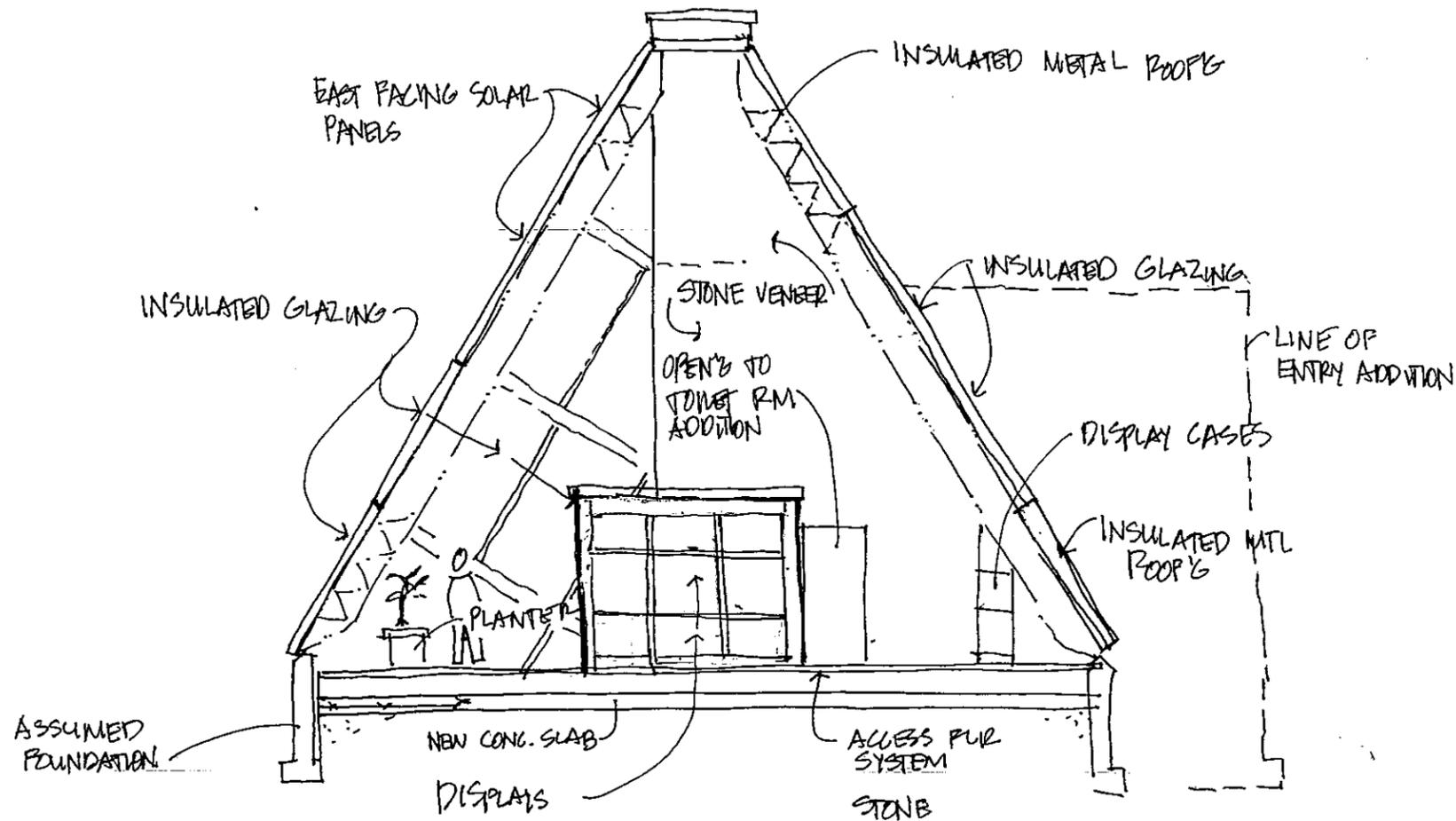
Revisions:

THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

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Scale AS NOTED	Date 8-29-11
File No. 2011-045	

Sheet No.

A-100



PROPOSED INTERIOR ELEVATION (LOOKING SOUTH)
 CITY OF WATERTOWN AVIARY RECONSTRUCTION
 AUGUST 29, 2011

PROPOSED INTERIOR ELEVATION / SECTION

CITY OF WATERTOWN
 AVIARY BUILDING CONVERSION PROJECT
 WATERTOWN, NY

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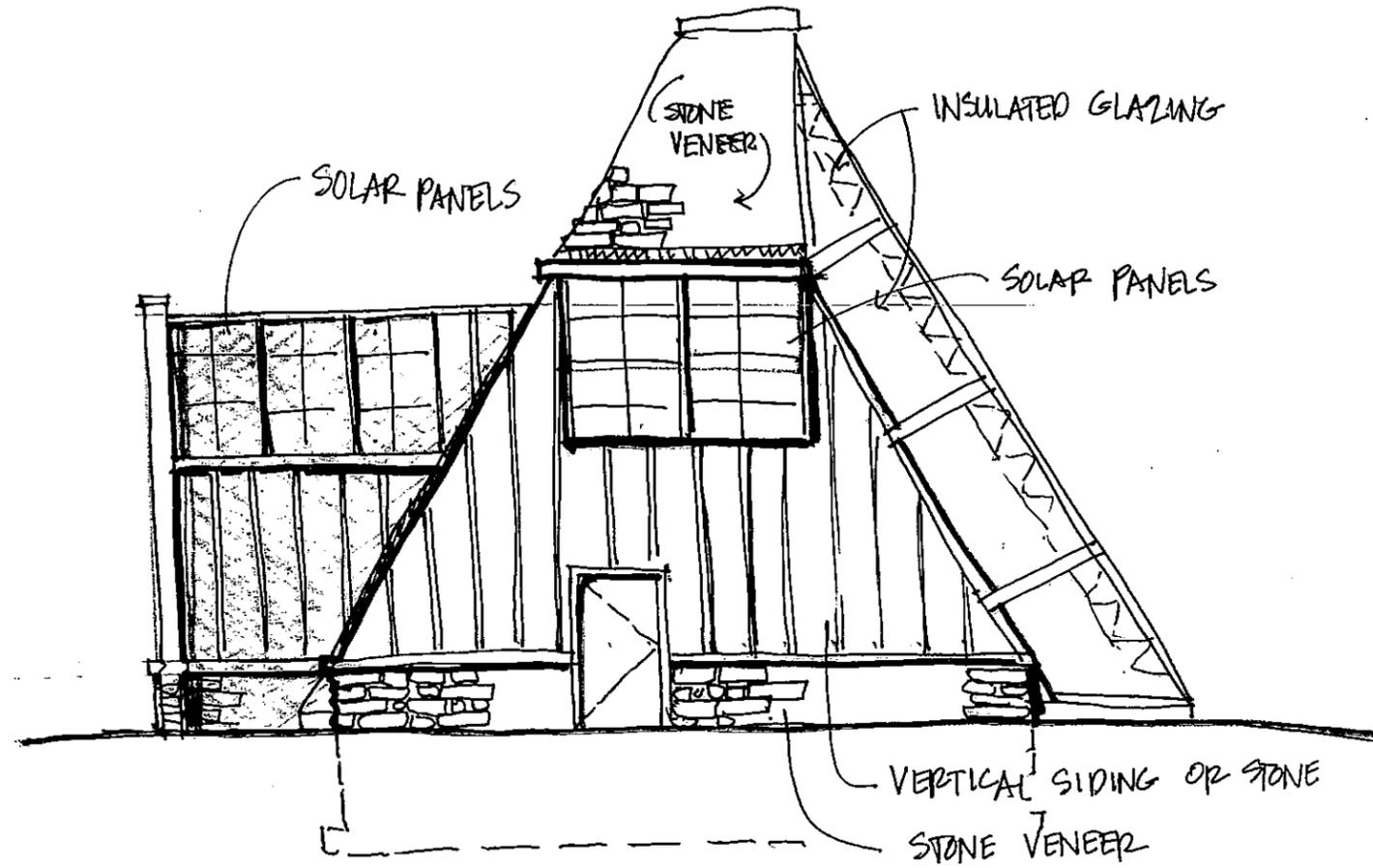
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File No. 2011-045

Sheet No.

A-101

Contract Drawing Reference No.



SOUTH ELEVATION

PROPOSED SOUTH ELEVATION

CITY OF WATERTOWN
 AVIARY BUILDING CONVERSION PROJECT
 WATERTOWN, NY

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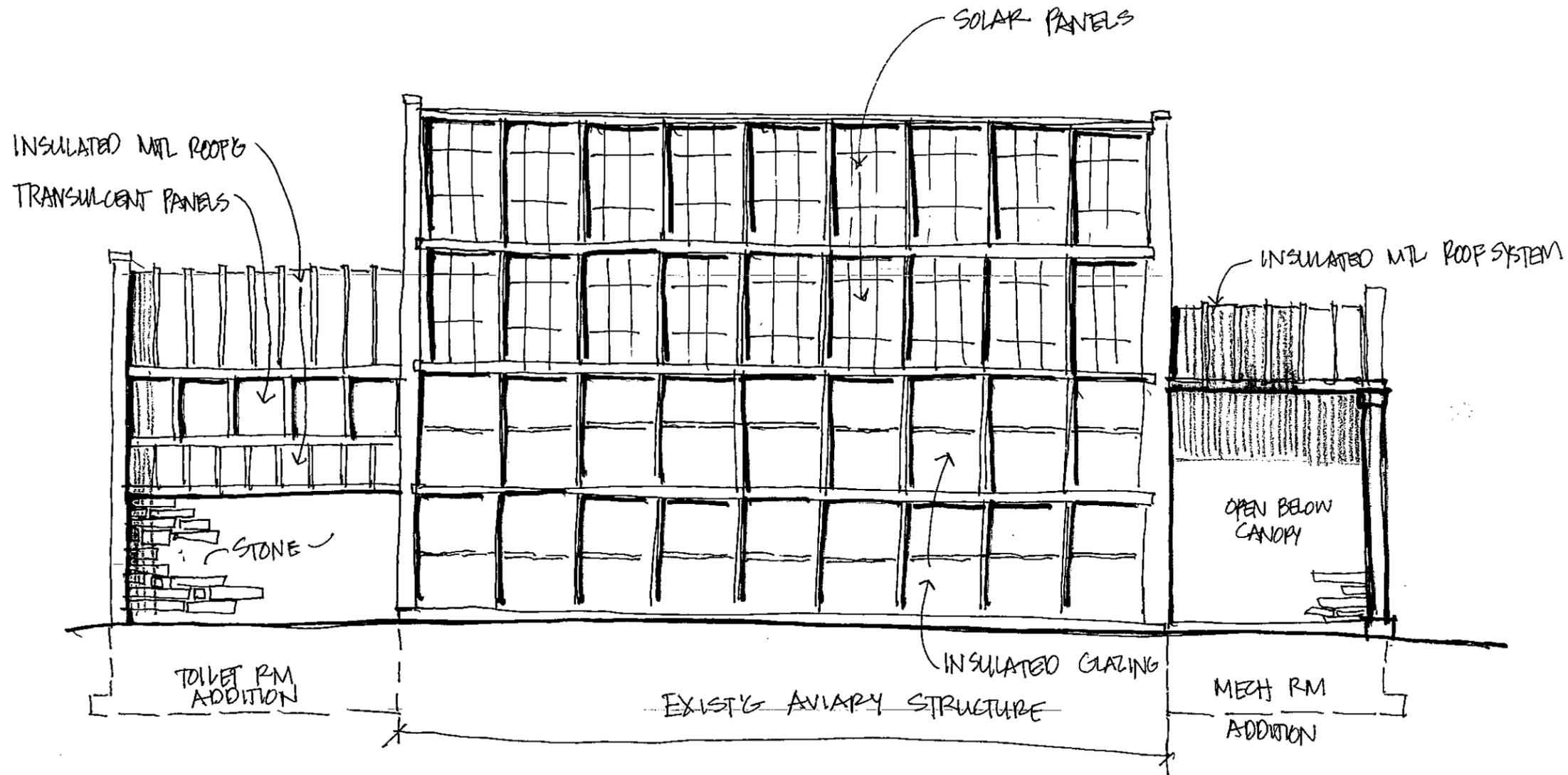
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File No. 2011-045

Sheet No.

A-102

Contract Drawing Reference No.



PROPOSED EAST ELEVATION

PROPOSED EAST ELEVATION

CITY OF WATERTOWN
 AVIARY BUILDING CONVERSION PROJECT
 WATERTOWN, NY

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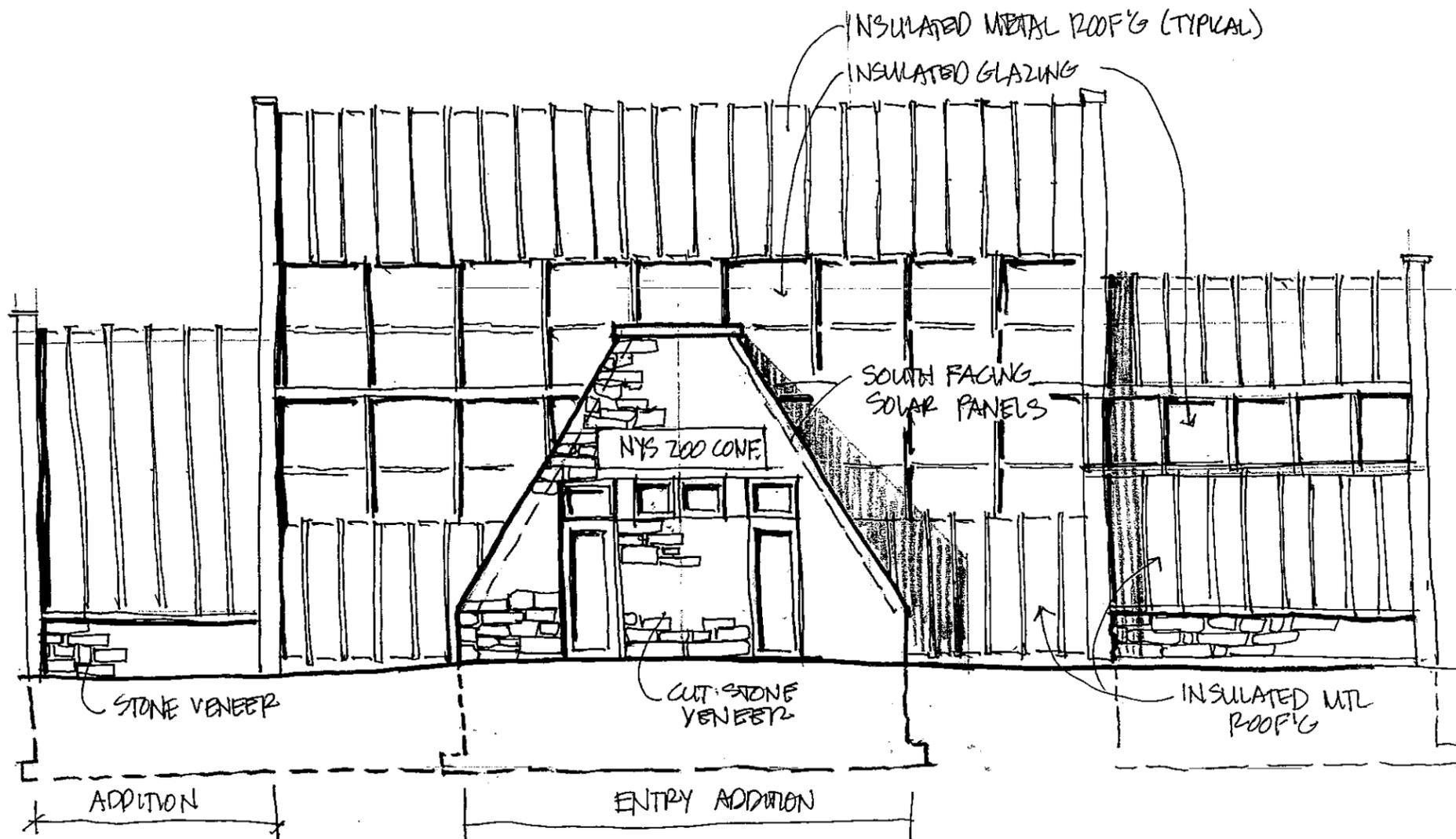
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File No. 2011-045

Sheet No.
A-103

Contract Drawing Reference No.



PROPOSED WEST ELEVATION
 CITY OF WATER AVIARY RECONSTRUCTION
 AUGUST 29, 2011

PROPOSED WEST ELEVATION

CITY OF WATERTOWN
 AVIARY BUILDING CONVERSION PROJECT
 WATERTOWN, NY

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File No. 2011-045

Sheet No.
A-104

Contract Drawing Reference No.

October 21, 2011

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Requests to Lease Baseball Field for Upcoming Season

As of today, I have received two requests to lease the Baseball field for the upcoming season. One of the requests has come from the Watertown Wizards, a copy is attached; the other request came from an individual who has asked to remain anonymous at this time. This individual has indicated that if negotiations with the Watertown Wizards are unsuccessful, they would be willing to negotiate an Agreement with the City to make sure baseball stays in Watertown.

I have spoken with representatives from both organizations and indicated that at this time, the City Council is still looking at the issues related to the sale of alcohol at the baseball field, and until such time as the Council establishes a policy regarding the sale of alcohol, I am not in a position to enter into negotiations.



September 30, 2011

City of Watertown

City Manager

The Watertown Wizards Organization does want to re-negotiate a contract with the City of Watertown for the baseball seasons of 2012, 2013, and 2014. The owners of the Watertown Wizards will be in contact with you by November 1, 2011. If you have any questions, please feel free to contact me at 315-212-4096.


Todd Kirkey

