

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, May 2, 2016**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, May 2, 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 - Authorizing Support of Single Stream Recycling
- Resolution No. 2 - Authorizing the Sale of Surplus DPW Equipment and Vehicle
- Resolution No. 3 - Authorizing Supplemental Agreement No. 2, Flower Memorial Library HVAC Replacement Project, Jade Stone Engineering, PLLC
- Resolution No. 4 - Approving Agreement for Flat Fee Use of Athletic Fields, Pop Warner Football Association
- Resolution No. 5 - Accepting Bid for Fire Pumper Truck Equipment, Colden Enterprises
- Resolution No. 6 - Accepting Bid for Fire Pumper Truck Equipment, Jerome Fire Equipment
- Resolution No. 7 - Accepting Bid for Fire Pumper Truck Equipment, J.P.B. Fire Sales, LLC
- Resolution No. 8 - Accepting Bid for Fire Pumper Truck Equipment, MES

- Resolution No. 9 - Accepting Bid for Fire Pumper Truck Equipment, R.C. Fire Equipment
- Resolution No. 10 - Approving the Site Plan for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000
- Resolution No. 11 - Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Consolidated Plan for Program Years 2016-2020 and Annual Action Plan for Program Year 2016
- Resolution No. 12 - Accepting Change Order #3 for Refurbish of Fire Department Pumper Truck

## **ORDINANCES**

## **LOCAL LAW**

## **PUBLIC HEARING**

## **OLD BUSINESS**

- Laid Over Under the Rules      An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

## **STAFF REPORTS**

1. FY 2015-16 Snow Removal Budget
2. Request for waiver of fees for the 12<sup>th</sup> Annual Mental Health Awareness Walk
3. NYS Office of the State Comptroller – Fiscal Stress Monitoring System
4. Sales Tax Revenue – March 2016

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

## **WORK SESSION**

A Work Session will immediately follow this evening's Council Meeting to discuss the Proposed 2016-17 Budget.

A Work Session has been scheduled for May 4, 2016 at 6:00 p.m. to discuss the Proposed 2016-17 Budget.

A Work Session has been scheduled for May 9, 2016 at 6:00 p.m. to discuss the Proposed 2016-17 Budget.

## **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MAY 16, 2016.**

Res No. 1

April 21, 2016

To: City Council Members  
From: Joseph M. Butler, Jr., Mayor  
Subject: Authorizing Support of Single Stream Recycling

The Development Authority of the North Country's Board of Directors has approved a program that offers financial incentives for counties that implement single-stream recycling. As such, Jefferson County is conducting a study to explore this initiative.

Attached is a Resolution for Council consideration stating City Council's support of a single-stream recycling program.

# RESOLUTION

Page 1 of 1

Authorizing Support of Single Stream Recycling

***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

WHEREAS recycling has been a concern for our community for decades as we strive to divert recycling waste from our landfills, and

WHEREAS more citizens are likely to participate in a recycling program if it were changed from sorting to single-stream recycling, and

WHEREAS the Development Authority of the North Country’s Board of Directors has approved a program that offers financial incentives for counties that implement single-stream recycling, and

WHEREAS Jefferson County is conducting a study to explore this initiative, and

WHEREAS the City of Watertown deems this program in the best interest of the City and does not wish to add burden to the taxpayers while encouraging recycling,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby supports the Development Authority of the North Country and Jefferson County in the implementation of a single-stream recycling program for the citizens of Watertown.

**Seconded by**

Res No. 2

April 22, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Authorizing the Sale of Surplus DPW Equipment and Vehicle

City of Watertown has surplus DPW equipment and a vehicle that has been taken out of service and therefore no longer of value.

As stated in the attached report of City Purchasing Manager Amy M. Pastuf, the equipment and vehicle on the list are located at the Department of Public Works and could be sold through Auctions International's online website.

A resolution is attached for City Council consideration.

# RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus  
DPW Equipment and Vehicle

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

***Introduced by***

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WHEREAS the City of Watertown has surplus equipment and a vehicle at the Department of Public Works, the listing of which is attached and made a part of this resolution, and

WHEREAS this equipment and vehicle may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of the surplus equipment a vehicle from the Department of Public Works, and

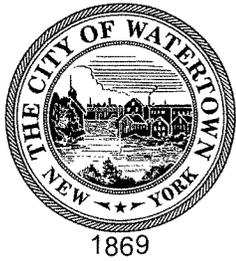
BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

**Seconded by**

## SURPLUS SUPPLIES & EQUIPMENT

The following vehicles/items are surplus to the City's needs. These pieces are located at the Department of Public Works. The items are from the Department of Public Works unless noted below.

<b>DESCRIPTION</b>
2004 Ford 8' box, bumper and tailgate
Rockwell metal cutting band saw
10K Onan generator (WWTP)
Metal halide high bay lamp fixtures and bulbs (9)
Ingersoll Rand air compressor pump
Stihl weed trimmers
Chain saws (4)
Hand-held shop lights with retractable reels (6)
Bridgestone M844 385/65R22.5 tires and wheels (2)
Stone concrete mixer
1994 New Holland Compact Tractor (Parks and Rec)
Whelan light bars
John Deere 544H loader parts
60" skid steer snow blade
400w metal halide high bay lamp fixtures and bulbs (40)
1997 Chevrolet S10 pickup (for dismantling/frame issues)



# CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf  
Purchasing Manager

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## MEMORANDUM

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**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Surplus Sale of DPW Equipment & Vehicle  
**DATE:** 4/22/2016

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The Purchasing Department is requesting City Council's permission to auction surplus items from the Department of Public Works through the Auctions International on-line website. The Department has determined that the equipment and vehicle on the attached list are either no longer useful or beyond repair and therefore no longer of value to the City. This request is for the City Council to authorize the Purchasing Department to accept the highest offer at time of sale provided the offer meets or exceeds the estimated scrap value.

Thank you for your consideration in this matter.

Copy: Eugene Hayes, Superintendent of Public Works  
Enclosures

Res No. 3

April 20, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Supplemental Agreement No.2,  
Jade Stone Engineering, PLLC

At the November 9, 2015 City Council Work Session, Staff was directed to proceed with the design of the preferred HVAC System of Central Constant Volume Air Handling Unit system for the Flower Memorial Library due to failures in the cooling system. On December 7, 2015, City Council approved Supplemental Agreement No. 1 for the Schematic Design of a fee not to exceed \$18,000 with Jade Stone Engineering, PLLC.

As detailed in City Engineer Justin L. Wood's attached report, Jade Stone has completed the Schematic Design and at this time is presenting Supplemental Agreement No. 2 for the Final Design and CA services of the Flower Memorial Library HVAC Replacement for \$58,500, which brings the total agreement to \$86,500.

The attached Resolution for City Council consideration authorizes Supplemental Agreement No. 2 with Jade Stone Engineering, PLLC.

# RESOLUTION

Page 1 of 1

Authorizing Supplemental Agreement No. 2,  
Flower Memorial Library HVAC Replacement  
Project, Jade Stone Engineering, PLLC

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

***Introduced by***

WHEREAS the Flower Memorial Library has been experiencing a failure of its heating and cooling system, and

WHEREAS Jade Stone Engineering, PLLC, performed an evaluation of the system, including their recommendation, in the amount of \$10,000, and

WHEREAS on November 9, 2015, City Council directed Staff to proceed with a schematic design of an air handling unit system, and

WHEREAS on December 7, 2015, City Council approved Supplemental Agreement No. 1 for Schematic Design in an amount not to exceed \$18,000, and

WHEREAS Jade Stone Engineering PLLC has now submitted Supplemental Agreement No. 2 for Final Design and CA services of the HVAC Replacement in the amount of \$58,500,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Supplemental Agreement No. 2 with Jade Stone Engineering, PLLC, for Final Design and CA services of the HVAC Replacement, a copy of which is attached and made a part of this resolution, bringing the total agreement amount to \$86,500, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign any documents in connection with this Agreement.

**Seconded by**

Justin Wood, P.E.  
City of Watertown  
City Hall, Suite 305  
245 Washington Street  
Watertown, NY 13601  
April 13, 2016

**RE: Flower Memorial Library– Final Design**

Dear Justin:

On November 13<sup>th</sup>, 2015 Jade Stone Engineering entered into a Supplemental Agreement No. 1 for engineering services to perform Schematic Design for the HVAC replacement of the Flower Memorial Library. The intent of that phase was to bring the mechanical design up to enough basic detail to understand which other trades would need to be involved to bring the total design to bid documents. Below is the scope and fee broken down for review for the total design for bid level drawings through Construction:

Total Fee for Design through C/A = **\$58,500**

- Final Design Fee of \$42,000.00
- Bidding Services Fee of \$3,500.00
- Construction Administration Fee of \$17,000

**A. MECHANICAL AND ELECTRICAL DESIGN SERVICES (\$32,000)**

*Final Design \$28,000*

- Bid Documents which include:
  - Ductwork and piping floor plans
  - Final Equipment selections and locations
  - Enlarged mechanical room plans
  - Schedules and details
  - Site investigation as needed
  - Meeting with Owner/City
  - Bid Book Specifications
  - Electrical Power Plans
  - Construction Cost Estimate

*Bidding Services \$1,000*

- Answering RFI Questions
- Attend Pre-bid Walkthrough
- Assist in the contractor selection process.

*Construction Administration \$3,000*

- Review Submittals
- Make weekly site trips to review progress
- Final Punch list



## **B. ARCHITECTURAL DESIGN SERVICES (\$26,500)**

### *Final Design \$10,000*

- Bid Documents which include:
  - Field Investigation as needed
  - Meeting with owner/city as needed
  - Design of Concept architectural plans for chases, soffits and benches in the great rooms.
  - Structural plans for mechanical equipment
  - Reflective Ceiling Plans
  - Interior wall elevations to show chases
  - Roof penetration details and floor plans.

### *Bidding Services \$2,500*

- Solicit Contractors through invited bid process
- Distribute Construction Documents to the Contractor
- Conduct a Pre-bid walk through
- Provide written addenda for all interpretations and clarifications of construction documents
- Prepare Bid Tabulation sheets and review bids with owner
- Assist in the contractor selection process.

### *Construction Administration \$14,000*

- Provide Written recommendation to owner for award of contract
- Review contractor's bods and insurances
- Review and certify contractor's schedule of values
- Draft and execute Owner/Contractor AIA agreement.
- Conduct pre-construction meeting with Owner and Contractor
- Shop Drawing submittal review
- Make sure construction is in conformance with the contract documents
- Provide job clarification and field directives.
- Review any request for change orders with owner prior to contractor proceeding with work.
- Bi-weekly site trips for site inspection
- Monthly review of construction conformance and review pay application along with authorize payment for work completed less 10% retainage.
- Assemble and maintain construction schedule and budget
- Assemble and create punch lists to distribute to owner and contractor
- Review Close-out paperwork including substantial completion, release of liens and warranty information
- Final inspection
- Authorization for release of retainage to the contractor.



### C. ADDITIONAL SERVICES

Any additional design and/or MEP Consultation services not included in this proposal or due to a change in scope shall be considered Additional services. JSE will proceed with the additional services after receipt of written approval. Additional services will be available on a time and material basis at a rate consistent with the JSE Labor Rate Schedule, or if necessary, an additional proposal can be furnished.

If you should have any questions or would like to discuss this proposal further, please do not hesitate to contact our office. We appreciate the opportunity to assist your Firm with Mechanical and Electrical Design Services.

Very truly yours,

JADE STONE ENGINEERING, PLLC.



Matthew C. Walldroff, P.E., LEED A.P.  
V.P. of Mechanical Engineering

Enclosures

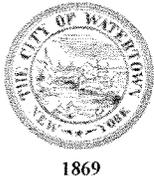
Cc: Job File

[www.jstoneeng.com](http://www.jstoneeng.com)



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Jade Stone Engineering, PLLC



CITY OF WATERTOWN  
ENGINEERING DEPARTMENT  
MEMORANDUM

DATE: April 13, 2016

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Flower Memorial Library HVAC Replacement – Supplemental Agreement #2

Enclosed is Supplemental Agreement #2 (SA#2), with Jade Stone Engineering (JSE), to perform Final Design of the HVAC replacement system at the Flower Memorial Library, and Construction Administration (CA), for a fee of \$58,500.

The City retained the services of JSE to evaluate the existing FML HVAC system, its current issues, alternative systems, and recommend a course of action for the City to take. That work was completed under a separate proposal, for \$10,000. After review of the report with Council on Nov 9, 2015, it was agreed to proceed with design of the preferred HVAC System, that being a Central Constant Volume Air Handling Unit system.

On December 7, 2015, City Council approved SA#1 with JSE, to perform schematic design of the FML HVAC replacement, for an amount of \$18,000. The scope of this agreement was intentionally limited to schematic design only, to advance the design to a level which would allow an accurate determination of the effort necessary for final design. Schematic Design is now complete, and many unknowns relative to equipment sizing, and building impacts have been determined. At this time, we are presenting SA#2, for Final Design and CA services of the FML HVAC Replacement, for \$58,500, which brings the total agreement to \$86,500.

Completion of Schematic Design, has painted a much clearer picture of the scope of work, building impacts, and amount of infrastructure that can be reused in the new system. The current Construction Cost Estimate is \$1,061,630. When we reviewed the HVAC Evaluation with Council in November 2015, the HVAC components alone were estimated at \$660,000, excluding building impacts, demolition of the existing system, engineering services, and asbestos abatement. With more information in hand from schematic design, JSE has been able to further define those unknowns, as well as get input from their architect and a structural engineer. Pending completion of final design, the City will bid the project by the end of 2016, to allow procurement of equipment, and construction in the spring of 2017.

Please provide a resolution for council consideration.

cc: Yvonne Reff, Library Director  
Shawn McWayne, Code Enforcement Supervisor  
Jim Mills, City Comptroller

Res No. 4

April 26, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Pop Warner Football Association Flat Fee Agreement

Attached for Council's consideration is a Flat Fee Agreement between the City of Watertown and the Pop Warner Football Association for events for 2016. This Agreement includes all practices.

The Agreement represents a \$50 increase for practices and a \$25 increase per game over last year's fees. These fees have been coordinated with the Association, and both parties are in agreement.

City staff will be available at the Council Meeting to answer any questions regarding this Agreement.

RESOLUTION

Page 1 of 1

Approving Agreement for Flat Fee Use of Athletic Fields, Pop Warner Football Association

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

**Introduced by**

WHEREAS the City of Watertown owns and operates numerous athletic fields throughout the City, and

WHEREAS the Pop Warner Football Association has expressed their desire to enter into an Agreement for Flat Fee Use of Athletic Fields for practice events, and

WHEREAS City Council of the City of Watertown desires to promote recreational activities at these community recreational facilities,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Agreement for Flat Fee Use of various City-owned Athletic Fields between the City of Watertown and the Pop Warner Football Association, 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 said Agreement on behalf of the City of Watertown.

**Seconded by**

**CITY OF WATERTOWN**

**AGREEMENT FOR FLAT FEE USE OF ATHLETIC FIELDS**

This Agreement by and between the City of Watertown, with an address of 245 Washington Street, Watertown, New York 13601 (“City”) and the Watertown Pop Warner Association, with an address of 25989 County Rte 49, Watertown, New York 13601 (“League”) dated this 1st day of August, 2016.

**RECITALS**

WHEREAS, for a number of years, Association has scheduled the use of City-owned athletic fields at the Kostyk Field for practice events, which previous to this year did not require a fee; and

WHEREAS, the payment of the fees listed in Section A320 of the City Code of the City of Watertown would prove to be cost-prohibitive for Association; and

WHEREAS, the parties desire to enter into an Agreement for the payment of a flat fee to simplify the usage and payment therefore;

The parties agree as follows:

**AGREEMENT**

1. The League shall seek to schedule the use of the fields as desired, and as are available, for the 2016 season;

The fee to be charged the Association by the City for the use of the fields for practices, pursuant to the City’s “Facility and Athletic Field Agreement,” for the year 2016, shall be \$1250. The Association will be charged \$125 for game-days on multi-purpose #1. There will be an additional charge of \$50 if lights are used.

2. The fee shall be payable as follows:

a. 100% in advance of the first field usage;

3. The undersigned individuals, signing for the Association, shall ultimately be personally responsible to the City for payment of the fees.

4. It is explicitly understood by the Association that this agreement pertains to practice events on the City-owned fields, North Junior Fields. If Association is found to be practicing on any other City-owned athletic fields without prior approval of the Parks & Recreation Department, the Association will no longer be able to utilize City-owned fields.

POP WARNER FOOTBALL LEAGUE

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By: Jonathan Adams

CITY OF WATERTOWN

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By: Sharon Addison  
City Manager



**CITY OF WATERTOWN, NEW YORK  
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena  
600 William T. Field Drive  
Watertown, New York 13601  
parksrec@watertown-ny.gov  
Phone (315) 785-7775 • Fax (315) 785-7776



**ERIN E. GARDNER**  
Superintendent

Date: April 5, 2016  
To: Ms. Sharon Addison, City Manager  
From: Erin E. Gardner, Superintendent of Parks and Recreation  
Subject: Pop Warner Youth Football

The City of Watertown Parks and Recreation Department wishes to enter into a flat fee agreement with Watertown Pop Warner Football. The team will be using City fields at North Elementary for practices 4 days a week starting August 1<sup>st</sup>, 2016. Superintendent Gardner is proposing a flat fee for practices of \$1250.00 which is an increase from \$1200.00 last year. In the event they play their games at the Fairgrounds, Superintendent Gardner is proposing a \$125.00 game day fee, which is an increase from \$100.00 last year. All payments will be collected in advance of the first field usage. Superintendent Gardner will be in attendance to answer any questions.

Res Nos. 5, 6, 7, 8, 9

April 22, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bids for Fire Pumper Truck Equipment

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for equipment to be mounted on a new pumper truck for the City Fire Department, per specifications.

Bid specifications were sent to fourteen (14) area equipment providers with a total of five (5) sealed bids being received that were publicly opened and read on Friday, April 1, 2016, at 11:00 a.m. The bid, consisting of 65 items, will be awarded on a "line-by-line" method.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the awards be issued to the lowest qualifying bidder meeting City specifications.

The attached report of Ms. Pastuf includes those bids that were rejected as non-responsive.

Funding for this equipment, along with the purchase of the fire truck, was approved on March 2, 2016, through a Bond Ordinance.

Resolutions are attached for City Council consideration.

**RESOLUTION**

Page 1 of 2

Accepting Bid for Fire Pumper Truck Equipment,  
Colden Enterprises

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

YEA	NAY

**Introduced by**

Total .....

WHEREAS the City Purchasing Department has advertised and received sealed bids for equipment for the Fire Pumper Truck, and

WHEREAS bid specifications were sent to fourteen (14) area equipment providers with a total of five (5) sealed bids received, and

WHEREAS on Friday, April 1, 2016, at 11:00 a.m. in City Council Chambers, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the bid from Colden Enterprises of Kenmore, New York, in the amount of \$3,524.00 for the following 12 items:

Line	Description	Qty	Colden Enterprises Kenmore, NY	
			Unit Price	Total Price
	HLGK line gauge for 2 ½" fire hose with 1 1/1" peanut gauge (0-300) with guard, pyrolite construction or equivalent	1	\$165.00	\$165.00
5	Adjustable fog nozzle 2 ½" TFT 95-300 gpm with shut off and playpipe style grip	1	\$920.00	\$920.00
6	Smooth bore playpipe 2 ½" with shut off, stack tips of 1", 1 1/8", 1 ¼"	1	\$700.00	\$700.00
12	2 ½" FNST tapered to 1 ½" male NST	4	\$36.00	\$144.00
19	5" Storz to swivl female long handle 4 ½" NST hard coated w/mounting bracket (pac-trak)	2	\$160.00	\$320.00
22	5" hose clamp	1	\$280.00	\$280.00
23	Connection mallet w/mounting bracket (pac-trak)	2	\$35.00	\$70.00
34	Fire service bolt cutter 36" handle w/mounting bracket	1	\$125.00	\$125.00
35	Fire service bolt cutter 18" handle w/mounting bracket	1	\$95.00	\$95.00
36	Fire Craft TrAcer voltage detector	1	\$135.00	\$135.00
39	Survivor C4 personnel lights LED w/12 volt chargers	4	\$110.00	\$440.00
44	10' fiberglass handled pike pole (New York Hook End) w/mounting bracket	1	\$130.00	\$130.00
	Total			\$3,524.00

# RESOLUTION

Page 2 of 2

Accepting Bid for Fire Pumper Truck Equipment,  
Colden Enterprises

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

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Colden Enterprises of Kenmore, New York, in the amount of \$3,524.00 as the lowest qualifying bidder meeting City specifications for the above-listed 12 items for the Fire Department Pumper Truck equipment, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to sign all contracts associated with implementing the award to Colden Enterprises.

**Seconded by**

**RESOLUTION**

Page 1 of 3

Accepting Bid for Fire Pumper Truck Equipment,  
Jerome Fire Equipment

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

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for equipment for the Fire Pumper Truck, and

WHEREAS bid specifications were sent to fourteen (14) area equipment providers with a total of five (5) sealed bids received, and

WHEREAS on Friday, April 1, 2016, at 11:00 a.m. in City Council Chambers, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the bid from Jerome Fire Equipment of Clay, New York, in the amount of \$22,939.40 for the following 32 items:

Line	Description	Qty	Jerome Fire Equipment Clay, NY	
			Unit Price	Total Price
3	TFT Blitz Fire Monitor package with stacked tips and stream straightener (2 ½" inlet-2 1/2" outlet) with mounting plate.	1	\$2,379.00	\$2,379.00
4	Akron Assault mid-range nozzle with pistol grip (Style 4863) designed for 200 gpm @50 psi 1 ½ NST pistol grip and handle color to be determined by Fire Department	9	\$550.25	\$4,952.25
9	Akron Prolite in line foam educator 95 gpm	1	\$605.00	\$605.00
10	Prolite foam tube to be attached to an Akron nozzle	1	\$240.10	\$240.10
11	Akron Mid-Range turbojet nozzle 1 ½" with shut off 95-125-150-200 gpm at 75 psi	1	\$782.75	\$782.75
14	2 ½" nst swivel double female hard coated w/mounting bracket (pac-trak)	2	\$65.90	\$131.80
15	2 ½" nst double male hard coated w/mounting bracket (pac-trak)	2	\$55.35	\$110.70
18	Hydrant valves 2-1/2" NST ball valve w/mounting bracket	2	\$175.95	\$351.90
20	5" Storz to swivel female 2 1/2" NST with 30 degree elbow	2	\$122.75	\$245.50
21	2 ½"x 2 ½" x 2 ½" gated "y" ball valve	1	\$325.00	\$325.00
24	Hydrant tool bag w/strap and cover approximately 12" in width and 9" in height	1	\$92.50	\$92.50

**RESOLUTION**

Page 2 of 3

Accepting Bid for Fire Pumper Truck Equipment,  
Jerome Fire Equipment

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

26	Stortz spanner set with 4 wrenches and mounting bracket	3	\$65.95	\$197.85
33	Firehook unlimited roof hooks 72" steel shaft w/mounting bracket (pac-trak)	2	\$111.76	\$223.52
38	Set of 4 pop-up traffic safety cones w/reflectors	1	\$79.50	\$79.50
41	Line cord reel w/ 100' 12/3 wire and 4 gang outlet box	2	\$457.00	\$914.00
43	FRC spectra LED portable lights 120v with 6' cord, 15 amp mail twist lock plug	2	\$1,402.84	\$2,805.68
45	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16- ), color red	10	\$108.10	\$1,081.00
46	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16- ), color clear	10	\$108.10	\$1,081.00
47	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16- ), color yellow	10	\$108.10	\$1,081.00
48	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16- ), color orange	10	\$108.10	\$1,081.00
49	Mercedes 1 3/4" MTFS 800 with NST couplings, 75' lengths, stenciled "Watertown" and a unique identifying number (16- ), color black	2	\$108.10	\$216.20
51	3" double jacketed fire hose with hard coated 2 1/2" NST couplings, 50' lengths and stenciled "Watertown" and a unique identifying number (16- ), 10 year warranty and a weight of no more than 36 lb. uncoupled, color purple	10	\$202.40	\$2,024.00
52	Milwaukae strap hose & accessory bag	1	\$76.95	\$76.95
53	1/2" NFPA Rope, 300' static kernmantle rope (color blue) with a bag (color red) and attached strap (1)	1	\$321.24	\$321.24
55	Stainless steel repel rack w/pin	2	\$103.50	\$207.00
56	Petzel ID	2	\$229.45	\$458.90
57	Anchor plate stainless steel	2	\$59.33	\$118.66
58	Large NFPA locking carabiners	10	\$23.85	\$238.50
59	5' anchor straps per NFPA 1983	2	\$18.95	\$37.90
61	"8" plate descender	2	\$29.50	\$59.00
62	National Foam 3%/6% AFFF alcohol resistive, 5 gallon buckets	4	\$105.00	\$420.00
	Total			\$22,939.40

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted Jerome Fire Equipment of Clay, New York, in the amount of \$22,939.40 as the lowest qualifying bidder meeting City specifications for the above-listed 32 items for the Fire Department Pumper Truck equipment, and

**RESOLUTION**

Page 3 of 3

Accepting Bid for Fire Pumper Truck Equipment,  
Jerome Fire Equipment

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

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to sign all contracts associated with implementing the award to Jerome Fire Equipment.

**Seconded by**

**RESOLUTION**

Page 1 of 1

Accepting Bid for Fire Pumper Truck Equipment,  
J.P.B. Fire Sales, 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

**Introduced by**

WHEREAS the City Purchasing Department has advertised and received sealed bids for equipment for the Fire Pumper Truck, and

WHEREAS bid specifications were sent to fourteen (14) area equipment providers with a total of five (5) sealed bids received, and

WHEREAS on Friday, April 1, 2016, at 11:00 a.m. in City Council Chambers, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the bid from J.P.B. Fire Sales, LLC of Syracuse, New York, in the amount of \$787.91 for the following 2 items:

Line	Description	Qty	J.P.B. Fire Sales, L.L.C Syracuse, NY	
			Unit Price	Total Price
42	20 lb. ABC fire extinguisher	1	\$85.88	\$85.88
65	Ventus MX 4 gas detector with O2, CO, LEL and H2S sensing capability	1	\$702.03	\$702.03
	Total			\$787.91

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted J.P.B. Fire Sales, LLC of Syracuse, New York, in the amount of \$787.91 as the lowest qualifying bidder meeting City specifications for the above-listed 2 items for the Fire Department Pumper Truck equipment, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to sign all contracts associated with implementing the award to J.P.B. Fire Sales, LLC.

**Seconded by**

**RESOLUTION**

Page 1 of 2

Accepting Bid for Fire Pumper Truck Equipment,  
MES

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

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for equipment for the Fire Pumper Truck, and

WHEREAS bid specifications were sent to fourteen (14) area equipment providers with a total of five (5) sealed bids received, and

WHEREAS on Friday, April 1, 2016, at 11:00 a.m. in City Council Chambers, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the bid from MES of Fort Plain, New York, in the amount of \$1,483.00 for the following 9 items:

Line	Description	Qty	MES	
			Unit Price	Total Price
2	3-way ball valve with adjustable pressure relief device- 5" Stortz to (3) 2 1/2" male NST	1	\$538.00	\$538.00
13	2 1/2 gallon pressurized water extinguisher with carry straps and mounting bracket	2	\$127.00	\$254.00
16	2 1/2" ridge rocker lug FNST x 1 1/2" Male reducer hard coated	2	\$15.50	\$31.00
25	Hose & Ladder straps	4	\$35.00	\$140.00
27	Wrench holder set with 2 #10 spanner wrenches and 1 adjustable hydrant wrench	2	\$75.00	\$150.00
28	Wrench holder set with 2 #10 spanner wrenches	3	\$45.00	\$135.00
30	6 lb. fiberglass handle pike headed axe with mounting bracket (pac-trak)	1	\$90.00	\$90.00
31	6 lb. fiberglass handle flat headed axe with mounting bracket (pac-trak)	1	\$73.00	\$73.00
32	8 lb. fiberglass handle sledge hammer with mounting bracket (pac-trak)	1	\$72.00	\$72.00
	Total			\$1,483.00

# RESOLUTION

Page 2 of 2

Accepting Bid for Fire Pumper Truck Equipment,  
MES

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted MES of Fort Plain, New York, in the amount of \$1,483.00 as the lowest qualifying bidder meeting City specifications for the above-listed 9 items for the Fire Department Pumper Truck equipment, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to sign all contracts associated with implementing the award to MES.

**Seconded by**

**RESOLUTION**

Page 1 of 2

Accepting Bid for Fire Pumper Truck Equipment,  
R.C. Fire Equipment

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

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for equipment for the Fire Pumper Truck, and

WHEREAS bid specifications were sent to fourteen (14) area equipment providers with a total of five (5) sealed bids received, and

WHEREAS on Friday, April 1, 2016, at 11:00 a.m. in City Council Chambers, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the bid from R.C. Fire Equipment of East Aurora, New York, in the amount of \$9,692.05 for the following 8 items:

Line	Description	Qty	R.C. Fire Equipment East Aurora, NY	
			Unit Price	Total Price
7	Smooth bore 1 ½” shut off with 1” tip	5	\$211.95	\$1,059.75
8	Smooth bore 2 ½” pistol grip shut off with stack tips of 1”, 1 1/8”, 1 ¼”	1	\$413.00	\$413.00
17	Hydrant “Y” 2 ½” x1 ½” x 1 ½” NST ball valve w/mounting bracket (pac-trak)	2	\$236.00	\$472.00
29	30” forged haligan tool and 8 lb.s flat head axe (fiber glass handles) with mounting bracket (Pac-trak)	2	\$476.00	\$952.00
40	Vulcan box lights LED w/12 volt chargers	4	\$143.95	\$575.80
50	2 ½” double jacketed fire hose with hard coated NST couplings, 50’ lengths and stenciled “Watertown” and a unique identifying number (16-_), 10 year warranty and a weight of no more than 30 lb. uncoupled, color tan	25	\$136.50	\$3,412.50
63	Hydra ram 6” thrust	1	\$1,798.00	\$1,798.00
64	Power hawk auto crib model AC-17 set of 2	1	\$1,009.00	\$1,009.00
	Total			\$9,692.05

**RESOLUTION**

Page 2 of 2

Accepting Bid for Fire Pumper Truck Equipment,  
R.C. Fire Equipment

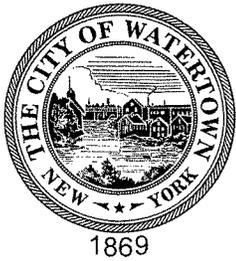
Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted R.C. Fire Equipment of East Aurora, New York, in the amount of \$9,692.05 as the lowest qualifying bidder meeting City specifications for the above-listed 8 items for the Fire Department Pumper Truck equipment, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to sign all contracts associated with implementing the award to R.C. Fire Equipment.

**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

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## MEMORANDUM

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**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2016-04 – Fire Truck Equipment – Bid Recommendation  
**DATE:** 4/21/2016

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The City's Purchasing Department advertised in the Watertown Daily Times on March 6, 2016 calling for sealed bids for equipment to be mounted on a new pumper truck for the City Fire Department. The new pumper truck is currently in production and is scheduled for delivery in late summer. The purpose of this bid is to outfit the new truck with the necessary equipment for active duty.

Bid Specifications were sent to fourteen (14) area equipment providers. Five (5) sealed bids were submitted to the Purchasing Department. The sealed bids were publicly opened and read on April 1, 2016 at 11:00 am, local time. This bid, consisting of sixty-five (65) items, will be awarded in a "line-by-line" method meaning the vendor with the lowest price for each line will win the award for that item. There will be multiple awards from this bid.

The bid proposals were reviewed by the City Fire Department and the Purchasing Department for adherence to the bid specifications and terms. Upon review, it is recommended that the following responses be awarded:

	Items Awarded	Total Award
Colden Enterprises	12	\$3,524.00
Jerome Fire Equipment	32	\$22,939.41
J.P.B. Fire Sales, L.L.C	2	\$787.91
MES	9	\$1,483.00
R.C. Fire Equipment	8	\$9,692.05
	63	\$38,426.37

		Colden Enterprises		
		Kenmore, NY		
Line	Description	Qty	Unit Price	Total Price
1	HLGK line gauge for 2 1/2" fire hose with 1 1/1" peanut gauge (0-300) with guard, pyrolite construction or equivalent	1	\$165.00	\$165.00
5	Adjustable fog nozzle 2 1/2" TFT 95-300 gpm with shut off and playpipe style grip	1	\$920.00	\$920.00
6	Smooth bore playpipe 2 1/2" with shut off, stack tips of 1", 1 1/8", 1 1/4"	1	\$700.00	\$700.00
12	2 1/2" FNST tapered to 1 1/2" male NST	4	\$36.00	\$144.00
19	5" Storz to swivl female long handle 4 1/2" NST hard coated w/mounting bracket (pac-trak)	2	\$160.00	\$320.00
22	5" hose clamp	1	\$280.00	\$280.00
23	Connection mallet w/mounting bracket (pac-trak)	2	\$35.00	\$70.00
34	Fire service bolt cutter 36" handle w/mounting bracket	1	\$125.00	\$125.00
35	Fire service bolt cutter 18" handle w/mounting bracket	1	\$95.00	\$95.00
36	Fire Craft TrAcer voltage detector	1	\$135.00	\$135.00
39	Survivor C4 personnel lights LED w/12 volt chargers	4	\$110.00	\$440.00
44	10' fiberglass handled pike pole (New York Hook End) w/mounting bracket	1	\$130.00	\$130.00
	Total			\$3,524.00

Line	Description	Qty	Jerome Fire Equipment	
			Clay, NY	
			Unit Price	Total Price
3	TFT Blitz Fire Monitor package with stacked tips and stream straightener (2 1/2" inlet-2 1/2" outlet) with mounting plate.	1	\$2,379.00	\$2,379.00
4	Akron Assault mid-range nozzle with pistol grip (Style 4863) designed for 200 gpm @50 psi 1 1/2 NST pistol grip and handle color to be determined by Fire Department	9	\$550.25	\$4,952.25
9	Akron Prolite in line foam educator 95 gpm	1	\$605.00	\$605.00
10	Prolite foam tube to be attached to an Akron nozzle	1	\$240.10	\$240.10
11	Akron Mid-Range turbojet nozzle 1 1/2" with shut off 95-125-150-200 gpm at 75 psi	1	\$782.75	\$782.75
14	2 1/2" nst swivel double female hard coated w/mounting bracket (pac-trak)	2	\$65.90	\$131.80
15	2 1/2 nst double male hard coated w/mounting bracket (pac-trak)	2	\$55.35	\$110.70
18	Hydrant valves 2-1/2" NST ball valve w/mounting bracket	2	\$175.95	\$351.90
20	5" Storz to swivel female 2 1/2" NST with 30 degree elbow	2	\$122.75	\$245.50
21	2 1/2"x 2 1/2" x 2 1/2" gated "y" ball valve	1	\$325.00	\$325.00
24	Hydrant tool bag w/strap and cover approximately 12" in width and 9" in height	1	\$92.50	\$92.50
26	Stortz spanner set with 4 wrenches and mounting bracket	3	\$65.95	\$197.85
33	Firehook unlimited roof hooks 72" steel shaft w/mounting bracket (pac-trak)	2	\$111.76	\$223.52
38	Set of 4 pop-up traffic safety cones w/reflectors	1	\$79.50	\$79.50
41	Line cord reel w/ 100' 12/3 wire and 4 gang outlet box	2	\$457.00	\$914.00
43	FRC spectra LED portable lights 120v with 6' cord, 15 amp mail twist lock plug	2	\$1,402.84	\$2,805.68
45	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16-_), color red	10	\$108.10	\$1,081.00
46	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16-_), color clear	10	\$108.10	\$1,081.00
47	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16-_), color yellow	10	\$108.10	\$1,081.00
48	Mercedes 1 3/4" MTFS 800 with NST couplings, 50' lengths, stenciled "Watertown" and a unique identifying number (16-_), color orange	10	\$108.10	\$1,081.00
49	Mercedes 1 3/4" MTFS 800 with NST couplings, 75' lengths, stenciled "Watertown" and a unique identifying number (16-_), color black	2	\$108.10	\$216.20
51	3" double jacketed fire hose with hard coated 2 1/2" NST couplings, 50' lengths and stenciled "Watertown" and a unique identifying number (16-_), 10 year warranty and a weight of no more than 36 lb. uncoupled, color purple	10	\$202.40	\$2,024.00

52	Milwaukae strap hose & accessory bag	1	\$76.95	\$76.95
53	½" NFPA Rope, 300' static kernmantle rope (color blue) with a bag (color red) and attached strap (1)	1	\$321.24	\$321.24
55	Stainless steel repel rack w/pin	2	\$103.50	\$207.00
56	Petzel ID	2	\$229.45	\$458.90
57	Anchor plate stainless steel	2	\$59.33	\$118.66
58	Large NFPA locking carabiners	10	\$23.85	\$238.50
59	5' anchor straps per NFPA 1983	2	\$18.95	\$37.90
61	"8" plate descender	2	\$29.50	\$59.00
62	National Foam 3%/6% AFFF alcohol resistive, 5 gallon buckets	4	\$105.00	\$420.00
	Total			\$22,939.40

			J.P.B. Fire Sales, L.L.C	
			Syracuse, NY	
<b>Line</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>
42	20 lb. ABC fire extinguisher	1	\$85.88	\$85.88
65	Ventus MX 4 gas detector with O2, CO, LEL and H2S sensing capability	1	\$702.03	\$702.03
	Total			\$787.91

		MES		
		Fort Plain, NY		
Line	Description	Qty	Unit Price	Total Price
2	3-way ball valve with adjustable pressure relief device- 5" Stortz to (3) 2 1/2" male NST	1	\$538.00	\$538.00
13	2 1/2 gallon pressurized water extinguisher with carry straps and mounting bracket	2	\$127.00	\$254.00
16	2 1/2" ridge rocker lug FNST x 1 1/2" Male reducer hard coated	2	\$15.50	\$31.00
25	Hose & Ladder straps	4	\$35.00	\$140.00
27	Wrench holder set with 2 #10 spanner wrenches and 1 adjustable hydrant wrench	2	\$75.00	\$150.00
28	Wrench holder set with 2 #10 spanner wrenches	3	\$45.00	\$135.00
30	6 lb. fiberglass handle pike headed axe with mounting bracket (pac-trak)	1	\$90.00	\$90.00
31	6 lb. fiberglass handle flat headed axe with mounting bracket (pac-trak)	1	\$73.00	\$73.00
32	8 lb. fiberglass handle sledge hammer with mounting bracket (pac-trak)	1	\$72.00	\$72.00
	Total			\$1,483.00

		R.C. Fire Equipment		
		East Aurora, NY		
Line	Description	Qty	Unit Price	Total Price
7	Smooth bore 1 ½" shut off with 1" tip	5	\$211.95	\$1,059.75
8	Smooth bore 2 ½" pistol grip shut off with stack tips of 1", 1 1/8", 1 ¼"	1	\$413.00	\$413.00
17	Hydrant "Y" 2 ½" x 1 ½" x 1 ½" NST ball valve w/mounting bracket (pac-trak)	2	\$236.00	\$472.00
29	30" forged haligan tool and 8 lb.s flat head axe (fiber glass handles) with mounting bracket (Pac-trak)	2	\$476.00	\$952.00
40	Vulcan box lights LED w/12 volt chargers	4	\$143.95	\$575.80
50	2 ½" double jacketed fire hose with hard coated NST couplings, 50' lengths and stenciled "Watertown" and a unique identifying number (16-), 10 year warranty and a weight of no more than 30 lb. uncoupled, color tan	25	\$136.50	\$3,412.50
63	Hydra ram 6" thrust	1	\$1,798.00	\$1,798.00
64	Power hawk auto crib model AC-17 set of 2	1	\$1,009.00	\$1,009.00
	Total			\$9,692.05

Upon review, it is recommended that the following responses be rejected as non responsive:

Item 12 – Reject bid from MES as the response did not meet the specification

Item 13-15, 23, 29-33, 44 – Reject the bid from J.P.B. Fire Sales, L.L.C as they did not include the mounting bracket in their bid pricing.

Item 14 – Reject bid from Colden Enterprises as the response did not meet the specification

Item 21 – Reject bids from Colden Enterprises and MES as the responses did not meet the specification

Item 24 - Reject bids from MES as the response did not meet the specification

Item 37 - Reject bid from Colden Enterprises as the response did not meet the specification

Item 54, 60 – Reject all bids as the specification was unclear and did not result in desired responses.

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

Res No. 10

April 26, 2016

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000

A request has been submitted by Matthew R. Morgia of Aubertine and Currier, PLLC, on behalf of Mike Belcher of Watertown Doors and Windows for the above subject site plan approval.

The City Planning Board reviewed the request on April 5, 2016, and voted to recommend that the City Council approve the site plan subject to the five conditions listed in the resolution. Attached is an excerpt from their meeting minutes.

The Staff Report prepared for the Planning Board, the Site Plan application and drawings have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

The applicant has completed Part 1 of the Short Environmental Assessment Form (EAF), which is attached. As the Council will note, one of the conditions listed in the resolution requires the applicant to provide a letter from the State Historic Preservation Office (SHPO) that determines whether or not the proposed project has the potential to impact any archeological resources. The applicant has provided the attached letter as required to aid the Council in completing Part 2 of the Short EAF.

The City Council must respond to the questions in Part 2 of the Short EAF before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment and approves the site plan submitted to the City Engineering Department on March 22, 2016, subject to the conditions recommended by the Planning Board.

# RESOLUTION

Page 1 of 2

Approving the Site Plan for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000

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

YEA	NAY

### *Introduced by*

---

WHEREAS Matthew R. Morgia of Aubertine and Currier, PLLC, on behalf of Mike Belcher of Watertown Doors and Windows, has submitted an application for site plan approval for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000 and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on April 5, 2016, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall assemble all five parcels as proposed to create a lot that conforms to the Zoning Ordinance.
2. The applicant shall provide a letter from SHPO that determines whether or not the proposed project has the potential to impact any archeological resources.
3. The applicant shall add a note to the Site Plan for the storm line to be removed that reads, "Storm line to be cut, capped and pipe to be removed."
4. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.
5. The applicant shall provide a minimum of 20 feet in width to the south of the proposed building to allow a City fire truck room to maneuver and fight a fire.

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

# RESOLUTION

Page 2 of 2

Approving the Site Plan for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000

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

Total .....

YEA	NAY

project, as submitted, is an Unlisted Action and will not have a significant impact on the environment,

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

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan, which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Matthew R. Morgia of Aubertine and Currier, PLLC and Mike Belcher of Watertown Doors and Windows for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Number 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000 as depicted on the site plan submitted to the City Engineer on March 22, 2016, contingent upon the applicant meeting the conditions listed above.

**Seconded by:**

**SITE PLAN APPROVAL**  
**217 HIGH STREET – PARCEL NUMBERS 6-03-101.000, 6-03-102.000, 6-03-201.000,**  
**6-03-217.000 AND 6-03-218.000**

The Planning Board then considered a request submitted by Matthew R. Morgia of Aubertine and Currier, PLLC on behalf of Mike Belcher of Watertown Doors and Windows for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000.

Mr. Morgia and Mr. Belcher were in attendance to represent the request. Mr. Morgia began by saying that the proposal consisted of a 6,000 square-foot self-storage facility. He then drew the Planning Board's attention to an enlarged version of the site plan and gave an overview of the site, identifying all the existing buildings on the property, many of which he said were open-sided storage sheds.

Mr. Morgia then identified one particular group of open-sided storage sheds at the north end of the site that he said was proposed for demolition to make room for the proposed self-storage units. He added that the site was mostly crushed stone and that the grey path on the site plan depicted a vehicular access lane.

Mr. Morgia then said that the Zoning Ordinance required some landscape buffering on the site due to the presence of a residential district across Olive Street to the north. He identified a proposed row of shrubs shown on the site plan at the northern edge of the property along Olive Street that would satisfy the landscaping requirement. He then added that some grading would need to take place on the site to accommodate floor slabs and drainage.

Mr. Morgia then discussed the possible need to reroute a sewer line. He said that an existing storm sewer runs across the property and connects to the Olive Street storm sewer line, but that as of the time of this meeting, his team was unsure of the exact location of the line that runs across the property. He said that until construction begins and his team sees exactly where the existing sewer line is, they were unsure if and how it would need to be rerouted.

Mr. Morgia then asked if the Planning Board would like to go through the summary items on Staff's memorandum one by one. All the members of the Planning Board agreed and Mr. Morgia said that he had prepared written responses to each summary item. He then distributed printed copies of his responses to all the Planning Board members as well as Staff members that were present.

Mr. Morgia began by addressing the first summary item, which asked for proposed hours of operation. He said that all of the proposed self-storage units would be available for their clients to access 24 hours a day, seven days a week. He added that the units themselves would not contain interior lighting, so it was likely that the majority of clients would access their storage units during daylight hours.

Mr. Morgia then addressed the second summary item, which asked for anticipated traffic volume. He said that his team's traffic calculations projected one trip per hour entering and one trip per hour exiting the proposed facility.

Mr. Morgia then addressed the third summary item, which asked for a clarification of the applicant's parking calculations. He said that the calculations were based on the aggregate floor area of the existing buildings on all five parcels plus the proposed building. He said that the available square footage of parking area on the site yielded 210 spaces, and that the required number was 21 spaces, so there was more than enough parking. He added that due to the nature of self-storage units, that no one would be using the site for long-term parking anyway.

Mr. Morgia then addressed the fourth summary item, which required the applicant to assemble all five parcels as a condition of site plan approval. He said his team was fully aware that all five parcels would need to be assembled and that the owner planned to do so.

Mr. Morgia then addressed the fifth summary item, which asked for a revised lighting schedule so that no light levels above 0.5 footcandles extended across any property line. He said that although the large plan that he had with him did not show lighting, the submitted site plan did.

Mr. Morgia said that the proposed lights were pretty small and that you couldn't go much smaller and maintain continuous lighting around the building. He said although some light levels above 0.5 footcandles did extend into the Olive Street right-of-way, that they did not even extend as far as the street curb, and that his team felt that this should not be a major item of concern. Mr. Katzman then asked if the proposed lights would be dark sky compliant. Mr. Morgia answered in the affirmative.

Mr. Morgia then addressed the sixth summary item, which asked for a letter from the New York State Historic Preservation Office (SHPO) that determines whether or not the proposed project has the potential to impact any archeological resources. He said that his team had sent pictures of the existing structures to SHPO, but had not received anything in reply yet. He added that his team did not note anything on the site as historic.

Mr. Morgia then addressed the seventh summary item, which noted that the applicant had left Question 13b on the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) blank, and asked the applicant to provide an answer. He said that Question 13b asks if the proposed project will physically alter, or encroach onto, any existing wetland or water body. He then answered that the proposed project did not do either of these things, and that the Short EAF had been revised to provide the "No" answer for Question 13b.

Mr. Morgia then addressed the eighth summary item, which required the applicant to depict the existing 10-foot sewer easement along the northern property line on the site plan. He said that the site plan would be revised to depict the easement.

Mr. Morgia then addressed the ninth summary item, which required the applicant to add a note to the site plan regarding the storm line to be removed. Mr. Morgia said that depending on where the line is found, it will either be cut and capped appropriately or left where it is. He said that the owner's preference was to leave it alone if possible.

Mr. Morgia then addressed the tenth summary item, which asked the applicant to clarify ownership of the properties which comprise the site. Mr. Morgia said that the legal name of the property owner is Watertown Doors and Windows Inc. DBA Watertown Builders Supply. He added that the company name changed a few years ago from Watertown Builders Supply Inc., and that many of the deeds and databases that the City refers to for property information may predate the company's name change. He reiterated that the applicant and the company identified on the deed are in fact the same entity.

Mr. Morgia then addressed the eleventh summary item, which identified the permits that the applicant must obtain prior to demolition and construction. Mr. Morgia acknowledged that all the listed permits are necessary and will be obtained.

Mr. Morgia then addressed an email from Staff that was sent the day before the Planning Board meeting regarding fire truck access around the building. Mr. Morgia said that as he understood it, a fire truck needed 20 feet of width to maneuver around the proposed building to fight a fire, and that because of where an existing building stood, that width became narrower than acceptable at the southwest corner of the proposed building. He said that the owner was willing to remove the westernmost 35 feet from the existing building, which would provide the 20-foot width needed for a fire truck.

Mr. Morgia then said that he was finished with his overview and asked the Planning Board if they had any questions. Some members of the Planning Board noted that the fire truck access requirement was not identified on the memorandum.

Mr. Drake then said that Staff had reached out to Codes to see if there were any anticipated issues that would arise when the applicant sought a Building Permit. Mr. Drake said that their concern was the need for a fire truck to have 20 feet of access all the way around the building. He noted that on the north side, where only 15 feet of vehicular access was proposed, that a fire truck could still fight a fire from Olive Street, but that on the south side, there was no alternative, and the applicant would need to create the necessary space as Mr. Morgia had said.

Mr. Katzman then indicated that he was ready to make a motion to approve the request. Mr. Lumbis then said that the Planning Board could remove a number of conditions prior to making a motion. He said that the applicant had satisfied Summary Items 1, 2, 3, 7, 8 and 10 and that Summary Item 5 could be eliminated. He added that the Planning Board would need to insert a condition for the 20 feet of fire truck access.

Mr. Katzman then moved to approve the request submitted by Matthew R. Morgia of Aubertine and Currier, PLLC on behalf of Mike Belcher of Watertown Doors and Windows for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel

Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000 contingent upon the following:

1. The applicant shall assemble all five parcels as proposed to create a lot that conforms to the Zoning Ordinance.
2. The applicant shall provide a letter from SHPO that determines whether or not the proposed project has the potential to impact any archeological resources.
3. The applicant shall add a note to the Site Plan for the storm line to be removed that reads, "Storm line to be cut, capped and pipe to be removed."
4. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.
5. The applicant shall provide a minimum of 20 feet in width to the south of the proposed building to allow a City fire truck room to maneuver and fight a fire.

The motion was seconded by Ms. Fields and all voted in favor.



# Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

April 19, 2016

Mr. Christopher Todd  
Civil Design Engineer  
Aubertine & Currier, PLLC  
676 Main Street  
Watertown, NY 13601

Re: SEQRA  
Watertown Doors and Windows Storage Building  
217 High Street, Watertown, NY 13601  
16PR02089

Dear Mr. Todd:

Thank you for requesting the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP) as part of your SEQRA process. There are no known historic properties wholly or partially within, or substantially contiguous to the project area that are recommended for listing or listed in the State and/or National Registers of Historic Places (S/NRHP). Therefore, under SEQRA we have no comments regarding potential impacts to architectural or archaeological resources.

However, our review does not include potential impacts to architectural or archaeological resources that may be eligible for the registers. If the lead agency concludes that additional studies would be beneficial to identify and/or assess potential impacts to archeological and historic resources eligible for the registers, the OPRHP would be pleased to provide additional guidance.

If this project will involve state or federal permitting, funding or licensing, it may require a more rigorous review for potential impacts to architectural and archaeological resources, in accordance with Section 106 of the National Historic Preservation Act or Section 14.09 of NYS Parks Recreation and Historic Preservation Law.

Please note these comments are those of OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act and its implementing regulations.

Sincerely,

Andrew Farry  
Scientist (Archaeology)

via e-mail only

---

Division for Historic Preservation

P.O. Box 189, Waterford, New York 12188-0189 • (518) 237-8643 • [www.nysparks.com](http://www.nysparks.com)

# Short Environmental Assessment Form

## Part 1 - Project Information

APP 14 2016

### 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.

<b>Part 1 - Project and Sponsor Information</b>				
Project: Proposed Storage Building    Sponsor: Watertown Doors and Windows				
Name of Action or Project: Proposed Storage Building				
Project Location (describe, and attach a location map): 217 High Street, Watertown NY on Tax Parcels 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000.				
Brief Description of Proposed Action: The project consists of constructing a proposed 30' x 200' pre-engineered metal storage building. The storage building will contain forty-six (46) individual storage units with varying footprints. Associated site amenities include drainage, landscaping and site lighting. The building will not contain water, sewer, gas or telephone utilities, only electric for exterior site lighting around the perimeter of the building. Electric utility connection will be made to the existing utility pole along Mechanic Street. 284 LF of new storm sewer piping and three (3) catch basins will be installed south of the storage buildings to facilitate the removal of a portion of 24" concrete storm pipe located under the footprint of the proposed storage buildings.				
Name of Applicant or Sponsor: Watertown Doors and Windows, Inc.    Owner: Michael Belcher		Telephone: 315-778-1876		
		E-Mail: belchco1@netzero.com		
Address: 217 High Street				
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"/>	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: City of Watertown Planning Board			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		1.67 acres		
b. Total acreage to be physically disturbed?		0.73 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.67 acres		
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" 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 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: <u>The former Abe Cooper Surplus Company site is located approximately 900 feet north of the project site on Factory St. The site is an inactive salvage yard where approximately 2,000 gallons of residual liquids, sludges and solid have been dumped over the years. A State funded RI/FS began in 1991 and was completed in 1994.</u></p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input checked="" type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Michael A. DeLor</u> Date: <u>3/22/2016</u></p> <p>Signature: _____</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:		
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**

March 22, 2016

City of Watertown  
Attn: Justin Wood, City Engineer  
Room 305, City Hall  
245 Washington Street  
Watertown, NY 13601

Re: **Site Plan Review Application  
Watertown Doors and Windows Storage Buildings  
(A&C Proj. #2016-032)  
217 High Street, Watertown, NY**

Dear Mr. Wood:

Aubertine & Currier Architects, Engineers & Land Surveyors, PLLC on behalf of Mike Belcher of Watertown Doors and Windows is requesting to be included on the agenda for the April 5, 2016 City of Watertown Planning Board meeting for a proposed 6,000 sf storage building located at 217 High Street, on Tax Parcels 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000. Included with this submission is sixteen (16) copies of the Cover Letter, Site Plan Application, Short SEQR Environmental Assessment Form, and three (3) copies of the Engineering Report. Also attached are three (3) full size and thirteen (13) 11"x17" copies of the Site Plans and Site Details. A check for \$50.00 is also included for the review fee.

The project consists of constructing a proposed 30' x 200' pre-engineered metal storage building. The storage building will contain forty-six (46) individual storage units with varying footprints. Associated site amenities include drainage, landscaping and site lighting. The building will not contain water, sewer, gas or telephone utilities, only electric for exterior site lighting around the perimeter of the building. Electric utility connection will be made to the existing utility pole along Mechanic Street. 284 LF of new storm sewer piping and three (3) catch basins will be installed south of the storage buildings to facilitate the removal of a portion of 24" concrete storm pipe located under the footprint of the proposed storage buildings.

Watertown Doors and Windows owns Tax Map Parcels 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000 and will be combining parcels these five (5) parcels into one parcel.

Watertown Doors and Windows intends to begin construction this spring/summer as soon as approvals are granted. If there are any questions, please feel free to contact our office at your earliest convenience.

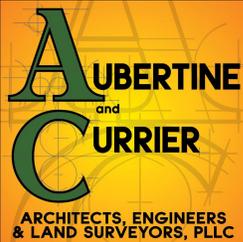
Sincerely,  
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC



Matthew R. Morgia, P.E.  
Civil Engineer

Attachments

Cc: Mike Belcher – Watertown Doors and Windows



NYS WBE/DBE Certified  
SBA Woman Owned  
Small Business (WOSB)

[aubertinecurrier.com](http://aubertinecurrier.com)

522 Bradley Street  
Watertown, New York 13601

Phone: 315.782.2005  
Fax: 315.782.1472

**Managing Partner**  
Annette M. Mason, P.E.  
Structural Engineer

**Partners**  
Michael L. Aubertine, R.A.  
Architect

Patrick J. Currier, R.A.  
Architect

Brian A. Jones, AIA.,  
LEED AP BD+C  
Architect

Matthew R. Morgia, P.E.  
Civil Engineer

Jayson J. Jones, P.L.S.  
Land Surveyor



1869

## CITY OF WATERTOWN SITE PLAN APPLICATION

\*\* Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

### PROPERTY LOCATION

Proposed Project Name: Watertown Doors & Windows Storage Building

Tax Parcel Number: 6-03-201.000

Property Address: 217 High St, Watertown, NY 13601

Existing Zoning Classification: Light Industry

### OWNER OF PROPERTY

Name: Watertown Doors and Windows, Inc

Address: 217 High Street, Watertown, NY 13601

Telephone Number: (315) 778-1876

Fax Number: N/A

### APPLICANT

Name: Watertown Doors and Windows, Inc Owner: Michael Belcher

Address: 217 High Street, Watertown, NY 13601

Telephone Number: (315) 778-1876

Fax Number: N/A

Email Address: belchco1@netzero.com

### ENGINEER/ARCHITECT/SURVEYOR

Name: Aubertine & Currier, Architects, Engineers & Land Surveyors, PLLC

Address: 522 Bradley Street, Watertown, NY 13601

Telephone Number: (315) 782-2005

Fax Number: (315) 782-1472

Email Address: mrm@aubertinecurrier.com

## OPTIONAL MATERIALS:

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS. This will assist the City in keeping our GIS mapping up-to-date.**

## REQUIRED MATERIALS:

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF). The Complete EAF is available online at: <http://www.dec.ny.gov/permits/6191.html>
- ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF)** A single, combined PDF of the entire application, including cover letter, plans, reports, and all submitted material.
- BOUNDARY and TOPOGRAPHIC SURVEY**  
(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.)
  - All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
  - 1' contours are shown and labeled with appropriate spot elevations.
  - All existing features on and within 50 feet of the subject property are shown and labeled.
  - All existing utilities on and within 50 feet of the subject property are shown and labeled.
  - All existing easements and/or right-of-ways are shown and labeled.
  - Existing property lines (bearings and distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners and tax parcel numbers are shown and labeled.
  - The north arrow and graphic scale are shown.

**DEMOLITION PLAN** (If Applicable)

All existing features on and within 50 feet of the subject property are shown and labeled.

All items to be removed are labeled in darker text.

**SITE PLAN**

Include a reference to the coordinate system used (NYS NAD83-CF preferred).

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

N/A  All proposed easements and right-of-ways are shown and labeled.

Land use, zoning, and tax parcel number are shown.

The Plan is adequately dimensioned including radii.

The line work and text for all proposed features is shown darker than existing features.

All vehicular and pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.

No  
Striping  
Shown

Proposed parking and loading spaces including ADA accessible spaces are shown and labeled.

N/A  Sidewalks within the City Right-of-Way meet Public-Right-of-Way (PROWAG) standards.

N/A  Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".

Proposed snow storage areas are shown on the plans.

The north arrow and graphic scale are shown.

**GRADING PLAN**

All proposed below ground features including elevations and inverts are shown and labeled.

All proposed above ground features are shown and labeled.

- The line work and text for all proposed features is shown darker than existing features.

N/A

- All proposed easements and right-of-ways are shown and labeled.

- 1' existing contours are shown dashed and labeled with appropriate spot elevations.

- 1' proposed contours are shown and labeled with appropriate spot elevations.

- All elevations are North American Vertical Datum of 1988 (NAVD88).

N/A

- Sediment and Erosion control are shown and labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

#### UTILITY PLAN

- All proposed above and below ground features are shown and labeled.

- All existing above and below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.

N/A

- All proposed easements and right-of-ways are shown and labeled.

- The Plan is adequately dimensioned including radii.

- The line work and text for all proposed features is shown darker than existing features.

N/A

- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided."

#### LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.

- All proposed trees, shrubs, and other plantings are shown and labeled.

- All proposed landscaping and text are shown darker than existing features.

- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.

For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.

Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).

PHOTOMETRIC PLAN (If Applicable)

All proposed above ground features are shown.

Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

CONSTRUCTION DETAILS and NOTES

All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.

N/A  Maintenance and protection and traffic plans and notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.

N/A  The following note must be added to the drawings stating:  
"All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."

N/A  PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

*Proposed Storage building is a pre-engineered metal building. A storage unit footprint and pictures of typical metal storage buildings have been provided for reference.*

Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.

Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.

Roof outline depicting shape, slope and direction is provided.

ENGINEERING REPORT

**\*\* The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing and proposed sanitary sewer flows and summary
- N/A  Water flows and pressure
- Storm Water Pre and Post Construction calculations and summary
- Traffic impacts
- Lighting summary
- Landscaping summary

**GENERAL INFORMATION**

*Plans will be signed for final submission*

ALL ITEMS ARE STAMPED AND SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.

N/A  If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

N/A  \*\* If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

N/A  \*\* If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

\*\* When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

N/A  Signage will not be approved as part of this submission. It requires a sign permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

N/A

- If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.

Proposed Street Name: \_\_\_\_\_

- For non-residential uses, the proposed Hours of Operation shall be indicated.
- Signature Authorization form or letter signed by the owner is submitted allowing the applicant to apply on behalf of the owner if the applicant is not the property owner.
- Explanation for any item not checked in the Site Plan Checklist.

*Due to small project size the Site Plan, Renovation Plan, Grading Plan, Utility Plan, Landscape Plan and Photometric Plan have been combined and provided on two sheets, the "Site Development Plan" and "Grading and Utility Plan."*

City of Watertown  
245 Washington Street  
Watertown, NY 13601

Tel: 315-785-7735  
Fax: 315-785-7854

### SIGNATURE AUTHORIZATION

I hereby authorize Matthew L. Morgan of Ambertine & Lunnier, PLLC to apply for site plan approval in connection with the property owned by me located at:

217 High Street, Watertown, NY  
(address)

Also, I further agree to comply with all conditions called for in said application and to abide by all other applicable codes, ordinances, and regulations.

  
Signature of Property Owner

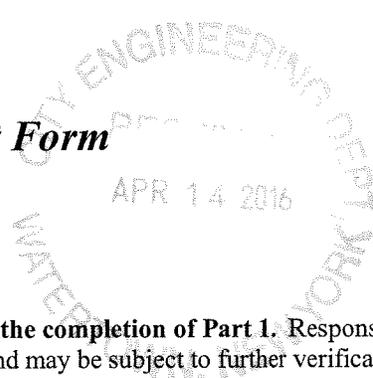
MICHAEL M. BELCHER 3/22/16  
Print Property Owner's Name Date

Address: 217 High St.

Phone: 315 778 1876 Fax: \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information



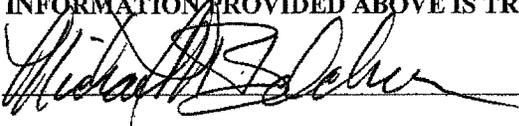
### Instructions for Completing

**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.

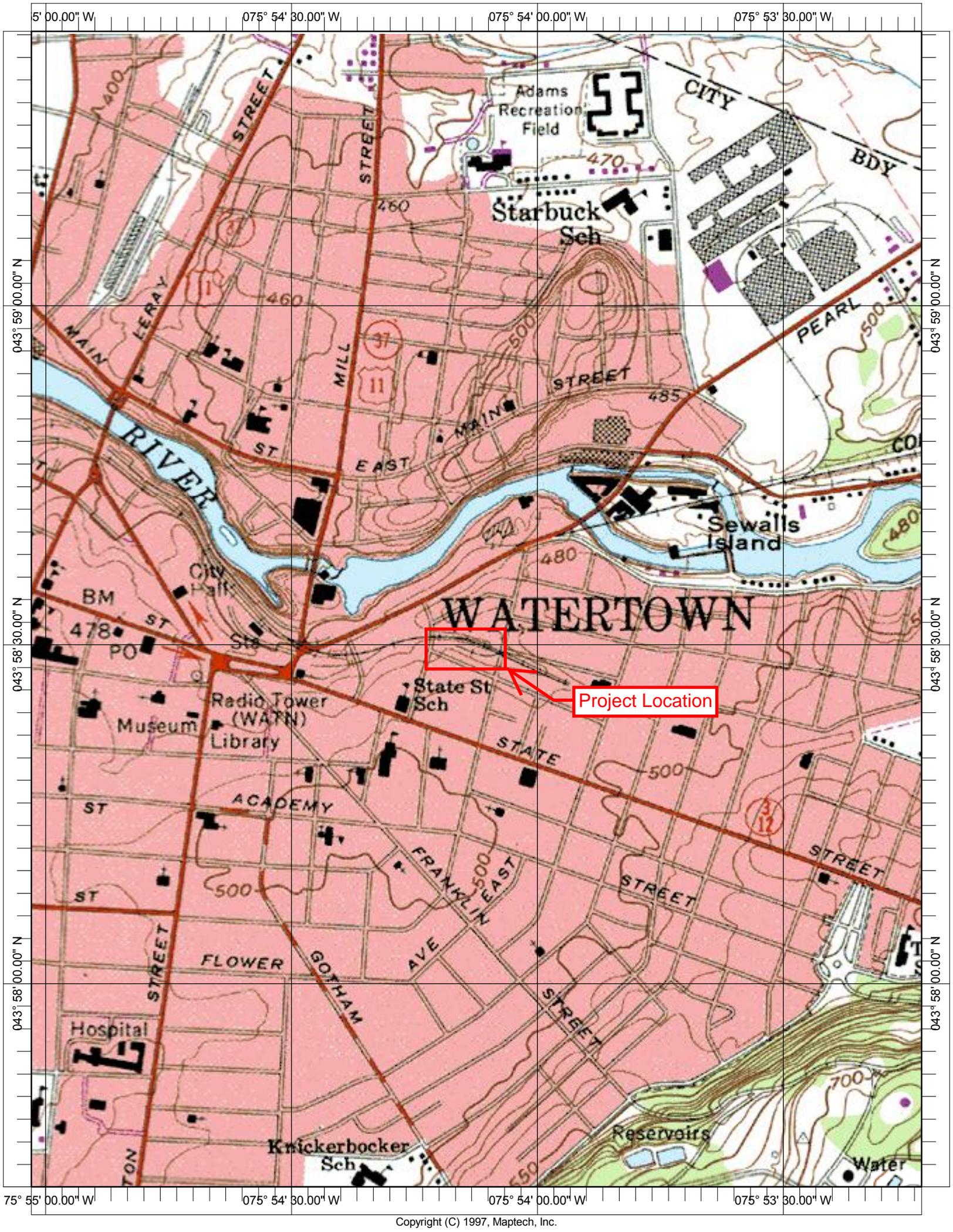
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Project: Proposed Storage Building    Sponsor: Watertown Doors and Windows				
Name of Action or Project: Proposed Storage Building				
Project Location (describe, and attach a location map): 217 High Street, Watertown NY on Tax Parcels 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000.				
Brief Description of Proposed Action: The project consists of constructing a proposed 30' x 200' pre-engineered metal storage building. The storage building will contain forty-six (46) individual storage units with varying footprints. Associated site amenities include drainage, landscaping and site lighting. The building will not contain water, sewer, gas or telephone utilities, only electric for exterior site lighting around the perimeter of the building. Electric utility connection will be made to the existing utility pole along Mechanic Street. 284 LF of new storm sewer piping and three (3) catch basins will be installed south of the storage buildings to facilitate the removal of a portion of 24" concrete storm pipe located under the footprint of the proposed storage buildings.				
Name of Applicant or Sponsor: Watertown Doors and Windows, Inc.    Owner: Michael Belcher		Telephone: 315-778-1876 E-Mail: belchco1@netzero.com		
Address: 217 High Street				
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"/>	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: City of Watertown Planning Board			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		1.67 acres		
b. Total acreage to be physically disturbed?		0.73 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.67 acres		
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" 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 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)?          If Yes, explain purpose and size: _____          _____          _____</p>	<p>NO  <input checked="" type="checkbox"/></p>	<p>YES  <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?          If Yes, describe: _____          _____          _____</p>	<p>NO  <input checked="" type="checkbox"/></p>	<p>YES  <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?          If Yes, describe: <u>The former Abe Cooper Surplus Company site is located approximately 900 feet north of the project site on Factory St. The site is an inactive salvage yard where approximately 2,000 gallons of residual liquids, sludges and solid have been dumped over the years. A State funded RI/FS began in 1991 and was completed in 1994.</u></p>	<p>NO  <input type="checkbox"/></p>	<p>YES  <input checked="" type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: <u>3/22/2016</u></p> <p>Signature: <u></u></p>		





5° 00.00' W

075° 54' 30.00' W

075° 54' 00.00' W

075° 53' 30.00' W

043° 59' 00.00" N

043° 58' 30.00" N

043° 58' 00.00" N

043° 59' 00.00" N

043° 58' 30.00" N

043° 58' 00.00" N

075° 55' 00.00" W

075° 54' 30.00" W

075° 54' 00.00" W

075° 53' 30.00" W

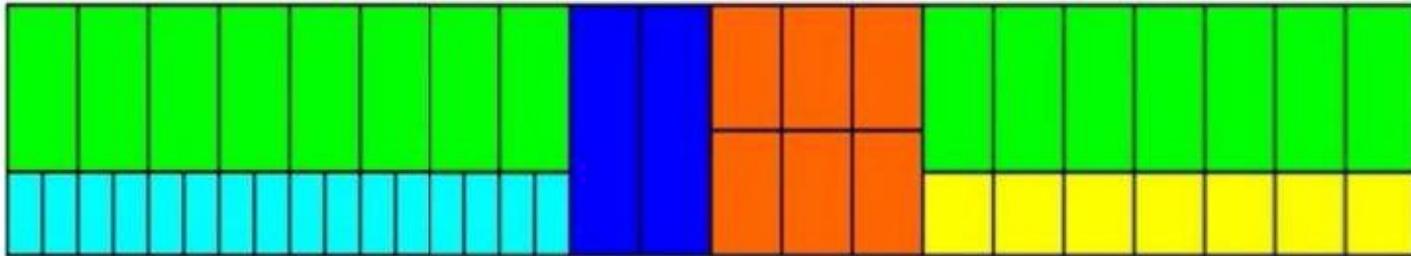
Typical Individual Storage Unit Building



Watertown Doors and Windows Storage Building - 30' x 200' Storage Building Layout

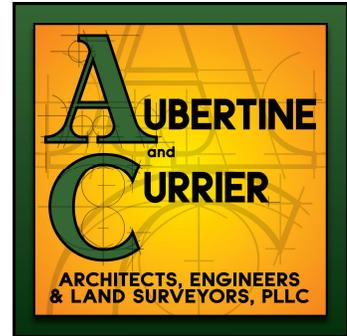
**D-1** Your Price for this Unit is Highly competitive from \$29,100 to \$46,400.

**D-1 Is a 30' X 200' X 8'6" Unit**



# PRELIMINARY ENGINEERING REPORT

**WATERTOWN DOOR & WINDOWS  
STORAGE BUILDING  
217 HIGH STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY, NEW YORK**



**Owner: Watertown Doors & Windows  
217 High Street  
Watertown, NY 13601**

**March 22, 2016**

---

**Matthew R. Morgia, P.E.  
Civil Engineer**

The above Engineer states that to the best of his knowledge, information and belief, the plans and specifications are in accordance with applicable requirements of New York State. It is a violation of New York State Law for any person, unless acting under the direction of a licensed professional engineer to alter this document in any way. If altered, such licensee shall affix his or her seal and the notation "altered by" followed by his or her signature, date, and a specific description of alteration.

**Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC**  
522 Bradley Street Watertown, New York 13601 TELE: (315) 782-2005 FAX: (315) 782-1472

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  - 1.4 Soil Classification
  
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  - 2.1 Existing Water Facilities
  - 2.2 Proposed Water Facilities
  - 2.3 Water Demand
  
- 3.0 Sanitary Sewer Facilities
  - 3.1 Existing Sanitary Sewer Facilities
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  - 3.3 Sewer Flows
  
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## **Appendices**

Appendix 1: Location Map  
City of Watertown Zoning Map  
City of Watertown GIS Floodplain & Wetlands Map  
Soils Map  
Soils Description

Appendix 2: Hydrologic and Hydraulic Analysis

Appendix 3: Parking Calculations

## **1.0 SITE AND PROJECT DESCRIPTIONS**

### **1.1 Location**

The project is located within the City of Watertown at 217 High Street. The site currently has a two story wood frame building, a two (2) story concrete building, and multiple open air storage buildings. The property is located on Tax Map Parcel No. 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000. This parcel is zoned LI –Light Industry.

### **1.2 Project Description**

The project consists of the demolition of a series of open sided storage buildings and constructing a 30' x 200' (6,000 sf) pre-engineered metal storage building and associated site amenities. Site amenities include drainage, landscaping and site lighting.

### **1.3 Site Topography**

The existing site is comprised of open storage buildings and gravel parking/storage area.

Existing site drainage generally flows southeast to northwest via overland sheet flow prior to entering one of multiple catch basins located adjacent to the site along Olive Street and Mechanic Street.

The developed area of the project is not located within a 100 year flood plain.

### **1.4 Soil Classification**

The project site is located in the City of Watertown, which is an urban environment and consists primarily of previously developed area. According to the USDA Web Soil Survey for Jefferson County, New York, the project area is classified as a silt loam and is a Hydrologic Group C/D.

<u>Soil Symbol</u>	<u>Soil Name</u>	<u>Hydrologic Group</u>
CnB	Collamer Silt Loam	C/D
Ur	Urban Land	C/D

## **2.0 WATER FACILITIES**

### **2.1 Existing Water Facilities**

There is a 10" municipal water main along the High Street, an 8" water main along Olive Street and an 8" water main Mechanic Street. A fire hydrant is located in the northeast corner of the property providing fire protection for the majority of the city block.

### **2.2 Proposed Water Facilities**

No water utilities are proposed for this project.

## **3.0 SANITARY SEWER FACILITIES**

### **3.1 Existing Sanitary Sewer Facilities**

A manhole located at the corner of High Street and Olive Street collects sanitary sewer mains along High Street and also from a sewer main from the east along Olive Street. There is a 12" PVC municipal sanitary sewer main north of the site that flows west along Olive Street discharging into a manhole at the corner of Mechanic Street and Olive Street. Wastewater then flows northwest along Mechanic Street. The existing storage buildings on-site do not contain any sanitary sewer facilities and therefore are not connected to the Olive Street sewer main.

### **3.2 Proposed Sanitary Sewer Facilities**

No sanitary sewer utilities are proposed for this project.

## **4.0 STORMWATER FACILITIES**

### **4.1 Existing Drainage**

This existing property includes multiple open storage buildings and gravel parking and storage area. Existing site drainage generally flows southeast to northwest via overland sheet flow. Multiple catch basins are located adjacent to the site along Olive Street and Mechanic Street. Runoff collected by one of the multiple catch basins adjacent to the site is piped west toward Mechanic Street through the City storm sewer system, which discharges into the Black River and ultimately flows to Lake Ontario.

The existing site drainage and runoff conditions were analyzed utilizing the Rational Method. HydroCAD calculations can be found in Appendix #2. Runoff calculations were completed for the 10, 25, 50 and 100 year, 24 hour storm events. Peak discharge from the 25 year, 24 hour, storm event has been utilized for design and discussion purposes. The existing condition 25 year site discharge is 0.27 CFS.

### **4.2 Proposed Drainage**

Site improvements are very minimal in nature. Minimal grading is required around the proposed storage building. Site runoff from the proposed building and associated site improvements will continue to drain to catch basins collected by the closed storm sewer located along Olive Street and Mechanic Street. An existing 24" concrete storm pipe is connected to the 30" PVC storm pipe along Olive Street at an unknown location. Discussions with the owner have led us to believe the 24" concrete pipe is located underneath the proposed storage building footprint, therefore three (3) proposed catch basins will be located south of the building to facilitate the removal of the concrete storm pipe from the building footprint. Runoff from the south portion of the site will be directed west toward a catch basin located north of the proposed storage buildings along Olive Street prior to discharging into the city storm sewer. No additional impervious area will be constructed as part of the proposed storage building therefore, stormwater runoff flow rates will not experience any increase. All proposed impervious surfaces will be redeveloped impervious areas including existing buildings and crushed stone.

The proposed conditions 25 year, 24 hour storm, peak discharge is 0.27 CFS. There is no change in peak discharge from the pre-development and post-development site conditions due to no additional impervious area being added to the site.

## **5.0 ROADS / DRIVEWAYS**

### **5.1 Existing Roads / Driveways**

The project site is accessed from the High Street entrance drive. The entire property is enclosed with a chainlink fence. All open areas between the storage buildings are gravel.

### **5.2 Proposed Roads / Driveways**

No new driveways to city streets or internal site drives are proposed for this project. Site access to the storage buildings are provided by the existing internal gravel areas. Traffic will be permitted around the storage buildings as shown via the hatched area with directional arrows on the site plan, Sheet C-100.

### **5.3 Traffic and Parking**

Per the City of Watertown Zoning Laws (Section 310-48), one (1) parking space is required for every 1,000 SF of floor area for Light Industry uses. The property contains approximately 21,000 SF of floor space which accounts for the proposed storage building and existing buildings which equates to 21 required parking spaces. The existing site has 42,000 SF of available graving parking area which equates to 210 spaces, therefore meeting the parking requirement.

## **6.0 PRIVATE UTILITIES**

### **6.1 Gas, Electric, Telephone and Cable**

Existing gas, electric and communication services are located adjacent to the site along High Street, Olive Street and Mechanic Street. New electric service will be connected to an existing utility pole along Mechanic Street and run into the new storage building. The proposed storage building will not require gas or communication services.

## **7.0 LIGHTING**

### **7.1 Existing Site Lighting**

The existing site lighting is provided by street lights on existing utility poles located along the north side of Olive Street.

### **7.2 Proposed Site Lighting**

A total of ten (10) proposed building mounted LED wall pack cutoff light fixtures will be installed on the proposed storage buildings. Four (4) lights will be installed on the north and south walls of the storage buildings and one (1) light will be installed on the east and west walls.

## **8.0 LANDSCAPING**

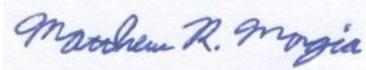
### **8.1 Existing Landscaping**

The project site is an industrial site that consists of gravel surfaces and includes no landscaping. A fence runs along the north, west and east property boundary. Adjacent parcels are zoned Light Industry to the south, west and east and Residential to the north.

### **8.2 Proposed Landscaping**

A 423' long x 5' wide landscaping buffer will be provided along the northern property line along Olive Street. The landscape buffer provides screening from the residential properties north of Olive Street. The proposed landscape buffer will consist of a series of deciduous and coniferous shrubs. No trees are proposed in the landscape buffer due to the presence of a 30" PVC storm pipe located just south of the existing fenceline within the proposed wide landscaped area.

**Sincerely,**  
***Aubertine and Currier Architects, Engineers & Land Surveyors, P.L.L.C.***

A handwritten signature in blue ink that reads "Matthew R. Morgia".

**Matthew R. Morgia, P.E.**  
**Civil Engineer**

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**APPENDIX #1**

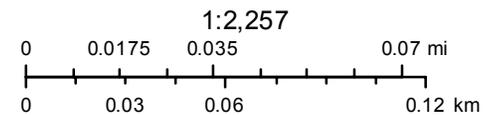
**LOCATION MAP  
CITY OF WATERTOWN ZONING MAP  
CITY OF WATERTOWN GIS FLOODPLAIN & WETLANDS MAP  
SOILS MAP  
SOILS DESCRIPTION**

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# Watertown Doors & Windows Storage Building

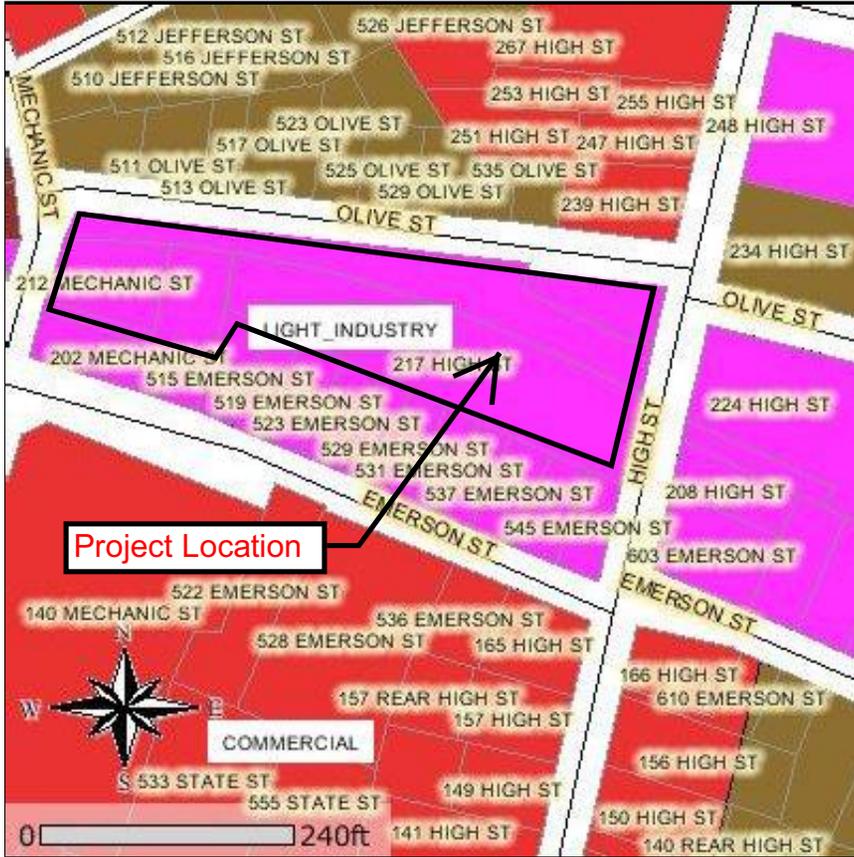


March 9, 2016



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and

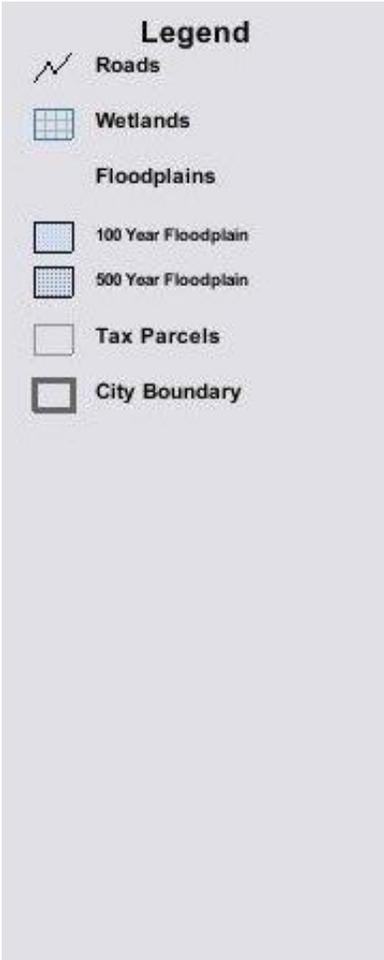
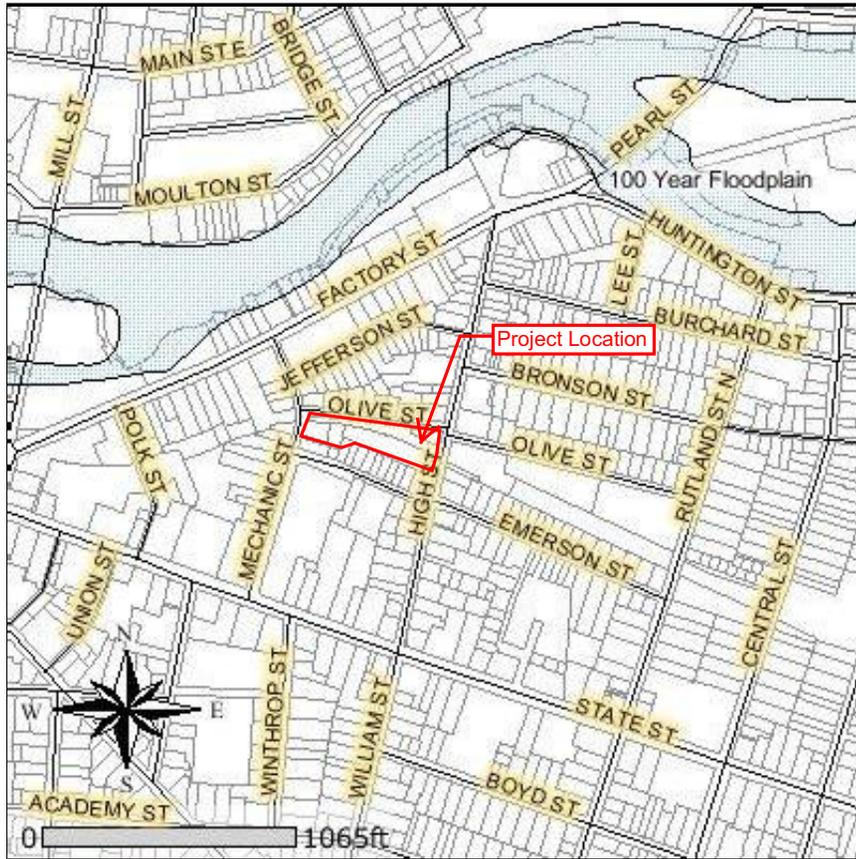
# Watertown Doors & Windows Storage Building



March 9, 2016

**Disclaimer:** This map was prepared by the City of Watertown Internet Mapping Application. The information was compiled using the most current data available. It is deemed accurate, but is not guaranteed.

# Watertown Doors & Windows Storage Building

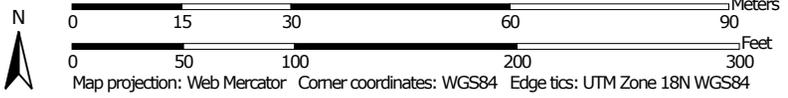


March 9, 2016

**Disclaimer:** This map was prepared by the City of Watertown Internet Mapping Application. The information was compiled using the most current data available. It is deemed accurate, but is not guaranteed.



Map Scale: 1:1,030 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 18N WGS84

## MAP LEGEND

### Area of Interest (AOI)

 Area of Interest (AOI)

### Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

### Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

### Water Features



Streams and Canals

### Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

### Background



Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Jefferson County, New York  
Survey Area Data: Version 12, Sep 21, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 11, 2011—Jul 2, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

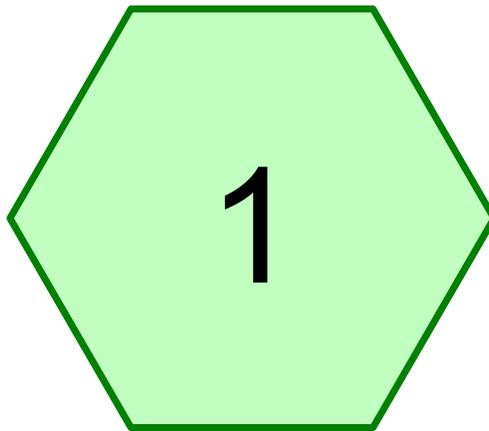
## Map Unit Legend

Jefferson County, New York (NY045)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CnB	Collamer silt loam, 3 to 8 percent slopes	1.4	72.3%
Ur	Urban land	0.5	27.7%
<b>Totals for Area of Interest</b>		<b>1.9</b>	<b>100.0%</b>

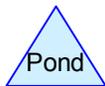
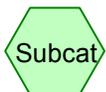
**APPENDIX #2**

**HYDROLOGIC AND HYDRAULIC ANALYSIS**

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EX DA 1



## 2016-032 Existing

Prepared by Microsoft

HydroCAD® 10.00-14 s/n 03261 © 2015 HydroCAD Software Solutions LLC

Printed 3/22/2016

Page 2

### Area Listing (all nodes)

Area (acres)	C	Description (subcatchment-numbers)
1.670	0.95	Impervious (1)
<b>1.670</b>	<b>0.95</b>	<b>TOTAL AREA</b>

**2016-032 Existing**

Prepared by Microsoft

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Printed 3/22/2016

Page 3

**Soil Listing (all nodes)**

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
1.670	Other	1
<b>1.670</b>		<b>TOTAL AREA</b>

**2016-032 Existing**

Prepared by Microsoft

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Printed 3/22/2016

Page 4

**Ground Covers (all nodes)**

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	0.000	1.670	1.670	Impervious	1
<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.670</b>	<b>1.670</b>	<b>TOTAL AREA</b>	

**2016-032 Existing**

*Jefferson County SE 10-yr Duration=1,440 min, Inten=0.14 in/hr*

Prepared by Microsoft

Printed 3/22/2016

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Page 5

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: EX DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.39"  
Flow Length=221' Tc=5.0 min C=0.95 Runoff=0.22 cfs 0.054 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.054 af Average Runoff Depth = 0.39"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: EX DA 1**

Runoff = 0.22 cfs @ 0.09 hrs, Volume= 0.054 af, Depth> 0.39"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 10-yr Duration=1,440 min, Inten=0.14 in/hr

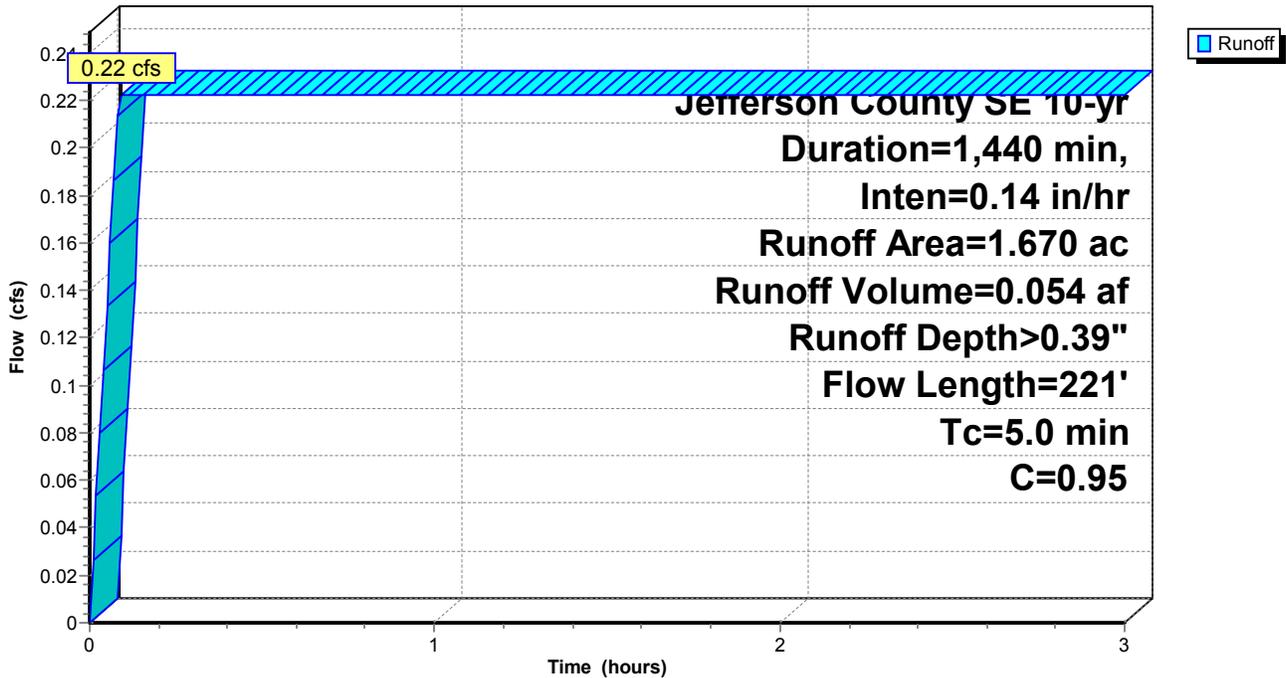
Area (ac)	C	Description
1.670	0.95	Impervious
1.670		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.6	100	0.0140	1.05		Sheet Flow, Sheet Flow - Gravel Dive Smooth surfaces n= 0.011 P2= 2.50"
0.8	121	0.0259	2.59		Shallow Concentrated Flow, Shallow Concentated Unpaved Kv= 16.1 fps
2.4	221	Total, Increased to minimum Tc = 5.0 min			

**Subcatchment 1: EX DA 1**

Hydrograph



**2016-032 Existing**

*Jefferson County SE 25-yr Duration=1,440 min, Inten=0.17 in/hr*

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Page 7

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: EX DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.48"  
Flow Length=221' Tc=5.0 min C=0.95 Runoff=0.27 cfs 0.066 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.066 af Average Runoff Depth = 0.48"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: EX DA 1**

Runoff = 0.27 cfs @ 0.09 hrs, Volume= 0.066 af, Depth> 0.48"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 25-yr Duration=1,440 min, Inten=0.17 in/hr

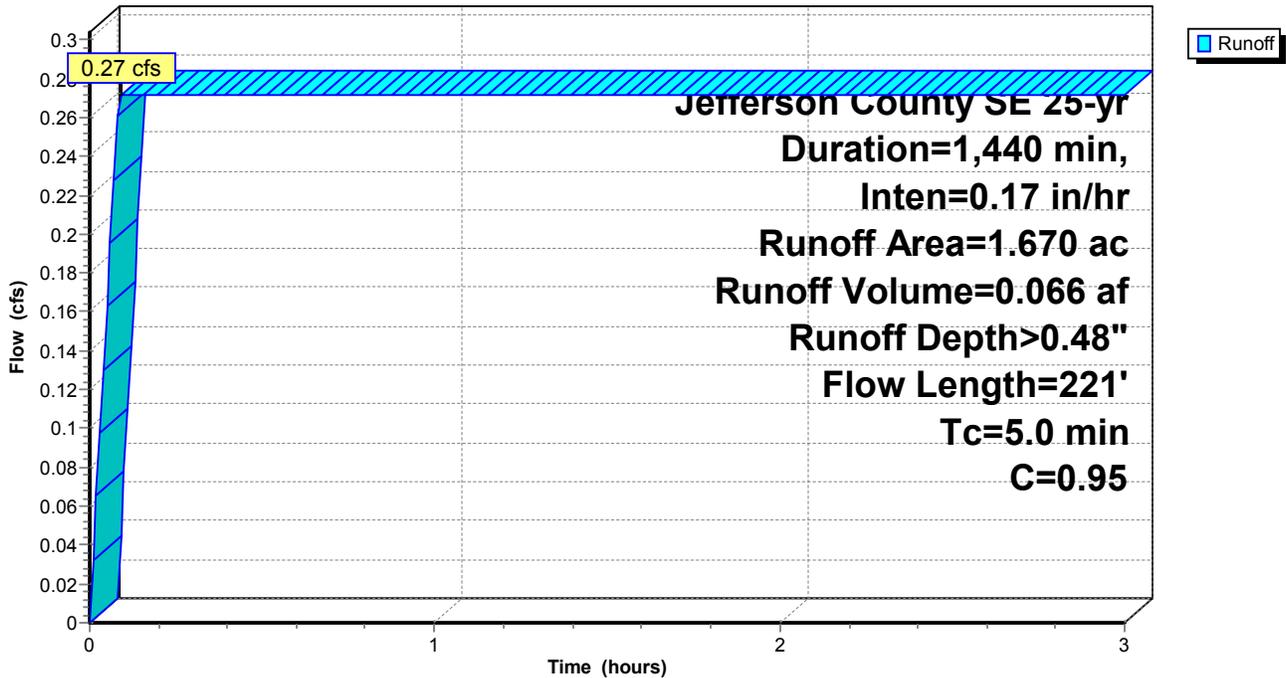
Area (ac)	C	Description
1.670	0.95	Impervious
1.670		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.6	100	0.0140	1.05		Sheet Flow, Sheet Flow - Gravel Dive Smooth surfaces n= 0.011 P2= 2.50"
0.8	121	0.0259	2.59		Shallow Concentrated Flow, Shallow Concentated Unpaved Kv= 16.1 fps
2.4	221	Total, Increased to minimum Tc = 5.0 min			

**Subcatchment 1: EX DA 1**

Hydrograph



**2016-032 Existing**

*Jefferson County SE 50-yr Duration=1,440 min, Inten=0.20 in/hr*

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Page 9

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: EX DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.56"  
Flow Length=221' Tc=5.0 min C=0.95 Runoff=0.32 cfs 0.078 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.078 af Average Runoff Depth = 0.56"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: EX DA 1**

Runoff = 0.32 cfs @ 0.09 hrs, Volume= 0.078 af, Depth> 0.56"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 50-yr Duration=1,440 min, Inten=0.20 in/hr

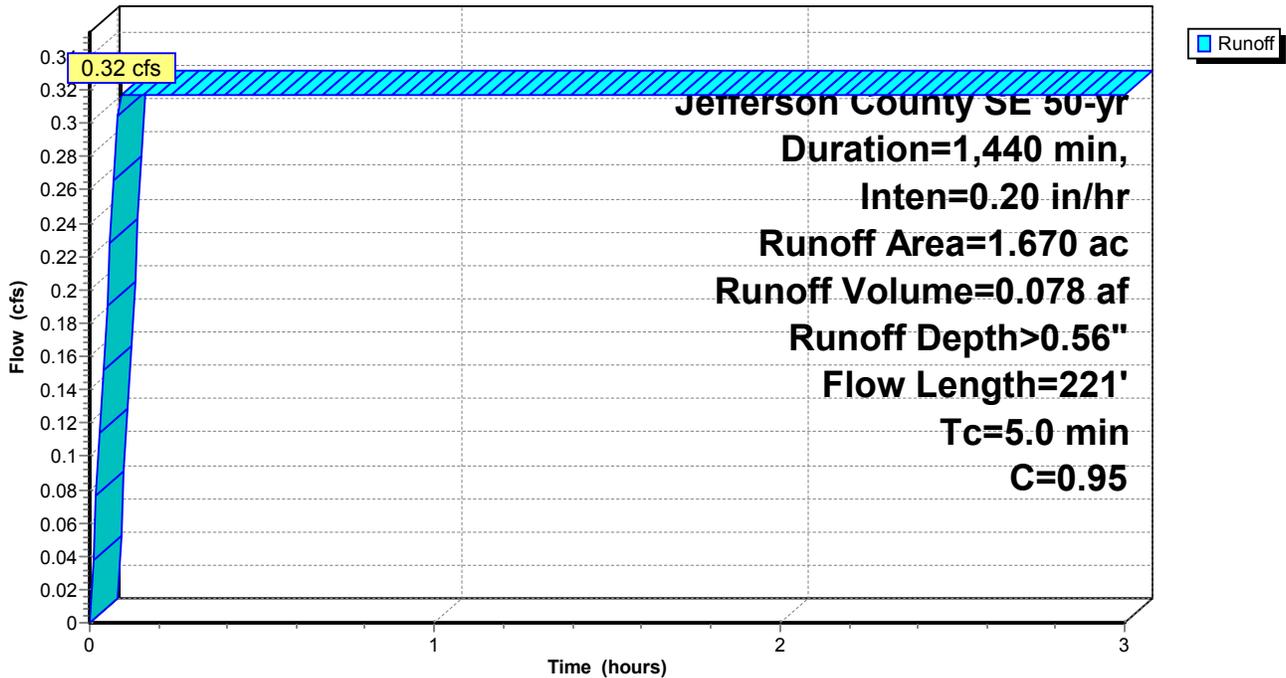
Area (ac)	C	Description
1.670	0.95	Impervious
1.670		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.6	100	0.0140	1.05		Sheet Flow, Sheet Flow - Gravel Dive Smooth surfaces n= 0.011 P2= 2.50"
0.8	121	0.0259	2.59		Shallow Concentrated Flow, Shallow Concentated Unpaved Kv= 16.1 fps
2.4	221	Total, Increased to minimum Tc = 5.0 min			

**Subcatchment 1: EX DA 1**

Hydrograph



**2016-032 Existing**

*Jefferson County SE 100-yr Duration=1,440 min, Inten=0.23 in/hr*

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Page 11

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: EX DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.65"  
Flow Length=221' Tc=5.0 min C=0.95 Runoff=0.37 cfs 0.090 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.090 af Average Runoff Depth = 0.65"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: EX DA 1**

Runoff = 0.37 cfs @ 0.09 hrs, Volume= 0.090 af, Depth> 0.65"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 100-yr Duration=1,440 min, Inten=0.23 in/hr

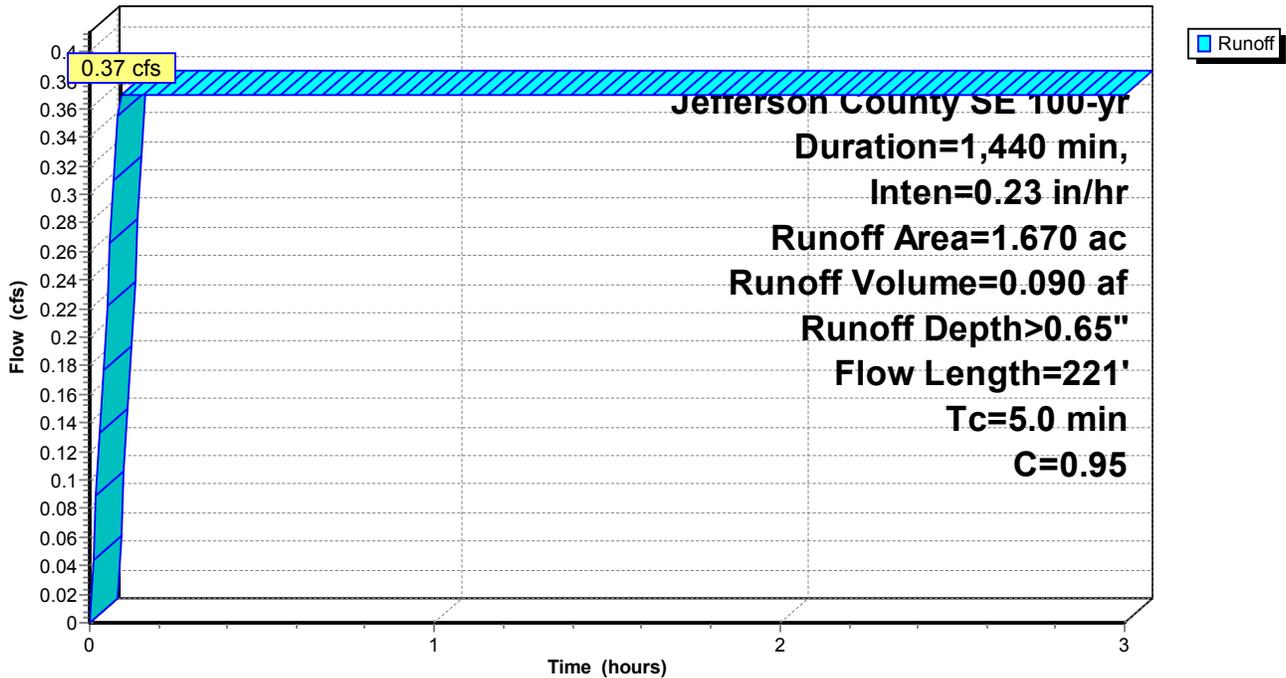
Area (ac)	C	Description
1.670	0.95	Impervious
1.670		100.00% Impervious Area

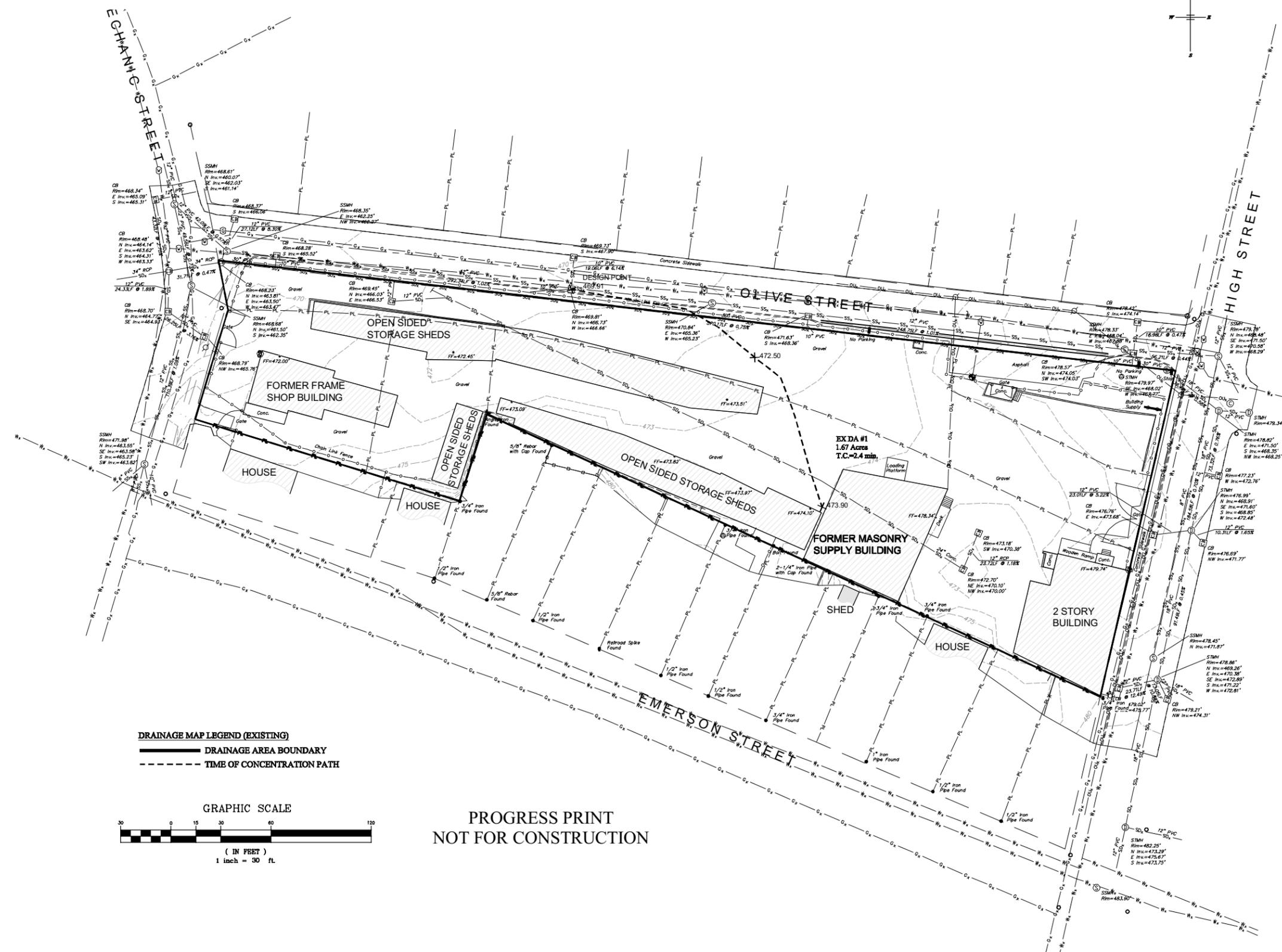
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.6	100	0.0140	1.05		Sheet Flow, Sheet Flow - Gravel Dive Smooth surfaces n= 0.011 P2= 2.50"
0.8	121	0.0259	2.59		Shallow Concentrated Flow, Shallow Concentated Unpaved Kv= 16.1 fps
2.4	221	Total, Increased to minimum Tc = 5.0 min			

**Subcatchment 1: EX DA 1**

Hydrograph

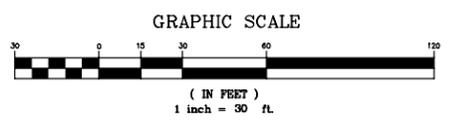


LEGEND	EXISTING	PROPOSED
5' CONTOUR	--- 155 ---	--- 155 ---
1' CONTOUR	--- 154 ---	--- 154 ---
PROPERTY LINE	— — — — —	— — — — —
RIGHT OF WAY	— — — — —	— — — — —
SETBACK	— — — — —	— — — — —
BUILDING	— — — — —	— — — — —
ASPHALT PAVEMENT	— — — — —	— — — — —
CURB	— — — — —	— — — — —
SIDEWALK	— — — — —	— — — — —
EDGE OF GRAVEL	— — — — —	— — — — —
FENCE	— — — — —	— — — — —
WATERLINE	W <sub>1</sub> W <sub>2</sub>	W <sub>1</sub> W <sub>2</sub>
SANITARY SEWER	SS <sub>1</sub> SS <sub>2</sub>	SS <sub>1</sub> SS <sub>2</sub>
STORM SEWER	SO <sub>1</sub> SO <sub>2</sub>	SO <sub>1</sub> SO <sub>2</sub>
OVERHEAD UTILITIES	OU <sub>1</sub> OU <sub>2</sub>	OU <sub>1</sub> OU <sub>2</sub>
UNDERGROUND ELECTRIC	E <sub>1</sub> E <sub>2</sub>	E <sub>1</sub> E <sub>2</sub>
GAS	G <sub>1</sub> G <sub>2</sub>	G <sub>1</sub> G <sub>2</sub>
FIRE HYDRANT		
WATER VALVE		
SANITARY MANHOLE		
STORM MANHOLE		
CATCH BASIN		
UTILITY POLE AND GUY		
LIGHT POLE		



**DRAINAGE MAP LEGEND (EXISTING)**

	DRAINAGE AREA BOUNDARY
	TIME OF CONCENTRATION PATH



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Watertown, New York 13601

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Phone: (315)782-2005  
Fax: (315)782-1472

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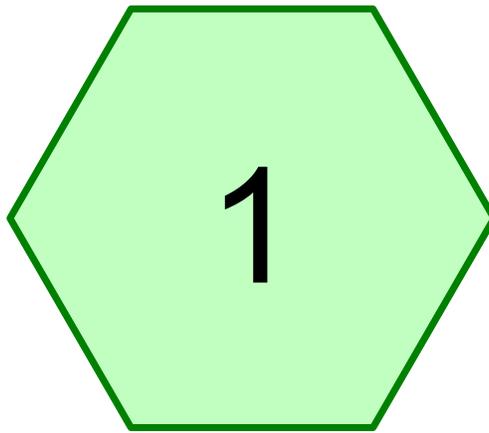
**PROPOSED STORAGE BUILDING  
WATERTOWN DOORS AND WINDOWS**  
217 HIGH STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO:	2016-002
SCALE:	1"=30'
DRAWN BY:	CWT
CHECKED BY:	MRW
ISSUE DATES:	03/22/2016

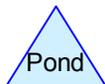
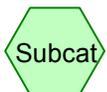
EXISTING DRAINAGE AREA MAP

**EX-1**

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PR DA 1



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Page 2

**Area Listing (all nodes)**

Area (acres)	C	Description (subcatchment-numbers)
1.670	0.95	Impervious (1)
<b>1.670</b>	<b>0.95</b>	<b>TOTAL AREA</b>

**2016-032 Proposed**

Prepared by Microsoft

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Page 3

**Soil Listing (all nodes)**

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
1.670	Other	1
<b>1.670</b>		<b>TOTAL AREA</b>

**2016-032 Proposed**

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Page 4

**Ground Covers (all nodes)**

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	0.000	1.670	1.670	Impervious	1
<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.670</b>	<b>1.670</b>	<b>TOTAL AREA</b>	

**2016-032 Proposed**

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Page 5

**Pipe Listing (all nodes)**

Line#	Node Number	In-Invert (feet)	Out-Invert (feet)	Length (feet)	Slope (ft/ft)	n	Diam/Width (inches)	Height (inches)	Inside-Fill (inches)
1	1	0.00	0.00	188.0	0.0150	0.010	12.0	0.0	0.0

**2016-032 Proposed**

*Jefferson County SE 10-yr Duration=1,440 min, Inten=0.14 in/hr*

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Page 6

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: PR DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.39"  
Flow Length=415' Tc=5.0 min C=0.95 Runoff=0.22 cfs 0.054 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.054 af Average Runoff Depth = 0.39"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: PR DA 1**

Runoff = 0.22 cfs @ 0.09 hrs, Volume= 0.054 af, Depth> 0.39"

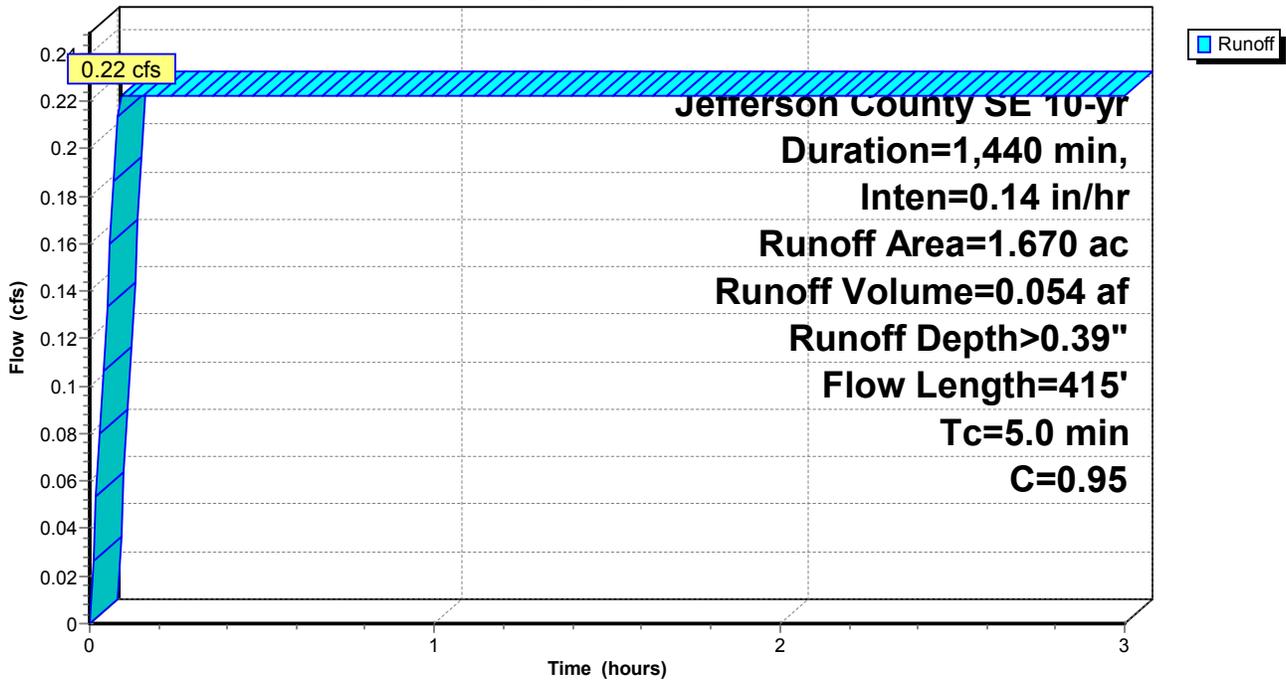
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 10-yr Duration=1,440 min, Inten=0.14 in/hr

Area (ac)	C	Description
1.670	0.95	Impervious
1.670		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.5	100	0.0155	1.10		<b>Sheet Flow, Sheet Flow</b> Smooth surfaces n= 0.011 P2= 2.50"
1.3	127	0.0100	1.61		<b>Shallow Concentrated Flow, Shallow Concentrated</b> Unpaved Kv= 16.1 fps
0.4	188	0.0150	7.22	5.67	<b>Pipe Channel, 12" PVC Culvert</b> 12.0" Round Area= 0.8 sf Perim= 3.1' r= 0.25' n= 0.010 PVC, smooth interior
3.2	415	Total, Increased to minimum Tc = 5.0 min			

**Subcatchment 1: PR DA 1**

Hydrograph



**2016-032 Proposed**

*Jefferson County SE 25-yr Duration=1,440 min, Inten=0.17 in/hr*

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Page 8

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: PR DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.48"  
Flow Length=415' Tc=5.0 min C=0.95 Runoff=0.27 cfs 0.066 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.066 af Average Runoff Depth = 0.48"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: PR DA 1**

Runoff = 0.27 cfs @ 0.09 hrs, Volume= 0.066 af, Depth> 0.48"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 25-yr Duration=1,440 min, Inten=0.17 in/hr

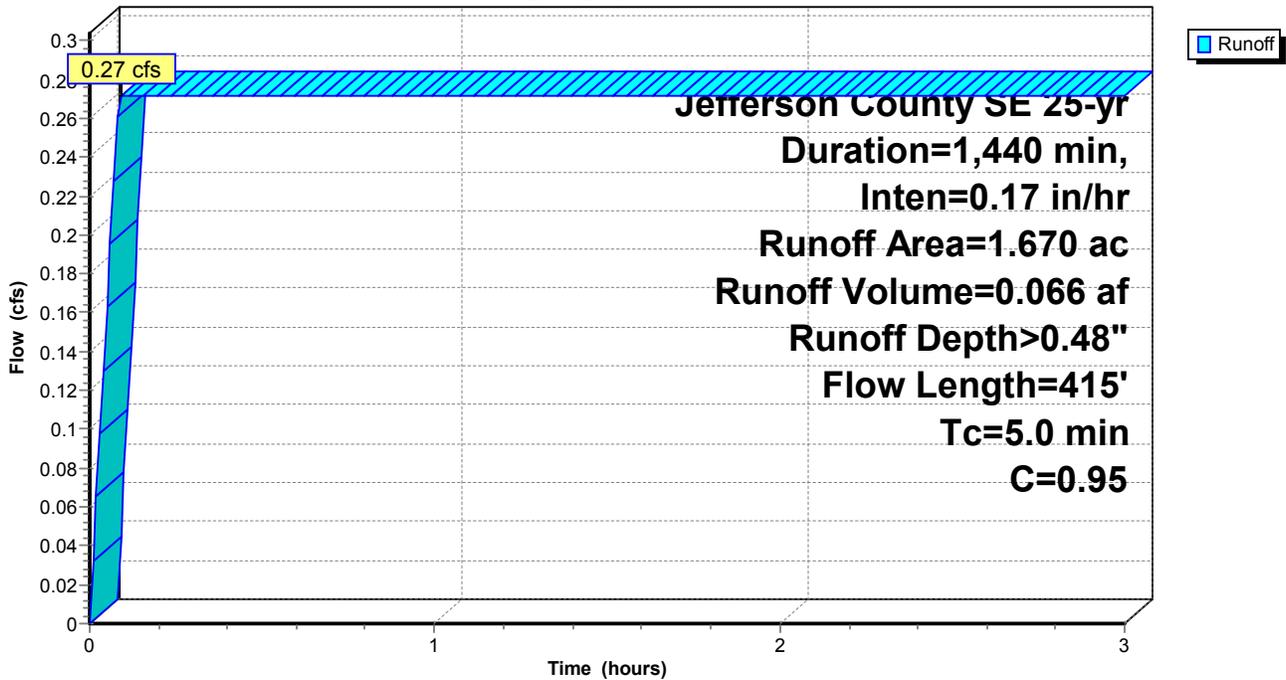
Area (ac)	C	Description
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Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.5	100	0.0155	1.10		<b>Sheet Flow, Sheet Flow</b> Smooth surfaces n= 0.011 P2= 2.50"
1.3	127	0.0100	1.61		<b>Shallow Concentrated Flow, Shallow Concentrated</b> Unpaved Kv= 16.1 fps
0.4	188	0.0150	7.22	5.67	<b>Pipe Channel, 12" PVC Culvert</b> 12.0" Round Area= 0.8 sf Perim= 3.1' r= 0.25' n= 0.010 PVC, smooth interior
3.2	415	Total, Increased to minimum Tc = 5.0 min			

**Subcatchment 1: PR DA 1**

Hydrograph



**2016-032 Proposed**

*Jefferson County SE 50-yr Duration=1,440 min, Inten=0.20 in/hr*

Prepared by Microsoft

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Page 10

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: PR DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.56"  
Flow Length=415' Tc=5.0 min C=0.95 Runoff=0.32 cfs 0.078 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.078 af Average Runoff Depth = 0.56"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: PR DA 1**

Runoff = 0.32 cfs @ 0.09 hrs, Volume= 0.078 af, Depth> 0.56"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 50-yr Duration=1,440 min, Inten=0.20 in/hr

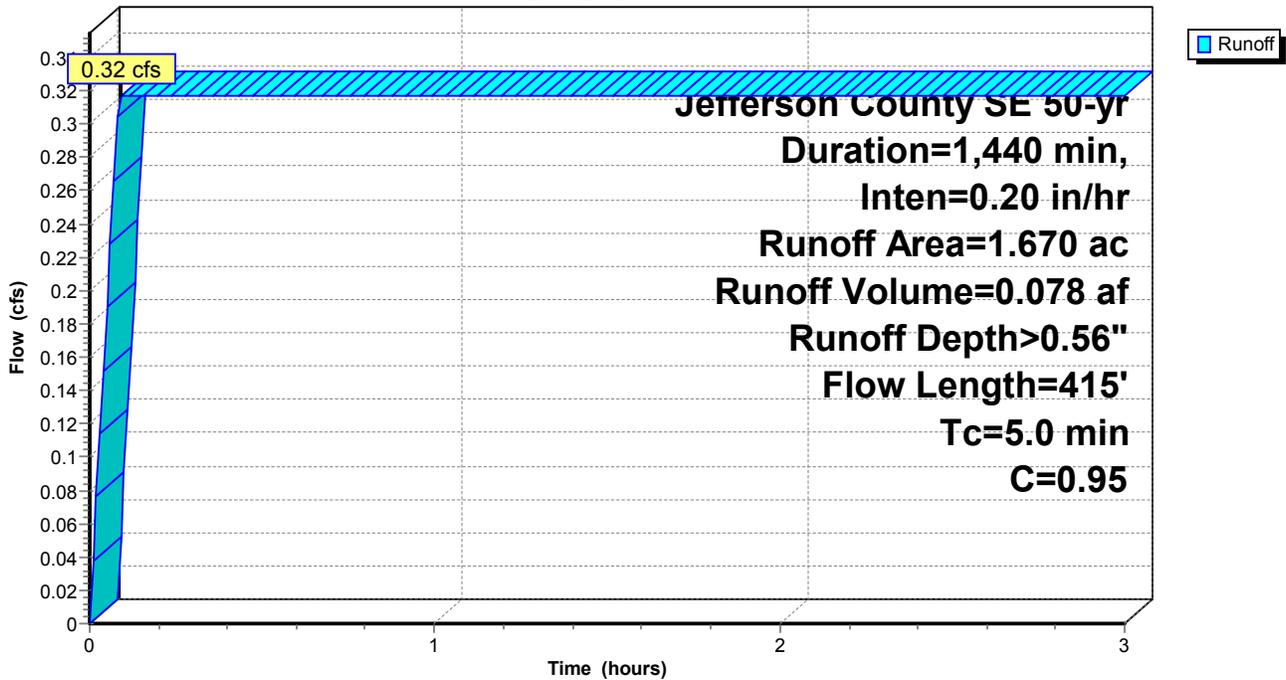
Area (ac)	C	Description
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Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.5	100	0.0155	1.10		<b>Sheet Flow, Sheet Flow</b> Smooth surfaces n= 0.011 P2= 2.50"
1.3	127	0.0100	1.61		<b>Shallow Concentrated Flow, Shallow Concentrated</b> Unpaved Kv= 16.1 fps
0.4	188	0.0150	7.22	5.67	<b>Pipe Channel, 12" PVC Culvert</b> 12.0" Round Area= 0.8 sf Perim= 3.1' r= 0.25' n= 0.010 PVC, smooth interior

3.2 415 Total, Increased to minimum Tc = 5.0 min

**Subcatchment 1: PR DA 1**

Hydrograph



**2016-032 Proposed**

*Jefferson County SE 100-yr Duration=1,440 min, Inten=0.23 in/hr*

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Page 12

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points  
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc  
Reach routing by Sim-Route method - Pond routing by Sim-Route method

**Subcatchment 1: PR DA 1**

Runoff Area=1.670 ac 100.00% Impervious Runoff Depth>0.65"  
Flow Length=415' Tc=5.0 min C=0.95 Runoff=0.37 cfs 0.090 af

**Total Runoff Area = 1.670 ac Runoff Volume = 0.090 af Average Runoff Depth = 0.65"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 1.670 ac**

**Summary for Subcatchment 1: PR DA 1**

Runoff = 0.37 cfs @ 0.09 hrs, Volume= 0.090 af, Depth> 0.65"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
 Jefferson County SE 100-yr Duration=1,440 min, Inten=0.23 in/hr

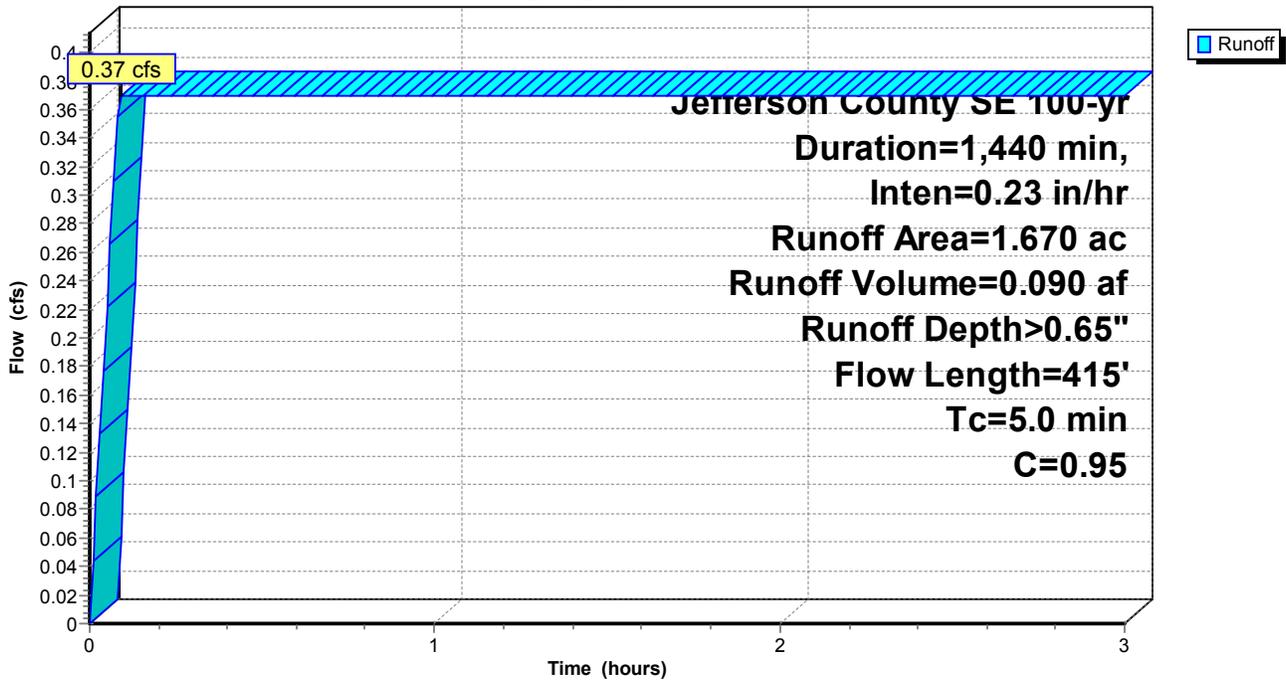
Area (ac)	C	Description
1.670	0.95	Impervious
1.670		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
1.5	100	0.0155	1.10		<b>Sheet Flow, Sheet Flow</b> Smooth surfaces n= 0.011 P2= 2.50"
1.3	127	0.0100	1.61		<b>Shallow Concentrated Flow, Shallow Concentrated</b> Unpaved Kv= 16.1 fps
0.4	188	0.0150	7.22	5.67	<b>Pipe Channel, 12" PVC Culvert</b> 12.0" Round Area= 0.8 sf Perim= 3.1' r= 0.25' n= 0.010 PVC, smooth interior
3.2	415	Total, Increased to minimum Tc = 5.0 min			

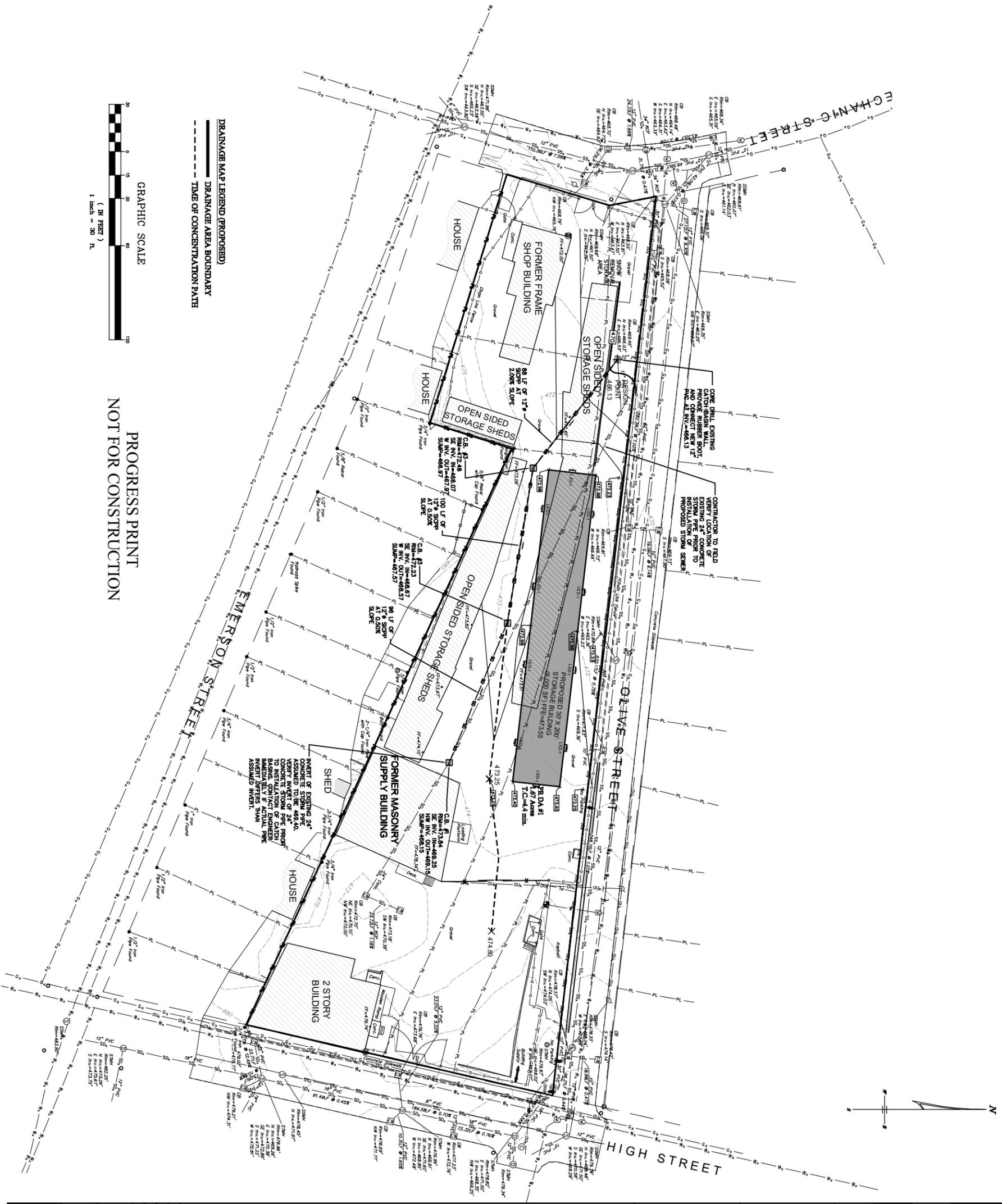
**Subcatchment 1: PR DA 1**

Hydrograph



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LEGEND	
EXISTING	PROPOSED
5' CONTOUR	15' CONTOUR
PROPERTY LINE	PROPERTY LINE
RIGHT OF WAY	RIGHT OF WAY
SETBACK	SETBACK
BUILDING	BUILDING
ASPHALT PAVEMENT	ASPHALT PAVEMENT
CURB	CURB
SIDEWALK	SIDEWALK
EDGE OF GRAVEL	EDGE OF GRAVEL
FENCE	FENCE
WATERLINE	WATERLINE
SANITARY SEWER	SANITARY SEWER
STORM SEWER	STORM SEWER
OVERHEAD UTILITIES	OVERHEAD UTILITIES
UNDERGROUND ELECTRIC	UNDERGROUND ELECTRIC
GAS	GAS
FIRE HYDRANT	FIRE HYDRANT
WATER VALVE	WATER VALVE
SANITARY MANHOLE	SANITARY MANHOLE
STORM MANHOLE	STORM MANHOLE
CATCH BASIN	CATCH BASIN
UTILITY POLE AND GUY	UTILITY POLE AND GUY
LIGHT POLE	LIGHT POLE



**DRAINAGE MAP LEGEND (PROPOSED)**

————— DRAINAGE AREA BOUNDARY

- - - - - TIME OF CONCENTRATION PATH

GRAPHIC SCALE  
( IN FEET )  
1 inch = 30 ft

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MATTER REA  
LICENSED PROFESSIONAL ENGINEER

Professional Engineer  
No. 12345  
State of New York

**PROPOSED STORAGE BUILDING  
WATERTOWN DOORS AND WINDOWS**  
217 HIGH STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY, STATE OF NEW YORK

**PR-1**

PROJECT: 21802  
SCALE: 1"=30'  
DRAWN BY: CRT  
CHECKED BY: MMW  
DATE: 02/20/18

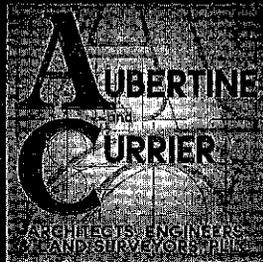
PROPOSED DRAINAGE AREA MAP

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**APPENDIX #3**

**PARKING CALCULATIONS**

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WATERTOWN, NY 13601  
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FAX: (315) 782-1472  
www.AubertineCurrier.com

## CALCULATION SHEET

Project Number: 2016-032 Date: 3/22/16  
Project Name: Storage Building Page: 1 Of: 1  
Location: 217 High St, Watertown Calc'd By: WJT

### Parking Calculations

- Per City of Watertown Zoning, Section 310-48

200 sf (1 space) per 1,000 sf of Floor Space for Light Industry

Proposed Storage Building  $\rightarrow 30' \times 100' \times 2 = 6,000$  sf

$$6,000 \text{ sf} / 1,000 \text{ sf} = 6 \text{ parking spaces}$$

Existing Buildings  $\rightarrow \sim 15,000$  SF

$$15,000 \text{ SF} / 1,000 \text{ SF} = 15 \text{ Parking Spaces}$$

$\therefore$  Provide Minimum of 21 Parking Spaces

Parking Space = 200 SF of Parking Area per City Zoning

Minimum Parking Area = 21 Spaces  $\times$  200 SF = 4,200 SF of Parking Area

\* Proposed Site Contains 42,000 SF of Gravel Parking Area \*

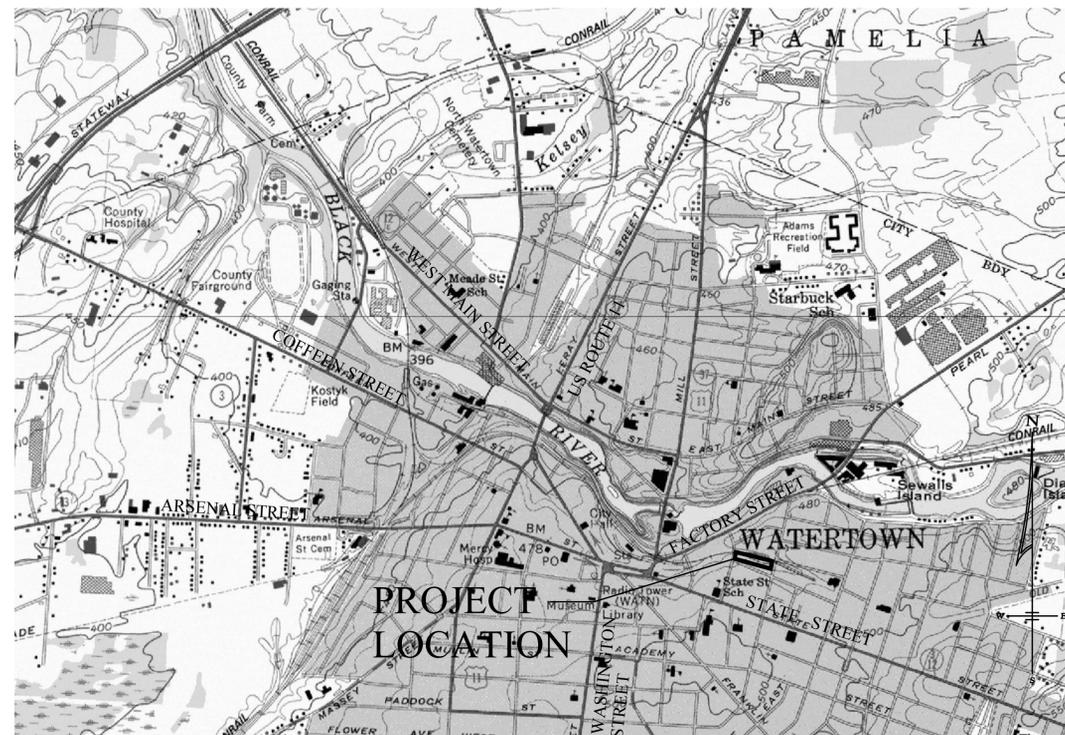
# PROPOSED STORAGE BUILDING

OWNER: WATERTOWN DOORS AND WINDOWS

217 HIGH STREET, CITY OF WATERTOWN

JEFFERSON COUNTY, NEW YORK

SITE PLANS: 03/22/2016



## OWNER

WATERTOWN DOORS AND WINDOWS, INC  
ATTN: MICHAEL BELCHER  
217 HIGH STREET  
WATERTOWN, NY 13601

## INDEX OF DRAWINGS

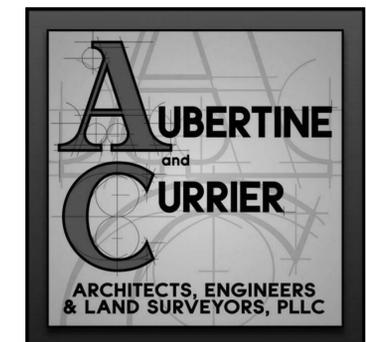
CS-100	SITE DEVELOPMENT PLAN
CG-100	GRADING AND UTILITY PLAN
CS-500	SITE DETAILS
CS-501	SITE DETAILS

## ARCHITECT AND CIVIL/SITE ENGINEER

AUBERTINE and CURRIER, PLLC  
522 BRADLEY STREET  
WATERTOWN, NY 13601  
TELE: (315) 782-2005  
FAX: (315) 782-1472  
[www.aubertinecurrier.com](http://www.aubertinecurrier.com)



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LEGEND	EXISTING	PROPOSED
5' CONTOUR	---	---
1' CONTOUR	---	---
PROPERTY LINE	---	---
RIGHT OF WAY	---	---
SETBACK	---	---
BUILDING	---	---
ASPHALT PAVEMENT	---	---
CURB	---	---
SIDEWALK	---	---
EDGE OF GRAVEL	---	---
FENCE	---	---
WATERLINE	---	---
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STORM SEWER	---	---
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WATER VALVE	---	---
SANITARY MANHOLE	---	---
STORM MANHOLE	---	---
CATCH BASIN	---	---
UTILITY POLE AND GUY	---	---
LIGHT POLE	---	---

SITE LIGHTING SCHEDULE			
SYMBOL	FIXTURE	MOUNTING HEIGHT	QUANTITY
LED-1	IST-E01-LED-E1-BL4-BZ BY EATON LIGHTING	8' MOUNTING HEIGHT (MOUNTED ON BUILDING)	10

SHRUB PLANTING SCHEDULE					
SYM	COMMON NAME	ABBREV.	BOTANICAL NAME	SIZE	QUANTITY
☉	PRIVET CHEYENNE	PC	LIGUSTRUM VULGARE	2 GALLON	20
☀	ARBORVITAE PIGMY GLOBE	AP	THUJA OCCIDENTALIS	2 GALLON	22

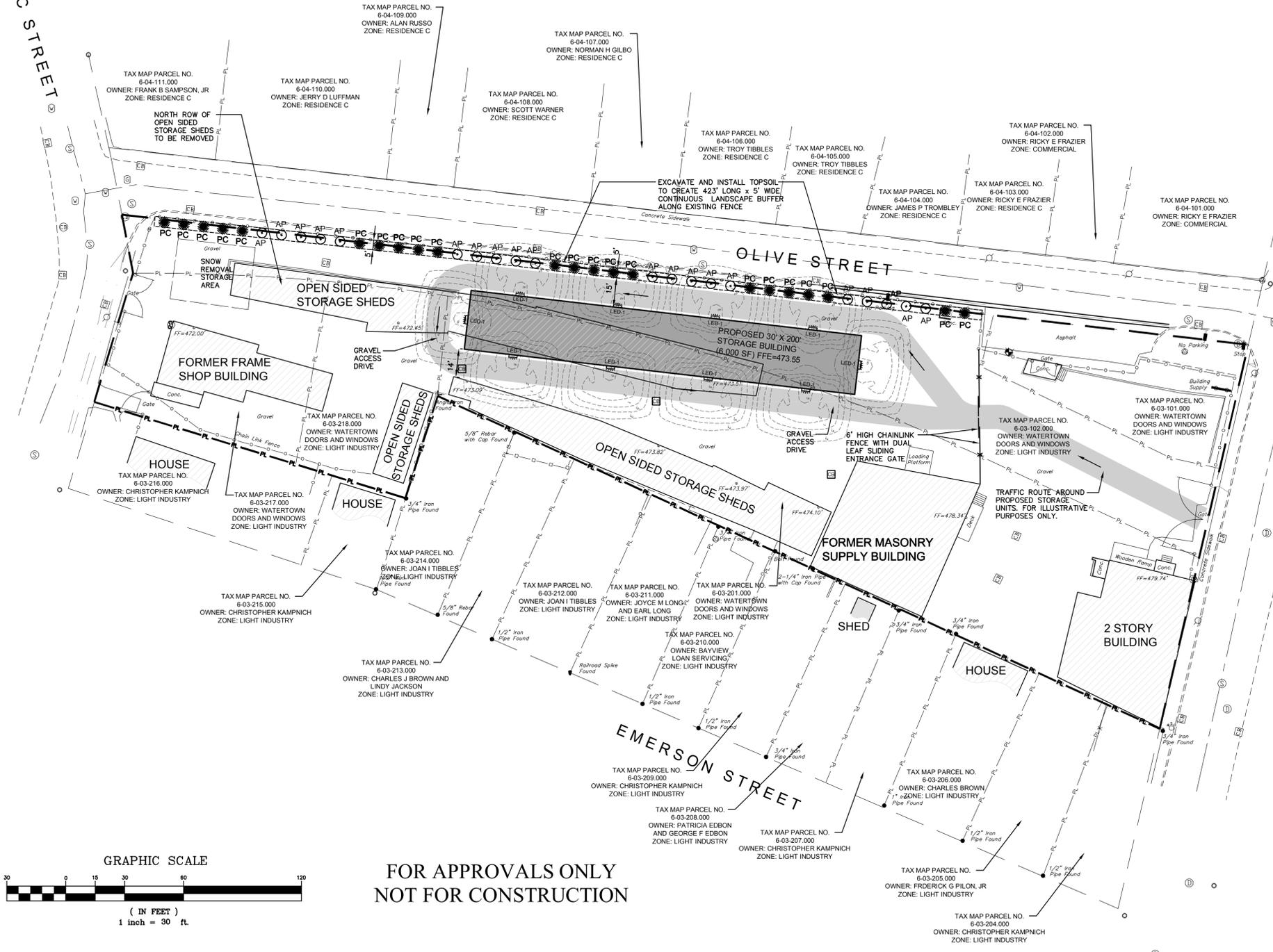
- LANDSCAPING NOTE:**
- PLANT SPECIES WERE SELECTED BASED ON ABILITY TO GROW IN EXISTING SOIL CONDITIONS. PLANT SPECIFIED WERE ALSO CHOSEN BASED ON SIZE, SHAPE, COLOR AND GROWTH HABIT. ANY SUBSTITUTIONS SHALL BE APPROVED BY THE ARCHITECT.
  - ALL PLANTINGS SHALL ARRIVE ON-SITE BEARING THE ORIGINAL IDENTIFICATION TAGS SHOWING THEIR BOTANICAL NAME, COMMON NAME AND SIZE.
  - ALL TREES SHALL HAVE A 4" DIA. SHREDDED HARDWOOD MULCH RING AROUND THE BASE OF THE TREE.
  - ALL LANDSCAPED AREAS SHALL HAVE A WEED BARRIER FABRIC AND A MIN. OF 3" DEEP SHREDDED HARDWOOD MULCH.
  - ALL PLANTINGS SHALL BE THOROUGHLY WATERED AT THE TIME OF PLANTING.



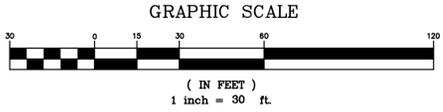
- GENERAL NOTES:**
- UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN. PRIOR TO CONSTRUCTION CONTACT UNDERGROUND UTILITIES CALL CENTER OF NEW YORK FOR EXACT LOCATION OF ALL UNDERGROUND UTILITIES. (1-800-962-7962). CONTRACTOR IS RESPONSIBLE FOR LOCATING AND WORKING WITH THE APPROPRIATE UTILITY COMPANIES PRIOR TO CONSTRUCTION.
  - THE ON-SITE TOPOGRAPHIC, UTILITY, AND PLANIMETRIC SURVEY FOR THE PROJECT AREA WAS CONDUCTED BY AUBERTINE AND CURRIER, PLLC ON 03/09/2016. UTILITY LOCATIONS WERE PLOTTED FROM VISIBLE EVIDENCE AND RECORD DRAWINGS PROVIDED BY THE CITY OF WATERTOWN ENGINEERING DEPARTMENT. VERTICAL DATUM IS BASED ON NAD83 DATUM AND THE HORIZONTAL DATUM IS BASED ON NAD83(96).
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  - SITE CONTRACTOR TO PROVIDE EROSION AND DUST CONTROL AS REQUIRED.
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  - ALL TREES AND WETLANDS TO REMAIN SHALL BE PROTECTED BY THE CONTRACTOR. CONSTRUCTION ACTIVITIES ADJACENT TO TREES SHALL BE CONDUCTED TO REDUCE THE IMPACT TO TREES TO THE MAXIMUM EXTENT PRACTICAL. ANY DAMAGE TO EXISTING TREES SHALL BE REPAIRED OR THE TREE REPLACED, AS DIRECTED BY THE OWNER AT THE CONTRACTOR'S EXPENSE.
  - CONTRACTOR SHALL PERFORM ALL ROADWAY CONNECTION WORK IN ACCORDANCE WITH NYS DOT SPECIFICATIONS. ALL ROADWAY WORK SHALL BE IN ACCORDANCE WITH NYS DOT MAINTENANCE AND PROTECTION OF TRAFFIC REGULATIONS, INCLUDING FLAGMEN, BARRICADES, WARNING SIGNS/LIGHTS, ETC., WHERE WARRANTED.
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MECHANIC STREET

HIGH STREET



PLANNING DATA		
ZONING: LIGHT INDUSTRY USE: STORAGE BUILDINGS (6,000 SF)		
ITEM	REQUIRED	AS PROVIDED
MIN. LOT AREA	--	72,950 SQ. FT. (1.67 ACRES)
MIN. FRONTAGE	--	563'
MIN. FRONT SETBACK	0'	18'
MIN. REAR YARD SETBACK	0'	0'
MIN. SIDE YARD SETBACK	0'	0'
MAX. BUILDING HEIGHT	--	12'
PARKING REQUIREMENTS - LIGHT INDUSTRIAL (1 SPACE PER 1,000 SF OF FLOOR AREA) (21,000 SF OF FLOOR AREA = 21 SPACES)		
	21 SPACES = 4,200 SF OF PARKING AREA	210 SPACES = 42,000 SF OF PARKING AREA
LIMIT OF DISTURBANCE = 0.73 ACRES		



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PROPOSED STORAGE BUILDING  
 WATERTOWN DOORS AND WINDOWS  
 217 HIGH STREET  
 CITY OF WATERTOWN  
 JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO:	2016-032
SCALE:	1"=30'
DRAWN BY:	CWT
CHECKED BY:	MRM
ISSUE DATES:	02/22/2016

SITE DEVELOPMENT PLAN

**CS-100**

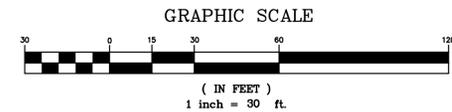
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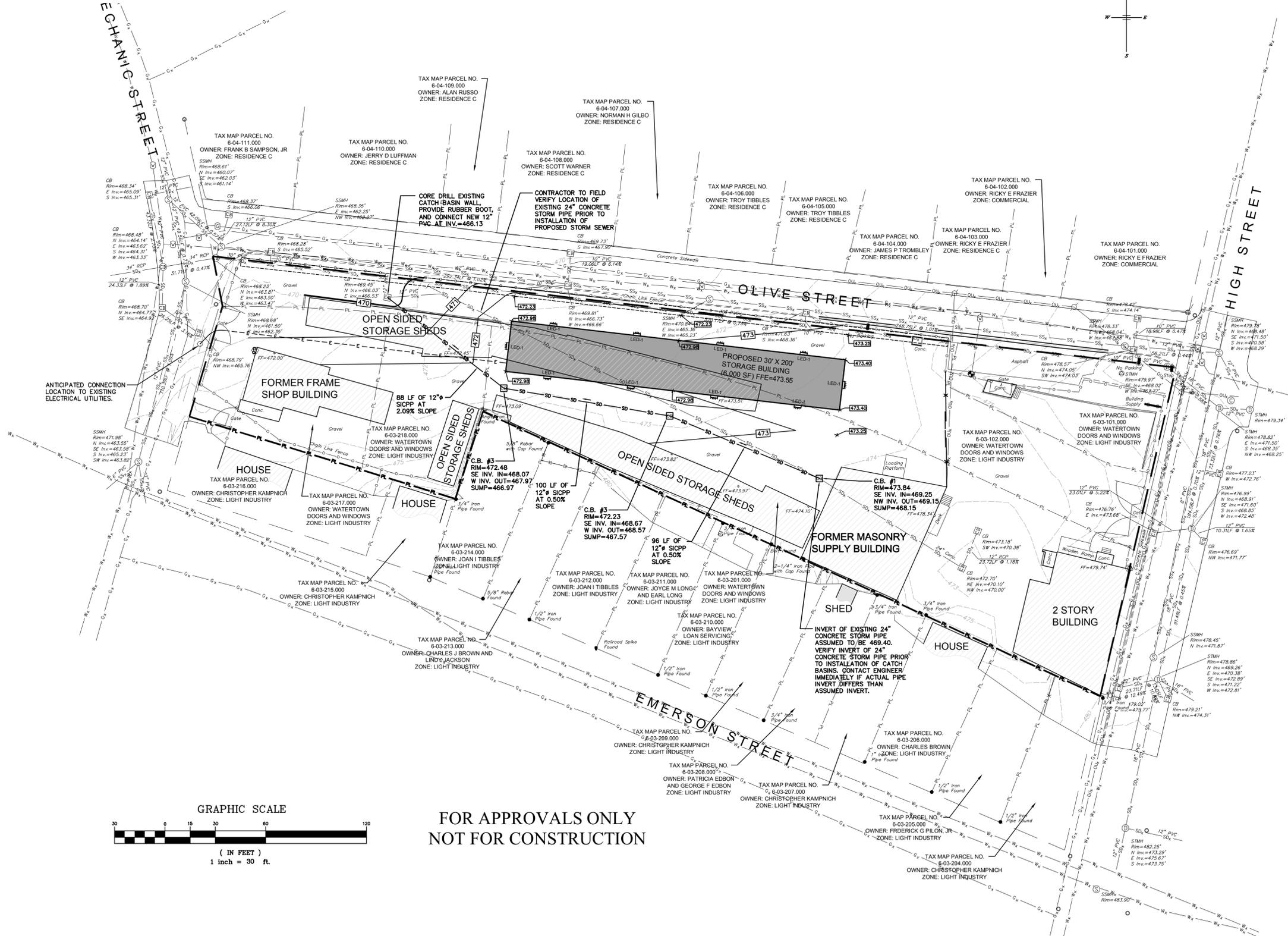
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**PLANNING DATA**

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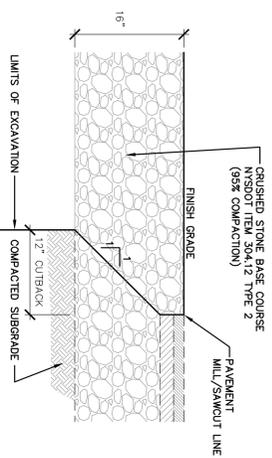


**PROPOSED STORAGE BUILDING  
WATERTOWN DOORS AND WINDOWS  
217 HIGH STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY, STATE OF NEW YORK**

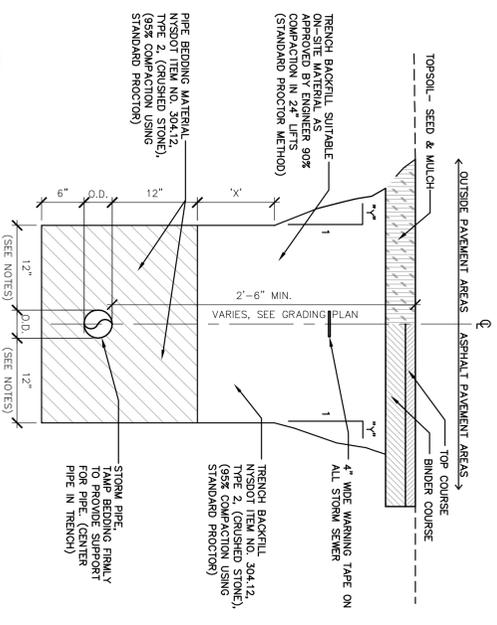
PROJECT NO.: 2016-032  
SCALE: 1"=30'  
DRAWN BY: CWT  
CHECKED BY: MRM  
ISSUE DATES: 02/22/2016

GRADING AND UTILITY PLAN

**CG-100**

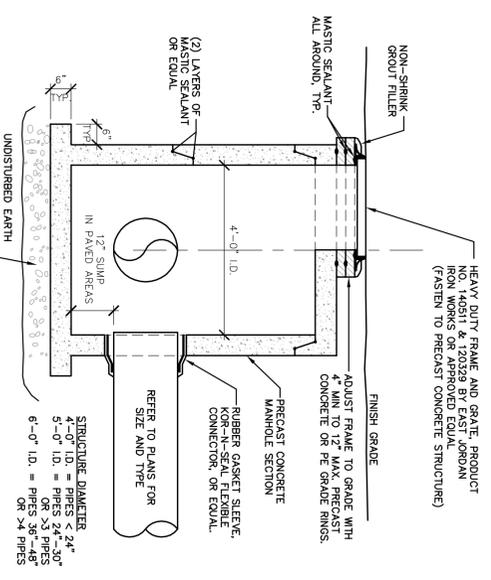


**1 TYPICAL CRUSHED STONE RESTORATION DETAIL**  
NOT TO SCALE



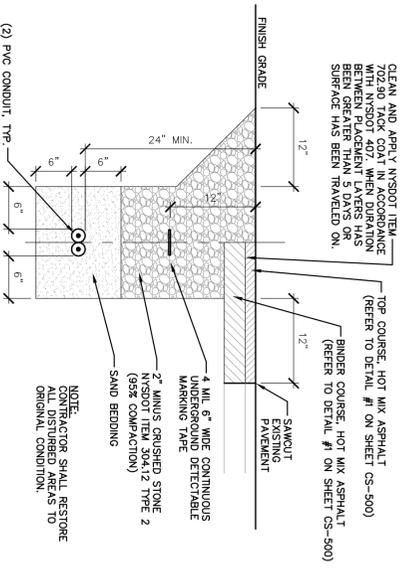
**2 TYPICAL STORM SEWER TRENCH DETAIL**  
NOT TO SCALE

**NOTES**  
1. DIMENSIONS 'X' AND 'Y' SHOWN ABOVE SHALL BE DETERMINED BY CONTRACTOR TO COMPLY WITH LOCAL SAFETY STANDARDS.  
2. SAFETY SHEETING OR TRENCH BOX MAY BE USED IN PLACE OF SLOPED TRENCH WALLS.  
3. SHEETING, WHEN REQUIRED, TO BE CUT OFF AT LEAST 5 FEET BELOW STREET AND A MINIMUM OF 1 FOOT ABOVE THE TOP OF THE TRENCH. SHEETING SHALL BE APPROVED BY THE ENGINEER. FOR PVC PIPE ALL SHEETING DRIVEN BELOW MID-DIAMETER SHALL BE LEFT IN PLACE.  
4. TRENCHES LOCATED WITHIN 5' OF ROAD SHOULDERS SHALL BE TREATED THE SAME AS UNDER PAVEMENT.  
5. PIPE TO TRENCH WALL DISTANCE MAY BE REDUCED WHEN INSTALLED IN SAWCUT ROCK TRENCH.



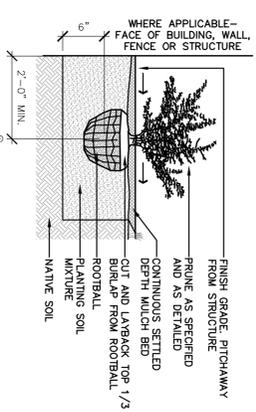
**3 TYPICAL CATCH BASIN DETAIL**  
NOT TO SCALE

**NOTES**  
1. ALL CATCH BASIN SECTIONS TO BE HS-20 LOAD RATING MINIMUM.  
2. BITUMASTIC WATERPROOF COATING TO BE APPLIED TO OUTER SURFACE OF CATCH BASIN SECTIONS.  
3. UNDER CATCH BASIN AND ALL PIPES WITHIN BASIN EXCAVATIONS, BACKFILL WITH THOROUGHLY COMPACTED NYSDOT ITEM 304.14 TYPE 4 SUBBASE TO UNDISTURBED EARTH.

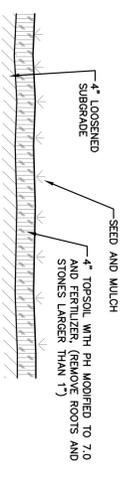


**4 TYPICAL ELECTRIC SERVICE UTILITY TRENCH DETAIL**  
NOT TO SCALE

**NOTES**  
1. CONTRACTORS SHALL PROTECT PVC CONDUIT FROM THE NEW TRANSFORMER TO ELECTRICAL/DATA ROOM IN THE NEW VISITORS' CENTER BUILDING.  
2. CONTRACTOR SHALL PROVIDE PVC CONDUIT STUB AT THE NEW TRANSFORMER AND AT THE ELECTRICAL/DATA ROOM IN THE NEW VISITORS' CENTER BUILDING AS SHOWN ON SHEET CU-101.  
3. PROVIDE 4" PVC CONDUIT.  
4. PVC CONDUIT SHALL BE SCHEDULE 40 WITHIN LAWN AREAS AND SCHEDULE 80 WITHIN ASPHALT/GRAVEL AREAS.  
5. REFER TO SHEET E-800 FOR ADDITIONAL INFO.



**5 TYPICAL SHRUB PLANTING DETAIL**  
NOT TO SCALE



**6 TYPICAL TOPSOIL REPLACEMENT DETAIL**  
NOT TO SCALE

FOR APPROVALS ONLY  
NOT FOR CONSTRUCTION

**AUBERTINE**  
and  
**CURRIER**  
ARCHITECTS, ENGINEERS  
& LAND SURVEYORS, PLLC

522 Bradley Street  
Watertown, New York 13601

[aubertinecurrier.com](http://aubertinecurrier.com)

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Fax: (315)782-1472

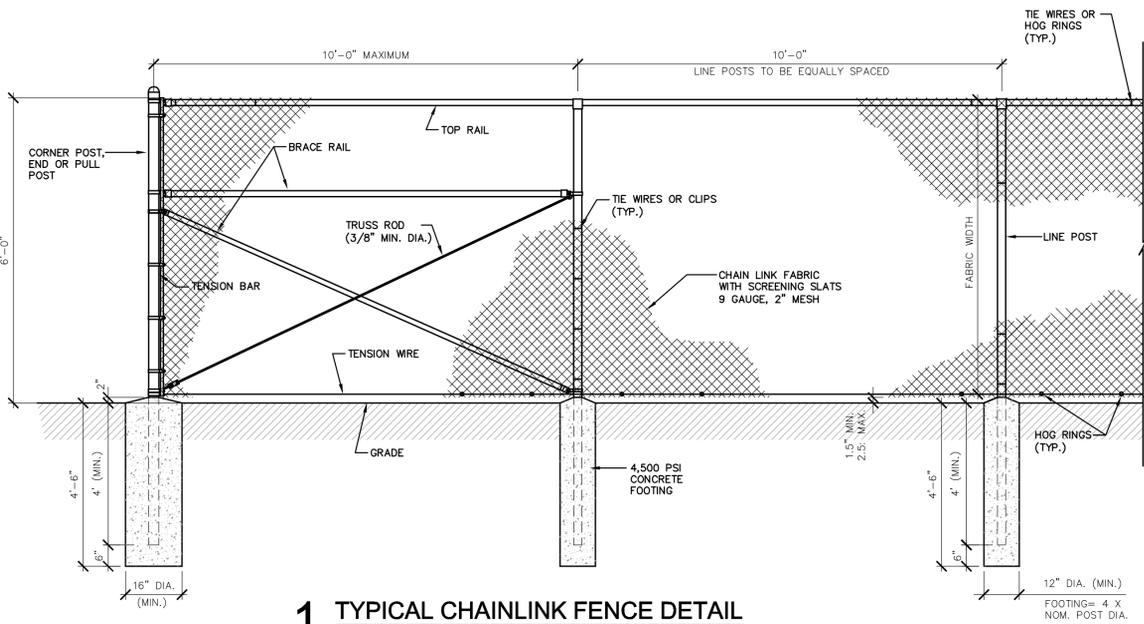
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AUBERTINE and CURRIER ARCHITECTS, ENGINEERS & LAND SURVEYORS, PLLC



**PROPOSED STORAGE BUILDING**  
**WATERTOWN DOORS AND WINDOWS**  
217 HIGH STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO:	2016-02
SCALE:	AS NOTED
DRAWN BY:	DMT
CHECKED BY:	MMW
ISSUE DATES:	02/22/2016

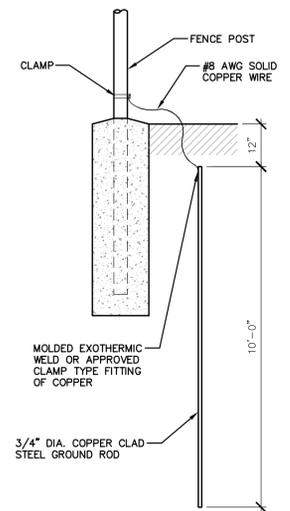
SITE DETAILS  
**CS-500**



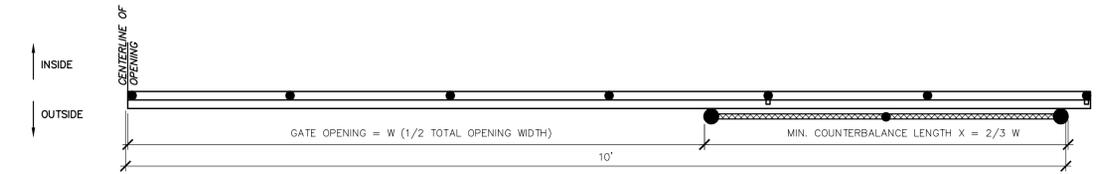
**1 TYPICAL CHAINLINK FENCE DETAIL**  
NOT TO SCALE

MATERIAL TYPE	SIZE
GATE POSTS	4" O.D.
CORNER, END AND PULL POST (TUBULAR)	2.875" O.D.
LINE POST (TUBULAR)	2.375" O.D.
TOP, BOTTOM OR BRACE RAILS (TUBULAR)	1.66" O.D.
TENSION WIRE	7 GAUGE

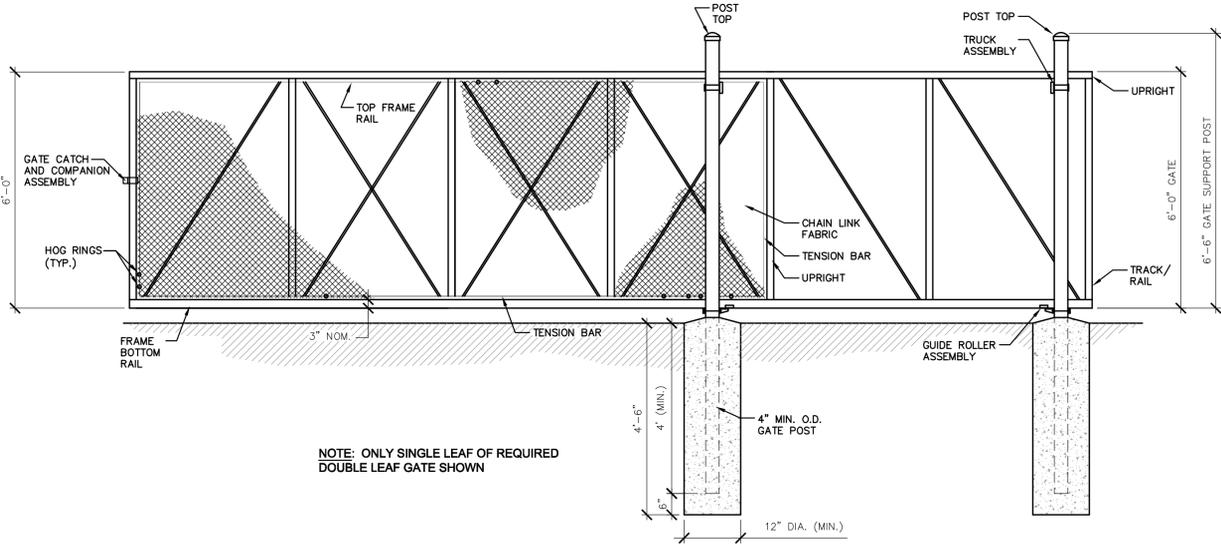
- TYPICAL CHAIN LINK FENCING NOTES**
1. DETAILS SHOWN ILLUSTRATE THE GENERAL FENCE REQUIREMENTS AND ARE NOT INTENDED TO LIMIT VARIATIONS IN ASSEMBLY TYPES UTILIZED BY DIFFERENT MANUFACTURERS OF FENCE COMPONENTS. CONTRACTOR SHALL PROVIDE SHOP DRAWINGS DETAILING THE NECESSARY COMPONENTS AND ASSEMBLIES.
  2. ALL GATE POSTS AND FRAMES, TOP AND BRACE RAILS, LINE, CORNER, TERMINAL OR PULL POST SHALL CONFORM TO ASTM-F1083, SS40 PIPE.
  3. FABRIC: 9 GA. CORE WIRE SIZE 2" MESH, CONFORMING TO ASTM-A392.
  4. TIE WIRE: MINIMUM 11 GA. GALVANIZED STEEL FOR ATTACHMENT OF FABRIC TO LINE POSTS, RAIL AND BRACES. HOG RINGS OF 11 GA. FOR ATTACHMENT OF FABRIC TO TENSION WIRE SPACED MAX 24" INTERVALS.
  5. TENSION WIRE: 7 GA. GALVANIZED STEEL.
  6. GROUNDING: GROUND WIRE, CONNECTING TO EACH FENCE TERMINAL, CORNER, AND GATE POSTS. INSTALL GROUND RODS ON EACH SIDE OF GATES AND EVERY 160 FT. ALL UNDERGROUND CONNECTIONS BY EXOTHERMIC WELD PROCESS (CAD WELD).



**4 TYPICAL CHAIN LINK FENCE GROUNDING DETAIL**  
NOT TO SCALE

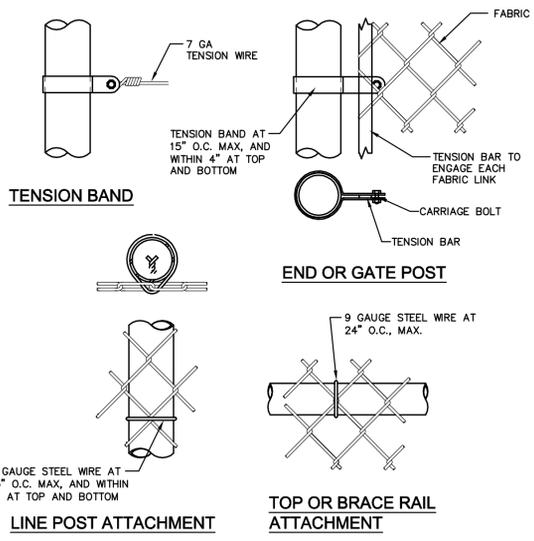


**SLIDE GATE PLAN**

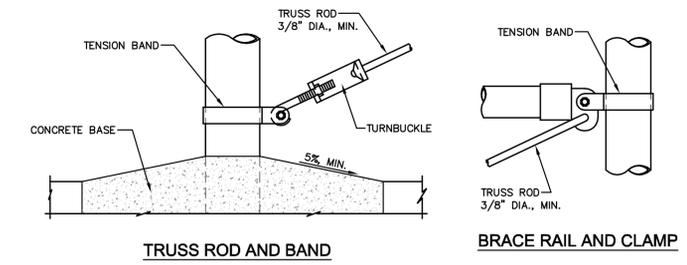


NOTE: ONLY SINGLE LEAF OF REQUIRED DOUBLE LEAF GATE SHOWN

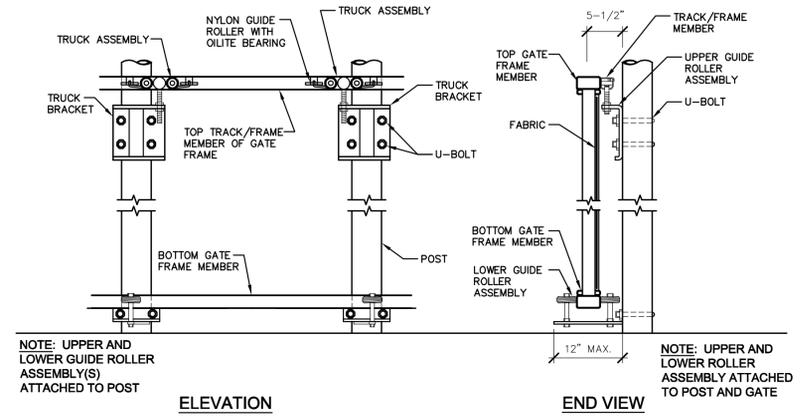
**2 TYPICAL SLIDING GATE DETAIL**  
NOT TO SCALE



**3 TYPICAL FABRIC TIE DETAILS**  
NOT TO SCALE



**5 TYPICAL TRUSS ROD AND TURNBUCKLE DETAIL**  
NOT TO SCALE



NOTE: UPPER AND LOWER GUIDE ROLLER ASSEMBLY(S) ATTACHED TO POST

NOTE: UPPER AND LOWER GUIDE ROLLER ASSEMBLY ATTACHED TO POST AND GATE

**6 TYPICAL SLIDING GATE TRACK/RAIL DETAIL**  
NOT TO SCALE

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NOT FOR CONSTRUCTION



# 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, Planner  
SUBJECT: Site Plan Approval – 217 High Street  
DATE: March 31, 2016

**Request:** Site Plan Approval for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000.

**Applicant:** Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Mike Belcher of Watertown Doors and Windows

**Proposed Use:** Storage building

**Property Owner:** Watertown Builders Supply

## Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Partial (Spring/Summer 2016 start)
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Uses are described. Hours and traffic volume are not.

SEQRA: Unlisted

County Review: No

## Zoning Information:

District: Light Industry	Maximum Lot Coverage: N/A
Setback Requirements: F: 0', S: 0', R: 0'	Buffer Zones Required: Yes

**Project Overview:** The applicant proposes to demolish the existing open-sided storage sheds on the properties and construct a 6,000 square-foot metal storage building in their place. The proposed building would consist of 46 individual storage units of varying sizes. The applicant also proposes to create a gravel access drive that would provide vehicular access from High Street and loop around the proposed storage building.

**Parking and Vehicle Circulation:** Vehicular access will be via the gravel access drive described above. The applicant proposes installing a 6-foot high chain-link fence that would separate the proposed storage building from the existing business building that fronts on High Street. The applicant proposes a dual leaf sliding entrance gate that would allow vehicles to access the storage building.

The Zoning Ordinance requires one parking space for every 1,000 square feet of floor area in Light Industry Districts. In the Engineering Report, the applicant identifies an aggregate of 21,000 square feet of floor space, accounting for the proposed storage building and all existing buildings, yielding a requirement of 21 spaces. However, areas used for storage need not be included in this computation, meaning the requirement is actually less.

In addition, the applicant proposes to assemble the five parcels on which the proposed site plan occurs, as is described below in the "Parcel Assemblage" section. However, the applicant does not clarify whether their parking calculations are based on the aggregate square footage of floor area and parking area on all five parcels once they are combined.

A handwritten section in the back of the Engineering Report says that the proposed site contains 42,000 square feet of gravel parking area. Although the applicant is still likely to meet the minimum parking requirement several times over, the applicant should still clarify the sources of these numbers.

**Hours of Operation and Traffic Volume:** The applicant has not indicated proposed hours of operation or anticipated traffic volume for this site. Both are important given that the proposed site plan occurs across Olive Street from a residential zoning district. The applicant should indicate the anticipated number of vehicles per day that will be entering and exiting the site. The applicant should additionally identify the hours of the day that vehicles will be accessing the proposed storage building, which as proposed would also necessitate the opening and closing of the dual leaf sliding entrance gate.

**Setbacks, Buffers and Landscaping:** There are no setback requirements in Light Industry Districts, so all of the existing buildings will remain conformant when the applicant assembles the five parcels as proposed. However, since the site abuts a Residence C District across Olive Street to the north, this triggers some Landscaping and Buffer requirements.

Section 310-59 of the Zoning Ordinance requires that where any land use in nonresidential districts abuts land in any residential district, a strip of land of a minimum of five feet in width up to a maximum of 15 feet in width shall be maintained by the owner as a landscaped area in the front, side and rear yards which adjoin this other district, which width of strip of land as applicable to each of the front, side and rear yards shall be determined by the City Council at the time of issuance of the site plan approval.

The applicant proposes to meet this requirement by installing a five-foot landscaped buffer extending 423 feet along the northern parcel boundary on Olive Street, which would consist of hedges and shrubs. The 15-foot gravel drive is behind this buffer. In the "Planning Data" table, the applicant identifies an 18-foot provided setback. If the applicant is referring to the northern edge of the property, as proposed, this should read 20 feet, as the proposed storage building is set back 20 feet from the Olive Street right-of-way.

**Parcel Assemblage:** The applicant currently owns all five parcels on which the project occurs. The applicant proposes to assemble these five to create one all-encompassing parcel for the site. Following the proposed assemblage, building footprints would no longer cross parcel boundaries and the site would be brought into conformity. Since the site is bounded on the west, south and east by other Light Industry parcels, no buffers or landscaping would be required on those three sides of the newly created parcel.

**Lighting:** The photometrics shown on the site plan depict greater-than-allowed lighting levels extending across the northern property line into the Olive Street right-of-way. The applicant should revise the lighting schedule so that no light levels above 0.5 footcandles extend across any property line.

**SEQR:** The applicant indicates in his response to Question 12b that the proposed action is located in an archeological sensitive area. The applicant should provide a letter from the New York State Historic Preservation Office (SHPO) that determines whether or not the proposed project has the potential to impact any archeological resources. The applicant gave no answer to Question 13b. The applicant should provide an answer to this question.

**Utilities and Hydrology:** There is a 10-foot sewer easement along the northern property line that the applicant should add to the plans. For the storm line to be removed, the plan should include a note that reads, “Storm line to be cut, capped and pipe to be removed.”

**Permits:** The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.

**Miscellaneous:** On the Site Plan Application, the applicant identifies the owner of the property as Watertown Doors and Windows, Inc. City records indicate that the property owner is Watertown Builders Supply. The applicant should correctly identify the owner of the property on the Site Plan Application. If the property owner has changed, the new owner should file a deed and provide Staff with a copy. In addition, the applicant should obtain a letter from the property owner authorizing the applicant to apply for Site Plan Approval.

### **Summary:**

1. The applicant shall indicate the proposed hours of operation.
2. The applicant shall indicate the anticipated traffic volume for the site.
3. The applicant shall clarify if parking calculations are based upon floor area and parking area for all five existing parcels on aggregate.
4. The applicant shall assemble all five parcels as proposed to create a lot that conforms to the Zoning Ordinance.
5. The applicant shall revise the lighting schedule so that no light levels above 0.5 footcandles extend across any property line.
6. The applicant shall provide a letter from SHPO that determines whether or not the proposed project has the potential to impact any archeological resources.
7. The applicant shall provide an answer to Question 13b on the SEQR Short EAF.
8. The applicant shall depict the existing 10-foot sewer easement along the northern property line on the Site Plan.
9. The applicant shall add a note to the Site Plan for the storm line to be removed that reads, “Storm line to be cut, capped and pipe to be removed.”
10. The applicant shall clarify ownership of the properties for which Site Plan Approval is sought and obtain a letter from the property owner authorizing the applicant to apply for Site Plan Approval.
11. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.

cc: City Council Members  
Brian Drake, Civil Engineer II  
Matthew R. Morgia, P.E., Aubertine and Currier, PLLC, 522 Bradley Street, Watertown, NY 13601  
Mike Belcher, Watertown Doors and Windows, 217 High Street, Watertown, NY 13601

**SITE PLAN APPROVAL**  
**217 HIGH STREET – PARCEL NUMBERS 6-03-101.000, 6-03-102.000, 6-03-201.000,**  
**6-03-217.000 AND 6-03-218.000**

The Planning Board then considered a request submitted by Matthew R. Morgia of Aubertine and Currier, PLLC on behalf of Mike Belcher of Watertown Doors and Windows for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000.

Mr. Morgia and Mr. Belcher were in attendance to represent the request. Mr. Morgia began by saying that the proposal consisted of a 6,000 square-foot self-storage facility. He then drew the Planning Board's attention to an enlarged version of the site plan and gave an overview of the site, identifying all the existing buildings on the property, many of which he said were open-sided storage sheds.

Mr. Morgia then identified one particular group of open-sided storage sheds at the north end of the site that he said was proposed for demolition to make room for the proposed self-storage units. He added that the site was mostly crushed stone and that the grey path on the site plan depicted a vehicular access lane.

Mr. Morgia then said that the Zoning Ordinance required some landscape buffering on the site due to the presence of a residential district across Olive Street to the north. He identified a proposed row of shrubs shown on the site plan at the northern edge of the property along Olive Street that would satisfy the landscaping requirement. He then added that some grading would need to take place on the site to accommodate floor slabs and drainage.

Mr. Morgia then discussed the possible need to reroute a sewer line. He said that an existing storm sewer runs across the property and connects to the Olive Street storm sewer line, but that as of the time of this meeting, his team was unsure of the exact location of the line that runs across the property. He said that until construction begins and his team sees exactly where the existing sewer line is, they were unsure if and how it would need to be rerouted.

Mr. Morgia then asked if the Planning Board would like to go through the summary items on Staff's memorandum one by one. All the members of the Planning Board agreed and Mr. Morgia said that he had prepared written responses to each summary item. He then distributed printed copies of his responses to all the Planning Board members as well as Staff members that were present.

Mr. Morgia began by addressing the first summary item, which asked for proposed hours of operation. He said that all of the proposed self-storage units would be available for their clients to access 24 hours a day, seven days a week. He added that the units themselves would not contain interior lighting, so it was likely that the majority of clients would access their storage units during daylight hours.

Mr. Morgia then addressed the second summary item, which asked for anticipated traffic volume. He said that his team's traffic calculations projected one trip per hour entering and one trip per hour exiting the proposed facility.

Mr. Morgia then addressed the third summary item, which asked for a clarification of the applicant's parking calculations. He said that the calculations were based on the aggregate floor area of the existing buildings on all five parcels plus the proposed building. He said that the available square footage of parking area on the site yielded 210 spaces, and that the required number was 21 spaces, so there was more than enough parking. He added that due to the nature of self-storage units, that no one would be using the site for long-term parking anyway.

Mr. Morgia then addressed the fourth summary item, which required the applicant to assemble all five parcels as a condition of site plan approval. He said his team was fully aware that all five parcels would need to be assembled and that the owner planned to do so.

Mr. Morgia then addressed the fifth summary item, which asked for a revised lighting schedule so that no light levels above 0.5 footcandles extended across any property line. He said that although the large plan that he had with him did not show lighting, the submitted site plan did.

Mr. Morgia said that the proposed lights were pretty small and that you couldn't go much smaller and maintain continuous lighting around the building. He said although some light levels above 0.5 footcandles did extend into the Olive Street right-of-way, that they did not even extend as far as the street curb, and that his team felt that this should not be a major item of concern. Mr. Katzman then asked if the proposed lights would be dark sky compliant. Mr. Morgia answered in the affirmative.

Mr. Morgia then addressed the sixth summary item, which asked for a letter from the New York State Historic Preservation Office (SHPO) that determines whether or not the proposed project has the potential to impact any archeological resources. He said that his team had sent pictures of the existing structures to SHPO, but had not received anything in reply yet. He added that his team did not note anything on the site as historic.

Mr. Morgia then addressed the seventh summary item, which noted that the applicant had left Question 13b on the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) blank, and asked the applicant to provide an answer. He said that Question 13b asks if the proposed project will physically alter, or encroach onto, any existing wetland or water body. He then answered that the proposed project did not do either of these things, and that the Short EAF had been revised to provide the "No" answer for Question 13b.

Mr. Morgia then addressed the eighth summary item, which required the applicant to depict the existing 10-foot sewer easement along the northern property line on the site plan. He said that the site plan would be revised to depict the easement.

Mr. Morgia then addressed the ninth summary item, which required the applicant to add a note to the site plan regarding the storm line to be removed. Mr. Morgia said that depending on where the line is found, it will either be cut and capped appropriately or left where it is. He said that the owner's preference was to leave it alone if possible.

Mr. Morgia then addressed the tenth summary item, which asked the applicant to clarify ownership of the properties which comprise the site. Mr. Morgia said that the legal name of the property owner is Watertown Doors and Windows Inc. DBA Watertown Builders Supply. He added that the company name changed a few years ago from Watertown Builders Supply Inc., and that many of the deeds and databases that the City refers to for property information may predate the company's name change. He reiterated that the applicant and the company identified on the deed are in fact the same entity.

Mr. Morgia then addressed the eleventh summary item, which identified the permits that the applicant must obtain prior to demolition and construction. Mr. Morgia acknowledged that all the listed permits are necessary and will be obtained.

Mr. Morgia then addressed an email from Staff that was sent the day before the Planning Board meeting regarding fire truck access around the building. Mr. Morgia said that as he understood it, a fire truck needed 20 feet of width to maneuver around the proposed building to fight a fire, and that because of where an existing building stood, that width became narrower than acceptable at the southwest corner of the proposed building. He said that the owner was willing to remove the westernmost 35 feet from the existing building, which would provide the 20-foot width needed for a fire truck.

Mr. Morgia then said that he was finished with his overview and asked the Planning Board if they had any questions. Some members of the Planning Board noted that the fire truck access requirement was not identified on the memorandum.

Mr. Drake then said that Staff had reached out to Codes to see if there were any anticipated issues that would arise when the applicant sought a Building Permit. Mr. Drake said that their concern was the need for a fire truck to have 20 feet of access all the way around the building. He noted that on the north side, where only 15 feet of vehicular access was proposed, that a fire truck could still fight a fire from Olive Street, but that on the south side, there was no alternative, and the applicant would need to create the necessary space as Mr. Morgia had said.

Mr. Katzman then indicated that he was ready to make a motion to approve the request. Mr. Lumbis then said that the Planning Board could remove a number of conditions prior to making a motion. He said that the applicant had satisfied Summary Items 1, 2, 3, 7, 8 and 10 and that Summary Item 5 could be eliminated. He added that the Planning Board would need to insert a condition for the 20 feet of fire truck access.

Mr. Katzman then moved to approve the request submitted by Matthew R. Morgia of Aubertine and Currier, PLLC on behalf of Mike Belcher of Watertown Doors and Windows for the construction of a 6,000 square-foot storage building located at 217 High Street, Parcel

Numbers 6-03-101.000, 6-03-102.000, 6-03-201.000, 6-03-217.000 and 6-03-218.000 contingent upon the following:

1. The applicant shall assemble all five parcels as proposed to create a lot that conforms to the Zoning Ordinance.
2. The applicant shall provide a letter from SHPO that determines whether or not the proposed project has the potential to impact any archeological resources.
3. The applicant shall add a note to the Site Plan for the storm line to be removed that reads, "Storm line to be cut, capped and pipe to be removed."
4. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, Storm Permit and Fence Permit.
5. The applicant shall provide a minimum of 20 feet in width to the south of the proposed building to allow a City fire truck room to maneuver and fight a fire.

The motion was seconded by Ms. Fields and all voted in favor.



# Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

April 19, 2016

Mr. Christopher Todd  
Civil Design Engineer  
Aubertine & Currier, PLLC  
676 Main Street  
Watertown, NY 13601

Re: SEQRA  
Watertown Doors and Windows Storage Building  
217 High Street, Watertown, NY 13601  
16PR02089

Dear Mr. Todd:

Thank you for requesting the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP) as part of your SEQRA process. There are no known historic properties wholly or partially within, or substantially contiguous to the project area that are recommended for listing or listed in the State and/or National Registers of Historic Places (S/NRHP). Therefore, under SEQRA we have no comments regarding potential impacts to architectural or archaeological resources.

However, our review does not include potential impacts to architectural or archaeological resources that may be eligible for the registers. If the lead agency concludes that additional studies would be beneficial to identify and/or assess potential impacts to archeological and historic resources eligible for the registers, the OPRHP would be pleased to provide additional guidance.

If this project will involve state or federal permitting, funding or licensing, it may require a more rigorous review for potential impacts to architectural and archaeological resources, in accordance with Section 106 of the National Historic Preservation Act or Section 14.09 of NYS Parks Recreation and Historic Preservation Law.

Please note these comments are those of OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act and its implementing regulations.

Sincerely,

Andrew Farry  
Scientist (Archaeology)

via e-mail only

---

**Division for Historic Preservation**

P.O. Box 189, Waterford, New York 12188-0189 • (518) 237-8643 • [www.nysparks.com](http://www.nysparks.com)

Res No. 11

April 26, 2016

To: The Honorable Mayor and City Council

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

Subject: Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Consolidated Plan for Program Years 2016-2020 and Annual Action Plan for Program Year 2016

Every five years, the City of Watertown is required to submit a Consolidated Plan for the CDBG Program to the U.S. Department of Housing and Urban Development (HUD). In addition, the City must submit an Annual Action Plan that details how the City plans to spend its annual allocation awarded by HUD. The City must submit both of the plans by May 15, 2016.

Both the five-year Consolidated Plan and Annual Action Plan were developed with extensive community outreach and input. Staff held public meetings on September 30, 2015 and March 3, 2016 to gather input. The City Council also discussed both plans at the February 10, 2016 work session and held a public hearing on March 7, 2016. Based upon the community outreach and consultation with local organizations and agencies, Staff prepared both draft plans.

The draft plans were completed and published on March 25, 2016, and a 30-day public comment period for the plans was held between March 27, 2016 and April 25, 2016 after a notice of the comment period was published in the *Watertown Daily Times* on March 26, 2016. Staff received no comments on either plan.

Now that the comment period has ended, the City Council must adopt both plans so that Staff can submit them to HUD prior to May 15, 2016.

A copy of the final plan can be viewed at <http://watertown-ny.gov/DocumentView.asp?DID=1139>. The budget allocation in the plan is as follows:

**CDBG Program Year 2016-2017 Budget**

**Sources**

Program Year 2016 Entitlement Grant	\$801,322.00
Program Income	\$117,194.00
<b>Total Funds Available for Allocation</b>	<b>\$918,516.00</b>

**Proposed Uses**

Owner-Occupied Rehab Program	\$345,000.00
Black River Apartments Project	\$150,000.00
Homebuyer Program	\$125,000.00
Near East (Huntington St.) Sidewalk Project Phase 2	\$120,000.00
WHA Meadowbrook Apartments Sidewalk Reconstruction	\$50,000.00
ADA Accessible Sidewalk Ramp Construction Project Phase 2	\$26,000.00
Bus Shelters	\$16,000.00
Point-In-Time Outreach & Education Initiative	\$12,500.00
Fair Housing Education	\$5,000.00
WCSD Backpack Program	\$5,000.00
Bed Bug Education and Prevention Program	\$12,000.00
Planning and Administration	\$52,016.00
<b>Total Funds Proposed for Allocation</b>	<b>\$918,516.00</b>

A resolution has been drafted for City Council consideration that adopts the CDBG Program Consolidated Plan for Program Years 2016-2020 and Annual Action Plan for Program Year 2016 and authorizes its submission to HUD.

# RESOLUTION

Page 1 of 2

Adopting the City of Watertown's  
Community Development Block  
Grant (CDBG) Program Consolidated  
Plan for Program Years 2016-2020  
and Annual Action Plan for Program  
Year 2016

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

### ***Introduced by***

WHEREAS on August 5, 2013, the City Council adopted a resolution authorizing the City of Watertown to become an Entitlement Grantee under the rules and regulations of the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant Program (CDBG), and

WHEREAS, as an Entitlement Grantee, the City must adopt a Consolidated Plan and Annual Action Plan(s) for its Housing and Community Development Program, and

WHEREAS the Consolidated Plan and Annual Action Plan must be developed with community input and citizen participation, and

WHEREAS Staff held two public meetings and conducted outreach efforts with local constituency groups, and the City Council held a public hearing on March 7, 2016 to solicit public comments regarding the development of funding priorities and projects to be included in the plans, and

WHEREAS drafts of the Program Year 2016-2020 Consolidated Plan and Program Year 2016 Annual Action Plan were completed and published on March 25, 2016, and

WHEREAS the draft plans were made available to the public for review and placed in various offices at City Hall, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority offices and on the City's website, and

WHEREAS a 30-day public comment period for the plans was held between March 27, 2016 and April 25, 2016 after a notice of the comment period was published in the *Watertown Daily Times* on March 26, 2016,

**RESOLUTION**

Page 2 of 2

Adopting the City of Watertown's  
Community Development Block  
Grant (CDBG) Program Consolidated  
Plan for Program Years 2016-2020  
and Annual Action Plan for Program  
Year 2016

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

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts and authorizes the submission to HUD the City of Watertown's CDBG Program Consolidated Plan for Program Years 2016-2020 and the Annual Action Plan for Program Year 2016, which allocates the CDBG funds as follows:

**CDBG Program Year 2016-2017 Budget**

**Sources**

Program Year 2016 Entitlement Grant \$801,322.00  
Program Income \$117,194.00

**Total Funds Available for Allocation \$918,516.00**

**Proposed Uses**

Owner-Occupied Rehab Program \$345,000.00  
Black River Apartments Project \$150,000.00  
Homebuyer Program \$125,000.00  
Near East (Huntington St.) Sidewalk Project Phase 2 \$120,000.00  
WHA Meadowbrook Apartments Sidewalk Reconstruction \$50,000.00  
ADA Accessible Sidewalk Ramp Construction Project Phase 2 \$26,000.00  
Bus Shelters \$16,000.00  
Point-In-Time Outreach & Education Initiative \$12,500.00  
Fair Housing Education \$5,000.00  
WCSD Backpack Program \$5,000.00  
Bed Bug Education and Prevention Program \$12,000.00  
Planning and Administration \$52,016.00

**Total Funds Proposed for Allocation \$918,516.00**

**Seconded by**

Res No. 12

April 26, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Change Order #3 for Refurbish of Fire Department Pumper Truck

On November 16, 2015, City Council accepted a bid in the amount of \$82,306.14 from Jerome Fire Equipment to refurbish the Fire Department Pumper Truck, per our specifications. City Council also accepted Alternatives Nos. 1 and 2 at an increase of \$1,448.89, bringing the total bid to \$83,755.03.

On February 1, 2016, City Council accepted Change Order #1 in the amount of \$2,138.07. On February 16, 2016, City Council accepted Change Order #2 in the amount of \$972.50.

As stated in the attached report of Fire Chief Dale C. Herman, Jerome Fire Equipment has now submitted Change Order No. 3 in the amount of \$2,483.80. This brings the total amount to \$89,349.40. Chief Herman is expecting that the vehicle will be completed and back in service by mid-May, which is within the time table set in the work specifications.

Attached for City Council consideration is a Resolution approving Change Order No. 3 increasing the amount and accepting the additional items.

Funding of up to \$150,000 for this project was approved on July 5, 2015, to come out of the Capital Reserve Fund. As the project is still within budget, no additional action is needed to provide funding for this change order.

RESOLUTION

Page 1 of 1

Accepting Change Order #3 for Refurbish of Fire Department Pumper Truck

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

**Introduced by**

Total .....

WHEREAS on November 16, 2015, City Council accepted the bid from Jerome Fire Equipment in the amount of \$82,306.14 for the refurbish of the Fire Department Pumper Truck, per our specifications , and

WHEREAS City Council also accepted Alternatives Nos. 1 and 2 at an increase of \$1,448.89, bringing the total bid to \$83,755.03, and

WHEREAS on February 1, 2016, City Council approved Change Order #1 in the amount of \$2,138.07, and

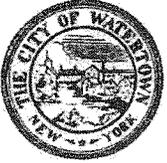
WHEREAS on February 16, 2016, City Council approved Change Order #2 in the amount of \$972.50, and

WHEREAS Jerome Fire Equipment has now submitted Change Order #3 in the amount of \$2,483.80,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby accepts Change Order #3 submitted by Jerome Fire Equipment in the amount of \$2,483.80 for refurbish of the Fire Department Pumper Truck, a copy of which is attached and made part of this resolution, bringing the total amount to \$89,349.40, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents necessary with accepting Change Order #3 on behalf of the City.

**Seconded by**



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



April 26, 2016

Ms. Sharon Addison  
City Manager  
245 Washington Street  
Watertown NY 13601

RE: Change Order #3 Refurbishing Fire Department Pumper Truck

Ms. Addison,

On November 16, 2016, Council approved Resolution #11 accepting a bid for *Refurbishing Fire Department Pumper Truck* from Jerome Fire Equipment. The cost of such work was for \$83,755.03. Since the delivery of the pumper, on January 11<sup>th</sup>, to the Jerome Shop, their review and inspection of the vehicle and components has indicated some additional work, not originally covered in the contract, that need to be conducted in order to have the vehicle function in a safe and designed manner.

Council approved Change Order #1 for this project, for the amount of \$2,138.07, as Resolution #9 on February 1 of 2016.

Council approved Change Order #2 for this project, for the amount of \$972.50, as Resolution #5 on February 16, 2016.

Attached are estimates from the Apparatus Service Manager for replacement of 3 air tanks, 6 air tank straps, 35 sq feet of insulation for the underside of the cab and associated labor charges for a total of \$2,483.80. These pricings are in line with other shops that do similar work on fire apparatus and I am recommending that a Change Order #3, for a total amount of \$2,483.80, be approved so that work on this vehicle can be completed. With the additional cost of Change Order #1, Change Order #2 and Change Order #3, the total cost will become \$89,349.40 which is still within the projected budgeted cost of the refurbishment (\$150,000).

It is expected that the vehicle will be completed and back in service by mid May, which is within the time table set in the work specifications.

If you have any questions, I would be happy to meet with you to discuss.

CITY OF WATERTOWN FIRE DEPARTMENT

A handwritten signature in black ink, appearing to read "Dale C. Herman". The signature is written in a cursive style with a large initial "D" and a long horizontal stroke at the end.

Dale C. Herman  
Fire Chief, EFO



Laid Over Under the Rules

April 26, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Bond Ordinance Amendment – Arena Rehabilitation Design

On April 19, 2016, City Council approved five Change Orders that were contingent upon the City Council approving a Bond Ordinance Amendment to cover the expenses in connection with the Municipal Arena Renovation Project. The bond ordinance presented the same night was not voted on as unanimous consent was not received. City Council must still consider the attached bond ordinance amendment to fund the change orders.

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

Stantec		
-Base contract	\$ 99,790	
-Supplemental agreement #1-2	588,403	
-Change order #3	<u>6,260</u>	\$ 694,453
Bette & Cring (General Construction)	6,268,000	
-Change orders #1-9	192,209	
-Change order #10	<u>58,728</u>	6,518,937
Lawman Heating & Cooling (Mechanical)	1,229,000	
-Change orders #1-3	(6,008)	
-Change order #4	<u>13,012</u>	1,236,004
Lawman Heating & Cooling (Plumbing/Fire Protection)		
-Base contract	\$668,000	
-Change orders #1-6	88,696	
-Change order #7	<u>13,404</u>	770,100
Lawman Heating & Cooling (Electrical)	976,000	
-Change order #1-4	(16,683)	
- Change order #5	<u>8,143</u>	967,460
Bernier Carr & Associates(Construction Inspection)	150,000	
-Change order #1	<u>23,750</u>	173,750
Furniture, fixtures and equipment (estimate)		175,000
Special inspection & testing (estimate)		26,000
Air monitoring		6,177
Geotech services and hazardous material testing		12,152
Miscellaneous (water valve, stone, roof pull test)		20,000
Bonding and contingency costs		<u>99,967</u>
Total Bond Ordinance		<u>\$ 10,700,000</u>

**ORDINANCE**

An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

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

*Introduced by* Mayor Joseph M. Butler, Jr.

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 April 19, 2016, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Joseph M. Butler, Jr., and upon roll being called, the following were

PRESENT: Council Member Cody J. Horbacz, Council Member Stephen A. Jennings, Council Member Teresa R. Macaluso, Council Member Mark C. Walczyk and Mayor Joseph M. Butler, Jr.

ABSENT:

The following ordinance was offered by Mayor Joseph M. Butler, Jr., who moved its adoption, seconded by Council Member Council Member Teresa R. Macaluso, to wit:

**BOND ORDINANCE DATED APRIL 19, 2016.**

WHEREAS, by ordinance dated February 16, 2016, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$10,600,000 bonds of said City to pay the costs of the \$10,600,000 estimated maximum cost of the reconstruction and expansion of the City's Fairgrounds Arena, in and for the City of Watertown, Jefferson County, New York, including design costs and incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York;

April 19, 2016

Adopted \_\_\_\_\_

**ORDINANCE**

An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

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

WHEREAS, said February 16, 2016 ordinance amended an original bond ordinance dated March 17, 2014, which had also been amended March 30, 2015, June 15, 2015 and September 21, 2015;

WHEREAS, \$10,000,000 principal amount of such obligations have been issued under such ordinance as amended as of February 16, 2016; and

WHEREAS, the Council now wishes to increase the estimated maximum cost and the amount of bonds authorized for the design, reconstruction and expansion of the City's Fairgrounds Arena from \$10,600,000 to \$10,700,000, in both instances an increase of \$100,000 over that previously authorized;

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 previously amended by the ordinance dated and duly adopted February 16, 2016 authorizing the issuance of \$10,600,000 bonds to pay the estimated maximum cost of the reconstruction and expansion of the City's Fairgrounds Arena, in and for the City of Watertown, Jefferson County, New York, including design costs and incidental expenses in connection therewith, a specific object or purpose, 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 \$10,700,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE DESIGN, RECONSTRUCTION AND EXPANSION OF THE CITY'S FAIRGROUNDS ARENA, IN AND FOR SAID CITY.

".....

**ORDINANCE**

An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

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

“Section 1. For the specific object or purpose of paying costs of the design, reconstruction and expansion of the City’s Fairgrounds Arena, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$10,700,000 bonds of said City pursuant to the provisions of the Local Finance Law.

“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$10,700,000 and that the plan for the financing thereof is by the issuance of the \$10,700,000 bonds of said City authorized to be issued pursuant to this bond ordinance. The amount of bonds to be issued will be reduced by the amount of any appropriations of current funds to pay part of the cost of the aforesaid specific object or purpose.

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.

Section D. This resolution is effective immediately.

Unanimous consent moved by Mayor Joseph M. Butler, Jr., seconded by Council Member Teresa R. Macaluso, and was defeated. Therefore, the foregoing ordinance was laid over under the rules.

**ORDINANCE**

An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

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

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 May 2, 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 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

**ORDINANCE**

An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

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

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

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

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 April 19, 2016 and May 2, 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:

**ORDINANCE**

An Ordinance Amending the Ordinance Dated February 16, 2016, Authorizing the Issuance of \$10,600,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$10,700,000

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

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

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

\_\_\_\_\_  
City Clerk  
(CORPORATE SEAL)

April 27, 2016

To: The Honorable Mayor and City Council  
 From: James E. Mills, City Comptroller  
 Subject: FY 2015-16 Snow Removal Budget

At the request of Council Member Walczyk, the following report is provided to show the actual to budget status of the snow removal budget.

Please note that there will still be additional expenses recorded such as the department's monthly share of health insurance premiums, the normal post-season maintenance done on the plows and the purchase of anti-icing/salt brine storage and application equipment. The chart below uses the current year-to-date expenses and projects final balances to estimate an overall budget savings of \$267,631.

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Adjusted Budget</u>	<u>Expenses as of 4/26/2016</u>	<u>Projected Expenses</u>	<u>Projected Expenses as of 6/30/2016</u>	<u>Budget Variance</u>
Salaries	\$ 41,248	\$ 41,248	\$ 44,565	\$ -	\$ 44,565	\$ 3,317
Wages	454,048	454,048	394,747	-	394,747	(59,301)
Overtime	119,000	119,000	60,813	-	60,813	(58,187)
Out of Code	-	-	60	-	60	60
Health Ins. Buy-out	2,800	2,800	3,370	-	3,370	570
Motor Vehicles	-	36,003	36,003	-	36,003	-
Other Equipment	73,500	104,153	89,600	25,000	114,600	10,447
Utilities	7,119	7,119	3,087	-	3,087	(4,032)
Insurance	7,375	7,375	8,222	-	8,222	847
Contracted Services	27,662	27,662	25,549	-	25,549	(2,113)
Fees, Non-employee	900	900	555	-	555	(345)
Miscellaneous	-	-	368	-	368	368
Vehicle Expense	151,401	152,175	82,363	25,000	107,363	(44,812)
Materials and Supplies	200,700	206,985	130,646	-	130,646	(76,339)
Equipment < \$5,000	16,100	16,100	8,542	-	8,542	(7,558)
NYS Retirement	109,866	109,866	86,125	20,000	106,125	(3,741)
Social Security	47,207	47,207	36,939	-	36,939	(10,268)
Workers' Comp.	10,000	10,000	285	-	285	(9,715)
Health Insurance	<u>123,288</u>	<u>123,288</u>	<u>86,461</u>	<u>30,000</u>	<u>116,461</u>	<u>(6,828)</u>
	<u>\$1,392,214</u>	<u>\$1,465,929</u>	<u>\$1,098,298</u>	<u>\$ 100,000</u>	<u>\$1,198,298</u>	<u>\$(267,631)</u>



**CITY OF WATERTOWN, NEW YORK  
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena  
600 William T. Field Drive  
Watertown, New York 13601  
parksrec@watertown-ny.gov  
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER  
Superintendent

April 22, 2016

To: Sharon Addison, City Manager

From: Erin E. Gardner, Superintendent of Parks and Recreation

Subject: Request for waiver of fees for The 12<sup>th</sup> Annual Mental Health Awareness Walk

A request to waive the \$200.00 fee for the use of the large pavilion at Thompson Park for the 12<sup>th</sup> Annual Mental Health Awareness Walk was received by the City. As Superintendent of Parks and Recreation, I would not recommend waiving this fee. I will be in attendance at the City Council meeting to answer questions.



# Jefferson County Mental Health Awareness Committee

*COMMITTEE MEMBERS: Northern Regional Center for Independent Living, Credo, Children's Home of Jefferson County, North Country Family Health Center, JRC, Volunteer Transportation Center, ACR Health, Mental Health Association in Jefferson County, Cerebral Palsy Association of the North Country, and Transitional Living Services of Northern New York.*

April 12, 2016

Sharon Addison  
Watertown City Council  
245 Washington St #101,  
Watertown, NY 13601

RE: 12<sup>th</sup> Annual Mental Health Awareness Walk in Jefferson County

Dear Ms. Addison,

As May is officially Mental Health Month, various agencies in Jefferson County have worked together to plan the 12<sup>th</sup> Annual Mental Health Awareness Walk for Wednesday, May 18, 2016 in recognition of those who live with or have died with serious and persistent mental illness and to raise awareness of recovery supports available. Each year this event hosts a picnic at Thompson Park with live music. A flyer for this year's walk is enclosed for your reference.

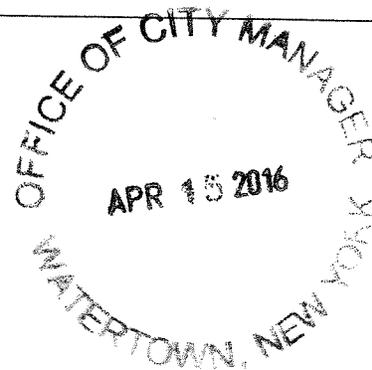
This event is planned by the Jefferson County Mental Health Awareness Committee. The following are members of this year's committee: Northern Regional Center for Independent Living, Credo, Children's Home of Jefferson County, North Country Family Health Center, JRC, Volunteer Transportation Center, ACR Health, Mental Health Association in Jefferson County, Cerebral Palsy Association of the North Country, and Transitional Living Services of Northern New York - - - a community raising awareness by taking it to the streets.

The day's events are a great way to bring the mental health community, friends, family, and service providers together to raise awareness of recovery and community supports. In the past there has been no fee for use of the park. This year the City has implemented a \$200 fee for use of the park which has been paid. We have used the park for 11 out of the past 12 years, rain or shine, and would like to continue to host the event at the park. Due to the high fee, we may have to find another venue for future events.

We request that the \$200 fee for use of the park be waived and refunded for the 12<sup>th</sup> Annual Mental Health Awareness Walk in Jefferson County. We offer to add the City of Watertown to our flyer as a sponsor in exchange for waiver of the fee.

Sincerely,

Amanda Smith  
The Jefferson County Mental Health Awareness Committee  
(315)785-8703 Ext. 228  
Enc.





# 11th Annual Mental Health Awareness Walk



Award given to the individual who wears the most GREEN

**A community raising awareness,  
taking it to the streets.**

**Wednesday, May 18, 2015**

- 8:30am Registration**
- 9:00am Kick Off at the Dulles State Office Bldg.**  
**Proclamation: Scott Gray**, Chairman of the  
 Jefferson County Board of Legislation  
**Guest Speaker: Harvey Rosenthal**, Executive Director of  
 NYAPRS
- 10:30am Mental Health Awareness Walk to  
Thompson Park Pavilion**

(round trip transportation provided along walk route)

**\*\*For accessible transportation RSVP by May 13, 2015**

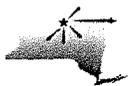
- 11:45am Lunch @ Thompson Park Pavilion**  
 prepared by: **Chef Chris Manning**,  
 Children's Home of Jefferson County



Live Entertainment by: **One Night Stand**

**Please call 785-8703 V or 785-8704 TTY for more information, to  
RSVP for lunch, or to request an accommodation by May 11, 2015.**

Hosted by: Jefferson County Mental Health Awareness Committee



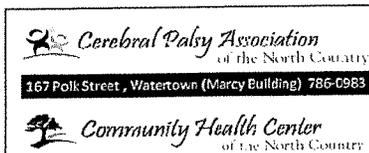
**Northern Regional  
Center for Independent Living**



**ACR HEALTH**  
Access Care and Resources for Health

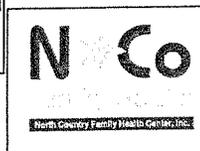


**The Mental Health Association  
in Jefferson County, Inc.**



**Cerebral Palsy Association  
of the North County**  
167 Polk Street, Watertown (Marcy Building) 786-0983

**Community Health Center  
of the North County**



Sponsored by: **Jefferson County Community Services**  
McDonalds, Kinney Drugs, and Freeman Bus Corporation.

April 21, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: NYS Office of the State Comptroller – Fiscal Stress Monitoring System

On April 18<sup>th</sup> the City received its fiscal stress score from the NYS Office of the State Comptroller based upon the FY 2014-15 financial report. In January 2013 Comptroller DiNapoli implemented a fiscal stress monitoring system to inform municipal leaders and taxpayers of the economic and budgetary challenges facing their localities so that actions can be taken to avoid a fiscal crisis. Based on the State’s review of the City’s FY 2014-15 Annual Update Document the City is currently classified as “No Designation” based on a score of 11.3%. The City received the same designation and score of 11.3% based upon its FY 2013-14 Annual Update Document.

The State Comptroller’s fiscal stress categories are as follows:

<b>Classification of Fiscal Stress</b>	<b>Percentage of Total Points</b>
Significant Fiscal Stress	65% – 100%
Moderate Fiscal Stress	55% – 64.9%
Susceptible to Fiscal Stress	45% – 54.9%
No Designation	0% – 44.9%

The monitoring system is intended to represent a systematic and objective methodology for identifying the presence of stress conditions in local government. The system looks at financial indicators and environmental indicators however only the scores of the financial indicators determine a municipality’s level of fiscal stress. The financial indicators are based on nine different calculations in the following five categories:

- Year end fund balance
- Operating deficits
- Cash position
- Use of short-term debt
- Fixed costs

The City received points for the following financial indicators:

Indicator	FY 2014-15 Points	FY 2014-15 % of Points	FY 2013-14 Points	FY 2013-14 % of Points	FY 2012-13 Points	FY 2012-13 % of Points
Assigned Unassigned Fund Balance / Gross Expenditures (Combined Funds) being less than the same ratio for the General Fund)	1	6.3%	1	6.3%	1	6.3% (1)
Number of Operating Deficits in Last 3 Years	1	3.3%	1	3.3%	0	0.0%
Last 3 Years Average Personal Services and Fringe Benefits / Net Revenues	1	1.7%	1	1.7%	2	3.3%
Total	3	11.3%	3	11.3%	3	9.6%

- (1) Due to a reporting error contained in the FY 2012-13 Annual Update Document the unrestricted assets of the Water Fund were reported on the wrong line. Had the error not occurred the City would have had a high enough Assigned /Unassigned Fund Balance amount to have received zero points for this indicator resulting in an overall score of 3.3%.

It is important understand that where reference is made to “combined funds” the data used was from the combination of the General Fund, Risk Retention Fund, Workers Compensation Fund, Tourism Fund, Water Fund and Sewer Fund. Where reference is made to “all funds” the data used was from the combination of the General, Risk Retention, Workers Compensation, Tourism, Water, Sewer, Community Development, Library, Self-funded Health Insurance, and Debt Service Funds. However in reality all of these funds should be looked at individually for financial stress and not on a combined level as each funds’ financial resources cannot be combined to offset the stress one of the funds may be experiencing.

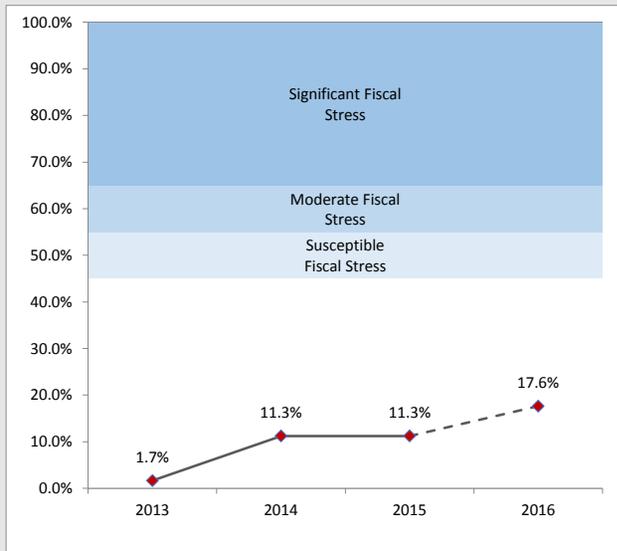
It is also important to look at the accompanying graphs that show where the levels were set for municipalities to be assigned points towards a level of fiscal stress. For example assigned and unassigned fund balance as a percentage of gross expenditures needs to get as low as 10% to be assigned one point and be below 3.33% for all three points to be assigned. With the City’s reliance on variable revenue sources (sales tax and sale of excess hydro-electricity) those levels should be set much higher to truly indicate if the City is under fiscal stress.

The attached graphs are from the self-assessment tool created by the State Comptroller’s Office for municipalities to use to monitor the financial indicators as well as show whether the previous two years indicated any fiscal stress. Specific fund level data has been provided where possible in the graph indicator headings.

More details on the State Comptroller’s Fiscal Stress Monitoring System can be found on their website at: <http://www.osc.state.ny.us/localgov/fiscalmonitoring/index.htm>

### Fiscal Stress Summary

	% Score	
2013	1.7%	
2014	11.3%	
2015	11.3%	
2016	17.6%	based on 3 year trend



The summary graph projects a fiscal stress score based on a three-year trend analysis. This score is not based on data submitted by the municipality. The predicted score is most reliable for municipalities which have followed a level trend but is less reliable for municipalities with scores that do not follow a steady trend.

Financial information provided on this page is pulled from reports submitted by the municipality. OSC performs a formal review of the information on an annual basis. However, OSC is unable to verify the accuracy of all the data elements upon which an entity's prior year fiscal stress score is based.

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary from previously released data.

As of 31-MAR-2016

### Indicator Scoring Summary

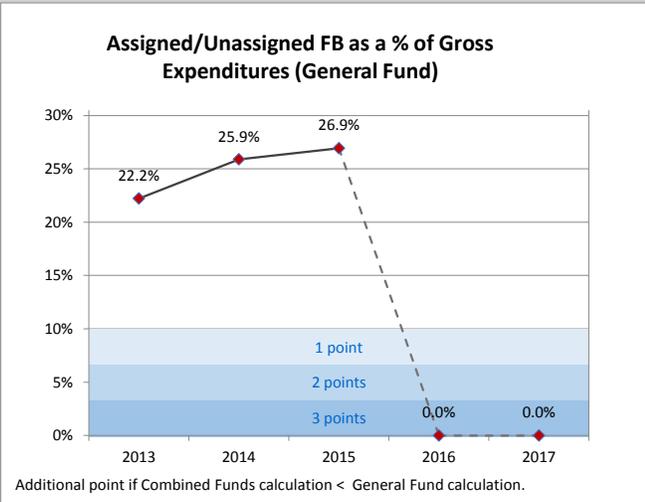
Fiscal Indicators	Value		Scores	
	2014	2015	2014	2015
1 Assigned & Unassigned FB/Gross Exp (General Fund)	25.9%	26.9%	1	1
Assigned & Unassigned FB/Gross Exp (Combined Funds)	25.6%	25.8%		
2 Total FB / Gross Exp (General Fund)	35.5%	37.4%	0	0
Total FB / Gross Exp (Combined Funds)	93.4%	95.3%		
3 # of Operating Deficits in Three Years or last year's deficit <= - 10%	1	1	1	1
4 Cash Ratio (Cash/Current Liability)	404.1%	477.9%	0	0
5 Cash as a % of Monthly Exp	446.0%	467.3%	0	0
6 Short Term Debt Issuance (Debt/Revenues)	0.0%	0.0%	0	0
7 Short Term Debt Trend (consecutive debt or BN in last year)	0	0	0	0
8 Pers Svc and Emp Benefits as a % of Revenues (3 yr avg)	68.0%	68.5%	1	1
9 Debt Service as a % of Revenues (3 yr avg)	5.7%	5.1%	0	0

Environmental Indicators	Value	Score
1 Change in Population	1.2%	0
2 Change in Median Age	-5.6%	0
3 Median Age of Population	32.1	0
4 Child Poverty Rate	25.5%	1
5 Change in Child Poverty Rate	-0.7%	0
6 Change in Property Value (4 year avg)	2.8%	0
7 Property Value Per Capita	\$43,472	0
8 Change in Unemployment Rate	-2.2	0
9 Unemployment Rate	6.5%	1
10 Change in Total Jobs in County	-0.3%	1
11 Reliance on State and Federal Aid	13.4%	0
12 Change in State and Federal Aid	4.6%	0
13 Constitutional Tax Limit	17.9%	0
14 Change in Sales Tax Receipts	N/A	N/A

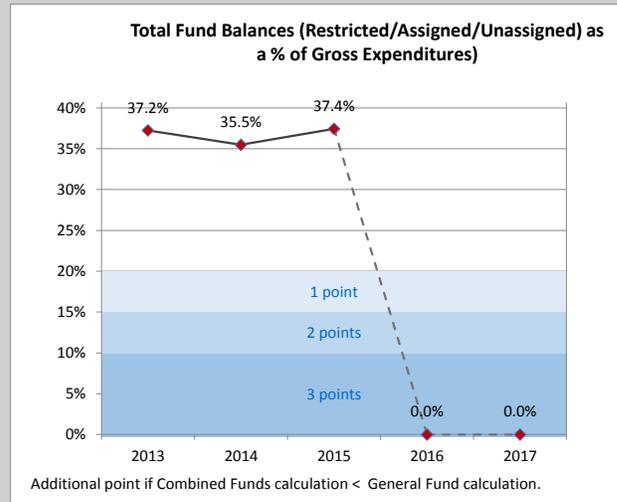
No Designation

City of Watertown: Projected data for 2016 and 2017 are based on Projection Worksheet

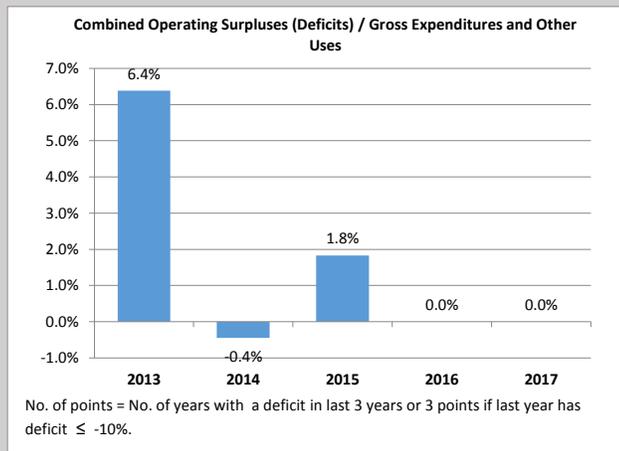
Indicator 1 (General Fund Only)



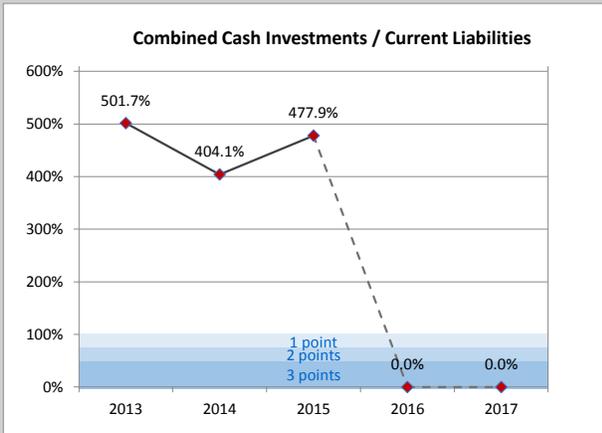
Indicator 2 (Comprised of General Fund (35.73%), Risk Retention Fund (2,699.79%), Workers Compensation Reserve Fund (261.32%) and Tourism Fund (21.30%))



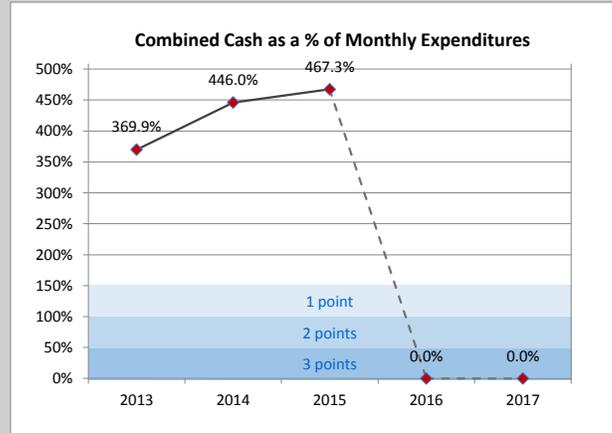
Indicator 3 (Comprised of General Fund (1.22%), Water Fund (-4.07%), Sewer Fund (13.51%), Risk Retention Reserve Fund (68.31%), Workers Compensation Reserve Fund (-99.46%) and Tourism Fund (-1.17%))



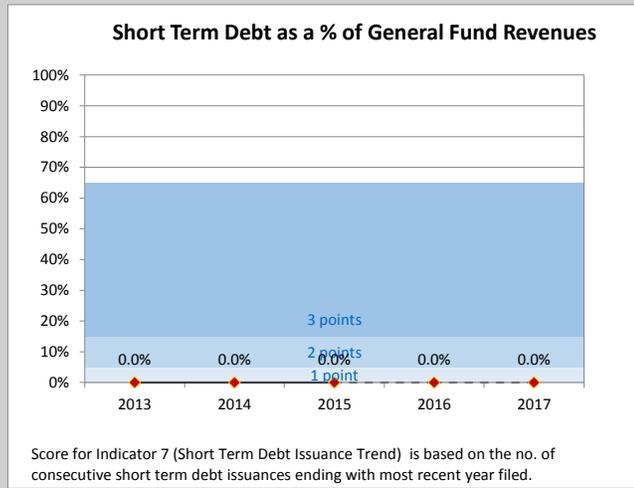
Indicator 4 (Comprised of General Fund, Water Fund, Sewer Fund, Risk Retention Fund, Workers Compensation Reserve Fund and Tourism Fund)



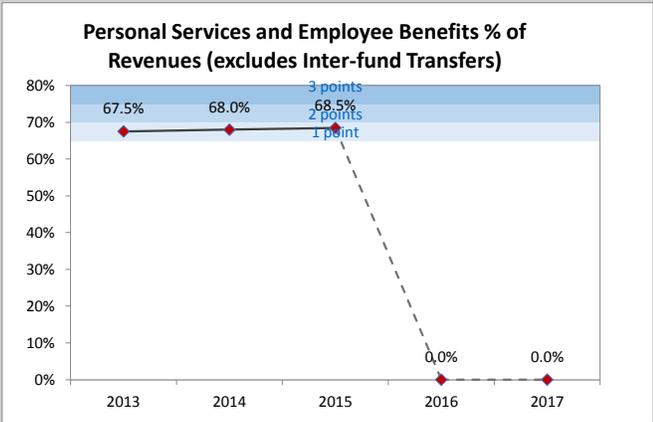
Indicator 5 (Comprised of General Fund, Water Fund, Sewer Fund, Risk Retention Fund, Workers Compensation Reserve Fund and Tourism Fund)



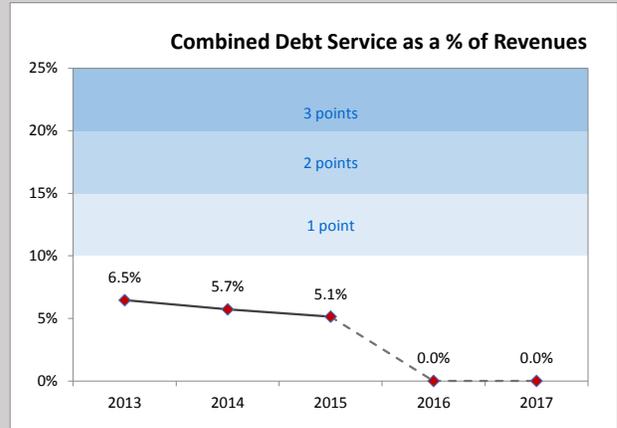
**Indicator 6/7**



**Indicator 8 (Comprised of General Fund (72.66%), Water Fund (50.16%), Sewer Fund (50.19%), Library Fund (1,395.49%) and Self-funded Health Insurance Fund (N/A))**



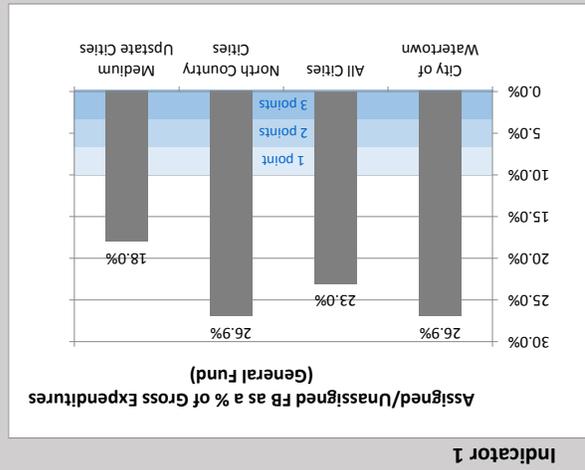
**Indicator 9 (Comprised of General Fund (6.8%), Water Fund (2.4%), Sewer Fund (3.6%) and Library Fund (588.2%))**



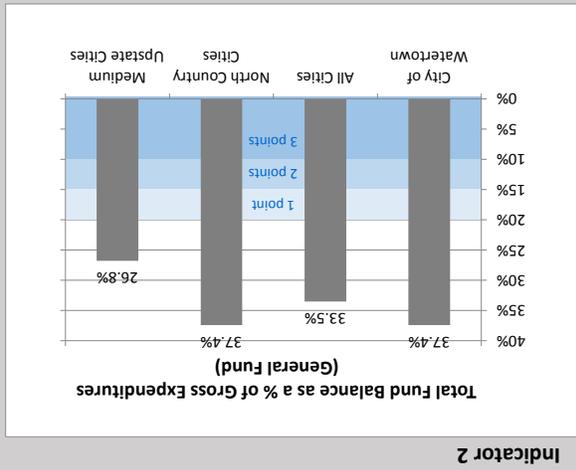
These graphs are provided for informational purposes. Calculations are based on the financial information provided by the municipality. The last two data points of each graph are based on projection numbers entered by the user. OSC takes no responsibility for the accuracy of the projection or the submitted financial information.

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary from previously released data.

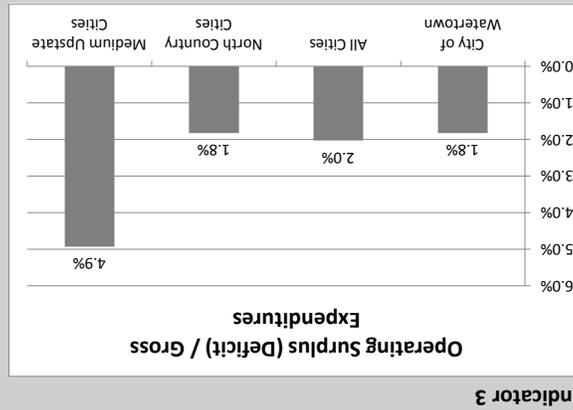
As of 31-MAR-2016



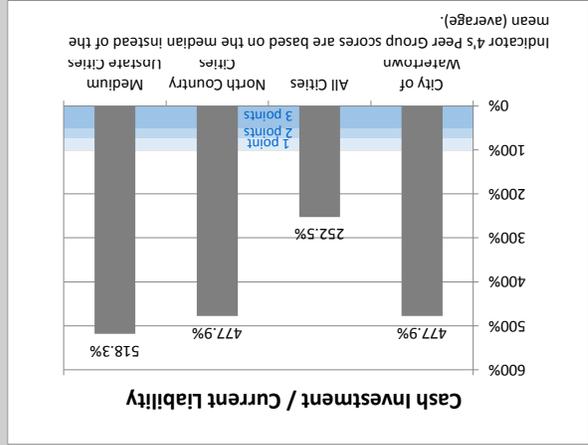
Indicator 1



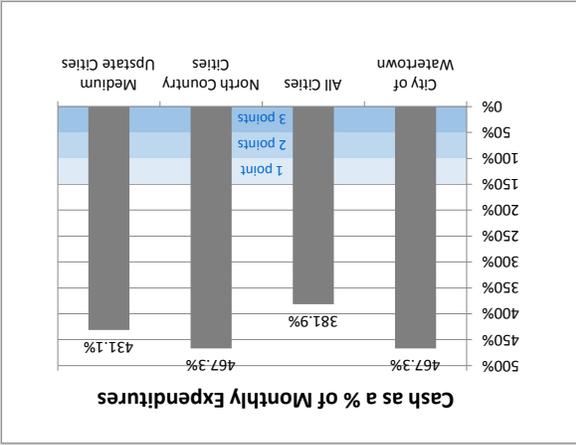
Indicator 2



Indicator 3



Indicator 4

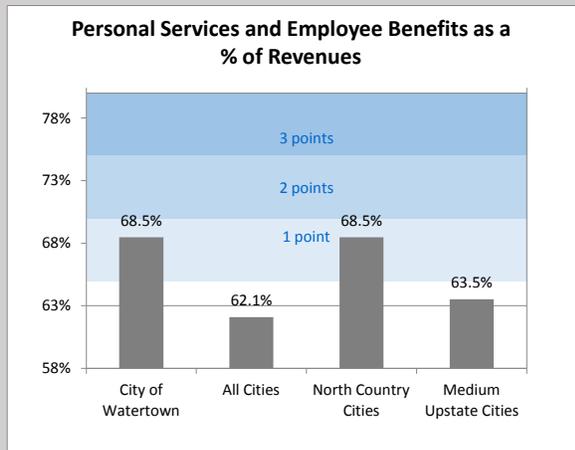


Indicator 5

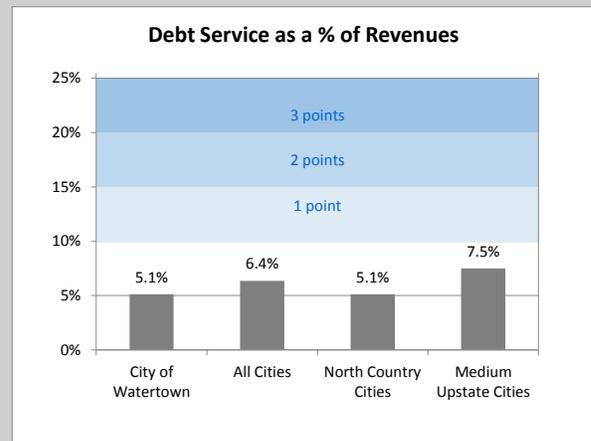
Peer Group Used in Comparison for all Indicators	
All Cities	15
North Country	1
Medium Upstate	6

## City of Watertown

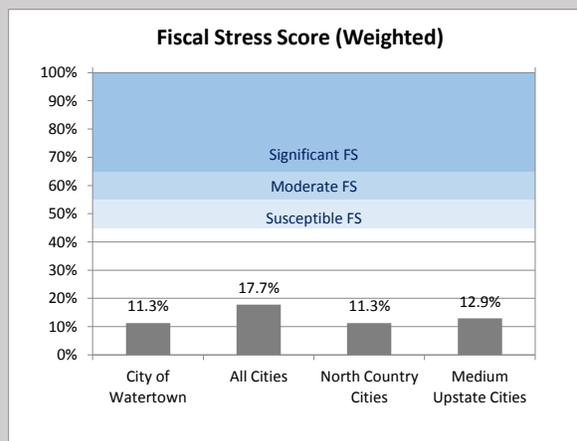
**Indicator 8**



**Indicator 9**



**Fiscal Stress Score**



This page provides graphical comparisons of financial indicators for the selected municipality against selected peer groups. Peer groups include data for municipalities for which current AUDs have been filed. The tables show the number of municipalities which are included in each selected peer group. Greater caution should be taken when the number of units in the comparison group is small (for example, fewer than five).

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary from previously released data.

As of 31-MAR-2016

# City of Watertown

County: Jefferson  
MuniCode: 220259000000

Fiscal Year: 2015  
Stress Level: No Designation

Indicator	Description	Year	Data	Points	Weight	Score	
1 Assigned and Unassigned Fund Balance	<b>General Fund Only</b> 3 Points ≤ 3.33% Last Fiscal Year 2 Points > 3.33% But ≤ 6.67% Last Fiscal Year 1 Point > 6.67% But ≤ 10% Last Fiscal Year	2015	Assigned Unassigned FB (Codes 915 & 917 General Fund)	10,209,693	1	50%	6.3%
			Assigned Unassigned FB (Codes 915, 917, 924 Combined Funds)	12,524,464			
			Gross Expenditures (General Fund)	37,903,594			
			Gross Expenditures (Combined Funds)	48,483,663			
			Assigned Unassigned FB / Gross Exp (General Fund)	26.9%    0 pts			
			Assigned Unassigned FB / Gross Exp (Combined Funds)	25.8%    1 pt			
<b>Combined Funds Minus General Fund</b> 1 Point = Combined Funds Calculation < General Fund Calculation							
2 Total Fund Balance	<b>General Fund Only</b> 3 Points ≤ 10% Last Fiscal Year 2 Points > 10% But ≤ 15% Last Fiscal Year 1 Point > 15% But ≤ 20% Last Fiscal Year	2015	Account code: 8029 (General Fund)	14,188,426	0	50%	6.3%
			Account code: 8029 (Combined Funds)	46,226,658			
			Gross Expenditures (General Fund)	37,903,594			
			Gross Expenditures (Combined Funds)	48,483,663			
			8029 / Gross Exp (General Fund)	37.4%    0 pts			
			8029 / Gross Exp (Combined Funds)	95.3%    0 pts			
<b>Combined Funds Minus General Fund</b> 1 Point = Combined Funds Calculation < General Fund Calculation							
3 Operating Deficit	<b>Combined Funds</b> 3 Points = Deficits in 3/3 Last Fiscal Years or a Deficit in the Last Fiscal Year ≤ -10% 2 Points = Deficits in 2/3 Last Fiscal Years 1 Point = Deficit in 1/3 Last Fiscal Years	2013	Gross Revenues (Combined Funds)	50,614,295	1	10%	3.3%
			Gross Expenditures (Combined Funds)	47,577,255			
			Deficit (Combined Funds)	3,037,040    0 pts			
		2014	Gross Revenues (Combined Funds)	48,809,554			
			Gross Expenditures (Combined Funds)	49,027,578			
			Deficit (Combined Funds)	(218,024)    1 pts			
		2015	Gross Revenues (Combined Funds)	49,372,416			
			Gross Expenditures (Combined Funds)	48,483,663			
			Deficit (Combined Funds)	888,753    0 pts			
Deficit / Gross Expenditures (Combined Funds)			1.8%    0 pts				
4 Cash Ratio	<b>Combined Funds</b> 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 75% Last Fiscal Year 1 Point > 75% But ≤ 100% Last Fiscal Year	2015	Cash and Investment Account Codes 200-223, 450, 451	18,884,453	0	20%	0.0%
			Net Current Liability Account Codes 600-626 & 631-668 Less Codes 280, 290, 295	3,951,232			
			Cash Investment / Current Liability	477.9%    0 pts			
			<b>Combined Funds</b> Account codes: 200, 201, 450, 451				
5 Cash as a % of Monthly Expenditures	3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 100% Last Fiscal Year 1 Point > 100% But ≤ 150% Last Fiscal Year	2015	Average Monthly Gross Expenditures (Total Gross/12)	4,040,305	0	20%	0.0%
			Cash / Avg Monthly Exp	467.3%    0 pts			
			<b>All Funds</b> 3 Points > 15% Last Fiscal Year 2 Points > 5% But ≤ 15% Last Fiscal Year 1 Point > 0% But ≤ 5% Last Fiscal Year				
6 Short Term Debt Issuance	3 Points > 15% Last Fiscal Year 2 Points > 5% But ≤ 15% Last Fiscal Year 1 Point > 0% But ≤ 5% Last Fiscal Year	2015	Short Term Debt Issued	-	0	10%	0.0%
			Total Revenues (General Fund)	38,158,835			
			Debt / Total Revenues (General Fund)	0.0%    0 pts			
			<b>All Funds</b> 3 Points = Issuance In Each of Last Three Fiscal Years or Issued a Budget Note In Last Fiscal Year				
7 Short Term Debt Issuance Trend	3 Points = Issuance In Each of Last Three Fiscal Years or Issued a Budget Note In Last Fiscal Year 2 Points = Issuance In Each of Last Two Fiscal Years 1 Point = Issuance In Last Fiscal Year	2013	Short Term Debt Issued	-	0	10%	0.0%
		2014	Short Term Debt Issued	-			
		2015	Short Term Debt Issued	-			
		2015	Budget Note Issued	No    0 pts			

# City of Watertown

County: Jefferson  
 MuniCode: 220259000000

Fiscal Year: 2015  
 Stress Level: No Designation

<b>8 All Funds</b> Personal Services and Employee Benefits as a % of Revenues 3 Points = Last Three Fiscal Year Average ≥ 75% 2 Points = Last Three Fiscal Year Average ≥ 70% But < 75% 1 Point = Last Three Fiscal Year Average ≥ 65% But < 70%	2013	Personal Services and Employee Benefits	39,368,739	1			
	Total Revenues	58,515,925					
	Pers Svc & Benefits / Revenues						67.3%
	2014	Personal Services and Employee Benefits	40,209,727				
	Total Revenues	58,289,660					
	Pers Svc & Benefits / Revenues						69.0%
	2015	Personal Services and Employee Benefits	41,452,817				
	Total Revenues	59,949,478					
	Pers Svc & Benefits / Revenues						69.1%
	Average Pers Svc & Benefits / Revenues						68.5%
<b>9 All Funds</b> Debt Service as a % Revenues 3 Points = Last Three Fiscal Year Average ≥ 20% 2 Points = Last Three Fiscal Year Average ≥ 15% But < 20% 1 Point = Last Three Fiscal Year Average ≥ 10% But < 15%	2013	Debt Service - Current Refunding	3,102,163	0		10%	
	Total Revenues	58,515,925					
	Debt Service / Revenues						5.3%
	2014	Debt Service - Current Refunding	2,995,741				
	Total Revenues	58,289,660					
	Debt Service / Revenues						5.1%
	2015	Debt Service - Current Refunding	2,983,946				
	Total Revenues	59,949,478					
	Debt Service / Revenues						5.0%
	Average Net Debt Service / Revenues						5.1%
<b>TOTAL</b>				<b>3</b>		<b>11.3%</b>	

Gross Revenues = Revenues and Other Sources  
 Total Revenues = Revenues  
 Gross Expenditures = Expenditures and Other Uses  
 Total Expenditures = Expenditures

General  
Fund      Combined Funds  
 Cities      A      A, FX, G, ES, EW

**Percent Range**  
**(out of 29 max pts)**  
 Significant Fiscal Stress      65 - 100%  
 Moderate Fiscal Stress      55 - 64.9%  
 Susceptible Fiscal Stress      45 - 54.9%  
 No Designation      0 - 44.9%

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary from previously released data.

As of 31-MAR-2016

# Office of the New York State Comptroller

Thomas P. DiNapoli • State Comptroller



## Fiscal Stress Monitoring System

### Municipalities in Stress Fiscal Years Ending 2015

April 20, 2016

The Fiscal Stress Monitoring System and resulting fiscal stress designations rely on data (as of 12/31/2015) from annual financial reports submitted by local governments to the Office of the State Comptroller.

This list (sorted in order of fiscal stress score) includes all municipalities with 2015 fiscal years ending prior to 8/1/2015.

#### Significant Stress

Greater than or equal to 65% of total points

Name	Class	County	Fiscal Score
Potsdam	Village	St. Lawrence	78.8%
Pomona	Village	Rockland	67.5%
Tannersville	Village	Greene	65.8%

#### Moderate Stress

Greater than or equal to 55% of total points

Name	Class	County	Fiscal Score
Cherry Creek	Village	Chautauqua	62.5%
Gowanda	Village	Cattaraugus	60.8%
Akron	Village	Erie	57.5%
Fayetteville	Village	Onondaga	57.5%

#### Susceptible to Fiscal Stress

Greater than or equal to 45% of total points

Name	Class	County	Fiscal Score
Amityville	Village	Suffolk	54.2%
Richville	Village	St. Lawrence	54.2%
Valley Stream	Village	Nassau	52.5%
Yonkers	City	Westchester	51.7%
New Square	Village	Rockland	50.8%
Tuxedo Park	Village	Orange	50.8%
Wurtsboro	Village	Sullivan	50.8%
South Corning	Village	Steuben	49.2%
Andover	Village	Allegany	47.5%
Argyle	Village	Washington	47.5%
Catskill	Village	Greene	47.5%
Walden	Village	Orange	46.3%

*Italicized municipalities were added to this list in April 2016.*



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If a municipality is not shown on this list, it may **not have filed** its annual financial report, may **have data that is inconclusive** for FSMS or may have no designation.

[Check the status of an individual municipality.](#)

[Learn more about the System and Scoring](#)

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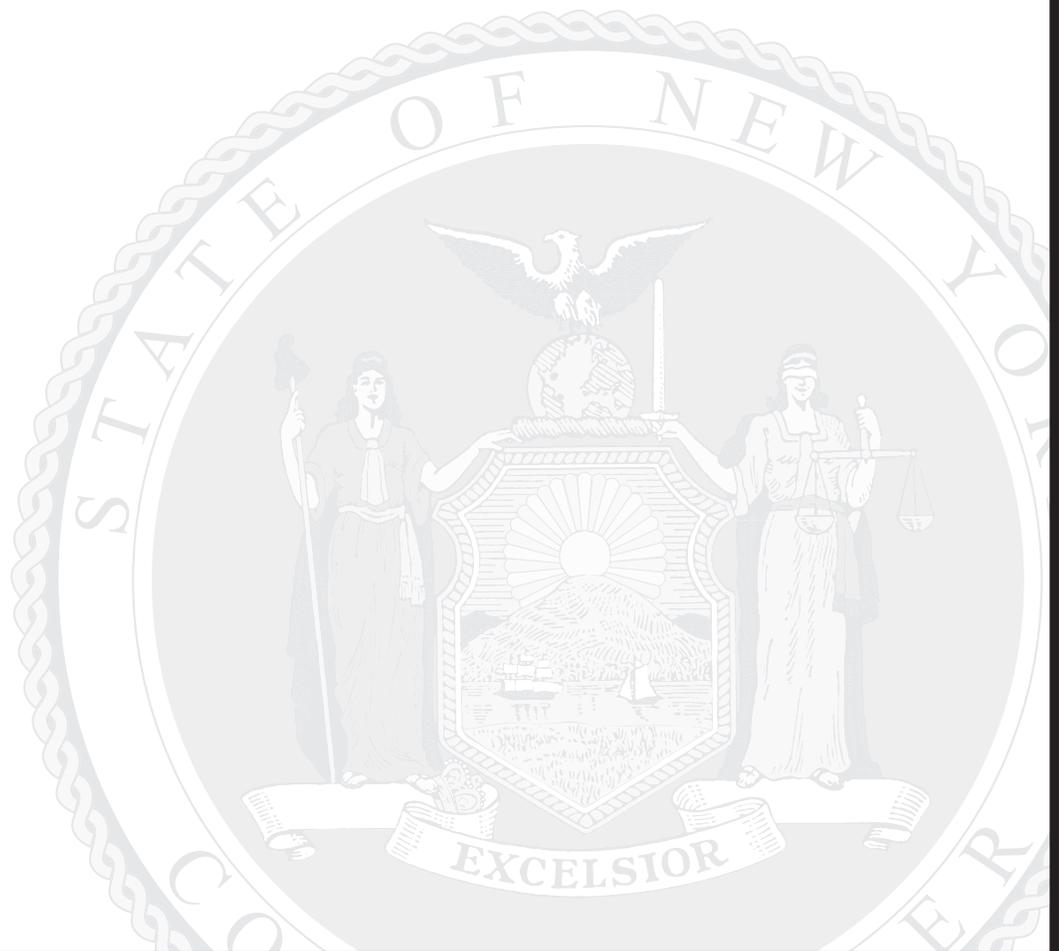
Division of Local Government and School Accountability

**OFFICE OF THE NEW YORK STATE COMPTROLLER**

**Thomas P. DiNapoli • State Comptroller**



# **Fiscal Stress Monitoring System**



**DIVISION OF LOCAL GOVERNMENT AND SCHOOL ACCOUNTABILITY**

**SEPTEMBER 2014**

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Original Date of Issue: January 2013

**Updated: September 2014**

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## Introduction

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Since the onset of the economic recession in December 2007, local governments and school districts throughout the State and country faced new challenges that threatened their fiscal health. A growing number of local officials, outside researchers and other interested parties have been sounding the alarm over the financial threats to local governments. We have seen in other states, such as California, Pennsylvania and Rhode Island, where local governments have filed for bankruptcy or radically reduced or eliminated the services they provide. These challenges will continue to threaten the fiscal health of local governments and school districts as the economy continues to recover from the Great Recession.

A first step in helping New York State local officials deal with these fiscal challenges is to identify clearly those local governments and school districts that are moving towards, or are already in, fiscal stress. Such monitoring of the fiscal health of local governments and school districts should allow for early actions to prevent these entities from ending up in severe fiscal stress. The preventive actions – ideally developed with active participation from citizens who will be affected – should result in less cost and less disruption to vital services.

The State Comptroller has a constitutional and statutory function to examine and report on the financial affairs and condition of local governments. As part of this function, OSC has developed a public fiscal stress monitoring system that will identify local governments and school districts that are in fiscal stress, as well as those showing susceptibility to fiscal stress. It is hoped that this Fiscal Stress Monitoring System will identify for local officials the need to take actions in a timely manner that change their financial trends for the better, with the least disruption and pain to citizens.

The data for monitoring system measures will be drawn from the information local governments and school districts already submit to OSC. Therefore, this system does not impose any additional reporting requirements. Before these measures were adopted and became final, the proposed Fiscal Stress Monitoring System was shared with all of the State's local governments and school districts for review and comment during a 60-day comment period. Over 85 local government and school district officials, as well as three affiliated organizations, provided a wide variety of feedback on the proposed system during this time. The comments were evaluated and considered in finalizing the Fiscal Stress Monitoring System. A summary of the public comments and OSC's responses, including the resulting changes that were made, is contained in Appendix I.

**OSC has developed a public fiscal stress monitoring system that will identify local governments and school districts that are in fiscal stress, as well as those showing susceptibility to fiscal stress.**

# Fiscal Stress Monitoring System

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## Overview

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Fiscal stress is a judgment about the financial condition of an individual entity that must take into consideration its unique circumstances, but can be generally defined as a local government’s or school district’s inability to generate enough revenues within its current fiscal period to meet its expenditures (budget solvency). In contrast, a fiscally healthy local government or school district is able to finance services on an ongoing basis—meaning that the local government or school district can endure short-term financial pressures (such as revenue shortfalls or unanticipated expenditures). Any attempt to identify or predict fiscal stress must recognize that changes in behavior, the specific financial decisions made in a locality, or unforeseen external events, can quickly change ongoing financial trends. These local actions can impact the financial health of a locality or school district suddenly, either for better or worse.

The Fiscal Stress Monitoring System evaluates local governments (counties, cities, towns and villages) and school districts based on both financial and environmental indicators. The financial indicators will be calculated using financial data that is filed in annual update documents (AUDs) by each local government and in annual financial reports (ST-3s) for school districts. A score will be calculated for each financial indicator to arrive at an overall score for each local government and school district, which will then be used to classify whether the unit is in “significant fiscal stress,” “moderate fiscal stress,” “susceptible to fiscal stress,” or “no designation.” The classifications of “significant fiscal stress” and “moderate fiscal stress” were developed so that a differentiation could be made between units that were experiencing fiscal stress with differing levels of severity. The classification “susceptible to fiscal stress” was developed to denote entities that are exhibiting some signs of fiscal stress, but to a lesser degree than those entities classified in the “moderate” or “significant” stress categories.

While there is no immediate cause for alarm, in the short-term, some of these entities could be vulnerable to movement into the “moderate” or “significant” categories should their financial situation deteriorate. Alternatively, some entities in this category could move into the “no designation” category should their financial situation improve.

**The Fiscal Stress Monitoring System  
evaluates local governments  
(counties, cities, towns and villages)  
and school districts based on both  
financial and environmental indicators.**

---

Entities that do not accumulate the number of points that would place them in a stress category will still receive a financial score but will be classified in a category of "no designation." This classification should not be interpreted to imply that the entity is completely free of fiscal stress conditions. Rather, the entity's financial information, when objectively scored according to the System criteria, did not generate sufficient points to place them in one of the three established stress categories.

In addition to the stress and no designation categories there are two additional categories in the System. In cases where a local government did not file its financial data as of the specified snapshot date, that entity will be classified as "Have Not Filed." In cases where an entity did file its financial data but still has unresolved issues associated with that data as of the snapshot date, such entity will be classified as "Data Inconclusive for FSMS."

The environmental indicators will be calculated using an array of sources, including data from the United States Census Bureau, the New York State Departments of Labor, Taxation and Finance, and Education, as well as financial data that is filed in AUDs. A score will be calculated for each environmental indicator to arrive at a current overall score for each local government and school district, which will be used to identify the units with negative environmental conditions. Those units that have been found to have negative environmental conditions will be notated in order of magnitude, as follows:

- "####" - (comparable to the "significant" category in the financial indicator component)
- "###" - (comparable to the "moderate" category in the financial indicator component)
- "#" - (comparable to the "susceptible" category in the financial indicator component)

Once a local government or school district is evaluated based on both financial and environmental indicators, it will result in the unit having a financial indicator classification and a separate environmental indicator notation.

Over time, as entities continue to be scored on an annual basis, the System will allow interested parties to track stress condition trends and get a better sense of where an entity is headed, so that decision makers are not merely responding to a crisis. Instead, they are able to take a deliberate, long-term and strategic approach to managing the affairs of their local government.

Particular attention should be paid to the fiscal score, how that score moves along the entire continuum, and where it is in relation to the various stress categories. And, since local leaders will be able to ascertain exactly how their score is generated and which indicator calculations are driving the accumulation of points from one year to the next, they can direct their efforts towards fixing the problem with much greater precision. Additionally, they can better explain their specific challenges to taxpayers.

## Local Government Financial Indicators

The Fiscal Stress Monitoring System for local governments consists of nine financial indicators within five categories, outlined in the table below, including the calculation and purpose for each financial indicator. An in-depth explanation of each financial indicator calculation has been included in Appendix A.

Local Government Financial Indicators		
Category	Financial Indicator	Purpose
1. Year-End Fund Balance	1. Assigned and Unassigned Fund Balance	To identify the amount of fund balance that is available in the general, special revenue, and/or enterprise funds to provide a cushion for revenue shortfalls or expenditure overruns.
	2. Total Fund Balance	To identify the amount of fund balance that is available to be used to fund operations, provide a cushion for revenue shortfalls or expenditure overruns, and/or is reserved for specific future purposes.
2. Operating Deficits	3. Operating Deficit	To identify local governments that are incurring operating deficits.
3. Cash Position	4. Cash Ratio	To identify the ability of the local government to liquidate current liabilities.
	5. Cash % of Monthly Expenditures	To identify the ability of the local government to fund the ensuing fiscal year's operations from available cash.
4. Use of Short-Term Debt	6. Short-Term Debt Issuance	To identify the amount of short-term debt that is issued to meet obligations (cash flow).
	7. Short-Term Debt Issuance Trend	To identify the trend in the issuance of short-term debt.
5. Fixed Costs	8. Personal Services and Employee Benefits % Revenues	To identify the amount that revenues are restricted to be used for salaries and benefits.
	9. Debt Service % Revenues	To identify the amount that revenues are restricted to be used for debt service expenditures.

**Year-End Fund Balance** – The level of a local government's year-end fund balance can affect its ability to deal with revenue shortfalls and expenditure overruns. A negative or low level of fund balance can affect the local government's ability to provide services at current levels. In addition, since fund balance is the accumulated result of the local government's financial operations over time, it is a strong measure of financial condition and is not usually affected by short-term circumstances. Two financial indicators were chosen in this category to evaluate the local government's assigned and unassigned fund balance level, and its total fund balance.

**Operating Deficits** – Annual operating results are a good measure of the local government's recent financial operations and the direction that its finances are headed. Local governments that have multiple years of operating deficits or a significant operating deficit in one fiscal year can face financial hardship. Additionally, multiple years of operating deficits are a reliable sign that the local government's budget is not structurally balanced – that its current revenues are not sufficient to support current expenditures. One financial indicator was selected in this category to evaluate the trend of operating deficits and determine whether the local government incurred a significant operating deficit in its most recently completed fiscal year.

**Cash Position** – Another way to evaluate fiscal health is to determine whether an entity has enough cash to pay its bills on time. A local government with a low level of cash and short-term investments may not be able to pay its current obligations (insolvency). The two financial indicators in this category evaluate the local government’s ability to liquidate current liabilities and its ability to fund the ensuing fiscal year’s operations from available cash.

**Use of Short-Term Debt** – Local governments in fiscal stress are more likely to issue short-term debt in order to meet obligations. Increasing reliance on the issuance of short-term debt indicates that the local government has cash-flow issues that are not being resolved. The two financial indicators in this category evaluate the amount of short-term debt that was issued in the last fiscal year and the trend in the issuance of short-term debt.

**Fixed Costs** – This category was selected because the level of a local government’s fixed costs determines the local government’s flexibility in responding to economic changes. A local government with a high level of fixed costs has more difficulty adjusting service levels if resources decline. These two financial indicators determine the amount that revenues are restricted to be used for personal services and employee benefits, and for debt service (both are of a fixed nature).

An explanation of the scoring of each financial indicator and the overall scoring has been included in Appendix B. When calculating the financial indicators for local governments, the general fund<sup>1</sup> and combined funds will be used for indicators one and two (two results for each indicator), the combined funds for indicators three through five (one result for each indicator), and all funds, except the capital projects fund, for indicators six through nine (one result for each indicator). The combined funds<sup>2</sup> that will be used for each class of local government for indicators one through five are outlined in the table below.

Class	Combined Funds
Cities	General, All Water and All Sewer Funds
Big 4 Cities (Buffalo, Rochester, Syracuse, & Yonkers)	General, Dependent School District General, All Water and All Sewer Funds
Counties	General, County Road, Road Machinery, Water, Sewer and All Enterprise Funds
Villages	General, All Water and All Sewer Funds
Towns	General Town-Wide, General Part-Town, Highway Town-Wide, Highway Part-Town, All Water and All Sewer Funds

For indicators one and two, a result will be calculated for the general fund and a result will be calculated for the combined funds, less the general fund result. For indicators three through five, one result will be calculated for the combined funds. For indicators six through nine, one result will be calculated for all funds, except the capital projects fund. The scores for each of the nine financial indicators will be used to arrive at a current overall score for each local government.

<sup>1</sup> The general fund calculation for indicators one and two for towns will consist of the general town-wide and highway town-wide funds together (one combined result for each indicator), and will only consist of the general fund for cities, counties, and villages.

<sup>2</sup> We selected the combined funds for each class of local government by including the funds that are the most common for each class and also the funds that generally account for the largest percentage of each class’s financial activity.

## Local Government Environmental Indicators

An in-depth explanation of each of the environmental indicator calculations has been included in Appendix C. Eight categories including 14 environmental indicators<sup>3</sup> will be used for evaluating demographic and economic factors affecting local governments. These indicators are outlined in the following table, which includes the calculation and the purpose for each of the environmental indicators.

Local Government Environmental Indicators		
Category	Environmental Indicator	Purpose
1. Population	1. Change in Population 1990 to 2010	To identify local governments where total population has declined over the last two decades or significantly declined over the last decade.
2. Age	2. Change in Median Age of Population 2000 to 2010	To identify local governments where the median age of their residents has increased.
	3. Median Age of Population 2010	To identify the median age of the residents of a local government.
3. Poverty	4. Child Poverty Rate 2010	To identify the child poverty rate of the local government.
	5. Change in Child Poverty Rate 2000 to 2010	To identify local governments where the child poverty rate has increased.
4. Property Value	6. Change in Property Value	To identify local governments where property values have declined.
	7. Property Value Per Capita	To identify the property wealth of the local government.
5. Employment Base	8. Change in Unemployment Rate	To identify local governments where the unemployment rate has increased.
	9. Unemployment Rate	To identify the unemployment rate of the local government.
	10. Change in Total Jobs in County	To identify local governments that are within counties in which the total jobs in the county have declined.
6. Intergovernmental Revenues	11. Reliance on State and Federal Aid	To identify the dependence of the local government on State and federal funding.
	12. Change in State and Federal Aid	To identify local governments where State and federal aid revenues have declined.
7. Constitutional Tax Limit	13. Constitutional Tax Limit Exhausted	To determine the extent to which a city or village has exhausted its tax limit.
8. Sales Tax Receipts	14. Change in Local Sales Tax Receipts	To identify counties where local sales tax receipts have declined.

**Population** – Changes in population can provide insight into the health of the local economy and can pose challenges to a local government’s finances. Declining population in a local government may affect property values and the associated tax base, which affects a local government’s revenues. Additionally, despite the fact that population is declining, local government officials are often unable to cut the associated costs since many expenditures, including debt service, personal services and employee benefits, are fixed in the short term.

<sup>3</sup> All 14 environmental indicators will not be used to evaluate each class of local government. Appendix D contains a table outlining the environmental indicators that will be used to evaluate each class of local government.

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**Age** – The age of the population provides important insight into the service needs within a community. A local government with an increasing or already high median age may require additional services (i.e., public transportation and healthcare), resulting in additional expenditures. The two indicators in this category are the current median age of the population and the trend in the age (whether the population is trending older or younger).

**Poverty** – The level of poverty within a local government provides important insight into the service needs within a community. The two indicators in this category are the current poverty rate – as measured by the child poverty rate – and the trend in the level of child poverty. We specifically selected the child poverty rate because this rate is a more accurate indicator of the actual poverty level in a community.

**Property Value** – Property value is a useful sign of the health of a local economy and also may affect real property taxes, which is one of the local government’s major revenue sources. A local government with declining property values needs to increase its tax rate(s) in order to raise the same amount of real property tax revenues. The two indicators in this category evaluate the current property wealth and the trend in a local government’s property value.

**Employment Base** – The level of unemployment and the change in available jobs provide information on the economic activity of an area and also may affect a local government’s revenues. A local government with an increasing unemployment rate, high unemployment rate, and/or declining available jobs indicates that its residents are experiencing reductions in personal income. Therefore, the residents’ ability to support the local economy is diminished. This may result in a significant decline in the local government’s revenues that are based on economic activity (i.e., sales tax receipts). The three indicators in this category evaluate the current unemployment rate, the trend in the unemployment rate and the trend in the total jobs in the county in which the local government is located.

**Intergovernmental Revenues** – The extent to which a local government’s operations are supported by intergovernmental revenues from State and federal sources can pose challenges to a local government’s finances. A local government with a large dependence on State and federal funding can have a greater revenue risk (vulnerability to reductions of such revenues) because the local government does not control most intergovernmental revenues. The two indicators in this category evaluate the local government’s current level of dependence on intergovernmental revenues and the trend in intergovernmental revenues.

**Constitutional Tax Limit** – For purposes of the monitoring system, this category is applied to cities and villages only. The extent to which a city or village has exhausted its constitutional tax limit reduces its financing options. A city or village that has exhausted a significant amount of its constitutional tax limit loses flexibility in its revenue structure and may not be able to sustain the current level of services provided to its residents.

**Sales Tax Receipts** – This category is applied to counties only, as this revenue source is not allocated in a uniform manner to cities, towns and villages. The change in sales tax receipts (as an indicator of consumer spending) can provide insight into the health of the local economy. Adverse changes can pose challenges to a county’s finances. A county with declining sales tax receipts will need to generate additional revenues to sustain the current level of services provided to its residents. The effects of such change will vary according to the significance of sales tax as a portion of the total revenues realized by a county.

A score will be calculated for each of the applicable environmental indicators to arrive at an overall score for each local government. An explanation of the scoring of each environmental indicator and the overall scoring has been included in Appendix D.

## School District Financial Indicators

The financial indicators for schools are slightly different than for local governments, reflecting the different operating environment for schools. Seven financial indicators within four categories were developed for evaluating school districts, which are outlined in the table below. An in-depth explanation of each of the financial indicator calculations has been included in Appendix E.

The Fiscal Stress Monitoring System does not evaluate/score districts created by special act or non-operational districts. Special act schools are public schools created by special action of the State Legislature, for the purpose of providing special education services to students who reside in child care institutions. Non-operational school districts most often include districts that raise property taxes as a mechanism to pay tuition in order to send students to other area schools.

School District Financial Indicators		
Category	Financial Indicator	Purpose
1. Year-End Fund Balance	1. Unassigned Fund Balance	To identify the amount of fund balance that is available in the general fund to provide a cushion for revenue shortfalls or expenditure overruns.
	2. Total Fund Balance	To identify the amount of fund balance that is available to be used to fund operations, provide a cushion for revenue shortfalls or expenditure overruns, and/or is reserved for specific future purposes.
2. Operating Deficits	3. Operating Deficit	To identify school districts that are incurring operating deficits.
3. Cash Position	4. Cash Ratio	To identify the ability of the school district to liquidate current liabilities.
	5. Cash % of Monthly Expenditures	To identify the ability of the school district to fund the ensuing fiscal year’s operations from available cash.
4. Use of Short-Term Debt	6. Short-Term Debt Issuance	To identify the amount of short-term debt that was issued to meet obligations (cash flow).
	7. Short-Term Debt Issuance Trend	To identify the trend in the issuance of short-term debt.

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**Year-End Fund Balance** – The level of a school district’s year-end fund balance can affect its ability to deal with revenue shortfalls and expenditure overruns. A negative or low level of fund balance can affect the school district’s ability to provide services at current levels. In addition, since fund balance is the accumulated results of the school district’s financial operations over time, it is a strong measure of financial condition and is not usually affected by short-term circumstances. Two financial indicators were chosen in this category to evaluate a school district’s unassigned fund balance level and total fund balance.

**Operating Deficits** – Annual operating results are a good measure of the recent financial operations and the direction that a school district’s finances are headed. School districts that have multiple years of operating deficits or a significant operating deficit in one fiscal year can face financial hardship. Additionally, multiple years of operating deficits are a reliable sign that a school district’s budget is not structurally balanced – that its current revenues are not sufficient to support current expenditures. One financial indicator was selected in this category to evaluate the trend of operating deficits and determine whether the school district incurred a significant operating deficit in its most recently completed fiscal year.

**Cash Position** – Another way to evaluate fiscal health is to determine whether an entity has enough cash to pay its bills on time. A school district with a low level of cash and short-term investments may not be able to pay its current obligations (insolvency). The two financial indicators in this category evaluate the ability to liquidate current liabilities and the ability to fund the ensuing fiscal year’s operations from available cash.

**Use of Short-Term Debt** – School districts in fiscal stress are more likely to issue short-term debt in order to meet obligations. A school district that increasingly relies on the issuance of short-term debt indicates that the school district has cash-flow issues that are not being resolved. The two financial indicators in this category evaluate the amount of short-term debt that was issued in the last fiscal year as well as the trend in the issuance of short-term debt.

When calculating the financial indicators for school districts, only the district’s general fund will be used. A score will be calculated for each of the seven financial indicators to arrive at a current overall score for each school district. An explanation of the scoring of each financial indicator and the overall scoring has been included in Appendix F.

## School District Environmental Indicators

Six environmental indicators within five categories will be used for evaluating other factors affecting school district finances, which are outlined in the table below. An in-depth explanation of each of the environmental indicator calculations has been included in Appendix G.

School District Environmental Indicators		
Category	Environmental Indicator	Purpose
1. Property Value	1. Change in Property Value	To identify school districts where property values have declined.
2. Enrollment	2. Change in Enrollment	To identify school districts where enrollment has declined.
3. Budget Votes	3. Trend in First Budget Vote Being Defeated	To identify school districts where their budget was defeated during the first vote multiple times.
	4. Change in Approval % First Budget Vote	To identify school districts where the approval percentage of their budget during the first budget vote has declined.
4. Graduation Rate	5. Graduation Rate %	To identify the graduation rate of the school district.
5. Free or Reduced Priced Lunch	6. Free or Reduced Priced Lunch %	To identify an indicator of the poverty rate of the school district.

**Property Value** – Property value is a useful sign of the health of the local economy and also may affect one of the school district’s major revenue sources (real property taxes). A school district with declining property values needs to increase its tax rate(s) in order to raise the same amount of real property tax revenues. This indicator evaluates the trend in a school district’s property value.

**Enrollment** – Changes in school district enrollment can provide insight into the health of the local economy and can pose challenges to a school district’s finances. A school district with declining enrollment may experience a decline in property values and the associated tax base, which may affect a school district’s revenues. Additionally, despite the fact that enrollment is declining, school districts are often unable to cut the associated costs since many expenditures, including debt service, personal services, and employee benefits, are fixed in the short term.

**Budget Votes** – The level of community support for a school district’s budget directly affects the school district’s ability to incur the expenditures that are anticipated. Additionally, because of the onset of the tax cap starting with the 2012-13 fiscal year, the level of community support for a school district’s budget will directly affect the school district’s ability to raise real property taxes, its major source of revenue. The two indicators in this category identify school districts that had their budgets defeated during the first vote multiple times, and school districts that have had a declining approval percentage for the first budget vote.

**Graduation Rate** – Graduation rates may affect the school district’s expenditures. A low graduation rate may indicate a school district has students with higher needs that require additional academic services, resulting in additional expenditures for the district.

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**Free or Reduced Price Lunch** – The percentage of students eligible for free or reduced price lunch is directly correlated with the poverty rate. A high percentage of students that are eligible for free or reduced price lunch indicates a school district has students with higher needs that require additional services, resulting in additional expenditures for the district.

A score will be calculated for each of the six environmental indicators to arrive at an overall score for each school district. An explanation of the scoring of each environmental indicator and the overall scoring has been included in Appendix H.

## **Internal Verification**

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There will be several steps of internal verification performed by OSC prior to finalizing a list of local governments and school districts that will be classified as in “significant fiscal stress,” “moderate fiscal stress,” or “susceptible to fiscal stress.” Specifically, for each unit initially identified, the data and calculations that were used to determine these units’ classification (significant fiscal stress, moderate fiscal stress, or susceptible to fiscal stress) will be reviewed and verified. The internal verification process will also consist of verification of the data and calculations for a sample of units classified as “no designation.”

Should a local government or school district fail to file its Annual Update Document (AUD) and/or ST-3, it will be classified as “did not file” when scores for its peer group are released publicly. Should a local government or school district fail to satisfactorily resolve any data issues uncovered during the verification process, such entity will not receive a fiscal stress score and will be classified under the category of “data inconclusive for FSMS” when scores for its peer group are released publicly. A peer group, for purpose of score releases, is defined according to entity class and/or fiscal year end date.

## **Dependent School Districts**

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School district information for the fiscally dependent districts (Buffalo, Rochester, Syracuse and Yonkers) will be incorporated into the scoring of their respective cities. See pages 4-8 for discussion of local government indicators.

# Assistance Provided to Local Governments

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Once the Fiscal Stress Monitoring System has identified local governments and school districts experiencing some level of fiscal stress, there is an array of services that OSC can provide to these units. The services will be provided through the OSC regional office that has oversight responsibility for the identified unit(s).

**Budget Reviews** – Review the unit’s budget prior to adoption by the governing board to ensure that the significant revenue and expenditure projections are reasonable, and that the budget is structurally balanced.

**Technical Assistance** – Contact each unit to discuss the indicators that resulted in the fiscal stress designation. Provide additional guidance to the unit via on-site technical assistance.

**Multi-Year Financial Planning** – Provide each unit with the information to access OSC’s on-line multi-year financial planning tool. Provide any hands-on assistance the unit needs to fully utilize the tool and develop a multi-year plan, identify its fiscal issues and develop a corrective action plan.

**Publications and Resources** – Provide units with a predetermined set of local government management guides and other publications related to financial management (e.g., financial condition analysis, multi-year financial and capital planning, etc.). Provide units with a five-year financial comparison of the data filed in their annual update document/ST-3 in an Excel spreadsheet.

**Training** – Advise each unit about the full menu of training that OSC offers, including online training, regional training, and association and conference trainings.

# Appendix A

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## Local Government Financial Indicator Calculations

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The following contains an in-depth explanation of each of the financial indicator calculations:

**Assigned and Unassigned Fund Balance** – The general fund’s assigned fund balance, except for assigned appropriated fund balance (account code 915 only), plus unassigned fund balance (account code 917) divided by the general fund’s gross expenditures<sup>4</sup> (EOU) during the same fiscal year. A result will be calculated for the general fund. The combined funds’ assigned fund balance, except for assigned appropriated fund balance (account code 915 only), plus unassigned fund balance (account code 917 and account code 924 for enterprise funds) divided by the combined funds’ gross expenditures (EOU) during the same fiscal year. A result will be calculated for the combined funds, less the general fund result.

**Total Fund Balance** – The general fund’s total fund balance at fiscal year end divided by the general fund’s gross expenditures (EOU) during the same fiscal year. A result will be calculated for the general fund. The combined funds’ total fund balance at fiscal year end divided by the combined funds’ gross expenditures (EOU) during the same fiscal year. A result will be calculated for the combined funds, less the general fund result.

**Operating Deficits** – The combined funds’ gross revenues<sup>5</sup> (ROS) minus gross expenditures (EOU) at fiscal year end divided by the combined funds’ gross expenditures during the same fiscal year (EOU). One result will be calculated for the combined funds.

**Cash Ratio** – The total of the combined funds’ cash and investments (account codes 200-223, 450, and 451) at fiscal year end divided by the combined funds’ current liabilities (account codes 600-626 and 631-668 minus account codes 280, 290, and 295) during the same fiscal year. One result will be calculated for the combined funds.

**Cash as a Percentage of Monthly Expenditures** – The total of the combined funds’ cash and investments (account codes 200, 201, 450, and 451) at fiscal year end divided by the combined funds’ average monthly gross expenditures (EOU) during the same fiscal year. One result will be calculated for the combined funds.

**Short-Term Debt Issuance** – The total of short-term debt (revenue anticipation notes (RANs), tax anticipation notes (TANs), and budget notes) that was issued during the fiscal year divided by the general fund’s total revenues<sup>6</sup> during the same fiscal year.

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<sup>4</sup> “Gross Expenditures” consist of expenditures plus other uses (transfer activity) for any of the calculations in which they are included.

<sup>5</sup> “Gross Revenues” consist of revenues plus other sources (transfer activity) for any of the calculations in which they are included.

<sup>6</sup> “Total Revenues” only consist of revenues and not other sources (no transfer activity) for any of the calculations in which they are included. For Big 4 Cities (Buffalo, Rochester, Syracuse and Yonkers) “Total Revenues” includes city as well as school district general fund revenues.

# Appendix A

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## Local Government Financial Indicator Calculations

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**Short-Term Debt Issuance Trend** – Starting with the most recent completed fiscal year, the number of consecutive years that short-term debt (RANs, TANs, and budget notes) was issued over the last three fiscal years.

**Personal Service and Employee Benefits as a Percentage of Revenues** – The total of all funds' (except the capital projects fund) personal services expenditures and employee benefits expenditures (expenditure object codes .1 and .8) at fiscal year end divided by all funds' (except the capital projects fund) total revenues during the same fiscal year. One result will be calculated for all funds (except the capital projects fund).

**Debt Service as a Percentage of Revenues** – The total of all funds' (except the capital projects fund) debt service expenditures (expenditure object codes .6 and .7) net of current refunding bonds (code V5792) at fiscal year end divided by all funds' (except the capital projects fund) total revenues during the same fiscal year. One result will be calculated for all funds (except the capital projects fund). For the Big 4 Cities of Buffalo, Rochester, Syracuse and Yonkers, the denominator ("Total Revenues") includes General Fund Revenues of the city as well as its dependent school district.

# Appendix B

## Local Government Financial Indicators Scoring

Local Government Financial Indicators Scoring			
Financial Indicator	Scoring - Points	Max. Points	Scoring - Weighted Average
1. Assigned and Unassigned Fund Balance	<b>General Fund Result</b> 3 Points = Less Than or Equal to 3.33% Last Fiscal Year 2 Points = Greater Than 3.33% But Less Than or Equal to 6.67% Last Fiscal Year 1 Point = Greater Than 6.67% But Less Than or Equal to 10% Last Fiscal Year 0 Points = Greater Than 10% Last Fiscal Year <b>Combined Funds Result Minus General Fund Result</b> 1 Point = Negative % When the General Fund % is Subtracted from the Combined Funds % for the Last Fiscal Year	4	50%
	<b>General Fund Result</b> 3 Points = Less Than or Equal to 10% Last Fiscal Year 2 Points = Greater Than 10% But Less Than or Equal to 15% Last Fiscal Year 1 Point = Greater Than 15% But Less Than or Equal to 20% Last Fiscal Year 0 Points = Greater Than 20% Last Fiscal Year <b>Combined Funds Result Minus General Fund Result</b> 1 Point = Negative % When the General Fund % is Subtracted from the Combined Funds % for the Last Fiscal Year		
3. Operating Deficit	<b>Combined Funds Result</b> 3 Points = Deficits in Three of Last Three Fiscal Years or a Deficit in the Last Fiscal Year Less Than or Equal to -10% 2 Points = Deficits in Two of Last Three Fiscal Years 1 Point = Deficit in One of Last Three Fiscal Years 0 Points = No Deficits in Last Three Fiscal Years	3	10%
4. Cash Ratio	<b>Combined Funds Result</b> 3 Points = Less Than or Equal to 50% Last Fiscal Year 2 Points = Greater Than 50% But Less Than or Equal to 75% Last Fiscal Year 1 Point = Greater Than 75% But Less Than or Equal to 100% Last Fiscal Year 0 Points = Greater Than 100% Last Fiscal Year	3	
5. Cash % of Monthly Expenditures	<b>Combined Funds Result (Villages and Towns)</b> 3 Points = Less Than or Equal to 33.3% Last Fiscal Year 2 Points = Greater Than 33.3% But Less Than or Equal to 66.7% Last Fiscal Year 1 Point = Greater Than 66.7% But Less Than or Equal to 100% Last Fiscal Year 0 Points = Greater Than 100% Last Fiscal Year <b>Combined Funds Result (Cities and Counties)</b> 3 Points = Less Than or Equal to 50% Last Fiscal Year 2 Points = Greater Than 50% But Less Than or Equal to 100% Last Fiscal Year 1 Point = Greater Than 100% But Less Than or Equal to 150% Last Fiscal Year 0 Points = Greater Than 150% Last Fiscal Year	3	20%
	<b>All Funds Result</b> 3 Points = Greater Than 15% Last Fiscal Year 2 Points = Greater Than 5% But Less Than or Equal to 15% Last Fiscal Year 1 Point = Greater Than 0% But Less Than or Equal to 5% Last Fiscal Year 0 Points = 0% Last Fiscal Year		
7. Short-Term Debt Issuance Trend	<b>All Funds Result</b> 3 Points = Issuance in Each of Last Three Fiscal Years or Issued a Budget Note in Last Fiscal Year 2 Points = Issuance in Each of Last Two Fiscal Years 1 Point = Issuance in Last Fiscal Year 0 Points = No Issuance	3	10%
8. Personal Services and Employee Benefits % Revenues	<b>All Funds Result</b> 3 Points = Last Three Fiscal Years Average Greater Than or Equal to 75% 2 Points = Last Three Fiscal Years Average Greater Than or Equal to 70% But Less Than 75% 1 Point = Last Three Fiscal Years Average Greater Than or Equal to 65% But Less Than 70% 0 Points = Last Three Fiscal Years Average Less Than 65%	3	10%
	<b>All Funds Result</b> 3 Points = Last Three Fiscal Years Average Greater Than or Equal to 20% 2 Points = Last Three Fiscal Years Average Greater Than or Equal to 15% But Less Than 20% 1 Point = Last Three Fiscal Years Average Greater Than or Equal to 10% But Less Than 15% 0 Points = Last Three Fiscal Years Average Less Than 10%		
9. Debt Service % Revenues	<b>All Funds Result</b> 3 Points = Last Three Fiscal Years Average Greater Than or Equal to 20% 2 Points = Last Three Fiscal Years Average Greater Than or Equal to 15% But Less Than 20% 1 Point = Last Three Fiscal Years Average Greater Than or Equal to 10% But Less Than 15% 0 Points = Last Three Fiscal Years Average Less Than 10%	3	
<b>Total</b>		<b>29</b>	<b>100%</b>

# Appendix B

## Local Government Financial Indicators Scoring

The categories will be given different weights to reflect their relative importance in measuring financial stress. The total maximum number of points that a local government can receive is 29 points. If a local government receives an overall score greater than or equal to 65 percent of the total points, it will be considered in significant fiscal stress; if a local government receives an overall score greater than or equal to 55 percent of the total points, but less than 65 percent of the total points, it will be considered in moderate fiscal stress; if a local government receives an overall score greater than or equal to 45 percent of the total points, but less than 55 percent of the total points, it will be considered susceptible to fiscal stress; and if a local government receives an overall score less than 45 percent of the total points, it will be identified as "no designation."

Local Government Classifications of Fiscal Stress	
Percentage of Total Points	Classification of Fiscal Stress
65% – 100%	Significant Fiscal Stress
55% – 64.9%	Moderate Fiscal Stress
45% – 54.9%	Susceptible to Fiscal Stress
0% – 44.9%	No Designation

# Appendix C

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## Local Government Environmental Indicator Calculations

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The following contains an in-depth explanation of each of the environmental indicator calculations:

**Change in Population 1990 to 2010** – The local government's total population from the 2000 Census minus the local government's total population from the 1990 Census divided by the local government's total population from the 1990 Census. Additionally, the local government's total population from the 2010 Census minus the local government's total population from the 2000 Census divided by the local government's total population from the 2000 Census.

**Change in Median Age of Population 2000 to 2010** – The local government's total population median age from the 2010 Census minus the local government's total population median age from the 2000 Census divided by the local government's total population median age from the 2000 Census.

**Median Age of Population 2010** – The median age of the residents of a local government based on the 2010 Census.

**Child Poverty Rate 2010** – The child poverty rate of the local government based on the 2010 Census. The statewide average poverty rate was 19.90 percent based on the 2010 Census. This information will be updated as data becomes available.

**Change in Child Poverty Rate 2000 to 2010** – The local government's child poverty rate from the 2010 Census minus the local government's child poverty rate from the 2000 Census. This information will be updated as data becomes available.

**Change in Property Value** – The local government's full value of its real property for the most current fiscal year minus the full value for the prior fiscal year divided by the full value for the prior fiscal year.

**Property Value Per Capita** – The local government's full value of its real property for the most current fiscal year divided by the local government's total population as of the 2010 Census.

**Change in Unemployment Rate** – The unemployment rate for the local government for the most current year minus the unemployment rate for the local government for the prior year. Unemployment rates are only available for local governments with a population of 25,000 or more. Therefore, for local governments that have a population of less than 25,000, we used the unemployment rate for the county that the local government most resides in.

# Appendix C

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## Local Government Environmental Indicator Calculations

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**Unemployment Rate** – The unemployment rate of the local government for the most current year. Unemployment rates are only available for local governments with a population of 25,000 or more. Therefore, for local governments that have a population of less than 25,000, we used the unemployment rate for the county that the local government most resides in.

**Change in Total Jobs in County** – The total jobs in the county for the most current year minus the total jobs in the county for the prior year. For each local government, we used the data for the county that the local government most resides in.

**Reliance on State and Federal Aid** – All funds' (except the capital projects fund) State and federal aid revenues (revenue account codes 3000 through 4999 minus account codes 3960 and 4960) at fiscal year end for the current fiscal year divided by all funds' (except the capital projects fund) total revenues at fiscal year end for the current fiscal year. One result will be calculated for all funds (except the capital projects fund).

**Change in State and Federal Aid** – All funds' (except the capital projects fund) State and federal aid revenues (revenue account codes 3000 through 4999 minus account codes 3960 and 4960) at fiscal year end for the current fiscal year minus all funds' (except the capital projects fund) State and federal aid revenues (revenue account codes 3000 through 4999 minus account codes 3960 and 4960) at fiscal year end for the prior fiscal year divided by all funds' (except the capital projects fund) State and federal aid revenues (revenue account codes 3000 through 4999 minus account codes 3960 and 4960) at fiscal year end for the prior fiscal year. One result will be calculated for all funds (except the capital projects fund).

**Constitutional Tax Limit** – The city or village tax levy subject to the tax levy limit divided by its tax limit. The tax limit is computed by multiplying taxable real property by a certain percentage enumerated in the State Constitution.

**Change in Local Sales Tax Receipts** – The local sales tax receipts for the most recently completed calendar year minus the local sales tax receipts for the prior calendar year divided by the local sales tax receipts for the prior calendar year. The local sales tax receipts represent the amount that is distributed to counties on a monthly basis from OSC. We used the change in the consumer price index (CPI) for the same time period as the change in local sales tax receipts for scoring purposes.

# Appendix D

## Local Government Environmental Indicators Scoring

Local Government Environmental Indicators Scoring							
Environmental Indicator	Scoring - Points	County		City and Village		Town	
		Max. Points	Scoring - Weighted Average	Max. Points	Scoring - Weighted Average	Max. Points	Scoring - Weighted Average
1. Change in Population 1990 to 2010	3 Points = Change Between 1990 and 2000 and 2000 and 2010 are Both Less Than 0% or Change Between 2000 and 2010 Less Than -10% 2 Points = Change Between 2000 and 2010 Less Than or Equal to -5% 1 Point = Change Between 2000 and 2010 Less Than 0% But Greater Than -5% 0 Points = Change Between 2000 and 2010 Greater Than or Equal to 0%	3	15%	3	15%	3	20%
2. Change in Median Age of Population 2000 to 2010	3 Points: Greater Than or Equal to 25%. 2 Points: Greater Than or Equal to 20% But Less Than 25% 1 Point: Greater Than or Equal to 15% But Less Than 20% 0 Points: Less Than 15%	3	10%	3	10%	3	10%
3. Median Age of Population 2010	1 Point: Greater Than or Equal to 50 0 Points: Less Than 50	1		1		1	
4. Child Poverty Rate 2010	3 Points: Greater Than or Equal to 39.80% (Twice the Statewide Average) 2 Points: Greater Than or Equal to 29.85% (One and Half Times the Statewide Average) But Less Than 39.80% 1 Point: Greater Than or Equal to 19.90% (Statewide Average) But Less Than 29.85% 0 Points: Less Than 19.90% (Statewide Average)	3	10%	3	15%	3	20%
5. Change in Child Poverty Rate 2000 to 2010	1 Point: Greater Than 0% Points 0 Points: Less Than or Equal to 0% Points	1		1		1	
6. Change in Property Value	3 Points = Four Fiscal Years Average Less Than or Equal to -4% or Change Between Last Two Fiscal Years Less Than -10% 2 Points = Four Fiscal Years Average Less Than or Equal to -2% But Greater Than -4% 1 Point = Four Fiscal Years Average Less Than or Equal to -1% But Greater Than -2% 0 Points = Four Fiscal Years Average Greater Than -1%	3	25%	3	30%	3	30%
7. Property Value Per Capita	3 Points: Less Than or Equal to \$10,000. 2 Points: Greater Than \$10,000 But Less Than or Equal to \$20,000 1 Point: Greater Than \$20,000 But Less Than or Equal to \$30,000 0 Points: Greater Than \$30,000	3		3		3	
8. Change in Unemployment Rate	1 Point: Greater Than 0% Points 0 Points: Less Than or Equal to 0% Points	1	10%	1	10%	1	10%
9. Unemployment Rate	1 Point: Greater Than Statewide Average (8.2% in 2011) 0 Points: Less Than or Equal to Statewide Average (8.2% in 2011)	1		1		1	
10. Change in Total Jobs in County	1 Point: Less Than 0 0 Points: Greater Than or Equal to 0	1		1		1	
11. Reliance on State and Federal Aid	3 Points = Four Fiscal Years Average Greater Than or Equal to 50% 2 Points = Four Fiscal Years Average Greater Than or Equal to 40% But Less Than 50% 1 Point = Four Fiscal Years Average Greater Than or Equal to 30% But Less Than 40% 0 Points = Four Fiscal Years Average Less Than 30%	3	10%	3	10%	3	10%
12. Change in State and Federal Aid	1 Point: Less Than 0% In Last Fiscal Year 0 Points: Greater Than or Equal to 0% In Last Fiscal Year	1		1		1	
13. Constitutional Tax Limit Exhausted	3 Points: Greater Than or Equal to 80% Last Fiscal Year. 2 Points: Greater Than or Equal to 65% But Less Than 80% Last Fiscal Year 1 Point: Greater Than or Equal to 50% But Less Than 65% Last Fiscal Year 0 Points: Less Than 50% Last Fiscal Year	0	0%	3	10%	0	0%
14. Change in Local Sales Tax Receipts	3 Points: Less Than 0% 2 Points: Greater Than or Equal to 0% But Less Than 1.35% (One Half the CPI Change) 1 Point: Greater Than or Equal to 1.35% But Less Than 2.7% (CPI Change) 0 Points: Greater Than or Equal to 2.7% (CPI Change)	3	20%	0	0%	0	0%
<b>Total</b>		<b>27</b>	<b>100%</b>	<b>27</b>	<b>100%</b>	<b>24</b>	<b>100%</b>

# Appendix D

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## Local Government Environmental Indicators Scoring

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The categories will be given different weights to reflect their relative importance in determining environmental conditions. The total maximum number of points that a county, city, or village can receive is 27 points. If a county, city, or village receives an overall score greater than or equal to 50 percent of the total points, it will be considered to have the worst environmental conditions, which will be notated by "###;" if a county, city, or village receives an overall score greater than or equal to 40 percent of the total points, but less than 50 percent of the total points, it will be considered to have the next level of negative environmental conditions, which will be notated by "##;" if a county, city, or village receives an overall score greater than or equal to 30 percent of the total points, but less than 40 percent of the total points, it will be considered to have the last level of negative environmental conditions, which will be notated by "#;" and if a county, city, or village receives an overall score less than 30 percent of the total points, it will be classified as "no designation" for environmental conditions.

The total maximum number of points that a town can receive is 24 points. If a town receives an overall score greater than or equal to 50 percent of the total points, it will be considered to have the worst environmental conditions, which will be notated by "###;" if a town receives an overall score greater than or equal to 40 percent of the total points, but less than 50 percent of the total points, it will be considered to have the next level of negative environmental conditions, which will be notated by "##;" if a town receives an overall score greater than or equal to 30 percent of the total points, but less than 40 percent of the total points, it will be considered to have the last level of negative environmental conditions, which will be notated by "#;" and if a town receives an overall score less than 30 percent of the total points, it will be classified as "no designation" for environmental conditions.

# Appendix E

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## School District Financial Indicator Calculations

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The following contains an in-depth explanation of each of the financial indicator calculations:

**Unassigned Fund Balance** – The general fund's unassigned fund balance, except for reserve for tax reduction (account code 917 only), divided by the general fund's gross expenditures<sup>7</sup> (EOU) during the same fiscal year.

**Total Fund Balance** – The general fund's total fund balance at fiscal year end divided by the general fund's gross expenditures (EOU) during the same fiscal year.

**Operating Deficits** – The general fund's gross revenues<sup>8</sup> (ROS) minus gross expenditures (EOU) at fiscal year end divided by the general fund's gross expenditures (EOU) during the same fiscal year.

**Cash Ratio** – The total of the general fund's cash and investments (account codes 200-223, 450, and 451) at fiscal year end divided by the general fund's current liabilities (account codes 600-626 and 631-668 minus account codes 280, 290, and 295) during the same fiscal year.

**Cash as a Percentage of Monthly Expenditures** – The total of the general fund's cash and investments (account codes 200, 201, 450, and 451) at fiscal year end divided by the general fund's average monthly gross expenditures (EOU) during the same fiscal year.

**Short-Term Debt Issuance** – The total of short-term debt (RANs, TANs, and budget notes) that was issued during the fiscal year divided by the general fund's total revenues<sup>9</sup> during the same fiscal year.

**Short-Term Debt Issuance Trend** – Beginning with the most recent completed fiscal year, the number of consecutive years that short-term debt (RANs, TANs, and budget notes) was issued over the last three fiscal years..

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<sup>7</sup> “Gross Expenditures” consist of expenditures plus other uses (transfer activity) for any of the calculations that they are included in.

<sup>8</sup> “Gross Revenues” consist of revenues plus other sources (transfer activity).

<sup>9</sup> “Total Revenues” only consist of revenues and not other sources (no transfer activity).

# Appendix F

## School District Financial Indicators Scoring

School District Financial Indicators Scoring			
Financial Indicator	Scoring - Points	Max. Points	Scoring - Weighted Average
1. Unassigned Fund Balance	3 Points = Less Than or Equal to 1% Last Fiscal Year 2 Points = Greater Than 1% But Less Than or Equal to 2% Last Fiscal Year 1 Point = Greater Than 2% But Less Than or Equal to 3% Last Fiscal Year 0 Points = Greater Than 3% Last Fiscal Year	3	50%
2. Total Fund Balance	3 Points = Less Than or Equal to 0% Last Fiscal Year 2 Points = Greater Than 0% But Less Than or Equal to 5% Last Fiscal Year 1 Point = Greater Than 5% But Less Than or Equal to 10% Last Fiscal Year 0 Points = Greater Than 10% Last Fiscal Year	3	
3. Operating Deficit	3 Points = Deficits in Three of Last Three Fiscal Years Less Than or Equal to -1% or a Deficit in the Last Fiscal Year Less Than or Equal to -3% 2 Points = Deficits in Two of Last Three Fiscal Years Less Than or Equal to -1% 1 Point = Deficit in One of Last Three Fiscal Years Less Than or Equal to -1% 0 Points = No Deficits Less Than or Equal to -1% in Last Three Fiscal Years	3	20%
4. Cash Ratio	3 Points = Less Than or Equal to 50% Last Fiscal Year 2 Points = Greater Than 50% But Less Than or Equal to 75% Last Fiscal Year 1 Point = Greater Than 75% But Less Than or Equal to 100% Last Fiscal Year 0 Points = Greater Than 100% Last Fiscal Year	3	20%
5. Cash % of Monthly Expenditures	3 Points = Less Than or Equal to 33.3% Last Fiscal Year 2 Points = Greater Than 33.3% But Less Than or Equal to 66.7% Last Fiscal Year 1 Point = Greater Than 66.7% But Less Than or Equal to 100% Last Fiscal Year 0 Points = Greater Than 100% Last Fiscal Year	3	
6. Short-Term Debt Issuance Amount	3 Points = Greater Than 15% Last Fiscal Year 2 Points = Greater Than 5% But Less Than or Equal to 15% Last Fiscal Year 1 Point = Greater Than 0% But Less Than or Equal to 5% Last Fiscal Year 0 Points = 0% Last Fiscal Year	3	10%
7. Short-Term Debt Issuance Trend	3 Points = Issuance in Each of Last Three Fiscal Years or Issued a Budget Note in Last Fiscal Year 2 Points = Issuance in Each of Last Two Fiscal Years 1 Point = Issuance in Last Fiscal Year 0 Points = No Issuance	3	
<b>Total</b>		<b>21</b>	<b>100%</b>

# Appendix F

## School District Financial Indicators Scoring

The categories will be given different weights to reflect their relative importance in measuring financial stress. The total maximum number of points that a school district can receive is 21 points. If a school district receives an overall score greater than or equal to 65 percent of the total points, it will be considered in significant fiscal stress; if a school district receives an overall score greater than or equal to 45 percent of the total points, but less than 65 percent of the total points, it will be considered in moderate fiscal stress; if a school district receives an overall score greater than or equal to 25 percent of the total points, but less than 45 percent of the total points, it will be considered susceptible to fiscal stress; and if a school district receives an overall score less than 25 percent of the total points, it will be classified as "no designation."

<b>School District Classifications of Fiscal Stress</b>	
<b>Percentage of Total Points</b>	<b>Classification of Fiscal Stress</b>
<b>65% – 100%</b>	<b>Significant Fiscal Stress</b>
<b>45% – 64.9%</b>	<b>Moderate Fiscal Stress</b>
<b>25% – 44.9%</b>	<b>Susceptible to Fiscal Stress</b>
<b>0% – 24.9%</b>	<b>No Designation</b>

# Appendix G

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## School District Environmental Indicator Calculations

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The following contains an in-depth explanation of each of the environmental indicator calculations:

**Change in Property Value** – The school district's full value for the most current fiscal year minus the school district's full value for the prior fiscal year divided by the school district's full value for the prior fiscal year.

**Change in Enrollment** – The school district's enrollment for the most current fiscal year minus the school district's enrollment for the prior fiscal year divided by the school district's enrollment for the prior fiscal year.

**Trend in First Budget Vote Being Defeated** – In fiscal years prior to the 2012-13 fiscal year budget vote, a majority of total votes had to be "yes" (more than 50 percent) or the budget would be defeated. Starting with the 2012-13 fiscal year budget vote and budget votes in fiscal years after, a majority of total votes had to be "yes" (more than 50 percent) or the budget would be defeated if it did not include an override of the tax cap. Alternatively, a supermajority of total votes had to be "yes" (more than 60 percent) or the budget would be defeated if it included an override of the tax cap.

**Change in Approval Percentage for the First Budget Vote** – The approval percentage for the first budget vote for the most current fiscal year minus the approval percentage for the first budget vote for last fiscal year. The approval percentage consists of the total number of "yes" votes for the first budget vote divided by the total number of votes cast for the first budget vote.

**Graduation Rate Percentage** – The total number of students that graduated in the most current fiscal year divided by the number of students that entered 9th grade four years prior. The number of students who graduated in the most current fiscal year consists of students who graduated within four years with a local diploma, Regents diploma, or Regents with an advanced designation diploma.

**Free or Reduced Priced Lunch Percentage** – The total number of students in Kindergarten through 6th grade who are eligible for free or reduced priced lunch for the most current fiscal year divided by the total K-6 enrollment for the most current fiscal year.

# Appendix H

## School District Environmental Indicators Scoring

School District Environmental Indicators Scoring			
Environmental Indicator	Scoring - Points	Max. Points	Scoring - Weighted Average
1. Change in Property Value	3 Points = Four Fiscal Years Average Less Than or Equal to -4% or Change Between Last Two Fiscal Years Less Than -10% 2 Points = Four Fiscal Years Average Less Than or Equal to -2% But Greater Than -4% 1 Point = Four Fiscal Years Average Less Than or Equal to -1% But Greater Than -2% 0 Points = Four Fiscal Years Average Greater Than -1%	3	30%
2. Change in Enrollment	3 Points = Four Fiscal Years Average Less Than or Equal to -3.5% 2 Points = Four Fiscal Years Average Less Than or Equal to -2.5% But Greater Than -3.5% 1 Point = Four Fiscal Years Average Less Than or Equal to -1.5% But Greater Than -2.5% 0 Points = Four Fiscal Years Average Greater Than -1.5%	3	20%
3. Trend in First Budget Vote Being Defeated	3 Points = Budget Vote Defeated First Time Four of Last Four Fiscal Years 2 Points = Budget Vote Defeated First Time Three of Last Four Fiscal Years 1 Point = Budget Vote Defeated First Time Two of Last Four Fiscal Years 0 Points = Budget Vote Defeated First Time One or None of Last Four Fiscal Years	3	15%
4. Change in Approval % First Budget Vote	3 Points = Four Fiscal Years Average Less Than or Equal to -9% Points and Last Fiscal Year Approval % Less Than 60% 2 Points = Four Fiscal Years Average Less Than or Equal to -6% Points But Greater Than -9% Points and Last Fiscal Year Approval % Less Than 60% 1 Point = Four Fiscal Years Average Less Than or Equal to -3% Points But Greater Than -6% Points and Last Fiscal Year Approval % Less Than 60% 0 Points = Four Fiscal Years Average Greater Than -3% Points	3	
5. Graduation Rate %	3 Points = Graduation % Below 1.5 Standard Deviations of That Fiscal Year's Average Graduation Rate % in Three or More of Last Four Fiscal Years 2 Points = Graduation % Below 1.5 Standard Deviations of That Fiscal Year's Average Graduation Rate % in Two of Last Four Fiscal Years 1 Point = Graduation % Below 1.5 Standard Deviations of That Fiscal Year's Average Graduation Rate % in One of Last Four Fiscal Years 0 Points = Graduation % Below 1.5 Standard Deviations of That Fiscal Year's Average Graduation Rate % in None of Last Four Fiscal Years	3	15%
6. Free or Reduced Priced Lunch %	3 Points = Three Fiscal Years Average Greater Than or Equal to 75% 2 Points = Three Fiscal Years Average Greater Than or Equal to 65% But Less Than 75% 1 Point = Three Fiscal Years Average Greater Than or Equal to 55% But Less Than 65% 0 Points = Three Fiscal Years Average Less Than 55%	3	20%
<b>Total</b>		<b>18</b>	<b>100%</b>

# Appendix H

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## School District Environmental Indicators Scoring

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We recognize that there are instances in which some of the environmental indicators are not applicable to each school district. For example, school districts that include only grades K-6 will not have a graduation rate percentage and dependent school districts will not have budget vote data. When these instances occur, the environmental indicators that are not applicable to the school district will not be evaluated. Instead, the school district's overall environmental indicator score will be calculated by proportionately redistributing the weighted average for the environmental indicator categories that are not applicable to the school district to the other environmental indicator categories that are applicable. This will result in all school districts' overall environmental indicator scores being equitable and comparable to each other.

The categories will be given different weights to reflect their relative importance in determining environmental conditions. The total maximum number of points that a school district can receive is 18 points. If a school district receives an overall score greater than or equal to 60 percent of the total points, it will be considered to have the worst environmental conditions, which will be notated by "###;" if a school district receives an overall score greater than or equal to 45 percent of the total points, but less than 60 percent of the total points, it will be considered to have the next level of negative environmental conditions, which will be notated by "##;" if a school district receives an overall score greater than or equal to 30 percent of the total points, but less than 45 percent of the total points, it will be considered to have the last level of negative environmental conditions, which will be notated by "#;" and if a school district receives an overall score less than 30 percent of the total points, it will be classified as "no designation."

# Appendix I

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## Summary of Public Comments and Responses

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The proposed Fiscal Stress Monitoring System was shared with all local governments and school districts for their review and comment during a 60-day comment period. We want to thank all of the individuals who submitted comments during the open comment period. We evaluated the comments received and took them into consideration in finalizing the Fiscal Stress Monitoring System. The following contains a summary of the public comments and OSC’s responses, including the resulting changes that were made.

### Early Warning System

We received comments that the Fiscal Stress Monitoring System is not an early warning system because it provides information that local government and school district officials are already aware of. The Fiscal Stress Monitoring System is in fact an early warning system because it identifies both local governments and school districts that are currently in fiscal stress, and those that are susceptible to fiscal stress. Admittedly, in this initial application of the indicators, those places that were already in fiscal stress did not get the “early warning” when they first became susceptible to stress conditions. In the future, we anticipate that most localities and school districts will be first identified as susceptible to fiscal stress before the system identifies them as in fiscal stress. The Fiscal Stress Monitoring System will provide information to both local officials and the public that can be used to allow for early actions to prevent local governments and school districts from ending up in severe fiscal stress.

### Bond Rating

We received comments that a local government’s and/or school district’s bond rating should be factored in to the Fiscal Stress Monitoring System. Additionally, we received comments that the Fiscal Stress Monitoring System is a duplication of work that is already performed by credit rating agencies. Bond ratings were not factored into the Fiscal Stress Monitoring System because they are not available for the vast majority of local governments and school districts. Also, for that reason, the Fiscal Stress Monitoring System is not a duplication of effort.

### Unique Local Factors and Intangibles

We received comments that the Fiscal Stress Monitoring System does not take into account local governments’ and/or school districts’ unique local factors and intangibles (i.e., financial management practices). However, while there may be variations in such intangibles, they must eventually show up and influence the financial information we are evaluating. Otherwise, they are variations that do not have an impact on fiscal health.

### Classification Terminology

We received comments that the “nearing fiscal stress” financial indicator classification should be amended because it can be construed as always being negative with regard to the fiscal direction of a local government or school district. After careful consideration, we have decided to amend the “nearing fiscal stress” financial indicator classification to “susceptible to fiscal stress.” The classification of “susceptible to fiscal stress” classifies units that are not currently in fiscal stress, but instead are exhibiting conditions that could lead them into fiscal stress in the short run.

# Appendix I

## Summary of Public Comments and Responses

### Overall Financial and Environmental Score

We received comments that the report should contain more clarification as to how the overall financial and environmental scores will be calculated. As a result, we have provided more information in the report. The overall financial and environmental scores that will be used to determine the fiscal stress classification and environmental indicator notation will be calculated as percentages. The reason the scores will be calculated as percentages (i.e., 45.50 percent), instead of as total point amounts (i.e., 11.35), is because the thresholds for determining the fiscal stress classification and environmental indicator notation are based on percentages.

### Weighted Average Scoring

We received comments that the report should contain more clarification as to how the weighted average scoring is applied. As a result, we have included an example below of how the weighted average scoring is applied. The example below is in relation to the financial indicators for local governments, but can be used as a guide for applying weighted averages to the financial indicators for school districts and the environmental indicators for both local governments and school districts.

Financial Indicator Categories							
Row		Year-End Fund Balance	Operating Deficits	Cash Position	Use of Short-Term Debt	Fixed Costs	Overall Score
1	Maximum Category Score	8	3	6	6	6	
2	Town of "Example" Category Score	6	1	4	5	0	
3	Score as a % of Total (Row 2 divided by Row 1)	75.00%	33.33%	66.67%	83.33%	0.00%	
4	Assigned Weight	50.00%	10.00%	20.00%	10.00%	10.00%	
5	Weighted Score (Row 3 multiplied by Row 4)	37.50%	3.33%	13.33%	8.33%	0.00%	62.50%

In the example above, the Town of "Example" received an overall score of 62.50 percent, which was computed by adding the weighted scores that were calculated for each of the five financial indicator categories. The Town of "Example" would receive a financial indicator classification of in "moderate fiscal stress" because it received an overall score greater than or equal to 55 percent of the total points, but less than 65 percent of the total points.

# Appendix I

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## Summary of Public Comments and Responses

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### Funds Used for Each Local Government Financial Indicator

We received comments that the report should contain more clarification as to which funds are being used to calculate each of the nine financial indicators for local governments. As a result, we have included additional information in the report. When calculating the financial indicators for local governments, the general fund and combined funds will be used for indicators one and two (two results for each indicator), the combined funds for indicators three through five (one result for each indicator), and all funds, except the capital projects fund, for indicators six through nine (one result for each indicator). We selected the combined funds for each class of local government by including the funds that are the most common for each class and also the funds that generally account for the largest percentage of each class's financial activity.

### Calculation of Local Government Financial Indicators

We received comments that the report should contain more clarification regarding how to calculate a result for each of the nine financial indicators for local governments. As a result, we have included additional information in the report. For indicators one and two, a result will be calculated for the general fund (step one), and one result will be calculated for the combined funds, less the general fund result (step two). For indicators three through five, one result will be calculated for the combined funds. For indicators six through nine, one result will be calculated for all funds, except the capital projects fund. When multiple funds are used (combined funds or all funds, except the capital projects fund) for each of the nine financial indicators, each of the separate fund's data will be added together to come up with one combined result. A separate result will not be calculated for each of the funds contained within the combined funds and/or all funds.

### Fund Balance Classifications

We received comments that the report should contain more clarification on the fund balance classifications that are used for financial indicators one and two for both local governments and school districts. As a result, we have attached a link to a bulletin on our website that outlines the various classifications of fund balance (including both assigned and unassigned) and the account codes that are applicable to each classification of fund balance. The bulletin can be found at:

<http://osc.state.ny.us/localgov/pubs/releases/gasb54.pdf>

### Local Government Financial Indicator One (Calculation)

We received comments that financial indicator one for local governments should not include assigned appropriated fund balance (account code 914). We considered these comments and performed additional analysis to determine if this change would improve the financial condition evaluation of local governments. Based on our analysis, we concluded that this change did improve the financial condition evaluation of local governments. As a result, we amended financial indicator one for local governments to consist of assigned fund balance, except for assigned appropriated fund balance, plus unassigned fund balance divided by gross expenditures. Based on the amendment that we made to the financial indicator calculation, we also amended the scoring thresholds for this financial indicator. The scoring thresholds consist of the following: less than or equal to 3.33 percent (3 points), less than or equal to 6.67 percent (2 points), less than or equal to 10 percent (1 point), and greater than 10 percent (0 points).

# Appendix I

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## Summary of Public Comments and Responses

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### Local Government Financial Indicators Number One and Two (Funds)

We received comments that financial indicators one and two for local governments should look at more funds than just the general fund (such as the water and sewer funds). Financial indicators one and two for local governments do take into account more funds than just the general fund. Specifically, for indicators one and two, a result will be calculated first for the general fund<sup>10</sup> only (step one – possible 0-3 points). There also is a second calculation for indicators one and two, which consists of calculating a result for the combined funds. The combined funds vary by class of local government. For instance, the combined funds for cities consists of the general, all water, and all sewer funds. Once the combined funds result has been calculated (percentage), the general fund result (percentage) that was calculated in step one will be subtracted from it (step two – possible 0-1 points). This calculation adds an additional point if the combined funds have a lower percentage than the general fund percentage. The reasoning behind this is that if the combined funds' percentage is lower than the general fund's percentage, it could mean that the general fund is currently supporting the local government's other operating funds or may have to in the near future.

### Fund Balance Trend Indicator

We received comments that an indicator should be developed that evaluates the change in a local government's and/or school district's fund balance level (declining balance). We considered an indicator that would evaluate the change in fund balance for both local governments and school districts. However, we concluded that the operating deficit financial indicator that we had already developed would indicate the change in a local government's and school district's fund balance level.

### Scoring Thresholds for Local Government Financial Indicators

We received comments that the scoring thresholds for the local government financial indicators under the categories of year-end fund balance and cash position should vary by class of local government. We considered these comments and performed additional analysis (various scoring threshold scenarios) to determine if these changes would improve the financial condition evaluation of local governments. Based on our analysis, we concluded that there should be a variation between the scoring thresholds for cities and counties versus villages and towns for cash as a percentage of monthly expenditures financial indicator. As a result, we amended the scoring thresholds for this financial indicator for cities and counties, but kept the original scoring thresholds for villages and towns. The amendments that were made were increasing the scoring thresholds for cities and counties from less than or equal to 33.3 percent to less than or equal to 50 percent (3 points), from less than or equal to 66.7 percent to less than or equal to 100 percent (2 points), from less than or equal to 100 percent to less than or equal to 150 percent (1 point), and from greater than 100 percent to greater than 150 percent (0 points). These amendments were made based on the difference between cities' and counties' versus villages' and towns' revenue cycles at the beginning of the fiscal year.

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<sup>10</sup> The general fund calculation for indicators one and two for towns will consist of the general town-wide and highway town-wide funds together (one combined result for each indicator), and will only consist of the general fund for cities, counties, and villages.

# Appendix I

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## Summary of Public Comments and Responses

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### **Weighted Averages for Local Government Financial Indicators**

We received comments that the weighted averages that were assigned to the local government financial indicator categories of year-end fund balance, operating deficits, and cash position should be changed. We considered these comments and performed additional analysis (various reallocations of weighted averages between categories) to determine if these changes would improve the financial condition evaluation of local governments. Based on our analysis, we concluded that the reallocation of weighted averages between categories from the original weighted averages did not improve the financial condition evaluation of local governments. As a result, we did not amend the weighted averages for the local government financial indicator categories.

### **Gross Revenues, Gross Expenditures, and Total Revenues**

We received comments that the report should contain more clarification as to the meaning of gross revenues, gross expenditures, and total revenues that are included in the financial indicator calculations. As a result, we have included additional information in the report. “Gross Revenues” consist of revenues plus other sources (transfer activity), “Gross Expenditures” consist of expenditures plus other uses (transfer activity), and “Total Revenues” only consist of revenues and not other sources (no transfer activity).

### **Change in Local Sales Tax Receipts Environmental Indicator**

We received comments that the change in local sales tax receipts environmental indicator should not only be applied to counties, but also to any other local governments that collect sales tax receipts or receive distributions from their respective counties because of its significance as a revenue source. This indicator was only applied to counties because it was developed as an environmental indicator to provide insight into the health of the local economy (consumer spending), and not as a financial indicator. While we acknowledge that sales tax receipts are a significant revenue source for many local governments, the Fiscal Stress Monitoring System does not evaluate individual revenues (i.e., real property taxes, sales tax receipts, etc.) for financial purposes.

### **Tax-Exempt Property Indicator**

We received comments that an indicator should be developed in relation to the total amount and annual change in the total amount of tax-exempt property within a local government’s and/or school district’s boundaries. We obtained tax-exempt property data from the New York State Office of Real Property Tax Services, which we then analyzed to determine if it provided information that was useful in determining a local government’s or school district’s level of fiscal stress. Based on our analysis, we concluded that a tax-exempt property indicator does not provide information that correlates with a local government’s or school district’s level of fiscal stress.

# Appendix I

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## Summary of Public Comments and Responses

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### School District Financial Indicator One

We received comments that financial indicator one for school districts should not include assigned fund balance, but instead should only include unassigned fund balance. We considered these comments and performed additional analysis to determine if this change would improve the financial condition evaluation of school districts. Based on our analysis, we concluded that this change did improve the financial condition evaluation of school districts. As a result, we amended financial indicator one for school districts to consist of the general fund's unassigned fund balance, except for the reserve for tax reduction (account code 917 only), divided by the general fund's gross expenditures.

### Scoring Thresholds for School District Financial Indicators

We received comments that the scoring thresholds – under the categories of year-end fund balance and operating deficits – for the school district financial indicators should be changed. We considered these comments and performed additional analysis (various scoring threshold scenarios) to determine if these changes would improve the financial condition evaluation of school districts. Based on our analysis, we concluded that there should be changes in the scoring thresholds for financial indicators one and three. As a result, we amended the scoring thresholds for these financial indicators.

Based on the amendment that we made to the calculation for financial indicator one, we also amended the scoring thresholds for this financial indicator. The proposed scoring thresholds consisted of the following: less than or equal to 0 percent (3 points), greater than 0 percent but less than or equal to 2 percent (2 points), greater than 2 percent but less than or equal to 5 percent (1 point), and greater than 5 percent (0 points). The amended scoring thresholds consist of the following: less than or equal to 1 percent (3 points), greater than 1 percent but less than or equal to 2 percent (2 points), greater than 2 percent but less than or equal to 3 percent (1 point), and greater than 3 percent (0 points).

We also made amendments to the scoring thresholds for financial indicator three. The proposed scoring thresholds consisted of the following: deficits in three of the last three fiscal years of less than or equal to -1.5 percent (3 points), deficits in two of the last three fiscal years that are less than or equal to -1.5 percent (2 points), deficits in one of the last three fiscal years of less than or equal to -5 percent (1 point), and no deficits in the last three fiscal years (0 points). The amended scoring thresholds include: deficits in three of the last three fiscal years that are less than or equal to -1 percent, or a deficit in the last fiscal year that is less than or equal to -3 percent (3 points), deficits in two of the last three fiscal years of less than or equal to -1 percent (2 points), deficits in one of the last three fiscal years of less than or equal to -1 percent (1 point), and no deficits of less than or equal to -1 percent in the last three fiscal years (0 points).

### Evaluation and Scoring of Special Act Districts

We received comments that the financial indicators that were developed for school districts should be different for evaluating and scoring special act districts. The Fiscal Stress Monitoring System will not evaluate or score special act districts or non-operational districts.

# Appendix I

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## Summary of Public Comments and Responses

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### Weighted Averages for School District Financial Indicators

We received comments that the weighted averages that were assigned to the school district financial indicator categories of year-end fund balance, operating deficits, and cash position should be changed. We considered these comments and performed additional analysis (various reallocations of weighted averages between categories) to determine if these changes would improve the financial condition evaluation of school districts. Based on our analysis, we concluded that the reallocation of weighted averages between categories from the original weighted averages did not improve the financial condition evaluation of school districts. As a result, we did not amend the weighted averages for the school district financial indicator categories.

### School District Environmental Indicators

We received comments that each of the school district environmental indicators are not applicable to each school district, and therefore, the scoring should be changed when evaluating school districts when this is the case. We recognize that there are instances in which some of the environmental indicators are not applicable to each school district. For example, school districts that include only grades K-6 will not have a graduation rate percentage and dependent school districts will not have budget vote data. When these instances occur, the environmental indicators that are not applicable to the school district will not be evaluated. Instead, the school district's overall environmental indicator score will be calculated by proportionately redistributing the weighted average for the environmental indicator categories that are not applicable to the school district to the other environmental indicator categories that are applicable. This will result in all school districts' overall environmental indicator scores being equitable and comparable to each other. Additional clarification has been added to the report in relation to this issue.

### Weighted Averages for School District Environmental Indicators

We received comments that the weighted averages that were assigned to all of the school district environmental indicator categories should be changed. We considered these comments and performed additional analysis (various reallocations of weighted averages between categories) to determine if these changes would improve the environmental condition evaluation of school districts. Based on our analysis, we have amended the weighted averages that were assigned to the school district environmental indicator categories. Specifically, we amended the weighted averages as follows: the enrollment category has been increased from 10 percent to 20 percent, the budget votes category has been decreased from 25 percent to 15 percent, the graduation rate category has been decreased from 25 percent to 15 percent, and free or reduced price lunch category has been increased from 10 percent to 20 percent.

### Reporting Results

We received comments that the financial classification and environmental notation for each local government and school district should not be publicly released until the preliminary results are reviewed with the chief fiscal officer of each unit. The draft scoring will be shared with each local government and school district that is identified as in or susceptible to fiscal stress for their review before the list is finalized.

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New York State  
Office of the State Comptroller  
Division of Local Government and School Accountability  
110 State Street, 12th Floor • Albany, New York 12236

April 14, 2016

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

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to March 2015, this month's sales tax revenue on an actual to actual basis is up \$131,266 or 10.14%. In comparison to the original budget projection for the month, sales tax is up \$97,598 or 7.35%. This payment reconciles the first quarter under the new Jefferson County sales tax rate of 4.00%. The quarter to quarter comparison shows an increase in sales tax revenue of \$227,462 or 6.29% which is less than the straight-forward 6.67% the change in rate generates (3.75% to 4.00%) as well as any increase due to normal CPI increases.

The year-to-date actual receipts are down \$230,367 or 1.80% while the year-to-date receipts on a budget basis are down \$563,851 or 4.28%. Year-to-date sales tax revenue is at \$12,597,604.

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

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 96,496	6.83%		
August	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 246,834	19.78%		
September	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ (523,169)	-23.71%	(179,839)	-3.69%
October	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ (66,043)	-4.70%		
November	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ (22,783)	-1.63%		
December	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ (189,164)	-12.28%	(277,990)	-6.40%
January	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ 71,051	5.63%		
February	\$ 1,036,230	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ 25,146	2.37%		
March	\$ 1,624,451	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ 131,266	10.14%	227,462	6.29%
April	\$ 1,217,913	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ -				
May	\$ 1,224,057	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ -				
June	\$ 2,029,525	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ -			-	0.00%
YTD	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 17,017,001</u>	<u>\$ 17,129,685</u>	<u>\$ 12,597,604</u>	<u>\$ (230,367)</u>	<u>-1.80%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>		
	<u>2015-16</u>	<u>Actual 2015-16</u>				
July	\$ 1,449,558	\$ 1,509,325	\$ 59,767	4.12%		
August	\$ 1,280,396	\$ 1,494,788	\$ 214,392	16.74%		
September	\$ 2,264,021	\$ 1,683,486	\$ (580,535)	-25.64%	(306,376)	-6.13%
October	\$ 1,442,320	\$ 1,339,731	\$ (102,589)	-7.11%		
November	\$ 1,434,756	\$ 1,375,619	\$ (59,137)	-4.12%		
December	\$ 1,580,780	\$ 1,351,562	\$ (229,218)	-14.50%	(390,944)	-8.77%
January	\$ 1,294,023	\$ 1,332,286	\$ 38,263	2.96%		
February	\$ 1,086,860	\$ 1,084,467	\$ (2,393)	-0.22%		
March	\$ 1,328,741	\$ 1,426,339	\$ 97,598	7.35%	133,468	3.60%
April	\$ 1,319,641	\$ -				
May	\$ 1,322,045	\$ -				
June	\$ 1,771,860	\$ -			-	0.00%
YTD	<u>\$ 17,575,000</u>	<u>\$ 12,597,604</u>	<u>\$ (563,851)</u>	<u>-4.28%</u>		