

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, December 19, 2016**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, December 19, 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**

**PRESENTATION**

Certificate of Appreciation – Stanley E. Zaremba

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Appointment of Commissioner of Deeds
- Resolution No. 2 - Authorizing the Sale of Miscellaneous Items
- Resolution No. 3 - Accepting Bid for Boiler Replacement (Digester Building), Waste Water Treatment Facility
- Resolution No. 4 - Accepting Bid for Turbine Chamber Resurfacing Project, Hydro-Electric Plant
- Resolution No. 5 - Accepting Bid for Self-Contained Breathing Apparatus for Watertown Fire Department
- Resolution No. 6 - Approving Additions to the City of Watertown's Local Highway Inventory

- Resolution No. 7 - Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Establish and Administer a Fair Housing Education and Enforcement Program
- Resolution No. 8 - Granting an Easement of City-Owned Property to Cold Black River, LP for the Establishment and Maintenance of a Handicap Parking Area for 309 Mill Street
- Resolution No. 9 - Adopting Guidelines and Administrative Procedures for the Community Development Block Grant Rental Rehabilitation Program
- Resolution No. 10 - Citizens Advisory Board – Update of Members
- Resolution No. 11 - Accepting Change Order No. 5 for Factory Street Reconstruction Project, CCI Companies, Inc.

## **ORDINANCES**

- Ordinance No. 1 - Amending the Code of the City of Watertown, Section 310-9.2, Health Services Districts
- Ordinance No. 2 - Changing the Approved Zoning Classification of 111, 140, 145 and 161 Clinton Street, Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, from Limited Business to Downtown
- Ordinance No. 3 - An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, Authorizing the Issuance of \$13,500,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$14,125,000

## **LOCAL LAW**

## **PUBLIC HEARING**

## **OLD BUSINESS**

**STAFF REPORTS**

1. January Work Session
2. Sales Tax Revenue – November 2016
3. Sale of Surplus Hydro-electricity – November 2016

**NEW BUSINESS**

**EXECUTIVE SESSION**

**WORK SESSION**

**ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,  
JANUARY 3, 2017.**

Res No. 1

December 7, 2016

To: The Honorable Mayor and City Council  
From: Ann M. Saunders, City Clerk  
Subject: Commissioner of Deeds

The City Clerk's Office has received an additional application for Commissioner of Deeds Appointment. Attached for City Council consideration is a resolution appointing this individual as Commissioner of Deeds for the City of Watertown for a two-year term ending December 31, 2018.

# RESOLUTION

Page 1 of 1

Appointment of Commissioner of Deeds

*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 Commissioner of Deeds in the cities of this state shall be appointed by the common councils of such cities, and

WHEREAS Commissioner of Deeds shall hold the term of two years, and

WHEREAS any person who resides in or maintains an office or other place of business in any such city and who resides in the county in which said city is situated shall be eligible to appointment,

NOW THEREFORE BE IT RESOLVED that the following individual is hereby appointed Commissioner of Deeds for the term expiring December 31, 2018.

**Non-City Employee**  
Maurice Guidry, Jr.

*Seconded by*

Res No. 2

December 8, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Authorizing the Sale of Surplus Miscellaneous Items

City of Watertown has surplus miscellaneous items from the Department of Public Works and the Parks and Recreation Department. These items are either no longer useful or beyond repair and therefore no longer of value to the City.

As stated in the attached report of City Purchasing Manager Amy M. Pastuf, the items on the list 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 Miscellaneous Items

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 has surplus miscellaneous items, the listing of which is attached and made a part of this resolution, and

WHEREAS these items 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 miscellaneous items, and

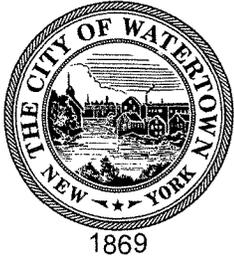
BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

**Seconded by**

## SURPLUS ITEMS

The following items are surplus to the City's needs. These pieces are located at the City DPW Garage.

DESCRIPTION	Department
Tires, various sizes, with and without wheels	DPW
235/85r16 (1)	DPW
10-16.5(1)	DPW
11R22.5 (2), Steer	DPW
12R22.5 (3), Drive	DPW
12R22.5(2), Steer	DPW
235/75R15(4), All season	DPW
6,12.24 Volt Battery Charger, <i>no longer functions properly</i>	DPW
Planer for Skid Steer, <i>not compatible with new machine</i>	DPW
John Deere 425 Tractor w/2 snow blowers, <i>tractor engine no longer works and blowers are not compatible with new machines.</i>	Parks and Recreation
Pressure Washer, <i>does not make hot water</i>	DPW
LED Light Bar	DPW



# CITY OF WATERTOWN, NEW YORK

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☎(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 Miscellaneous Items  
**DATE:** 12/2/2016

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The Purchasing Department is requesting City Council's permission to auction miscellaneous surplus items from DPW and Parks and Recreation through the Auctions International on-line website. The Departments have determined that the items 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: Jim Mills, City Comptroller  
Eugene Hayes, Superintendent DPW  
Erin Gardner, Superintendent of Parks and Recreation

Enclosures

Res No. 3

December 7, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bid for Boiler Replacement (Digester Building),  
Waste Water Treatment Facility

At the October 17, 2016 meeting, City Council rejected the bid received from Black River Plumbing Heating and AC, Inc. as there was not enough information provided to evaluate the proposal and directed Staff to re-bid. The City Purchasing Department has again advertised and received sealed bids for the replacement of a boiler at the Waste Water Treatment Plant, as per City specifications.

Bid invitations were sent to six (6) prospective bidders, with two (2) sealed bids submitted to the Purchasing Department where they were publicly opened and read on Wednesday, November 23, 2016, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Operator Mark Crandall, and it is their recommendation that the City Council accept the bid submitted by Black River Plumbing, Heating and AC, Inc. in the amount of \$66,000 as the lowest qualified bidder meeting our specifications. The other bid received is detailed in the attached report of Mrs. Pastuf.

Funding to support this project will be through a transfer from the Sewer Fund and is included in the FY 2016-2017 Budget.

A resolution for Council consideration is attached.

# RESOLUTION

Page 1 of 1

Accepting Bid for Boiler Replacement (Digester Building), Waste Water Treatment Facility

***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 the City Purchasing Department has advertised and received sealed bids for the replacement of a boiler at the Waste Water Treatment Plant, as per City specifications, and

WHEREAS bid invitations were sent to six (6) prospective bidders, with two (2) sealed bids submitted to the Purchasing Department, and

WHEREAS on Wednesday, November 23, 2016, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Operator Mark Crandall, and it is their recommendation that the City Council accept the bid submitted by Black River Plumbing, Heating and AC, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Black River Plumbing, Heating and AC, Inc., in the amount of \$66,000.00 for the replacement of a boiler at the Waste Water Treatment Plant as the lowest qualified bidder meeting our specifications, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all contracts associated with implementing the award to Black River Plumbing, Heating and AC, Inc.

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

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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- 20 – (REBID) Boiler Replacement for WWTP – Bid Recommendation  
**DATE:** 12/2/2016

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The City's Purchasing Department advertised in the Watertown Daily Times on October 29, 2016, calling for sealed bids for the replacement of a boiler at the WWTP as per City Specifications. This bid a repeat of a prior solicitation that only received one response.

The City of Watertown issued Invitations to Bid to six (6) prospective bidders and two (2) sealed bids were as submitted to the Purchasing Department. The sealed bids were publically opened and read on November 23, 2016, 11:00 am, local time. The bid tabulation is shown below:

Description	<b>Black River Plumbing, Heating and AC, Inc.</b>	Hyde-Stone Mechanical
	<b>Black River, NY</b>	Watertown, NY
	<b>Total Price</b>	Total Price
<b>Total</b>	<b>\$66,000.00</b>	<b>\$82,700.00</b>

Chief Operator Mark Crandall and the Purchasing Department reviewed the responses to confirm that they conformed to City's bid specifications. It is recommended that the bid for a the replacement of a boiler at the WWTP be awarded to **Black River Plumbing, Heating and AC, Inc.** as the lowest responsive responsible bidder for a contract total of **\$66,000.00**. If there are any questions concerning this recommendation, please contact me at your convenience.

FISCAL YEAR 2016-2017  
 CAPITAL BUDGET  
 FACILITY IMPROVEMENT  
 WASTEWATER TREATMENT FACILITY

PROJECT DESCRIPTION	COST
<p>Boiler Replacement (Digester Building)</p> <p>The existing boiler is a Weil-McLain installed in 1964 with the original construction of the Primary Facility. It has been in continuous operation since that time. It is a dual gas, excess air boiler which runs on either National Grid methane gas or the City's anaerobic digester natural gas. Even though it's still in operation it has significantly outlived its service life. Repairs are more frequent. It is more difficult to find repair parts or to get something off model that will match. Sustained reliability is no longer certain. Successful safety inspections are also becoming problematic with rebuilds or upgrades to the existing unit impracticable.</p>  <p>Funding to support this project will be through a transfer from the Sewer Fund (G.9950.0900).</p>	<p>\$78,000</p>
<b>TOTAL</b>	<b>\$78,000</b>

Res No. 4

December 7, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bid for Turbine Chamber Resurfacing Project,  
Hydro-Electric Plant

The City Purchasing Department has advertised and received sealed bids for the Turbine Chamber Resurfacing Project at the Hydro-Electric Plant, as per City specifications.

Bid invitations were sent to twenty-five (25) prospective bidders, with two (2) sealed bids submitted to the Purchasing Department where they were publicly opened and read on Thursday, December 1, 2016, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Civil Engineer II Jeff Hammond, and it is their recommendation that the City Council accept the bid submitted by Kingsbury Companies, LLC, in the amount of \$498,000 as the lowest qualified bidder meeting our specifications. The other bid received is detailed in the attached report of Mrs. Pastuf.

This project was included in the five year capital budget as a three-year project beginning in Fiscal Year 2016-17 and planned to be included as one per year for the next two proposed budgets. Funding for Fiscal Year 2016-17 is \$130,000.

A resolution for Council consideration is attached.

# RESOLUTION

Page 1 of 1

Accepting Bid for Turbine Chamber Resurfacing Project, Hydro-Electric Plant

***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 the City Purchasing Department has advertised and received sealed bids for the Turbine Chamber Resurfacing Project at the Hydro-Electric Plant, as per City specifications, and

WHEREAS bid invitations were sent to twenty-five (25) prospective bidders, with two (2) sealed bids submitted to the Purchasing Department, and

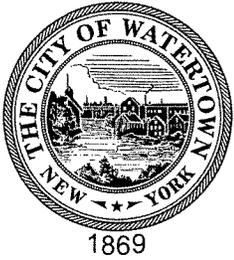
WHEREAS on Thursday, December 1, 2016, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Civil Engineer II Jeff Hammond, and it is their recommendation that the City Council accept the bid submitted by Kingsbury Companies, LLC,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Kingsbury Companies, LLC, in the amount of \$498,000.00 for the Turbine Chamber Resurfacing Project at the Hydro-Electric Plant as the lowest qualified bidder meeting our specifications, and

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

**Seconded by**



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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- 21 –Turbine Chamber Resurfacing Project – Bid Recommendation  
**DATE:** 12/7/2016

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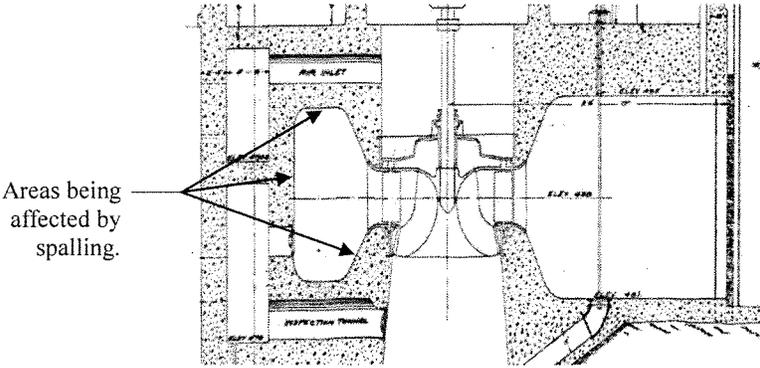
The City's Purchasing Department advertised in the Watertown Daily Times on October 30, 2016, calling for sealed bids for the Turbine Chamber Resurfacing Project at the Hydro-Electric Plant as per City Specifications. The project entails the complete resurfacing of each of the three turbine chambers. The bid is to perform one chamber resurfacing per year, over this and the next two fiscal years. The City will base the timing of the work on the river flow and the availability of a turbine from power production.

The City of Watertown issued Invitations to Bid to twenty-five (25) prospective bidders and two (2) sealed bids were as submitted to the Purchasing Department. The Purchasing Department publically opened and read the sealed bids on December 1, 2016, 11:00 am, local time. The bid tabulation is shown below:

Description	<b>Kingsbury Companies, LLC</b>	Patterson-Stevens, Inc.
	<b>Waitsfield, VT</b>	Tonawanda, NY
	<b>Total Price</b>	Total Price
Turbine Chamber Resurfacing Project	<b>\$498,000.00</b>	\$1,200,000.00

Civil Engineer II Jeff Hammond and the Purchasing Department reviewed the responses to confirm that they conformed to City's bid specifications. The Purchasing Department recommends that the City Council award the bid for the Turbine Chamber Resurfacing Project to **Kingsbury Companies, LLC** as the lowest responsive responsible bidder for a contract total of **\$498,000.00**. If there are any questions concerning this recommendation, please contact me at your convenience.

FISCAL YEAR 2016-2017  
 CAPITAL BUDGET  
 VEHICLES AND EQUIPMENT  
 HYDRO-ELECTRIC FACILITY

PROJECT DESCRIPTION	COST
<p><b>Turbine Intake Chambers Resurfacing</b></p> <p>The floors, walls, and ceilings of the intake chambers are suffering from extreme spalling from years of water erosion. The chambers were last resurfaced in the 1997 – 2000 rehabs of the turbines. However, the resurfacing was not reinforced and did not last. In some cases there are holes in the concrete that are a few inches deep, and the size of a tennis ball. The result of this is that the fluid dynamics of the water flowing through the chambers has changed, and cavitations are being created. These cavitations are subtle; but can be sensed as vibrations, and the cavitations are also affecting production.</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p>Funding to support this project will be through a transfer from the General Fund (A.9950.0900).</p>	<p><b>\$130,000</b></p>
<b>TOTAL</b>	<b>\$130,000</b>

**CITY OF WATERTOWN  
CAPITAL BUDGET  
FY 2016/17 - FY 2020/21**

**Funding  
Source**

**FY 2016-17**

**FY 2017-18**

**FY 2018-19**

**FY 2019-20**

**FY 2020-21**

<b>Hydro-Electric Facility</b>						
Turbine Intake Rresurfacing	Capital Reserve Fund	\$ 130,000	\$ 130,000	\$ 130,000	\$ -	\$ -
Excitation System Upgrades	Capital Reserve Fund	\$ -	\$ 120,000	\$ -	\$ -	\$ -
Canal Spillway Resurfacing	Debt	\$ -	\$ -	\$ -	\$ 330,000	\$ -
<b>Total Hydro-electric Facility</b>		<b>\$ 130,000</b>	<b>\$ 250,000</b>	<b>\$ 130,000</b>	<b>\$ 330,000</b>	<b>\$ -</b>

<b>Municipal Building</b>						
City Court Renovations	Debt	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
Air Handling Unit Replacements (3)	Debt	\$ 200,000	\$ -	\$ -	\$ -	\$ -
HVAC and Building Envelope Evaluation	Operating Transfer	\$ -	\$ 50,000	\$ -	\$ -	\$ -
<b>Total Municipal Building</b>		<b>\$ 2,200,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Parking Lots</b>						
JB Wise/Court Street Lot Retaining Wall Repair	Debt	\$ -	\$ -	\$ -	\$ 200,000	\$ -
<b>Total Parking Lots</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>

<b>Police</b>						
Range Lead Abatement	Operating Transfer	\$ 65,000	\$ -	\$ -	\$ -	\$ -
<b>Total Police</b>		<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pools</b>						
Flynn Pool Boiler Replacement	Operating Transfer	\$ -	\$ 100,000	\$ -	\$ -	\$ -
<b>Total Pools</b>		<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>River Parks Development</b>						
Factory Square Park connection to Factory Street	Reserve Funds	\$ 45,000	\$ -	\$ -	\$ -	\$ -
<b>Total River Parks Development</b>		<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Res No. 5

December 8, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bid for Self-Contained Breathing Apparatus for Watertown Fire Department

The City Purchasing Department has advertised and received sealed bids for the purchase of forty-five (45) new and unused self-contained breathing apparatus (SCBA) and associated accessories, as per City specifications.

Bid invitations were sent to seven (7) prospective bidders, with two (2) sealed bids submitted to the Purchasing Department where they were publicly opened and read on Wednesday, November 23, 2016, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Dale Herman, and it is their recommendation that the City Council accept the bid submitted by Jerome Fire Equipment Company, Inc. in the amount of \$279,606.60 plus Options 1 through 9 bringing the total to \$320,734.25, as the lowest qualified bidder meeting our specifications. The other bid received is detailed in the attached report of Mrs. Pastuf. Also attached is Chief Herman's input on the bids received.

Funding to support this project has been made possible through a FEMA grant in the amount of \$297,651. The 10% match and the difference in accepting Options 1 through 9 have been allocated in the FY 16-17 Budget.

A resolution for Council consideration is attached.

# RESOLUTION

Page 1 of 1

Accepting Bid for Self-Contained Breathing Apparatus for Watertown Fire Department

***Introduced by***

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

Total .....

YEA	NAY

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the the purchase of forty-five (45) new and unused self-contained breathing apparatus (SCBA) and associated accessories, as per City specifications, and

WHEREAS bid invitations were sent to seven (7) prospective bidders, with two (2) sealed bids submitted to the Purchasing Department, and

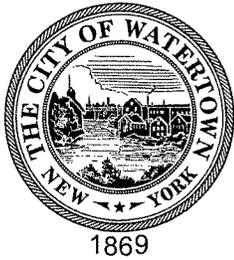
WHEREAS on Thursday, December 1, 2016, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Chief Dale Herman, and it is their recommendation that the City Council accept the bid submitted by Jerome Fire Equipment Company, Inc. in the amount of \$279,606.60, along with Options 1 through 9 bringing the total to \$320,734.25, as the lowest qualified bidder meeting our specifications,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Jerome Fire Equipment Company, Inc. in the amount of \$279,606.60, along with Options 1 through 9 bringing the total to \$320,734.25, as the lowest qualified bidder meeting our specifications, and

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

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf  
 Purchasing Manager

## MEMORANDUM

**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2016-19– Self Contained Breathing Apparatus for WFD – Bid Recommendation  
**DATE:** 12/8/2016

The City's Purchasing Department advertised in the Watertown Daily Times on October 27, 2016, calling for sealed bids for the purchase of forty-five (45) new and unused self-contained breathing apparatus (SCBA) and associated accessories as per City Specifications.

The City of Watertown issued Invitations to Bid to seven (7) prospective bidders and two (2) sealed bids were as submitted to the Purchasing Department. The Purchasing Department publically opened and read the sealed bids on November 23, 2016, 11:00 am, local time. Please see below for the bid tabulation:

Description	Jerome Fire Equipment Company Inc.	MES
	Clay, NY	Liverpool, NY
<b>Total Base Bid</b>	<b>\$279,606.60</b>	<b>\$252,467.00</b>
Option 1: Maintenance Training for up to four department members	\$2,260.00	Included
Option 2: Twelve (12) additional rechargeable batteries for SCBA Units	\$2,279.40	NA
Option 3: Three (3) battery charging stations, capable of charging six (6) batteries	\$1,185.00	NA
Option 4: Software program to monitor the recharges of the batteries	NA	NA
Option 5: Thirty-five (35) additional face pieces of various sizes	\$8,328.25	Included
Option 6: Twelve (12) additional 60-minute cylinders at 4500 psi	\$12,927.00	\$10,968.00
Option 7: Forty-five (45) adaptors to attach APR cartridge to face piece	\$1,347.75	Included
Option 8: Five (5) Supplied Air Respirators with escape cylinder	\$10,338.75	\$9,550.00
Option 9: Station Connection System for quick connect air cylinders to work with existing compressed air fill station, six (6) connectors	\$2,461.50	Included
<b>Subtotal for Options</b>	<b>\$41,127.65</b>	<b>\$20,518.00</b>
<b>Total</b>	<b>\$320,734.25</b>	<b>\$272,985.00</b>
<b>Delivery to take place</b> <b>days ARO</b>	75	30

Chief Dale Herman and the Purchasing Department reviewed the responses to confirm that they conform to the City's bid specifications. Although the bid proposal from MES is the lowest, they failed to meet the several minimum specifications, making their proposal non-responsive. The Purchasing Department recommends that the City Council award the bid for Self Contained Breathing Apparatus for WFD to **Jerome Fire Equipment Company Inc.** as the lowest responsive responsible bidder for a contract total of **\$279,606.60** plus Options 1 through 9 for an award total of **\$320, 734.25**. If there are any questions concerning this recommendation, please contact me at your convenience.



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



To: Amy Pastuf, Purchasing Manager  
From: D. Herman, Fire Chief *DCH*  
Date: December 8, 2016  
Subject: Bid Proposals 2016-19

I have forwarded to you the check list that you provided with regards to the specifications of the above bid. AS the Jerome proposal, as submitted, took no exceptions and provided one clarification on the SCBA speaker, one clarification on the software for inventory and battery life and one clarification on the SAR, their proposal most nearly meet the specifications of the bid over the other vendors.

The MES proposal failed to meet the specification on the following items:

- Warranty
- RFIC chip for asset management
- Telemetry
- Rechargeable batteries
- Amplification of voice communications
- Ability to utilize Bluetooth technology

It is my recommendation that the bid proposal submitted by Jerome be accepted.

The acquisition of the SCBA is made possible by a FEMA grant and the proposal by Jerome is within the budget for this project.

If you have any questions, please feel free to contact me.

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
45 SCBA units, completed back plate, face piece, regulator, pass device, cylinder and one spare cylinder	Yes	37 and 8
The cylinders will be rated for 4500 psi and have a duration of 45 minutes. Cylinders shall be carbon-wrapped and include a valve assembly	Yes	Yes
Awarded vendor will conduct a quantitative fit test and provide assorted sized face pieces so that members may be sized appropriately for adequate seal per OSHA 1910.134.	Yes	Assumed
The awarded vendor will provide four (4) separate training programs, (one for each shift) outlining the proper methods of donning, doffing, routine care and maintenance, the utilization of the air pack in both routine and immediately dangerous to life situations.	Yes	Yes
The SCBA shall carry a warranty to be free from defects in materials and/or faulty workmanship for a period of fifteen (15) years from the date of sale. This warranty applies to all components of the SCBA including all accessories and optional equipment purchased and supplied at the time of the original sale of the SCBA, except consumable parts, as defined by the terms of the sale	Yes	No
<b>The SCBA unit(s) and other ancillary equipment shall meet the following approvals:</b>		
<ul style="list-style-type: none"> <li>Apparatus shall be approved by the National Institute for Occupational Safety and Health (NIOSH), under 42 CFR, Part 84 for chemical, biological, radiological, and nuclear protection (CBRN) with 30-, 45- or 60-minute-rated service life and compliant with all requirements of the National Fire Protection Association's 2013 Edition of NFPA-1981 Standard on Open-Circuit Self-Contained Breathing Apparatus</li> </ul>	Yes	NIOSH - ? NFPA - Yes
<ul style="list-style-type: none"> <li>Units equipped with integrated PASS device must meet requirements of NFPA 1982, 2013 Editions</li> </ul>	Yes	Yes
<b>Facepiece</b>		
1. Facepiece shall have removable inhalation check valve to prevent exhaled air from entering and contamination of the regulator (demand valve)	Yes	Yes
2. Facepiece shall have an open port to provide miniscule breathing resistance when regulator is not attached	Yes	?
3. Facepiece shall not contain electronic components.	Yes	No
4. Facepiece shall provide means to display to user with visual indicators for Head's Up Display(HUD)	Yes	Yes
5. Facepiece shall have icon for HUD system status indicators	Yes	?
6. Facepiece shall have regulator attachment that does not bear any weight on lens.	Yes	?

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
7. Facepiece shall have effective field of view of 86% and overlapping field of view of 122% without attached component(s)	Yes	?
8. Facepiece shall be available in a minimum of three sizes in Hycar Rubber (small, medium, large)	Yes	Yes
9. Facepieces shall have a nose cup comprised of silicone rubber and available in three sizes (small, medium, large)	Yes	?
10. Facepieces shall have a head harness constructed of flame/heat resistant assembly, Kevlar Head Harness 4-pt. adjustable	Yes	Yes
11. Facepiece shall have universal lens that can be used with all three facepieces sizes, shall be comprised of non-shatter type material and shall be field-replaceable	Yes	Yes
12. Lens shall be hard-coated on the outside and be anti-fog coated on the inside	Yes	Yes
13. Facepiece shall have a flame/heat resistant fabric neck strap to carry facepiece in ready position for quick donning. This neck strap shall be able to be removed without the use of special tools	Yes	No
14. Facepiece shall have removable speaking diaphragm with aluminum-coated membrane	Yes	No
15. Facepiece shall have exhalation valve that is to be serviceable without special tools	Yes	?
16. Facepiece shall be capable of water submersion for cleaning and disinfection	Yes	?
17. Facepiece provides RFID chip for asset and maintenance tracking	Yes	No
<b>Mask-Mounted Regulator (Demand Valve): Push-to-Connect</b>		
1. When doffing regulator, regulator disengagement shall simultaneously stop air flow and release regulator from the facepiece	Yes	?
2. Regulator shall house electronic module that functions as a microphone and HUD system	Yes	No
3. Regulator shall be equipped with variable flow bypass	Yes	Yes
4. Regulator shall not have exposed wiring in order to prevent snags and increase product durability	Yes	Yes
5. Regulator shall have hard cover to prevent accidental airflow activation	Yes	Yes
6. Regulator parts shall be easily replaceable without special tools	Yes	?
7. Regulator shall have a continuous hose from pressure reducer to regulator for air-supply hose	Yes	Yes
8. Regulator must be equipped with positive protection Tetraplex Shield membrane that covers diaphragm, preventing permeations of CBRN agents.	Yes	No mention
9. Regulator shall have RFID chip for asset and maintenance tracking	?	No

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
10. The regulator shall have a microphone(s) that allow the use of blue tooth technologies to communicate directly with WFD Motorola portable radios	Yes	No, extra cost
<b>Heads-Up Display (HUD)</b>		
1. Heads-Up Display (HUD) System shall be integrated within regulator, eliminating snag hazards and increase product durability.	Yes	Yes
2. HUD shall be powered from central power system	Yes	Yes
3. HUD System shall eliminate cross-talk among firefighters	Yes	?
4. HUD System shall be immune to radio frequency interference (RFI) and must function properly in close proximity to fire service hand-held radios. Currently the City of Watertown is utilizing a UHF radio system.	Yes	Yes
5. HUD System shall separate pressure indicators from status indicators	Yes	Yes
a. Left: Status indicators	Yes	Yes
b. Right: Pressure indicators	Yes	Yes
6. HUD system shall provide user with remaining cylinder air volume, available in four increments through series of four colored LEDs:	Yes	Yes
a. Four green lights - 76 to 100% cylinder volume	Yes	Yes
b. Three green lights - 51 to 75% cylinder volume	Yes	Yes
c. Two flashing amber lights - 36 to 50% cylinder volume	Yes	Yes
d. One flashing red light - 0 to 35% cylinder volume	Yes	Yes
7. HUD status indicator shall be icon-based and display battery life warning, PASS alarms, Evacuate indicator, and secondary alarm indicator	Yes	?
8. HUD shall incorporate a photoelectric sensor that senses ambient light conditions, automatically adjust display to one of multiple pre-programmed light intensities	Yes	?
9. Buddy lights shall be visible from outside of firefighters facepiece	Yes	Yes
10. HUD system shall allow user to select from four modes of operation:	Yes	?
a. Continuous pressure mode that shall always have pressure LEDs on	Yes	?
b. Intermittent pressure mode that shall turn on first three increments when reached for 20 seconds	Yes	?
c. Oscillating pressure mode that shall brighten and dim LEDs every 20 seconds	Yes	?
d. Mixed pressure mode that shall turn on first two increments when reached for 20 seconds and last two increments are in continuous mode	Yes	?
11. HUD shall be field-removable and replaceable without use of special tools		

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
<b>Universal Air Connection (UAC)</b>		
1. System shall be capable of:		
a. Refill within immediately dangerous to life or health (IDLH) atmospheres	Yes	Yes
b. Transfilling between two SCBA wearers (connections allows for donation and receipt of air), providing emergency breathing system (EBS) while maintaining NIOSH approvals	Yes	Yes
c. Quickly refilling (approximately one-minute durations) SCBA cylinders from mobile compressor, cascade system or RIT pack	Yes	?
d. Extending wearer's air supply over longer duration when remote cascade system or other compressed gas source is located within remote area	Yes	Yes
2. Primary UAC shall be illuminated when supply pressure reaches Low Pressure Warning Alarm or can be configured to optional medium pressure warning alarm	Yes	Intermittently in low air conditions
<b>Pressure Reducer (First-Stage Regulator) with Primary Low Pressure Warning Device</b>		
1. Pressure reducer shall incorporate downstream valve to ensure fail-safe design when in open position	Yes	Yes
2. Pressure reducer shall incorporate bell alarm mechanism	Yes	No
3. Bell alarm mechanism shall be an air-actuated, continuously ringing audible warning alarm, automatically operating when supply cylinder air pressure reaches approximately 35% of rated service life	Yes	No
4. Bell alarm mechanism shall cover multiple levels of frequencies to cover all hearing levels	Yes	No
5. Bell alarm mechanism shall be user-accessible while wearing SCBA	Yes	No
6. Pressure reducer reduces cylinder pressure to outlet pressure not to exceed 115 psi; outlet pressure must be adjustable	Yes	?
7. Pressure reducer shall have flow capacity of 700 liters per minute at full pressure	Yes	?
8. Pressure reducer shall have two operations for cylinder connection type: threaded or quick-connection	Yes	Yes
9. Quick-connect connection shall not be removable from cylinder while under pressure	Yes	Yes
10. Pressure reducer shall have two options for cylinder connection locations: remote connection or direct connection	Yes	
11. Pressure reducer shall be capable of converting from threaded to quick-connect or vice versa	Yes	?
12. Pressure reducer body shall be constructed of high-strength aluminum alloy and anodized with Teflon hard coat to minimize corrosion and wear of internal and external components	Yes	

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
13. Pressure reducer shall be a sealed system that does not allow moisture to enter valve components	Yes	Yes
14. Pressure reducer shall not require special tools for disassembly	Yes	?
15. Pressure reducer shall have two accessory ports, one medium pressure and one high pressure	Yes	No
<b>Cylinders</b>		
1. Cylinders shall have 4500 psig operating pressure and must be rated for 45-minute duration	Yes	Yes
2. Cylinder shall be constructed of deep-drawn, seamless aluminum liner that is fully wound over entire surface (except for thick neck area) with high-strength carbon fiber filaments impregnated with epoxy resin	Yes	Yes
3. Cylinder shall contain a cylinder valve that shall incorporate pressure gauge to indicate cylinder pressure at all times. Pressure gauge face shall be luminescent. Hand wheel shall be placed at 90 degrees angle from cylinder axis	Yes	Yes
4. Cylinder valve shall be available with a remote connection	Yes	?
5. Cylinder valve shall incorporate flow control insert to limit air flow over hand wheel's first half-rotation, minimizing propulsion thrust in event that cylinder is mishandled	Yes	?
6. Cylinder valve shall incorporate SCBA thread that can be converted to quick-connect cylinder without special tools	Yes	Yes
7. Cylinder shall have a bracket and boot that can be user-installed and provide positioning and added security of cylinder to backplate	Yes	Not needed in their design
<b>Power Module and Control Module/PASS Device with Telemetry</b>		
1. Power module shall provide power to all electronic SCBA components from battery module and act as a central power system	Yes	Yes
2. Power module shall act as central command center, distributing all information and data among electronic components	Yes	
3. Battery module shall be powered by one lithium-ion rechargeable battery	Yes	No
4. Expected battery service life shall be 1 to 3 months on average for units with speaker module with telemetry	Yes	?
5. PASS device shall be designed for battery level check and removal of the batteries while SCBA remains affixed in a jump seat	Yes	?
6. Power module shall be capable of illuminating UAC fitting when supply cylinder reaches 35% of rated service time	Yes	?
7. Control module shall have analog and digital display for added redundancy. Analog gauge must be positioned above digital display as viewed by user	Yes	No

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
8. Control module shall be equipped with full color graphical display. Display shall be reprogrammable and capable of future integrations. Display's background color coordinates with HUD pressure status	Yes	
9. Control module shall automatically provide information to user when placed in upright position Device can be manually activated by pressuring reset button	Yes	
10. PASS device shall use a single line to connect power and control module	Yes	
11. Control module shall have two reset buttons that perform same function no matter which button is pressed	Yes	?
12. Control module shall have an alarm button to activate full alarm and is to be illuminated	Yes	Yes
13. PASS device shall be capable of being reprogrammed to fire department standard operating procedures (SOP). Using PC software program, configuration tag can be created and tagged on each device needed. Reprogramming options shall be as follows:	Yes	?
a. Medium pressure alarm	Yes	
b. Pressure drop alarm	Yes	
c. Primary temperature alarm	Yes	
d. Secondary temperature alarm	Yes	
e. Audible low pressure alarm	Yes	
14. PASS device shall be equipped with buddy lights on firefighter's front and back and viewable from 360 degrees view; two buddy lights on front of user and four buddy lights on the back of user	Yes	?
15. PASS device shall have colored buddy lights: green (pressure above 50% and no alarm), yellow (pressure between 36 and 50%) or red (below 36% or alarms are active)	Yes	?
16. Power module shall be equipped with dual sound emitters; sound emitters shall perform at minimum 100 dBa at room temperature	Yes	?
17. PASS Device shall be capable of storing up to 25 hours of use information in event log form that are generated each time SCBA is pressurized. Event logs must indicate on/off cycles, alarms, alarm reset, and tagging events.	Yes	?
18. PASS device shall be capable of storing periodic logs. Periodic logs must indicate cylinder pressure for each SCBA pressurization stored at 15-second intervals	Yes	?
19. PASS device's event and periodic logs shall provide ability to download to personal computer for maintenance records or for use in incident investigations	Yes	?

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
20. PASS device shall be immune to radio frequency interference (RFI) and must function properly in close proximity of fire service hand-held radios. Currently the Watertown Fire Department is utilizing Motorola APEX radios in the UHF band	Yes	?
21. PASS device shall have optional time-remaining display. Time remaining function must update calculations every 30 seconds based upon user's previous three minutes of air consumption. Initial calculation will appear after three minutes. Calculations can be made to zero pressure, low pressure alarm or medium pressure alarm	Yes	No
22. PASS device shall employ gasket perimeter seal to provide highest protection level against water ingress, while providing ability to upgrade or repair electronics	Yes	Yes
23. PASS device shall be capable of electronically storing user's name in to memory via ID tag	Yes	No, can be added for additional charge
24. Control module shall have service mode that provides ability to see number of hours used, connect to PC and firmware versions	Yes	No
25. Control module shall incorporate rubber boot for added protection and is to be replaceable	Yes	?
26. Power and Control Modules shall have optional RFID chip for asset and maintenance tracking	Yes	No
<b>Speaker Module</b>		
1. Speaker module shall provide amplified speech that removes inhalation breath noise	Yes	Yes
2. Speaker module shall provide at minimum 70 dBA output	Yes	?
3. Speaker module shall turn on and off with PASS device	Yes	No
4. Speaker module shall be powered by central power system	Yes	No
5. Speaker module shall be capable of passing NFPA heat and immersion leakage test (not currently NFPA-required)		?
6. Speaker module shall be positioned on chest and attached to shoulder straps	Yes	No, on face piece
7. Speaker module shall be capable of being mounted on either left or right shoulder strap	Yes	No
8. Speaker module shall easily be attached and removed without special tools	Yes	Yes
9. Speaker module shall have a light to indicate that device is powered on	Yes	Yes
10. Speaker module shall have on/off button to allow user to manually power off as needed	Yes	Yes
<b>Unit weight</b>		
1. Weight of the SCBA shall not exceed 25 lbs including the battery	27 lbs.	27 lbs.

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
2. Weight of facepiece (without regulator and with communications) shall not exceed 1.5 lbs.	1.38 lb.	1.59 lb.
Weight of cylinders and valve assemblies (empty) shall not exceed for 10	Yes	?
<b>Carrier and Harness</b>		
1. Shoulder harness shall have separate left and right pads for easier and less costly replacement	Yes	?
2. Shoulder harness shall have localized friction pads on shoulder to prevent slippage	Yes	?
3. Shoulder harness shall have retro-reflective markings for better visibility within low light conditions	?	?
4. Shoulder harness shall have a standard tunnel	Yes	Yes
5. Shoulder harness shall be improved color stability up to 6000 degrees Fahrenheit	Yes	?
6. Shoulder harness shall be equipped with a chest strap	Yes	Yes
7. Harness design shall have Kevlar webbing	Yes	Yes
8. Shoulder harness shall have accessory attachment point available for facepiece to be attached.	Yes	?
9. Shoulder harness shall differentiate pad inside from pad outside by color, pad inside is grey and outside is black	Yes	?
10. Waist pad shall be adjustable swiveling-lumbar pad secured to height adjustable metal bracket that swivels in center and automatically centers	Yes	No
11. Adjustable swiveling waist pad shall be one-handed operation and can be performed while on user's back	Yes	No
12. Backplate shall have two side handles and one top handle that are accessible with gloved hand	Yes	No
13. Backplate side handles shall be capable of 500 lbs of horizontal dragging force	Yes	No
14. Backplate top handle shall be capable of 1000 lbs of horizontal dragging force	Yes	No
15. Backplate cylinder band shall be construct of metal	Yes	No
16. Waist pad shall be of rigid construction to allow for easy of donning and support	Yes	?
17. Waist straps shall be double-pull forward design	Yes	Yes
18. Harness design shall have regulator keeper for storage that can be attached to waist strap or chest strap	Yes	Yes
19. Regulator keeper shall allow regulator to be connected at any angle	Yes	N

Specification	Jerome Fire Equipment	MES
	Clay, NY	Liverpool, NY
<p>For eight (8) of the above specified SCBA units, a connector hose from the SCBA, not utilizing the UAC, is needed to obtain an air supply from a remote air source, such as an aerial truck, will be provided. This hose and connector shall be connected to the SCBA unit at the waist area in a protective covering. This hose shall be reachable by the user to self-connect without the assistance of another firefighter. This hose connector shall be compatible with the department's existing connections on their aerial devices.</p>	<p>Yes</p>	<p>Yes</p>

Res No. 6

December 6, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Approving Additions to the City of Watertown's Local Highway Inventory

On November 7, 2016, City Council approved additions to our Local Highway Inventory, per City Engineer Wood's recommendation. The updates are conducted annually by each municipality after a review of their local highway inventory for any changes, errors or omissions. The findings are then submitted to the New York State Department of Transportation (NYSDOT).

The update approved by City Council included: Martin Street, Mather Street, Newell Street, Pamela Street, and Plum Avenue. A detailed breakdown of lengths and widths is entered in the forms we fill out and send to NYSDOT. NYSDOT, however, has requested a detailed breakdown of each street length to be included in the resolution itself.

An updated resolution approving these streets to be added to the City's Local Highway Inventory has been prepared for City Council consideration.

# RESOLUTION

Page 1 of 1

Approving Additions to the City of Watertown's  
Local Highway Inventory

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 each October, the City Engineering Department performs a review of our Local Highway Inventory and in early November submits their findings to the New York State Department of Transportation (NYSDOT), and

WHEREAS during this year's review, the City Engineering Department determined certain City-maintained streets were not included, and

WHEREAS the City of Watertown has and will continue to own and maintain all or sections of the following streets:

- Martin Street, 277.41 feet southerly from Anne St., 50' ROW
- Mather Street, 230 feet westerly from Haney St., 36' ROW
- Newell Street, 667 feet westerly from Mill St., 49.5' ROW
- Pamelia Street, 122.44 feet southerly from Anne St., 50' ROW
- Plum Avenue, 321.19 feet northerly from Main St W., 16' ROW

NOW THEREFORE BE IT RESOLVED that the City of Watertown accepts maintenance and operational responsibility of said streets, for the road segment as depicted in the map, of which is attached and made a part of this resolution, and

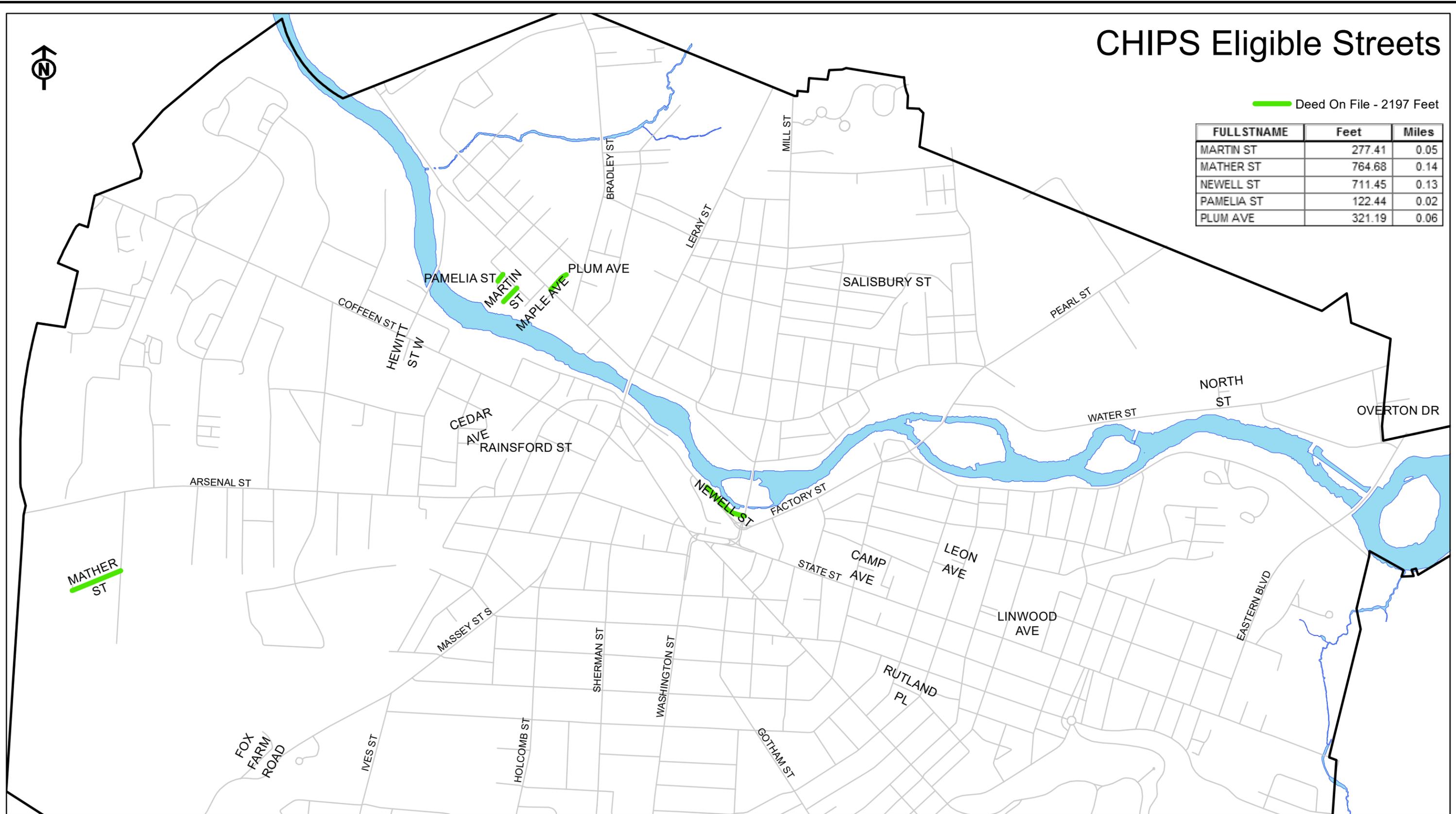
BE IT FURTHER RESOLVED that City Engineer Justin L. Wood is hereby authorized and directed to amend the City's Local Highway Inventory to include said streets and provide the amended inventory to NYSDOT for their consideration.

**Seconded by**

# CHIPS Eligible Streets

 Deed On File - 2197 Feet

FULLSTNAME	Feet	Miles
MARTIN ST	277.41	0.05
MATHER ST	764.68	0.14
NEWELL ST	711.45	0.13
PAMELIA ST	122.44	0.02
PLUM AVE	321.19	0.06

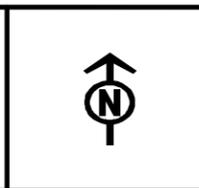


Revision	Description of Revision	Date	By

Project: \_\_\_\_\_  
 Title: **CHIPS Eligible Streets**



**CITY OF WATERTOWN, NEW YORK**  
 GIS DEPARTMENT  
 ROOM 305B, MUNICIPAL BUILDING  
 245 WASHINGTON STREET  
 WATERTOWN, NEW YORK 13601  
 TEL: (315) 785-7793 EMAIL: gis@watertown-ny.gov



Project: _____	
Requested By: Engineering	
Drawn By: _____	Approved By: _____
Date: 10/25/2016	Date: _____
Scale: 1 inch = 1,296 feet	Map Number: _____
Title: CHIPS Eligible Streets	

Res No. 7

December 14, 2016

To: The Honorable Mayor and City Council

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

Subject: Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Establish and Administer a Fair Housing Education and Enforcement Program

As a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development, the City has certified that it will affirmatively further Fair Housing. As a part of this certification, the City is responsible for identifying barriers to Fair Housing and developing strategies to address those barriers.

In the City's adopted Consolidated Plan for CDBG Program Years 2016-2020, the City identifies Fair Housing Education as a Priority Need and as a Goal for the upcoming Program Years. To those ends, the Annual Action Plan for Program Year 2016-2017 identifies a Fair Housing Education Project as one of the 12 projects that the City plans to undertake.

CNY Fair Housing has drafted the attached Memorandum of Understanding (MOU) to conduct Fair Housing education, advertising and enforcement activities in the City of Watertown. The MOU is for a not-to-exceed sum of \$4,000. However, the City has the option to increase that total to \$5,000 if it is determined during the course of the project that additional services are required. Any proposed increases to the project budget will be forwarded to the City Council for approval prior to proceeding with those services.

The attached resolution approves the MOU between the City and CNY Fair Housing for the Fair Housing Education and Enforcement Program and authorizes the City Manager to execute the agreement on behalf of the City.

**RESOLUTION**

Page 1 of 1

Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Establish and Administer a Fair Housing Education and Enforcement Program

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, as a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development, has certified that it will affirmatively further Fair Housing, and

WHEREAS the City of Watertown desires to work with CNY Fair Housing regarding professional services to educate tenants and housing providers within the City of Watertown regarding their respective Fair Housing rights and responsibilities, and

WHEREAS CNY Fair Housing is a qualified Fair Housing Enforcement Agency, and

WHEREAS the City of Watertown desires to refer any Fair Housing complaints received by the City to CNY Fair Housing for further investigation, and

WHEREAS the City of Watertown has allocated CDBG funding for a Fair Housing Education Project in its adopted Consolidated Plan and Annual Action Plan, and

WHEREAS CNY Fair Housing has prepared a Memorandum of Understanding (MOU) for the project, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the MOU with CNY Fair Housing to establish and administer a Fair Housing education and enforcement program, and

BE IT FURTHER RESOLVED that the City agrees to pay CNY Fair Housing a not-to-exceed sum of \$4,000 for actual expenses incurred, based on hours worked during the contract period, and

BE IT FURTHER RESOLVED that the City Council hereby authorizes and directs the City Manager, Sharon Addison, to execute the MOU on behalf of the City of Watertown.

**Seconded by**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF WATERTOWN  
AND  
CNY FAIR HOUSING**

**THE CITY OF WATERTOWN**, 245 Washington Street, Watertown, NY 13601 (“City”) wishes to secure the services of **CNY FAIR HOUSING**, 731 James Street #200, Syracuse, NY 13203 to conduct Fair Housing Education and Enforcement activities in the **City**.

**Purpose:**

The purpose of this Memorandum of Understanding is to establish and administer a Fair Housing Program for the **City** that consists of the Services identified below. As recipients of Community Development Block Grant entitlement funding from the United States Department of Housing and Urban Development, the **City** has certified that it will affirmatively further fair housing. **CNY Fair Housing** is a qualified Fair Housing Enforcement Agency with experience and expertise dealing with Fair Housing issues in the Central and Northern New York housing markets.

**Term:**

The twelve-month period (January 1, 2017 – December 31, 2017) shall be the contract period. Services enumerated below shall be performed within the contract period.

**Services:**

**CNY Fair Housing** agrees to undertake the following:

- Fair Housing Education – Conduct two trainings for local housing providers, housing consumers and/or human service providers working with members of protected classes.
- Fair Housing Marketing – Conduct direct marketing to the broader public through the use of posters, billboards, and/or bus ads.
- Complaint Intake – Accept fair housing complaints referred by the City of Watertown and other local partners. Complaints will be investigated to determine if discrimination has occurred and the agency will provide counseling, conduct advocacy, and, if necessary, provide legal representation to victims of discrimination. Complaints that are determined to not be fair housing related will be referred to appropriate services.

The **City** agrees to:

- Refer complaints of housing discrimination to **CNY Fair Housing**.
- Assist **CNY Fair Housing** in promoting fair housing trainings.
- Pay **CNY Fair Housing** a not-to-exceed sum of \$4,000 for actual expenses incurred, based on hours worked during the contract period. **CNY Fair Housing** will itemize all costs.

In the event that additional work (beyond the scope of this MOU) is requested, **CNY Fair Housing** will provide estimates in advance of its performance of said work. Estimates shall be based on time, materials and travel costs.

Payment shall be due upon completion of the project. Partial payment(s) may be authorized by the **City**, at its discretion.

The hourly rates for the three CNY Fair Housing staff members budgeted for this project (including salary, fringe and overhead) are as follows:

Executive Director:	\$49.31
Assistant Director:	\$48.04
Fair Housing Investigator:	\$22.78

**CNY Fair Housing** will provide to the **City** quarterly reports detailing activities completed. At the conclusion of the contract, **CNY Fair Housing** will provide a final report summarizing all activities and identifying areas of concern for the **City** to consider in its efforts to Affirmatively Further Fair Housing.

Assignment: Neither party shall assign, transfer, convey or otherwise dispose of this agreement or any of their rights, title or interest therein or the power to execute this agreement without the prior written consent of the other party.

Auditing Clause: **CNY Fair Housing** shall be subject to compliance audits to be performed by the **City** at random intervals. Audits shall include both financial and programmatic checks as they apply to the signed agreement. The auditor shall make determination on procedures and proper expenditures of funds.

Conflict of Interest Clause: **CNY Fair Housing** assures that no person under its employ who exercises any functions or responsibilities in connection with City of Watertown funded projects or programs has any personal financial interests, direct or indirect in this agreement.

Executory Clause: It is understood by and between the parties hereto that this Agreement shall be deemed executory to the extent of the monies available\* to the **City** and no liability on account thereof shall be incurred by the **City** beyond monies available for the purpose thereof.

\*General Municipal Law 109-b: "available" in an executory clause "relates to the appropriation of funds by the Legislature and the allocation of such funds by the appropriate officer or body such that the unavailability is dependent upon a legislative or budgetary determination or directive not to provide funds for the expenditure in question."

General Municipal Law:

a) This agreement is subject to the provisions of Sections 103-a and 103-b, as amended, of the New York General Municipal Law, which requires, upon the refusal of a person, when called before a Grand Jury, head of State Department, Temporary State Commission or other State entity or the organized crime task force in the Department of Law to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority, such person sign a waiver of immunity against subsequent criminal prosecution or answer relevant questions concerning such transaction or contract.

b) Such person, and any firm, partnership or corporation of which he is a member, partner, director, or officer, shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, entity or official thereof, for goods, work or services, for a period of five (5) years after such refusal, and

c) Any and all contracts made within any municipal corporation or any public department, governmental entity or official thereof, since the effective date of this contract, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

Independent Contractor (non-employee): The relationship of **CNY Fair Housing** to the **City** arising out of this Agreement shall be that of an Independent Contractor. **CNY Fair Housing**, in accordance with his status as an Independent Contractor, covenants and agrees that he, she or it will conduct himself consistent with such status, that he, she or it will neither hold himself, herself or itself out as, nor claim to be, an officer or employee of the **City** by reason hereof, and that he, she or it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the **City**, including, but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership of credit.

Liability:

a) **CNY Fair Housing** shall hold and save the **City of Watertown**, its official agents and employees harmless from liability of any nature or kind, including costs and expenses, for, on account of any suits or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the **CNY**

Fair Housing. The **CNY Fair Housing** shall not hold itself out as representing the **City** or binding the **City** in any agreement.

b) **CNY Fair Housing** agrees that all of its employees shall be fully covered by worker's compensation, and New York State disability insurance coverage, and that **CNY Fair Housing** shall have full and adequate liability insurance at all times in the minimum amounts of \$1,000,000 individual and \$3,000,000 aggregate.

Modification and Termination.

- a) **CNY Fair Housing** agrees to submit a written request to modify any budget line.
- b) **City** agrees to respond to any reasonable request within five (5) working days.
- c) **City** reserves the right to make a modification to this agreement as specified in the terms of this agreement.
- d) **CNY Fair Housing** agrees to attempt to resolve disputes arising from this agreement by administrative processes and negotiation in lieu of litigation.

This proposal shall serve as the agreement between the **City** and **CNY Fair Housing**. The **City** or **CNY Fair Housing** may terminate this agreement for convenience upon thirty days' written notice, certified mail, return receipt requested. Upon termination, any outstanding fees due to **CNY Fair Housing** shall be honored.

\_\_\_\_\_  
Sharon Addison, City of Watertown

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sally A. Santangelo, Executive Director  
CNY Fair Housing

\_\_\_\_\_  
Date

Res No. 8

December 13, 2016

To: The Honorable Mayor and City Council

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

Subject: Granting an Easement of City-Owned Property to Cold Black River, LP for the Establishment and Maintenance of a Handicap Parking Area for 309 Mill Street

Attached for City Council consideration is a resolution approving an Easement Grant Agreement between the City of Watertown and Cold Black River, LP, who will soon become the owner of the apartment building located at 309 Mill Street. This property is part of the Black River Apartments Project, which consists of the renovation of 115 apartment units at various locations throughout the City.

A recent survey of the property revealed that a portion of the parking area for the building, while located behind the sidewalk, is actually situated within the Main Avenue right-of-way. The street right-of-way in this area is somewhat unconventional in that it extends a large distance behind the sidewalk and encompasses most of the existing parking area. This easement agreement would officially allow the use, improvements to and maintenance of the parking area for the apartment building by the building's owner.

A copy of the Easement Grant Agreement and the map designating the easement area are attached for City Council review.

Staff is recommending that Council adopt a resolution approving the granting of this easement.

# RESOLUTION

Page 1 of 1

Granting an Easement of City-Owned Property to Cold Black River, LP for the Establishment and Maintenance of a Handicap Parking Area for 309 Mill Street

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 the land known as the Main Avenue right-of-way, situated north of the apartment building located at 309 Mill Street, Parcel Number 2-01-101.00, and

WHEREAS a portion of the right-of-way extends beyond the sidewalk and encompasses an existing parking area that serves the apartment building, and

WHEREAS Cold Black River, LP will become the owner of the apartment building and is in the process of obtaining financing for continued operations of and for improvements to its property, and

WHEREAS Cold Black River, LP requires a deeded easement for the parking area in order to make improvements for handicapped parking as well as for the continued use and maintenance of the property,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves an easement over a portion of the Main Avenue right-of-way for the benefit of Cold Black River, LP and its tenants, invitees, customers, occupants and other users for vehicle and pedestrian access to and from the apartment building located at 309 Mill Street in the City of Watertown, as described in Schedule A of the easement grant agreement, which is attached to and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager, Sharon Addison is hereby authorized and directed to sign the easement on behalf of the City of Watertown.

### **Seconded by**



**Legend**

 Proposed Easement

Dealmaker Dodge LLC  
137, Main Ave  
(2-01-103.000)

Lobut Development LLC  
401 Mill St  
(2-01-332.001)

NTL Appliance Repair Co Inc  
402 Mill St  
(3-01-307.001)

Black River Apartments LLC  
309 Mill St  
(2-01-101.000)

Niagara Mohawk Power Corp  
300 Mill St  
(3-01-122.000)

**CITY OF WATERTOWN, NEW YORK**  
GIS DEPARTMENT

ROOM 305B, MUNICIPAL BUILDING  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793  
EMAIL: gis@watertown-ny.gov

Drawn By: J. Carlsson					
Date: 12/14/2016					
Requested By: J. Voss					
Date:					
Scale: 1 inch = 50 feet					
Map Number: 16-63					
Revision:	Description of Revision:	Date:	By:		



Project: Easement Grant  
City of Watertown to Cold Black River, LP

Title: Proposed Parking Easement  
for Apartment Building at 309 Mill Street

# EASEMENT GRANT

THIS INDENTURE, made the \_\_\_\_ day of December, 2016, between

**CITY OF WATERTOWN**, a municipal corporation duly organized and existing under the laws of the State of New York, with principal offices located at 245 Washington Street, Watertown, New York 13601,

party of the first part, and

**COLD BLACK RIVER L.P.**, 261 Gorham Road, South Portland, Maine, 04106  
party of the second part,

**WITNESSETH**, that the party of the first part, in consideration of ONE DOLLAR (\$1.00) lawful money of the United States and other good and valuable consideration, paid by the party of the second part, does hereby grant and release unto the party of the second part, the heirs or successors and assigns of the party of the second part forever, (i) an easement for the establishment, maintenance and use of no fewer than seven (7) handicap parking spaces (“Handicap Parking Spaces”) upon all that tract or parcel of land situate in the City of Watertown, County of Jefferson, State of New York as more particularly described in the attached Schedule A (the “Easement Area”) for the exclusive use of the residents, guests and invitees of an apartment building located at 309 Mill Street in the City of Watertown (the “Project”), (ii) an easement for vehicular and pedestrian ingress and egress over and across the Easement Area and (iii) a temporary construction easement (the “Construction Easement”) to the party of the second part, its agents, contractors and subcontractors over and across the Easement Area to facilitate renovation of the Project and to maintain and repair the Handicap Parking Spaces and the sidewalk within the Easement Area; provided, however, that the party of the second part may not use the Easement Area in any manner which would prevent access to the overhead door located on the adjoining premises currently occupied by Dealmaker Dodge. This easement shall terminate on the earlier of the demolition of the Project or the destruction of the Project which is not rebuilt within one year or the discontinuance of the use of the Project as an apartment building for a continuous period of one year.

**TOGETHER** with the appurtenances and all the estate and rights of the party of the first part in and to said premises;

**TO HAVE AND TO HOLD** the premises herein granted unto the party of the second part, the heirs or successors and assigns of the party of the second part forever.

**AND** the party of the first part covenants as follows:

**First**, that said party of the first part is seized of the said premises in fee simple, and has good right to convey the same;

**Second**, that the party of the second part shall quietly enjoy the said premises;

**Third**, that the said premises are free from encumbrances, except as aforesaid;

**Fourth**, that said party of the first part will forever **Warrant** the title to said premises.

**Fifth**, that the person executing this Easement Grant on behalf of the said party of the first part has been duly authorized to grant the easements set forth herein, make the statements herein contained and to execute and deliver this Easement Grant.

**IN WITNESS WHEREOF**, the party of the first part has duly executed this Easement Grant the day and year first above written.

**IN PRESENCE OF:**

**CITY OF WATERTOWN**

By: \_\_\_\_\_  
SHARON ADDISON, City Manager

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

On the \_\_\_\_ day of December, 2016, before me, the undersigned, personally appeared SHARON ADDISON, City Manager of the City of Watertown, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

SCHEDULE A

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

BEGINNING at a point at the intersection of the southerly margin of Main Avenue with the westerly margin of Mill Street;

THENCE along the southerly margin of Main Avenue the following four (4) courses and distances:

1. S.86°-36'-38" W., a distance of 29.23 feet to a mag nail found;
2. N.46°-38'-22" W., a distance of 12.35 feet to a mag nail found;
3. S.88°-13'-03" W., a distance of 78.64 feet to a mag nail found;
4. N.14°-57'-01" E., a distance of 51.16 feet to a point;

THENCE passing through lands reputedly owned by the City of Watertown the following seven (7) courses and distances:

1. N.75°-36'-51" E., a distance of 16.02 feet to a point;
2. S.50°-31'-57" E., a distance of 26.14 feet to a point;
3. S.58°-45'-30" E., a distance of 14.78 feet to a point;
4. S.63°-38'-09" E., a distance of 25.65 feet to a point;
5. S.68°-03'-14" E., a distance of 15.29 feet to a point;
6. S.54°-06'-27" E., a distance of 23.15 feet to a point;
7. S.14°-17'-47" W., a distance of 2.84 feet to the POINT OF BEGINNING.

CONTAINING 0.077 acres of land more or less.

SUBJECT to the rights of the public in and to Mill Street and Main Avenue.

SUBJECT to the right of Dealmaker Dodge, LLC, the current owner of tax parcel 2-01-103, and its successors, assigns, and invitees, for ingress and egress to the building located on said tax parcel through the overhead door facing Main Avenue.

SUBJECT to any other rights or restrictions of record.

IT BEING the intent to describe a parcel of land reputedly owned by the City of Watertown as shown on a map titled "Map of Topographic & Boundary Survey of Black River Apartments, LLC, 309 Mill Street, City of Watertown, State of New York," dated 08/18/2016, last revised October 20, 2016, prepared by GYMO, Architecture, Engineering & Land Surveying, D.P.C., Watertown, New York.

Res No. 9

December 12, 2016

To: The Honorable Mayor and City Council

From: Jennifer L. Voss, Senior Planner

Subject: Adopting Guidelines and Administrative Procedures for the  
Community Development Block Grant Rental Rehabilitation Program

On December 5, 2016, the City Council approved a Sub-Recipient Agreement with Neighbors of Watertown, Inc. for the 2014 Community Development Block Grant Rental Rehabilitation Program. This grant will provide funds for a city-wide rental rehabilitation program that will fund renovations to nine (9) substandard apartment units.

Guidelines and Administrative Procedures must be adopted to implement the program. Enclosed with each City Council Member's agenda package is a copy of the proposed Guidelines and Administrative Procedures. This document is intended to cover the 2014 funded program as well as future rental rehabilitation programs supported with CDBG funds. The document can also be found in the online version of the City Council agenda.

A resolution has been prepared for City Council consideration that adopts the Guidelines and Administrative Procedures for the City's Rental Rehabilitation Program.

# RESOLUTION

Page 1 of 1

Adopting Guidelines and Administrative Procedures for the Community Development Block Grant Rental Rehabilitation Program

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’s Community Development Block Grant (CDBG) Annual Action Plan for the Program Year 2014 includes the Rental Rehabilitation Program which provides funding for the rehabilitation of nine (9) substandard apartment units within the City of Watertown, and

WHEREAS the City approved a Sub-Recipient Agreement with Neighbors of Watertown, Inc. to serve as the program administrator for the 2014 Rental Rehabilitation Program, and

WHEREAS Guidelines and Administrative Procedures have to be developed for this and subsequent CDBG rental rehabilitation programs, and

WHEREAS Guidelines and Administrative Procedures have been drafted to govern the operation of the Rental Rehabilitation Program, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED that Guidelines and Administrative Procedures for the City of Watertown’s CDBG Rental Rehabilitation Program are hereby adopted and shall become effective immediately for all rental rehabilitation activities conducted with CDBG funding in the City of Watertown.

### **Seconded by**

**City of Watertown  
Community Development Block Grant  
Rental Rehabilitation Program  
Program Guidelines**

**1.0 General Provisions**

**1.1 Statement of Purpose/Project Area**

The purpose of this program is to expand and preserve the supply of affordable housing in Watertown by promoting rehabilitation of existing substandard rental units throughout the City of Watertown.

Technical assistance will be provided to help property owners identify eligible improvements on their properties, to help determine the best way to complete the necessary improvements, to help find local contractors who can perform that work, and to assure that all rehabilitation activities are completed in a satisfactory manner in compliance with applicable federal, state and local regulations.

Financial assistance will be available to help qualified applicants pay the cost of eligible improvements that are completed under this program. Federal funding will be used to provide grant and loan financing for improvements in rental housing units. Grants will not be repaid if the property owner complies with all program requirements during a prescribed regulatory period after all work is completed. Loans will be repaid in monthly installments to the city. Other restrictions, including sale and rent limitations, will also apply during the regulatory period.

A Project Review Committee will be established to review the project recommendations selected by Neighbors of Watertown, Inc (NOWI), serving as the project administrators. The Committee will consist of applicable staff from NOWI as well as staff from the City of Watertown Planning Department. A project will not be able to proceed prior to being approved by the Project Review Committee. A project will be considered approved when the Application for Assistance and Project Agreement have been signed by staff from the City of Watertown Planning Department.

## **2.0 Eligibility for Assistance**

### **2.1 General Eligibility**

Assistance is available under this program for eligible improvements in any substandard rental property located in the City of Watertown. All applications for assistance must be filed by the property owner with the following documents:

- a. Proof of ownership in the form of a deed or land contract recorded in the Jefferson County Clerk's office.
- b. Proof of income for each household occupying the property;
- c. Proof of payment of real estate taxes and any local service charges (eg. Water & sewer) that are currently due for all properties owned by the applicant in the City of Watertown; and
- d. Proof of adequate insurance, including flood, if applicable.

NOTE: Income documentation need not be provided for any housing unit where no work will be done or no financial assistance is being requested.

### **2.2 Eligibility for CDBG Assistance**

CDBG financing is available to help pay the cost of eligible improvements in substandard rental units that are occupied by households who qualify as low or moderate income (see income limits in Appendix A).

Vacant rental units are eligible for assistance if the property owner agrees to rent those units to households that qualify as low or moderate income with rents that do not exceed the limits for existing rental units under the HUD Section 8 Housing Choice Voucher Program.

Financial assistance cannot be provided for improvements in rental units that are occupied by households that are not low or moderate income.

## **3.0 Eligible Improvements**

### **3.1 Priority 1: Health and Safety Improvements**

Generally, Priority 1 improvements are those work items necessary to make the property safe and bring it into compliance with applicable Building Codes. When any financial assistance is provided under this program, the scope of work for that

project must include all Priority 1 improvements needed in the property. Those items include the following:

- a. Code Compliance – any work items required to comply with the NYS International Building Code and all local codes for existing construction.
- b. Model Rehabilitation Standards – any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in Appendix B of these guidelines.
- c. Plumbing Systems – any work items required to comply with the NYS International Building Code.
- d. Electrical Wiring – any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in Appendix B of these guidelines.
- e. Heating Systems – installation or upgrading of heating systems to maintain a temperature of 68° F. (75° F for elderly).
- f. Structural – repair or replacement of any defective structural elements, including porches, foundations, support columns, bearing walls, roofs, subflooring, masonry, etc.
- g. Windows & Doors – repair or replacement of damaged windows or doors as required assuring comfort, safety, and security.
- h. Stairs & Platforms – repair or replacement of any elements of stairs or platforms that might create hazardous conditions.
- i. Lead-Based Paint – appropriate treatment of lead-based paint hazards to comply with HUD regulations at 24 CFR Part 35.
- j. Warning Systems – all residential units must be equipped with adequate smoke detectors and carbon monoxide detectors.

### **3.2 Priority 2: Energy Related Improvements**

Energy conservation and weatherization improvements are eligible for assistance if all conditions that might lead to health or safety problems (Priority 1) are being corrected or if none exist. Some of this work can be financed through the local Weatherization Assistance Program or by EmPower New York; and all cases should be referred to those agencies in order to maximize the funding available for each project and to avoid duplication of efforts. Any energy related improvements that cannot be funded through the Weatherization Assistance Program or by EmPower can be considered as Priority 2 improvements under this program.

**a. Weatherization Referral:**

The Weatherization Assistance Program in Watertown is administered by the Community Action Planning Council of Jefferson County (CAPC). That agency will accept referrals and place them on its waiting list. Priority is given to lower income home owners who are elderly or handicapped and families with small children. Special consideration can also be given to applicants who are without heat and to other referrals from the Department of Social Services.

**b. EmPower New York Referral:**

The EmPower New York Program is administered by private contractors with funding through the NYS Energy Research and Development Authority (NYSERDA) under an agreement with the Public Service Commission. Those contractors can provide energy-related services and improvements at no cost for income-qualified households, including attic and/or wall insulation, draft reduction measures, replacement of old inefficient appliances, installation of high-efficiency lighting and tips on how to save energy.

**c. Energy Audit:**

An energy audit should be conducted on each property where improvements are to be completed with CDBG financing under this program. When assistance is also being provided through the Weatherization Assistance Program, staff from CAPC will perform an energy audit. The EmPower contractor may use the results of that energy audit or perform his/her own tests to identify energy related improvements that are needed in the property.

**3.3 Priority 3: Other Necessary Improvements**

The following improvements are eligible for assistance only if all conditions outlined in Priorities 1 and 2 are being corrected or if none exist.

- a. Exterior Protection – repair of and painting or covering of exterior surfaces, except existing wood siding and trim may not be covered with aluminum or vinyl unless no cost-effective alternative exists.
- b. Exterior Wood Surfaces – repair of damaged or deteriorated exterior wood surfaces, including siding and trim around windows and doors,

- roof fascia and cornices, porches (including supports, decks, steps, and railings), etc. All rotted or broken materials should be replaced with similar materials milled and shaped to match the existing.
- c. Interior Walls and Ceilings – repair or covering of interior walls and ceilings that are damaged or deteriorated. Use of vapor barrier paints is encouraged to prevent moisture condensation within walls and ceilings adjacent to unheated spaces.
  - d. Floors – repair of damaged or deteriorated floors and replacement of floor coverings that have worn out and cannot be maintained.
  - e. Bathroom Fixtures – repair or replacement of bathroom fixtures, including bathtub, shower, toilet, sink and medicine cabinet and waterproof surfaces to prevent water damage to adjacent areas.
  - f. Kitchen equipment – repair or replacement of cooking equipment, refrigeration equipment and work and storage areas if the existing facilities are missing, inadequate or inoperable.
  - g. Exterior Walkways – repair or replacement of existing paved walkways between the structure and the street, driveway or a public sidewalk adjacent to the property. The sidewalk may be repaired or replaced if necessary to eliminate existing hazardous conditions.
  - h. Utility Laterals – repair or replacement of existing water, sewer or gas laterals provided that such work is limited to the section of lateral that is the responsibility of the property owners.

### **3.4 Applicable Standards**

The following standards will apply to all properties where work is to be done with assistance under the Rental Rehabilitation Program.

- a. Code Compliance – when the rehabilitation work is completed, each property must comply with all applicable codes, including the NYS International Building Code and all local codes and ordinances.
- b. Lead-Based Paint – any activities that disturb painted surfaces must comply with the regulations at 24 CFR Part 35, Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards, unless the work qualifies under the de minimis limitations detailed in §35.1350 of those regulations.
- c. Model Rehabilitation Standards – the guidelines in the Model Rehabilitation Standards produced by the Nation Center for Healthy Housing are the minimum standards for all improvements to be competed with assistance under this program.

- d. Energy Conservation – the results of an energy audit conducted by the local Weatherization Assistance Office or by the EmPower NY may be used to qualify work as Priority 2 improvements under this program.
- e. Historic Preservation – properties identified by the State Historic Preservation Office as having historic, architectural or cultural significance will be rehabilitation in accordance with the Secretary of Interior’s “Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”

### **3.5 Ineligible Improvements**

The following improvements are not eligible for financial assistance under this Program. They may be included in a project only if the property owner contributes cash to pay the full cost of this work.

- a. Replacement of any building systems, fixtures or equipment that are determined by Neighbors of Watertown, Inc. (NOWI) to be adequate.
- b. Expansion of or addition to existing structures (including expansion into non-living space) unless required to eliminate overcrowding.
- c. Subdivision of existing space into additional dwelling units.

### **3.6 Contract Method**

Generally, rehabilitation activities will be completed by local tradesmen working under contract to the property owner based on a detailed work write up that has been prepared by NOWI and approved by the property owner, as follows:

- a. All contractors, and any subcontractors who they retain for this work, must be approved by NOWI as qualified to participate in this program.
- b. A statement of Contractor Qualifications must be filed for each contractor or subcontractor before any contract is made for work to be completed under this program
- c. Each contractor or subcontractor must provide proof of adequate insurance coverage and must maintain such coverage as long as any work is being performed under this program.
- d. The property owner will decide which contractors are invited to submit proposals and may select any qualified contractor for the work to be performed under this program. However, financial assistance will be calculated based on the lowest cost from all acceptable proposals received for the work.

### **3.7 Self-Help Method**

The property owner may provide the labor for some or all of the improvements to be made with assistance under this program subject to the following conditions:

- a. NOWI must be satisfied that the owner can complete the work in a competent manner and on a timely basis.
- b. The eligible cost will be limited to the actual cost of materials used on the job with no allowance for labor by the owner or others.

### **3.8 Combination Self-Help & Contract Method**

The property owner may choose to combine the self-help and contract methods with some work items performed by contractors and other by the owner. In that case, however, all self-help work must be completed before any CDBG funds are advanced and before any contractor is permitted to begin working on the property.

## **4.0 Financial Assistance**

CDBG financing will be available to help pay the cost of eligible improvements in existing rental units that have been identified as substandard up to a maximum of \$25,000 for each housing unit that is occupied by a tenant who qualifies as low or moderate income. Vacant rental units will qualify for assistance if the property owner agrees to rent those units to tenants who qualify as low or moderate income with the rent not to exceed the current Rent Limit (see Appendix A).

A portion of this financing will be provided as a grant, which will not be repaid as long as the property owner complies with all of the requirements of the program during the regulatory period. The balance will be available as a loan to be repaid in monthly installments over the term of that regulatory period.

Applications will be considered when all of the required eligibility documentation is provided. Rehabilitation projects will be selected for assistance based on criteria that gives priority to those applicants with the greatest need.

CDBG financing may not be provided for improvements in rental units that are occupied by households that are not low or moderate income or the non-residential portions of eligible properties, including garages, storage sheds or other outbuildings. Improvements may be needed to those areas to satisfy the requirements of Section 3.1 or 3.4; and that work must be completed if any assistance is provided under this program. But the cost of

ineligible work will be excess cost which is included in the minimum owner contribution required.

#### **4.1 Grant and Loan Financing**

NOWI will advance funds during the course of each project to cover progress payments to the contractor who is completing the work on the property. If an owner contribution is required, those funds must be delivered to NOWI before the contractor is allowed to begin working; and the owner's funds will be used before any other funds are advanced for the project. Upon completion of the project, NOWI will invoice the City of Watertown and the CDBG funds will be used.

##### **a. CDBG Loan Terms**

CDBG loans will be repaid to the city in monthly installments over a term of not less than five years and not more than ten years beginning 30 days after all work is completed. Monthly payments are calculated as the amount that is required to repay the full amount of the loan without interest over the term of the loan. Payments may be accelerated without penalty at the option of the property owner. A \$10.00 service charge will be added for any payment that is more than 10 days late; and the city may declare the loan in default and demand immediate repayment of the outstanding balance if any payment is more than 30 days late.

#### **4.2 Selection Criteria**

Preference will be given to those substandard rental properties where special needs are demonstrated, as follows:

- a. Properties with owners or renters who household income is at the Public Assistance level (30% of median) will be given preference over those who are low income (up to 60% of median).
- b. Properties with renters who qualify as low income (60% of median) will be given preference over those who qualify as moderate income (up to 80% of median).
- c. Properties with renters who household income is fixed (i.e. social security, retirement, disability) will be given preference over those with income that could increase in the future.

- d. Preference may be given to properties that need emergency repairs to eliminate problems that are an immediate threat to the structural integrity of the building or the health and safety of the occupants.
- e. Preference may be given to properties with serious code violations if they are a threat to the integrity of the structure or the safety of the occupants. In those cases, all code violations must be addressed and other needed improvements should be included in the project.

### **4.3 Imminent Threat Situations**

If unforeseen circumstances occur after rehabilitation work has commenced that are hazardous to the health and/or safety of the occupants or threatening to the structure, an increase in the CDBG financing may be authorized by the Deputy Director on the recommendation of the Housing Rehab Coordinator. In those cases, the CDBG financing may exceed the limits established in Section 4.0 of these guidelines if required to eliminate the conditions that threaten the occupants or structure. A change order, signed by the Deputy Director, must be included in the Project File with complete documentation of the special circumstances that justify this action.

## **5.0 Special Conditions**

The following special conditions apply in all cases where CDBG assistance is provided under this program.

### **5.1 Property Taxes**

Before any assistance is approved under this program, all property taxes and other local charges (i.e. water & sewer) must be paid for every property owned by the applicant in the City of Watertown.

### **5.2 Insurance**

All properties assisted through this program must be insured. The applicant must provide proof of adequate liability and hazard insurance before any assistance can be approved. Flood insurance will also be required if the property is located within a 100 year flood plain.

### **5.3 Sale Limitation**

For all properties where assistance is approved under this program, applicants must agree not to sell those properties during a regulatory period that begins when all construction work is completed and continues for the term of the CDBG loan or the prescribed regulatory period (whichever is shorter). The regulatory period is five years. If the property is sold during the applicable regulatory period, the seller must immediately repay the outstanding balance of the CDBG loan plus a portion of the CDBG grant. A pro-rated portion of the CDBG loan and grant must be repaid to the City if the term is not met. That repayment obligation will decline 1/60<sup>th</sup> each month and no repayment will be required five years after work is completed if the owner has complied with all other requirements of the Rental Rehabilitation Program.

### **5.4 Rent Limitation**

For all properties where assistance is approved under this program, the owner must agree to rent each unit to a tenant who qualifies as low or moderate income (as applicable) and limit rents to a level that is considered affordable during the applicable regulatory period. The current rent limits are listed in Appendix A. Those limits are established by HUD for the Section 8 Housing Choice Voucher Program and revised annually to reflect the fair market rents for existing rental units in Jefferson County.

This requirement will be detailed in the Project Agreement and a note and mortgage that will be recorded in the Jefferson County Clerk's Office establishing a lien on the property that will be in effect during the applicable regulatory period.

If a rental unit is vacant when the project is approved, the property owner must agree to rent that unit to a tenant who qualifies as low or moderate income (as applicable). When a rental unit becomes vacant during the regulatory period after rehabilitation work is completed, that unit must be rented to a tenant who qualifies under the same income limits.

This special condition will not be violated when a tenant's household income increases beyond the applicable income limit if that tenant qualified as low or moderate income at the time the CDBG financing was approved or at the time they moved into the rental unit (whichever is later).

If any unit is rented to a tenant who does not qualify as low or moderate income or the rent for any unit (including an allowance for utilities paid by the tenant) exceeds the applicable rent limit, the property owner must repay the outstanding balance of the CDBG loan and a portion of the CDBG grant. A pro-rated portion of the CDBG loan and grant must be repaid to the City if the term is not met. That repayment obligation will decline 1/60<sup>th</sup> each month and no repayment will be required five years after work is completed if the owner has complied with all other requirements of the Rental Rehabilitation Program.

## **6.0 Verification of Eligibility**

Following is a description of the documentation that must be collected from each applicant to determine eligibility for assistance under the Rental Rehabilitation Program. This documentation must be maintained in each project file.

### **6.1 Ownership**

NOWI must verify that the applicant is the owner of the property to be improved before any CDBG financing can be considered. Applicants may apply for assistance before obtaining clear title, but must prove ownership before any financial assistance can be approved.

A copy of the property deed may be acceptable as proof of ownership. The deed must be recorded in the Jefferson County Clerk's office; and, if there is any question, the applicant may be required to submit a title report.

Land contracts are acceptable proof of ownership if those documents are recorded in the Jefferson County Clerk's office.

### **6.2 Income**

NOWI must verify the current annual household income of each tenant to determine eligibility for CDBG financing. Household income must include all income from all sources for each adult member of the household (includes all persons aged 18 or older). A complete, signed copy of the latest federal tax return with all schedules and attachments (W-2, 1099, Schedule C, etc.) will always be requested as basic income documentation. However, the tax return does not document current income; and it might not include some income sources that are not taxable, but which must be considered as part of the household income for the program. The following details the additional documentation that must be

collected and maintained in the project file for different types of income. The current income limits are detailed in Appendix A. These limits are revised annually based on the median incomes established by HUD.

**a. Salary or Wages**

Copies of current payroll stubs, statements from employers or other documentation as required to project the current annual income for each adult member of the household.

**b. Social Security**

A statement of benefits for the preceding year and the current year with copies of current checks to establish the gross benefit for each household (including amounts withheld for Medicare).

**c. Pensions**

Statement(s) detailing the payments received during the preceding calendar year and current payments for pensions, IRA's, annuities and other retirement benefits for each household.

**d. Unemployment or Disability**

Statement(s) detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be made by the Project Review Committee to reflect temporary conditions that are not an accurate reflection of the household income

**e. Personal Assets**

Details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and computed for those assets that do not generate current interest or dividends.

**f. Income from Real Estate**

Details of all income from other rental properties (not including rental units in the property to be rehabilitated). The net amount of such income after deducting actual cash expenses related to those properties must be included in the household income.

**g. Business Income**

Net income from all business activities must be included in the household income. Schedule C of the federal tax return will be used to document business income. Any non-cash expenses that have been deducted (i.e. depreciation or amortization deductions) and personal or household expenses that have been paid by the business will be added to the net business income.

**h. Other Income**

The project review committee must decide whether adequate documentation has been provided for other sources of income that may have been received by any member of the household during the current year.

**8.3 Insurance and Taxes**

Each applicant must provide documentation to show that adequate insurance is in force for the property to be rehabilitated and that all real estate taxes and other local service charges have been paid for all properties owned by the applicant in the City of Watertown, as follows:

**a. Hazard Insurance**

A copy of the current insurance binder must be maintained in the project file. NOWI must be satisfied that the insurance coverage is adequate for the property and the improvements to be made with assistance under this program.

**b. Flood Insurance**

If the property is located in a 100 Year Flood Plain, adequate flood insurance must be secured and a copy of the insurance binder must be maintained in the project file.

**c. Real Estate Taxes**

The project file must include copies of the latest tax bills (including city, county, and school taxes) stamped to show receipt of payment in full. As an alternative, NOWI may accept a written statement from each jurisdiction to document current payment of all taxes on all properties owned in the City of Watertown.

**d. Water and Sewer Charges**

The project file must include copies of the latest water and sewer bills stamped to show receipt of payment in full. Alternatively, NOWI may accept a written statement from the City Comptroller to document current payment of these charges.

**7.0 Inspection, Work Write up and Contractor Selection**

The following section outlines the process that will be used to identify eligible improvements and secure proposals from qualified local contractors who will perform the work under this program. It should be clearly understood that all decisions in this process will be made by the property owner. NOWI will offer assistance and explain the requirements of the Rental Rehabilitation Program to help the applicant qualify for grant and loan assistance. However, neither NOWI nor the City of Watertown assumes any responsibility or liability for decisions made by the property owner or for work that is completed with assistance under this program.

**7.1 Property Inspection**

NOWI will inspect the property with the owner and prepare an inspection report identifying all problems that should be addressed if assistance is to be provided under the program. All conditions that violate local codes and defects that might become health or safety hazards must be included (see Priority 1 Improvements – Section 3.1). The inspection report should also detail all energy conservation problems (see Priority 2 Improvements – Section 3.2) and other problems or defects (see Priority 3 Improvements – Section 3.3) that the property owner wants to address with assistance under this program.

## **7.2 Work Write up**

Based on the inspection report, NOWI will prepare a work write up detailing the improvements needed to eliminate all of the problems identified in the property. The work write up cover sheet outlines the general requirements and basic terms for all projects to be completed with assistance under the program. A written description (work scope) will be added which lists each work item and specifies materials, equipment, construction methods, quantities, dimensions and other details for the proposed improvements. The work write up should contain sufficient detail to allow contractors to submit competitive proposals.

For properties identified as having historic or architectural significance, the improvements detailed in the work scope must correspond to the Secretary of Interior's "Standards for Rehabilitation." Those work write ups must be approved by the State Historic Preservation Office (SHPO) before being released for contractor proposals.

NOWI will prepare an estimate of the cost of all improvements in the work write up for review with the property owner.

## **7.3 Energy Audits**

An energy audit should be conducted on each property that is being considered for rehabilitation with CDBG financing under this program. That audit should include interviews with occupants of the property and special diagnostic tests to determine where excessive energy use can be eliminated and what improvements can be made that will increase the energy efficiency of the property and reduce energy costs for lower income occupants.

### **a. Referral to Weatherization and EmPower**

Before the work write up is finalized, the property should be referred to CAPC, who administers the local Weatherization Assistance Program (WAP), and to EmPower for determination of eligibility under those programs.

### **b. Rehabilitation with an energy audit**

When assistance is being provided through WAP or EmPower, their staff will perform an energy audit to identify work that is eligible for

their funding. Any energy related improvements that cannot be funded through WAP or EmPower can be included in the work write up that is prepared for this program.

Energy audits may be secured from other sources, including private companies working for a fee, which will be an eligible project cost under this program. In that case, any energy related improvements that are identified in the audit can be included in the work write up that is prepared for this program.

**c. Rehabilitation without an energy audit**

It might not be possible to obtain an energy audit within a reasonable time from WAP or private sources. In that case, NOWI will proceed with the project using the recommendations provided by *The Energy Efficient Rehab Advisor* at <http://rehabadvisor.pathnet.org/> to determine what energy related improvements should be included in the work write up that is prepared for this program.

Any eligible or appropriate repairs that meet the standards for the Rental Rehabilitation Program but are not funded under WAP or EmPower New York will be included in the work write up prepared by NOWI.

**7.4 Lead-Based Paint – Compliance with Part 35 Regulations**

Federal regulations at 24 CFR Part 35 require that special procedures be used for rehabilitation work on properties built before 1978. If that work is financed with federal funds, painted surfaces must be tested to determine whether lead-based paint is present; and any work that disturbs those painted surfaces must be performed by contractors who are trained to use “safe work practices” that will not create a hazard for young children in the property. When all work is completed, the work site must be inspected by a “certified” inspector to assure that no dust is present that is contaminated with lead-based paint.

- a. Rehabilitation assisted with CDBG (and other HUD or RD funding) is subject to the HUD LBP rule at 24 CFR Part 35. Rehabilitation is subject to the requirements at 35.900 - .930.
- b. All renovations are also subject to the EPA Renovation, Repair and Painting Rule at 40 VFR Part 745. Effectively, this means that rehabilitation work (other than work that must be done by abatement contractors) must be done by an EPA Renovator following HUD rules.

- c. Risk assessments (by an EPA certified Risk Assessor) will be performed for any rehabilitation project where the federal assistance per unit is over \$5,000. Presumption of LPB in lieu of a risk assessment is not permitted.
- d. The results of the risk assessment will be incorporated into the work write up.

## **7.5 Solicitation of Proposals**

NOWI will meet with the property owner and review all materials prepared to solicit proposals for work on the property, including an analysis of the grant and loan assistance that might be available based on the proposed scope of work and cost estimate. If these details are acceptable to the property owner, NOWI will be authorized to prepare a package for distribution to contractors who are qualified to complete the work. The property owner may pre-select those contractors who will be asked to submit proposals from a list of qualified contractors provided by NOWI.

Written proposals will be received at NOWI's office on forms that are prepared for each file (Contractor's Proposal). All proposals will be opened at a specified date and time and reviewed by NOWI for completeness and acceptability under these guidelines. Proposals that are incomplete or irregular may be rejected by NOWI or the property owner.

All acceptable proposals from qualified contractors will be listed on a proposal tabulation for review by the property owner. The property owner must decide which work items will be included in the contract for his or her property. However, it should be understood that all Priority 1 items must be included if any grant or loan assistance is to be provided under this program.

## **7.6 Selection of Contractor**

The property owner may select any qualified contractor who submits an acceptable proposal for the activities detailed in the work write up. However, it should be understood that the grant and loan assistance will be calculated on the basis of the lowest acceptable proposal received from a qualified contractor in this process. If another proposal is accepted, the property owner will be required to pay the difference between the amount of the accepted proposal and the lowest acceptable proposal received. This excess cost will be included in the minimum owner contribution.

## **7.7 Contractor Qualifications**

All contractors performing work under this program must be approved by NOWI based on their comparable work, credit checks and other references. The contractor must carry sufficient liability and builder's risk insurance (minimum \$1,000,000 coverage) and workers' compensation and disability insurance as required by NYS law.

## **8.0 Project File**

When a contractor has been selected by the property owner, NOWI will assemble the project file for review by the Project Review Committee. The contents of the file are detailed below.

### **8.1 Application for Assistance**

The following materials will constitute a complete Application for Assistance under this program:

- a. The Preapplication with documentation of income, ownership, insurance and payment of taxes and other charges.
- b. The inspection report listing all code violations and other problems identified in the property.
- c. The work write up detailing all improvements needed to eliminate the problems identified in the property.
- d. Copies of all proposals received from qualified contractors for the work.
- e. The proposal tabulation listing the contractor selected and those work items accepted by the property owner.
- f. The application for assistance detailing the sources of all funds for the proposed project.

### **8.2 Project Agreement**

After review of the application, the Project Review Committee may approve grant and loan assistance for the project. NOWI will then prepare a project agreement specifying the amount of grant and loan awarded and any required owner contribution and detailing all program requirements that must be met during the course of the project and for a period of five years after all work is completed.

### **8.3 Note and Mortgage**

A note and mortgage will be required if any CDBG loan assistance is awarded under this program. Those documents will be recorded in the Jefferson County Clerk's Office and repayments begin 30 days after all work is completed.

## **9.0 Construction Contract**

Following approval of the grant and loan by the Project Review Committee, NOWI will prepare a construction contract for review and execution by the property owner and contractor. The following steps will be completed before the contract is executed and work is begun:

### **9.1 Escrow Account**

In all cases where the property owner is required to contribute to the cost of rehabilitation activities, the full amount of that contribution must be delivered to NOWI for deposit in a special escrow account to be controlled by the Fiscal Department. Those funds will be used for payments to the contractor before any grant or loan funds are advanced.

### **9.2 Subcontractor Approval**

Subcontractors must submit contractor qualifications and proof of insurance and be approved by NOWI and the property owner before they may work on the project.

### **9.3 Self-Help Method**

In those cases where work will be performed by the self-help method, the owner will provide NOWI with a list of materials and equipment required for that work and the estimated cost to be incurred. NOWI will review the list and help establish a schedule of activities before any work can proceed.

### **9.4 Pre-Construction Conference**

A conference will be held including NOWI, contractor and property owner. The construction contract may be signed after all parties have reviewed the work scope and contract provisions.

## **9.5 Notice to Proceed**

After all insurance binders are in the project file and the owner contribution is deposited in escrow (if applicable), a Notice to Proceed Form will be given to the contractor specifying a start date and a maximum time period for completion of all construction activities.

## **12.0 Inspections and Payments**

The following paragraphs detail the procedures to be used for inspection of the work and payments to the contractor during the construction phase. It should be understood that all decisions regarding the work and all payment requests will be made by the property owner. Neither NOWI nor the City are party to the construction contract. The city assumes no responsibility or liability for the progress or quality of the work or for any payments to the contractor.

When each phase of the construction work is completed and the property owner is satisfied with the work, payment will be made from the escrow account or from grant and loan funds that have been approved for each project. NOWI will work with the property owner during the course of the project to help assure that all requirements of these guidelines are satisfied and payments can be made when the work is completed.

### **12.1 Construction Inspections**

NOWI will make periodic inspections of the work in progress as required by the type of activities involved in each project. These inspections should be documented in the project file to provide a record of the work and any problems that are identified during the inspections. Those reports should also be reviewed with the property owner to assure that there are not problems that have been overlooked during the periodic inspections.

### **12.2 Payment Inspections**

An inspection of the work in place will be required before any progress payment or final payment can be considered. The property owner and the contractor should be present at all payment inspections. An inspection report will be prepared for each progress payment and for the final payment. That report will be reviewed with the property owner and the contractor to assure that both parties agree about the items of work that have been completed and for which payment is being requested. NOWI will sign the inspection report indicating compliance with the

program guidelines. The property owner will sign the inspection report indicating acceptance of the work and authorization for the payment being requested. A payment authorization form must be completed and signed by the property owner and NOWI before any payment is approved for payment.

### **12.3 Payments**

Progress payments may be made when significant portions of the work are completed. Each progress payment will be considered after receipt of a detailed invoice from the contractor. A payment inspection will be conducted to verify that the work is satisfactorily completed.

Ten percent of each progress payment will be withheld until all work is satisfactorily complete; and this withheld amount will be included in the final payment. Progress payments may be considered only for work that is completed in place – there will be no payment for materials stored on site or elsewhere. In those cases where the property owner is required to contribute to the cost of the work, the owner's funds will be used for progress payments before any grant or loan funds are used. After approval of each payment by NOWI, a check will be made out to both the property owner and contractor and must be endorsed by the property owner prior to release to the contractor.

Before final payment, the contractor will supply the property owner with a copy of all equipment manuals and manufacturer's warranties and sign a Release of Liens and Warranty.

### **12.4 Self-Help**

NOWI will inspect all work that the property owner completes by the self-help method to assure that the work is properly done and all requirements of these guidelines are satisfied. An inspection report will be completed and signed by NOWI and the property owner for each payment.

Payments for work completed by the self-help method will be made based on the original supplier's invoices for materials used on work items actually completed and in place. All invoices should be clearly labeled with the address of the property being rehabilitated, a detailed listing of all materials and the date the materials were purchased or delivered.

## **12.5 Change Orders**

Change orders will be considered only for unforeseen problems that are found during the course of the work. However, no change order will be considered unless the change is necessary to complete the activities that were included in the approved scope of work for which grant and loan assistance was awarded.

The property owner or the contractor must advise NOWI when problems are identified that requires a change order. An inspection will be conducted and an inspection report prepared to document the problem, outline the work required and detail the cost proposed by the contractor to resolve the problem.

If all parties agree with the proposed change, NOWI will prepare a Change Order Form for consideration at the next meeting of the Project Review Committee. Any increase in the project cost must be approved by the Project Review Committee before grant or loan funds can be used for a change order. If additional owner contribution is required, that amount must be deposited in the escrow account before the contractor is permitted to work on those activities covered by the change order.

## **12.6 Final Payment**

A request for final payment will be considered only after all work included in the construction contract has been completed to the satisfaction of the property owner. A final inspection will be conducted with the property owner and the contractor; and inspection report will be prepared documenting the status of all activities. NOWI will sign the inspection report indicating compliance with the program guidelines. The property owner will sign the inspection report indicating acceptance of the work and authorization for payment. A payment authorization must be signed by the owner and NOWI before the final payment is approved. Before the final payment is released, the property owner will sign a Certificate of Completion Form; and NOWI will prepare a Disposition of Funds report. The final payment will include all amounts withheld from progress payments during the course of the work. The final check will be made payable to the property owner and contractor and must be endorsed by the owner before delivery to the contractor. The contractor must deliver a Release of Liens and Warranty before the check is released.

## Appendix A

# CITY OF WATERTOWN

## RENTAL REHABILITATION PROGRAM

### HOSUEHOLD INCOME LIMITS FOR CDBG FINANCING ELIGIBILITY Applicable to the Watertown-Fort Drum Metropolitan Statistical Area in NYS

(Effective March 28, 2016)

<b>Family Size</b>	<b>80% of Median</b>	<b>50% of Median</b>
1 Person	\$35,500	\$22,200
2 Person	\$40,600	\$25,400
3 Person	\$45,650	\$28,550
4 Person	\$50,700	\$31,700
5 Person	\$54,800	\$34,250
6 Person	\$58,850	\$36,800
7 Person	\$62,900	\$39,350
8 Person	\$66,950	\$41,850

Income limits for households larger than eight persons are determined by adding \$4,050 (80% of Median) or \$2,550 (50% of Median) for each additional person in the household. These figures are adjusted annually to match the income limits established by the U.S. Department of Housing and Urban Development for the Section 8 Rental Assistance Program.

Source: HUD NOTICE PDR-2016-02 dated March 28, 2016  
From: Edward Golding  
Principal Deputy Assistant Secretary for Housing  
Federal Housing Commissioner  
Re: Fiscal Year 2016 Income Limits  
For Public Housing and Section 8 Programs

# **CITY OF WATERTOWN**

## **RENTAL REHABILITATION PROGRAM**

### **RENT LIMITS FOR APARTMENTS WITH CDBG ASSISTANCE**

Applicable to the Watertown-Fort Drum Metropolitan Statistical Area in NYS

(Effective October 1, 2015)

<b><u>Unit Size</u></b>	<b><u>Fair Market Rent</u></b>
0 Bedroom	\$672 / month
1 Bedroom	\$812 / month
2 Bedroom	\$1,087 / month
3 Bedroom	\$1,349 / month
4 Bedroom	\$1,642 / month

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

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

Source: Federal Register, Volume 80, Number 173, September 8, 2015

## Appendix B

### REHAB STANDARDS FOR SINGLE-FAMILY STRUCTURES

*(Incorporates changes to implement the new HUD Lead-Based Paint Regulation)*

#### I. INTRODUCTION

##### A. MISSION AND HOUSING VALUES

Our Program's mission is "to eliminate neighborhood blight through renovation and demolition while providing lower income families with safe, secure and affordable homes."

The order of values that flow from this mission for this program are as follows:

- Performance and durability;
- Historically sensitive exteriors;
- Economic life cycle costs;
- Affordable operating costs;
- Balanced initial costs; and
- *Lead-Safe homes.*

##### B. APPLICABLE LAWS AND REGULATIONS

Our Program intends to construct and maintain homes in full compliance with the following statutory and regulatory requirements:

- Building Code: BOCA existing structures code 1994 edition
- Housing Code: The local housing code.
- Federal Housing Code: Housing Quality Standards.
- Life Safety Code: Life Safety Code
- HUD Lead-Based Paint Regulation (24 CFR Part 35)

Our Program shall seek guidance and strive to conform to the following codes if financial resources are available for a specific project:

- Energy: Model Energy Code.
- Accessibility: ANSI standards for handicapped accessibility.
- HAZMAT: HUD) Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing.
- Building Code: International Building Code 1-4 Unit Dwelling Code
- Exceptions: On a case-by-case basis deviations from the minimum requirements of this standard will be permitted with approval of the appropriate local agency.

## II. SITE IMPROVEMENTS

### *SOIL TREATMENTS FOR LEAD HAZARDS*

*Repair Standard: Interim standards – 1 year – will require monitoring to ensure continued effective control methods. Replacement – 20 years.*

*Play Areas: Bare soil play areas shall be tested for lead content. Any bare soil over 400 PPM in lead shall be covered with a reinforced landscape cloth and impermanent surface covering e.g. gravel, bark, sod, or artificial turf containing not more than 200 PPM. Loose impermanent covering such as bark or gravel shall be applied in a thickness of not less than 6 inches.*

*Other Bare Soil: Bare soil outside of play areas shall be tested for lead content. Any bare soil over 2000 PPM in lead and totaling more than 9 square feet per property shall be covered with a reinforced landscape cloth or other impermanent surface covering containing not more than 200 PPM in lead, an interim control measure which prevents children's access to the bare soil.*

*NOTE: Soil lead levels above 5000 PPM require abatement.*

### TREES

Repair Standard: Minimum Life: NA

Trees that are too close to the structure or threaten the structure shall be trimmed or removed.

Replacement Standard: NA

No landscaping is permitted.

### OUTBUILDINGS

Repair Standard: Minimum Life: 1 year

Unsafe and blighted structures, including outbuildings, sheds, garages and barns, will be removed if it is not financially feasible to complete the repairs required to make them structurally sound and leak free with lead hazards stabilized.

Replacement Standard: NA

No replacement of outbuildings is allowed.

### PAVING AND WALKS

Repair Standard: Minimum Life: 5 years

Badly deteriorated, essential paving, such as front sidewalks, will be repaired to match. Non-essential deteriorated paving such as sidewalks that are unnecessary, will be removed and appropriately landscaped.

Replacement Standard:

Essential walks and drives shall be replaced with concrete.

### **III. EXTERIOR SURFACES**

#### *EXTERIOR LEAD HAZARDS*

*Repair Standard: All exterior paint shall be stabilized using lead-safe practices*

*Replacement Standard: Leaded components shall be replaced or the paint removed to create a lead-free exterior.*

#### **EXTERIOR STEPS AND DECKS**

Repair Standard: Minimum Life: 5 years

Steps, stairways, and porch decks will be structurally sound, reasonably level, with smooth and even surfaces.

Replacements Standard: 20 years

New steps and stairways shall be constructed of preservative treated lumber in conformance with the CAB code. Porch decks shall be replaced with tongue and groove pine.

#### **EXTERIOR RAILINGS**

Repair Standard: Minimum Life: 5 Years

Handrails will be present on one side of all interior and exterior steps or stairways with more than two risers, and around porches or platforms over 30" above ground level. Railing repairs will be historically sensitive.

Replacement Standard: Minimum Life: 10 Years

Railings shall be wrought iron or preservative treated lumber.

#### **EXTERIOR CLADDING**

Repair Standard: Minimum Life: 10 Years

Siding and trim will be intact and weatherproof. All exterior wood components will have a

minimum of two continuous coats of paint, and no exterior painted surface will have any deteriorated paint.

Replacement Standard: Minimum Life: 20 Years

Historically sensitive vinyl siding over house wrap.

#### EXTERIOR PORCHES

Repair Standard: Minimum Life: 10 Years

Unsafe or unsightly porches will be repaired to conform closely to historically accurate porches in the neighborhood.

Porch repairs will be structurally sound, with smooth and even decking surfaces.

Replacement Standard: Minimum Life: 10 Years

Deteriorated porches shall be rebuilt with preservative treated structural lumber and tongue and groove pine decks.

#### EXTERIOR HARDWARE

Repair Standard: NA Minimum Life: 10 Years

Replacement Standard:

Every dwelling unit will have a mailbox, or mail slot, and minimum 3" high address numbers at the front door.

### **IV. FOUNDATIONS AND STRUCTURE**

#### FOUNDATIONS

Repair Standard: Minimum Life: 20±Years

Foundations will be sound, reasonably level, and free from movement.

Replacement Standard: NA

#### STRUCTURAL WALLS

Repair Standard: Minimum Life: 15 Years

Structural framing and masonry shall be free from visible deterioration, rot, or serious termite damage. be adequately size for current loads. Prior to rehab, all sagging floor joists or rafters

will be visually inspected. and significant structural damage and its cause will be corrected.

Replacement Standard: NA

## FIREWALLS

Repair Standard: Minimum Life: 5 Years

Party walls shall be maintained without cracks and plaster deterioration and covered with 5/8" type X gypsum. glued and screwed to studs.

Replacement Standard Minimum Life: 10 Years

When frame walls and floors adjoining other dwellings are gutted, new wall finish installations will conform to local requirements for fire ratings.

## V. WINDOWS AND DOORS

### EXTERIOR DOORS

Repair Standard: Minimum Life: 10 Years

Doors shall be solid, weather striped. operate smoothly. including a peep site, a dead bolt, and an entrance lock set.

Replacement Standard: Minimum Life: 10 Years

All replacement doors at the front of the property will be historically sensitive. Steel six panel doors may be installed at entrances not visible from the front street. Dead bolt locks will be installed on all doors.

### WINDOWS

Repair Standard: Minimum Life: 10 Years

All single glazed windows shall be covered by a storm sash in which the meeting rail matches up with the prime window. Operable windows shall have a locking devise and mechanism to remain partially open.

*Dilapidated lead-containing windows should be replaced whenever the budget allows.*

Replacement Standard:

Double-glazed, double or single hung. PVC, low E, one over one, with historically sensitive snap-in grids and a minimum R-value 2.

## WINDOW REPLACEMENT

Repair Standard: NA

Replacement Standard: Minimum Life: 20 Years

Bedrooms, kitchens and baths shall have one operable window with a screen.

## INTERIOR DOORS/PLACEMENT

Repair Standard: Minimum Life: 10 Years

All bedrooms, baths and closets shall have well operating doors.

Replacement Standard: Minimum Life: 10 Years

Hollow core, pressed wood product with brass plated bedroom lockset.

## VI. ROOFING

### PITCHED ROOFS

Repair Standard: Minimum Life: 10 Years

Missing and leaking shingles and flashing shall be repaired on otherwise functional roofs. Slate roofs shall be repaired when at all possible. Antennae shall be removed.

Replacement Standard: Minimum Life: 25 Years

Fiberglass asphalt, 3 tab, class A shingles weighing at least 200 and up to 240 lbs. with a prorated 25 year warranty with; continuous ridge vent.

### FLAT AND LOW SLOPE ROOFING

Repair Standard: Minimum Life: 10 Years

Built-up roofing, flashing and accessories shall be repaired wherever a 5-year leak free warranty is available from a certified roofing company.

Replacement Standard: Minimum Life: 20 Years

Fully adhered EPDM over 1/2" insulation board.

## **VII. INSULATION AND VENTILATION**

### **INSULATION**

Repair Standard: NA

Replacement Standard: Minimum Life: 15 Years

Attic areas and crawl space will be insulated. The goal for attic insulation is R38, and for crawl spaces R 19. Frame walls will be insulated if the wall finish is removed. Plastic vapor barriers will be placed over bare soil in crawl spaces.

### **ATTIC VENTILATION**

Repair Standard: NA

Replacement Standard: Minimum life: 20 Years

Attics will be ventilated with a minimum of 1 square foot of free vent for each 300 square feet of roof area.

### **KITCHEN VENTILATION**

Repair Standard: NA

Replacement Standard: Minimum Life: 5 Years

Range hoods or exhaust fans shall be exterior ducted stet with less than 20 somes and at least 120 (TM).

### **BATH VENTILATION**

Repair Standard: NA

Replacement Standard: Minimum Life: 5 Years

Exterior ducted 70 CFM. 20 somes with separate switch in all full baths.

## **VIII. INTERIOR STANDARDS**

### ***LEAD-CONTAINING COMPONENTS***

*Repair Standard: Lead-containing walls, trim, doors and cabinets must have any deteriorated paint stabilized using lead-safe measures. As an alternative, a liquid encapsulant can be applied on such components when the surface is deemed suitable for such coatings.*

*Replacement Standard: At the owner's request, when funding is sufficient, lead-containing walls, trim, doors and cabinets identified during a lead-paint inspection can be replaced or enclosed as appropriate.*

## FLOORING

Repair Standard: Minimum Life: 3 Years

Bathroom and kitchen floors shall be rendered smooth and cleanable using polyurethane or by being covered with water-resistant vinyl flooring or smooth and cleanable. Damaged wood floors will be repaired.

Basement floors shall be continuous concrete.

Replacement Standard: Minimum Life: 6 Years

Baths shall receive vinyl sheet goods over plywood underlayment. Kitchens shall be vinyl composition tile over plywood underlayment. New basement slabs shall be at least 3" thick and a 6-mil vapor barrier.

## CLOSETS

Repair Standard: Minimum Life: 5 Years

All bedrooms shall have closets with a door, clothes rod, and shelf.

Replacement Standard: Minimum Life: 15 Years

All bedrooms shall have 4' long by 2' wide closets with bi-fold door and wire shelf.

## INTERIOR WALLS AND CEILINGS

Repair Standard: Minimum Life: 5 Years

All holes and cracks shall be repaired to create a continuous surface and any deteriorated paint should be stabilized using lead-safe measures.

Replacement Standard: Minimum Life: 10 Years

Walls shall be plumb, ceiling level with a smooth finish on at least 1/2" gypsum.

Additional Reference: American Gypsum Association

## HAZMAT

Repair Standard: Minimum Life: NA

Asbestos and lead paint hazards, when identified, shall be addressed in conformance with applicable local, state, and federal laws. Rehabilitated properties shall be cleaned to pass a Lead Dust clearance test to the levels prescribed by HUD regulations.

## **IX. ELECTRIC**

### **SERVICE**

Repair Standard: Minimum Life: 10 Years

Main distribution panels shall have a main disconnect, at least 7 circuits, a 100 amp minimum capacity and be adequate to safely supply power to all existing and proposed electrical devices.

Replacement Standard: Minimum Life: 15 Years

150 amp, main disconnect panel with at least 16 circuit breaker positions.

### **EXTERIOR ELECTRIC**

Repair Standard: Minimum Life: 7 Years

All entrances will be well lighted and either switched at the interior side of the door, or the light will be controlled by a photoelectric cell. Motion actuated security lighting will be installed at the rear and sides of properties where it will increase safety. All dwelling units will have at least one exterior, GFCI protected, electrical receptacle.

Replacement Standard: NA

### **INTERIOR ELECTRIC DISTRIBUTION**

Repair Standard: Minimum Life: 7 Years

Exposed knob and tube shall be replaced. Every room will have a minimum of two duplex receptacles, placed on separate walls and one light fixture or receptacle switched at each room entrance. Where the source wiring circuit is accessible (i.e. first floor above basements, in gutted rooms, etc.), receptacles will be grounded. All switch, receptacle, and junction boxes shall have appropriate cover plates. Wiring shall be free from hazard and all circuits shall be properly protected at the pane. Floor receptacles shall be removed and a metal cover plate installed.

Replacement Standard: Minimum Life: 15 Years

When a room's wall finishes are removed it shall be rewired to the latest version of the National Electric Code.

## GROUND FAULT CIRCUITS

Repair Standard: NA Minimum Life: 5 Years

Replacement Standard:

Basement and kitchen receptacles within 6 feet of a sink, all bath receptacles and at least one exterior receptacle shall be protected by a GFCI.

## KITCHEN ELECTRIC DISTRIBUTION

Repair Standard: NA Minimum Life: 7 years

Replacement Standard:

Permanently installed stoves, refrigerators, freezers, dishwashers and disposals, washers and dryers shall have separate circuits sized to NEC. Two separate 20-amp counter circuits are required with each kitchen area.

## STAIRWELL LIGHTING

Repair Standard: NA Minimum Life: 7 Years

Replacement Standard:

All common halls and stairways between living space must be well lighted with a fixture controlled by 3 way switches at both ends of the hall or stairway.

## ALARMS

Repair Standard: NA Minimum Life: NA

Replacement Standard: Minimum Life: 5 Years

Directly wired fire and smoke detectors shall be installed on all sleeping floors.

## **X. PLUMBING SYSTEM**

### WATER SUPPLY

Repair Standard: Minimum Life: 5 Years

All fixtures must be: supplied with 3-gallons/minute water flow.

Replacement Standard: Minimum Life: 20 Years

All inoperable or leaky main shut off valves shall be replaced. Lead pipe and exposed

galvanized pipe shall be replaced with copper pipe.

#### DRAIN, WASTE, VENT LINES

Repair Standard: Minimum Life: 15 Years

Waste and vent lines must function without losing the trap seal.

Replacement Standard: Minimum Life: 20 Years

PVC replacement lines shall be installed in accordance with the most recently approved version of the mechanical code.

#### PLUMBING MINIMUM EQUIPMENT

Repair Standard: Minimum Life: 7 Years

Every dwelling unit shall have a minimum of one single bowl sink with hot and cold running water in the kitchen and at le one bathroom containing a vanity with a sink, and a shower/tub unit, both with hot and cold running water, and a toilet. Replacement Standard: Minimum Life: 20 Years

Additional References:

Local housing code.

#### PLUMBING FIXTURES

Repair Standard: Minimum Life: 7 Years

All fixtures and faucets shall have all working components replaced.

Replacement Standard: Minimum Life: 20 Years

Single lever, metal faucets and shower diverters with 15-year drip-free warranty. Ceramic toilets, double bowl stainless steel sinks, fiberglass tub surrounds and steel enameled 5' tubs.

#### WATER HEATERS

Repair Standard: Minimum Life: 5 Years

Each dwelling unit shall have a gas fired water heater. The minimum capacity for units with two bedrooms or less shall be 30 gallons; larger units shall have a minimum capacity of 40 gallons. Insulation jackets shall be present unless the installation poses a safer concern. Water heaters shall have pressure relief valves with drip legs that extend to within one foot of the floor. Expansion tanks will be included with the installation of new water heaters.

Replacement Standard: Minimum Life: 8 Years

High efficiency, pilot less, gas fired water heaters with at least R-7 insulation and an 8-year replacement warranty.

## **XI. HVAC**

### HEATING PLANT

Repair Standard: Minimum Life: 10 Years

Inoperative, hazardous or inefficient (less than 60% AFUE) heating plants shall be repaired and altered to perform at least 75% efficiency. Setback thermostats are required.

Replacement Standard: Minimum Life: 20 Years

Gas and oil fired plants shall be rated at 85% AFUE or better. Heat pumps shall be rated at 12 SEER or better. Setback thermostats are required.

### DISTRIBUTION SYSTEM

Repair Standard: Minimum Life: 10 Years

Duct work and radiator piping shall be well supported, insulated in unconditioned space and adequate to maintain 680 F measured 36" off the floor when the outside temperature is -5<sup>0</sup>F, (the average yearly minimum) in all habitable and essential rooms.

Replacement Standard: Minimum Life: 20 Years

All ductwork shall be insulated to R-4, seams sealed and run in concealed space.

### CHIMNEY REPAIR

Repair Standard: Minimum Life: 15 Years

Unsound chimneys shall be repaired or removed. When chimneys are to be used to combustion ventilation, they shall be relined.

Replacement Standard: Minimum Life: 20 Years

Fireplace flues may not be reconstructed in this program. Replacement furnace flues shall be metal double or triple walled recommended by the furnace manufacturer.

AIR CONDITIONING

Repair Standard: Minimum Life: 3 Years

Air conditioning is beyond the scope of this program except in cases of documented medical need for cooling and/or preventative filtration.

The following parties agree that this standard meets all applicable local and state ordinances and laws, and provides adequate protection against health and safety hazards.

Housing Code Office \_\_\_\_\_  
Health Department \_\_\_\_\_  
Plumbing Inspection Dept. \_\_\_\_\_  
Dept. of Community & Economic Development \_\_\_\_\_  
Community Organization \_\_\_\_\_  
Our Program \_\_\_\_\_

# CITY OF WATERTOWN

## RENTAL REHABILITATION PROGRAM

### PROGRAM OUTLINE

The purpose of this program is to improve living conditions in Watertown by promoting repair and rehabilitation of the local housing stock. The primary objective is to eliminate conditions that might become hazardous to the health or safety of local residents. Energy conservation improvements, historic preservation and other necessary repairs will also be encouraged whenever work is completed with assistance under this program.

Experienced staff members at Neighbors of Watertown, Inc. is available to help you identify eligible improvements in your residential property and determine the best way to complete that work. Staff members will also help find qualified local contractors who can complete the improvements needed on your property. Federal regulations and local program guidelines limit eligible improvements to those work items needed to address problems and eliminate code violations or other health and safety threats. Public funds are provided to support those activities; and they cannot be used for general remodeling, additions or other work that is not necessary to address problems in the property. Neighbors of Watertown, Inc. will explain the guidelines and identify eligible improvements. However, you will make all decisions about that work. Neither Neighbors of Watertown, Inc. nor the City will assume responsibility or liability for the work on your property.

Financial assistance will be available to qualified applicants to help pay the cost of eligible improvements that are completed under this program. Half of that financing will be in the form of grants that will not be repaid as long as you comply with all program guidelines. Low interest loans will be available to help pay the owner's share of the improvement cost if needed.

Rental properties throughout the City are eligible for this financing. You can get on the list for assistance by filing the attached Preapplication with Neighbors of Watertown. The following materials must also be submitted to document your eligibility:

- \_\_\_ A copy of the recorded deed for the property to be rehabilitated.
- \_\_\_ Proof of income for all adult members of each household occupying the property (see documentation requirements on reverse).
- \_\_\_ Proof of payment of all real estate taxes and other local service charges (water & sewer) for all properties owned by the applicant in Watertown.
- \_\_\_ Proof of insurance for the property (homeowner's policy).

Neighbors of Watertown, Inc. may request additional information in order to determine your eligibility for assistance under this program. All of the information that you supply will remain strictly confidential.

## INCOME DOCUMENTATION

Eligibility for grant and loan assistance under the Rental Rehabilitation Program is determined on the basis of the household size and income of the tenants in the property. Complete income documentation must therefore be provided for every adult member of each household in the property to be rehabilitated. Neighbors of Watertown can work directly with each tenant to assure confidentiality of their income information.

Following is an outline of the form of documentation that should be provided for different types and sources of income:

**SALARY or WAGES** - a complete, signed copy of the latest federal tax return including all schedules and forms (W-2, 1099, etc.) and copies of current payroll stubs, statements from employers or other documentation as required to establish the current income for each household.

**SOCIAL SECURITY** - a statement of benefits for the preceding year and the current year with copies of current checks to establish the gross benefit (including insurance deductions).

**PENSIONS** - statements detailing the payments received during the preceding calendar year and current payments for pensions, IRA's, annuities and any other retirement benefits.

**UNEMPLOYMENT or DISABILITY** - statements detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be required to reflect temporary conditions that are not an accurate reflection of the household income.

**PERSONAL ASSETS** - details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and imputed for those assets that do not generate current interest or dividends.

**INCOME FROM REAL ESTATE** - details of all income from rental properties (other than rental apartments in the property to be rehabilitated). The net amount of that income after deducting actual cash expenses related to each property must be included in the household income.

**BUSINESS INCOME** - details of all income from business activities, including documentation of revenues and expenses must be provided. Net business income will be calculated on a cash basis without deductions for non-cash expenses including depreciation, amortization, etc. Adjustments may be made to offset personal or household expenses charged to the business.

**OTHER INCOME** - details of all income from any other source (eg: alimony, child support, rent supplements, education benefits, lottery payments, etc.) received by or on behalf of any adult member of each household during the preceding calendar year and projected for the current year.

Neighbors of Watertown will review all income documentation and make a preliminary determination of eligibility for assistance. Additional information may be requested during this review; and updated documentation may be required in order to assure that the correct household income is being used at the time financial assistance is considered. If there is any question about income documentation, the Project Review Committee may request additional information or reject the Application for Assistance.

# CITY OF WATERTOWN RENTAL REHABILITATION PROGRAM

## PREAPPLICATION

<b>APPLICANT INFORMATION</b>		Date:	Case No:
Name:		Phone:	
Address:			
<b>PROPERTY INFORMATION</b>			
Address:			
Number of Housing Units:	Occupied:	Vacant:	
Section/Block/Lot No:	Current Assessment:		
Equalization Rate:	Calculated Full Value:		
<b>TENANT INFORMATION</b>			
List the names of all tenants who occupy apartments in this property and provide documentation of Tenant Eligibility for each household. Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
<b><u>CURRENT MORTGAGE FINANCING:</u></b>			
The financing that is available under this program will include a loan that will be secured by a lien on this property. Please list all current mortgage loans that are secured by this property.			
Bank:		Amount:	
Bank:		Amount:	
Bank:		Amount:	
This preapplication is being submitted to establish eligibility for assistance under the Rental Rehabilitation Program in Watertown. I understand that additional documentation will be required and give permission for representatives of NOWI to contact the tenants listed above to verify this information.		Signed:  _____	



**CITY OF WATERTOWN  
RENTAL REHABILITATION PROGRAM**

**TENANT NOTIFICATION OF RENT LIMITATIONS**

Project Location:		Date:
Property Owner:		
Tenant:		Apt. No:
<b>CURRENT HOUSING EXPENSES</b>		
Current Rent	\$ /month	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Heating (Natural Gas/Bottle Gas/Oil/Electric)	\$ ( allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Cooking (Natural Gas/Bottle Gas/Oil/Electric)	\$ ( allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Other Electric	\$ ( allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Water Heating (Natural Gas/Bottle Gas/Oil/Electric)	\$ ( allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
<b>Total Rent &amp; Utility Allowances</b>	<b>\$ /month</b>	
Current Fair Market Rent ( Bedroom Unit)	\$ /month	
<p>Section 5.4 of the guidelines for the Rental Rehabilitation Program requires that owners of rental properties where improvements are made with assistance under this program must agree to rent those apartments to qualified Lower Income families and limit the rents for a period of five years after all work is completed. During that time period, rents (including an allowance for utilities paid by the tenant) may not exceed the current Fair Market Rent established by the U.S. Department of Housing and Urban Development (HUD) for the Section 8 Existing Housing Rental Assistance Program.</p> <p>The current rent and utility allowance applicable to this apartment are listed above. The current Fair Market Rent is also listed. The total rent and allowances for utilities paid by the tenant should not exceed the Fair Market Rent. Contact Neighbors of Watertown (782-8497) if you believe that this information is not correct.</p> <p>Rent limits are adjusted by HUD each year to reflect increases in the Fair Market Rents. Future rent increases are permitted as long as the total rent and allowances for utilities paid by tenant do not exceed the rent limits that are in effect at the time. If you believe your rent has been increased beyond the allowed limits, you should contact your landlord and ask for an explanation. If you are not satisfied, you may contact Neighbors of Watertown and they will investigate to determine if this requirement is being satisfied.</p>		
<p>I acknowledge receipt of this notification and understand that my apartment is subject to rent limitations for five years after the completion of the improvements on this property.</p>		
<p>Signed: _____ (Tenant) Date: _____</p>		

**CITY OF WATERTOWN**  
**RENTAL REHABILITATION PROGRAM**

**LEAD-BASED PAINT NOTIFICATION TO TENANT**

**This property was constructed before 1978. There is a possibility it contains lead-based paint. Please read the following information concerning lead-based paint poisoning.**

**Sources of Lead-Based Paint**

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, window sills, doors and door frames. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lamp posts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, window sills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For example, when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

**Hazards of Lead-Based Paint**

Lead poisoning is dangerous - especially to children under the age of seven. It can eventually cause mental retardation, blindness and even death.

**Symptoms of Lead-Based Paint Poisoning**

Has your child been especially cranky or irritable? Is he or she eating normally? Does your child have stomachaches and vomiting? Does he or she complain about headaches? Is your child unwilling to play? These may be signs of lead poisoning. Many times though, there are no symptoms at all. Because there are no symptoms does not mean that you should not be concerned if you believe your child has been exposed to lead-based paint.

**Advisability and Availability of Blood Lead Level Screening**

If you suspect that your child has eaten chips of paint or someone told you this, you should take your child to the doctor or clinic for testing. If the test shows that your child has an elevated blood lead level, treatment is available. Contact your doctor or local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible. If your child is identified as having an elevated blood lead level, you should notify the City so the necessary steps can be taken to test your home for lead-based paint hazards. If your home does have lead-based paint, you may be eligible for assistance to eliminate that hazard.

## Precautions to Prevent Lead-Based Paint Poisoning

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at your walls, ceilings, doors, door frames and window sills. Are there places where the paint is peeling, flaking, chipping or powdering? If so, there are some things you can do immediately to protect your child:

- (a) Cover all furniture and appliances.
- (b) Get a broom or stiff brush and remove all loose pieces of paint from walls, woodwork, window wells and ceilings.
- (c) Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trash can. **DO NOT BURN THEM.**
- (d) Do not leave paint chips on the floor or in window wells. Damp mop floors and window sills in and around the work area to remove all dust and paint particles. Keeping those areas clear of paint chips, dust and dirt is easy and very important.
- (e) Do not allow loose paint to remain within your children's reach since children may pick loose paint off the lower part of the walls.

## Tenant Maintenance and Treatment of Lead-Based Paint Hazards

As a tenant, you should take the necessary steps to keep your apartment in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your apartment. These conditions damage walls and ceilings and cause paint to peel, crack or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping or loose should be thoroughly cleaned by scraping or brushing the loose paint from the surface, then repainting with two coats of non-lead-based paint. Instead of scraping and repainting, the surface may be covered with other material such as wallboard, gypsum or paneling. Beware that when lead-based paint is removed by scraping or sanding, a dust is created that may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fumes that may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard. Remember that you, as an adult, play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

I have received a copy of this notice and the materials listed below. I agree to work with Neighbors of Watertown, Inc. to identify any lead-based paint hazards in my property.

- Renovate Right – Lead information for Families, Child Care Providers, Schools
- Protect Your Family from Lead in Your Home
- Steps to Lead Safe Renovation, Repair and Painting
- Lead in Your Home: A Parent's Reference Guide

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Watertown

## RENTAL REHABILITATION PROGRAM

### TENANT ELIGIBILITY

<b>TENANT INFORMATION</b>		Date:	Case No:
Name:		Phone:	
Address:		# of Bedrooms:	
Family Size:	Race:	Female-Headed Household: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>HOUSEHOLD INFORMATION</b>			
List the names of all adults in your household who are over the age of eighteen and provide Income Certifications for each of these people. Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Employer:	
List all the names of children in your household who are under the age of seven. Have any of them been diagnosed with elevated blood level (EBL) for lead? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Age:	EBL:
<b>HOSUING EXPENSE INFORMATION</b>			
Provide your current rent and indicate which utilities are paid by you or included in rent. Utility allowances will be calculated by the Program Administrator.			
Rent		\$ / month	
Heating (Natural Gas/Bottle Gas/Oil/Electric)		\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Cooking (Natural Gas/Bottle Gas/Oil/Electric)		\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Other Electric		\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Water Heating (Natural Gas/Bottle Gas/Oil/Electric)		\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
<b>Total Rent &amp; Utility Allowances</b>		\$ / month	
This information is being submitted to support a Pre-application for assistance under the Rental Rehabilitation Program in Watertown. I understand that additional documentation will be required and give permission for representatives of Neighbors of Watertown to contact the property owner and/or the employers listed above to verify this information.		Signed: _____	

**City of Watertown**  
**RENTAL REHABILITATION PROGRAM**

**INCOME CERTIFICATION**

<b>Name:</b>	<b>Case No:</b>
<b>Address:</b>	<b>Phone:</b>

This form (including schedules on Page 2) must be completed by each adult (age 18 or older) in any household applying for assistance under the Rental Rehabilitation Program in Watertown.

INCOME SUMMARY	Income from Prior Year	Current Amounts	Projected Income
Salary or Wages, Tips, etc.	\$	\$ /	\$
Social Security (incl. Medicare)	\$	\$ /	\$
Pensions or Annuities	\$	\$ /	\$
Unemployment Compensation	\$	\$ /	\$
Disability Compensation	\$	\$ /	\$
Child Support Payments	\$	\$ /	\$
Other:	\$	\$ /	\$
Other:	\$	\$ /	\$
Other:	\$	\$ /	\$
Personal Assets (Schedule A)	\$		\$
Real Estate Income (Schedule B)	\$		\$
Business Income (Schedule C)	\$		\$
<b>Totals</b>	\$		\$

**CERTIFICATION**

I certify that all of the information on this form and the attached documents are complete and accurate to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: U.S. Law provides a penalty of a \$10,000 fine and 5 years imprisonment for false, fraudulent or misleading statements under this Program (U.S.C. Title 18, Section 1001).

**SCHEDULE A – PERSONAL ASSETS**

	Current Value	Income from Prior Year	Current Amount	Projected Income *
Bank Accounts & CD's	\$	\$	\$ /	\$
Stocks/Bonds	\$	\$	\$ /	\$
Real Estate	\$	\$	\$ /	\$
Retirement Accounts	\$	\$	\$ /	\$
Insurance Policies	\$	\$	\$ /	\$
	\$	\$	\$ /	\$
	\$	\$	\$ /	\$

\* Projected Income will be imputed at the current passbook rate for assets that generate no current income

**SCHEDULE B – REAL ESTATE INCOME**

Property Address:	Gross Rent	Cash Expenses	Net Income
	\$ /	\$ /	\$
	\$ /	\$ /	\$
	\$ /	\$ /	\$
	\$ /	\$ /	\$

**SCHEDULE C – BUSINESS INCOME**

Income From Business Activities	(Line3, Schedule, Form 1040)	\$
Cost of Goods Sold	(Line 4, Schedule C, Form 1040)	\$
Benefits, Insurance, Interest	(Line 14-16, Schedule C, Form 1040)	\$
Legal, Professional, Office	(Line 17-18, Schedule, Form 1040)	\$
Rent or Lease Expenses	(Line20, Schedule C, Form 1040)	\$
Repairs, Supplies, Taxes, Entertain.	(Lines 21-24, Schedule C Form 1040)	\$
Utilities	(Line 25, Schedule C, Form 1040)	\$
Wages	(Line 26, Schedule C, Form 1040)	\$
Other Expenses	(Line 27, Schedule C, Form 1040)	\$
Total Cash Expenses related to Business Activities		\$
<b>Net Business Income</b>		<b>\$</b>

Non-cash expenses (ie: depreciation or amortization) will not be included here; and expenses that are not justified or not directly related to the business activity (eg: personal or household expenses) will be deducted from the amounts listed on the federal tax return.

# CITY OF WATERTOWN

## RENTAL REHABILITATION PROGRAM

### LEAD-BASED PAINT NOTIFICATION TO PROPERTY OWNER

This property was constructed before 1978. There is a possibility it contains lead-based paint. Please read the following information concerning lead-based paint poisoning.

#### **Sources of Lead-Based Paint**

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, window sills, doors and door frames. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lamp posts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, window sills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For example, when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

#### **Hazards of Lead-Based Paint**

Lead poisoning is dangerous - especially to children under the age of seven. It can eventually cause mental retardation, blindness and even death.

#### **Symptoms of Lead-Based Paint Poisoning**

Ask your tenants if their children have been especially cranky or irritable? Are they eating normally? Do they have stomachaches and vomiting? Do they complain about headaches? Are they unwilling to play? These may be signs of lead poisoning. Many times though, there are no symptoms at all. Because there are no symptoms does not mean that you should not be concerned if you believe children in your property have been exposed to lead-based paint.

#### **Advisability and Availability of Blood Lead Level Screening**

If you suspect that children in your property have eaten chips of paint or someone told you this, those children should be taken to the doctor or clinic for testing. If the test shows that those children have an elevated blood lead level, treatment is available. Contact your local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible. If any children are identified as having an elevated blood lead level, you should notify the City so the necessary steps can be taken to test your property for lead-based paint hazards. If your property does have lead-based paint, you may be eligible for assistance to eliminate that hazard.

## Precautions to Prevent Lead-Based Paint Poisoning

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at the walls, ceilings, doors, door frames and window sills in your property. Are there places where the paint is peeling, flaking, chipping or powdering? If so, there are some things you can do immediately to protect the children in your property:

- (a) Cover all furniture and appliances.
- (b) Get a broom or stiff brush and remove all loose pieces of paint from walls, woodwork, window wells and ceilings.
- (c) Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trash can. **DO NOT BURN THEM.**
- (d) Do not leave paint chips on the floor or in window wells. Damp mop floors and window sills in and around the work area to remove all dust and paint particles. Keeping those areas clear of paint chips, dust and dirt is easy and very important.
- (e) Do not allow loose paint to remain within reach of the children in your property since children may pick loose paint off the lower part of the walls.

## Property Owner Maintenance and Treatment of Lead-Based Paint Hazards

As a property owner, you should take the necessary steps to keep your property in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your property. These conditions damage walls and ceilings and cause paint to peel, crack or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping or loose should be thoroughly cleaned by scraping or brushing the loose paint from the surface, then repainting with two coats of non-lead-based paint. Instead of scraping and repainting, the surface may be covered with other material such as wallboard, gypsum or paneling. Beware that when lead-based paint is removed by scraping or sanding, a dust is created that may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fumes that may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard. Remember that you, as a property owner, play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

I have received a copy of this notice and the materials listed below. I agree to work with Neighbors of Watertown, Inc. to identify any lead-based paint hazards in my property.

- Renovate Right – Lead information for Families, Child Care Providers, Schools
- Protect Your Family from Lead in Your Home
- Steps to Lead Safe Renovation, Repair and Painting
- Lead in Your Home: A Parent's Reference Guide

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF WATERTOWN  
RENTAL REHABILITATION PROGRAM**

**WORK WRITEUP**

Property Location:	Case No:
Property Owner:	
Address:	
<p>RETURN PROPOSALS TO:</p> <p style="text-align: center;">AT: Neighbors Of Watertown 112 Franklin St. Watertown, NY 13601</p> <p>NOT LATER THAN:</p>	
<p>The contractor shall submit a complete proposal on the attached form listing prices for all items detailed in the Work Write-up. Prices must include the cost of all materials, labor, permits and other expenses required to complete the work. The Property Owner may eliminate any item(s) from the scope of work before accepting a proposal for this project.</p> <p>If the contractor wishes to modify any item in the Work Write-up, that change should be detailed on a separate sheet and attached with the proposal. The proposal form must be completed with prices for each work item as specified in the Work Write-up. The property owner may choose either option before accepting a proposal for this project. After the construction contract is executed, Change Orders will only be considered if unforeseen problems arise and the change is necessary to complete activities that are included in the contract, to eliminate a hazardous condition or to protect the property from damage.</p> <p>The contractor will be responsible for securing all permits required to complete this work and for compliance with all local or state laws or regulations throughout the course of the project. The general contractor (and each subcontractor) must also provide proof of adequate insurance including builders risk, general liability, workers compensation and disability as required by law.</p> <p>This work is subject to the federal regulations at 24 CFR Part 35, which deal with lead-based paint hazards in residential properties where work is being with funds from the U.S. Department of Housing and Urban Development (HUD). Any work that disturbs painted surfaces where lead hazards have been identified must be done by contractors who have been trained to use "safe work practices". A clearance test will be done when the project is completed to certify that the work area is free of lead dust that could be a hazard to the occupants.</p>	
<p>I have reviewed the attached Work Write-up and agree with the scope of work proposed for my property. Contractors are asked to call and arrange a convenient time when they can inspect the property in order to prepare their proposals for this project.</p>	
<p>Property Owner: _____ Date: _____</p> <p style="text-align: right;">Phone: _____</p>	

# **CITY OF WATERTOWN**

## **RENTAL REHABILITATION PROGRAM**

### **GENERAL CONDITIONS**

Contractors will be considered for participation in this program based on their capabilities and experience as detailed in a statement of Contractor Qualifications, which must be submitted to Neighbors of Watertown, Inc. for review. Neighbors of Watertown, Inc. may request additional information and may contact references or visit prior jobs to determine the contractor's capabilities. Insurance must be carried at all times while work is in progress with at least \$1,000,000 liability coverage plus worker's compensation and disability coverage as required by state law. The Contractor will provide a Certificate of Insurance issued by its insurance carrier naming the Owner as "Additional Insured" on the liability policy and indicating that the coverage provided for the Owner is primary and covers both direct and vicarious liability.

The contractor shall indemnify and hold harmless the property owner, the City of Watertown, its employees, consultants and contractors from and against any and all claims, suits, actions, proceedings and any and all resulting damages, losses, costs and expenses of every nature, type and kind including reasonable attorney's fees which claims arise out of the work performed by the contractor, its subcontractors and others who are employed by the contractor or its subcontractors during the course of the project.

Any proposal submitted for this project must cover all items detailed in the Work Writeup. The Contractor Proposal must be completed with a separate price for each work item. Each price must include the cost of all materials, labor, permits and other expenses required to complete the work as detailed in the Writeup. The contractor is advised to inspect the site in order to become familiar with the existing conditions and the proposed work. Failure to visit the site will not relieve the contractor of this obligation to complete the work as specified.

The property owner may eliminate any item of work from this project before selecting a contractor. The property owner may select any contractor for this project provided the contractor qualifies for participation in the Rental Rehabilitation Program.

The contractor will be responsible for securing all permits required to complete this work and for compliance with all local or state laws or regulations throughout the course of the work. The contractor will remove all debris from the project site and dispose of those materials in a lawful manner.

The contractor will assure that all workmanship is equal to the best standard practice in the industry and that all materials and equipment are properly installed according to the supplier's specifications. All work must be done by qualified craftsmen working under a competent supervisor who is on the site at all times when the work is in progress. The contractor will guaranty all materials and workmanship for one year after the date of final payment for this work.

No portion of the work included in this project may be subcontracted without the written permission of the property owner subject to approval by Neighbors of Watertown, Inc. for participation in the Rental Rehabilitation Program.

Payment will be considered only for work items that are completed in place after inspection and approval by the property owner. Invoices and payment documentation should be submitted to Neighbors of Watertown, Inc. allowing adequate time for inspections and processing. No payment will be considered for materials stored at the site of the project or elsewhere.

# CITY OF WATERTOWN

## RENTAL REHABILITATION PROGRAM

### LEAD-SAFE WORK PRACTICES

All rehabilitation activities that are completed under the Rental Rehabilitation Program must comply with the lead-based paint rules established by the U.S. Department of Housing and Urban Development (HUD) and published in the federal register at 24 CFR Part 35. Accordingly, the City has contracted with a licensed risk assessor to inspect this property and identify lead-based paint hazards that must be addressed in the Work Write up.

Any work that includes lead-based paint hazard reduction activities must be performed by individuals who have been trained to use “safe work practices”. The contractor must provide certificates showing that each person who will be performing this work has received that training.

#### **Safe Work Practices:**

Following is an outline of the “safe work practices” that are required to comply with §35.1350 of the federal regulations:

- a. Work site preparation - Before the work begins, the contractor must seal off the area where work will be done and arrange to have the occupant’s belongings relocated outside the work area or covered with an impermeable covering with all seams and edges taped or otherwise sealed. A sign must be posted at each entry to the work area with a warning that the work may involve lead hazard reduction and prohibiting entry by unauthorized personnel.
- b. Prohibited methods - The following practices must not be used while completing this work: open-flame burning or torching; machine sanding or grinding without HEPA exhaust control; uncontained hydroblasting or high pressure wash; abrasive blasting or sandblasting without HEPA exhaust control; heat guns operating above 1100EF.; chemical paint strippers containing methylene chloride; dry scraping; or dry sanding.
- c. Daily cleaning - At the end of each work day, the work area must be thoroughly cleaned to remove any dust or debris that may be created by the work activities.
- d. Final cleaning - When the work is completed, the work area must be thoroughly cleaned to eliminate any lead dust hazards that were present before the work was done or may have been created during the course of the project. It is recommended that the work area be cleaned with a vacuum that is equipped with a high efficiency particulate air (HEPA) filter capable of capturing at least 99.97 percent of airborne particles of at least 0.3 micrometers in diameter.

#### **Clearance:**

The contractor will arrange for a final clearance examination, which must be conducted to certify that the work area is free of lead dust according to the standards detailed in §35.1320 of the federal regulations. That clearance examination must be conducted by a licensed inspector who has been approved by the City of Watertown for this work and their report must be submitted before a Final Payment Authorization will be considered for this project. The contractor will pay for all clearance examinations and that cost must be included in the total price that is proposed for the work included in this project.

# Neighbors of Watertown

## BIDDER LIST

<b>Property Location:</b>	<b>Program:</b>
---------------------------	-----------------

**Property Owner:**

**Address:**

**PROPOSALS MAILED ON:** \_\_\_\_\_

**PROPOSALS TO BE RETURN ON:** \_\_\_\_\_

Bids were mailed to the following qualified contractors:  
(check all that apply)

<input type="checkbox"/>	Felder's Roofing and General Contracting	<input type="checkbox"/>	Protex Contracting LLC.
<input type="checkbox"/>	Archer's Contracting & Electrical Services	<input type="checkbox"/>	R. Gibbs & Son
<input type="checkbox"/>	SMF Construction	<input type="checkbox"/>	P & M Construction
<input type="checkbox"/>	Gerald Umstead General Construction	<input type="checkbox"/>	Bliss General Construction
<input type="checkbox"/>	Independent Commercial Contractors	<input type="checkbox"/>	Scott Fuller Construction
<input type="checkbox"/>	Al's Siding	<input type="checkbox"/>	Ken Tibbles Roofing Inc.
<input type="checkbox"/>	CW Contracting	<input type="checkbox"/>	James Warner contracting
<input type="checkbox"/>	Empire State Construction	<input type="checkbox"/>	Devine Property Services
<input type="checkbox"/>	Ben Shoen Home Improvement	<input type="checkbox"/>	Angus Construction
<input type="checkbox"/>	Martin's Contracting	<input type="checkbox"/>	Nugent Construction
<input type="checkbox"/>	Painting Etc. Inc.	<input type="checkbox"/>	Richard Wentzel
<input type="checkbox"/>	Cowles and Company	<input type="checkbox"/>	Lawlee's Home and Cottage

I have reviewed the attached work write-up and agree with the scope of work proposed for my property. I have chosen the contractors listed above to receive bid packets.

**Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that the attached bid proposal was sent to the contractors checked on the above listing.

**Housing Rehab Dept.:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**City of Watertown**  
**RENTAL REHABILITATION PROGRAM**  
**PROPOSAL TABULATION**

Project Location:			Case No:	
Property Owner:				
Address:				
Contractor	Base Bid	Alternates	Total Bid	Accepted
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
ESTIMATE BY PROGRAM ADMINISTRATOR:				\$
LOWEST QUALIFIED BIDDER:				
LOWEST QUALIFIED BID SUBMITTED:			(for Accepted Work Items)	\$
I have reviewed the proposals tabulated above and selected the following contractor for the work to be done on my property:				
Contractor Selected:				
Total Price for Eligible Work Items:			(See Attachment)	\$
(-) Low Bid for Eligible Work Items:			(See Attachment)	\$
Contract Adjustment to be included in EXCESS COST				\$
I agree to pay the Contract Adjustment above which will be included in the minimum owner contribution for the project:				
Signed: _____			Date: _____	
Property Owner				

**CITY OF WATERTOWN  
RENTAL REHABILITATION PROGRAM**

**APPLICATION FOR ASSISTANCE**

<b>APPLICANT INFORMATION</b>				Date:	Case No:		
Project Location:					Phone:		
Property Owner:							
Address:							
Number of residential units (apartments) at this location:							
<b>HOUSEHOLD INFORMATION</b>							
Apt. #	Name of Occupant	Family Size	Household Income	Low/Mod Eligibility (Yes/No)	Female Headed Household	Race	
<b>GRANT AND LOAN SUMMARY</b>							
Total Cost of Improvements				(see Attachment, Line D.	\$		
CDBG Grant Award				(see Attachment, Line D.	\$		
CDBG Loan Award				(see Attachment, Line D.	\$		
Property Owner Contribution				(see Attachment, Line D.	\$		
<b>APPLICANT CERTIFICATION</b>							
<p>I certify that all of the information and documentation that has been submitted in support of this application is true and complete to the best of my knowledge and belief.</p>							
Signed: _____				Date: _____			
<p>NOTE: U.S. Law provides a penalty of \$10,000 fine and 5 years imprisonment for false, fraudulent or misleading statements under this Program (U.S.C. Title 18, Section 1001).</p>							

## GRANT AND LOAN RECOMMENDATION

Review of this application and all supporting documents indicates that the applicant meets the requirements of the Rental Rehabilitation Program and is eligible for the grant and loan assistance detailed above. The applicant has selected a qualified contractor to complete all improvements to the subject property (except items to be completed by the self-help method) and has agreed to the owner contribution listed above. I therefore recommend that the CDBG grant and loan assistance requested in this application be approved.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Administrator

## REVIEW CHECKLIST

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | The property is a residential property located in the City of Watertown.   |
| <input type="checkbox"/> | The Project File includes proof of ownership.  |
| <input type="checkbox"/> | The Project File includes proof of income for each household.  |
| <input type="checkbox"/> | The Project File includes proof of payment of taxes, water & sewer charges for all properties owned by the applicant in the City of Watertown. |
| <input type="checkbox"/> | The Project File includes proof of adequate hazard insurance.  |
| <input type="checkbox"/> | Lead-Based Paint Notifications have been given to the property owner and tenant(s).  |
| <input type="checkbox"/> | The Lead-Based Paint Brochure has been given to the property owner and tenant(s).  |
| <input type="checkbox"/> | The Project File includes a Lead-Based Paint Risk Assessment.  |
| <input type="checkbox"/> | The Lead Hazard Evaluation Notice has been given to the property owner.  |
| <input type="checkbox"/> | The Project File includes the Work Writeup and cost estimate.  |
| <input type="checkbox"/> | The Work Write-up is signed by the property owner.   |
| <input type="checkbox"/> | All Contractor Proposals are in the Project File.  |
| <input type="checkbox"/> | The owner has selected a contractor who is approved for participation in this program.   |
| <input type="checkbox"/> | The CDBG financing is calculated separately for each housing unit (see Attachment).  |
| <input type="checkbox"/> | The Owner Contribution includes the Contract Adjustment (see Attachment).  |
| <input type="checkbox"/> | The Owner Contribution includes the cost of all ineligible work (see Attachment).  |

## DECISION

After review of the Project File and the recommendation of the Program Administrator, the requested grant and loan assistance is approved, subject to execution of the Project Agreement, execution of a Construction Contract for the proposed improvements and receipt by the City of any required owner contribution.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Review Committee

# CITY OF WATERTOWN RENTAL REHABILITATION PROGRAM

## PROJECT AGREEMENT

**THIS AGREEMENT**, between \_\_\_\_\_(the "Owner") and the City of Watertown (the "City") details the mutual understandings of the parties regarding improvements to be made by the Owner under the Rental Rehabilitation Program (the "Program") on the property located at:

The guidelines and administrative procedures \_\_\_\_\_ that were adopted by the City Council on May 6, 2013 and all other documents included in the project file are hereby incorporated in and made a part of this Agreement.

### I. REHABILITATION IMPROVEMENTS

The Owner will complete the improvements detailed in the Work Writeup (Form 103) working with contractors who are acceptable to the City. During the course of this project, the Owner will work with representatives of the City to assure that all improvements are completed in compliance with the program guidelines and other requirements of the U.S. Department of Housing and Urban Development and/or the NYS Office of Community Renewal.

### II. GRANT AND LOAN ASSISTANCE

Subject to compliance by the Owner with the guidelines and procedures established for this program, the following financing plan has been approved by the Project Review Committee for this project:

CDBG Grant Award	\$
CDBG Loan Authorization	\$
Owner Contribution	\$
Total Project Cost	\$

All payments for work completed under this program will be made by checks payable to the Owner and the contractor who has been approved for that work. Payments will be made only for work that is completed and in place after approval by the Owner and by the Program Administrator.

**A.** The owner contribution must be deposited in an escrow account established by the City before any work may begin on this project. Those funds will be used before any other funds are advanced for this project.

**B.** Grant and loan funds will be advanced for progress payments to the contractor until the total of all progress payments equals 75% of the total project cost. All such advances will require approval by the Owner and the Program Administrator after inspection of the work in place.

**C.** Final payment will be made only after all work has been completed and approved by the Owner and the Program Administrator. At the time of final payment, the Owner will sign a Certificate of Satisfactory Completion (Form 115) and provide a copy of the contractor's Release of Liens and Warranty (Form 114). At the same time, the Program Administrator will supply a Disposition of Funds Report (Form 116) to the Owner detailing all payments that have been made during the course of the project.

### III. LOAN REPAYMENTS

The Owner agrees to repay the CDBG loan in monthly installments of \$\_\_\_\_\_ beginning 30 days after the final payment under this Agreement. That payment is calculated as the amount that is required to repay the full amount of the loan without interest over the term of the loan. Prepayments may be made without penalty at the option of the owner. A \$10.00 service charge will be added for any installment not received within 10 days after the due date; and the City may, at its option, demand repayment of the outstanding loan balance if any payment is more than 30 days overdue. The Owner agrees to pay all costs of collection including reasonable legal fees if the City is

forced to pursue legal action in order to secure repayment of this loan.

**IV. SECURITY**

A note and mortgage will be executed and recorded in the office of the Jefferson County Clerk to secure the CDBG loan with a lien that is subordinate only to existing liens on the property, which include:

A \$ \_\_\_\_\_ mortgage given to \_\_\_\_\_

A \$ \_\_\_\_\_ mortgage given to \_\_\_\_\_

## V. CONDITIONS

**A. Sale Limitation:** If this property is sold or transferred during the term of the loan, the Owner will be required to repay the outstanding balance of the CDBG loan plus a portion of the CDBG grant, which will be calculated as 100% during the first year and declining in equal amounts each year so that no grant repayment will be required at the end of the regulatory period, which will not be less than five years for any project.

**B. Rent Limitation:** The following chart lists the current occupants and the monthly rent charged for each rental apartment in the property (including an allowance for the cost of utilities that are paid by each tenant). The chart also lists the current rent limit for each apartment based on the fair market rents established by HUD.

Apt #	Occupant	Current Rent	Utility Allowance	Rent Limit
		\$ /month	\$ total/month	\$
		\$ /month	\$ total/month	\$
		\$ /month	\$ total/month	\$
		\$ /month	\$ total/month	\$

During the term of the CDBG loan (but not less than five years), any apartment where work was completed with CDBG financing must be rented to qualified lower income tenants with rents (including an allowance for utilities paid by the tenant) not to exceed the fair market rent limit established by HUD. If any violation of this condition is not corrected within 30 days after receipt of a written notice from the City, the balance of the CDBG loan (if any) plus a portion of the CDBG grant must be repaid to the City as detailed in Section V.A above.

## VI. CERTIFICATIONS

**A. Eligibility for Assistance** - All information and documentation that has been provided to establish eligibility and to calculate the amount of CDBG grant and loan assistance under this program is complete and accurate and there have been no changes that affect this project.

**B. Civil Rights Compliance** - There will be no discrimination on the basis of race, color, creed, national origin, sex, age, handicap or family status in the sale, lease, rental, or the use or occupancy of the property to be improved under this program.

**C. Lead-Based Paint Hazards** - The work included in this project will not disturb existing painted surfaces in excess of the de minimis limitations detailed in the Federal Lead-Based Paint Hazard Rule at 24 CFR Part 35.1350(d) unless those surfaces have been tested by an inspector who has been certified by EPA to do lead-based paint inspections and the work is completed by a contractor who has been trained to use "safe work practices".

**D. Conflict of Interest** - No officer, employee or agent of the City who exercises any control or influence in connection with this program will have any interest, direct or indirect, in the work to be done on this property or in any contract related to this project. No member or delegate to the Congress of the United States shall have any interest in or derive any benefit from this project.

## VII. MODIFICATION

This Agreement and related documents in the project file include all of the understandings of the parties regarding the improvements to be made on the property with CDBG grant and loan financing under the Rental Rehabilitation Program. The terms and conditions may be modified only by written agreement. Any adjustment of the amount of grant or loan assistance or the scope of work included in the project must be approved by the Project Review Committee on the basis of a written change order that is accepted by the Owner and the contractor and recommended by the Program Administrator.

## VIII. TERMINATION

This Agreement may be terminated by the City if the Owner fails to satisfy any of the terms or conditions detailed above or fails to comply with the program guidelines and procedures during the course of the project. In the event of such termination, the Owner may be required to reimburse any CDBG grant funds and repay any CDBG loan funds that have been advanced by the City. After the project is completed, this Agreement may not be terminated for a period of five years unless the Owner repays any outstanding CDBG loan balance and a portion of

the CDBG grant as detailed in Section V.A. Notwithstanding this provision, however, the City may waive these requirements in special circumstances that create a hardship for the Owner, provided those circumstances are beyond the control of the Owner and neither the Owner nor its heirs will benefit financially from such a waiver.

**IN WITNESS WHEREOF**, this Agreement has been executed on the date written below.

**OWNER:**

**PROJECT REVIEW COMMITTEE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



satisfactory completion of this project. Those withheld amounts will be included in the final payment.

**B. Final payment** (including amounts withheld from progress payments) will be considered after all work items have been completed and accepted by the Owner, provided the Contractor has delivered to the Owner all manufacturers warranty materials for equipment installed on the site and a Release of Liens and Warranty.

**C. Requisitions for payment** must include the contractor's invoice detailing the work completed and the contract price for each work item as presented in the original contractor proposal or an approved change order. Each requisition for payment will be considered after an inspection of the work by the Owner and Neighbors of Watertown, Inc. No payment request will be considered for materials stored on the site or at any other location.

### III. CHANGE ORDERS

This Agreement may be modified only by written agreement between the parties subject to approval by Neighbors of Watertown, Inc. Any modification of the scope of work or the contract price requires a written change order accepted by the Owner and Contractor and approved by the Project Review Committee. Any request for a change order must be accompanied by a written proposal detailing the proposed modification of the scope of work and the adjustment of the contract price that will be required for that modification.

### IV. CONDITIONS

**A. Permits:** The Contractor will secure all permits required for the work covered by this Agreement without additional cost to the Owner; and such permits will be maintained in force during the course of this project.

**B. Insurance:** The Contractor must maintain comprehensive general liability insurance with minimum coverage of one million dollars (\$1,000,000) during the course of this project. The Contractor will provide a certificate of insurance issued by its insurance carrier naming the Owner as "additional insured" on the liability policy and indicating that the coverage provided for the Owner is primary and covers both direct and vicarious liability. In addition, the Contractor must show evidence that he has adequate workers compensation and disability benefits insurance as required by New York State law.

**C. Indemnification:** The contractor shall indemnify and hold harmless the property owner, the City of Watertown and its employees, consultants and contractors from and against any and all claims, suits, actions, proceedings and any and all resulting damages, losses, costs and expenses of every nature, type and kind including reasonable attorney's fees which claims arise out of the work performed by the contractor, its subcontractors and others who are employed by the contractor or its subcontractors during the course of the project.

**D. Subcontractors:** This Agreement may not be assigned in whole or in part without the written consent of the Owner after approval by Neighbors of Watertown, Inc. Any subcontractor must be accepted by Neighbors of Watertown, Inc. as a qualified contractor approved for work under the program.

**E. Notice to Proceed:** No work may begin under this Agreement until the Contractor receives a written notice to proceed from the Owner specifying the date when the work must begin and the time period allowed to complete all activities in this project.

**F. Warranty:** The Contractor will guaranty all materials and workmanship for a period of one year after the date of final payment for all work performed under this Agreement.

### V. CERTIFICATIONS

**A. Civil Rights Compliance:** There will be no discrimination on the basis of race, color, creed, national origin, sex, age handicap or family status in recruitment, training or employment in connection with this project.

**B. Lead-Based Paint Hazards** - The work included in this project will not disturb existing painted surfaces in excess of the de minimis limitations detailed in the Federal Lead-Based Paint Hazard Rule at 24 CFR Part 35.1350(d) unless those surfaces have been tested by an inspector who has been certified by EPA to do lead-based paint inspections and the work is completed by a contractor who has been trained to use "safe work practices".

**C. Conflict of Interest:** No officer, employee or agent of the city who exercises control or influence in connection with this program will have any interest in the work covered by this Agreement. No member or delegate to the Congress of the United States will have any interest in or derive benefit from this Agreement.

**VI. TERMINATION**

This Agreement may be terminated by the Owner without cause during the three days following its execution, and after that time, with ten days written notice if the Contractor fails to perform in accordance with the terms and conditions detailed above or in the Work Writeup. The written notice shall detail the reasons for termination and specify the actions required to remedy those problems. If all problems are not corrected within ten days, the Owner may arrange for another contractor to complete the work covered by this Agreement. The balance of the contract price that remains unpaid will be applied to the cost of completing this work. Any portion of that balance remaining after completion of the work will be paid to the Contractor; and the Owner may seek reimbursement from the Contractor for any excess cost incurred to complete the work following termination.

**IN WITNESS WHEREOF**, this Agreement has been executed on the date written below.

**OWNER:**

**CONTRACTOR:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF WATERTOWN  
RENTAL REHABILITATION PROGRAM**

**NOTICE TO PROCEED**

Property Owner:	Case No:
Address:	Telephone:
Contractor:	Telephone:
Address:	
Contract Dated:	
<p>You are hereby authorized to proceed with the work listed in our Construction Contract. We have agreed that you will begin working and complete all improvements within the time periods listed below. It is understood that failure to complete this work in a timely manner may be grounds for termination of our contract.</p>	
The work will begin no later than this date:	
All work will be completed by this date:	
<p>Any subcontractor(s) must be authorized in writing before they will be permitted to work on this project. That authorization will not be given until the subcontractor has been approved by Neighbors of Watertown, Inc. for participation in the Rental Rehabilitation Program based on a review of Contractor Qualifications.</p> <p>According to the terms of our contract, progress payments can be made for work items that are completed in place. Such payments will be considered after receipt of your written claim subject to inspection and approval by Neighbors of Watertown, Inc. An amount equal to 10% of each payment will be withheld until all work is completed; and the total of all progress payments cannot exceed 75% of the contract price.</p> <p>No deviation from the Work Writeup will be permitted without specific authorization and a Change Order, which must be approved by the Project Review Committee. It is understood that changes will generally not be considered except for unforeseen problems which must be addressed in order to complete work items that are included in this Project.</p>	
<p>Signed: _____ Date: _____</p> <p style="text-align: center;">Property Owner</p>	

**City of Watertown**  
**RENTAL REHABILITATION PROGRAM**

**INSPECTION REPORT**

Project Location:		Case No:	
Property Owner:			
Address:			
Item #	Description	Completed (X)	Contract Price
		<input type="checkbox"/>	\$
<b>VALUE OF WORK ITEMS COMPLETED TO DATE</b>			
<p>I have inspected the subject property and agree that the work items checked on this form have been completed according to the Construction Contract and Work Write-up.</p>			
Rehab Coordinator: _____		Date: _____	
Program Administrator: _____		Date: _____	
<p>I have inspected the work completed on my property and agree that the work items checked on this form have been completed. I am satisfied with the workmanship and materials on those improvements.</p>			
Property Owner: _____		Date: _____	

**CITY OF WATERTOWN**  
**RENTAL REHABILITATION PROGRAM**  
**AUTHORIZATION FOR PROGRESS PAYMENT**

Property Owner:	Case No:		
Address:			
<b>COMPUTATION OF PROGRESS PAYMENT:</b>			
1. Total Authorized Contract Price	\$		
2. Value of Completed Work Items (from Inspection Report)	\$		
3. Retainage (10% of Amount on Line 2)	\$		
4. Total Amount Now Due (Line 2 - Line 3)	\$		
5. Maximum Progress Payments (75% of Amount on Line 1)	\$		
6. Payment Limit (lesser of Amounts on Line 4 and Line 5)	\$		
7. Total Progress Payments to Date	\$		
8. Balance Payable Now (Line 6 - Line 7)	\$		
<b>ALLOCATION OF PROGRESS PAYMENT:</b>			
<b>Source of Funds:</b>	<b>Owner</b>	<b>CDBG Grant</b>	<b>CDBG Loan</b>
1. Total Authorized Funding	\$	\$	\$
2. Payments Made to Date	\$	\$	\$
3. Balance Available for Payment	\$	\$	\$
4. Allocation of Current Payment	\$	\$	\$
<b>AUTHORIZATION FOR PROGRESS PAYMENT:</b>			
<p>I have inspected the subject property and agree that the work items checked on the attached Inspection Report have been completed according to the Construction Contract and Work Writeup.</p>			
<p>Program Administrator: _____ Date: _____</p>			
<p>I have inspected the work completed on my property to date and authorize the payment detailed above according to the terms of my Project Agreement and the Construction Contract.</p>			
<p>Property Owner: _____ Date: _____</p>			

**CITY OF WATERTOWN  
RENTAL REHABILITATION PROGRAM  
AUTHORIZATION FOR FINAL PAYMENT**

Property Owner:	Case No:		
Address:			
<b>COMPUTATION OF FINAL PAYMENT:</b>			
1. Original Contract Price	\$		
2. Adjustment for Approved Change Orders (+ or -)	\$		
3. Final Contract Price	\$		
4. Value of Completed Work Items (from Inspection Report)	\$		
5. Total Amount Now Due (lesser of Amounts on Line 3 and Line 4)	\$		
6. Total Progress Payments to Date	\$		
7. Balance Payable Now (Line 5 - Line 6)	\$		
<b>ALLOCATION OF PROGRESS PAYMENT:</b>			
<b>Source of Funds:</b>	<b>Owner</b>	<b>CDBG Grant</b>	<b>CDBG Loan</b>
1. Total Authorized Funding	\$	\$	\$
2. Payments Made to Date	\$	\$	\$
3. Balance Available for Payment	\$	\$	\$
4. Allocation of Current Payment	\$	\$	\$
<b>AUTHORIZATION FOR FINAL PAYMENT:</b>			
<p>I have inspected the subject property and agree that all work items included in the Construction Contract have been completed according to the Work Writeup. The Contractor has delivered all manuals and manufacturer's warranty materials to the property owner and signed the Release of Liens and Warranty.</p>			
Program Administrator: _____		Date: _____	
<p>I have inspected the work completed on my property. All work items included in the Construction Contract have been completed and I am satisfied with the workmanship and materials. I authorize the final payment detailed above according to the terms of my Project Agreement.</p>			
Property Owner: _____		Date: _____	



# CITY OF WATERTOWN

## RENTAL REHABILITATION PROGRAM

### SALE AND OCCUPANCY LIMITATIONS

Property Location:	Case No:
--------------------	----------

Property Owner:
-----------------

Address:
----------

The following requirements are detailed in Section 5.3 of the Guidelines for the Rental Rehabilitation Program in the City of Watertown:

The property owner(s) must agree not to sell the property assisted under this program for a period of five years from the date of the completion of the project.

The property owner(s) also agree to rent all apartments in this property to tenants who qualify as Lower Income with rents (including utilities paid by the tenant) that do not exceed that applicable Fair Market Rent Limits established by HUD for the same five year period.

These requirements are detailed in a Note and Mortgage that has been filed in the Jefferson County Clerk's Office establishing a lien on the property that will be in effect during the regulatory period.

If the property is sold or any apartment is rented to an ineligible tenant within five years, the property owner must immediately repay the outstanding balance of the CDBG loan plus a portion of the CDBG grant. The repayment obligation is reduced by 1/60<sup>th</sup> of the original grant amount for each month that the property owner retains title to the property and continues to rent to qualified tenants.

I understand that the sale and occupancy limitations will be in effect for a period of five years after completion of the project and that a portion of the CDBG loan must be repaid if I sell this property or rent any apartment to an ineligible tenant during that five year period.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner



**CITY OF WATERTOWN  
RENTAL REHABILITATION PROGRAM**

**RENT LIMITATION**

Project Location:			Case No:	
Property Owner:				
Date of Final Payment:				
<p>The following chart identifies the current occupant for each rental apartment and lists the current Fair Market Rent, the actual monthly rent and allowances for utilities paid by each tenant.</p>				
Apt. #	Current Occupant	Fair Market Rent	Current Rent	Utility Allowances
		\$ / mo.	\$ / mo.	Heating \$ /mo Cooking \$ /mo Other Electric \$ /mo Water Heating \$ /mo
		\$ / mo.	\$ / mo.	Heating \$ /mo Cooking \$ /mo Other Electric \$ /mo Water Heating \$ /mo
		\$ / mo.	\$ / mo.	Heating \$ /mo Cooking \$ /mo Other Electric \$ /mo Water Heating \$ /mo
		\$ / mo.	\$ / mo.	Heating \$ /mo Cooking \$ /mo Other Electric \$ /mo Water Heating \$ /mo
<p>Section 5.4 of the guidelines for the Rental Rehabilitation Program requires that owners of rental apartments where improvements are made with assistance under this program must agree to rent those apartments to qualified Lower Income families and limit the rents for a period of five years after all work is completed. During that regulatory period, rents (including an allowance for utilities paid by the tenant) may not exceed the current Fair Market Rent established by the U.S. Department of Housing and Urban Development (HUD) for the Section 8 Housing Choice Voucher Program.</p>				
<p>I understand this rent limitation will be in effect for five years and that I may be contacted annually by representatives of the City to document compliance. If any violation is not corrected within 30 days of notification, the outstanding balance on the CDBG loan (if any) and a portion of the CDBG grant must be repaid to the City, as detailed in Section V.A. of the Project Agreement.</p>				
Signed: _____			Date: _____	
Property Owner				

**CITY OF WATERTOWN**  
**RENTAL REHABILITATION PROGRAM**  
**DISPOSITION OF FUNDS REPORT**

Project Location:		Case No:	
Property Owner:			
Address:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Loan Account: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			

Res No. 10

December 12, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Citizens Advisory Board – Update of Members

On September 2, 2014, the original members of the Citizens Advisory Board were established and approved.

On December 21, 2015, City Council updated the membership and expanded it to include all past and present Mayors and City Council Members to continue to participate and contribute to the Citizens Advisory Board.

At this time, we feel it is important to update the membership of this vital advisory group. As requested, a Fort Drum representative has been identified and will continue to participate during the monthly meetings. However, he will work with his legal counsel to determine formal membership to the committee.

A resolution is attached for Council consideration.

# RESOLUTION

Page 1 of 1

Citizens Advisory Board – Update of Members

***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.

YEA	NAY

Total .....

WHEREAS the members of the Citizens Advisory Board were appointed by the resolution of the City Council, dated September 2, 2014, that created the Board, and

WHEREAS on December 21, 2015 City Council approved an update to the membership, and

WHEREAS the City Council wants to again update the members,

NOW THEREFORE BE IT RESOLVED that effective immediately, the members of the Citizens Advisory Board with indeterminate terms are:

- |                      |   |
|----------------------|---|
| Gary Beasley         | Donald Rutherford                           |
| Michelle Capone      | Scott St. Joseph                            |
| Carolyn Fitzpatrick  | Peter Schmitt                               |
| Stephen Hunt         | Jason White                                 |
| John B. Johnson, Jr. | Current and Former Mayors                   |
| Michael Miller       | Current and Former City Council Members     |
| Brian Murray         | City Manager                                |
| Kylie Peck           | Planning and Community Development Director |
| Christine Powers     |   |

**Seconded by**

Res No. 11

December 14, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Change Order No. 5 for Factory Street Reconstruction Project,  
CCI Companies, Inc.

On May 18, 2015, City Council approved the bid for the Factory Street Reconstruction Project from CCI Companies, Inc., for a total bid award of \$8,783,851.43. Work is continuing on this project. Change Orders Nos. 1-3 were covered in the Field Change Payment line item. On July 5, 2016, City Council approved Change Order No. 4 in the amount of \$567,717.21.

As detailed in City Engineer Justin L. Wood's attached report, Change Order No. 5 has now been submitted in the amount of \$614,536.08, bringing the total contract amount to \$9,966,104.72.

A resolution for Council consideration is attached. Approval of this Resolution is contingent upon Council approving the Bond Ordinance Amendment also on tonight's agenda.

# RESOLUTION

Page 1 of 1

Accepting Change Order No. 5 for Factory Street Reconstruction Project, CCI Companies, Inc.

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

YEA	NAY

Total .....

***Introduced by***

---

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

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

WHEREAS on July 5 2016, City Council approved Change Order No. 4 in the amount of \$567,717.21, and

WHEREAS CCI Companies, Inc., has now submitted Change Order No. 5 in the amount of \$614,536.08,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby accepts Change Order No. 5 submitted by CCI Companies, Inc., in the amount of \$614,536.08 for the Factory Street Reconstruction Project, bringing the total amount to \$9,966,104.72, and

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

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents necessary to accept Change Order No. 5 on behalf of the City.

**Seconded by**



CITY OF WATERTOWN  
ENGINEERING DEPARTMENT  
MEMORANDUM

DATE: 13 December 2016

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Factory Street Reconstruction – Change Order #5  
(D032467, PIN 7753.15)

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

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

Change Order #4 was approved by City Council on June 20, 2016, in the amount of \$567,717.21, for work performed during March to June of 2016 construction season. During this time, the contractor completed installation of watermains and services, lining of a 24 inch diameter sanitary sewer and service replacement, storm sewers and structures, and traffic signals. The cost increases were a combination of varied field conditions, quantity overruns, and added scope of work.

Change Order #5 is being presented for Council's approval in the amount \$614,536.08, which includes both add's and deducts for changes to the scope of work. The total contract value, with CO #1-5, is \$9.97 Million, or about \$1.2 Million over the original contract value. The original Engineer's Estimate for the project as a whole was \$10.27 M, so we are still below the original anticipated costs for Factory St. Reconstruction Project.

Three items are the main drivers of this change order:

**1. Contaminated Soils Disposal - \$405K**

- Actual disposal of contaminated non-hazardous waste quantity exceeded Engineer's Estimate (EE) fourfold, from 4,818 Tons, to 20,291 Tons. The EE assumed quantities for petro contaminated soil but did not include a sufficient quantity for metals contaminated soils. All material excavated within metals contaminated areas required disposal to the landfill, with appropriate testing and documentation. Previously approved Change Order #4 added 4,818 Tons, or \$153k to the contract, in anticipation of future quantity overruns; however, additional quantities have been realized.

## **2. Asphalt Paving - \$210K**

- Temporary paving of the watermain trench was not accounted for in the bid, and after a negotiated settlement with CCI, a payment of \$72K was approved by both sides, along with NYSDOT as third party reviewer. The remaining \$138K accounts for additional street rebuilding, and paving on Mill St., Mechanic St., and Black River Pkwy. The extent of utility trenching for City and NG utilities left small sections of pavement that were better addressed reconstructed than left in place for long term service. The pavement limits put the City in position to tie in future street projects without disturbing the full depth reconstruction completed as part of the Factory St. Reconstruction Project.

## **3. Rock Removal - \$210K**

- The bedrock removed for utility trenching doubled from the EE, and Earthwork Summary Table. The EE assumed 50% of trenching was rock removal; however, rock was found to be shallower in many areas than identified in the geotechnical borings. Additional rock was also removed for sanitary sewer pipe installation, which was not included in the original EE.

## **Conclusion**

There are a series of over 75 line items accounted for in this change order to adjust quantities up or down and to add new items of work. While the three above items total \$824K, when including the credits being given to the City for unused items and value engineering changes, the net result is a change order of approximately \$615K. Please see the attached paperwork for detailed descriptions and breakdowns.

There is \$268K remaining in the Field Change Payment item, which is included in the \$9.97 M, and will be applied to any future cost increases. The unused balance, if any, will be credited to the City at project closeout. There are several weeks of paperwork which will be performed by B&L to follow NYSDOT and FHWA procedures, at which point more project accounting costs will be finalized and tallied.

With known change order costs previously in hand, and anticipated future change orders in mind, I submitted a request for additional funding to NYSDOT back in June 2016. Our local NYSDOT officials are actively looking for opportunities to cover reimbursable cost overruns on behalf of the City, and are optimistic funding assistance is available. We will share details of the additional funding opportunities as they become available.

Please prepare a resolution for Council consideration.

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

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



Engineers • Environmental Scientists • Planners • Landscape Architects

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

	Highway Share					City Share					Total Cost
	1.1A GF Street	1.2A GF SW	1.3A GF Storm	1.4A GF Water	1.5A GF Sewer	2.1L Street	2.2L SW	2.3L Storm	2.4L Water	2.5L Sewer	
Awarded Project Amount	\$ 3,817,265.83	\$ 643,007.50	\$ 1,438,445.50	\$ 936,539.00	\$ 23,100.00	\$ 391,331.60	\$ 50,830.00	\$ -	\$ 370,813.00	\$ 1,112,519.00	\$ 8,783,851.43
Change Order #1	\$ (4,767.00)	\$ -	\$ -	\$ 294.00	\$ -	\$ (1,059.00)	\$ -	\$ -	\$ 5,532.00	\$ -	\$ -
Change Order #2	\$ (39,021.14)	\$ 6,200.00	\$ (78,300.00)	\$ 111,121.14	\$ -	\$ (13,269.21)	\$ -	\$ -	\$ 13,269.21	\$ -	\$ -
Change Order #3	\$ (38,447.69)	\$ -	\$ -	\$ 38,447.69	\$ -	\$ (2,709.40)	\$ -	\$ -	\$ 2,709.40	\$ -	\$ -
Change Order #4	\$ 180,208.50	\$ 4,019.58	\$ 47,503.79	\$ 105,945.26	\$ 25,546.28	\$ 48,143.21	\$ -	\$ -	\$ 131,815.10	\$ 24,535.49	\$ 567,717.21
Change Order #5	\$ 418,971.36	\$ 14,399.53	\$ 157,841.52	\$ 21,385.71	\$ 5,344.00	\$ 33,983.80	\$ (4,000.00)	\$ 44,012.22	\$ 16,401.47	\$ (93,803.53)	\$ 614,536.08
Amended Contract Amount	\$ 4,334,209.86	\$ 667,626.61	\$ 1,565,490.81	\$ 1,213,732.80	\$ 53,990.28	\$ 456,421.00	\$ 46,830.00	\$ 44,012.22	\$ 540,540.18	\$ 1,043,250.96	\$ 9,966,104.72
Awarded Item 697.03 FCP	\$ 282,487.38					\$ 152,109.00					\$ 434,596.38
FCP Reduction CO#1	\$ (4,767.00)					\$ (1,059.00)					\$ (5,826.00)
FCP Reduction CO#2	\$ (105,595.89)					\$ (13,269.21)					\$ (118,865.10)
FCP Reduction CO#3	\$ (38,447.69)					\$ (2,709.40)					\$ (41,157.09)
Item 697.03 FCP Remaining	\$ 133,676.80					\$ 135,071.39					\$ 268,748.19



# Barton & Loguidice, D.P.C.

## Change Order Details

### 775315

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

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

**Change Order:** 5 **Date Created:** 10/21/2016  
**Status:** Pending Approval **Date Approved:**  
**Type:** Work to Date Changes

**Summary:**

**Change Order Description:**

**Awarded Project Amount:** \$8,783,851.43  
**Authorized Project Amount:** \$9,351,568.65  
**Change Order Amount:** \$614,536.08  
**Revised Project Amount:** \$9,966,104.73

**Increases/Decreases**

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>Section: 1 - Default Section</b>									
0060	203.21 E	CY	\$35.000	350.00	\$12,250.00	-247.87	-\$8,675.45	102.13	\$3,574.55
SELECT STRUCTURE FILL									
Reason: Retaining wall #1 was eliminated and retaining wall #3 was replaced with a segmental block wall. Therefore, there was a significant reduction to this Item.									
<b>Funding Details</b>									
	1.1A GF Street			302.00	\$10,570.00	-199.87	-\$6,995.45	102.13	\$3,574.55
	2.1 L-Street			48.00	\$1,680.00	-48.00	-\$1,680.00	0.00	\$0.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>0080</b>	204.01 E	CY	\$118.000	48.00	\$5,664.00	0.00	\$0.00	48.00	\$5,664.00
CONTROLLED LOW STRENGTH MATERIAL (CLSM)									
Reason: This was to reallocate quantities between shares.									
<b>Funding Details</b>									
	1.1A GF Street			24.00	\$2,832.00	-24.00	-\$2,832.00	0.00	\$0.00
	1.3A GF-Storm			14.00	\$1,652.00	31.00	\$3,658.00	45.00	\$5,310.00
	2.5 L-Sewer			10.00	\$1,180.00	-7.00	-\$826.00	3.00	\$354.00
<b>0100</b>	205.0202 E	LS	\$2,610.000	1.00	\$2,610.00	-1.00	-\$2,610.00	0.00	\$0.00
SEGREGATION AND STORAGE OF CONTAMINATED SOIL									
Reason: There was no contaminated hazardous waste soil, therefore this Item was not required.									
<b>Funding Details</b>									
	1.1A GF Street			1.00	\$2,610.00	-1.00	-\$2,610.00	0.00	\$0.00
<b>0120</b>	205.03 E	HOUR	\$100.000	320.00	\$32,000.00	212.50	\$21,250.00	532.50	\$53,250.00
FIELD ORGANIC VAPOR MONITORING OF CONTAMINATED SOIL									
Reason: The quantity of contaminated non-hazardous waste soil was much greater than anticipated by the Engineer's Estimate, therefore, additional monitoring was required.									
<b>Funding Details</b>									
	1.1A GF Street			320.00	\$32,000.00	212.50	\$21,250.00	532.50	\$53,250.00
<b>0190</b>	205.050101 E	TON	\$250.000	118.00	\$29,500.00	-118.00	-\$29,500.00	0.00	\$0.00
DISPOSAL OF CONTAMINATED HAZARDOUS WASTE SOIL									
Reason: There was no contaminated hazardous waste soil, therefore this Item was not required.									
<b>Funding Details</b>									
	1.1A GF Street			92.00	\$23,000.00	-92.00	-\$23,000.00	0.00	\$0.00
	2.1 L-Street			26.00	\$6,500.00	-26.00	-\$6,500.00	0.00	\$0.00
<b>0200</b>	205.050201 E	TON	\$38.000	9,636.00	\$366,168.00	10,655.00	\$404,890.00	20,291.00	\$771,058.00
DISPOSAL OF CONTAMINATED NON-HAZARDOUS WASTE SOIL									
Reason: The Engineer's Estimate assumed only a percentage of the non-hazardous metal areas would require disposal under this Item. However, all materials within the defined non-hazardous metal areas required disposal under this Item.									
<b>Funding Details</b>									
	1.1A GF Street			8,072.00	\$306,736.00	10,655.00	\$404,890.00	18,727.00	\$711,626.00
	2.1 L-Street			1,564.00	\$59,432.00	0.00	\$0.00	1,564.00	\$59,432.00
<b>0210</b>	206.01 E	CY	\$20.000	797.00	\$15,940.00	-645.28	-\$12,905.60	151.72	\$3,034.40
STRUCTURE EXCAVATION									
Reason: Retaining wall #1 was eliminated and retaining wall #3 was replaced with a segmental block wall. Therefore, there was a significant reduction to this Item.									
<b>Funding Details</b>									
	1.1A GF Street			749.00	\$14,980.00	-597.28	-\$11,945.60	151.72	\$3,034.40
	2.1 L-Street			48.00	\$960.00	-48.00	-\$960.00	0.00	\$0.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>0280</b>	207.26 E	SY	\$17.500	44.00	\$770.00	-44.00	-\$770.00	0.00	\$0.00
PREFABRICATED COMPOSITE STRUCTURAL DRAIN Reason: Retaining wall #3 was eliminated by the City, therefore this Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			44.00	\$770.00	-44.00	-\$770.00	0.00	\$0.00
<b>0330</b>	210.3111 E	LF	\$35.000	2,467.00	\$86,345.00	-2,467.00	-\$86,345.00	0.00	\$0.00
REMOVAL AND DISPOSAL OF UNDERGROUND PIPE ACM (BV14) Reason: Based on testing of the assumed ACM; it was determined that the existing pipe did not contain asbestos, therefore this Item was not required for this project.									
<b>Funding Details</b>									
	2.5 L-Sewer			2,467.00	\$86,345.00	-2,467.00	-\$86,345.00	0.00	\$0.00
<b>0350</b>	402.011902 E	TON	\$67.000	3,790.00	\$253,930.00	-290.04	-\$19,432.68	3,499.96	\$234,497.32
TYPE 2 F9, ASPHALT-TREATED PERMEABLE BASE COURSE Reason: A reduction for this Item was based on actual field measurements.									
<b>Funding Details</b>									
	1.1A GF Street			3,783.00	\$253,461.00	-469.04	-\$31,425.68	3,313.96	\$222,035.32
	2.1 L-Street			7.00	\$469.00	179.00	\$11,993.00	186.00	\$12,462.00
<b>0370</b>	402.096202 E	TON	\$100.000	1,815.00	\$181,500.00	357.78	\$35,778.00	2,172.78	\$217,278.00
9.5 F2 TOP COURSE HMA, 60 SERIES COMPACTION Reason: The limits of Mechanic Street were extended to Sta. 9+00 and Black River Parkway to Sta. 14+75 LT/RT. Additional minor limit adjustments were made AOB.									
<b>Funding Details</b>									
	1.1A GF Street			1,472.00	\$147,200.00	368.53	\$36,853.00	1,840.53	\$184,053.00
	2.1 L-Street			343.00	\$34,300.00	-10.75	-\$1,075.00	332.25	\$33,225.00
<b>0390</b>	402.096222 E	QU	\$75.000	1.00	\$75.00	-1.00	-\$75.00	0.00	\$0.00
PAVEMENT DENSITY QUALITY ADJUSTMENT TO 402.069202 E Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			1.00	\$75.00	-1.00	-\$75.00	0.00	\$0.00
<b>0400</b>	402.096252 E	QU	\$75.000	200.00	\$15,000.00	-200.00	-\$15,000.00	0.00	\$0.00
TEST SECTION ADJUSTMENT TO 402.096202 E Reason: The Contractor elected to perform paving under Option #2, therefore this Item was not required.									
<b>Funding Details</b>									
	1.1A GF Street			200.00	\$15,000.00	-200.00	-\$15,000.00	0.00	\$0.00
<b>0430</b>	402.196902 E	TON	\$91.000	1,960.00	\$178,360.00	871.02	\$79,262.82	2,831.02	\$257,622.82
19 F9 BINDER COURSE HMA, 60 SERIES COMPACTION Reason: The limits of Mechanic Street were extended to Sta. 9+00 and Black River Parkway to Sta. 14+75 LT/RT. Additional minor limit adjustments were made AOB.									
<b>Funding Details</b>									
	1.1A GF Street			1,960.00	\$178,360.00	771.02	\$70,162.82	2,731.02	\$248,522.82
	2.1 L-Street			0.00	\$0.00	100.00	\$9,100.00	100.00	\$9,100.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>0450</b>	402.196922 E	QU	\$75.000	1.00	\$75.00	-1.00	-\$75.00	0.00	\$0.00
PAVEMENT DENSITY ADJUSTMENT TO 402.196902 E Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			1.00	\$75.00	-1.00	-\$75.00	0.00	\$0.00
<b>0460</b>	402.196952 E	QU	\$75.000	200.00	\$15,000.00	-200.00	-\$15,000.00	0.00	\$0.00
TEST SECTION ADJUSTMENT TO 402.196952 E Reason: The Contractor elected to perform paving under Option #2, therefore this Item was not required.									
<b>Funding Details</b>									
	1.1A GF Street			200.00	\$15,000.00	-200.00	-\$15,000.00	0.00	\$0.00
<b>0470</b>	402.198902 E	TON	\$105.000	254.65	\$26,738.25	678.35	\$71,226.75	933.00	\$97,965.00
19 F9 BINDER COURSE HMA, 80 SERIES COMPACTION Reason: The contractor was required to place temporary asphalt in waterline trenches during the 2015 construction season for winter shutdown. However, it was not anticipated in the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			53.61	\$5,629.05	592.07	\$62,167.35	645.68	\$67,796.40
	1.2A GF Sidewalk			177.00	\$18,585.00	73.32	\$7,698.60	250.32	\$26,283.60
	2.1 L-Street			24.04	\$2,524.20	12.96	\$1,360.80	37.00	\$3,885.00
<b>0490</b>	402.376902 E	TON	\$73.500	4,540.00	\$333,690.00	333.57	\$24,517.40	4,873.57	\$358,207.40
37.5 F9 BASE COURSE HMA, 60 SERIES COMPACTION Reason: It was directed by the City to extend the limits on Mechanic St. to Sta. 9+00 and other minor limits were extended AOB.									
<b>Funding Details</b>									
	1.1A GF Street			4,540.00	\$333,690.00	113.57	\$8,347.40	4,653.57	\$342,037.40
	2.1 L-Street			0.00	\$0.00	220.00	\$16,170.00	220.00	\$16,170.00
<b>0510</b>	402.376922 E	QU	\$75.000	1.00	\$75.00	-1.00	-\$75.00	0.00	\$0.00
PAVEMENT DENSITY ADJUSTMENT TO 402.376902 E Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			1.00	\$75.00	-1.00	-\$75.00	0.00	\$0.00
<b>0520</b>	402.376952 E	QU	\$75.000	200.00	\$15,000.00	-200.00	-\$15,000.00	0.00	\$0.00
TEST SECTION ADJUSTMENT TO 402.376952 E Reason: The Contractor elected to perform paving under Option #2, therefore this Item was not required.									
<b>Funding Details</b>									
	1.1A GF Street			200.00	\$15,000.00	-200.00	-\$15,000.00	0.00	\$0.00
<b>0720</b>	557.2002 E	SY	\$70.000	80.00	\$5,600.00	-4.40	-\$308.00	75.60	\$5,292.00
STRUCTURAL APPROACH SLAB WITH INTEGRAL WEARING SURFACE - TYP E 2 FRICTION Reason: A quantity reduction for this Item was based on actual field measurements.									
<b>Funding Details</b>									
	1.1A GF Street			80.00	\$5,600.00	-4.40	-\$308.00	75.60	\$5,292.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>0730</b>	558.02 E	SY	\$50.000	80.00	\$4,000.00	-4.40	-\$220.00	75.60	\$3,780.00
LONGITUDINAL SAWCUT GROOVING OF STRUCTURAL SLAB SURFACE									
Reason: A quantity reduction for this Item was based on actual field measurements.									
<b>Funding Details</b>									
	1.1A GF Street			80.00	\$4,000.00	-4.40	-\$220.00	75.60	\$3,780.00
<b>0770</b>	564.510001 E	LB	\$1.500	2,175.00	\$3,262.50	-2,175.00	-\$3,262.50	0.00	\$0.00
STRUCTURAL STEEL									
Reason: The Lag wall under Mill Street Bridge was eliminated, therefore this Item was required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			2,175.00	\$3,262.50	-2,175.00	-\$3,262.50	0.00	\$0.00
<b>0790</b>	585.01 E	EACH	\$1.000	1.00	\$1.00	-1.00	-\$1.00	0.00	\$0.00
STRUCTURAL LIFTING OPERATIONS - TYPE A									
Reason: The Lag wall under Mill Street Bridge was eliminated, therefore this Item was required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			1.00	\$1.00	-1.00	-\$1.00	0.00	\$0.00
<b>1060</b>	604.300673 E	LF	\$480.000	141.00	\$67,680.00	46.71	\$22,420.80	187.71	\$90,100.80
RECTANGULAR DRAINAGE STRUCTURE TYPE F FOR CAST IRON F3 FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			141.00	\$67,680.00	41.74	\$20,035.20	182.74	\$87,715.20
	2.3 L-Storm			0.00	\$0.00	4.97	\$2,385.60	4.97	\$2,385.60
<b>1070</b>	604.300773 E	LF	\$450.000	13.00	\$5,850.00	8.99	\$4,045.50	21.99	\$9,895.50
RECTANGULAR DRAINAGE STRUCTURE TYPE G FOR CAST IRON F3 FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			13.00	\$5,850.00	8.99	\$4,045.50	21.99	\$9,895.50
<b>1080</b>	604.301172 E	LF	\$455.000	35.00	\$15,925.00	3.81	\$1,733.55	38.81	\$17,658.55
RECTANGULAR DRAINAGE STRUCTURE TYPE K FOR CAST IRON F2 FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			35.00	\$15,925.00	3.81	\$1,733.55	38.81	\$17,658.55
<b>1090</b>	604.301272 E	LF	\$575.000	7.00	\$4,025.00	-7.00	-\$4,025.00	0.00	\$0.00
RECTANGULAR DRAINAGE STRUCTURE TYPE L FOR CAST IRON F2 FRAME									
Reason: This Item was replaced with Item 604.300532 for DS-19A.									
<b>Funding Details</b>									
	1.3A GF-Storm			7.00	\$4,025.00	-7.00	-\$4,025.00	0.00	\$0.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>1100</b>	604.301672 E	LF	\$685.000	12.00	\$8,220.00	-4.65	-\$3,185.25	7.35	\$5,034.75
RECTANGULAR DRAINAGE STRUCTURE TYPE P FOR CAST IRON F2 FRAME									
Reason: A quantity reduction for this Item was based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			12.00	\$8,220.00	-4.65	-\$3,185.25	7.35	\$5,034.75
<b>1110</b>	604.301873 E	LF	\$480.000	13.00	\$6,240.00	1.11	\$532.80	14.11	\$6,772.80
RECTANGULAR DRAINAGE STRUCTURE TYPE R FOR CAST IRON F3 FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			13.00	\$6,240.00	1.11	\$532.80	14.11	\$6,772.80
<b>1120</b>	604.302016 E	LF	\$505.000	4.00	\$2,020.00	0.87	\$439.35	4.87	\$2,459.35
RECTANGULAR DRAINAGE STRUCTURE TYPE T FOR #16 WELDED FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			4.00	\$2,020.00	0.87	\$439.35	4.87	\$2,459.35
<b>1130</b>	604.310671 E	LF	\$462.000	5.00	\$2,310.00	0.74	\$341.88	5.74	\$2,651.88
RECTANGULAR DRAINAGE STRUCTURE TYPE F WITH ROUND OPTION FOR CAST IRON F1 FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			5.00	\$2,310.00	0.74	\$341.88	5.74	\$2,651.88
<b>1140</b>	604.311472 E	LF	\$446.000	15.00	\$6,690.00	1.12	\$499.52	16.12	\$7,189.52
RECTANGULAR DRAINAGE STRUCTURE TYPE N WITH ROUND OPTION FOR CAST IRON F2 FRAME									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			15.00	\$6,690.00	1.12	\$499.52	16.12	\$7,189.52
<b>1150</b>	604.4048 E	LF	\$280.000	54.00	\$15,120.00	-16.09	-\$4,505.20	37.91	\$10,614.80
ROUND PRECAST CONCRETE MANHOLE TYPE 48									
Reason: It was determined that DS-1 & DS-2 were required to be 60" and shall be paid under Item 604.4060. Therefore, this Item was reduced by the design length for these two structures.									
<b>Funding Details</b>									
	1.3A GF-Storm			54.00	\$15,120.00	-16.09	-\$4,505.20	37.91	\$10,614.80
<b>1160</b>	604.4060 E	LF	\$360.000	62.40	\$22,464.00	2.58	\$928.80	64.98	\$23,392.80
ROUND PRECAST CONCRETE MANHOLE TYPE 60									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			62.40	\$22,464.00	-4.31	-\$1,551.60	58.09	\$20,912.40
	2.3 L-Storm			0.00	\$0.00	6.89	\$2,480.40	6.89	\$2,480.40

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>1170</b>	604.4072 E	LF	\$462.000	17.00	\$7,854.00	5.00	\$2,310.00	22.00	\$10,164.00
ROUND PRECAST CONCRETE MANHOLE TYPE 72									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			17.00	\$7,854.00	-1.81	-\$836.22	15.19	\$7,017.78
	2.3 L-Storm			0.00	\$0.00	6.81	\$3,146.22	6.81	\$3,146.22
<b>1180</b>	604.4084 E	LF	\$640.000	6.10	\$3,904.00	0.40	\$256.00	6.50	\$4,160.00
ROUND PRECAST CONCRETE MANHOLE TYPE 84									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			6.10	\$3,904.00	0.40	\$256.00	6.50	\$4,160.00
<b>1200</b>	604.50180010 E	LF	\$1,300.000	11.00	\$14,300.00	1.47	\$1,911.00	12.47	\$16,211.00
OFFSET CATCH BASIN									
Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
	1.3A GF-Storm			11.00	\$14,300.00	1.47	\$1,911.00	12.47	\$16,211.00
<b>1220</b>	604.51020615 E	EACH	\$36,000.000	1.00	\$36,000.00	1.00	\$36,000.00	2.00	\$72,000.00
STORMWATER TREATMENT SYSTEM (SWTS) (MAXIMUM FLOW CAPACITY OF 83 GAL/SEC)									
Reason: Water Quality Unit #1 was listed in the Contract plans under Item 604.51020915 which was incorrect. Therefore, it was added to this Item AOB.									
<b>Funding Details</b>									
	1.3A GF-Storm			1.00	\$36,000.00	0.00	\$0.00	1.00	\$36,000.00
	2.3 L-Storm			0.00	\$0.00	1.00	\$36,000.00	1.00	\$36,000.00
<b>1230</b>	604.51020915 E	EACH	\$55,000.000	1.00	\$55,000.00	-1.00	-\$55,000.00	0.00	\$0.00
STORMWATER TREATMENT SYSTEM (SWTS) (MAXIMUM FLOW CAPACITY OF 188 GAL/SEC)									
Reason: It was determined Water Quality Unit #1 shall be paid under Item 604.51020615. Therefore this Item was not required for this project.									
<b>Funding Details</b>									
	1.3A GF-Storm			1.00	\$55,000.00	-1.00	-\$55,000.00	0.00	\$0.00
<b>1300</b>	608.020112 E	QU	\$75.000	40.00	\$3,000.00	-40.00	-\$3,000.00	0.00	\$0.00
PLANT PRODUCTION QUALITY ADJUSTMENT TO 608.020102									
Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			40.00	\$3,000.00	-40.00	-\$3,000.00	0.00	\$0.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>1340</b>	609.0201 E	LF	\$40.000	435.00	\$17,400.00	-125.00	-\$5,000.00	310.00	\$12,400.00
STONE CURB, GRANITE, (TYPE A) Reason: The driveway at Sta. MS 11+60 RT was eliminated by the City, therefore there was a reduction in the quantity required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			220.00	\$8,800.00	-105.00	-\$4,200.00	115.00	\$4,600.00
	2.1 L-Street			215.00	\$8,600.00	-20.00	-\$800.00	195.00	\$7,800.00
<b>1350</b>	609.0211 E	LF	\$50.000	80.00	\$4,000.00	-20.00	-\$1,000.00	60.00	\$3,000.00
STONE CURB, GRANITE, TRAVERSABLE SLOPE Reason: Actual quantity for this Item was less than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	2.1 L-Street			0.00	\$0.00	60.00	\$3,000.00	60.00	\$3,000.00
	2.2 L-Sidewalk			80.00	\$4,000.00	-80.00	-\$4,000.00	0.00	\$0.00
<b>1360</b>	609.0401 E	LF	\$15.000	10,098.00	\$151,470.00	225.00	\$3,375.00	10,323.00	\$154,845.00
CAST-IN-PLACE CONCRETE CURB TYPE VF150 Reason: The City extended the reconstruction limits on Mechanic Street, therefore an additional quantity of 225 LF was required.									
<b>Funding Details</b>									
	1.1A GF Street			9,963.00	\$149,445.00	0.00	\$0.00	9,963.00	\$149,445.00
	2.1 L-Street			135.00	\$2,025.00	225.00	\$3,375.00	360.00	\$5,400.00
<b>1370</b>	609.0407 E	LF	\$12.000	170.00	\$2,040.00	77.37	\$928.44	247.37	\$2,968.44
CAST-IN-PLACE TYPE T100 Reason: At the request of the City, mountable curb was added between Sta. 30+19.5 to Sta 31+08.94 LT.									
<b>Funding Details</b>									
	1.1A GF Street			170.00	\$2,040.00	77.37	\$928.44	247.37	\$2,968.44
<b>1470</b>	615.04070101 E	EACH	\$2,775.000	2.00	\$5,550.00	1.00	\$2,775.00	3.00	\$8,325.00
TREE GRATE WITH FRAME, TYPE 1 Reason: Actual quantity for this Item was more than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			2.00	\$5,550.00	1.00	\$2,775.00	3.00	\$8,325.00
<b>1510</b>	619.080106 E	LF	\$1.600	13,450.00	\$21,520.00	-13,450.00	-\$21,520.00	0.00	\$0.00
REMOVE PAVEMENT MARKING STRIPES - PERMANENT PAVEMENT TAPE Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			13,450.00	\$21,520.00	-13,450.00	-\$21,520.00	0.00	\$0.00
<b>1520</b>	619.080206 E	EACH	\$100.000	88.00	\$8,800.00	-88.00	-\$8,800.00	0.00	\$0.00
REMOVE PAVEMENT MARKING LETTERS OR SYMBOLS, PERMANENT PAVEMENT TAPE Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			88.00	\$8,800.00	-88.00	-\$8,800.00	0.00	\$0.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>1530</b>	619.0901 E	LF	\$0.500	10,400.00	\$5,200.00	18,016.00	\$9,008.00	28,416.00	\$14,208.00
TEMPORARY PAVEMENT MARKINGS STRIPES (TRAFFIC PAINT)									
Reason: At the request of the City, interim pavement markings were installed utilizing traffic paint in lieu of epoxy paint.									
<b>Funding Details</b>									
	1.1A GF Street			10,400.00	\$5,200.00	18,016.00	\$9,008.00	28,416.00	\$14,208.00
<b>1540</b>	619.100102 E	LF	\$3.000	2,000.00	\$6,000.00	-2,000.00	-\$6,000.00	0.00	\$0.00
INTERIM PAVEMENT MARKINGS, STRIPES (EPOXY PAINT)									
Reason: At the request of the City, interim pavement markings were installed utilizing traffic paint in lieu of epoxy paint. Therefore, this Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			2,000.00	\$6,000.00	-2,000.00	-\$6,000.00	0.00	\$0.00
<b>1550</b>	619.100202 E	EACH	\$170.000	6.00	\$1,020.00	-6.00	-\$1,020.00	0.00	\$0.00
INTERIM PAVEMENT MARKINGS, SYMBOLS (EPOXY PAINT)									
Reason: At the request of the City, interim pavement markings were installed utilizing traffic paint in lieu of epoxy paint. Therefore, this Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			6.00	\$1,020.00	-6.00	-\$1,020.00	0.00	\$0.00
<b>1560</b>	619.100302 E	EACH	\$60.000	24.00	\$1,440.00	-24.00	-\$1,440.00	0.00	\$0.00
INTERIM PAVEMENT MARKINGS, LETTERS (EPOXY PAINT)									
Reason: At the request of the City, interim pavement markings were installed utilizing traffic paint in lieu of epoxy paint. Therefore, this Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			24.00	\$1,440.00	-24.00	-\$1,440.00	0.00	\$0.00
<b>1570</b>	619.110201 E	EACH	\$6,000.000	4.00	\$24,000.00	-1.00	-\$6,000.00	3.00	\$18,000.00
PORTABLE, VARIABLE MESSAGE SIGN (PVMS) (LED) (NONE)									
Reason: Actual quantity for this Item was less than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			4.00	\$24,000.00	-1.00	-\$6,000.00	3.00	\$18,000.00
<b>1590</b>	619.1613 E	INTM	\$120.000	76.00	\$9,120.00	-76.00	-\$9,120.00	0.00	\$0.00
MAINTAIN TRAFFIC SIGNAL EQUIPMENT (REQUIREMENT C)									
Reason: Actual quantity for this Item was less than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			76.00	\$9,120.00	-76.00	-\$9,120.00	0.00	\$0.00
<b>1600</b>	619.1702 E	LF	\$60.000	180.00	\$10,800.00	-140.00	-\$8,400.00	40.00	\$2,400.00
TEMPORARY CONCRETE BARRIER, (UNPINNED) WITH WARNING LIGHTS									
Reason: Actual quantity for this Item was less than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			180.00	\$10,800.00	-140.00	-\$8,400.00	40.00	\$2,400.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>1690</b>	629.01 E	GAL	\$6.000	150.00	\$900.00	-150.00	-\$900.00	0.00	\$0.00
REMOVAL / DISPOSAL LIQUIDS FROM PETROLEUM TANKS Reason: This item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			150.00	\$900.00	-150.00	-\$900.00	0.00	\$0.00
<b>1700</b>	629.0204 E	EACH	\$5,000.000	1.00	\$5,000.00	-1.00	-\$5,000.00	0.00	\$0.00
PETROLEUM STORAGE TANK CLOSURE (>1,100 - 2,600) GALLONS Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			1.00	\$5,000.00	-1.00	-\$5,000.00	0.00	\$0.00
<b>1710</b>	629.0301 E	EACH	\$100.000	5.00	\$500.00	-5.00	-\$500.00	0.00	\$0.00
ENDPOINT SAMPLE COLLECTION AND ANALYSIS (GASOLINE PARAMETERS) Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			5.00	\$500.00	-5.00	-\$500.00	0.00	\$0.00
<b>1720</b>	629.0302 E	EACH	\$280.000	5.00	\$1,400.00	-5.00	-\$1,400.00	0.00	\$0.00
ENDPOINT SAMPLE COLLECTION AND ANALYSIS (DIESEL / #2 FUEL OIL PARAMETERS) Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			5.00	\$1,400.00	-5.00	-\$1,400.00	0.00	\$0.00
<b>1730</b>	629.0303 E	EACH	\$460.000	19.00	\$8,740.00	-19.00	-\$8,740.00	0.00	\$0.00
ENDPOINT SAMPLE COLLECTION AND ANALYSIS (WASTE OIL PARAMETERS) Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			19.00	\$8,740.00	-19.00	-\$8,740.00	0.00	\$0.00
<b>1740</b>	629.0304 E	EACH	\$400.000	19.00	\$7,600.00	-19.00	-\$7,600.00	0.00	\$0.00
ENDPOINT SAMPLE COLLECTION AND ANALYSIS (OTHER PRODUCT PARAMETERS) Reason: This Item was not required for this project.									
<b>Funding Details</b>									
	1.1A GF Street			19.00	\$7,600.00	-19.00	-\$7,600.00	0.00	\$0.00
<b>1760</b>	637.12 E	MNTH	\$2,500.000	26.00	\$65,000.00	-9.75	-\$24,375.00	16.25	\$40,625.00
ENGINEER'S FIELD OFFICE - TYPE 2 Reason: Actual quantity for this Item was less than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			26.00	\$65,000.00	-9.75	-\$24,375.00	16.25	\$40,625.00
<b>1780</b>	637.34 E	DC	\$1.000	5,000.00	\$5,000.00	-4,683.85	-\$4,683.85	316.15	\$316.15
OFFICE TECHNOLOGY AND SUPPLIES Reason: Actual quantity for this Item was less than anticipated by the Engineer's Estimate.									
<b>Funding Details</b>									
	1.1A GF Street			5,000.00	\$5,000.00	-4,683.85	-\$4,683.85	316.15	\$316.15

Line Number	Item	Unit	Unit Price	Current		Change		Revised		
				Quantity	Amount	Quantity	Amount	Quantity	Amount	
1790	637.36 E	DC	\$1.000	100.00	\$100.00	-100.00	-\$100.00	0.00	\$0.00	
CONSTRUCTION TESTING SUPPLIES - CONSUMABLES										
Reason: This Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	100.00	\$100.00	-100.00	-\$100.00	0.00	\$0.00
2340	670.03020007 E	EACH	\$655.000	7.00	\$4,585.00	-7.00	-\$4,585.00	0.00	\$0.00	
REMOVE AND RELOCATE LAMPOST ASSEMBLY										
Reason: At the request of the City, all street lighting was eliminated from the project. New street lighting to be provided and installed by National Grid. It will also be maintained as well as remain the ownership of National Grid. Therefore, this Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	7.00	\$4,585.00	-7.00	-\$4,585.00	0.00	\$0.00
2350	670.1312 E	EACH	\$660.000	1.00	\$660.00	-1.00	-\$660.00	0.00	\$0.00	
ALUMINUM TRUSSED ARM, 12 FEET LONG										
Reason: At the request of the City, all street lighting was eliminated from the project. New street lighting to be provided and installed by National Grid. It will also be maintained as well as remain the ownership of National Grid. Therefore, this Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	1.00	\$660.00	-1.00	-\$660.00	0.00	\$0.00
2360	670.1408 E	EACH	\$485.000	1.00	\$485.00	-1.00	-\$485.00	0.00	\$0.00	
ALUMINUM BRACKET ARM, WOOD POLE MOUNTED, 8 FEET LONG										
Reason: At the request of the City, all street lighting was eliminated from the project. New street lighting to be provided and installed by National Grid. It will also be maintained as well as remain the ownership of National Grid. Therefore, this Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	1.00	\$485.00	-1.00	-\$485.00	0.00	\$0.00
2370	670.2003 E	LF	\$9.700	40.00	\$388.00	-40.00	-\$388.00	0.00	\$0.00	
GALVANIZED STEEL CONDUIT, 2"										
Reason: This Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	40.00	\$388.00	-40.00	-\$388.00	0.00	\$0.00
2390	670.40 E	EACH	\$1,325.000	1.00	\$1,325.00	-1.00	-\$1,325.00	0.00	\$0.00	
CAST IRON JUNCTION BOXES										
Reason: This Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	1.00	\$1,325.00	-1.00	-\$1,325.00	0.00	\$0.00
2400	670.501225 E	EACH	\$550.000	6.00	\$3,300.00	-6.00	-\$3,300.00	0.00	\$0.00	
LUMINAIRE, HIGH PRESSURE SODIUM VAPOR, STANDARD MOUNT, MEDIUM, SEMI-CUTOFF, 250 WATTS										
Reason: At the request of the City, all street lighting was eliminated from the project. New street lighting to be provided and installed by National Grid. It will also be maintained as well as remain the ownership of National Grid. Therefore, this Item was not required for this project.										
<b>Funding Details</b>										
				1.1A GF Street	6.00	\$3,300.00	-6.00	-\$3,300.00	0.00	\$0.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised		
				Quantity	Amount	Quantity	Amount	Quantity	Amount	
<b>2420</b>	670.82 E	EACH	\$525.000	1.00	\$525.00	-1.00	-\$525.00	0.00	\$0.00	
REMOVE LAMPPOST FOUNDATION Reason: At the request of the City, all street lighting was eliminated from the project. New street lighting to be provided and installed by National Grid. It will also be maintained as well as remain the ownership of National Grid. Therefore, this Item was not required for this project.										
				<b>Funding Details</b>						
				1.1A GF Street	1.00	\$525.00	-1.00	-\$525.00	0.00	\$0.00
<b>3070</b>	204.01 E	CY	\$167.000	59.00	\$9,853.00	43.00	\$7,181.00	102.00	\$17,034.00	
CONTROLLED LOW STRENGTH MATERIAL (CLSM) Reason: An existing outfall structure under Knowlton's required additional CLSM to abandon it.										
				<b>Funding Details</b>						
				1.3A GF-Storm	0.00	\$0.00	11.00	\$1,837.00	11.00	\$1,837.00
				1.5A GF-Sewer	0.00	\$0.00	32.00	\$5,344.00	32.00	\$5,344.00
<b>3090</b>	604.4096 E	LF	\$1,177.530	51.50	\$60,642.80	10.10	\$11,893.05	61.60	\$72,535.85	
ROUND PRECAST CONCRETE MANHOLE TYPE 96 Reason: Additional quantity required based on actual field measurements.										
				<b>Funding Details</b>						
				1.3A GF-Storm	0.00	\$0.00	10.10	\$11,893.05	10.10	\$11,893.05
<b>(73 Items)</b>			<b>Totals</b>		<b>\$2,304,519.55</b>		<b>\$331,667.13</b>		<b>\$2,636,186.68</b>	

## New Items

Line Number	Item	Unit	Pending Quantity	Unit Price	Dollar Amount	
<b>Section: 1 - Default Section</b>						
<b>3230</b>	680.813105 E	EACH	20.00	\$143.950	\$2,879.00	
PEDESTRIAN SIGNAL MODULE - 12 INCH BI-MODAL, HAND/MAN SYMBOLS LED Reason: This Item replaces Item 680.813107 which was the incorrect module size.						
			<b>Funding Details</b>			
			1.1A GF Street	20.00	\$143.950	+\$2,879.00
<b>3240</b>	615.80010005 E	LF	10.00	\$737.988	\$7,379.88	
RAILING, TYPE 01 Reason: The stairs were replaced at the entrance to the Bike Shop as the existing stairs protruded into the sidewalk on the west side of Mill Street by running them parallel behind the sidewalk. As a result, a new handrail was required.						
			<b>Funding Details</b>			
			1.1A GF Street	0.92	\$737.988	+\$678.95
			1.2A GF Sidewalk	9.08	\$737.988	+\$6,700.93
<b>3270</b>	619.100201 E	EACH	19.00	\$82.010	\$1,558.19	
INTERIM PAVEMENT MARKINGS, SYMBOLS (TRAFFIC PAINT) Reason: This item was added AOB to replace Item 619.100202.						
			<b>Funding Details</b>			
			1.1A GF Street	19.00	\$82.010	+\$1,558.19

Line Number	Item	Unit	Pending Quantity	Unit Price	Dollar Amount
<b>3280</b>	619.100301 E	EACH	68.00	\$60.280	\$4,099.04
INTERIM PAVEMENT MARKINGS, LETTERS (TRAFFIC PAINT)					
Reason: This item was added AOB E to replace Item 619.100203.					
<b>Funding Details</b>					
		1.1A GF Street	68.00	\$60.280	+\$4,099.04
<b>3320</b>	554.40 E	SF	375.00	\$119.750	\$44,906.25
FILL TYPE RETAINING WALL (0 - 6FT.)					
Reason: The excavation for the east end of retaining wall #3 was in conflict with a utility pole therefore, B&L recommended and the City approved the use of this Item which would require a shallower excavation and eliminate the conflict.					
<b>Funding Details</b>					
		1.1A GF Street	375.00	\$119.750	+\$44,906.25
<b>3330</b>	625.110001 E	EACH	1.00	\$11,130.000	\$11,130.00
SURVEY GRADE GPS INSPECTION UNIT					
Reason: This Item was added AOB E with City approval for daily inspection use and recording as built data.					
<b>Funding Details</b>					
		1.1A GF Street	1.00	\$11,130.000	+\$11,130.00
<b>3340</b>	950.04 E	DC	210,916.59	\$1.000	\$210,916.59
AP - COMPOSITE ITEM 206.0201, SUPPLIMENTAL PAYMENT FOR ROCK AND NON ROCK COMPONENTS					
Reason: B&L has verified that CCI's claim for Item 206.0201 is in accordance with NYSDOT Standard Specification 104-04, Subsection D "Composite Items" and recommends supplemental payment under this Item. See documentation attached for further information.					
<b>Funding Details</b>					
		1.3A GF-Storm	179,761.94	\$1.000	+\$179,761.94
		1.4A GF-Water	21,385.71	\$1.000	+\$21,385.71
		2.4 L-Water	16,401.47	\$1.000	+\$16,401.47
		2.5 L-Sewer	-6,632.53	\$1.000	-\$6,632.53
<b>(7 Items)</b>					<b>Total: +\$282,868.95</b>

## Funding Summary

Fund Package	Original Amount	Authorized Amount	Pending Amount	Revised Amount
1.1A GF Street	\$3,817,265.83	\$3,915,238.50	+\$418,971.36	\$4,334,209.86
1.2A GF Sidewalk	\$643,007.50	\$653,227.08	+\$14,399.53	\$667,626.61
1.3A GF-Storm	\$1,438,445.50	\$1,407,649.29	+\$157,841.52	\$1,565,490.81
1.4A GF-Water	\$936,539.00	\$1,192,347.09	+\$21,385.71	\$1,213,732.80
1.5A GF-Sewer	\$23,100.00	\$48,646.28	+\$5,344.00	\$53,990.28
2.1 L-Street	\$391,331.60	\$422,437.20	+\$33,983.80	\$456,421.00
2.2 L-Sidewalk	\$50,830.00	\$50,830.00	-\$4,000.00	\$46,830.00
2.3 L-Storm	\$0.00	\$0.00	+\$44,012.22	\$44,012.22
2.4 L-Water	\$370,813.00	\$524,138.71	+\$16,401.47	\$540,540.18
2.5 L-Sewer	\$1,112,519.00	\$1,137,054.49	-\$93,803.53	\$1,043,250.96
<b>(10 Fund Packages)</b>	<b>\$8,783,851.43</b>	<b>\$9,351,568.64</b>	<b>+\$614,536.08</b>	<b>\$9,966,104.72</b>

## New Time Limits

Type	Pending Deadline	Pending Cost per Day
Completion Date	12/31/2016	\$2,500.00
Substantial Completion Date		

### (1 Time Limit)

Recommended by:

*Chad D. Scofield*

12/12/16

**Resident Engineer, Barton and Loguidice, D.P.C.**

**Date**

*[Signature]*

12/12/16

**CCI Companies, Inc.**

**Date**

**City of Watertown**

**Date**

**NYS DOT RLPL**

**Date**

**From:** Chad D. Scofield  
**Sent:** Monday, May 09, 2016 6:35 PM  
**To:** Ron Rinaldo  
**Cc:** Doug Fusillo; Nick Fusillo; Justin Wood; Joseph Gaus; Nancy Adams; Bill Planert  
**Subject:** PIN 7753.15/LD032467 Factory Street (NYS Route 283) Reconstruction: Mill Street to Huntington Street, City of Watertown, Jefferson County - Cost Price Analysis for Traffic Signal Items  
**Attachments:** Factory st-PA item 680.813103M-12 ped section.pdf; Factory st=PA 12 inch handman.pdf  
**Importance:** High

Ron,

We have reviewed the submitted Cost Price Analysis for Items 680.813103 and 680.813105. We are in agreement to a unit price of \$143.95/Each for Item 680.813105. However, it appears that the unit price for Item 680.813103 is more than twice the Weighted Average Bid Price. If you are agreeable to a unit price of \$218.97/Each let me know otherwise, reevaluate your unit price and resubmit. If you wish to discuss this further, please give me a call.

Regards,  
Chad

**Chad D. Scofield, I.E.**  
Resident Engineer

**Barton & Loguidice, D.P.C.**  
Engineers, Environmental Scientists, Planners, Landscape Architects

443 Electronics Parkway ♦ Liverpool, NY 13088 ♦ Phone: (315) 457-5200 ♦ Fax: (315) 451-0052 ♦ Cell: (315) 657-5619  
[www.bartonandloguidice.com](http://www.bartonandloguidice.com)

 Please consider the environment before printing this e-mail.

---

**From:** Ron Rinaldo [rrinaldo@ccicompanies.com]  
**Sent:** Monday, May 09, 2016 5:35 PM  
**To:** Chad D. Scofield  
**Cc:** Doug Fusillo; Nick Fusillo; Nancy Adams; [BPlanert@pandcg.com](mailto:BPlanert@pandcg.com)  
**Subject:** FW: Factory St-changed items

Chad

Attached please find Power & Constructions price analysis for items 680.813105M-12 and 680.813103M-12.

Thank You,  
Ron

Ron Rinaldo  
Project Manager  
CCI Companies  
PO Box 186  
Canastota, NY 13032  
(315) 663-7773 Cell

(315) 697-2547 Office  
(315) 697-8436 Fax  
[rrinaldo@ccicompanies.com](mailto:rrinaldo@ccicompanies.com)

---

**From:** Bill Planert [<mailto:BPlanert@pandcg.com>]  
**Sent:** Monday, May 09, 2016 12:27 PM  
**To:** Ron Rinaldo <[rrinaldo@ccicompanies.com](mailto:rrinaldo@ccicompanies.com)>  
**Cc:** Nancy Adams <[nadams@pandcg.com](mailto:nadams@pandcg.com)>  
**Subject:** Factory St-changed items  
**Importance:** High

Ron

Attached are the price analysis and back-up for item 680.813105M-12 " BI-MODAL H/M LED and item 813103M-12 inch-PED SIG SECTION TYPE 1 which were recently added to the contract.

These and the price analysis for the two wireless detection system items that I sent last week should bring us current on new items.

Please advise when these items are approved so we can move forward on them

If you have any questions please contact me.

William T. Planert

Project Manager  
Power and Construction Group Inc.

**Chad D. Scofield**

---

**From:** Ron Rinaldo [rrinaldo@ccicompanies.com]  
**Sent:** Monday, May 09, 2016 5:35 PM  
**To:** Chad D. Scofield  
**Cc:** Doug Fusillo; Nick Fusillo; Nancy Adams; BPlanert@pandcg.com  
**Subject:** FW: Factory St-changed items  
**Attachments:** Factory st-PA item 680.813103M-12 ped section.pdf; Factory st=PA 12 inch handman.pdf  
  
**Importance:** High

Chad

Attached please find Power & Constructions price analysis for items 680.813105M-12 and 680.813103M-12.

Thank You,  
Ron

Ron Rinaldo  
Project Manager  
CCI Companies  
PO Box 186  
Canastota, NY 13032  
(315) 663-7773 Cell  
(315) 697-2547 Office  
(315) 697-8436 Fax  
[rrinaldo@ccicompanies.com](mailto:rrinaldo@ccicompanies.com)

---

**From:** Bill Planert [mailto:BPlanert@pandcg.com]  
**Sent:** Monday, May 09, 2016 12:27 PM  
**To:** Ron Rinaldo <rrinaldo@ccicompanies.com>  
**Cc:** Nancy Adams <nadams@pandcg.com>  
**Subject:** Factory St-changed items  
**Importance:** High

Ron

Attached are the price analysis and back-up for item 680.813105M-12 " BI-MODAL H/M LED and item 813103M-12 inch-PED SIG SECTION TYPE 1 which were recently added to the contract.

These and the price analysis for the two wireless detection system items that I sent last week should bring us current on new items.

Please advise when these items are approved so we can move forward on them

If you have any questions please contact me.

William T. Planert

Project Manager  
Power and Construction Group Inc.



M-1

COPY

		<b>Highway Tech Quote</b>		
<b>City of Watertown – Factory Street Reconstruction Project</b>				
Qty.	Item	REVISED	Item Price	Total Price

)  
)  
)

P73659

P73659

18	680.813105M – 12" – BI-MODAL H/M LED		\$95.00	\$1,710.00
36	680.813103M – 12" – PED SIG SECT TYPE 1		\$103.00	\$3,708.00
6	680.8141M - SIDE OF POLE BRACKET		\$21.00	\$126.00

W  
W

4910  
P73659



Contract No. **D032467**

Item **615.80010005**

**(C) Equipment**

Description	Hours	FHWA Rate	Cost	Description	Hours	FHWA Rate	Cost
Pickup	16.00	\$ 12.01	\$ 192.16				

Subtotal (C): \$ 192.16

**(D) Required Insurances**

Enter % Payroll X Gross Wages (if based on Payroll, per backup)

<input type="text"/>	\$ 0.00
----------------------	---------

Enter % Total Sales X all (if based on Sales, per backup)

<input type="text"/>	\$ 0.00
----------------------	---------

Subtotal (D): \$ 0.00

**(E) Services (Professional)**

Description	# Of Units	Cost / Unit	Cost	Description	# Of Units	Cost / Unit	Cost
<input type="text"/>							

**Services (Work)**

Description	# Of Units	Cost / Unit	Cost	Description	# Of Units	Cost / Unit	Cost
<input type="text"/>							

**Services (Owner/Operator)**

Description	# Of Units	Cost / Unit	Cost	Description	# Of Units	Cost / Unit	Cost
<input type="text"/>							

Subtotal (E):

**(F) Overhead and Profit**

	OH & Profit %	Cost
Labor, Materials, Equipment, & Insurance (subtotal A+B+C+D)	20.00	\$ 1,229.98
Services		\$ 0.00

Subtotal (F): \$ 1,229.98

**Grand Total: \$ 7,379.88**

**Unit Price: \$ 737.99 per LF**

**NOTES**

- 1) Need backup to support Worker's Comp. Rate and Insurances
- 2) Insurance needs to indicate whether it's based on payroll or sales. Include back up.



Steel Sales Inc. - WBE / DBE Certified  
 P.O Box 539  
 8085 State Highway 12  
 Sherburne, NY 13460  
 Phone: 607-674-6363 Fax: 607-674-9706  
 Website: www.SteelSalesInc.com

**Business/ Mfg / Corp**  
 November 17, 2016  
 4:07:18PM  
 Page 1 of 1

REPRINT

Sales Order No 259530

Bill To CCI Companies Inc  
 P.O. Box 186  
 Canastota, NY 13032

Ship To CCI Companies Inc  
 7138 Mt Pleasant Street  
 Canastota, NY 13032

1-315-697-2547

Customer P.O.#: Bike Shop Stair - Tim Evans  
 Contract:  
 Salesman 1: Penne Wolf  
 Terms: 1%10-NET30

Quotation No: 1006201601  
 F.O.B.: Delivered  
 Salesman 2: Penne Wolf

**Due Date: 11/30/2016**  
 Order Date: 11/08/2016  
 Ship Via: Our Truck

Pcs	Description	Length	Weight	Price	UM	Extension	Tax
4	1-1/4 X .140 SCHEDULE 40 STAINLESS STEEL PIPE (1.660 OD) TYPE 304	20' 0"	182.64	\$139.95	E	\$559.80	T
1	Processing - Cut, Bend, Assemble and Weld 1 1/4" Sch. 40 stainless pipe handrail per customer provided drawing.		0.01	\$1,366.40	E	\$1,366.40	T
1	Powder coating -		0.01	\$459.00	E	\$459.00	T
1	Field Measurements and approval drawing. -		0.01	\$400.00	E	\$400.00	T

Total Weight **182.67**

**Subtotal Non taxable \$0.00**  
**Subtotal taxable \$2,785.20**  
**Madison Exc. Oneida: 8% \$222.82**  
**Total \$3,008.02**

**Unloading Instructions:**

**Messages:**

"We appreciate your business, there is no delivery charge for this order!"  
 Any claim for shipping errors or damage must be made to Steel Sales, Inc. within (10) days of delivery. All returned material will be subject to prior approval and a 15% restocking fee.

Please sign & print name  
 Visit us at: www.SteelSalesInc.com - We have a fresh NEW look!

## Chad D. Scofield

---

**From:** Chad D. Scofield  
**Sent:** Tuesday, November 08, 2016 11:51 AM  
**To:** Ron Rinaldo  
**Cc:** Doug Fusillo; Nick Fusillo; Wood, Justin (JWood@watertown-ny.gov); Joseph Gaus; Kevin H. Walton  
**Subject:** PIN 7753.15/LD032467 Factory Street (NYS Route 283) Reconstruction: Mill Street to Huntington Street, City of Watertown, Jefferson County - Items 619.100201 and 100301  
**Attachments:** 161108 377.007 AP Items 619.100201 and 619.100301.pdf

Ron,

We are agreeable to your submitted unit prices of \$82.01/Each and \$60.28/Each for Items 619.100201 and 619.100301, respectively. Therefore, you may proceed with the installation of these items. If you should have any questions, let me know.

Regards,  
Chad

**Chad D. Scofield, I.E.**  
Resident Engineer

**Barton & Loguidice, D.P.C.**  
Engineers, Environmental Scientists, Planners, Landscape Architects

443 Electronics Parkway ♦ Liverpool, NY 13088 ♦ Phone: (315) 457-5200 ♦ Fax: (315) 451-0052 ♦ Cell: (315) 657-5619  
[www.bartonandloguidice.com](http://www.bartonandloguidice.com)

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Pay Items Bid History Information US CUSTOMARY Items								
Item Number	Special Spec?	Spec Status	Status Date	Units	Price Indicator	Specification Document	Issuing Document	Message
619.100301		General Approval	09/06/2007	EACH			EI 07-006	EI 07-006
<b>Description:</b> INTERIM PAVEMENT MARKINGS, LETTERS (TRAFFIC PAINT)								
Search Pay Item Bid History								
<b>Quantity Range:</b>				<b>to</b>				
<b>Date Range for Price</b> Select a Date Range				<b>or</b>		11/03/2014 through		
<b>History:</b> 11/03/2016								
				Search		Reset		
Region	Number of Projects		Quantity	Weighted Average Price				
<input type="checkbox"/> Statewide	5		144.00	\$60.28		Export Data  Print		
D Number	Pin Number	Let Date	Project Description		Qty	Awarded Price	Extended Amt	
D263140	704242	03/17/2016	RTE. 26 AT ONEIDA/ONTARIO AVE. INTERSECTION (FORT DRUM)		100.00	\$50.00	\$5,000.00	
D263025	95009S	01/21/2016	SITE CONSTRUCTION		14.00	\$70.00	\$980.00	
D262997	708834	10/22/2015	NYS ROUTE 58 OVER OSWEGATCHIE RIVER - BRIDGE REHABILITATION		8.00	\$175.00	\$1,400.00	
D262976	080943	09/24/2015	TRAFFIC SIGNAL REQUIREMENTS 34.		2.00	\$100.00	\$200.00	
D262712	814522	11/20/2014	SCHUTT ROAD: DUNNING ROAD TO NORTH GALLERIA DRIVE		20.00	\$55.00	\$1,100.00	
<b>Total:</b>						<b>144.00</b>	<b>\$8,680.00</b>	
<input type="checkbox"/> 7	2		108.00	\$59.26		Export Data  Print		
<input type="checkbox"/> 8	1		20.00	\$55.00		Export Data  Print		
<input type="checkbox"/> 9	1		14.00	\$70.00		Export Data  Print		
<input type="checkbox"/> 10	1		2.00	\$100.00		Export Data  Print		

$$\$60^{28} - 5\% = \$57^{27} EA$$

**Pay Items Bid History Information US CUSTOMARY Items**

Item Number	Special Spec?	Spec Status	Status Date	Units	Price Indicator	Specification Document	Issuing Document	Message
619.100201		General Approval	09/06/2007	EACH			EI 07-006	EI 07-006
<b>Description:</b> INTERIM PAVEMENT MARKINGS, SYMBOLS (TRAFFIC PAINT)								

**Search Pay Item Bid History**

Quantity Range: \_\_\_\_\_ to \_\_\_\_\_

Date Range for Price Select a Date Range \_\_\_\_\_ or 11/03/2015 through \_\_\_\_\_

History: 11/03/2016

Search

Region	Number of Projects	Quantity	Weighted Average Price			
<input type="checkbox"/> Statewide	6	137.00	\$82.01	Export Data	<input type="button" value="Print"/>	<input type="button" value="Print"/>
D Number	Pin Number	Let Date	Project Description	Qty	Awarded Price	Extended Amt
D263237	080932	09/08/2016	BRIDGE REHABILITATION ALONG LONG ISLAND EXPRESSWAY (I-495).	2.00	\$100.00	\$200.00
D263194	700406	06/16/2016	NYS ROUTE 37B (PARKER AVE.) OVER THE GRASSE RIVER	4.00	\$150.00	\$600.00
D263180	425209	05/19/2016	ROUTE 252 AT JOHN STREET INTERSECTION SAFETY IMPROVMENTS	9.00	\$70.00	\$630.00
D263187	881302	04/21/2016	BRIDGE REHABILITATION & DECK REPLACEMENTS	2.00	\$58.83	\$117.66
D263134	581004	04/21/2016	D263134 SWEET HOME ROAD - PS&E SHARE 1 WITH STP-FLEX	68.00	\$66.00	\$4,488.00
D263140	704242	03/17/2016	RTE. 26 AT ONEIDA/ONTARIO AVE. INTERSECTION (FORT DRUM)	52.00	\$100.00	\$5,200.00
<b>Total:</b>					<b>137.00</b>	<b>\$11,235.66</b>
<input type="checkbox"/> 4		1	9.00	\$70.00	Export Data	<input type="button" value="Print"/>
<input type="checkbox"/> 5		1	68.00	\$66.00	Export Data	<input type="button" value="Print"/>
<input type="checkbox"/> 7		2	56.00	\$103.57	Export Data	<input type="button" value="Print"/>
<input type="checkbox"/> 8		1	2.00	\$58.83	Export Data	<input type="button" value="Print"/>
<input type="checkbox"/> 10		1	2.00	\$100.00	Export Data	<input type="button" value="Print"/>

*82<sup>01</sup> - 5% = 77<sup>81</sup> EA*

**PIN 7753.15/LD032467 Factory Street (NYS Route 283) Reconstruction:  
Mill Street to Huntington Street, City of Watertown, Jefferson County -  
Item 625.110001**

Chad D. Scofield

**Sent:** Monday, December 12, 2016 9:05 AM  
**To:** Ron Rinaldo [rrinaldo@ccicompanies.com]  
**Cc:** Doug Fusillo [dfusillo@ccicompanies.com]; Nick Fusillo [nfusillo@ccicompanies.com]; Joseph Gaus [JGaus@watertown-ny.gov]; Kevin H. Walton  
**Attachments:** 161205 377.007 I625.110001~1.pdf (598 KB)

Ron,

We are agreeable to your submitted unit price of \$3,180/Mnth for Item 625.110001. However, the unit for this Item is an Each. Therefore, we will pay 1 Each at \$3,180/Mnth x 3.5 Mnth = **\$11,130/Each**. If you should have any questions, let me know.

Regards,  
Chad

**Chad D. Scofield, I.E.**  
Resident Engineer

**Barton & Loguidice, D.P.C.**  
Engineers, Environmental Scientists, Planners, Landscape Architects

443 Electronics Parkway ♦ Liverpool, NY 13088 ♦ Phone: (315) 457-5200 ♦ Fax: (315) 451-0052 ♦ Cell: (315) 657-5619  
[www.bartonandloguidice.com](http://www.bartonandloguidice.com)

 Please consider the environment before printing this e-mail.

# Agreed Price Worksheet

Contract No.: D032467    Item No.: 625.110000    Quantity: 1    Units: Monthly  
 Item Description: Survey Grade GPS Inspection Unit

(A) Direct Labor							
Worker	Hours	Rate/Hour	Cost	Worker	Hours	Rate/Hour	Cost
<b>Subtotal (A):</b>							

(B) Supplementals							
Worker	Hours	Rate/Hour	Cost	Worker	Hours	Rate/Hour	Cost
<b>Subtotal (B):</b>							

(C) Worker's Compensation		
Percentage	Gross Wages	Subtotal (C):
		\$0.00

(D) Materials									
Description	Units	# of Units	Cost/Unit	Cost	Description	Units	# of Units	Cost/Unit	Cost
Rover Head		1	\$1,750.00	\$1,750.00					
Tablet		1	\$900.00	\$900.00					
<b>Subtotal (D):</b>									\$2,650.00

(E) Services									
Description	Units	# of Units	Cost/Unit	Cost	Description	Units	# of Units	Cost/Unit	Cost
<b>Subtotal (E):</b>									

(F) Overhead and Profit				
			OH & Profit %	Cost
Labor and Materials	A+B+C+D	\$2,650.00	20.00	\$530.00
Services	E			\$0.00
<b>Subtotal (F):</b>				\$530.00

(G) Equipment							
Description	Hours	FHWA Rate	Cost	Description	Hours	FHWA Rate	Cost
<b>Subtotal (G):</b>							

(H) Taxes & Liability			
	%	Gross Wages	Cost
FICA, MED, SUI, Holiday			\$0.00
Liability			\$0.00
<b>Subtotal (H):</b>			\$0.00

<b>Grand Total:</b>	<b>\$3,180.00</b>
<b>Unit Price</b>	<b>\$3,180.00 / Monthly</b>

Calculate Unit Price

**Chad D. Scofield**

---

**From:** Chad D. Scofield  
**Sent:** Wednesday, August 17, 2016 8:08 AM  
**To:** Ron Rinaldo  
**Cc:** Doug Fusillo; Nick Fusillo; Wood, Justin; Joseph Gaus  
**Subject:** PIN 7753.15/LD032467 Factory Street (NYS Route 283) Reconstruction: Mill Street to Huntington Street, City of Watertown, Jefferson County - Item 554.40  
**Attachments:** 160817 377.007 I554.40 AP.pdf

Ron,

We are in agreement to your submitted unit price of \$119.75/SF for Item 554.40. Therefore, you may proceed with this work. If you should have any questions, let me know.

Regards,  
Chad

**Chad D. Scofield, I.E.**

Resident Engineer

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# Agreed Price Worksheet

Contract No.: D032467    Item No.: 554.4    Quantity: 375    Units: S.F.  
 Item Description: SEGMENTAL BLOCK WALL

### (A) Direct Labor

Worker	Hours	Rate/Hour	Cost	Worker	Hours	Rate/Hour	Cost
FOREMAN	64.00	\$38.09	\$2,437.76	TEAMSTER	24.00	\$25.82	\$619.68
OPERATOR A	24.00	\$38.97	\$935.28				
OPERATOR B	64.00	\$38.09	\$2,437.76				
LABORER B	140.00	\$24.81	\$3,473.40				

**Subtotal (A):** \$9,903.88

### (B) Supplementals

Worker	Hours	Rate/Hour	Cost	Worker	Hours	Rate/Hour	Cost
FOREMAN	64.00	\$24.95	\$1,596.80	TEAMSTER	24.00	\$23.52	\$564.48
OPERATOR A	24.00	\$24.95	\$598.80				
OPERATOR B	64.00	\$24.95	\$1,596.80				
LABORER B	140.00	\$21.50	\$3,010.00				

**Subtotal (B):** \$7,366.88

### (C) Worker's Compensation

Percentage <u>18.99</u>	Gross Wages <u>\$9,903.88</u>	<b>Subtotal (C):</b> \$1,880.75
-------------------------	-------------------------------	---------------------------------

### (D) Materials

Description	Units	# of Units	Cost/Unit	Cost	Description	Units	# of Units	Cost/Unit	Cost
ROCKWOOD CLASSIC 8	EACH	400	\$10.00	\$4,000.00	DUKE - HEAVY WOOD PALLETT	EACH	16	\$14.00	\$224.00
SET UP CHARGE WALL UNITS	EACH	1	\$750.00	\$750.00	SUBBASE	TON	126	\$8.85	\$1,115.10
ROCKWOOD COPING UNITS	EACH	75	\$9.00	\$675.00					
SET UP CHARGE COPING UNITS	EACH	1	\$750.00	\$750.00					

**Subtotal (D):** \$7,514.10

### (E) Services

Description	Units	# of Units	Cost/Unit	Cost	Description	Units	# of Units	Cost/Unit	Cost
ENGINEERING COST PLUG	LS	1	\$2,500.00	\$2,500.00					

**Subtotal (E):** \$2,500.00

### (F) Overhead and Profit

		OH & Profit %	Cost
Labor and Materials	A+B+C+D	20.00	\$5,333.12
Services	E	5.00	\$125.00

**Subtotal (F):** \$5,458.12

### (G) Equipment

Description	Hours	FHWA Rate	Cost	Description	Hours	FHWA Rate	Cost
FORD F 150	64.00	\$12.16	\$778.24				
KOMATSU 138	24.00	\$75.73	\$1,817.52				
JOHN DEERE 544	64.00	\$57.01	\$3,648.64				
ON-HIGHWAY DUMP	24.00	\$73.19	\$1,756.56				

**Subtotal (G):** \$8,000.96

### (H) Taxes & Liability

	%	Gross Wages	Cost
FICA, MED, SUI, Holiday	15.000	\$9,903.88	\$1,485.58
Liability	8.040	\$9,903.88	\$796.27

**Subtotal (H):** \$2,281.85

<b>Grand Total:</b>	<b>\$44,906.54</b>
<b>Unit Price</b>	<b>\$119.75 / S.F.</b>

Calculate Unit Price



# Duke Concrete Products

50 Duke Industrial Park, Queensbury, NY 12804

518-793-7743 dukeconcrete.com

A division of Arnan Development Corporation  
 6459 State Highway 23, Oneonta, NY 13820  
 607-432-6641 • Fax 607-433-6284

PRICE QUOTE	
Quote #	00071256 - 04
Date	06/23/16
Ship Date	06/23/16
Expiration Date	07/23/16
P/O #	
Job #	

<b>Bill To</b>	<b>Cust# COMM02</b>
<b>COMMERCIAL LANDSCAPE SALES</b>	

<b>Ship To</b>
<b>CCI COMPANIES</b>
HUNINGTON STREET
WATERTOWN

Contact	Sls	Ship Via	F.O.B.	Terms	User Defined	User Defined	Pg#
	Frank	OUR TRUCK		COD			1

LN	Item #	Description	Qty.	UM	Unit Price	Total
001	*32RC8DOT	ROCKWOOD CLASSIC 8 DOT APPROVED	400.00	EA	10.0000	\$4,000.00
002	*32SU	SET UP CHARGE FOR WALL UNITS	1.00	EA	750.0000	\$750.00
003	*32RCDOT	ROCKWOOD COPING UNITS 18 LIN INCHES PER UNIT	75.00	EA	9.0000	\$675.00
004	*32SU	SET UP CHARGE FOR COPING UNITS	1.00	EA	750.0000	\$750.00
005	PALLET-DUKE	DUKE - HEAVY WOOD PALLET 40X48	16.00	EA	14.0000	\$224.00
006	**ENG	Engineering Costs Are Not Included In This Estimate And Quantities Are Subject To Change Based On Final Engineered Drawings. Preliminary Design Drawings Are Not Intended To Be Used For Construction.				
007	**	ALL SPECIAL ORDER PRODUCT WILL BE SOLD IN FULL LOTS. QUANTITIES ARE APPROXIMATE AND CUSTOMER WILL BE RESPONSIBLE FOR PURCHASE OF FULL LOT.				

<b>Total Weight</b>			1,120.00	<b>Sub Total</b>	\$6,399.00
				<b>Discount</b>	\$0.00
				<b>Freight</b>	\$1,000.00
				<b>COD/Insu/Misc</b>	\$0.00
				<b>Tax (EXECT)</b>	\$0.00
				<b>Total</b>	<b>\$7,399.00</b>

**Pay Items Bid History Information US CUSTOMARY Items**

Item Number	Special Spec?	Spec Status	Status Date	Units	Price Indicator	Specification Document	Issuing Document	Message
554.40		General Approval	05/05/2011	SF			EI 10-031	EI 10-031
<b>Description:</b> FILL TYPE RETAINING WALL (0 - 6FT.)								

**Search Pay Item Bid History**

Quantity Range:  to

Date Range for Price  or

History: through

Region	Number of Projects	Quantity	Weighted Average Price			
Statewide	3	274.00	\$107.54	Export Data		
D Number	Pin Number	Let Date	Project Description	Qty	Awarded Price	Extended Amt
D263180	425209	05/19/2016	ROUTE 252 AT JOHN STREET INTERSECTION SAFTEY IMPROVMENTS	88.00	\$72.00	\$6,336.00
D263073	904131	03/31/2016	RTE 17C OVER CAYUTA CREEK	111.00	\$164.00	\$18,204.00
D263107	1BOW0B	02/04/2016	REPLACEMENT OF TWO BRIDGES IN ESSEX COUNTY	75.00	\$65.68	\$4,926.00
<b>Total:</b>					<b>274.00</b>	<b>\$29,466.00</b>
1		1	75.00	\$65.68	Export Data	
4		1	88.00	\$72.00	Export Data	
9		1	111.00	\$164.00	Export Data	



**COMPANIES, INC.**

PO BOX 186  
CANASTOTA, NY 13032  
(315) 697-2547

4 November 2016

Via E-Mail (only) to [cscofield@bartonandloguidice.com](mailto:cscofield@bartonandloguidice.com)

Mr. Chad D. Scofield  
Resident Engineer  
Barton & Loguidice, D.P.C.  
120 Washington Street, Suite 201  
Watertown, New York 13601

Re: D032467 Factory Street Reconstruction Project  
Final Data Supporting Significant Change in the Character of Work –  
Item 206.0201

Dear Chad:

Further to your e-mail of 26 September 2016, we compiled and reexamined the data supporting our claim that there is a significant change in the character of work for Item 206.0201. Because of this reexamination, our claim has been reduced to \$210,911.55 over the \$700,050.32 currently shown in Estimate #18.

Most notably, an embedded calculation was identified that inadvertently inflated the amount of rock present in the drainage while deflating the amounts for each of the sanitary sewer and water main systems. This error was corrected, and the data / calculations were organized and polished in the attached spreadsheet for your review.

The bid price of the composite item for the rock and non-rock components remains:

Bid Rock -  $\$96.81 \times 3650 \text{ yards}^3 = \$353,356.50$

Bid Earth -  $\$20.98 \times 8920 \text{ yards}^3 = \$187,141.60$

As before, please note that the actual bid amount of \$540,510 (i.e., 12,570 yards<sup>3</sup> x \$43.00) exceeds the sum of those items above (i.e., \$540,998.10) by \$11.90, due to rounding.

Based on the attached spreadsheet the actual composition of excavated materials is provided in the chart below. The "ORIGINAL" values were taken from the original plans.

SUMMARY OF TRENCH AND CULVERT EXCAVATION (ITEM 206.0201 ONLY)			
SOURCE	EXCAVATION		ITEM 206.0201
	ROCK	NON-ROCK	
SANITARY SEWER SYSTEM	220 (ORIGINAL)		2,170 (ORIGINAL) ACTUAL NOT SEPERATED
	541 (ACTUAL)		
DRAINAGE SYSTEM	2,100 (ORIGINAL)		6,000 (ORIGINAL) ACTUAL NOT SEPERATED
	4,468 (ACTUAL)		
WATER MAIN SYSTEM	1,330 (ORIGINAL)		4,425 (ORIGINAL) ACTUAL NOT SEPERATED
	2,500 (ACTUAL)		
TOTALS	3,650 (ORIGINAL)		12,595 (ORIGINAL) 16,280 (EST. #18)
	7,509 (ACTUAL)		

Using total rock value of 7,509 yards<sup>3</sup> and the Estimate #18 total of 16,280 yards<sup>3</sup>, it is presumed that the total non-rock or "Earth" quantity is the difference, namely 7,509 yards<sup>3</sup> subtracted from 16,280 yards<sup>3</sup> equaling 8,771 yards<sup>3</sup>. Applying the bid amounts results in the following:

Bid Rock - \$96.81 (Bid Price) x 7,509 yards<sup>3</sup> = \$726,946.29

Bid Earth - \$20.98 (Bid Price) x 8,771 yards<sup>3</sup> = \$184,015.58

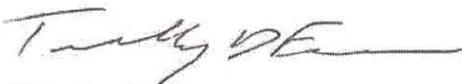
Total - \$910,961.87 (Actual) vs \$700,050.32 (Est. 18, See Below)

Estimate #18 currently indicates that the City of Watertown currently owes CCI for the excavation of 16,280.24 yards<sup>3</sup> at a price of \$43.00 per yard<sup>3</sup>. This totals \$700,050.32. Because of the change in character of the item in terms of the ratio of rock to earth, the actual amount owed to CCI is \$910,961.87, which is an additional \$210,911.55.

Please note that the above numbers do not include quantities that may need to be applied/added against item 206.0201 in future estimates. It is not expected that there will be additional quantities of Rock, but there may be additional, outstanding quantities of Earth yet to be applied/added in future estimates. It is understood at our end that such additional quantities of Earth (i.e., not Rock) would be paid at \$20.98 per yard<sup>3</sup>.

Please ask any questions that you have.

Yours sincerely,



Timothy D. Evans  
 VP Engineering, CCI Companies, Inc.

Letter to CDS from TE  
November 4, 2016  
Page 3 of 3

Enc: 2016 11 04 – D032467 – Weighted Rock Calculations – (15 Pages)

Cc.: Kevin H. Walton, Office Engineer, Barton & Loguidice  
Doug Fusillo, President, CCI Companies, Inc.  
Ron Rinaldo, Superintendent, CCI Companies, Inc.  
Nick Fusillo, Project Engineer, CCI Companies, Inc.



A	B	C	D	E	F	G	H	I
2								
3	<b>Summary of Additional Rock - Details Follow</b>							
4								
5	<b>SANITARY SEWER SYSTEM</b>							
6			Total Volume of Rock (Sanitary Sewer System Pipe Runs)				456	yards^3
7			Total Volume of Rock (Sanitary Sewer System <del>Pipe Runs</del> <i>STRUCTURES</i> )				85	yards^3
8			<b>Total Volume of Rock in Sanitary Sewer System</b>				<b>541</b>	<b>yards^3</b>
9								
10	<b>DRAINAGE SYSTEM</b>							
11			Total Volume of Rock (Drainage System Pipe Runs)				2964	yards^3
12			Total Volume of Rock (Drainage System Structures)				1503	yards^3
13			<b>Total Volume of Rock in Drainage System</b>				<b>4468</b>	<b>yards^3</b>
14								
15	<b>WATER MAIN SYSTEM</b>							
16			Volume of Extra Rock (Water Main System Factory Street Pipe Run)				539	yards^3
17			Volume of Extra Rock (Water Main System Mill Street Pipe Run)				274	yards^3
18			Volume of Extra Rock (Water Main System Services)				94	yards^3
19			Volume of Extra Rock (Water Main System Valves)				56	yards^3
20			Volume of Extra Rock (Water Main System Fire Services)				208	yards^3
21			<b>Total Volume of Extra Rock in Water Main System</b>				<b>1170</b>	<b>yards^3</b>
22								
23	<b>SUMMARY OF TRENCH AND CULVERT EXCAVATION</b>							
24	(ITEM 206.0201 ONLY)							
25	SOURCE		EXCAVATION			ITEM		
26			ROCK		NON-ROCK	206.0201		
27	SANITARY SEWER SYSTEM		220 (ORIGINAL)			2,170 (ORIGINAL)		
28			541 (ACTUAL)			ACTUAL NO SEPERATED		
29	DRAINAGE SYSTEM		2,100 (ORIGINAL)			6,000 (ORIGINAL)		
30			4,468 (ACTUAL)			ACTUAL NO SEPERATED		
31	WATER MAIN SYSTEM		1,330 (ORIGINAL)			4,425 (ORIGINAL)		
32			2,500 (ACTUAL)			ACTUAL NO SEPERATED		
33	TOTALS		3,650 (ORIGINAL)			12,595 (ORIGINAL)		
34			7,509 (ACTUAL)			16,280 (ESTIMATE 18)		



A	B	C	D	E	F	G	H	I	
35	<b>SANITARY SEWER SYSTEM</b>								
36	<b>Pipe Run (Sanitary Sewer System)</b>								
37	Pipe Run	Diameter (inch)	Width (feet)	Length (feet)	Depth (feet)	Volume (yards^3)			
38	1805	12	3	114.77	1.20	15.30			
39	1805A	12	3	41.36	2.50	11.49			
40	1805B	12	3	36.24	2.70	10.87			
41	1805C	12	3	164.27	1.00	18.25			
42	1804	12	3	328.42	1.75	63.86			
43	1804A	12	3	225.35	3.20	80.12			
44	2759	15	4	205.49	3.00	91.33			
45	898	12	3	371.70	4.00	165.20			
46	<b>Total Volume of Rock (Sanitary Sewer System Pipe Runs)</b>					<b>456</b>	<b>yards^3</b>		



A	B	C	D	E	F	G	H	I	
47	<b>Structures (Sanitary Sewer System)</b>								
48	Structure		Width (feet)	Length (feet)	Depth (feet)	Volume (yards^3)			
49	1020		9	9	2.03	6.09			
50	1020A		9	9	3.52	10.56			
51	1020B		9	9	3.57	10.71			
52	1020C		9	9	2.57	7.71			
53	1456		9	9	1.80	5.40			
54	1456A		9	9	3.38	10.14			
55	1036		9	9	4.90	14.70			
56	690A		9	9	6.50	19.50			
57	<b>Total Volume of Rock (Sanitary Sewer System Pipe Runs)</b>					<b>85</b>	<b>yards^3</b>		



A	B	C	D	E	F	G	H	I
58	<b>DRAINAGE SYSTEM</b>							
59	<b>Pipe Run (Drainage System)</b>							
60	Pipe Run	Diameter (inch)	Width (feet)	Length (feet)	Depth (feet)	Volume (yards^3)		
61	F01	30	6.5	20.73	4.4	21.96		
62	F02	30	6.5	3.42	4.0	3.29		
63	F03	30	6.5	30.39	4.0	29.26		
64	F04	30	6.5	94.88	4.0	91.37		
65	F05	12	3.0	38.04	2.8	11.83		
66	F05A	12	3.0	47.01	1.8	9.40		
67	F06	15	4.0	60.72	2.7	24.29		
68	F07	12	3.0	37.16	3.8	15.69		
69	F08	30	6.5	62.77	3.9	58.93		
70	F09	24	6.0	157.60	4.6	161.10		
71	F10	24	6.0	44.61	3.5	34.70		
72	F11	24	6.0	74.03	3.7	60.87		
73	F12	24	6.0	34.32	4.7	35.85		
74	F15	12	3.0	41.74	1.3	6.03		
75	F15A	12	3.0	8.26	1.9	1.74		
76	F16	12	3.0	8.28	2.8	2.58		
77	F17	24	6.0	276.40	4.7	288.68		
78	F18	12	3.0	41.71	1.7	7.88		
79	F18A	12	3.0	8.50	1.6	1.51		
80	F19	12	3.0	75.82	2.2	18.53		
81	F20	15	4.0	70.63	3.8	39.76		
82	F21	15	4.0	43.58	3.6	23.24		
83	F22	24	6.0	116.43	3.5	90.56		
84	F23	36	7.0	59.33	4.3	66.14		
85	F24	42	8.0	83.47	6.5	160.76		
86	F24A	42	8.0	115.36	6.5	222.17		
87	F25	12	3.0	30.63	3.3	11.23		
88	F26	15	4.0	142.27	3.8	80.09		
89	F27	15	4.0	38.65	3.8	21.76		
90	F28	42	8.0	6.12	5.0	9.07		
91	F29	42	8.0	109.88	5.2	169.30		
92	F30	42	8.0	19.58	8.0	46.41		
93	F30A	42	8.0	5.65	8.0	13.39		
94	F31	24	6.0	12.79	3.0	8.53		
95	F33	24	6.0	6.50	3.0	4.33		
96	F34A	24	6.0	6.26	3.1	4.31		
97	F35	24	6.0	100.42	3.5	78.10		
98	F36	12	3.0	37.00	2.4	9.87		
99	F37	24	6.0	114.37	3.4	86.41		
100	F38	12	3.0	37.00	2.5	10.28		
101	F38A	18	4.5	127.36	2.4	50.94		



A	B	C	D	E	F	G	H	I	
102	F39	12	3.0	37.00	1.0	4.11			
103	F40	15	4.0	172.04	2.5	63.72			
104	F41	12	3.0	29.90	2.5	8.31			
105	F42	12	3.0	172.12	0.9	17.21			
106	F42A	12	3.0	24.13	1.1	2.95			
107	F45	12	3.0	25.00	2.5	6.94			
108	F48	12	3.0	22.72	2.0	5.05			
109	M01	30	6.5	17.84	11.8	50.68			
110	M02	30	6.5	100.32	9.5	229.44			
111	M03	30	6.5	99.47	8.5	203.55			
112	M05	24	6.0	5.01	2.8	3.12			
113	ME01	36	7.0	35.81	6.3	58.49			
114	ME02	36	7.0	102.49	3.3	87.69			
115	ME03	36	7.0	98.76	2.9	74.25			
116	ME04	36	7.0	37.51	3.5	34.04			
117	P01	24	6.0	18.08	3.5	14.06			
118	P03	24	6.0	11.21	3.5	8.72			
119	<b>Total Volume of Rock (Drainage System Pipe Runs)</b>					<b>2964</b>	<b>yards^3</b>		



A	B	C	D	E	F	G	H	I
120	<b>Structures (Drainage System)</b>							
121	Structure	Structure Type	Pay Width (feet)	Pay Length (feet)	Depth (feet)	Volume (yards^3)		
122	DS-02	60	10.00	10.00	10.29	38.11		
123	DS-03	96	13.00	13.00	13.17	82.43		
124	DS-04	N	9.00	11.67	12.46	48.47		
125	DS-05	96	13.00	13.00	5.50	34.43		
126	DS-06	72	11.00	11.00	5.50	24.65		
127	DS-07	L	10.00	9.00	6.67	22.23		
128	DS-08A	48	9.00	9.00	4.51	13.53		
129	DS-09	G	10.00	9.00	5.03	16.75		
130	DS-10	F	9.00	9.00	4.30	12.90		
131	DS-10A	T	7.17	8.50	2.30	5.19		
132	DS-11	G	10.00	9.00	6.58	21.93		
133	DS-12	F	9.00	9.00	4.00	12.00		
134	DS-15	F	9.00	9.00	3.40	10.20		
135	DS-15A	60	10.00	10.00	3.50	12.96		
136	DS-16	F	9.00	9.00	3.40	10.20		
137	DS-17	OFFSET	8.00	9.00	4.70	12.53		
138	DS-18	F	9.00	9.00	4.00	12.00		
139	DS-19	OFFSET	8.00	9.00	4.70	12.53		
140	DS-19A	E	8.00	9.00	5.32	14.19		
141	DS-20	F	9.00	9.00	1.90	5.70		
142	DS-21	F	9.00	9.00	1.30	3.90		
143	DS-22	F	9.00	9.00	3.71	11.13		
144	DS-23	F	9.00	9.00	2.52	7.56		
145	DS-24	F	9.00	9.00	2.00	6.00		
146	DS-24A	Type 60	10.00	10.00	4.00	14.81		
147	DS-25	F	9.00	9.00	2.40	7.20		
148	DS-26	F	9.00	9.00	5.90	17.70		
149	DS-27	F	9.00	9.00	5.53	16.59		
150	DS-28	96	13.00	13.00	3.00	18.78		
151	DS-28A	F	9.00	9.00	4.38	13.14		
152	DS-29	K	10.00	10.00	4.29	15.89		
153	DS-30	60	10.00	10.00	3.41	12.63		
154	DS-31	K	10.00	10.00	3.35	12.41		
155	DS-32	P	11.67	11.67	7.59	38.27		
156	DS-33	K	10.00	10.00	6.80	25.19		
157	DS-33A	K	10.00	10.00	7.56	28.00		
158	DS-34	F	9.00	9.00	4.95	14.85		
159	DS-35	F	9.00	9.00	4.29	12.87		
160	DS-36	F	9.00	9.00	4.23	12.69		
161	DS-37	K	10.00	10.00	6.07	22.49		
162	DS-38	96	13.00	13.00	6.84	42.81		
163	DS-39	96	13.00	13.00	9.59	60.03		



A	B	C	D	E	F	G	H	I	
164	DS-39A	96	13.00	13.00	9.59	60.03			
165	DS-39B	Special Structure	17.33	16.00	10.00	102.70			
166	N/A	Outfall	10.00	26.00	12.00	115.56			
167	DS-40	96	13.00	13.00	3.40	21.28			
168	DS-41	72	11.00	11.00	3.22	14.43			
169	DS-42	F	9.00	9.00	3.02	9.06			
170	DS-43	F	9.00	9.00	4.19	12.57			
171	DS-44	F	9.00	9.00	2.00	6.00			
172	DS-45	F	9.00	9.00	4.22	12.66			
173	DS-46	F	9.00	9.00	1.20	3.60			
174	DS-47	F	9.00	9.00	4.27	12.81			
175	DS-48	F	9.00	9.00	0.50	1.50			
176	DS-49	48	9.00	9.00	4.97	14.91			
177	DS-49A	F	9.00	9.00	2.08	6.25			
178	DS-50	F	9.00	9.00	2.50	7.50			
179	DS-51	F	9.00	9.00	0.90	2.70			
180	DS-55	F	9.00	9.00	3.36	10.08			
181	DS-56B	F	9.00	9.00	3.08	9.24			
182	DS-58	F	9.00	9.00	2.86	8.58			
183	DS-59	60	10.00	10.00	4.64	17.19			
184	DS-61	60	10.00	10.00	1.68	6.22			
185	DS-62	60	10.00	10.00	1.68	6.22			
186	WQU#1	96	13.00	13.00	9.02	56.46			
187	WQU#2	96	13.00	13.00	15.00	93.89			
188	WQU#3	72	11.00	11.00	12.00	53.78			
189	<b>Total Volume of Rock (Drainage System Structures)</b>					<b>1503</b>	<b>yards^3</b>		



A	B	C	D	E	F	G	H	I
190	<b>WATER MAIN SYSTEM</b>							
191	<b>Factory Street Pipe Run (Water Main System)</b>							
192	Station	Decimal Eq. of Station (100 feet)	Measured Elevation of Rock (feet)	Expected Elevation of Rock (feet)	$\Delta$ Between Measured and Expected (feet)	Distance Between Stations (100 feet)	Relative length of $\Delta$ in Rock .5dist to prior + .5dist to after (100 feet)	Weighted deviation (H#*F#)
193	18+58	18.58	449.40	448.50	0.90		0.27	0.24
194						0.53		
195	19+11	19.11	449.61	447.90	1.71		0.47	0.80
196						0.41		
197	19+52	19.52	448.98	447.75	1.23		0.27	0.33
198						0.13		
199	19+65	19.65	449.33	448.70	0.63		0.14	0.09
200						0.14		
201	19+79	19.79	450.20	449.50	0.70		0.25	0.17
202						0.35		
203	20+14	20.14	449.38	448.90	0.48		0.27	0.13
204						0.18		
205	20+32	20.32	449.51	447.40	2.11		0.28	0.59
206						0.38		
207	20+70	20.70	449.45	445.70	3.75		0.33	1.26
208						0.29		
209	20+99	20.99	450.04	447.00	3.04		0.34	1.03
210						0.39		
211	21+38	21.38	451.13	449.90	1.23		0.37	0.45
212						0.35		
213	21+73	21.73	450.46	450.20	0.26		0.28	0.07
214						0.20		
215	21+93	21.93	450.48	450.13	0.36		0.29	0.10
216						0.38		
217	22+31	22.31	450.82	450.00	0.82		0.44	0.36
218						0.49		
219	22+80	22.80	451.23	450.01	1.22		0.63	0.77
220						0.77		
221	23+57	23.57	452.30	452.25	0.05		0.62	0.03
222						0.47		
223	24+04	24.04	452.32	451.50	0.82		0.40	0.33
224						0.33		
225	24+37	24.37	451.47	451.40	0.07		0.26	0.02
226						0.18		
227	24+55	24.55	451.25	451.20	0.05		0.68	0.03
228						1.19		
229	25+74	25.74	453.48	450.75	2.73		0.90	2.44



A	B	C	D	E	F	G	H	I
230						0.60		
231	26+34	26.34	451.94	452.10	-0.16		0.61	-0.10
232						0.62		
233	26+96	26.96	454.75	451.00	3.75		0.33	1.24
234						0.04		
235	27+31	27.00	453.30	454.40	-1.10		0.37	-0.41
236						0.70		
237	27+70	27.70	453.80	454.80	-1.00		0.45	-0.45
238						0.20		
239	27+90	27.90	456.24	455.50	0.74		0.24	0.17
240						0.27		
241	28+17	28.17	456.17	455.75	0.42		0.25	0.10
242						0.22		
243	28+39	28.39	455.35	456.10	-0.75		0.26	-0.20
244						0.30		
245	28+69	28.69	456.40	456.10	0.30		0.26	0.08
246						0.22		
247	28+91	28.91	455.64	456.30	-0.66		0.23	-0.15
248						0.25		
249	29+16	29.16	456.80	456.55	0.25		0.25	0.06
250						0.25		
251	29+41	29.41	455.98	456.90	-0.92		0.23	-0.22
252						0.22		
253	29+63	29.63	457.50	457.50	0.00		0.18	0.00
254						0.13		
255	29+76	29.76	456.40	457.70	-1.30		0.18	-0.23
256						0.22		
257	29+98	29.98	457.76	458.00	-0.24		0.31	-0.07
258						0.39		
259	30+37	30.37	456.73	456.60	0.13		0.34	0.04
260						0.29		
261	30+66	30.66	457.56	456.50	1.06		0.26	0.28
262						0.23		
263	30+89	30.89	458.22	456.50	1.72		0.20	0.34
264						0.17		
265	31+06	31.06	458.30	456.60	1.70		0.18	0.31
266						0.19		
267	31+25	31.25	457.75	456.75	1.00		0.31	0.31
268						0.43		
269	31+68	31.68	458.37	457.10	1.27		0.43	0.54
270						0.42		
271	32+10	32.10	457.10	457.40	-0.30		0.59	-0.18
272						0.75		
273	32+85	32.85	457.84	457.80	0.04		0.52	0.02
274						0.30		
275	33+15	33.15	457.99	457.85	0.14		0.36	0.05



A	B	C	D	E	F	G	H	I
276						0.42		
277	33+57	33.57	457.25	457.60	-0.35		0.35	-0.12
278						0.28		
279	33+85	33.85	457.68	458.00	-0.32		0.33	-0.11
280						0.38		
281	34+23	34.23	459.00	458.10	0.89		0.46	0.41
282						0.54		
283	34+77	34.77	458.80	457.90	0.90		0.38	0.34
284						0.22		
285	34+99	34.99	458.42	458.05	0.37		0.25	0.09
286						0.28		
287	35+27	35.27	458.85	458.25	0.60		0.28	0.17
288						0.28		
289	35+55	35.55	458.95	458.30	0.65		0.42	0.28
290						0.57		
291	36+12	36.12	459.30	458.40	0.90		0.49	0.44
292						0.40		
293	36+52	36.52	459.62	457.90	1.72		0.33	0.57
294						0.26		
295	36+78	36.78	460.98	457.60	3.38		0.24	0.83
296						0.23		
297	37+01	37.01	459.83	457.90	1.93		0.27	0.53
298						0.32		
299	37+33	37.33	460.20	458.20	2.00		0.35	0.70
300						0.38		
301	37+71	37.71	461.01	458.40	2.61		0.40	1.04
302						0.42		
303	38+13	38.13	461.45	458.60	2.85		0.29	0.84
304						0.17		
305	38+30	38.30	462.00	459.00	3.00		0.18	0.55
306						0.20		
307	38+50	38.50	461.15	455.20	5.95		0.20	1.19
308						0.20		
309	38+70	38.70	459.50	458.03	1.47		0.30	0.44
310						0.40		
311	39+10	39.10	460.45	460.20	0.25		0.35	0.09
312						0.30		
313	39+40	39.40	460.50	461.50	-1.00		0.30	-0.30
314						0.30		
315	39+70	39.70	460.40	459.70	0.70		0.25	0.17
316						0.20		
317	39+90	39.90	460.40	456.60	3.80		0.23	0.87
318						0.26		
319	40+16	40.16	461.41	454.10	7.31		0.30	2.19
320						0.34		
321	40+50	40.50	461.10	453.60	7.50		0.37	2.78



A	B	C	D	E	F	G	H	I	
322						0.40			
323	40+90	40.90	461.32	455.01	6.31		0.37	2.33	
324						0.34			
325	41+24	41.24	461.20	458.40	2.80		0.34	0.95	
326						0.34			
327	41+58	41.58	460.75	458.90	1.85		0.40	0.73	
328						0.45			
329	42+03	42.03	461.04	458.80	2.24		0.35	0.78	
330						0.25			
331	42+28	42.28	460.98	458.60	2.38		0.23	0.56	
332						0.22			
333	42+50	42.50	462.22	458.85	3.37		0.26	0.88	
334						0.30			
335	42+80	42.80	461.45	458.90	2.55		0.32	0.83	
336						0.35			
337	43+15	43.15	461.20	458.35	2.85		0.34	0.97	
338						0.33			
339	43+48	43.48	460.10	457.80	2.30		0.16	0.38	
340		24.90					24.90	33.21	
341						Average $\Delta$ Elevation	1.33	feet	
342						Average width	4	feet	
343						Overall Length	2725	feet	
344						Volume of extra rock	14540	feet <sup>3</sup>	
345	<b>Volume of Extra Rock (Water Main System Factory Street Pipe Run)</b>							<b>539</b>	<b>yards<sup>3</sup></b>



A	B	C	D	E	F	G	H	I	
346	<b>Mill Street Pipe Run (Water Main System)</b>								
347	Station	Decimal Eq. of Station (100 feet)	Measured Elevation of Rock (feet)	Expected Elevation of Rock (feet)	$\Delta$ Between Measured and Expected (feet)	Distance Between Stations (100 feet)	Relative length of $\Delta$ in Rock .5dist to prior + .5dist to after (100 feet)	Weighted deviation (H#*F#)	
348	MS 13+49	13.49	460.36	450.00	10.36		0.13	1.35	
349						0.26			
350	MS 13+23	13.23	460.47	453.00	7.47		0.29	2.13	
351						0.31			
352	MS 12+92	12.92	458.15	455.10	3.05		0.65	1.96	
353						0.98			
354	MS 11+94	11.94	464.66	461.00	3.66		0.88	3.22	
355						0.78			
356	MS 11+16	11.16	462.20	459.10	3.10		0.57	1.77	
357						0.36			
358	MS 10+80	10.80	460.35	458.02	2.33		0.34	0.78	
359						0.31			
360	MS 10+49	10.49	463.79	458.40	5.39		0.25	1.35	
361						0.19			
362	MS 10+30	10.30	463.42	459.00	4.42		0.22	0.97	
363						0.25			
364	MS 10+05	10.05	464.74	460.00	4.74		0.13	0.59	
365		3.44					3.44	14.12	
366						Average $\Delta$ Elevation	4.11	feet	
367						Average width	4	feet	
368						Overall Length	450	feet	
369						Volume of extra rock	7389	feet <sup>3</sup>	
370	<b>Volume of Extra Rock (Water Main System Mill Street Pipe Run)</b>							<b>274</b>	<b>yards<sup>3</sup></b>



A	B	C	D	E	F	G	H	I	
371	<b>Services (Water Main System)</b>								
372	<b>Rock volumes calculated by foreman from direct measurements</b>								
373	Location / Station					Volume (yards <sup>3</sup> )			
374	First Round					5.330			
375	34+62					7.220			
376	Cole Santes					4.000			
377	Laundry Mat					3.333			
378	Pizza Place					5.440			
379	27+95					7.111			
380	32+51					4.000			
381	31+72					5.330			
382	30+07					7.330			
383	28+48					5.330			
384	26+32					13.330			
385	27+87					2.220			
386	20+75					1.160			
387	23+64					7.340			
388	42+27					3.000			
389	43+02					5.100			
390	38+21					7.162			
391	<b>Volume of Extra Rock (Water Main System Services)</b>					<b>94</b>	<b>yards<sup>3</sup></b>		



A	B	C	D	E	F	G	H	I	
392	<b>Valves Requiring Removal of Rock (Water Main System)</b>								
393	The width and length shown here are amounts additional to the trench.								
394	Station		Width (feet)	Length (feet)	Depth (feet)	Volume (yards^3)			
395	20+00		4	10	5.7	8.44			
396	22+95		4	10	4.8	7.11			
397	30+15		4	10	7.5	11.11			
398	33+37		4	10	5.5	8.15			
399	40+46		4	10	3.0	4.44			
400	44+10		4	10	4.0	5.93			
401	MS 13+90		4	10	7.5	11.11			
402	<b>Volume of Extra Rock (Water Main System Valves)</b>					<b>56</b>	<b>yards^3</b>		



A	B	C	D	E	F	G	H	I	
403	<b>Fire Services (Water Main System)</b>								
404	Station		Width (feet)	Length (feet)	Depth (feet)	Volume (yd^3)			
405	Knowlton		10	25	5.40	50.00	two leads		
406	19+20		3	23	3.00	7.67			
407	21+10		3	22	6.30	15.40			
408	22+50		3	25	3.00	8.33			
409	24+10		3	24	7.50	20.00			
410	24+40		6	24	3.00	16.00	two leads		
411	26+25		3	27	3.50	10.50			
412	26+30		3	25	3.00	8.33			
413	27+30		6	25	3.00	16.67	two leads		
414	29+45		3	24	2.00	5.33			
415	33+32		3	28	3.50	10.89			
416	34+60		6	25	2.00	11.11	two leads		
417	36+50		3	30	4.00	13.33			
418	40+20		3	25	2.00	5.56			
419	41+70		3	20	2.00	4.44			
420	43+80		3	21	2.00	4.67			
421	<b>Volume of Extra Rock (Water Main System Fire Services)</b>					<b>208</b>	<b>yards^3</b>		



**COMPANIES, INC.**

PO BOX 186  
CANASTOTA, NY 13032  
(315) 697-2547

3 June 2016

Via E-Mail (only) to [cscofield@bartonandloguidice.com](mailto:cscofield@bartonandloguidice.com)

Mr. Chad D. Scofield  
Barton & Loguidice  
120 Washington Street, Suite 201  
Watertown, New York 13601

Re: D032467 Factory Street Reconstruction Project  
Notice of Significant Change in the Character of Work – Item 206.0201

Dear Mr. Scofield:

It is now becoming evident there will be a significant change in the character of work relating to composite item 206.0201, trench and culvert excavation.

In accordance with Section 104-04(B), variances in such composite items are to be handled as follows:

***D. Composite Items.*** Composite items, for the purposes of this subsection, consist of rock and non-rock components, and are limited to unclassified excavation and trench and culvert excavation identified on the Earthwork Summary Sheets. The term "significant change" shall be construed to apply only if the composite item is a Major Item, any individual component of the composite is less than 75% or more than 125% of the quantity stated in the Earthwork Summary Sheet used by the Department in preparing the contract, and the reasonable costs of the composite item either increases or decreases as a result of the change. The adjustment in payment shall be based on variance in quantity of the individual components from the quantity stated in the Earthwork Summary Sheet. For contracts containing Major Items of unclassified excavation and/or trench and culvert excavation, the Contractor shall submit, at the request of the Engineer, its price breakdown of the bid price of the composite item for the rock and non-rock components.

In the present instance, we are yet uncertain of the final percentages of rock versus earth, but we are becoming quite certain that the actual percentage of rock will far exceed that in the Earthwork Summary Sheet.

The original chart provided in the Earthwork Summary Sheet is as follows:

SUMMARY OF TRENCH AND CULVERT EXCAVATION (ITEM 206.0201 ONLY)				
SOURCE	EXCAVATION		ITEM 206.0201	
	ROCK	NON-ROCK		
SANITARY SEWER SYSTEM	220		2,170	
DRAINAGE SYSTEM	2,100		6,000	
WATER MAIN SYSTEM	1,330		4,425	
TOTALS	3,650		12,595	

NOTE: ROCK QUANTITIES ABOVE ARE APPROXIMATED BY A PERCENTAGE OF THE TOTAL ITEM 206.0201, WITH SANITARY SEWERS HAVING A LESSER PERCENTAGE BECAUSE THEY ARE PROPOSED GENERALLY TO OCCUPY THE SAME TRENCH AS EXISTING.

For future conversations on this topic, the following is our price breakdown of the bid price of the composite item for the rock and non-rock components.

Bid Rock -  $\$96.81 \times 3650 \text{ yards}^3 = \$353,356.50$

Bid Earth -  $\$20.98 \times 8920 \text{ yards}^3 = \$187,141.60$

Please note that the actual bid amount of \$540,510 (i.e., 12,570 yards<sup>3</sup> x \$43.00) exceeds the sum of those items above (i.e., \$540,998.10) by \$11.90, due to rounding.

We will return with more specifics regarding the quantities and percentages once they become available.

Please ask any questions that you have.

Yours sincerely,



Tim Evans, VP Engineering  
CCI Companies, Inc.

Cc.: Doug Fusillo, (dfusillo@ccicompanies.com)  
Nick Fusillo, (nfusillo@ccicompanies.com)  
Ron Rinaldo, (rrinaldo@ccicompanies.com)  
Anthony DaRin, (adarin@bartonandloguidice.com)



**COMPANIES, INC.**

PO BOX 186  
CANASTOTA, NY 13032  
(315) 697-2547

12 September 2016

Via E-Mail (only) to [cscofield@bartonandloguidice.com](mailto:cscofield@bartonandloguidice.com)

Mr. Chad D. Scofield  
Resident Engineer  
Barton & Loguidice, D.P.C.  
120 Washington Street, Suite 201  
Watertown, New York 13601

Re: D032467 Factory Street Reconstruction Project  
Further Information Re Significant Change in the Character of Work –  
Item 206.0201

Dear Mr. Scofield:

Further to our letter of June 3, 2016, we now have further facts to pass along relating to the significant change in the character of work relating to composite item 206.0201, trench and culvert excavation. We hope that by providing you with these facts now, we can assist you with any proofs or verifications prior to the placement of concrete or other top courses.

As provided in our June 3<sup>rd</sup> letter, Section 104-04(D) variances in such composite items are to be handled in accordance with Section 104-04(D), which provides:

**D. Composite Items.** Composite items, for the purposes of this subsection, consist of rock and non-rock components, and are limited to unclassified excavation and trench and culvert excavation identified on the Earthwork Summary Sheets. The term "significant change" shall be construed to apply only if the composite item is a Major Item, any individual component of the composite is less than 75% or more than 125% of the quantity stated in the Earthwork Summary Sheet used by the Department in preparing the contract, and the reasonable costs of the composite item either increases or decreases as a result of the change. The adjustment in payment shall be based on variance in quantity of the individual components from the quantity stated in the Earthwork Summary Sheet. For contracts containing Major Items of unclassified excavation and/or trench and culvert excavation, the Contractor shall submit, at the request of the Engineer, its price breakdown of the bid price of the composite item for the rock and non-rock components.

The original chart provided in the Earthwork Summary Sheet is as follows:

SUMMARY OF TRENCH AND CULVERT EXCAVATION (ITEM 206.0201 ONLY)			
SOURCE	EXCAVATION		ITEM 206.0201
	ROCK	NON-ROCK	
SANITARY SEWER SYSTEM	220		2,170
DRAINAGE SYSTEM	2,100		6,000
WATER MAIN SYSTEM	1,330		4,425
<b>TOTALS</b>	<b>3,650</b>		<b>12,595</b>

NOTE: ROCK QUANTITIES ABOVE ARE APPROXIMATED BY A PERCENTAGE OF THE TOTAL ITEM 206.0201, WITH SANITARY SEWERS HAVING A LESSER PERCENTAGE BECAUSE THEY ARE PROPOSED GENERALLY TO OCCUPY THE SAME TRENCH AS EXISTING.

The following is our breakdown of the bid price of the composite item for the rock and non-rock components.

$$\text{Bid Rock} - \$96.81 \times 3650 \text{ yards}^3 = \$353,356.50$$

$$\text{Bid Earth} - \$20.98 \times 8920 \text{ yards}^3 = \$187,141.60$$

Please note that the actual bid amount of \$540,510 (i.e., 12,570 yards<sup>3</sup> x \$43.00) exceeds the sum of those items above (i.e., \$540,998.10) by \$11.90, due to rounding.

Using the original format of the Earthwork Summary Sheet, the actual excavations were found to be as follows:

SUMMARY OF TRENCH AND CULVERT EXCAVATION (ITEM 206.0201 ONLY)			
SOURCE	EXCAVATION		ITEM 206.0201
	ROCK	NON-ROCK	
SANITARY SEWER SYSTEM	220 (ORIGINAL) 470 (ACTUAL)		2,170 (ORIGINAL) ACTUAL NOT SEPERATED
DRAINAGE SYSTEM	2,100 (ORIGINAL) 7,758 (ACTUAL)		6,000 (ORIGINAL) ACTUAL NOT SEPERATED
WATER MAIN SYSTEM	1,330 (ORIGINAL) 2,310 (ACTUAL)		4,425 (ORIGINAL) ACTUAL NOT SEPERATED
<b>TOTALS</b>	<b>3,650 (ORIGINAL) 10,538 (ACTUAL)</b>		<b>12,595 (ORIGINAL) 16,050 (EST. #15)</b>

Using total rock value of 10,538 yards<sup>3</sup> and the Estimate #15 total of 16,050 yards<sup>3</sup>, it is presumed that the total non-rock or "Earth" quantity is the difference, namely 10,538 yards<sup>3</sup> subtracted from 16,050 yards<sup>3</sup> equaling 5,512 yards<sup>3</sup>. Applying the bid amounts results in the following:

Bid Rock -	\$96.81 (Bid Price) x 10,538 yards <sup>3</sup>	= \$1,020,183.78
Bid Earth -	\$20.98 (Bid Price) x 5,512 yards <sup>3</sup>	= \$115,641.76
Total -	\$1,135,825.54 (Actual)	

The Actual total of \$1,135,825.54 varies from the bid amount of \$540,510.00 by \$595,315.54.

As of Estimate #15, CCI has been paid \$634,506.71. Accordingly, CCI is owed an additional \$501,318.83 for work item 206.0201 for the work performed to date.

Please note that the above numbers do not include quantities that may to be applied/added against item 206.0201 in future estimates. It is not expected that there will be additional quantities of Rock, but there may be additional, outstanding quantities of Earth yet to be applied/added in future estimates. It is understood at our end that such additional quantities of Earth (i.e., not Rock) would be paid at the Bid Price of \$20.98 for Earth.

Please ask any questions that you have.

Yours sincerely,



Tim Evans, VP Engineering  
CCI Companies, Inc.

Cc.: Kevin H. Walton, Office Engineer, Barton & Loguidice  
Doug Fusillo, President, CCI Companies, Inc.  
Ron Rinaldo, Superintendent, CCI Companies, Inc.  
Nick Fusillo, Project Engineer, CCI Companies, Inc.



**COMPANIES, INC.**

PO BOX 186  
CANASTOTA, NY 13032  
(315) 697-2547

3/23/16

Chad D. Scofield  
Resident Engineer  
Barton & Loduidice, D.P.C.  
Rock Quantity Overrun

Dear Chad,

While excavating the water main trench at the intersection of High Street and Factory Street the top of rock elevation was found to be significantly higher than shown on the plans. This raised concerns over the accuracy of the rock elevation shown on the water main profile located on pages 245 through 252 of the plans. As a result of this concern a GPS rover was used to capture top of rock elevations throughout the remaining duration of the water main trench excavation. Once the trench excavation was completed the station, measured elevation using the rover, and the elevation which was scaled from the water main profiles were entered into an excel worksheet. In the excel sheet the measured elevation was compared to the scaled elevation from the profile and an average difference in elevation was established. This average elevation difference was then applied across the length of the water main trench.

As shown on page 43 of the plans in the Earthwork Summary Sheet a quantity of 1330 cubic yards had been established, however a quantity of 2216.4 cubic yards has been determined using the process previously described. By comparing the two quantities an overrun of 886.4 cubic yards can be established. Of the 886.4 cubic yards overrun 556.6038 cubic yards fell along Factory Street where an average elevation difference of 1.378743 feet was determined. The remaining 329.78519 cubic yards fell on mechanic Street where no top of rock elevation was given in the water main profile sheets.

Thank You,

CCI Companies, Inc.  
Nick Fusillo, Project Engineer

Sta.	Measured	Expected	$\Delta$ (ft)
18+58	449.4	448.5	0.9
19+11	449.612	447.9	1.712
19+52	448.978	447.75	1.228
19+65	449.33	448.7	0.63
19+79	450.2	449.5	0.7
20+14	449.379	448.9	0.479
20+32	449.514	447.4	2.114
20+70	449.454	445.7	3.754
20+99	450.044	447	3.044
21+38	451.128	449.9	1.228
21+73	450.456	450.2	0.256
21+93	450.483	450.125	0.358
22+31	450.82	450	0.82
22+80	451.233	450.01	1.223
23+57	452.298	452.25	0.048
24+04	452.32	451.5	0.82
24+37	451.468	451.4	0.068
24+55	451.25	451.2	0.05
25+74	453.476	450.75	2.726
26+34	451.942	452.1	-0.158
26+96	454.75	451	3.75
27+31	453.3	454.4	-1.1
27+70	453.8	454.8	-1
27+90	456.243	455.5	0.743
28+17	456.17	455.75	0.42
28+39	455.35	456.1	-0.75
28+69	456.4	456.1	0.3
28+91	455.644	456.3	-0.656
29+16	456.8	456.55	0.25
29+41	455.98	456.9	-0.92
29+63	457.5	457.5	0
29+76	456.4	457.7	-1.3
29+98	457.76	458	-0.24
30+37	456.727	456.6	0.127
30+66	457.56	456.5	1.06
30+89	458.22	456.5	1.72
31+06	458.3	456.6	1.7
31+25	457.75	456.75	1
31+68	458.37	457.1	1.27
32+10	457.1	457.4	-0.3
32+85	457.84	457.8	0.04
33+15	457.99	457.85	0.14
33+57	457.25	457.6	-0.35
33+85	457.68	458	-0.32
34+23	458.995	458.1	0.895
34+77	458.8	457.9	0.9

34+99	458.42	458.05	0.37
35+27	458.854	458.25	0.604
35+55	458.95	458.3	0.65
36+12	459.3	458.4	0.9
36+52	459.62	457.9	1.72
36+78	460.976	457.6	3.376
37+01	459.83	457.9	1.93
37+33	460.2	458.2	2
37+71	461.006	458.4	2.606
38+13	461.45	458.6	2.85
38+30	462	459	3
38+50	461.15	455.2	5.95
38+70	459.5	458.03	1.47
39+10	460.45	460.2	0.25
39+40	460.5	461.5	-1
39+70	460.4	459.7	0.7
39+90	460.4	456.6	3.8
40+16	461.414	454.1	7.314
40+50	461.1	453.6	7.5
40+90	461.32	455.01	6.31
41+24	461.2	458.4	2.8
41+58	460.753	458.9	1.853
42+03	461.04	458.8	2.24
42+28	460.981	458.6	2.381
42+50	462.224	458.85	3.374
42+80	461.45	458.9	2.55
43+15	461.2	458.35	2.85
43+48	460.1	457.8	2.3

average  $\Delta$  elevation 1.378743

Additional Factory St. 556.6037538

M13+49	460.363	450	10.363
M13+23	460.473	453	7.473
M12+92	458.146	455.1	3.046
M11+94	464.66	461	3.66
M11+16	462.2	459.1	3.1
M10+80	460.345	458.02	2.325
M10+49	463.792	458.4	5.392
M10+30	463.424	459	4.424
M10+05	464.738	460	4.738

4.946778

Additional Mech. St. 329.7851852

Services  
location volume (cy)

First Rounc	5.33	
34+62	7.22	
cole santes	4	
laundry ma	3.333	
pizza place	5.44	
27+95	7.111	
32+51	4	
31+72	5.33	
30+07	7.33	2016 total
28+48	5.33	93.736
26+32	13.33	
27+87	2.22	
20+75	1.16	
23+64	7.34	
42+27	3	
43+02	5.1	
38+21	7.162	

total additional rock (cy) 980.1249

total 2310.1249

total rock 10537.866

6887.865939

Ord No. 1

December 14, 2016

To: The Honorable Mayor and City Council

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

Subject: Amending Section 310-9.2, Health Services Districts, of the Zoning Ordinance to Allow "Offices" as a Permitted Use

At its November 21, 2016 meeting, the City Council defeated an ordinance to change the Approved Zoning Classification of 1104 and 1108 Washington Street from Health Services to Neighborhood Business. The applicant, Michael J. Leonelli of Capital Assurance, sought the zone change in order to operate a finance business at 1104 Washington Street.

Several Council members expressed a reluctance to approve a zone change to Neighborhood Business after considering all the uses allowed in Neighborhood Business Districts, including restaurants. The City Council instead expressed support for amending the Zoning Ordinance to allow "Offices" as a permitted use in Health Services Districts, which would enable Mr. Leonelli to operate his business at the above location.

The proposed amendment to Section 310-9.2, Health Services Districts, of the Zoning Ordinance would allow "Offices," as defined in Section 310-1 of the Zoning Ordinance, as a use-by-right in Health Services Districts.

The Planning Board reviewed the requested amendment at its December 6, 2016 meeting and voted 5-0 to adopt a motion recommending that City Council approve the request. An excerpt from the Planning Board's meeting minutes is attached.

The Jefferson County Planning Board is scheduled to review the request at its December 27, 2016 meeting to determine if the amendment has any county-wide or inter-municipal issues or if it is of local concern only.

The attached ordinance adopts the amendment as requested. The Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 p.m. on Tuesday, January 3, 2017. A SEQRA resolution will also be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Amending the Code of the City of Watertown, Section 310-9.2 Health Services Districts

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*

\_\_\_\_\_

BE IT ORDAINED where the City Council of the City of Watertown has submitted an application to amend Section 310-9.2, Paragraph B, Health Services Districts of the Zoning Ordinance of the City of Watertown to allow "Offices" as a permitted principal use, and

WHEREAS the Planning Board of the City of Watertown reviewed the proposed zoning text amendment to Section 310-9.2, Paragraph B of the Zoning Ordinance at its December 6, 2016 meeting and unanimously adopted a motion recommending that City Council approve the amendment as proposed, and

WHEREAS the Jefferson County Planning Board reviewed the proposed zoning text amendment at its December 27, 2016 meeting pursuant to New York State General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed zoning text amendment on January 3, 2017, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the following permitted principal use is added to **§ 310-9.2 Health Services Districts, Paragraph B:**

B. (8) Offices.

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

**Seconded by**

**ZONING ORDINANCE TEXT AMENDMENT**  
**SECTION 310-9.2**

The Planning Board then considered a request submitted by the City Council of the City of Watertown to amend Section 310-9.2, Health Services Districts, of the Zoning Ordinance to allow “Business or professional offices” as a permitted use.

Mr. Neddo then proposed amending the request to read “offices” only, as defined by the City Code of the City of Watertown. Mr. Neddo said that the reasoning behind his suggestion was that there was a specific definition in the Zoning Ordinance for offices. Mr. Lumbis then said that the Planning Board would need to note the amendment when they moved to recommend approval.

Ms. Capone then moved to recommend that City Council approve the zone change request submitted by City Council of the City of Watertown to amend Section 310-9.2, Health Services Districts, of the Zoning Ordinance to allow “Offices” as a permitted use.

Ms. Fields seconded the motion and all voted in favor.

Mr. Coburn asked if there was a SEQR requirement. Mr. Urda replied that City Council was the lead agency under SEQR for this request.

Ord No. 2

December 14, 2016

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 111, 140, 145 and 161 Clinton Street, Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, from Limited Business to Downtown

Thomas H. Ross of GYMO, DPC, on behalf of Lundy Development and Property Management and Watertown Savings Bank, has submitted the above subject zone change request.

The Planning Board reviewed the request at its December 6, 2016 meeting and defeated a motion recommending that City Council approve the zone change request as submitted. One member voted in favor of the motion and four voted against, with one member absent.

As the Council will note in the attached excerpt from the Planning Board's meeting minutes, the Board primarily cited a concern over the parking requirements in the Downtown District and felt that this concern outweighed the flexibility that the Downtown District provides with regard to uses and setbacks and its overall intent to create a mixed-use environment that revitalizes activity in the area.

In addition to the application materials, the Planning Department report on the zone change request prepared for the Planning Board is also attached.

The Jefferson County Planning Board is scheduled to review the request at its December 27, 2016 meeting to determine if the zone change has any significant county-wide or inter-municipal issues or if it is of local concern only.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 p.m. on Tuesday, January 3, 2017. A SEQRA resolution will be presented for City Council consideration at that meeting.

# ORDINANCE

Page 1 of 2

Changing the Approved Zoning Classification of 111, 140, 145 and 161 Clinton Street, Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, from Limited Business to Downtown

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***

BE IT ORDAINED where Thomas H. Ross of GYMO, DPC, on behalf of Lundy Development and Property Management and Watertown Savings Bank, has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 111, 140, 145 and 161 Clinton Street, Respective Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, from Limited Business to Downtown, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its December 6, 2016 meeting and defeated a motion recommending that City Council approve the zone change, and

WHEREAS the Jefferson County Planning Board reviewed the proposed zone change request at its December 27, 2016 meeting pursuant to New York State General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed zone change on January 3, 2016, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 111, 140, 145 and 161 Clinton Street, Respective Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, shall be changed from Limited Business to Downtown District, and

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

# ORDINANCE

Page 2 of 2

Changing the Approved Zoning Classification of 111, 140, 145 and 161 Clinton Street, Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, from Limited Business to Downtown

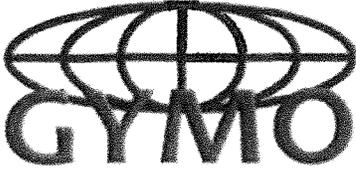
- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

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

**Seconded by**



ARCHITECTURE  
ENGINEERING  
ENVIRONMENTAL  
LAND SURVEYING

18 November 2016

Honorable Mayor and City Council  
Engineering Department, Room 305  
245 Washington Street,  
Watertown, NY 13601

Re: Application for Zone Change  
Proposed Clinton Street Office Campus Project  
File: 2016-425E

Edward G. Olley, Jr., AIA  
William P. Plante, PLS  
Patrick J. Scordo, PE  
Ryan G. Churchill, PE

Gregory F. Ashley, PLS  
Scott W. Soules, AIA

In Consultation  
Leo F. Gozalkowski, PLS  
Stephen W. Yaussi, AIA

Dear Honorable Mayor and City Council:

On behalf of Lundy Development and Property Management (LDPM), GYMO, D.P.C ("GYMO") is submitting a Zone Change Application for the Clinton Street Office Campus (Tax Parcel 10-07-109.000) and the adjoining Watertown Savings Bank (WSB) Parcels (111,140,145 Clinton St.). A zoning change from a "Limited Business" zone to the "Downtown" district zoning is being requested by the applicant. The following items have been attached for your review:

- Project description (below);
- Schematic Site Plan by Harrington & Mosher Architects, P.C.;
- Highlighted Tax Map;
- Short Environmental Assessment Form – Part 1, and
- Survey Map and Suggested Description of 161-171 Clinton Street.

#### Applicant Contact Information

Lundy Development and Property Management  
Contact Person: Mr. Michael E. Lundy  
35794 NYS Route 126  
Carthage, NY 13619  
[mlundy@mlundygroup.com](mailto:mlundy@mlundygroup.com)

#### Project Description

LDPM will acquire City of Watertown Tax Parcel # 10-07-109 (161-171 Clinton Street). The property currently contains a large asphalt parking lot and two (2) office buildings, along with necessary utilities to serve these buildings. The parcel is currently zoned as Limited Business. Surrounding land uses are consistent in nature to the proposed project and zone change request.

After meetings and discussion with the City of Watertown Planning Department, it was suggested that we approach officials of WSB to consider the bank parcels (111,140,145 Clinton St.) in this Zone Change Application (from Limited Business to the Downtown Zone) to avoid "Spot Zoning". WSB has agreed to include their parcels in this application.

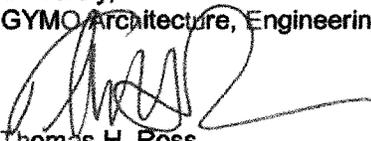
The proposed development would involve the complete renovation of the existing one-story building on the corner of Sherman and Clinton Street, and would provide updated, professional office space. Additionally, the existing Medical Arts Building would be demolished and replaced by an office building fronting on Sherman Street. A "campus" feel for this parcel is the goal of the developer, with a decorative retaining wall and hedges surrounding portions of three (3) sides of the parcel. Plans for two (2) driveways (one each off of Mullin and

Clinton Street) would lead to a large parking area in the center of the parcel. A Schematic Site Plan is attached to view a conceptual design for the project parcel.

The applicant is requesting a Zone Change to the Downtown District to assist in the development plans of the parcel. The applicant would like the space to be comprised of primarily professional office space, however would like the flexibility to include retail space within the parcel. Additionally, the Downtown zoning designation would allow flexibility for the applicant in regards to setback requirements and parking requirements. The existing parcel and surrounding parcel uses tend to act as the downtown area does with the surrounding uses including retail, office space, and commercial space. The parcel is located close to downtown and adjacent to the downtown overlay. It is our opinion that the surrounding uses, proposed land use of the parcel, and location of the parcel correspond well with the "Downtown" Zoning District.

If you have any questions or require additional information, please do not hesitate to contact our office at your earliest convenience.

Sincerely,  
GYMO Architecture, Engineering & Land Surveying, D.P.C.



Thomas H. Ross  
Project Engineer

Enclosures

PC: Patrick J. Scordo, P.E. – GYMO  
Michael E. Lundy – Lundy Development

**SUGGESTED DESCRIPTION**

**2.684 +/- Acre Parcel  
City of Watertown**

**July 14, 2016  
Revised August 15, 2016  
Project No. 80-78s.01**

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

BEGINNING at a ½" iron pipe with cap set at the intersection of the easterly street margin of Sherman Street and the southerly street margin of Clinton Street;

THENCE S.86°-57'-43" E., along the southerly street margin of Clinton Street, a distance of 322.10 feet to a ½" iron pipe found;

THENCE S.03°-16'-26" W., a distance of 215.60 feet to a ½" iron pipe found;

THENCE N.87°-32'-48" W., a distance of 25.00 feet to a ½" iron pipe with cap set;

THENCE S.03°-41'-04" W., a distance of 162.03 feet to a ½" iron pipe found in the northerly street margin of Mullin Street;

THENCE N.87°-32'-46" W., along the northerly street margin of Mullin Street, a distance of 290.05 feet to a ½" iron pipe with cap set in the previously mentioned westerly margin of Sherman Street;

THENCE N.02°-22'-59" E., along the previously mentioned easterly margin of Sherman Street a distance of 380.85 feet to the POINT of BEGINNING.

CONTAINING 2.684 acres of land more or less.

SUBJECT to any rights or restrictions of record.

IT BEING the intent to describe a parcel of land previously conveyed by Watertown Savings Bank to John Doldo, Jr., individually, and John Doldo, Jr., Executor of the Lewis G. Spicer Estate by deed recorded in the Jefferson County Clerk's Office in Liber 918, at Page 366 on September 29, 1981, as shown on a map titled "Map of 161-171 Clinton Street, Prepared for Lundy Development and Property Management, City of Watertown, County of Jefferson, State of New York," dated July 14, 2016, prepared by GYMO, Architecture, Engineering & Land Surveying, P.C., Watertown, New York.

---

Howard P. Lyndaker III  
P.L.S. #50716

## Short Environmental Assessment Form

### Part 1 - Project Information

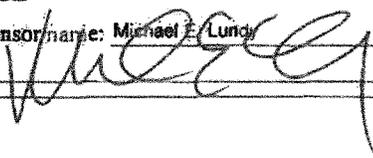
#### Instructions for Completing

**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>				
Name of Action or Project: Clinton Street Office Campus Project Zone Change				
Project Location (describe, and attach a location map): 161 - 171 Clinton Street, 111, 140, 145 Clinton Street, City of Watertown				
Brief Description of Proposed Action: The applicant is requesting a Zone Change from Limited Business to the Downtown District to assist in the development plans of the parcel. The applicant would like the space to be comprised of primarily professional office space, however would like the flexibility to include retail space within the parcel. Additionally, the Downtown zoning designation would allow flexibility for the applicant in regards to setback requirements and parking requirements.				
Name of Applicant or Sponsor: Lundy Development and Property Management - Mr. Michael E. Lundy		Telephone: 315 - 493 -2493 E-Mail: mlundy@mlundygroup.com		
Address: 35794 NYS Route 126				
City/PO: Carthage	State: NY	Zip Code: 13619		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		6.09 acres		
b. Total acreage to be physically disturbed?		0.0 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		2.68 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 type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p>	<p>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>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>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: Michael E. Lund</p>		<p>Date: 11/18/2016</p>
<p>Signature: </p>		

Full View

CLINT

Butler



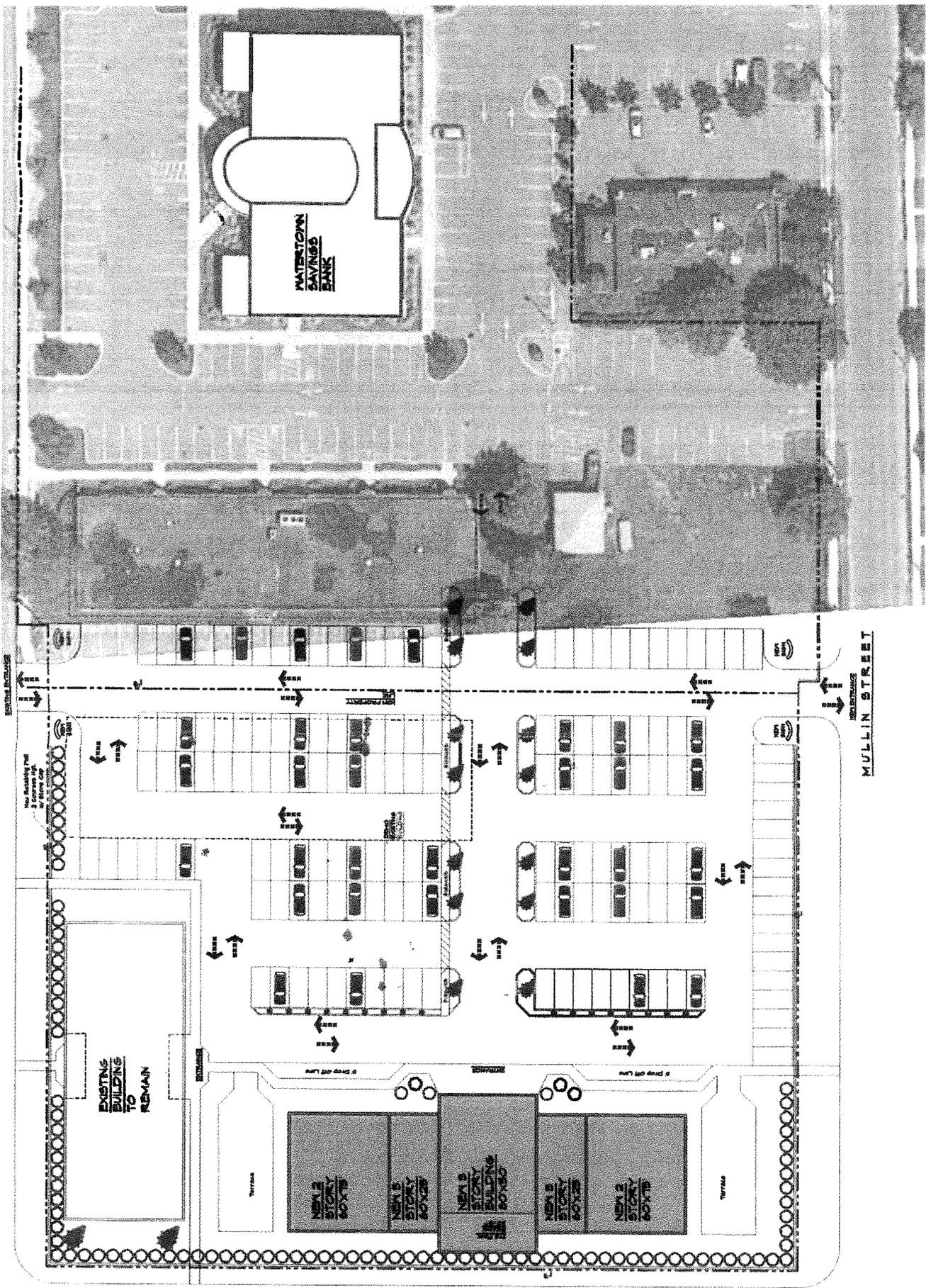
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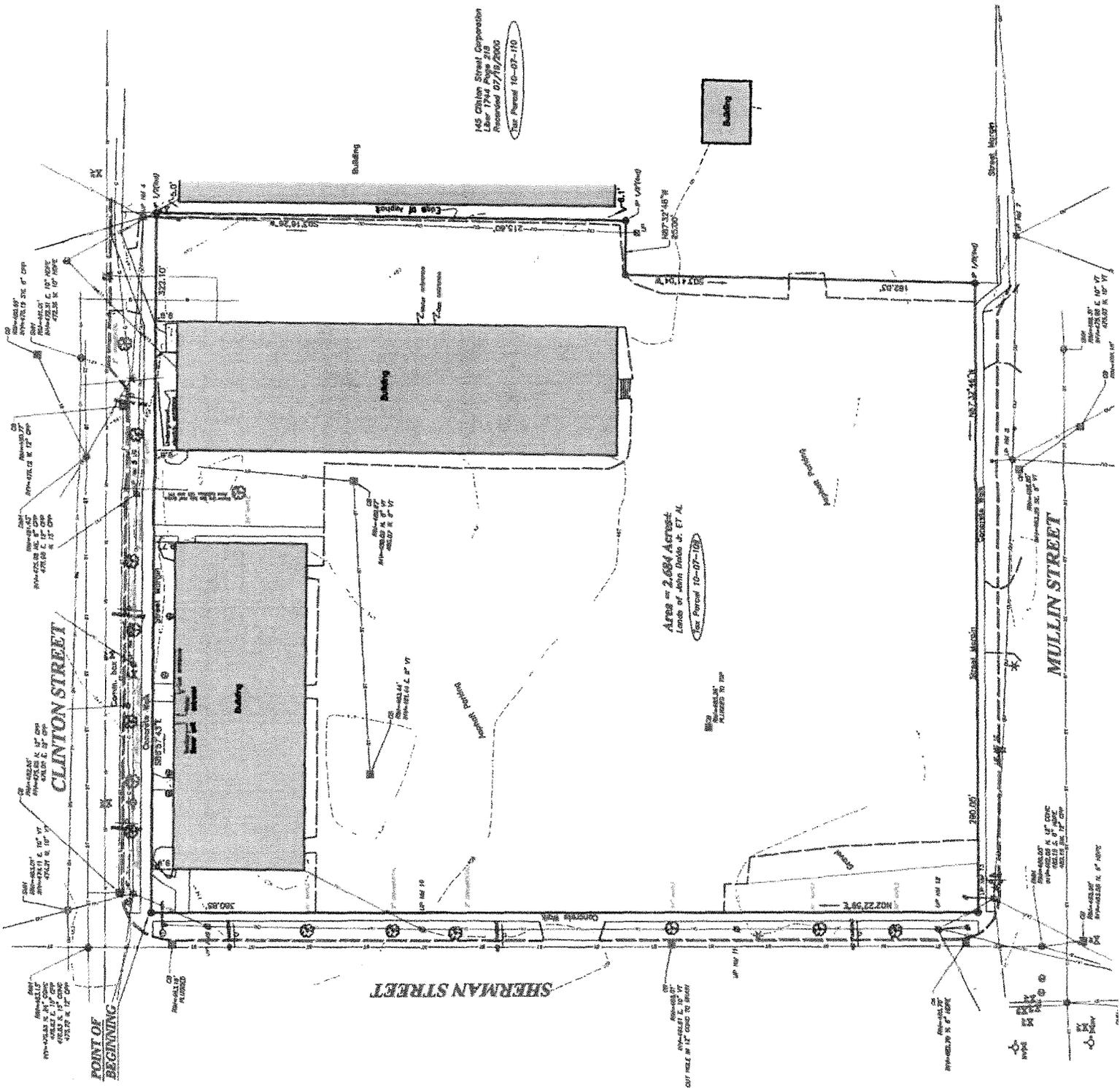
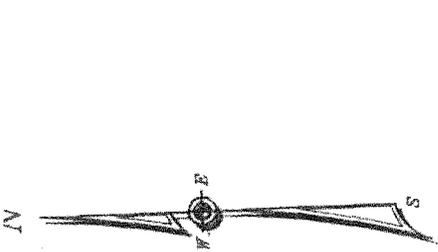
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 241 MULLIN ST  
 316 MULLIN ST  
 400 WASHINGTON ST

ACADEMY ST



CONCEPT SITE PLAN  
SCALE 1" = 30'



145 Clinton Street Corporation  
Liber 1794 Page 218  
Recorded 07/19/2000  
Tax Parcel 10-07-110

Area = 2.684 Acres  
Lots of Block 10 of C. P. A.  
Tax Parcel 10-07-108

POINT OF BEGINNING

SHERMAN STREET

MULLIN STREET





# MEMORANDUM

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

TO: Planning Board Members

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

SUBJECT: Zone Change – 111, 140, 145 and 161 Clinton Street

DATE: December 1, 2016

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**Request:** To change the approved zoning classification of 111, 140, 145 and 161 Clinton Street, Respective Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000, from Limited Business to Downtown

**Applicant:** Thomas H. Ross of GYMO, DPC on behalf of Lundy Development and Property Management and Watertown Savings Bank

**Owners:** Clinton Center Development LLC and Watertown Savings Bank

**SEQRA:** Unlisted

**County review:** Yes

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**Comments:** The applicant is requesting a zone change, as detailed in the attached application, in order to assist in the development plans for the parcels. The applicant plans to apply at a future Planning Board meeting for site plan approval for the construction of a proposed three-story building at 161 Clinton St., as depicted on the preliminary concept plan provided with the application.

Staff met with the applicant and the owner of 161 Clinton Street on several occasions regarding the proposed redevelopment of this property. During the meetings, the owner indicated that the use of the property would remain primarily medical and other professional offices, but stated that future phases of the project may include small retail uses. The existing Limited Business zoning of the property does not allow retail, so the applicant inquired about changing the zoning designation to Neighborhood Business or Commercial to allow the retail use. While Commercial zoning would allow retail, it would also allow many other uses that would not be appropriate in the downtown area including gas stations, automobile sales lot and auto repair shops. Staff suggested Downtown District as a zoning designation that would allow the flexibility to include retail on the site while still prohibiting some of the more intense uses listed above.

In addition to allowing retail, the Downtown district also provides flexibility with regards to building setbacks. The front, side and rear yard setbacks are 0' in a downtown district. This would allow the developer to construct the buildings up to or close to the property line (sidewalk) which would

accomplish several things. It would create a more attractive streetscape experience and would maximize the urban, downtown ambiance of the development, and create a more pedestrian-friendly environment around the site. In particular, the proposal to front the office buildings on the sidewalk is intended to create an active building frontage on the street that is oriented towards pedestrians. This building layout also would locate the proposed parking in the interior of the site, shielding it almost entirely from the view of the surrounding neighborhood, passing motorists and pedestrians.

One potential concern with this zone change is that in a Downtown District, off street parking is not required for any use, meaning that the development could be built without the five parking spaces required per one thousand square feet of floor area that is required in other zoning districts. The idea behind not requiring on-site parking in this district is that there are multiple public parking areas available within the downtown that are available to meet the parking demand. This parking exemption makes sense in the densely built environment closer to Public Square where century old buildings and businesses have existed since before the automobile. However, from a practical standpoint, developing this property for medical and professional offices as well as retail would be unfeasible without adequate on-site parking. Any business seeking to locate in these buildings will demand on-site and easily accessible parking for their patrons as well as their employees.

**Surrounding Properties and Existing Zoning:** By including the Watertown Savings Bank properties, the proposed zone change will connect to an existing Downtown District on the north side of Clinton Street, allowing the Downtown District to remain a single, contiguous zoning district. If the zone change were approved, the lone outlying parcel on the block would be the Best Western hotel located at 316 Washington Street, which is zoned Commercial. At some point in the future the City could examine the possibility of rezoning the hotel's parcel to create a uniformly zoned block.

**Land Use Plan:** The City's Land Use Plan, as adopted in 1987, designates the entire block as Office/Business. In addition, the Land Use Plan designates Public Square and a few surrounding blocks as City Center. The plan therefore identifies City Center and Office/Business as separate and distinct uses, with this block designated for the latter.

Downtown Watertown has evolved over the previous three decades, and this block largely functions as a part of Watertown's downtown central business district today. The setback requirements, as well as the use restrictions, of the Limited Business District inhibit this block from functioning as efficiently in its present setting as the Downtown District would allow. Therefore, the applicant's zone change request is consistent with existing land use patterns, and beneficial to the block, and represents a logical expansion of the Downtown District, even though it is inconsistent with the adopted 1987 Land Use Plan.

Even though it is inconsistent with the Land Use Plan, the request is consistent with anticipated future development trends in this part of the City. The Zoning Ordinance is not meant to be a reactionary document. Rather, the purpose of Zoning is to act as a tool that the City uses to guide future development patterns. Adding this block to the Downtown District will enable the highest and best uses for this land, while simultaneously encouraging urban design practices that will help create a better sense of place for the employees, patrons and other City residents that will visit this block every day.

**SEQR:** The applicant indicates in his response to Question 5b of the SEQR Short Environmental Assessment Form (EAF) that the action is consistent with the adopted comprehensive plan. This is inaccurate, as the 1987 Land Use Plan designates this property as Office/Business. Since the City of Watertown does not have an adopted comprehensive plan, the 1987 Land Use Plan is the most recent document suitable to guide zoning decisions. The applicant should change the answer to Question 5b from "Yes" to "No."

The applicant indicates in his response to Question 20 that the site of the proposed action, or an adjoining property has been the subject of remediation for hazardous waste. The question requires the applicant to describe any such remediation if the answer to the question was "Yes." The applicant should submit a description of any ongoing or completed hazardous waste remediation as directed by the form.

**Miscellaneous:** As discussed above, Planning Staff feels that the applicant's zone change request is consistent with existing land use patterns, and that there is a strong case for rezoning the block to Downtown. As such, Planning Staff recommends approval.

However, the City Code Enforcement Bureau opposes the request. The City Code Enforcement Supervisor outlines his reasons for opposing the proposed zone change in the attached memorandum that was sent to the City Council.

cc: City Council Members  
Thomas H. Ross, GYMO, DPC, 220 Sterling St, Watertown, NY 13601  
Michael E. Lundy, Lundy Development and Property Management, 35794 NYS Route 126,  
Carthage, NY 13619  
Justin Wood, City Engineer  
Bob Slye, City Attorney  
Shawn McWayne, City Code Enforcement Supervisor



CITY OF WATERTOWN, NEW YORK  
BUREAU OF CODE ENFORCEMENT  
Suite 105, City Hall  
245 Washington Street  
Watertown, New York 13601-3380

Telephone (315) 785-7735  
Facsimile (315) 785-7854

**MEMORANDUM**

**DATE:** November 23, 2016

**TO:** Sharon Addison, City Manager  
City Council

**FROM:** Shawn McWayne, Code Enforcement Supervisor 

**SUBJECT:** 161 Clinton Street

I would like to bring to your attention and the City Council's that the zone change request for 161 Clinton Street from Limited Business to Downtown District is unnecessary as I have outlined below:

- 161 Clinton Street – zoned Limited Business
- Professional offices - allowed use
- Minimum yard setbacks – Front 20'; Side 5'; Rear 25'
- Parking required – Five (5) spaces for ea. 1000 SF of floor area

The current project can be designed to meet the above requirements without a zone change.

The zone change from Limited Business to Downtown District will circumvent set back requirements, parking requirements and allow retail sales (McDonald's type business).

If a zone change is to be made for the purpose of circumventing requirements then the change should be to a Planned Development District and not to a Downtown District. With a Planned Development there are still controls in place to ensure compliance with other sections of the zoning ordinance.

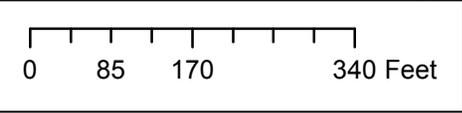
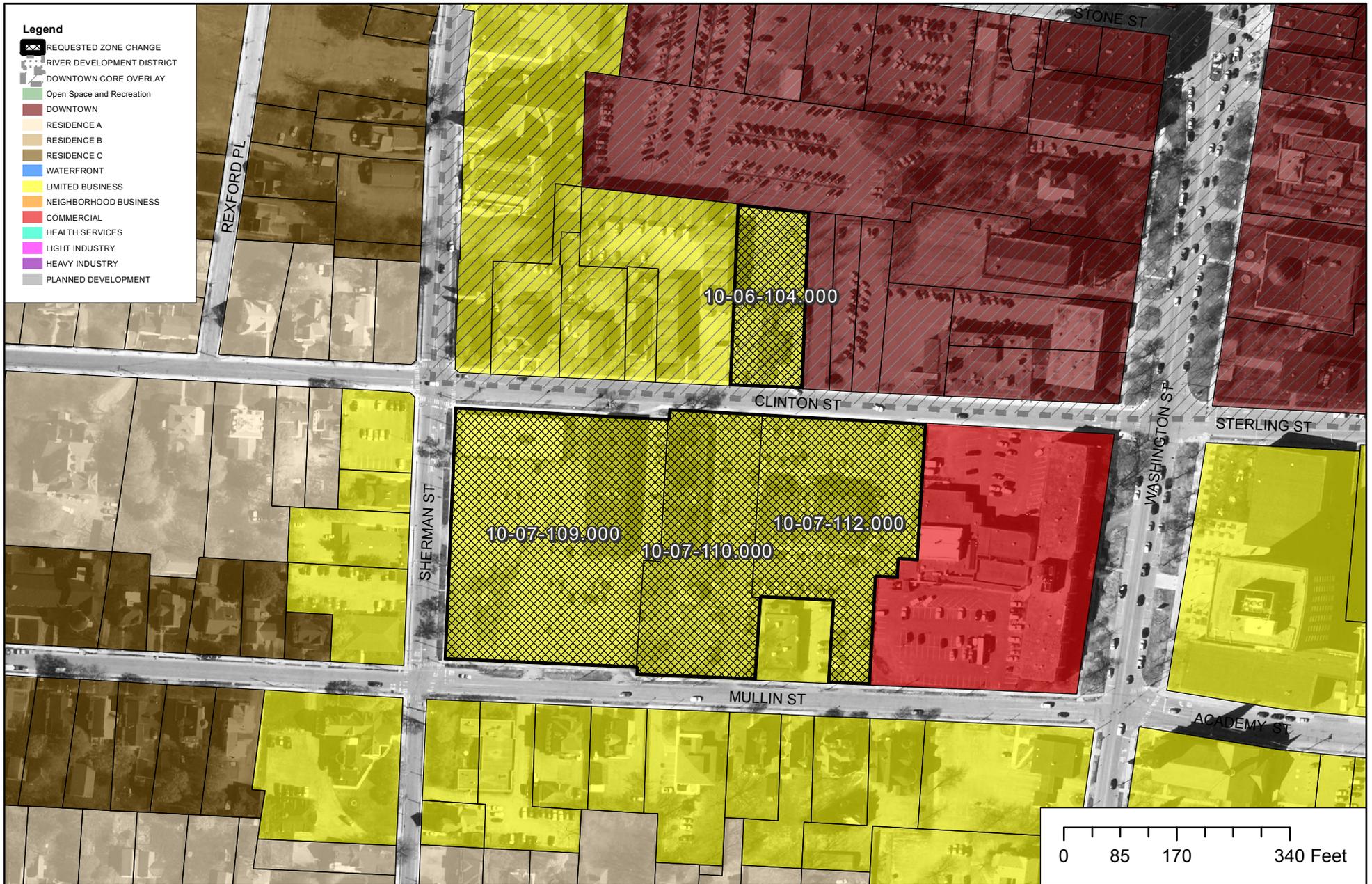
The COR project 2 blocks north was faced with similar problems and obtained the necessary variance to allow their project to proceed.

I strongly believe that approving zone changes to circumvent zoning requirements may cause problems for the City with future projects.

If you have any questions, please contact me.

**Legend**

-  REQUESTED ZONE CHANGE
-  RIVER DEVELOPMENT DISTRICT
-  DOWNTOWN CORE OVERLAY
-  Open Space and Recreation
-  DOWNTOWN
-  RESIDENCE A
-  RESIDENCE B
-  RESIDENCE C
-  WATERFRONT
-  LIMITED BUSINESS
-  NEIGHBORHOOD BUSINESS
-  COMMERCIAL
-  HEALTH SERVICES
-  LIGHT INDUSTRY
-  HEAVY INDUSTRY
-  PLANNED DEVELOPMENT



**CITY OF WATERTOWN, NEW YORK  
GIS DEPARTMENT**

ROOM 305B, MUNICIPAL BUILDING  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601  
TEL: (315) 785-7793

Drawn By: J. Carlsson

Date: 12/5/2016

Requested By: G. Urda

Date:

Scale: As Noted

Map Number: 16-62

Revision:	Description of Revision:	Date:	By:



Project: **ZONE CHANGE MAP**  
(Limited Business to Downtown)

Title: **111, 140, 145 & 161 Clinton Street**  
(10-07-112.000, 10-06-104.000, 10-07-110.000  
and 10-07-109.000)

**ZONE CHANGE**  
**111, 140, 145 and 161 WASHINGTON STREET–**  
**PARCEL NUMBERS 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000**  
**LIMITED BUSINESS to DOWNTOWN**

The Planning Board then considered a request submitted by Thomas H. Ross of GYMO, D.P.C. on behalf of Lundy Development and Property Management and Watertown Savings Bank, to change the approved zoning classification of 111, 140, 145 and 161 Clinton Street, Respective Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000 from Limited Business to Downtown.

Mr. Ross and Mr. Lundy were in attendance to represent the request.

Mr. Lundy began by saying that prior to making the application for the zone change, he spent a lot of time talking to City Staff about his project and whether or not it would be allowed under the current zoning designation. He said that he wanted to have retail uses as part of his overall plan, and the current zoning was too restrictive for how he wanted to develop his property. He said that Staff suggested that he could pursue a Zone Change.

Mr. Lundy then said that he had read Staff's memorandum to the Planning Board, as well as the letter from City Code Enforcement Supervision Shawn McWayne, which was enclosed with the memorandum.

Mr. Lundy said that he was not a fan of the variance process. He said he would rather see the zoning correspond to the site and then have it be built appropriately. He added that during the variance process, decisions are not made from a business point of view, rather they are made politically.

Mr. Lundy continued and said that after talking about what he wished to develop, he initially thought that a Commercial or Neighborhood Business zoning district would be appropriate, but Staff suggested applying for a zone change to the Downtown District. Mr. Lundy then said that the positives of that change for him were that it would allow him to look at his setbacks and parking a little differently. Mr. Lundy stressed to the Planning Board that he obviously needed to consider parking for his tenants and their patients.

Mr. Lundy then said that the Downtown District would also allow him to consider restaurants and retail on the site. Mr. Lundy then referenced the success of Washington Summit in the Town of Watertown and said that his team always thought they could do something similar in the City. He added that he thought the proposed zone change could have many advantages for both his property and for the downtown area, and that when Staff suggested the change to Downtown, it made a lot of sense to him. Mr. Lundy then said that it comes down to creating a zone that he could live with and that the Planning Board could live with.

Mr. Coburn then read from Staff's memorandum that the request was "consistent with existing land use patterns, and that there is a strong case for rezoning the block to Downtown," and that Planning Staff recommended approval. Mr. Coburn then noted that City

Code Enforcement Supervisor Shawn McWayne opposed the request and invited Mr. McWayne to speak.

Mr. McWayne said that what GYMO, DPC proposed was already allowed in the existing zoning district, and that they could obtain variances for parking and setbacks. He reiterated that the office uses were already allowed; they just had parking and setback requirements.

Mr. Neddo then asked about the recent COR Development site plan application for the Mercy Heights project. Mr. McWayne replied that COR obtained variances for their setbacks and added that the Mercy Heights property was in a Commercial District. Mr. Lundy then said that a potential negative of a Commercial District is that it allows gas stations. Mr. Urda then clarified that the Downtown District did not permit gas stations. Mr. Urda added that for any retail or restaurant use in a Limited Business, a Use Variance would be necessary.

Ms. Capone then asked what the difference was between a Planned Development District and the Downtown District, and why a Planned Development District would not be more appropriate. Mr. Lumbis replied that a Planned Development District would identify the exact uses for that site based on an approved site plan.

Mr. Lumbis elaborated that the applicant would present their proposed uses as a part of their site plan application and the Planning Board would recommend to approve those exact uses and that those would be the allowed uses going forward and nothing else. Mr. Lumbis then said that the downside was something like what happened with PDD #1, where the Home Depot and Cracker Barrel are. He said that this Planned Development District had undergone over 20 amendments, which makes going back to determine what uses are allowed extremely difficult.

Ms. Capone then asked about sign regulations in the Downtown District. Mr. Lumbis replied that the Downtown District allowed more square feet of signage than Limited Business did.

The Planning Board then asked whether the Limited Business District could be amended to allow the kind of retail and/or food service use that Mr. Lundy sought. Mr. Urda then cautioned that any change made to the Limited Business District would apply to all Limited Business parcels in the City, not just the block under consideration. Mr. Lumbis then said that Limited Business zoning typically exists along the Washington Street corridor and functions as a transition zone between Downtown and the neighborhoods to the south.

Mr. Lundy then asked if Limited Business zoning was intended more for single, stand-alone businesses. He added that if he could erect larger signs, as is permitted in the Downtown District, he could have a pedestal sign with his tenants' names on it.

Mr. Lundy then directly addressed the Planning Board's concern over parking. He said that even if the Planning Board approved the zone change, that there was still a site plan

approval process as well as an element of common sense. He emphasized that it would not make sense for him to build a building that covers three acres and then not provide any parking for it.

Ms. Fields then asked about Mr. Lundy's concept plan. Mr. Lundy replied that he initially had spent a lot of time with GYMO planning a medical office campus. He then said that in discussions with City Staff, the potential of a retail or restaurant use came up. Mr. Lundy then said that maybe there was a complementary retail use that goes with medical, and gave Starbucks for an example.

Mr. Lundy said that he would need to tear down at least one of the existing buildings on the site and maybe both. He said that the idea was to redevelop one building on one side and leave the other side for what else might come along. Mr. Urda then clarified that Mr. Lundy, and not Staff, had brought up the idea of Starbucks in the first pre-application meeting.

Ms. Fields then asked about parking. Mr. Lundy replied that the absence of a parking requirement, in his view, was irrelevant and might as well not even be a part of the zone change. He said that his physicians have it written into their leases that they need a certain amount of parking. Mr. Lundy then said that as he creates tenant spaces for those physicians, he also needs to create parking. Mr. Lundy said that his concern when it came to parking was not zoning law, but that he had to be able to accommodate his tenants' parking needs.

Mr. Lundy then said that the other features of the Downtown District, such as shorter setbacks, being able to build closer to the street and the restaurant use, all made sense to him. Mr. Urda noted that the new City Council has been advocating for increased downtown development since this iteration of the Council took office in January.

Mr. Katzman then asked Mr. Lundy if it would be acceptable to him for the Planning Board to approve the zone change, but keep the parking requirement as a condition of approval. Mr. Lundy replied that he was fine with that. Mr. Neddo then asked if the Limited Business District allowed accessory uses. Mr. Lumbis replied that it did, as long as the accessory use was within the primary building. It could not be stand-alone.

Ms. Capone then said that the City had other parking issues downtown, and asked how this proposal fit into the City's overall vision for downtown. Mr. Urda replied that the City's most recent downtown plan was completed in 1986, and that it was too outdated to refer to in a situation like this. Ms. Capone then stressed the need for a new downtown plan.

Ms. Fields then said that this proposal and COR's project at Mercy Heights were bringing Watertown into the 22<sup>nd</sup> Century. She said the City needed to look to the future. Ms. Fields then said that the City's buildings were falling down and that this proposal was an example of looking toward the future.

Mr. Lundy said that changing the zone to Downtown, albeit with a parking contingency would accomplish what he wanted to do. Mr. Lumbis then said that you cannot condition a zone change, but a site plan could be approved with conditions.

Mr. Urda then said that Staff felt that the zone change was appropriate based on current and potential future land use patterns. Mr. Urda said that when a proposed zone change is under consideration, if you needed to consider all possible uses in the new zone when weighing the appropriateness of that zone change, then that consideration also needed to work in reverse. He said that you also needed to consider all of the appropriate and beneficial uses that you were prohibiting under current zoning and needed to factor that into your decision.

Ms. Capone then said that Mr. Urda's remarks only reinforced the need to demonstrate how this proposal fit into an overall downtown plan. She asked why the City was focusing all of its resources on this one site rather than focusing on all of downtown. Ms. Capone then said that if this zone change request did not fit into a greater downtown plan, that she could not support it. Ms. Capone emphatically stressed the need for the City to develop an overall vision for downtown.

Ms. Fields then said that she thought it was time that the City tried to start somewhere. Other Planning Board members then expressed a concern that the request amounted to spot zoning. Mr. Lundy said that it was not spot zoning; rather it was simply expanding the existing Downtown District.

Mr. Katzman then asked if the City was creating sprawl by expanding the downtown area. Mr. Urda replied that it was actually the opposite. Mr. Urda said that the City was not creating sprawl, but that the current physical design of the block amounted to sprawl now and that this would be reclaiming that land from sprawl to make it city center again.

Ms. Fields then said there was no retail downtown and asked why not put some downtown, and added that for gosh sakes, we don't want to go to the mall all the time.

Ms. Fields asked Mr. Lundy if he would like a motion. Mr. Lundy replied in the affirmative.

Ms. Fields then moved to recommend that City Council approve the zone change request submitted by Thomas H. Ross of GYMO, D.P.C. on behalf of Lundy Development and Property Management and Watertown Savings Bank, to change the approved zoning classification of 111, 140, 145 and 161 Clinton Street, Respective Parcel Numbers 10-07-112.000, 10-06-104.000, 10-07-110.000 and 10-07-109.000 from Limited Business to Downtown.

Ms. Capone seconded the motion. Ms. Fields voted in favor of the motion. Ms. Capone, Mr. Coburn, Mr. Katzman and Mr. Neddo voted against the motion. Therefore, the motion failed by a 4-1 vote.

Mr. Lundy then asked if he could pull his request. Mr. Urda replied that he could not, because the Planning Board had already voted, and therefore had already acted on his request. Mr. Urda further explained that the request would now go to City Council, albeit with the Planning Board having recommended against approval. Mr. Coburn then said that the City Council could always disagree with the Planning Board and vote to approve the request anyway.

Mr. Lundy then asked if he could pull the request from the City Council agenda. Mr. Urda replied that he could, but that Mr. Lundy did not need to make that decision today. Mr. Urda explained that at its December 19, 2016 meeting, the City Council would set a public hearing for its January 3, 2017 meeting, and would not be able to act on the request before that date, so Mr. Lundy could take some time to think about what he wanted to do.

Further debate then ensued among the Planning Board members about the merits of the request. Mr. Urda then suggested adjourning the meeting since the Planning Board had already voted and further debate among the Planning Board members would not affect the vote.

Ms. Capone then moved to adjourn the meeting. Ms. Fields seconded the motion and all voted in favor. The meeting was adjourned at 4:00 p.m.

Ord No. 3

December 14, 2016

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

Earlier tonight, City Council was presented with a resolution to accept the change order submitted by CCI Companies Inc. for the reconstruction of Factory Street. Funding for the supplemental agreement was contingent upon City Council also approving a bond ordinance amendment for the project.

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

AECOM		
Base contract	\$ 612,000	
Supplemental agreement #1	284,000	
Supplemental agreement #2	864,000	
Supplemental agreement #3	<u>576,000</u>	\$ 2,336,000
CCI Companies Inc.		
Base contract	8,783,852	
Supplemental agreement #1-4	567,717	
Supplemental agreement #5	<u>614,536</u>	9,966,105
Barton & Loguidice		
Base contract	\$ 39,600	
Supplemental agreement #1	<u>1,300,000</u>	1,339,600
Right-of-way acquisitions		352,500
Other Costs (i.e. Traffic Counts, Borings)		95,000
Bonding Costs and Contingency		<u>35,795</u>
Bond Ordinance		<u>\$14,125,000</u>

ORDINANCE

Page 1 of 5

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, Authorizing the Issuance of \$13,500,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$14,125,000

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**

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

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

PRESENT:

ABSENT:

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

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

WHEREAS, by ordinance dated September 6, 2011, as amended November 21, 2011, January 21, 2013, July 1, 2013 March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$13,500,000 bonds of said City to pay the design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$13,500,000, in and for the City of Watertown, Jefferson County, New York; and

# ORDINANCE

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An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, Authorizing the Issuance of \$13,500,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$14,125,000

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, the Council now wishes increase the estimated maximum cost of the aforesaid class of objects or purposes from \$13,500,000 to \$14,125,000, an increase of \$625,000 over that previously authorized, and to authorize the issuance of bonds sufficient to pay said estimated maximum cost; NOW, THEREFORE,

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted September 6, 2011, as amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, authorizing the issuance of \$13,500,000 bonds to pay design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$13,500,000, in and for the City of Watertown, Jefferson County, New York, are hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$14,125,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE FACTORY STREET RECONSTRUCTION, IN AND FOR SAID CITY.”

....

“Section 1. For the class of objects or purposes of paying the design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including related utility improvements or replacements and design and incidental expenses in connection therewith, there are hereby authorized to be issued \$14,125,000 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 class of objects or purposes is \$14,125,000 and that the plan for the financing thereof is by the issuance of the \$14,125,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State or Federal aid or any other revenue received by the City from other sources for such class of objects or purposes.

# ORDINANCE

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An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, Authorizing the Issuance of \$13,500,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$14,125,000

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

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

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

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

Section D. This resolution is effective immediately.

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

ORDINANCE

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An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, Authorizing the Issuance of \$13,500,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$14,125,000

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

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

\_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_

The ordinance was thereupon declared duly adopted.  
\* \* \*

APPROVED BY THE MAYOR

\_\_\_\_\_, 2016  
Mayor

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

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

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 December 19, 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.

ORDINANCE

Page 5 of 5

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014, May 18, 2015 and July 5, 2016, Authorizing the Issuance of \$13,500,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$14,125,000

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

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

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

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

Newspaper and/or Other News Media      Date Given

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

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

Designated Location(s) of Posted Noticed      Date of Posting

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

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

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

*Seconded by*

December 15, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: January 2017 City Council Work Session

It is my recommendation that the Work Session for January 2017 be re-scheduled to January 23.

During this meeting, Comptroller Jim Mills and I will present an introduction to the FY 17/18 Budget build which will include a preliminary estimate of projected major revenues as well as assumptions. We are hopeful that deferring to later in January will also allow us to assimilate the sales tax revenue received from Jefferson County for December 2016 in order to provide Council with an updated quarterly performance.

December 14, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sales Tax Revenue – November 2016

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to last November, sales tax revenue on an actual to actual basis was down \$20,068 or 1.46%. In comparison to the original budget projection for the month of November, sales tax was down \$97,585 or 6.72%.

The year-to-date actual receipts are up \$202,425 or 2.73% while the year-to-date receipts on a budget basis are down \$214,737 or 2.75%. Year-to-date sales tax revenue is at \$7,605,374.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2012-13, 2013-14, 2014-15 and 2015-16 have been included for historical perspective.

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec) to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 1,536,214	\$ 26,889	1.78%		
August	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 1,435,666	\$ (59,121)	-3.96%		
September	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ 1,982,777	\$ 299,291	17.78%	267,059	5.70%
October	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ 1,295,166	\$ (44,566)	-3.33%		
November	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ 1,355,551	\$ (20,068)	-1.46%		
December	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ -	\$ -	0.00%	(64,633)	-1.59%
January	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ -	\$ -	0.00%		
February	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ -	\$ -	0.00%		
March	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ -	\$ -	0.00%	-	0.00%
April	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ 1,333,096	\$ -	\$ -	0.00%		
May	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ 1,348,173	\$ -	\$ -	0.00%		
June	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ 1,789,321	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 17,247,801</u>	<u>\$ 17,017,001</u>	<u>\$ 17,129,685</u>	<u>\$ 17,068,193</u>	<u>\$ 7,605,374</u>	<u>\$ 202,425</u>	<u>2.73%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
	<u>2016-17</u>	<u>Actual 2016-17</u>				
July	\$ 1,594,377	\$ 1,536,214	\$ (58,163)	-3.65%		
August	\$ 1,579,020	\$ 1,435,666	\$ (143,354)	-9.08%		
September	\$ 1,778,352	\$ 1,982,777	\$ 204,425	11.50%	2,908	0.06%
October	\$ 1,415,226	\$ 1,295,166	\$ (120,060)	-8.48%		
November	\$ 1,453,136	\$ 1,355,551	\$ (97,585)	-6.72%		
December	\$ 1,427,724	\$ -	\$ -	0.00%	(217,645)	-5.07%
January	\$ 1,407,362	\$ -	\$ -	0.00%		
February	\$ 1,145,578	\$ -	\$ -	0.00%		
March	\$ 1,506,715	\$ -	\$ -	0.00%	-	0.00%
April	\$ 1,408,217	\$ -	\$ -	0.00%		
May	\$ 1,424,143	\$ -	\$ -	0.00%		
June	\$ 1,890,151	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 18,030,000</u>	<u>\$ 7,605,374</u>	<u>\$ (214,737)</u>	<u>-2.75%</u>		

December 5, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sale of Surplus Hydro-electricity – November 2016

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last November, the sale of surplus hydro-electric power on an actual to actual basis was up \$3,164 or 0.80%. In comparison to the original budget projection for the month of November, revenue was down \$26,732 or 6.31%.

The year-to-date actual revenue is down \$22,711 or 2.27% while the year-to-date revenue on a budget basis is down \$299,343 or 23.40%. Year-to-date revenue finished at \$979,883.

The attached spreadsheet shows the monthly revenues for this year and last year along with the budgeted amounts. Revenues for the Fiscal Years' 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 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>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>
July	\$ 58,161	\$ 821	\$ 382,759	\$ 286,952	\$ 321,539	\$ 73,815	\$ (247,724)	-77.04%
August	\$ 60,957	\$ 2,060	\$ 115,769	\$ 293,338	\$ 11,805	\$ 278,611	\$ 266,806	2260.14%
September	\$ 269,071	\$ 17,605	\$ 48,478	\$ 38,778	\$ 14,857	\$ 22,118	\$ 7,262	48.88%
October	\$ 271,426	\$ 261,082	\$ 237,797	\$ 296,432	\$ 260,804	\$ 208,586	\$ (52,218)	-20.02%
November	\$ 248,928	\$ 105,694	\$ 473,459	\$ 331,977	\$ 393,589	\$ 396,753	\$ 3,164	0.80%
December	\$ 446,292	\$ 356,383	\$ 323,081	\$ 502,018	\$ 542,231	\$ -		0.00%
January	\$ 145,673	\$ 179,469	\$ 240,183	\$ 246,137	\$ 380,018	\$ -		0.00%
February	\$ 95,930	\$ 160,026	\$ 225,629	\$ 158,920	\$ 440,304	\$ -		0.00%
March	\$ 342,560	\$ 338,154	\$ 232,743	\$ 154,182	\$ 634,598	\$ -		0.00%
April	\$ 294,811	\$ 551,360	\$ 468,075	\$ 577,742	\$ 555,833	\$ -		0.00%
May	\$ 417,317	\$ 324,167	\$ 660,449	\$ 192,410	\$ 281,274	\$ -		0.00%
June	\$ 114,976	\$ 474,813	\$ 421,856	\$ 638,045	\$ 162,659	\$ -		0.00%
YTD	<u>\$ 2,766,103</u>	<u>\$ 2,771,633</u>	<u>\$ 3,830,277</u>	<u>\$ 3,716,931</u>	<u>\$ 3,999,511</u>	<u>\$ 979,883</u>	<u>\$ (22,711)</u>	<u>-2.27%</u>

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>
	<u>2016-17</u>	<u>Actual 2016-17</u>		
July	\$ 234,630	\$ 73,815	\$ (160,815)	-68.54%
August	\$ 143,986	\$ 278,611	\$ 134,625	93.50%
September	\$ 131,075	\$ 22,118	\$ (108,957)	-83.13%
October	\$ 346,050	\$ 208,586	\$ (137,464)	-39.72%
November	\$ 423,485	\$ 396,753	\$ (26,732)	-6.31%
December	\$ 371,356	\$ -		0.00%
January	\$ 296,766	\$ -		0.00%
February	\$ 202,888	\$ -		0.00%
March	\$ 369,204	\$ -		0.00%
April	\$ 585,166	\$ -		0.00%
May	\$ 479,886	\$ -		0.00%
June	\$ 375,508	\$ -		0.00%
YTD	<u>\$ 3,960,000</u>	<u>\$ 979,883</u>	<u>\$ (299,343)</u>	<u>-23.40%</u>

Total Budget \$ 3,960,000