

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, June 2, 2014, 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

PRESENTATIONS

Fire Department Awards
Police Department Awards

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Sarah Weir

- Resolution No. 2 - Approving the 2014 Youth Employment Training Program Contract Between the City of Watertown and the Jefferson-Lewis Workforce Investment Area

- Resolution No. 3 - Approving Memorandum of Understanding Establishing the Watertown – Jefferson County Area Transportation Council

- Resolution No. 4 - Approving a Site Plan for the Construction of a Parking Lot and Driveway at VL-1 JB Wise Place, Parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, And 7-01-115.000

- Resolution No. 5 - Authorizing Grant Application to the NYS Energy Research and Development Authority (NYSERDA), Wastewater Treatment Plant Sludge Disposal Modifications Project

- Resolution No. 6 - Approving Proposal for Comprehensive Analysis of Fire / EMS Services
- Resolution No. 7 - Finding That Changing the Approved Zoning Classification of 111 Chestnut Street from Residence A to Neighborhood Business Will Not Have a Significant Impact on the Environment
- Resolution No. 8 - Re-Adoption of Fiscal Years 2013-14 through 2016-2017 Capital Budget
- Resolution No. 9 - Accepting Bid for Water Department Dam Rehabilitation Phase II, Acts II Construction Inc.
- Resolution No. 10 - Approving Change Order No. 5 to Waste Water Disinfection Improvement Project, General Construction, C.O. Falter Construction Inc.

ORDINANCES

- Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City
- Ordinance No. 2 - An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Ordinance Changing the Approved Zoning Classification of 111 Chestnut Street, Parcel 14-13-227, From Residence A to Neighborhood Business District

OLD BUSINESS

STAFF REPORTS

1. Surplus Sale Results Spring 2014
2. Sales Tax Revenue – April 2014
3. Board and Commission Appointments

NEW BUSINESS

EXECUTIVE SESSION

1. To Review the Employment History of a Particular Individual

WORK SESSION

Next Work Session is Scheduled for June 9, 2014, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
JUNE 16, 2014.**

Res No. 1

May 23, 2014

To: Members of the City Council

From: Jeffrey E. Graham, Mayor

Subject: Appointment to the Roswell P. Flower Memorial Library Board of Trustees

With the resignation of Rodney Abare, we presently have a vacancy on the Flower Memorial Library Board of Trustees.

I have spoken to Sarah Weir and believe she will be an excellent addition. She is a lifelong resident of Watertown and committed to the success of the Library. Attached is her letter of interest. Ms. Weir will be available at the Council Meeting to answer any questions.

After consultation with Director Barbara Wheeler and the Board of Trustees, I respectfully offer her name in nomination to the City Council for its consideration.

RESOLUTION

Page 1 of 1

Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Sarah Weir

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

Total

YEA	NAY

Introduced by

BE IT RESOLVED by the City Council of the City of Watertown, New York, that Sarah Weir, 736 Ball Avenue, Watertown, New York, is hereby appointed to the Roswell P. Flower Memorial Library Board of Trustees, to fill the unexpired term of Rodney C. Abare, which term expires December 31, 2015.

Seconded by

April 10, 2014

Sarah Weir
736 Ball Avenue
Watertown, NY 13601

Dear Mayor Graham,

I am writing today to express my interest in serving on the board of the Flower Memorial Library.

I was born and raised in Watertown and have always understood and appreciated the significance and privilege of having such a special library in our community. My entire family has enjoyed the library through its programming, research materials and of course, books and remains committed to the success of the library in the future.

Please know that if considered for the position that I would take the post seriously as I am a devoted member of the community at large. Watertown is a special place with many things to offer not the least of which is a beautiful library. I look forward to raising my children here and sharing in its riches.

Thank you for your time and if necessary I am available for any further information you might need regarding my interest in the library.

Sincerely,

Sarah Weir

May 30, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving the 2014 Youth Employment Training Program Contract Between the City of Watertown and the Jefferson-Lewis Workforce Investment Area

The City of Watertown has received approval for five training positions under the 2014 Summer Youth Employment Training Program. The Jefferson County Department of Employment and Training will be the employer and, as such, will pay the wages and fringe benefits of the youths employed under this program.

The five positions will be assigned to various departments as follows:

Assessment Department (Clerical Aide)	1 position
Wastewater Treatment Plant (Landscape Maintenance Aides)	2 positions
Water Treatment Plant (Landscape Maintenance Aide)	1 position
Code Enforcement (Clerical Aide)	1 position

A copy of the Agreement between the City and the Jefferson-Lewis Workforce Investment Area is attached for City Council review. A resolution has been prepared for City Council consideration that authorizes the City's participation in the 2014 Summer Youth Employment and Training Program.

RESOLUTION

Page 1 of 1

Approving the 2014 Youth Employment Training Program Contract Between the City of Watertown and the Jefferson-Lewis Workforce Investment Area

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

YEA	NAY

Introduced by

WHEREAS the Jefferson County Department of Employment and Training and the Jefferson-Lewis Workforce Investment Area has allocated to the City of Watertown five funded training positions under the Summer Youth Employment Training Program, and

WHEREAS various departments of the City of Watertown can provide training opportunities for young people of the community, and

WHEREAS the City and Jefferson County Department of Employment and Training have cooperated in past years with this same program,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the City's participation in the 2014 Summer Youth Employment Training Program, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to execute the Youth Employment Training Program Contract on behalf of the City of Watertown.

Seconded by



Jefferson County
Department of Employment and Training

CHERYL A. MAYFORTH, DIRECTOR

1000 Coffeen St.
Watertown, New York 13601

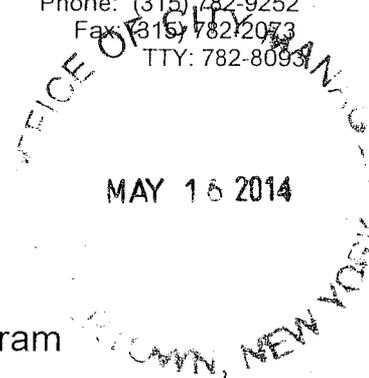
Phone: (315) 782-9252
Fax: (315) 782-2073
TTY: 782-8093

TO: 2014 Youth Program Worksites

FROM: Cheryl A. Mayforth 

SUBJECT: Contract for 2014 Summer Youth Employment Program

DATE: May 2014



Enclosed is a worksite contract for the **2014 Summer Youth Employment Program**.

Allocation of positions was accomplished through fair and equitable distribution throughout the County, considering the worksite opportunities proposed and the availability of youth to fill worksite needs.

As soon as possible, please **sign and return** to our office at 1000 Coffeen St., Watertown:

1. page 1 of the original contract (please sign under "for the worksite")
2. page 8 of the original Appendix A – "Certification of a Drug-Free WorkPlace".

Please keep pages 2-7. We will send you a signed copy of page 1 and page 8 later. Any copies sent to you should be posted at your worksite. Questions regarding this contract can be forwarded to Julie Daniels at (315) 786-3671 or j.daniels@co.jefferson.ny.us.

Thank you for your continued interest in the youth of our communities.

We look forward to a productive summer program of work and learning.

YOUTH EMPLOYMENT TRAINING PROGRAM

CONTRACT

Between the following parties:

Jefferson-Lewis Workforce Investment Area
(hereinafter referred to as WORKFORCE INVESTMENT AREA)

AND

City of Watertown
245 Washington St., Room 302
Watertown, NY 13601
(hereinafter referred to as WORKSITE)

The parties agree that:

This agreement shall take effect on July 1, 2014 and terminate on August 16, 2014.(*)

In return for the **WORKSITE** providing work experience for youth in a manner consistent with the terms and conditions herein contained, the **WORKFORCE INVESTMENT AREA** will pay the wages and fringe benefits of such employed youth. This agreement can be modified only by another written agreement if circumstances warrant.

FOR THE WORKFORCE INVESTMENT AREA

FOR THE WORKSITE

Signature

Signature

CHERYL A. MAYFORTH, DIRECTOR

Typed Name and Title

Typed Name and Title

*represents general program parameters,
not necessarily the specific dates of the work experience activity for youth

The **WORKSITE** will comply with the requirements of the **Workforce Investment Act of 1998** and the regulations and policies promulgated thereunder.

These requirements include, but are not limited to the following matters:

The **WORKSITE** must:

1. Permit participants to begin work only with prior approval from the **WORKFORCE INVESTMENT AREA**.
2. Inform participants of supervisor's name, role, and responsibilities and provide youth the opportunity to relate any problems that might arise.
3. Provide contingency plan for inclement weather when Worksites are outdoors.
4. Notify the **WORKFORCE INVESTMENT AREA** within 24 hours of any accidents, special situations, or unusual occurrences.
5. Evaluate each participant with regard to performance as agreed upon by the **WORKFORCE INVESTMENT AREA**.
6. Avoid personal and organizational conflict of interest.
7. Avoid paying or receiving kickbacks.
8. Maintain accurate financial and statistical records that are easily traceable to source documents.
9. Prohibit the charging of a fee to a participant for the referral to a job or placement in a job.
10. Avoid nepotism.
11. Avoid political patronage, lobbying or political activities.
12. Avoid involvement with religious or anti-religious activities.
13. Avoid prompting or opposing unionization and avoid employment of a participant in a place involved in a work stoppage.

14. Avoid Maintenance of Effort, meaning that no funds will be used to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act.
15. Avoid the theft or embezzlement of WIA funds, improper inducement for employment or contracts, and obstruction of investigation under the Act, its regulations or local policies.
16. Maintain sufficient, auditable and adequate records which support all expenditures under the Act for a period of not less than 3 years after the close of the grant of funds.
17. Recognize the **WORKFORCE INVESTMENT AREA'S** mandated obligation to review and monitor any and all worksite activity, and program related records on a regular basis. Therefore, the **WORKSITE** will allow the **WORKFORCE INVESTMENT AREA** to have unrestricted access to program related forms or documents whether or not they are **WORKFORCE INVESTMENT AREA** forms or **WORKSITE** forms of any source or nature; and the unrestricted right to review worksite activity, with or without prior notification. Furthermore, the **WORKFORCE INVESTMENT AREA** has the right to make inquiries to and procure information from **WORKSITE** non-WIA and WIA employees for the purpose of monitoring and evaluating program operation.
18. Recognize the **WORKFORCE INVESTMENT AREA'S** mandated obligation to have sole control over the intake, eligibility determination and verification of all participants under this contract.
19. Recognize the **WORKFORCE INVESTMENT AREA'S** mandated obligation to provide counseling services for all participants so as to improve their employability. To meet this requirement, the **WORKSITE** will allow private consultation and unrestricted observation of participants during participant working hours by counselors. As part of the effort to improve employability to participants, it may be necessary from time to time to allow participants time off during working hours, for a length of time decided by the **WORKFORCE INVESTMENT AREA** for workshops, assessment, training, job searches or other related activities. These activities will be permitted and encouraged by the **WORKSITE**. The **WORKFORCE INVESTMENT AREA'S** will also ensure that each participant has proper working papers, if required.

20. Recognize the **WORKFORCE INVESTMENT AREA'S** requirement to provide remediation to all program enrollees found deficient in educational skill areas (i.e.-math, reading), as determined by the **WORKFORCE INVESTMENT AREA**. As part of the mandate to provide remediation, the **WORKSITE** shall encourage/promote the attendance of youth at the scheduled classes, and not permit the youth to work when he/she should be attending class. Should the youth attend work instead of class, this will be considered as an absence, and not subject to payment of wages for the unauthorized attendance at the worksite. As such, potential liability coverage for the unauthorized attendance and wages may not be allowable under existing workman's compensation coverage provided to program enrollees, thereby making the worksite liable in a case of on-site injury during unauthorized work time.
21. Recognize that the government, all levels, is committed to carry out Affirmative Action to assure equal employment opportunities for all individuals in the labor force.

The County of Jefferson has a commitment to the spirit and intent of Affirmative Action in the operation of the WIA program. The policy of the United States government on Affirmative Action will be employed in the Jefferson County WIA program and is stated as follows:

"No person in the United States shall, on the grounds of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment if the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Act."

The Jefferson County Department of Employment and Training will require all agencies participating in the WIA program to comply with the intent of Affirmative Action.

22. Recognize that the **WORKFORCE INVESTMENT AREA** has full responsibility and authority to operate the complaint and grievance procedures. The grievance procedure will be utilized for any complaint procedure alleging a violation of the Act, regulations, grant, or any other agreement under the Act.
23. Recognize that the **WORKFORCE INVESTMENT AREA** shall determine participant time limitation for activities on this program. The **WORKSITE** will immediately inform the **WORKFORCE INVESTMENT AREA** of discretionary leaves of absences that might affect participant time limitations. Such leaves of absences are subject to the approval of the **WORKFORCE INVESTMENT AREA**.

24. Conform to the policies of the **WORKFORCE INVESTMENT AREA**, which is responsible for implementation of the federal job training regulations and other state policies which the **WORKFORCE INVESTMENT AREA** may be required or may at its discretion put into effect.
25. Permit the **WORKFORCE INVESTMENT AREA** to issue press releases regarding WIA activities when in the **WORKFORCE INVESTMENT AREA'S** sole discretion it is advisable. The **WORKSITE** must consult with and receive **WORKFORCE INVESTMENT AREA** approval prior to the issuance of press releases on any activity involving WIA participants.
26. Notify the **WORKFORCE INVESTMENT AREA** immediately of any change in participant's status.
27. Provide adequate on-site supervision for each participant which means that there will be at least one supervisor for every five participants and that a substitute supervisor will be available during the absence of the regular supervisor.
28. Provide sufficient work to occupy participants during working hours including adequate equipment and materials for participants to perform those duties.
29. Provide a safe and healthy working environment and adhere to the provisions of the state child labor laws and applicable federal rules and laws.
30. Provide potential supervisors with sufficient time in order that all immediate worksite supervisor(s) receive orientation as to their duties and responsibilities to the Youth Employment Training Program.
31. Comply with the **WORKFORCE INVESTMENT AREA** policy concerning the completion of time sheets and the reporting of attendance as has been detailed by the initial worksite interview and work supervisor orientation. This includes, but is not limited to, the assurance that participants will not be paid for unexcused absences, unworked hours or for solely recreational activities.
32. By signing this contract, the agency certifies the participants of the Youth Program is not displacing any currently employed worker, and no individuals are on layoff status from the same job title or substantially equivalent job task which a participant shall be employed in. This also certifies this agency has not terminated the employment of any regular employee or otherwise reduced the size of the agency workforce for the purpose of filling the vacancy created by hiring a participant.

33. Recognize the **WORKFORCE INVESTMENT AREA's** requirement to provide orientation to participants on program purposes, policies, and procedures.
34. Recognize the **WORKFORCE INVESTMENT AREA's** requirement to provide the **WORKSITE** with instructions and procedure forms.
35. Recognize the **WORKFORCE INVESTMENT AREA's** requirement to provide Labor Market Orientation, Career Exposure Activities, Counseling, and Supportive Services to the participant.
36. Recognize the **WORKFORCE INVESTMENT AREA's** to be considered the employer and provide workman's compensation, social security, federal and state income tax. Payroll checks will be mailed on a bi-weekly basis.
37. Recognize that the performance of work under this contract may be terminated by the **WORKFORCE INVESTMENT AREA** when, for any reason, it is determined that such termination is in the best interest of the program or when it has been determined that the **WORKSITE** has failed to provide any of the services specified or to comply with any of the provisions contained in the contract. The contract is contingent upon the availability of funding from the New York State Department of Labor. In the event such funding is terminated, the **WORKFORCE INVESTMENT AREA** reserves the right to terminate this contract prior to the scheduled determination date.
38. Recognize that trainees will not be terminated without prior notice to the trainee and the **WORKFORCE INVESTMENT AREA**, with reasonable opportunity for correction or improvement of performance. This may include, but is not limited to, sub-standard or unsatisfactory progress or conduct.
39. Agree to maintain the confidentiality of any information regarding workers and/or applicants or their families, which may be obtained through application form, interviews, tests, reports from public agencies or counselors, or any other source.

40. Signing of this contract certifies agency compliance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities, published as Part VII of the May 26, 1988 Federal Register.

Executive Order 12549 states:

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

*Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

*Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

*Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated the above paragraphs of this certification; and

*Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

Complete instructions for certification regarding debarment, suspension, and other responsibility matters are available through the Jefferson County Department of Employment and Training.

APPENDIX A
Certification of a Drug-Free WorkPlace

A. The Employer hereby certifies that it will or will continue to provide a drug-free work place by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Employer's work place and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - 1. The dangers of drug abuse in the work place;
 - 2. The Employer's policy of maintaining a drug-free work place;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug violations occurring in the work place;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the work place no later five calendar days after such conviction;
- (e) Notify the Employer in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice will include the identification number(s) of each affected grant;
- (f) Taking one of the following action within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2. Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free work place through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Employer may insert the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street Address, city, county, state, and zip code) _____

Check [] if there are workplaces on file that are not identified here.

Signature

Name and Title

Res No. 3

May 21, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Watertown-Jefferson County Transportation Council,
Memorandum of Understanding

NYSDOT Commissioner Joan McDonald has approved the language in the Memorandum of Understanding (MOU). Jefferson County also concurs with the language and will put forth this same MOU to their Board of Legislators on July 2, 2014. This will allow the City to move forward in retaining transit funding which has been held up in this process.

During the March 26, 2013 Adjourned City Council Meeting, Council approved the resolution that presented draft language for the NYSDOT Commissioner's approval. Commissioner McDonald did not concur with the voting structure of the Policy Committee and asked that revisions be made. After several requests to meet with the Commissioner, City, County and NYSDOT officials were finally awarded an audience in February 2014. As a result of this meeting, the following changes are reflected in the attached MOU: the term of the agreement is two years; and, the Policy Committee member voting structure was clarified and provides the City with two votes, the County with 2 votes and the NYSDOT with 3 votes.

A resolution for Council consideration is attached.

RESOLUTION

Approving Memorandum of Understanding
Establishing the Watertown – Jefferson
County Area Transportation Council

Page 1 of 2

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

YEA	NAY

Introduced by

WHEREAS the United States Bureau of Census has designated Watertown and its environs as an “urbanized area” with a population over 50,000, and

WHEREAS Federal Law, in order to ensure that cooperative planning and coordination shall be a normal and continuing process for all transportation projects, has directed, under the provisions of the Federal Highway Law, US Code Title 23, Section 134, that transportation projects in urbanized areas of more than 50,000 in population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the state and involved local communities therein, and

WHEREAS further to the designation of Watertown and its environs as an “urbanized area” by the United States Bureau of the Census, the New York State Department of Transportation has delineated a boundary surrounding the aforementioned “urbanized area” that is henceforth referred to as the “Watertown FHWA Urban Area Boundary,” the location of which, upon final approval by the Federal Highway Administration (FHWA), may be obtained either through the Federal Highway Administration New York Division Office or the New York State Department of Transportation Region 7 Planning & Program Management Office, and

WHEREAS the “Watertown FHWA Urban Area Boundary” encompasses the area of Watertown and its environs that are designated by the United States Bureau of the Census as being an urbanized area as well as the contiguous areas that are anticipated to become urbanized within 20 years of the signing of this document, the “Watertown FHWA Urban Area Boundary” forms the boundary of the ‘Watertown-Jefferson County Area Transportation Council,’ and

RESOLUTION

Approving Memorandum of Understanding
Establishing the Watertown – Jefferson
County Area Transportation Council

Page 2 of 2

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

YEA	NAY

WHEREAS the Watertown-Jefferson County Area Transportation Council, in accordance with Federal and State law is hereby designated in accordance with New York State Transportation Law §15-a, by the Commissioner on behalf of the Governor, as the Metropolitan Planning Organization (MPO) within the “Watertown FHWA Urban Area Boundary”, and which will be responsible for the performance of the Federal transportation planning process and, in cooperation with the State, for the development of transportation plans and programs vital to the economic, social and civic well-being of the metropolitan area of Watertown and Jefferson County, and

WHEREAS local, city, county and state agencies participate in the Watertown-Jefferson County Area Transportation Council to integrate all federal transportation-related planning activities and effect transportation policy and programming consistent with local area objectives and federal and state directives, and

WHEREAS City Council approved draft language on March 26, 2013 to which New York State subsequently requested changes, and

WHEREAS those changes have been incorporated and all parties are now in agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves said Memorandum of Understanding, attached hereto and made part of this resolution and hereby replaces the previously approved MOU with the current version, between the County of Jefferson; the City of Watertown; the New York State Department of Transportation (NYSDOT); and local government, whose representatives comprise the Council, in order to continue the cooperative metropolitan transportation planning and programming processes within the “Watertown FHWA Urban Area Boundary” that is required for Federal and State funding, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham is hereby authorized and directed to sign said Memorandum of Understanding on behalf of the City of Watertown.

Seconded by

New York State Department of Transportation

MEMORANDUM OF UNDERSTANDING

**MEMORANDUM OF UNDERSTANDING RELATING TO THE COMPREHENSIVE,
CONTINUING, COOPERATIVE TRANSPORTATION PLANNING AND
PROGRAMMING PROCESS FOR THE WATERTOWN-JEFFERSON COUNTY
REGION**

By and Between the

**New York State Department of Transportation
City of Watertown
And County of Jefferson**

WATERTOWN-JEFFERSON COUNTY AREA TRANSPORTATION COUNCIL

WITNESSETH:

WHEREAS, it is in the national and local interest to encourage and promote development of transportation systems embracing various transportation modes, so as to efficiently maximize mobility of people and goods and minimize the needed resources in providing that mobility, and

WHEREAS, Federal Law, in order to ensure that cooperative planning and coordination shall be a normal and continuing process for all transportation modes, has directed, under the provisions of the Federal Highway Law, US Code Title 23, Section 134, that transportation projects in urbanized areas of more than 50,000 population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the state and involved, local communities therein, and

WHEREAS, the United States Bureau of the Census has designated Watertown and its environs as an "urbanized area" with a population over 50,000, and

WHEREAS, further to the designation of Watertown and its environs as an "urbanized area" by the United States Bureau of the Census, the New York State Department of Transportation has delineated a boundary surrounding the aforementioned "urbanized area" that is henceforth referred to as the "Watertown FHWA Urban Area Boundary", the location of which, upon final approval by the Federal Highway Administration (FHWA), may be obtained

either through the Federal Highway Administration New York Division Office or the New York State Department of Transportation Region 7 Planning & Program Management Office, and

WHEREAS, the “Watertown FHWA Urban Area Boundary” encompasses the area of Watertown and its environs that are designated by the United States Bureau of the Census as being an urbanized area as well as the contiguous areas that are anticipated to become urbanized within 20 years of the signing of this document, the “Watertown FHWA Urban Area Boundary” forms the boundary of the “Watertown-Jefferson County Area Transportation Council”, (hereinafter referred to as the “Council”), and

WHEREAS, the Council, in accordance with Federal and state law is hereby designated in accordance with New York State Transportation Law §15-a, by the Commissioner on behalf of the Governor, as the Metropolitan Planning Organization (MPO) within the “Watertown FHWA Urban Area Boundary”, and which will be responsible for the performance of the Federal transportation planning process and, in cooperation with the State, for the development of transportation plans and programs vital to the economic, social and civic well-being of the metropolitan area of Watertown and Jefferson County, and

WHEREAS, local, city, county and state agencies participate in the Council to integrate all federal transportation-related planning activities and effect transportation policy and programming consistent with local area objectives and federal and state directives, and

WHEREAS, comprehensive requirements for the transportation programming and planning processes have been reaffirmed and enhanced in the current Federal Highway Authorization, Moving Ahead for Progress in the 21st Century (MAP-21), and

WHEREAS, it is the purpose of this Memorandum of Understanding to formally affirm the continuing metropolitan transportation policy, planning and programming process and to set forth MPO responsibilities, in accordance with the most current federal and state regulations, and

WHEREAS, given the time to fully develop the MOU, this initial agreement shall be binding through March 31, 2016 and thereafter under two-year renewal periods.

NOW THEREFORE, the County of Jefferson; the City of Watertown; the New York State Department of Transportation (NYSDOT); and local government, whose representatives comprise the Council, in order to continue the cooperative metropolitan transportation planning and programming processes within the “Watertown FHWA Urban Area Boundary” that is required for Federal funding,

AGREE AS FOLLOWS:

1. Policy Committee

A. Membership: The Council will include the following permanent voting members:

- City of Watertown – Two representatives as selected by the City Council of Watertown consisting of one elected City Official and one appointed City professional staff employee.
- Jefferson County – Two representatives as selected by Jefferson County consisting of one elected County Official and one appointed County professional staff employee.
- NYSDOT – Three representatives as follows:
 - a. NYSDOT Commissioner and one appointed NYSDOT Region 7 professional staff employee.
 - b. Local Stakeholder Representative:
 - The NYSDOT shall nominate a Region 7 professional staff employee to be the representative of the subcommittee; the Council shall approve the representative. The subcommittee will be comprised of one appointee from each Town and Village within the Watertown FHWA Urban Area Boundary. The subcommittee will convene quarterly or as deemed necessary.

B. Leadership: The Council shall elect a Chair and Vice Chair annually. The New York State Department of Transportation shall serve as Secretary.

C. Delegation: Council members may designate a representative to preside on their behalf; such designation shall be addressed in writing to the Chairperson.

D. Term of Local Stakeholder Representative: Council shall review and replace, as necessary, the Local Stakeholder Representative to ensure effective representation of Towns and Villages within the FHWA Urban Area Boundary. The initial review shall be within the first two years of the signing of this MOU and biennially afterward.

2. Voting Process: The Council's transportation policy, planning and programming processes reside with the Council, which is composed of elected officials and administrative officers of the participating bodies. The Council will engage in a cooperative, majority-driven decision-making process conducted in a neutral forum. For the purposes of this document, majority is defined as four yes votes. If the Technical Committee recommendations are not 100% consensus, then the Council will require a super majority vote defined as five yes votes.

- 3. Outreach:** The Council will conduct open planning and programming processes through which it will reach out to stakeholders, interest groups, and the general public, especially under-represented and under-served populations, as well as to the media. The Council will make every attempt to be responsive to the needs and requests of constituents within the MPO area and will communicate with and cooperate with other MPOs and transportation agencies and organizations within the state and nationally.
- 4. The Council's MPO Responsibilities:** The Council will cooperate with the modal administrations of the United States Department of Transportation (and with the New York State Department of Transportation) in carrying out all responsibilities assigned to it as MPO including, but not limited to, consideration of the eight planning factors in MAP-21 which focus on the preservation and more efficient use of existing transportation systems; the enhancement of transit services; the consistency of transportation programs with land use plans; the increased safety and security of the transportation system; and an increased consideration of social, economic, and environmental effects. The Council shall submit its biennial Transportation Improvement Program (TIP) to NYSDOT for inclusion in its Statewide Transportation Improvement Program (STIP), in accordance with 23 U.S.C., 49 U.S.C., 23 CFR and MAP-21 requirements.
- 5. Technical Committee & Central Staff:**
- A. Technical Committee:** The Council shall appoint, by a method described in the Unified Operations Plan (UOP), a technical committee to oversee and coordinate the staff work of the transportation planning process and to accomplish such other work as directed by the Council.
- B. Central Staff:** The Council may be supported by the MPO Director/staff, consultant, transportation planning and engineering professionals, and staff resources from the host agency (initially NYSDOT), by a method described in the UOP. The Central Staff shall perform the tasks required to progress the development of plans, programs, and other activities as prescribed in the annually adopted Unified Planning Work Program (UPWP).
- 6. Planning Documents:** The Council shall adopt and update a Long Range Transportation Plan (LRP) periodically, as required by Federal Law and Regulation, or more frequently as it may deem appropriate. The LRP will present a long-term vision for transportation within the MPO area. The vision delineated in the LRP will drive the short-range planning activities described in the annual UPWP, and project implementation described in the (TIP), which documents are also adopted by the Council. The LRP, UPWP and TIP shall be developed on a cooperative basis.

- 7. Host Agency:** The NYSDOT will serve as the interim host of the MPO Central Staff until March 31, 2016 at which time the Council will decide whether to extend NYSDOT or select a new host. The NYSDOT shall assist with legal and financial advice and administrative services as may be required to supplement, as appropriate and feasible, the planning programs to be funded with Federal monies that are available to MPO's.
- 8. Equal Employment Opportunities and Affirmative Action:** In carrying out the described cooperative transportation planning and programming process and in conjunction with Title VI of the Civil Rights Act of 1964 and the President's Executive Orders 11246 and 11375, equal employment opportunities/affirmative action programs shall be pursued in the spirit of the laws provided herein.
- 9. Funding:** The NYSDOT, on behalf of the Council, shall make application to the United States Department of Transportation, in accordance with procedures established by the latter, to secure funding for transportation planning available under MAP-21, and such other Federal and State funds as may become available, for transportation planning as programmed through the annual UPWP. Participating members of the Council shall not be precluded from applying for other Federal funds pursuant to present and/or future Federal Laws and Regulations.
- 10. Unified Operations Plan (UOP):** The MPO Central Staff shall prepare for Council adoption, a UOP specifying how various Council activities shall be conducted. Activities included in the UOP may include procedures and other decision-making processes, membership, public participation and media coverage, parliamentary procedures, and any other matters which may be agreed to by the Council. The UOP shall be adopted by unanimous approval of the initial members of the Council prior to its implementation. It may be thereafter revised only by majority approval of such members of the Council.
- 11. Amendments:** This agreement may be amended by the majority vote of the Council. Any member that wishes to amend this agreement must notify by written notice to the Council no later than 60 days prior to the anniversary date hereof.
- 12. Term of Agreement:** Council shall review and amend, as necessary, this agreement biennially, beginning April 1, 2014.

IN WITNESS WHEREOF the participating members have caused this agreement to be executed by their authorized officials as of the date first above written.

PARTICIPATING MEMBERS

By: _____

Carolyn D. Fitzpatrick, Chairwoman of the Board of Legislators

Jefferson County
County Office Building
175 Arsenal St.
Watertown, NY 13601

By: _____

Honorable Jeffrey E. Graham, Mayor

City of Watertown City Hall
245 Washington St., Room 302A
Watertown, NY 13601

By: _____

Joan McDonald

Commissioner of Transportation, as
Designee of the Governor of New York
NYS Department of Transportation
50 Wolf Road
Albany, NY

Res No. 4

May 28, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving a Site Plan for the Construction of a Parking Lot and Driveway at VL-1 JB Wise Place, Parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, And 7-01-115.000.

A request has been submitted by Ryan Churchill of GYMO, PC for the above subject site plan approval.

The City Planning Board reviewed the request on May 6, 2014 and voted to recommend that City Council approve the site plan subject to several conditions.

The County Planning Board reviewed the request at their May 27, 2014 meeting, and determined that the project does not have any significant county-wide or inter-municipal issues and is of local concern only.

Attached are copies of the report on the request prepared for the Planning Board and an excerpt from their meeting minutes.

The City Council must respond to the questions in Part 2 of the Full Environmental Assessment Form before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment, and approves the site plan submitted to the City Engineering Department on April 22, 2014, subject to the conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 3

Approving a Site Plan for the Construction of a Parking Lot and Driveway at VL-1 JB Wise Place, Parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, And 7-01-115.000

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

Total

YEA	NAY

Introduced by

WHEREAS Ryan Churchill of GYMO, PC, on behalf of Neighbors of Watertown, has submitted an application for site plan approval for the construction of a parking lot and driveway at VL-1 JB Wise Place, parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, and 7-01-115.000, and

WHEREAS the Jefferson County Planning Board reviewed the request at its May 27, 2014 meeting, and determined that the project has no County-wide or inter-municipal issues and is of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on May 6, 2014, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

- 1) The applicant shall provide a paved T-intersection where the driveway loop connects to Safford Lane. "Yield" signs must be installed in addition to the proposed "Do Not Enter" signs.
- 2) The applicant shall revise the curb cut radii at the entrance from JB Wise to match the existing curb and sidewalk.
- 3) The applicant shall confirm or revise the spot elevations near the northeast corner of the parking lot.
- 4) The applicant shall add a chamfered corner to the southernmost parking space in the upper tier to prevent unnecessary loss of green space.
- 5) The applicant shall acquire permission from the owner of the adjacent parking lot (PN 7-01-112.002) for work on their property, and for creating a circulation

RESOLUTION

Page 2 of 3

Approving a Site Plan for the Construction of a Parking Lot and Driveway at VL-1 JB Wise Place, Parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, And 7-01-115.000

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

Total

YEA	NAY

pattern across their property. Alternatively, the applicant may alter the circulation pattern so that the two lots are separated.

- 6) The applicant shall demonstrate that current lighting levels are sufficient. If new fixtures are needed, a photometric plan must be submitted which accounts for existing and proposed light sources. Any new light poles shall match those used on Public Square, or as otherwise approved by the City Engineer.
- 7) The applicant shall provide a stamped boundary and topographic survey.
- 8) The site plan shall depict actual property lines as determined by the surveyor.
- 9) The applicant shall separate the site plan into two sheets—one for grading and drainage, and one for site and landscaping features.
- 10) The applicant shall provide an Engineering Report.

And

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

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

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change

RESOLUTION

Page 3 of 3

Approving a Site Plan for the Construction of a Parking Lot and Driveway at VL-1 JB Wise Place, Parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, And 7-01-115.000

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

Total

YEA	NAY

in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted for the construction of a parking lot and driveway at VL-1 JB Wise Place, parcels 7-01-135.000, 7-01-112.003, 7-01-114.001, and 7-01-115.000, as depicted on the plans submitted to the City Engineer on April 22, 2014, subject to the conditions recommended by the Planning Board listed above.

Seconded by

A counter-clockwise, one-way looped drive will serve the new spaces on the upper tier. The lower tier would be accessed both from the looped drive and from an adjacent parking area owned by the nearby medical building.

At the southwest corner of the lot, the one-way drive connects to a two-way unpaved right-of-way known as Safford Lane. The applicant proposes to pave a portion of Safford Lane using a radius that would direct drivers downhill from their upper tier of parking. However, adjacent property owners still have the right to access their land across this narrow right-of-way, so it must remain open to two-way traffic.

The applicant should square off the pavement so that a T-intersection is provided at this location. “Yield” signs should also be installed at the location of the proposed “Do Not Enter” signs.

The applicant should revise the curb cut radii at the entrance from JB Wise to match the existing curb and sidewalk. The spot elevations in the vicinity need to be checked as well—currently they show a 7” difference between the building corner and the edge of the sidewalk, which should be flat.

The southernmost parking space in the upper tier should have a chamfered corner to prevent unnecessary loss of green space.

As mentioned above, circulation through the lower parking tier relies on crossing adjacent land owned by the Woodruff Professional Building. Additionally, the applicant proposes adding pavement right up to the property line. The applicant should discuss the project with the owners of the medical building, and should acquire permission to work on and cross over their property, based on the currently proposed configuration. The applicant could also add separation between the two lots, or alter the proposed circulation pattern so that crossing is not required.

Sidewalks: The applicant provides sidewalks connecting Empsall’s Plaza to JB Wise parking lot. The ramp depicted appears to have a slope that is low enough to qualify as an accessible route. The applicant may consider including landings and railings where appropriate to attempt to fulfill ADA guidelines. This is not required, as accessible parking is provided on the upper tier.

Lighting: No additional lighting is shown on the plans. If the applicant proposes additional lighting, they must provide a photometric plan that includes nearby light sources (existing and imminent). If no new lighting is installed, the applicant must demonstrate that current levels are sufficient.

New light poles should match those used on Public Square. Staff recommends the installation of one double-neck fixture near the north end of the proposed retaining wall.

Drainage & Grading: The parking lot will be drained by a new catch basin, which will connect to the City’s system within JB Wise parking lot.

Landscaping: The applicant will install four trees around the upper tier parking. One tree will be added to the lower tier in an island, and three existing maples will be preserved to the north.

Miscellaneous: The applicant must provide a stamped boundary and topographic survey, showing the features outlined in the site plan application guidelines. The site plan must depict actual property lines as determined by the surveyor. Specifically, the property line between the proposed parking lot and the medical building parking lot is missing.

The applicant must separate the site plan into two sheets—one for grading and drainage, and one for site and landscaping features.

The applicant must provide an Engineering Report.

The applicant must obtain the following permits prior to construction: Storm Sewer Permit, and General City Permit.

Summary:

1. The applicant shall provide a paved T-intersection where the driveway loop connects to Safford Lane. “Yield” signs must be installed in addition to the proposed “Do Not Enter” signs.
2. The applicant shall revise the curb cut radii at the entrance from JB Wise to match the existing curb and sidewalk.
3. The applicant shall confirm or revise the spot elevations near the northeast corner of the parking lot.
4. The applicant shall add a chamfered corner to the southernmost parking space in the upper tier to prevent unnecessary loss of green space.
5. The applicant shall acquire permission from the owner of the adjacent parking lot (PN 7-01-112.002) for work on their property, and for creating a circulation pattern across their property. Alternatively, the applicant may alter the circulation pattern so that the two lots are separated.
6. The applicant shall demonstrate that current lighting levels are sufficient. If new fixtures are needed, a photometric plan must be submitted which accounts for existing and proposed light sources. Any new light poles shall match those used on Public Square, or as otherwise approved by the City Engineer.
7. The applicant shall provide a stamped boundary and topographic survey.
8. The site plan shall depict actual property lines as determined by the surveyor.
9. The applicant shall separate the site plan into two sheets—one for grading and drainage, and one for site and landscaping features.
10. The applicant shall provide an Engineering Report.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Ryan Churchill, 220 Sterling Street



ARCHITECTURE
ENGINEERING
LAND SURVEYING

Edward G. Olley, Jr.,
William P. Plante, I
Patrick J. Scordo,
Thomas S.M. Compo,
Ryan G. Churchill,

22 April 2014

Gregory F. Ashley,
Stephen J. Gracey,

Mr. Kurt Hauk, P.E.
City Engineer
Room 305 – City Hall
245 Washington St
Watertown, NY 13601

In Consultat
Leo F. Gozalkowski, I
Stephen W. Yaussi, /



Re: Site Plan Submission
Empsall Plaza Proposed Parking Facility

File: 2014-073E

Dear Mr. Hauk:

On behalf of Neighbors of Watertown, GYMO, P.C. is submitting the following materials for Site Plan review at the 6 May 2014 City of Watertown Planning Board meeting:

- 3 full size sets of Site Plans for Departmental Review, including a wet stamped original (Cover, C001, C101, C501-C503);
- 13 – 11"x17" sets of Site Plans;
- Long Form SEQR;
- 16 Engineering Reports (included as part of this cover letter);
- City of Watertown Site Plan Application, and
- \$50 Application Fee.

Project Location and Description

The project is located on tax parcels 7-1-114.001, 7-1-115.000 and 7-1-135.000 in the City of Watertown. The Neighbors of Watertown are owner of the abovementioned parcels and/or in the process of obtaining the said property. The proposed development consists of a 14 parking space parking area, a retaining wall with railing, concrete entryway/ramp, a storm water collection and conveyance system and landscaping. The parking facility will be used for auxiliary parking for the Neighbors of Watertown Facility. A Long Form SEQR has been completed for the project, as requested.

Existing grades of the project area are generally around 2% in the existing parking areas and grades climb as one travels from the west to east of the site to over 30% in areas. A segmental retaining wall system with guide rail is proposed to keep the parking areas and paths to the Neighbors of Watertown facility reasonable in slope (<5%). Refer to Site Development Plans and Details for additional information.

A handicapped parking space is also proposed as close to the main entrance of the facility as possible.

Utilities and Landscaping

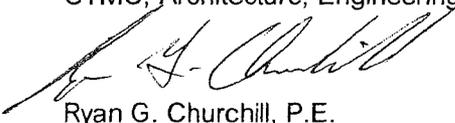
Storm water runoff will be directed to multiple proposed catch basins and discharged to an existing catch basin adjacent to the site, located on the existing asphalt parking area immediately south of the proposed facilities. For location of

proposed storm sewer facilities, see the Site Development Plans.

Landscaping has been designed to meet City of Watertown Standards. The area between the proposed parking facility retaining wall and the guide rail is to consist of a mixture of trees and planting beds with shrubs. The remainder of the green space will have trees planted throughout. Refer to Site Development Plans for proposed tree species and locations.

The developer plans on beginning construction as soon as possible. If there are any questions or you require additional information, please feel free to contact our office.

Sincerely,
GYMO, Architecture, Engineering & Land Surveying, PC



Ryan G. Churchill, P.E.
Partner, Managing Engineer

Attachments

RGC/thr

pc: Thomas H. Ross - GYMO, PC
Reg Schweitzer, Deputy Director – Neighbors of Watertown



CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS



The applicant is responsible for completeness of application and inclusion of all required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 4)
4. Is your proposed building the first on the lot?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

* The City of Watertown Planning Board reserves the right to require Site Plan Review.

B. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS*

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - b. Completed Site Plan Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 stamped & signed original.
 - d. Engineering Report.

2. **13 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - b. Completed Site Plan Application Form.
 - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)

3. **An electronic (pdf) copy** of the entire site plan application package to include the following:
 - a. A single, combined pdf containing the cover letter, the site plan application form and the Engineering Report.
 - b. A single, combined pdf containing all of the plan sheets and drawings.
 - c. The pdf may be submitted via email or on a CD.

Note: When Jefferson County Planning Board (239-M) Review is necessary, one additional full size set as described in # 1 above is required.

*Planning Board Recommendation and City Council Approval is required for Site Plans.

C. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS**

1. **2 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - b. Completed Site Plan Waiver Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 signed original.

2. **8 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - b. Completed Site Plan Waiver Application Form.
 - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)

3. **An electronic (pdf) copy** of the entire site plan waiver application package to include the following:
 - a. A single, combined pdf containing the cover letter and the site plan waiver application form.
 - b. A single, combined pdf containing all of the plan sheets and drawings.
 - c. The pdf may be submitted via email or on a CD.

** Site Plan Approval of City Council may be waived by the City Planning Board.

D. Address submittals to:

Kurt W. Hauk, P.E.
 City Engineer
 Room 305, City Hall
 245 Washington Street
 Watertown, NY 13601

E. A **\$50.00** application fee must accompany the submittal.

A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.
 Make checks payable to the City of Watertown.

F. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3rd Floor of City Hall.

G. 2014 Meeting Schedules.

CITY OF WATERTOWN PLANNING BOARD 2014 (1 ST TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2014 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2014 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 7	Dec. 24	Jan. 6, 20		Jan. 28	Jan. 14
Feb. 4	Jan. 21	Feb. 3, 17*		Feb. 25	Feb. 11
March 4	Feb. 18	March 3, 17		March 25	March 11
April 1	March 18	Apr. 7, 21		April 29	April 15
May 6	April 22	May 5, 19		May 27	May 13
June 3	May 20	Jun. 2, 16		June 24	June 10
July 1	June 17	July 7, 21		July 29	July 15
Aug. 5	July 22	Aug. 4, 18		Aug. 26	Aug. 12
Sept. 2	Aug. 19	Sept. 1*, 15		Sept. 30	Sept. 16
Oct. 7	Sept. 23	Oct. 6, 20		Oct. 28	Oct. 14
Nov. 4	Oct. 21	Nov. 3, 17		Nov. 25	Nov. 11
Dec. 2	Nov. 18	Dec. 1, 15		Dec. 30	Dec. 16

* = Meeting Date changed due to Holiday



1869

CITY OF WATERTOWN SITE PLAN APPLICATION

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

PROPERTY LOCATION

Proposed Project Name: Empsall Plaza Parking Facility
Tax Parcel Number: 7-1-114.001, 7-1-115.000, 7-1-135.000
Property Address: VL-1 J B Wise Place
Existing Zoning Classification: Commercial - Downtown Core District

OWNER OF PROPERTY

Name: Neighbors of Watertown
Address: 112 Franklin Street
Watertown, NY 13601
Telephone Number: (315) 782 - 8497
Fax Number: (315) 782 - 0102

APPLICANT

Name: Neighbors of Watertown
Address: 112 Franklin Street
Watertown, NY 13601
Telephone Number: (315) 782 - 8497
Fax Number: (315) 782 - 0102
Email Address: reg@neighborsofwatertown.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Ryan G. Churchill, P.E. - GYMO, P.C.
Address: 220 Sterling Street
Watertown, NY 13601
Telephone Number: (315) 788 - 3900
Fax Number: (315) 788 - 0668
Email Address: ryan@gymopc.com

OPTIONAL MATERIALS:

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

REQUIRED MATERIALS:

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

- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF):
<http://www.dec.ny.gov/permits/6191.html>

- ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)

BOUNDARY & TOPOGRAPHIC SURVEY

(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.

- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

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

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

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

- All existing easements and/or right-of-ways are shown and labeled.

- Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.

- The north arrow & graphic scale are shown.

DEMOLITION PLAN (If Applicable)

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

- All items to be removed are labeled in darker text.

SITE PLAN

- All proposed above ground features are depicted and clearly labeled.
- All proposed features are clearly labeled “proposed”.
- All proposed easements & right-of-ways are shown and labeled.
- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
- The north arrow & graphic scale are shown.

GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1’ existing contours are shown dashed & labeled with appropriate spot elevations.
- 1’ proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

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

UTILITY PLAN

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided."

LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

PHOTOMETRIC PLAN (If Applicable)

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

CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
- The following note must be added to the drawings stating:
“All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department.”

PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

ENGINEERING REPORT

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

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

GENERAL INFORMATION

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

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

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

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

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

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

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

Proposed Street Name: _____

Explanation for any item not checked in the Site Plan Checklist.
SWPPP/NYSDEC/NYSDOH Approval not required for this project.
Signage is not currently proposed, no Architectural plans are proposed,
Lighting is not proposed at this time.

**SITE PLAN – EMPSALL’S PARKING LOT
VL-1 JB WISE PLACE – PARCELS 7-01-135, 7-01-112.003, 7-01-114.001, 7-01-115**

The board then considered a request for site plan approval submitted by Ryan Churchill of GYMO, on behalf of Neighbors of Watertown, for construction of a parking lot and driveway at VL-1 JB Wise Place, parcels 7-01-135, 7-01-112.003, 7-01-114.001, and 7-01-115.

Mrs. Gervera and Mrs. Fields disclosed that they are on the board for Neighbors of Watertown, but have no personal financial interest in the project.

Mr. Katzman disclosed that he does some snow removal and landscaping work for the neighboring doctors’ office.

Mr. Churchill approached the board and explained the project. He showed a revised drawing with an altered parking circulation pattern. The spaces were now perpendicular to the new driveway to avoid encouraging cars to cross over the neighboring lot.

Gary Beasley of Neighbors of Watertown interjected that the intent had never been to use the neighboring lot for circulation, since Neighbors’ new lot has its own two-way access. He mentioned that the new layout would also work better for snow removal.

Mrs. Capone asked if the appearance would be similar to the recently approved Woolworth lot.

Mr. Beasley said that it would, with similar materials and matching lighting.

Mr. Katzman asked if it would make more sense to combine all three parking lots in this area into a single shared lot.

Mr. Beasley said that the large elevation changes and different access requirements would make that difficult.

Mr. Mix noted there had been some opposition to the design from the manager of the neighboring medical office building, but that the design changes shown today would eliminate the need for Neighbors to get permission from that neighboring property owner as mentioned in Summary Item #5 in the staff report.

Mr. Churchill said that Bernier & Carr were working on the site survey, so that could be submitted separately later on.

Mr. Beasley said that Bernier & Carr surveyors were working on some changes to the subdivision plan that was submitted to the board a couple months ago.

Mr. Wood said that once the survey is complete, the property lines would need to be overlaid on the site plan.

Mr. Churchill reviewed each of the summary items listed in the Planning Office memorandum. He stated whether or not they have been addressed or are currently being addressed. He had no issues with any of the summary items.

Mr. Katzman then moved to recommend that City Council approve the site plan submitted by Ryan Churchill of GYMO, on behalf of Neighbors of Watertown, for construction of a parking lot and driveway at VL-1 JB Wise Place, parcels 7-01-135, 7-01-112.003, 7-01-114.001, and 7-01-115, subject to the following conditions:

1. The applicant shall provide a paved T-intersection where the driveway loop connects to Safford Lane. “Yield” signs must be installed in addition to the proposed “Do Not Enter” signs.
2. The applicant shall revise the curb cut radii at the entrance from JB Wise to match the existing curb and sidewalk.
3. The applicant shall confirm or revise the spot elevations near the northeast corner of the parking lot.
4. The applicant shall add a chamfered corner to the southernmost parking space in the upper tier to prevent unnecessary loss of green space.
5. The applicant shall acquire permission from the owner of the adjacent parking lot (PN 7-01-112.002) for work on their property, and for creating a circulation pattern across their property. Alternatively, the applicant may alter the circulation pattern so that the two lots are separated.
6. The applicant shall demonstrate that current lighting levels are sufficient. If new fixtures are needed, a photometric plan must be submitted which accounts for existing and proposed light sources. Any new light poles shall match those used on Public Square, or as otherwise approved by the City Engineer.
7. The applicant shall provide a stamped boundary and topographic survey.
8. The site plan shall depict actual property lines as determined by the surveyor.
9. The applicant shall separate the site plan into two sheets—one for grading and drainage, and one for site and landscaping features.
10. The applicant shall provide an Engineering Report.

Mrs. Gervera seconded, all voted in favor.



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

May 28, 2014

City of Watertown
Attn: Andrew Nichols, Planner
245 Washington Street
Watertown, NY 13601

Re: Neighbors of Watertown, Site Plan Review for a 14 space parking lot,
JCDP File # C 4 - 14

Dear Mr. Nichols,

On May 27, 2014, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only.

During the review the County Planning Board acknowledged an amended site plan submitted at the meeting, and identified the following local advisory comments:

The local board should ensure the proposed layout incorporates adequate area to enable vehicles to get in and out of all parking spaces, generally consistent with Article IX, Section 310-57, paragraph C of the City Zoning Law.

Any anticipated lighting to be incorporated into the parking lot should be designed to limit off-site glare, pursuant to Article IX, Section 310-57, paragraph A of the City Zoning Law.

Please note that the advisory comments are not a condition of the County Planning Board's action. They are listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,

Andy R. Nevin, AICP
Senior Planner

ARN

617.20
Appendix A
State Environmental Quality Review
FULL ENVIRONMENTAL ASSESSMENT FORM

RECEIVED

APR 25 2014

Purpose: The full EAF is designed to help applicants and agencies determine, in an orderly manner, whether a project or action may be significant. The question of whether an action may be significant is not always easy to answer. Frequently, there are aspects of a project that are subjective or unmeasurable. It is also understood that those who determine significance may have little or no formal knowledge of the environment or may not be technically expert in environmental analysis. In addition, many who have knowledge in one particular area may not be aware of the broader concerns affecting the question of significance.

The full EAF is intended to provide a method whereby applicants and agencies can be assured that the determination process has been orderly, comprehensive in nature, yet flexible enough to allow introduction of information to fit a project or action.

Full EAF Components: The full EAF is comprised of three parts:

- Part 1:** Provides objective data and information about a given project and its site. By identifying basic project data, it assists a reviewer in the analysis that takes place in Parts 2 and 3.
- Part 2:** Focuses on identifying the range of possible impacts that may occur from a project or action. It provides guidance as to whether an impact is likely to be considered small to moderate or whether it is a potentially-large impact. The form also identifies whether an impact can be mitigated or reduced.
- Part 3:** If any impact in Part 2 is identified as potentially-large, then Part 3 is used to evaluate whether or not the impact is actually important.

THIS AREA FOR LEAD AGENCY USE ONLY

DETERMINATION OF SIGNIFICANCE -- Type 1 and Unlisted Actions

Identify the Portions of EAF completed for this project:

Part 1

Part 2

Part 3

Upon review of the information recorded on this EAF (Parts 1 and 2 and 3 if appropriate), and any other supporting information, and considering both the magnitude and importance of each impact, it is reasonably determined by the lead agency that:

- A. The project will not result in any large and important impact(s) and, therefore, is one which will not have a significant impact on the environment, therefore a **negative declaration will be prepared.**
- B. Although the project could have a significant effect on the environment, there will not be a significant effect for this Unlisted Action because the mitigation measures described in PART 3 have been required, therefore a **CONDITIONED negative declaration will be prepared.***
- C. The project may result in one or more large and important impacts that may have a significant impact on the environment, therefore a **positive declaration will be prepared.**

*A Conditioned Negative Declaration is only valid for Unlisted Actions

Empsall Plaza Parking Facility

Name of Action

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

PART 1--PROJECT INFORMATION
Prepared by Project Sponsor

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form, Parts A through E. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3.

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action Empsall Plaza Parking Facility

Location of Action (include Street Address, Municipality and County)

JB Wise Parking Facility, City of Watertown, Jefferson County

Name of Applicant/Sponsor Neighbors of Watertown

Address 112 Franklin Street

City / PO Watertown State NY Zip Code 13601

Business Telephone (315) 782-8497

Name of Owner (if different) _____

Address _____

City / PO _____ State _____ Zip Code _____

Business Telephone _____

Description of Action:

The project entails the construction of a parking facility (14 spaces), retaining wall, landscaping, and sidewalks. The project is to serve business located in the Empsall Building.

Please Complete Each Question--Indicate N.A. if not applicable

A. SITE DESCRIPTION

Physical setting of overall project, both developed and undeveloped areas.

1. Present Land Use: Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Other _____

2. Total acreage of project area: 0.3 acres.

APPROXIMATE ACREAGE	PRESENTLY	AFTER COMPLETION
Meadow or Brushland (Non-agricultural)	<u>0.15</u> acres	<u>0</u> acres
Forested	<u>0.0</u> acres	<u>0.0</u> acres
Agricultural (Includes orchards, cropland, pasture, etc.)	<u>0.0</u> acres	<u>0.0</u> acres
Wetland (Freshwater or tidal as per Articles 24,25 of ECL)	<u>0.0</u> acres	<u>0.0</u> acres
Water Surface Area	<u>0.0</u> acres	_____ acres
Unvegetated (Rock, earth or fill)	<u>0.0</u> acres	<u>0.0</u> acres
Roads, buildings and other paved surfaces	<u>.15</u> acres	<u>0.3</u> acres
Other (Indicate type) _____	<u>0.0</u> acres	_____ acres

3. What is predominant soil type(s) on project site? _____

- a. Soil drainage: Well drained _____% of site Moderately well drained 100% of site.
 Poorly drained _____% of site

b. If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NYS Land Classification System? _____ acres (see 1 NYCRR 370).

4. Are there bedrock outcroppings on project site? Yes No

a. What is depth to bedrock _____ (in feet)

5. Approximate percentage of proposed project site with slopes:

- 0-10% 25% 10- 15% 25% 15% or greater 50%

6. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places? Yes No

7. Is project substantially contiguous to a site listed on the Register of National Natural Landmarks? Yes No

8. What is the depth of the water table? N/A (in feet)

9. Is site located over a primary, principal, or sole source aquifer? Yes No

10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? Yes No

11. Does project site contain any species of plant or animal life that is identified as threatened or endangered? Yes No

According to:

Identify each species:

12. Are there any unique or unusual land forms on the project site? (i.e., cliffs, dunes, other geological formations?)

Yes No

Describe:

13. Is the project site presently used by the community or neighborhood as an open space or recreation area?

Yes No

If yes, explain:

The lot is sometimes used for parking or passive recreation.

14. Does the present site include scenic views known to be important to the community? Yes No

15. Streams within or contiguous to project area:

None.

a. Name of Stream and name of River to which it is tributary

16. Lakes, ponds, wetland areas within or contiguous to project area:

None.

b. Size (in acres):

17. Is the site served by existing public utilities? Yes No
- a. If YES, does sufficient capacity exist to allow connection? Yes No
- b. If YES, will improvements be necessary to allow connection? Yes No
18. Is the site located in an agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
19. Is the site located in or substantially contiguous to a Critical Environmental Area designated pursuant to Article 8 of the ECL, and 6 NYCRR 617? Yes No

20. Has the site ever been used for the disposal of solid or hazardous wastes? Yes No

B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate).
- a. Total contiguous acreage owned or controlled by project sponsor: 0.3 acres.
- b. Project acreage to be developed: 0.3 acres initially; 0.3 acres ultimately.
- c. Project acreage to remain undeveloped: 0 acres.
- d. Length of project, in miles: N/A (if appropriate)
- e. If the project is an expansion, indicate percent of expansion proposed. N/A %
- f. Number of off-street parking spaces existing 0; proposed 10-12
- g. Maximum vehicular trips generated per hour: negligible (upon completion of project)?
- h. If residential: Number and type of housing units:
- | | One Family | Two Family | Multiple Family | Condominium |
|------------|------------|------------|-----------------|-------------|
| Initially | _____ | _____ | _____ | _____ |
| Ultimately | _____ | _____ | _____ | _____ |
- i. Dimensions (in feet) of largest proposed structure: N/A height; N/A width; N/A length.
- j. Linear feet of frontage along a public thoroughfare project will occupy is? N/A ft.
2. How much natural material (i.e. rock, earth, etc.) will be removed from the site? minimal tons/cubic yards.
3. Will disturbed areas be reclaimed Yes No N/A
- a. If yes, for what intended purpose is the site being reclaimed?
-
- b. Will topsoil be stockpiled for reclamation? Yes No
- c. Will upper subsoil be stockpiled for reclamation? Yes No
4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? 0.1 acres.

5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project?

Yes No

6. If single phase project: Anticipated period of construction: <6 months, (including demolition)

7. If multi-phased:

a. Total number of phases anticipated _____ (number)

b. Anticipated date of commencement phase 1: _____ month _____ year, (including demolition)

c. Approximate completion date of final phase: _____ month _____ year.

d. Is phase 1 functionally dependent on subsequent phases? Yes No

8. Will blasting occur during construction? Yes No

9. Number of jobs generated: during construction 15; after project is complete 0

10. Number of jobs eliminated by this project 0.

11. Will project require relocation of any projects or facilities? Yes No

If yes, explain:

N/A

12. Is surface liquid waste disposal involved? Yes No

a. If yes, indicate type of waste (sewage, industrial, etc) and amount N/A

b. Name of water body into which effluent will be discharged N/A

13. Is subsurface liquid waste disposal involved? Yes No Type _____

14. Will surface area of an existing water body increase or decrease by proposal? Yes No

If yes, explain:

N/A

15. Is project or any portion of project located in a 100 year flood plain? Yes No

16. Will the project generate solid waste? Yes No

a. If yes, what is the amount per month? _____ tons

b. If yes, will an existing solid waste facility be used? Yes No

c. If yes, give name _____ location _____

d. Will any wastes not go into a sewage disposal system or into a sanitary landfill? Yes No

e. If yes, explain:

N/A

17. Will the project involve the disposal of solid waste? Yes No

a. If yes, what is the anticipated rate of disposal? _____ tons/month.

b. If yes, what is the anticipated site life? _____ years.

18. Will project use herbicides or pesticides? Yes No

19. Will project routinely produce odors (more than one hour per day)? Yes No

20. Will project produce operating noise exceeding the local ambient noise levels? Yes No

21. Will project result in an increase in energy use? Yes No

If yes, indicate type(s)

22. If water supply is from wells, indicate pumping capacity N/A gallons/minute.

23. Total anticipated water usage per day _____ gallons/day.

24. Does project involve Local, State or Federal funding? Yes No

If yes, explain:

25. Approvals Required:

	Yes	No	Type	Submittal Date
City, Town, Village Board	<input type="checkbox"/>	<input type="checkbox"/>		
City, Town, Village Planning Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan Approval	4/22/14
City, Town Zoning Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
City, County Health Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other Local Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other Regional Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
State Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Federal Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

C. Zoning and Planning Information

1. Does proposed action involve a planning or zoning decision? Yes No

If Yes, indicate decision required:

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Zoning amendment | <input type="checkbox"/> Zoning variance | <input type="checkbox"/> New/revision of master plan | <input type="checkbox"/> Subdivision |
| <input checked="" type="checkbox"/> Site plan | <input type="checkbox"/> Special use permit | <input type="checkbox"/> Resource management plan | <input type="checkbox"/> Other |

2. What is the zoning classification(s) of the site?

Downtown District

3. What is the maximum potential development of the site if developed as permitted by the present zoning?

N/A

4. What is the proposed zoning of the site?

No Change.

5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?

N/A

6. Is the proposed action consistent with the recommended uses in adopted local land use plans? Yes No

7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?

Downtown District (retail space, parking, office space, residential apartments)

8. Is the proposed action compatible with adjoining/surrounding land uses with a ¼ mile? Yes No

9. If the proposed action is the subdivision of land, how many lots are proposed? _____

a. What is the minimum lot size proposed? _____

10. Will proposed action require any authorization(s) for the formation of sewer or water districts? Yes No

11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection)?

Yes No

a. If yes, is existing capacity sufficient to handle projected demand? Yes No

12. Will the proposed action result in the generation of traffic significantly above present levels? Yes No

a. If yes, is the existing road network adequate to handle the additional traffic. Yes No

D. Informational Details

Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you propose to mitigate or avoid them.

E. Verification

I certify that the information provided above is true to the best of my knowledge.

Applicant/Sponsor Name Reg Schweitzer Date 4/21/14

Signature 

Title Deputy Director - Neighbors of Watertown

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

PART 2 - PROJECT IMPACTS AND THEIR MAGNITUDE

Responsibility of Lead Agency

General Information (Read Carefully)

- ! In completing the form the reviewer should be guided by the question: Have my responses and determinations been **reasonable**? The reviewer is not expected to be an expert environmental analyst.
- ! The **Examples** provided are to assist the reviewer by showing types of impacts and wherever possible the threshold of magnitude that would trigger a response in column 2. The examples are generally applicable throughout the State and for most situations. But, for any specific project or site other examples and/or lower thresholds may be appropriate for a Potential Large Impact response, thus requiring evaluation in Part 3.
- ! The impacts of each project, on each site, in each locality, will vary. Therefore, the examples are illustrative and have been offered as guidance. They do not constitute an exhaustive list of impacts and thresholds to answer each question.
- ! The number of examples per question does not indicate the importance of each question.
- ! In identifying impacts, consider long term, short term and cumulative effects.

Instructions (Read carefully)

- a. Answer each of the 20 questions in PART 2. Answer **Yes** if there will be **any** impact.
- b. **Maybe** answers should be considered as **Yes** answers.
- c. If answering **Yes** to a question then check the appropriate box(column 1 or 2)to indicate the potential size of the impact. If impact threshold equals or exceeds any example provided, check column 2. If impact will occur but threshold is lower than example, check column 1.
- d. Identifying that an Impact will be potentially large (column 2) does not mean that it is also necessarily **significant**. Any large impact must be evaluated in PART 3 to determine significance. Identifying an impact in column 2 simply asks that it be looked at further.
- e. If reviewer has doubt about size of the impact then consider the impact as potentially large and proceed to PART 3.
- f. If a potentially large impact checked in column 2 can be mitigated by change(s) in the project to a small to moderate impact, also check the **Yes** box in column 3. A **No** response indicates that such a reduction is not possible. This must be explained in Part 3.

1	2	3
Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

Impact on Land

1. Will the Proposed Action result in a physical change to the project site?

NO YES

Examples that would apply to column 2

- | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|-----|--------------------------|----|
| • Any construction on slopes of 15% or greater, (15 foot rise per 100 foot of length), or where the general slopes in the project area exceed 10%. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • Construction on land where the depth to the water table is less than 3 feet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • Construction of paved parking area for 1,000 or more vehicles. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • Construction on land where bedrock is exposed or generally within 3 feet of existing ground surface. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • Construction that will continue for more than 1 year or involve more than one phase or stage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • Excavation for mining purposes that would remove more than 1,000 tons of natural material (i.e., rock or soil) per year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

	1	2	3	
	Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change	

- Construction or expansion of a sanitary landfill. Yes No
- Construction in a designated floodway. Yes No
- Other impacts: Yes No

2. Will there be an effect to any unique or unusual land forms found on the site? (i.e., cliffs, dunes, geological formations, etc.)

NO YES

- Specific land forms: Yes No

Impact on Water

3. Will Proposed Action affect any water body designated as protected? (Under Articles 15, 24, 25 of the Environmental Conservation Law, ECL)

NO YES

Examples that would apply to column 2

- Developable area of site contains a protected water body. Yes No
- Dredging more than 100 cubic yards of material from channel of a protected stream. Yes No
- Extension of utility distribution facilities through a protected water body. Yes No
- Construction in a designated freshwater or tidal wetland. Yes No
- Other impacts: Yes No

4. Will Proposed Action affect any non-protected existing or new body of water?

NO YES

Examples that would apply to column 2

- A 10% increase or decrease in the surface area of any body of water or more than a 10 acre increase or decrease. Yes No
- Construction of a body of water that exceeds 10 acres of surface area. Yes No
- Other impacts: Yes No

1	2	3
Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

6. Will Proposed Action alter drainage flow or patterns, or surface water runoff?

NO YES

Examples that would apply to column 2

- | | | | | |
|--|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Proposed Action would change flood water flows | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action may cause substantial erosion. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action is incompatible with existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will allow development in a designated floodway. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPACT ON AIR

7. Will Proposed Action affect air quality?

NO YES

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Proposed Action will induce 1,000 or more vehicle trips in any given hour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in the incineration of more than 1 ton of refuse per hour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Emission rate of total contaminants will exceed 5 lbs. per hour or a heat source producing more than 10 million BTU's per hour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will allow an increase in the amount of land committed to industrial use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will allow an increase in the density of industrial development within existing industrial areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPACT ON PLANTS AND ANIMALS

8. Will Proposed Action affect any threatened or endangered species?

NO YES

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Reduction of one or more species listed on the New York or Federal list, using the site, over or near the site, or found on the site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
• Removal of any portion of a critical or significant wildlife habitat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Application of pesticide or herbicide more than twice a year, other than for agricultural purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Will Proposed Action substantially affect non-threatened or non-endangered species?

NO YES

Examples that would apply to column 2

• Proposed Action would substantially interfere with any resident or migratory fish, shellfish or wildlife species.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed Action requires the removal of more than 10 acres of mature forest (over 100 years of age) or other locally important vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPACT ON AGRICULTURAL LAND RESOURCES

10. Will Proposed Action affect agricultural land resources?

NO YES

Examples that would apply to column 2

• The Proposed Action would sever, cross or limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Construction activity would excavate or compact the soil profile of agricultural land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• The Proposed Action would irreversibly convert more than 10 acres of agricultural land or, if located in an Agricultural District, more than 2.5 acres of agricultural land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
• The Proposed Action would disrupt or prevent installation of agricultural land management systems (e.g., subsurface drain lines, outlet ditches, strip cropping); or create a need for such measures (e.g. cause a farm field to drain poorly due to increased runoff).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPACT ON AESTHETIC RESOURCES

11. Will Proposed Action affect aesthetic resources? (If necessary, use the Visual EAF Addendum in Section 617.20, Appendix B.)

NO YES

Examples that would apply to column 2

• Proposed land uses, or project components obviously different from or in sharp contrast to current surrounding land use patterns, whether man-made or natural.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed land uses, or project components visible to users of aesthetic resources which will eliminate or significantly reduce their enjoyment of the aesthetic qualities of that resource.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Project components that will result in the elimination or significant screening of scenic views known to be important to the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPACT ON HISTORIC AND ARCHAEOLOGICAL RESOURCES

12. Will Proposed Action impact any site or structure of historic, prehistoric or paleontological importance?

NO YES

Examples that would apply to column 2

• Proposed Action occurring wholly or partially within or substantially contiguous to any facility or site listed on the State or National Register of historic places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Any impact to an archaeological site or fossil bed located within the project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed Action will occur in an area designated as sensitive for archaeological sites on the NYS Site Inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	1	2	3	
	Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

• Other impacts:

IMPACT ON OPEN SPACE AND RECREATION

13. Will proposed Action affect the quantity or quality of existing or future open spaces or recreational opportunities?

NO YES

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • The permanent foreclosure of a future recreational opportunity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A major reduction of an open space important to the community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPACT ON CRITICAL ENVIRONMENTAL AREAS

14. Will Proposed Action impact the exceptional or unique characteristics of a critical environmental area (CEA) established pursuant to subdivision 6NYCRR 617.14(g)?

NO YES

List the environmental characteristics that caused the designation of the CEA.

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Proposed Action to locate within the CEA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in a reduction in the quantity of the resource? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in a reduction in the quality of the resource? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will impact the use, function or enjoyment of the resource? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

1	2	3
Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

IMPACT ON TRANSPORTATION

15. Will there be an effect to existing transportation systems?

NO YES

Examples that would apply to column 2

- | | | | | |
|--|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Alteration of present patterns of movement of people and/or goods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in major traffic problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPACT ON ENERGY

16. Will Proposed Action affect the community's sources of fuel or energy supply?

NO YES

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Proposed Action will cause a greater than 5% increase in the use of any form of energy in the municipality. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two family residences or to serve a major commercial or industrial use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

NOISE AND ODOR IMPACT

17. Will there be objectionable odors, noise, or vibration as a result of the Proposed Action?

NO YES

Examples that would apply to column 2

- | | | | | |
|--|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Blasting within 1,500 feet of a hospital, school or other sensitive facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Odors will occur routinely (more than one hour per day). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will produce operating noise exceeding the local ambient noise levels for noise outside of structures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will remove natural barriers that would act as a noise screen. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
• Proposed Action will set an important precedent for future projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed Action will create or eliminate employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

20. Is there, or is there likely to be, public controversy related to potential adverse environment impacts?

NO YES

If Any Action in Part 2 Is Identified as a Potential Large Impact or If you Cannot Determine the Magnitude of Impact, Proceed to Part 3

Part 3 - EVALUATION OF THE IMPORTANCE OF IMPACTS

Responsibility of Lead Agency

Part 3 must be prepared if one or more impact(s) is considered to be potentially large, even if the impact(s) may be mitigated.

Instructions (If you need more space, attach additional sheets)

Discuss the following for each impact identified in Column 2 of Part 2:

1. Briefly describe the impact.
2. Describe (if applicable) how the impact could be mitigated or reduced to a small to moderate impact by project change(s).
3. Based on the information available, decide if it is reasonable to conclude that this impact is **important**.

To answer the question of importance, consider:

- ! The probability of the impact occurring
- ! The duration of the impact
- ! Its irreversibility, including permanently lost resources of value
- ! Whether the impact can or will be controlled
- ! The regional consequence of the impact
- ! Its potential divergence from local needs and goals
- ! Whether known objections to the project relate to this impact.

Res No. 5

May 29, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison

Subject: Authorizing Grant Application to NYS Energy Research and Development Authority (NYSERDA), Sludge Disposal Modification

As City Council is aware, City staff successfully applied for the 2012 Regional Economic Development Council grant through the New York State Energy Research and Development Agency for funding to undertake the Sludge Disposal Process Modification Project at the Wastewater Treatment Plant. On December 20, 2012, the City was notified that we had been approved for funding in the amount of \$585,646. Since that time, staff issued a Request for Qualifications for Consulting Services and selected GHD Consulting Services, Inc. to perform the engineering work for this project. On April 1, 2013, City Council approved a Consulting Services Agreement with GHD that included Preliminary Design and Final Design Phase engineering services, including conceptual layout, product marketing, preparation of a Preliminary Design Report, final design and preparation of Contract Documents in the amount of \$638,280.

The NYS Energy Research and Development Authority (NYSERDA) has announced that it is accepting grant applications via the CY 2014 Consolidated Funding Application (CFA) Process for its Cleaner, Greener Communities Program, Phase II Implementation Grants. This is the program through which a \$5 million application had been made in the CY 2013 CFA round for the Sludge Disposal Modifications proposed for the Wastewater Treatment Plant, which unfortunately was not awarded for this project.

For the CY 2014 CFA round, our project does not match the funding guidelines to the same degree of potential favorability as it did last year. However, Water Superintendent Michael J. Sligar has recommended that reapplication be made regardless as the project has potential. Applications are to be submitted no later than June 16, 2014.

A resolution for City Council consideration is attached.

Staff will be available at the meeting to answer any questions Council may have regarding this project.

RESOLUTION

Page 1 of 2

Authorizing Grant Application to the NYS Energy Research and Development Authority (NYSERDA), Wastewater Treatment Plant Sludge Disposal Modifications Project

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

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown applied to the 2012 Regional Economic Development Council for grant assistance through the New York State Energy Research and Development Authority (NYSERDA) for the implementation of the Sludge Disposal Process Modification Project at the Waste Water Treatment Plant (Project), and

WHEREAS on December 20, 2012, the City of Watertown received notice that grant assistance in the amount of \$585,646 had been awarded for the implementation of said Project, and

WHEREAS, the City of Watertown released a Request for Qualifications to select an Engineering Firm to perform a number of tasks associated with the implementation of said Project, selecting GHD Consulting Services, Inc. and

WHEREAS at their Regular Meeting on April 1, 2013, the City Council of the City of Watertown approved a Consulting Services Agreement between GHD Consulting Services, Inc. and the City of Watertown, and

WHEREAS said Consulting Service Agreement included provisions for Preliminary Design and Final Design Phase engineering services, including conceptual layout, product marketing, preparation of a Preliminary Design Report, final design, and preparation of Contract Documents, in the amount of \$638,280, and

WHEREAS NYSERDA is accepting applications for grant funding under its Cleaner, Greener Communities Program Phase II Implementation Grant,

RESOLUTION

Page 2 of 2

Authorizing Grant Application to the NYS Energy Research and Development Authority (NYSERDA), Wastewater Treatment Plant Sludge Disposal Modifications Project

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

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown that it hereby approves proceeding with application for grant funding to NYS Energy Research and Development Authority (NYSERDA) via the CY 2014 Consolidated Funding Application (CFA) Process for its Cleaner, Greener Communities Program, Phase II Implementation Grants for its Wastewater Treatment Plant Sludge Disposal Modification project,

BE IT FURTHER RESOLVED that Water Superintendent Michael J. Sligar is hereby authorized and directed to file said grant application on behalf of the City of Watertown.

Seconded by

Res No. 6

May 29, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Proposal for Comprehensive Analysis of Fire / EMS Services

As a result of Council's recent direction to launch a study of the City of Watertown's Fire Department, I recommend that Council approve the Proposal for Comprehensive Analysis of Fire / EMS Services as submitted by the International City/County Management Association (ICMA) Center for Public Safety Management, LLC. The proposal is attached for your review.

A resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Approving Proposal for Comprehensive
Analysis of Fire / EMS Services

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

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown desires to launch a study of the Watertown Fire Department to analyze the Fire and EMS services, and

WHEREAS the International City/County Management Association (ICMA) Center for Public Safety Management has submitted the attached Proposal for Comprehensive Analysis of Fire / EMS Services,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Proposal for Comprehensive Analysis of Fire / EMS Services submitted by the ICMA Center for Public Safety Management, attached and made part of this resolution, for the purposes of proceeding with a comprehensive study, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison is hereby authorized and directed to sign all documents associated with proceeding with this study.

Seconded by

Proposal for Comprehensive Analysis of Fire / EMS Services Watertown, New York



FIRE/EMS

OPERATIONS

C E N T E R F O R P U B L I C S A F E T Y M A N A G E M E N T

Submitted by:

Center for Public Safety Management, LLC

*Exclusive Provider of Public Safety Technical Assistance for
International City/County Management Association*

ICMA

Leaders at the Core of Better Communities

May 19, 2014

Sharon Addison
City Manager
245 Washington Street, Suite 302
Watertown, NY 13601

Dear Ms. Addison:

The *Center for Public Safety Management, LLC* is pleased to submit this proposal for an analysis of Fire / EMS services for Watertown, NY. The CPSM approach is unique and more comprehensive than ordinary accreditation or competitor studies. In general, our analysis involves the following major outcomes:

- Examine the department's organizational structure and culture;
- Perform gap analysis, comparing the "as is" state of the department to the best practices of industry standards;
- Recommend a management framework to ensure accountability, increased efficiency and improved performance;
- Conduct a data-driven forensic analysis to identify actual workload;
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of Fire services in your community. We have developed a unique approach by combining the experience of dozens of subject matter experts in the areas of emergency services. The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience completing hundreds of projects nation-wide. The team assembled for you will be true "subject matter experts" not research assistants or interns.

ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. I, along with my colleagues at CPSM, greatly appreciate this opportunity and would be pleased to address any comments you may have. You may contact me at 716.969.1360 or via email at lmatarese@cpsm.us

Sincerely,



Leonard A. Matarese, ICMA-CM, IPMA-HR
Director, Research and Project Development
Center for Public Safety Management, LLC

The Association & The Company



International City/County Management Association (ICMA)

The International City/County Management Association (ICMA) is a 100 year old, non-profit professional association of local government administrators and managers, with approximately 9,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments in providing services to its citizens in an efficient and effective manner. Our work spans all of the activities of local government – parks, libraries, recreation, public works, economic development, code enforcement, Brownfield's, public safety, etc.

ICMA advances the knowledge of local government best practices across a wide range of platforms including publications, research, training, and technical assistance. Our work includes both domestic and international activities in partnership with local, state and federal governments as well as private foundations. For example, we are involved in a major library research project funded by the Bill and Linda Gates Foundation and we are providing community policing training in Panama working with the U.S. State Department. We have personnel in Afghanistan assisting with building wastewater treatment plants and have teams in Central America providing training in disaster relief working with SOUTHCOM.

The **ICMA Center for Public Safety Management (ICMA/CPSM)** is one of four Centers within the Information and Assistance Division of ICMA providing support to local governments in the areas of police, fire, EMS, Emergency Management and Homeland Security. In addition to providing technical assistance in these areas we also represent local governments at the federal level and are involved in numerous projects with the Department of Justice and the Department of Homeland Security. In each of these Centers, ICMA has selected to partner with nationally recognized individuals or companies to provide services that ICMA has previously provided directly. Doing so will provide a higher level of services, greater flexibility and reduced costs in meeting member's needs as we will be expanding the services that ICMA can offer to local government is expanding. For example, The Center for Productivity Management (CPM) is now working exclusively with SAS, one of the world's leaders in data management and analysis. And the Center for Strategic Management (CSM) is now partnering with nationally recognized experts and academics in local government management and finance.

The ICMA Center for Public Safety Management will be maintaining the same team of individuals performing the same level of service that it has for the past seven years. The contracting entity will be "**Center for Public Safety Management, LLC**" (**CPSM**). This entity is the exclusive provider of public safety technical assistance for ICMA and will continue to provide training and research for the Association's members and will represent ICMA in its dealings with the federal government and other public safety professional associations.

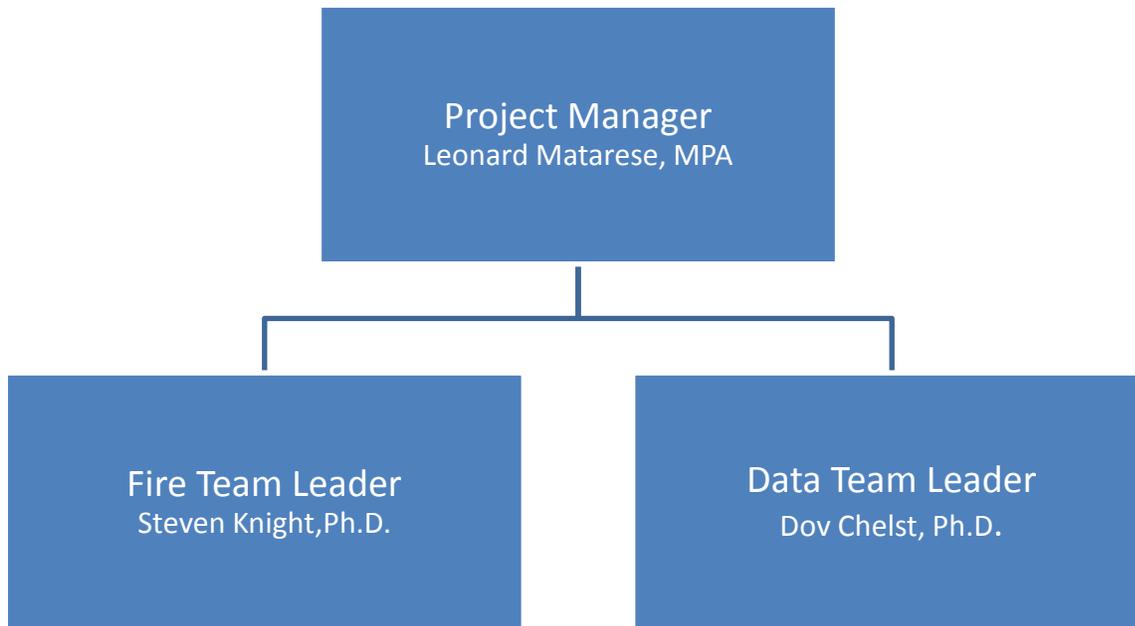
CPSM's local government technical assistance experience includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 200 such studies in 32 states and 120 communities ranging in size from 8,000 population Boone, IA to 800,000 population Indianapolis, IN.

Thomas Wieczorek is the Director of the Center for Public Safety Management. Leonard Matarese serves as the Director of Research & Program Development. Dr. Dov Chelst is the Director of Quantitative Analysis. Dr. Steven Knight is the Senior Manager for Fire/EMS.

Project Staffing

The proposal will look at the fire and EMS services of Watertown, NY. For this project, the CPSM has assembled a premier team of experts from a variety of disciplines and from across the United States. The goal is to develop recommendations that will enable it to produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a Project Manager, two Team Leaders and several senior public safety Subject Matter Experts selected from our team specifically to meet the needs of the community.

The management organizational chart for the project includes the following Key Team Members:



Project Manager

Director of Research and Project Development, Center for Public Safety Management, LLC

Leonard Matarese, MPA, ICMA-CM, IPMA-CP

- **Background**

Mr. Matarese is a specialist in public sector administration with particular expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with particular attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71agency, U.S. Customs Service anti-terrorist and narcotics task force and also as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association- Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments and is currently editing an ICMA book on the selection of police and fire chiefs.

Data Assessment Team

CPSM Center for Public Safety Senior Team Members

Dov Chelst, Ph.D., Director of Quantitative Analysis

- **Background**

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national and international conferences, and participated in workshops across the country.

Senior Public Safety Subject Matter Expert

David Martin, Ph.D., Senior Researcher in the Center for Urban Studies, Wayne State University

- **Background**

Dr. Martin specializes in public policy analysis and program evaluation. He has worked with several police departments to develop crime mapping and statistical analysis tools. In these projects he has developed automated crime analysis tools and real-time, dashboard-style performance indicator systems for police executive and command staff. Dr. Martin teaches statistics at Wayne State University. He is also the program evaluator for four Department of Justice Weed and Seed sites. He is an expert in the use of mapping technology to analyze calls for service workload and deployments.

Senior Public Safety Subject Matter Expert

Gang Wang, Ph.D., Fire & EMS Services Data Analyst

- **Background**

Gang Wang received the dual bachelor degrees in industrial design and management science, and the M.S. in information system from Chongqing University in China and the Ph.D. degree in industrial engineering from Wayne State University. He has five years experience in enterprise information system and eight years experience in data analysis and applied mathematical modeling. He has rich experience in areas of automotive, travel and public safety with particular emphasis in fire / EMS analysis. He has published a book chapter and several journal articles.

Operations Assessment Team – Fire Unit

Director, Center for Public Safety Management

**Thomas Wieczorek, Retired City Manager Ionia, MI; former Executive Director
Center for Public Safety Excellence**

- **Background**

Thomas Wieczorek is an expert in fire and emergency medical services operations. He has served as a police officer, fire chief, director of public safety and city manager and is former Executive Director of the Center for Public Safety Excellence (formerly the Commission on Fire Accreditation International, Inc.). He has taught a number of programs at Grand Valley State University, the National Highway Traffic Safety Administration (NHTSA), and Grand Rapids Junior College. He has testified frequently for the Michigan Municipal League before the legislature and in several courts as an expert in the field of accident reconstruction and fire department management. He is the past-president of the Michigan Local Government Manager's Association; served as the vice-chairperson of the Commission on Fire Officer Designation; and serves as a representative of ICMA on the NFPA 1710 career committee.

He most recently worked with the National League of Cities and the Department of Homeland Security to create and deliver a program on emergency management for local officials titled, "Crisis Leadership for Local Government Officials." It has been presented in 43 states and has been assigned a course number by the DHS. He represents ICMA on the NFPA 1710 and 1730 Standards Committees and is a board member on the International Accreditation Service, a wholly owned subsidiary of the International Code Council.

He received the Mark E. Keane "Award for Excellence" in 2000 from the ICMA, the Association's highest award and was honored as City Manager of the Year (1999) and Person of the Year (2003) by the Rural Water Association of Michigan, and distinguished service by the Michigan Municipal League in 2005.

Senior Manager Fire / EMS

**Chief Steven G. Knight, Ph.D., MPA, BS, EFO, CFO, Assistant Chief, St.
Petersburg, FL Fire and Rescue Department.**

- **Background**

Dr. Steve Knight is a 20-year veteran of the fire and EMS service and is currently the assistant fire chief with the St. Petersburg, Florida Fire and Rescue Department. St. Petersburg Fire & Rescue protects the lives and property of over 260,000 residents and responds to over 40,000 emergency incidents annually from 12 stations. During his tenure with SPFR, Chief Knight has served as the chief of rescue. Knight also currently serves for the Center for Public Safety Excellence, Commission on Fire Accreditation International as a technical advisor and peer assessor.

Chief Knight received the outstanding research award by the National Fire Academy/ United States Fire Administration in 2007, as well as the A. Don Manno Award for Excellence in Research by the National Society for Executive Fire Officers also in 2007.

Knight holds a Ph.D. from the University of South Florida in curriculum and instruction and a minor in research and measurement, a master's degree in public administration from Troy University and a bachelor's in Fire & Safety Engineering from the University of Cincinnati. Chief Knight is also a graduate of the Executive Fire Officer Program through the U.S. Fire Administration, Federal Emergency Management Agency. Knight is an accredited Chief Fire Officer through the Center for Public Safety Excellence and holds numerous Florida state fire and EMS technical certifications. Knight also serves as an adjunct instructor at St. Petersburg College in the Fire Science and Public Safety Administration Program, is the former Program Director – Emergency Medical Services at Manatee Technical Institute.

Senior Associate

Gerard J. Hoetmer, MPA, retired Executive Director of Public Entity Risk Institute, Fairfax, Virginia

- **Background**

Gerry Hoetmer is an expert in fire services, emergency management, and risk management. He served as the founding executive director of the Public Entity Risk Institute, a nonprofit organization that provided training, technical assistance, and research on risk management issues for local government and other public and quasi-public organizations. During his tenure as executive director he was a member of the National Academy of Sciences Disaster Roundtable. Prior to his position as executive director at PERI, Mr. Hoetmer worked at ICMA for 19 years, most recently as the director of research and development. He has written extensively on local government emergency management, the fire service, code enforcement, and risk management issues.

Seminal works include the first report to Congress on fire master planning and the first edition of *Emergency Management: Principles and Practices for Local Government*. In addition to providing expert testimony before Congress and local arbitration boards on fire staffing and scheduling issues, Mr. Hoetmer represented ICMA on the NFPA 1500 Standard on Occupational Safety and Health; NFPA 1201, the Standard for Providing Emergency services to the Public; and the NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Mr. Hoetmer has developed and conducted training programs and seminars at FEMA's Emergency Management Institute and the National Fire Academy in Emmitsburg, Maryland.

He holds a Bachelors from the State University of New York, New Paltz and the Master of Public Administration degree from the University of Colorado at Denver

Senior Associate

Chief John (Jack) Brown (Ret.), BA, MS, EFO, Director, Arlington County Office of Emergency Management, Retired Assistant Chief Fairfax County Fire & Rescue Department

- **Background**

Jack Brown's 40 year public safety career includes 29 years with the Fairfax County, Virginia Fire & Rescue Department, where he retired as Assistant Fire

Chief of Operations. He served in a number of operational and staff positions, including the Office of the Fire Marshal where he attained NFPA certification as a Fire Inspector II and Fire Investigator. As an investigator, he conducted post fire and post blast investigations, assisting in the prosecution of offences involving arson and illegal explosives. He served as a Planning Section Chief and Task Force Leader for the Fairfax County Urban Search and Rescue Task Force (VA TF-1). He deployed to Nairobi, Kenya as Plans Chief in response to the 1998 embassy bombing and as Task Force Leader on a deployment to Taiwan in response to an earthquake in 1999.

Upon his retirement from Fairfax County in 2000, he became the Assistant Chief for the Loudoun County Department of Fire, Rescue and Emergency Management, where he led a team of firefighters to the Pentagon on 9/11 and assisted the Arlington County Fire Department as the initial Planning Section Chief for the incident. Jack served as Planning Section Chief on a Northern Virginia multi-jurisdictional emergency management task force that reestablished the New Orleans Emergency Operations Center just after Hurricane Katrina. He retired from Loudoun County in 2006 to pursue a career in emergency management.

Brown retired from the Coast Guard Reserve as a Chief Warrant Officer 4, specializing in port safety and security, with 33 years of combined Army and Coast Guard Reserve service. After 9/11, he served on active duty for 47 months, including 15 months in the Middle East. He received the Bronze Star Medal for actions in Baghdad, Iraq while supporting combat operations during Operation Iraqi Freedom.

Brown holds a bachelor's degree in Fire Science Administration from the University of Maryland and a master's degree in Quality Systems Management from the National Graduate School, Falmouth, Massachusetts. He is a 1997 graduate of the National Fire Academy's Executive Fire Officer Program at the National Emergency Training Center, Emmitsburg, Maryland. He has been an adjunct professor at the Northern Virginia Community College and the University of the District of Columbia in the Fire Science curriculums. He is a graduate of the Executive Leadership Program in the Center for Homeland Defense and Security at the Naval Postgraduate School, Monterey, California.

Associate

Chief Mike Iacona, MPA, Fire Chief/Director Flagstaff Fire Department, Flagstaff Arizona; former Director and Fire Chief , Orange County, Florida Fire Rescue Department.

- **Background**

Chief Iacona has 38 years of fire service experience, with the last 17 years as Fire Chief. He currently serves as fire chief for the City of Flagstaff, Arizona and has held this position since 2002. Prior to this, he was the Director of Orange County Fire Rescue, Florida, which included oversight of the County's emergency management functions. In addition to duties associated with fire chief, he has served in various capacities, rising through the ranks from fire fighter/paramedic to chief fire officer. Mike has led a fire training division, was the Chief of Operations, served as Emergency Manager in EOC Operations, was Chief Negotiator in multiple IAFF Contract deliberations. He has supervised the development of several fire master plans, was a volunteer fire

fighter coordinator, led multiple fire code adoption processes, was in charge of personnel and payroll functions and implemented fire impact fees. He also has wildland fire experience, supervising a fuel management program, the adoption of a Wildland Interface Code, and the adoption of a Community Wildfire Protection Plan (CWPP).

Chief Iacona holds a Master's Degree in Public Administration and did his undergraduate work in Urban Planning at Florida Atlantic University, in Boca Raton, FL. He is a graduate of the National Fire Academy's Executive Fire Officer Program and attended The Program for Senior Executives in State and Local Government at the Harvard Kennedy School.

Project Schedule



Milestone 1 – Full execution of the agreement

Agreement will identify Project Launch date.

Milestone 2 – Project Launch

A representative from CPSM will conduct an in-person meeting with City of Watertown contacts to launch the project by clarifying and confirming expectations, detailing study parameters, and commencing information gathering. As necessary, we will conduct an interactive telephone conference with CPSM project leads to participate in the project launch.

Milestone 3a – Information Gathering and Data Extraction- 30 Days

Immediately following project launch, the operations leads will deliver an information request to the Fire Department and to Jefferson County Office of Fire & Emergency Management. This is an extensive request which provides us with a detailed understanding of the department's operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

Milestone 3b – Data Extraction and Analysis – 14 Days

Also immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the Jefferson County Fire & Emergency Management CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from the County's department to ensure the timely production of required for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

Milestone 3c – Data Certification – 14 days

Milestone 4a – Data Analysis and Delivery of Draft Data Report – 30 days

Within thirty days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to the Office of the City Manager for review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

Milestone 4b – Departmental Review of Draft Data Report – 14 days

The Office of the City Manager will have 10 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The Office of the City Manager must attempt to specify all concerns with the draft report, as best possible..

Milestone 4c – Final Data Report – 10 days

After receipt of the department's comments, the data report will be finalized within 10 days.

Milestone 5 – Conduct On-Site Visit – 30 days

Subject matter experts will perform a site visit within 30 days of the delivery of the draft data report.

Milestone 6 – Draft Operations Report – 30 days

Within 30 days of the last on-site visit, the operations team will provide a draft operations report to the Office of the City Manager. Again the Office of the City Manager will have 10 days to review and comment.

Milestone 7 – Final Report 15 days

Once the Office of the City Manager's comments and concerns are received by CPSM the combined final report will be delivered to the city within 15 days.

TOTAL ELAPSED TIME: 105 - 135 days

The CPSM Approach: Fire/EMS



Operations Review

Using information analyzed by the data team, an operational assessment by CPSM technical experts will be conducted to evaluate the deployment of emergency resources.

The CPSM team will evaluate equipment, maintenance, records, policies, procedures, mapping, implemented technology and innovations, facilities, training, and staff to create recommendations for future service delivery.

The team may meet with elected and appointed officials as well as identified community leaders to determine the outcome they are seeking from deployment of resources.

Observations and recommendations will be developed around key performance and analysis areas in the completion of the report and include:

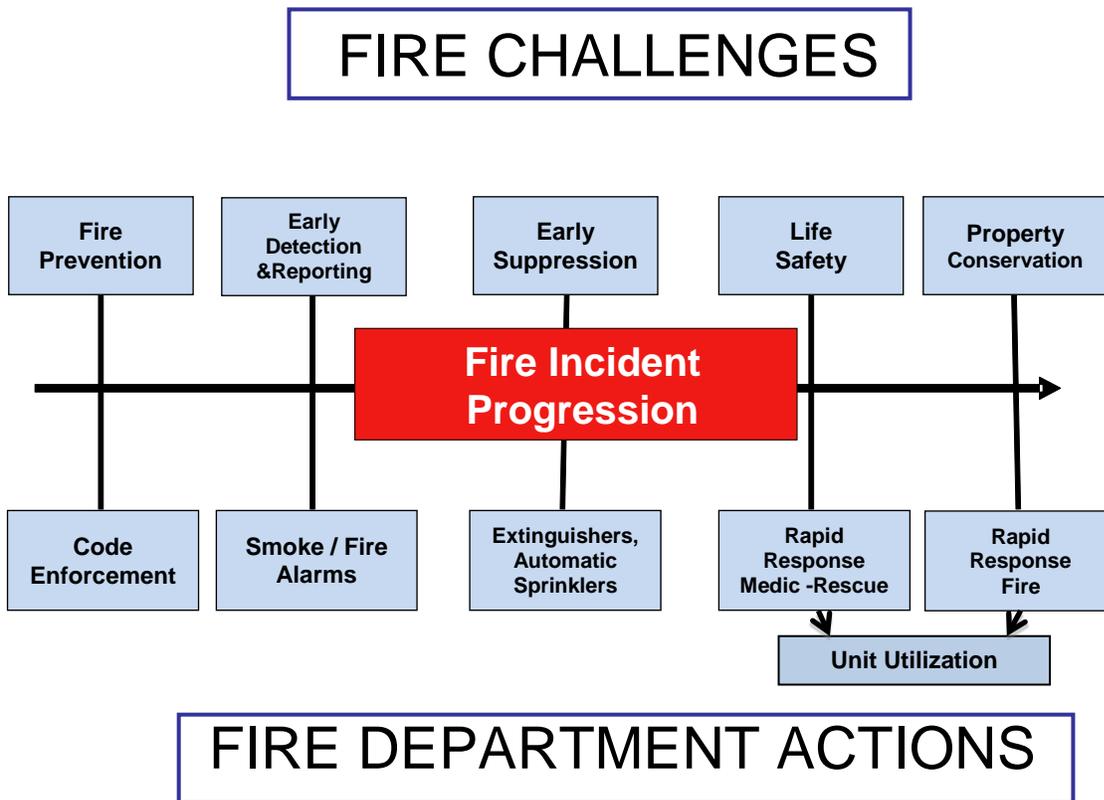
- Comprehensive Data Analysis
 - Incident Type Workload
 - Response Time
 - Unit Workload
 - Analysis of Busiest Hour
- Governance and Administration
 - Organizational Structure
 - Organizational Leadership
 - Staffing and Deployment
 - External Relationships
- Organizational Behavior/Management/Processes
 - Time Allocation of Staff
 - Organizational Communication
 - Strategic Planning
 - Performance Measurement
- Financial Resources (Operating and Capital Resources)
- Programs (To include fire suppression, EMS, fire prevention, public education, fire investigation, technical rescue, hazardous materials, emergency management, , and other service delivery programs)
- Risk Management/All hazards approach to community protection
- ISO/Accreditation Benefit Analysis

Using GIS technology we will review the current locations of deployed equipment and stations with recommendations developed for the future. Key to making these determinations will be response time for dispatched units and call density.

The CPSM data team has created a methodology for determining resource utilization that quantifies the maximum and minimum deployment of personnel and equipment. It is unlike any other approach currently used by consultants and is indicative of the desire by CPSM to deliver the right resources at the right time.

Fire Suppression Services

Fire departments staff their stations and train their personnel to respond to a wide array of fire and vehicular accident emergencies. In addition, many departments use the long intervals between calls for service for a variety of fire prevention, training and station activities. Research in the United Kingdom as well as by FEMA has shown that the most cost-effective approach to fire deployment is the elimination of calls. If a call is received, eliminating hazards decreases the risk faced by first responders and may result in a more positive outcome. These preventive strategies should include building effective code enforcement and fire prevention activities as well as strong public education programs promoting smoke detectors fire extinguisher use and placement in homes and businesses. The effort may also include early fire suppression through the use of automatic sprinkler systems and other fire protection systems. All of these prevention and response challenges are illustrated below.



The resulting data study CPSM completes will gather and analyze data on the efficiency and effectiveness of the current deployment on the fire runs. Resource utilization will be quantified for concentration, location, and unit utilization.

The study will also analyze fire call data to provide a comprehensive review of how fire services are delivered to the community including a detailed analysis of workloads and response times. The analysis of the workloads should begin with an in-depth study of the types of calls handled and their severity. The goal of this data gathering would be to explicate the fundamental nature of the fire challenge faced by the Fire Department.

The study will pay special attention to fires reported in residences or buildings. Some examples of questions to be answered as a part of the study include: What was the average response

time of the first arriving fire suppression unit capable of deploying extinguishing agent? How long did the engine companies work at the scene?

For each call type, we will determine the time spent on-scene and the manpower personnel who worked the scene. This data will be aggregated to determine an overall average total time spent on fire calls per 24-hour period and by shift for each engine company. It will document any dramatic variations by time of day and day of week as well as seasonal variations. It will also require the review the department's non-emergency productive hours that fire personnel carry out between emergency calls. The study will also analyze data to determine the proportion of calls and the associated workload that arise within the community's borders compared to mutual aid calls.

Response time is an important statistic in emergency service systems. We will determine:

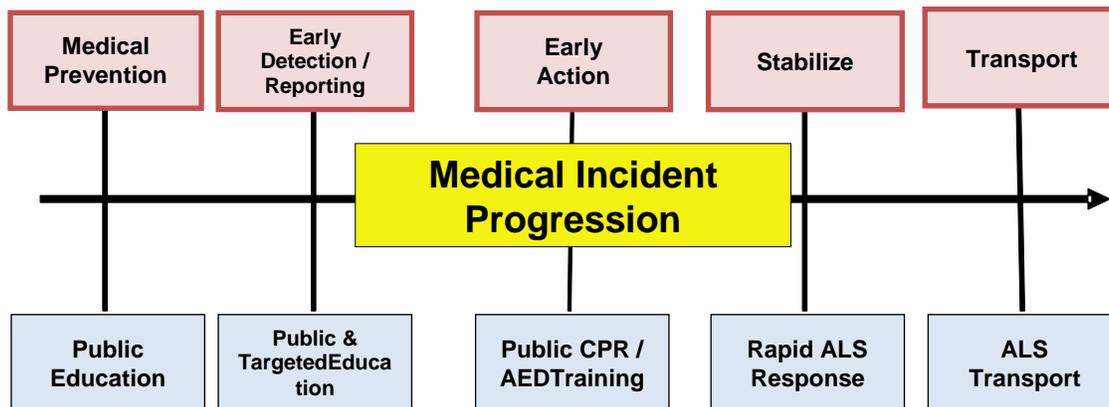
- Average response time of first arriving fire suppression unit capable of deploying extinguishing agent.
- Distribution of response times for different call categories
- Response time for the second arriving engine company, where possible

We will also identify and review calls that experienced unusually long response times.

Emergency Medical Services

Fire Departments provide emergency medical services in addition to fire suppression duties. In this project we will analyze EMS call data to provide a comprehensive review of emergency medical services including a detailed analysis of workloads and response times. The analysis of the workloads will begin with an in-depth study of the types of calls handled and their severity. The goal is to explicate the fundamental nature of the emergency medical challenge faced by the community's Fire Department. We will pay special attention to the most critical emergencies such as heart attack and serious vehicular accidents.

EMS CHALLENGES



EMS DEPARTMENT ACTIONS

For each call type, we will determine the time spent on-scene and the manpower personnel who worked the scene. These data will be aggregated to determine an overall average total time spent on fire calls per 24-hour period for each ambulance company and the unit hour utilization (UHU). We will also determine how much EMS calls contribute to the workload of fire engine companies since they also respond to most calls. We will document any dramatic variations by time of day and day of week as well as seasonal variations.

Response time is an important statistic in emergency service systems. We will determine not only average response time but also the distribution of response times for different call categories. We will also identify and review calls that experienced unusually long response times.

Analysis of the Busiest Hours of the Year

Fire departments often speak of the “worst case scenario” or “resource exhaustion” when developing staffing and deployment plans. In reality, an agency can never staff for the worst case scenario, because whatever situation can be envisioned, there can always be a more serious event that can be planned.

What is needed to make staffing and apparatus decisions is a clear understanding of what levels of demand can reasonably be expected over specific periods of time in a specific jurisdiction. For example, what are the busiest calls for service times over a one year period and what levels of staffing and apparatus were needed to handle this workload?

To answer this question requires a detailed analysis of calls for service, broken down minute by minute, identifying which units were busy and how many units remained available to respond to a new call for service. More sophisticated analysis can take into consideration available mutual aid resources.

There is significant variability in the number of calls from hour to hour. One special concern relates to the fire resources available for the highest workload hours. We tabulate the data for each of 8760 hours in the year. We identify how often the fire department will respond to more than a specified number of calls in an hour. In studying call totals, it is important to remember that an EMS run typically lasts, on average, a different amount of time than a fire category call.

Example of “Busiest Hour Analysis”

What follows is an example of an CPSM study of a fire department with 17 units staffed all the time. For the vast majority of these high volume hours, the total workload of all units combined is equivalent to 3 or fewer units busy the entire hour. For the ten highest volume hours, 0.1% of the hours, the total workload exceeded 3 hours. All of these high volume hours occurred between 10 a.m. and 9 p.m.

The hour with the most work was between 1000 and 1100 on September 12, 2009. The 21 calls involved 34 runs. The combined workload was 417 minutes. This is equivalent to 7 firefighting units being busy the entire hour. However, in the City there are 17 units staffed all of the time. During the worst portion of the hour, there were always at least 5 units still available to respond immediately. Only 5 of the 17 units were busy more than 30 minutes during this hour.

The hour with the most calls was between 1400 and 1500 on October 13, 2009. The 23 calls involved 28 runs. The combined workload was 379 minutes. This is equivalent to between 6 and 7 firefighting units being busy the entire hour. However, in the city there are 17 units staffed all of the time. During the worst portion of the hour, there were always at least 7 units still available to respond immediately. Only 3 of the 17 units were busy more than 30 minutes during this hour.

Table 1. Frequency Distribution of the Number of Calls

Number of Calls in an Hour	Frequency
0-5	6397
6-10	2263
11-15	98
16 or more	2

Observations:

- A total of 6,397 hours (73%) in a year have received 0-5 calls.
- A total of 2,263 hours (25.8%) in a year have received 6-10 calls.
- A total of 100 hours (1.2%) in a year have received 11 or more calls.

Table 2. Top Ten Hours with the Most Calls Received

HOURS	Number of Calls	Number of Runs	Total Busy Minutes
13-Oct-2009 1400	23	28	379
12-Sep-2009 1000	21	34	417
20-Jun-2009 2000	15	16	252
02-Feb-2009 1900	15	16	213
10-Jul-2009 1000	14	15	226
15-Feb-2009 1900	14	20	317
29-Jul-2009 1700	14	18	274
23-Feb-2009 1100	14	15	180
17-Mar-2009 1500	14	17	193
01-Mar-2009 1800	13	14	185

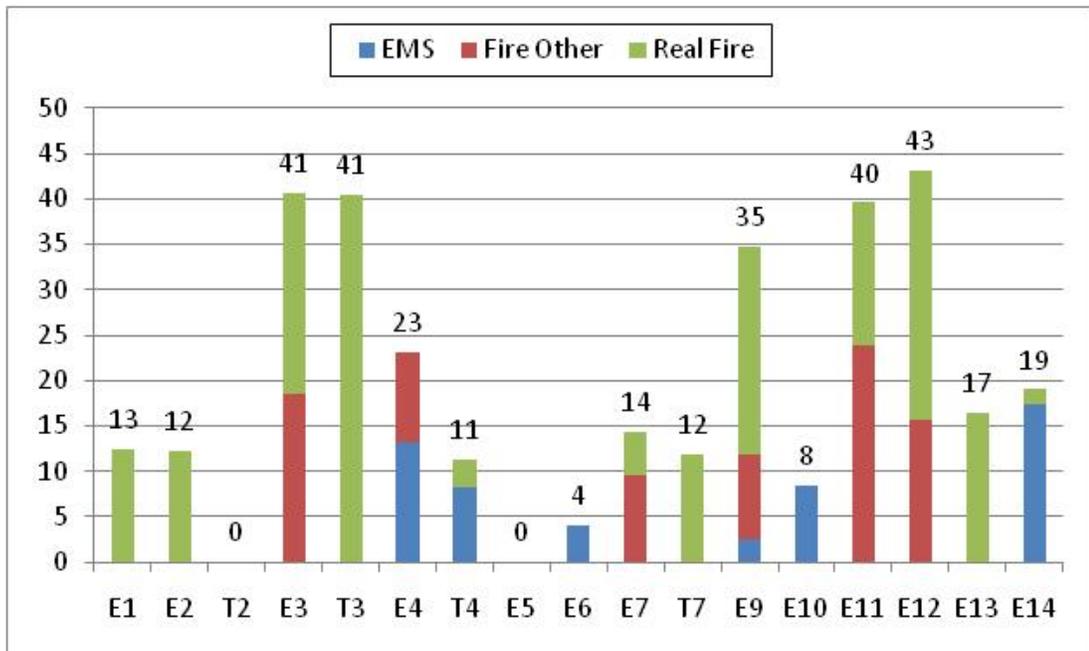
Table 3. Deployed Minutes by Unit for the Hour between 10 a.m. and 11 a.m. on 12-Sep-2009

Station	1		2		3		4		5	6	7		9	10	11	12	13	14	Number of Units	
Unit	E1	E2	T2	E3	T3	E4	T4	E5	E6	E7	T7	E9	E10	E11	E12	E13	E14	Busy	Free	
0-5																		3.3	1	16
5-10		1.9		0.7														5	3	14
10-15	3.1	5		5								3.7		0.6	4.8			5	7	10
15-20	5	4.3		5	0.5							5		5	4.4			4	8	9
20-25	4.4	1.1		4.4	5							3.8		5	5				7	10
25-30				5	5							5		5	5				5	12
30-35				4.6	5							5		5	2.7				5	12
35-40				5	5	3.1						5		5	1.3				6	11
40-45				5	5	5				1.2		0.7	0.7	4.9	5	1.6			9	8
45-50				5	5	5	1.8			5	1.8		1.9	1.6	5	4.9	1.7		11	6
50-55				0.9	5	5	4.5		3.3	5	5	2.5	0.8	2.5	5	5			12	5
55-60					5	5	5		0.8	3.1	5	4.1	5	5	5	5			11	6
Total	12.5	12.3	0.0	40.6	40.5	23.1	11.3	0.0	4.1	14.3	11.8	34.8	8.4	39.6	43.2	16.5	19.0			

Note: The numbers in the cells are the busy minutes within the 5 minute block. The cell values greater than 2.5 are coded as red. Observations:

- Between 10 a.m. and 11 a.m. on September 12, 2009, the fire department responded to 21 calls and dispatched 34 units to these calls.
- In the city there are 17 units staffed all of the time. During the worst portion of this hour, there were always at least 5 units still available to respond immediately. Only 5 of the 17 units were busy more than 30 minutes during this hour.

Figure 1. Workload by Unit and Call Type for the Hour between 10 a.m. and 11 a.m. on 12-Sep-2009



Observations:

- Engine companies E3, E11 and E12 were busy more than 40 minutes during this hour.
- Truck T3 was busy more than 40 minutes during this hour.
- Eleven units were busy less than 20 minutes. Two units responded to no calls.

Proposed Fees



The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

CPSM will conduct the analysis of the Fire department for \$56,000 exclusive of travel. The project would be billed in three installments: 40% within 14 days of signing the contract; 40% with delivery of the, fire and EMS draft data analysis; 20% with delivery of the final report. Following delivery of the draft reports, the city will have 30 days to provide comments as to accuracy and a final report will be delivered within 30 days of the comment period.

A travel budget of \$5,000 is proposed.

NOTE: If the chief administrative officer of the jurisdiction is a member of ICMA the fee, exclusive of travel, will be reduced by 10%.

Deliverables

Draft reports for fire/EMS will be provided for department review in electronic format.

In order to be ecologically friendly, CPSM will deliver the final report in computer readable material either by email or CD or both. The final reports will incorporate the operational as well as data analysis. Should the municipality desire additional copies of the report, CPSM will produce and deliver whatever number of copies the client request and will invoice the client at cost.

Should the City desire additional support or in-person presentation of findings, CPSM will assign staff for such meetings at a cost of \$2,000 per day/per person along with reimbursement of travel expenses.

Conclusion

Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, CPSM acts as a trusted advisor, assisting local governments in an objective manner. In particular, CPSM's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes CPSM a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you further.

Res No. 7

May 27, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Finding That Changing the Approved Zoning Classification of 111 Chestnut Street from Residence A to Neighborhood Business Will Not Have a Significant Impact on the Environment

At its May 6, 2014 meeting, the City Planning Board voted not to recommend that the City Council change the zoning classification of 111 Chestnut Street, parcel 14-13-227, from Residence A to Neighborhood Business District. The Council has scheduled a public hearing on the request for Monday, June 2, 2014 at 7:30 PM.

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

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 111 Chestnut Street from Residence A to Neighborhood Business Will Not Have a Significant Impact on the Environment

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

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it a proposed Ordinance changing the approved zoning classification of 111 Chestnut Street, parcel 14-13-227, from Residence A to Neighborhood Business, and

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

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

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

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

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

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the zone change will not have a significant impact on the environment.

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 111 Chestnut Street from Residence A to Neighborhood Business Will Not Have a Significant Impact on the Environment

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

Total

YEA	NAY

2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

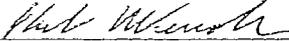
617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

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

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

Part 1 - Project and Sponsor Information			
Name of Action or Project: Washington St. & Chestnut St. Development			
Project Location (describe, and attach a location map): Corner of Washington St. & Chestnut St.			
Brief Description of Proposed Action: Applicant seeks a change in zoning for 111 Chestnut St. from residential to neighborhood business. Primary purpose for change in zoning is to create ingress and egress from Chestnut St. and support adequate parking. Project consists of a 3,900 square foot restaurant to be located almost entirely on an existing neighborhood business zoned property. The change in zoning for 111 Chestnut St. will allow for this project to move forward and an investment will be made to re-mediate environmental hazards located on the property. Remediation of this pollution will have a direct positive impact to the community.			
Name of Applicant or Sponsor: Sphere Holdings LLC		Telephone: 315-569-6520	
		E-Mail: kwendler@spheredevelopment.com	
Address: PO Box 207			
City/PO: Manlius		State: NY	Zip Code: 13104
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 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: Site Plan approval will be required from the City of Watertown Planning Board.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		.3363 acres	
b. Total acreage to be physically disturbed?		.3165 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.6528 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" 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			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ Site was formally a gas station and is currently used as an automobile service station. Adjacent to the south of the property is a Sunoco gas station with numerous installed monitoring wells, unsure of remediation status at the Sunoco property.	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: Sphere Holdings LLC / Kurt Wendler		Date: 4/15/14
Signature: 		

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

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

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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

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

PRINT

Res No. 8

May 27, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Fiscal Year 2013-14 Capital Fund Budget Re-adoption

Included in tonight's agenda is a resolution to accept the total bid submitted by Acts II Construction, Inc. in the amount of \$428,000 for phase II of the Dosing Station rehabilitation project. This project was originally intended to be included in the Fiscal Year 2014-15 Capital Budget but per a memo prepared by Kurt Hauk, City Engineer and included in the April 7, 2014 City Council agenda the work must be completed during low water conditions which is typically between late July and late September. In order for the project to start by late July it was recommended to be bid and awarded prior to July 1st.

A resolution amending the Capital Budget has been prepared for City Council consideration to include this as an approved project.

RESOLUTION

Page 1 of 1

Re-Adoption of Fiscal Years 2013-14 through 2016-2017 Capital Budget

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

Total

YEA	NAY

Introduced by

WHEREAS on May 20, 2013 the City Council adopted the Fiscal Years 2013-14 through 2017-18 Capital Budget, and

WHEREAS City Council desires to accept the base bid submitted by Acts II Construction, Inc. for the Dosing Station Dam Phase II Rehabilitation project in the amount of \$428,000 and

NOW THEREFORE BE IT RESOLVED that the Fiscal Years 2013-14 through 2017-18 Capital Budget is amended to include the Dosing Station Dam Phase II Rehabilitation project at an estimated cost of \$450,000 in FY 2013-14.

Seconded by



1869

CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 1 April, 2014

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: WTP Dosing Station Dam Rehab Ph II

The second phase of the Dosing Station Rehab project is scheduled to be completed in the FY 14-15 budget year. Due to the nature of the project, the work must be done during low water conditions. This is normally between late July and late September.

The project design and permitting are completed and the project is ready to be advertised for bid.

In order to make the timeline to start in late July, the project will need to be bid and awarded prior to July 1st. Staff recommends proceeding with the bid process prior to the start of the fiscal year in order to meet the timeline.

There are provisions in the contract that limit the contractor to start work after July 1, 2014.

As this project is not in the adopted FY 2013-14 Capital Budget City Council would be asked to re-adopt the FY 2013-14 Capital Budget prior to the acceptance of the bid for this project and approval of a bond ordinance to finance the project. Debt service would still commence in FY 2015-16 as planned.

cc. Amy Pastuf, Purchasing Manager
Mike Sligar, Superintendent of Water
Jim Mills, City Comptroller

Res No. 9

May 27, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Water Department Dam Rehabilitation Phase II,
Acts II Construction Inc.

The City Purchasing Department has advertised and received sealed bids for the Water Department Dam Rehabilitation Phase II, per our specifications.

Invitations to bid were filed with the Northern New York and Syracuse Builders Exchange, the Dodge Reports and the Empire State Purchasing Group. Bid specifications were requested and sent to seven (7) contractors with six (6) sealed bids received and publicly opened and read in the City Purchasing Department on Thursday, May 15, 2014, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Engineering Department, and it is their recommendation that the City accept the bid from Acts II Construction Inc. as the lowest qualifying bidder meeting our specifications in the amount of \$427,000. It is further recommended that the City Council approve Alternate #B for removal and replacement of the dredge anchor cable at a cost of \$1,000 for a total bid of \$428,000. The bids received are outlined in Ms. Pastuf's attached report.

A resolution is attached for City Council consideration. Approval of this resolution is contingent upon Council approval of the resolution to re-adopt the FY 2013-14 Capital Budget prior to the acceptance of the bid, as well as approval of a bond ordinance to finance the project. Debt service would still commence in FY 2015-16 as planned.

RESOLUTION

Page 1 of 1

Accepting Bid for Water Department Dam Rehabilitation Phase II, Acts II Construction Inc.

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

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the Water Department Dam Rehabilitation Phase II, per our specifications, and

WHEREAS invitations to bid were issued to Northern New York and Syracuse Builders Exchange, the Dodge Reports and the Empire State Purchasing Group, with seven (7) sets of bid specifications and plans requested by area builders with six (6) sealed bids received and publicly opened and read in the City Purchasing Department on Thursday, May 15, 2014, at 11:00 a.m., and

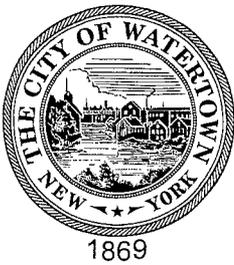
WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Engineering Department, and it is their recommendation that the City Council accept the bid submitted by Acts II Construction Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York accepts the bid submitted by Acts II Construction Inc. as the lowest qualifying bidder for the Water Department Dam Rehabilitation Phase II, including Alternate #B for removal and replacement of the dredge anchor cable for a total bid of \$428,000, per our specifications, and

BE IT FURTHER RESOLVED that approval of this resolution is contingent upon approval the resolution to re-adopt the FY 2013-14 Capital Budget and approval of the Bond Ordinance to finance the project, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, be authorized and directed to sign all contracts associated with implementing the award to Act II Construction Inc.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2014-02 – Water Department Dam Rehabilitation Phase II - Bid Recommendation
DATE: 5/27/2014

The City's Purchasing Department advertised in the Watertown Daily Times on April 9, 2014 calling for sealed bids for the Water Department Dam Rehabilitation, Phase II as per City Specifications. Bid Specifications were filed with the Northern New York Builders Exchange, Syracuse Builders Exchange, the Dodge Reports and the Empire State Purchasing Group.

Bid Specifications were requested and sent to seven (7) contractors. Six (6) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Thursday, May 15, 2014 at 11:00 am, local time. The bid tally is provided below:

Description	Acts II Construction, Inc.	Economy Paving Company, Inc.	Marcellus Construction Company, Inc.	Slate Hill Constructors, Inc.	Tuscarora Construcion Corporation	Vector Construction Corporation
Base Bid	\$427,000.00	\$618,580.00	\$881,300.00	\$574,100.00	\$467,000.00	\$523,700.00
Alternate A	\$40,000.00	\$26,252.00	\$40,000.00	\$17,000.00	\$12,000.00	\$16,000.00
Alternate B	\$1,000.00	\$3,600.00	\$12,600.00	\$4,000.00	\$1,000.00	\$5,000.00
Total	\$468,000.00	\$648,432.00	\$933,900.00	\$595,100.00	\$480,000.00	\$544,700.00

The bids were reviewed by the Engineering Department and the Purchasing Department to ensure that they conform to the required specifications. It is recommended that we accept the base bid proposal from Acts II Construction, Inc. for \$427,000.00 and approve Alternate #B (removal and replacement of the dredge anchor cable) at a cost of \$1,000, for a bid total of \$428,000.00. It is recommended that we omit Alternate #A (electrical work) for \$40,000 as the electrical services will be provided in house by the Department of Public Works.

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



1869

CITY OF WATERTOWN, NEW YORK

DEPARTMENT OF ENGINEERING

Room 305, City Hall
245 Washington Street
Watertown, New York 13601

Tel. (315) 785-7740
Fax (315) 785-7829

May 27, 2014

RE: Recommendation of Bid
Water Treatment Plant Dosing Station Dam Rehabilitation Phase II

Dear Ms. Pastuf

On May 15, 2014, sealed bids for the rehabilitation of the Water Treatment Plant's Dosing Station Dam Phase II were received and opened. The lowest bid was Acts II Construction Inc. of 658 US Hwy. 11 South, Gouverneur, N.Y. at \$427,000.00 for the Base Bid, \$40,000 for the Alternate A work, and \$1,000 for the Alternate B work.

The Contractor has established a good working relationship with the City of Watertown as well as other municipalities in the region. The Contractor has previously performed similar work satisfactorily for the City of Watertown and is also satisfactorily qualified for this project. The Contractor has completed previous work on time and on budget.

After review of all received bids it is recommended that the project, including Alternate B work, but excluding Alternate A work, be awarded to Acts II Construction Inc. of Gouverneur, N.Y for a total of \$428,000.00.

Sincerely,

Kurt Hauk, PE
City Engineer
City of Watertown
245 Washington St
Watertown, NY 13601
315-785-7740

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
DOSING STATION DAM – DOWNSTREAM REFACING
FACILITY IMPROVEMENTS**

PROJECT DESCRIPTION	COST
<p>Dosing Station Dam – Downstream Refacing Project:</p> <p>Rehabilitation of the Dosing Station Dam commenced several years ago with the refacing of all but 15’ to 20’ of the upstream face. Prior to that point, an estimated 1.5 million gallons per day leaked beneath the dam and into the coagulation basin (thus bypassing the chemical dosing station). The upstream effort reduced the underflow by one third to one half depending upon level of water in the Black River. This project will complete the refacing effort for the downstream component and the remaining upstream component, as well as grout seal identified channels of leakage that still exist.</p>  <p>Funding to support this project will be through a FY 2014-15 Water Fund transfer (F.9950.0900) of \$250,000 and the issuance of a 10 year serial bond with projected FY 2015-16 debt service of \$33,750.</p>	<p>\$500,000</p>
TOTAL	\$500,000

Res No. 10

May 28, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Change Order No. 5 for Disinfection Improvement Project,
C. O. Falter Construction Inc.

On June 3, 2013, City Council accepted several bids submitted for the general construction work, electrical work, and HVAC/plumbing for the Waste Water Treatment Plant Disinfection Improvement Project.

City Council approved a Change Order No. 1 for C.O. Falter Inc. on January 21, 2014, and Change Orders Nos. 2 and 3 on February 18, 2014, for the General Construction work. Change Order No. 4 was approved by City Council on April 7, 2014.

They have now brought forward Change Order No. 5 in the amount of \$72,872.68. This change order is for the cost of performing repair work to an overhead pipe that was damaged during operations in September 2012 and will incorporate the repair work into the existing contract. The City received a payment of \$15,905.17 from the insurance company for this damage. The policy had a \$25,000 deductible.

As detailed in City Engineer Kurt Hauk's attached report, this brings the total contract amount to \$4,025,284.22 and all change orders together represent a combined 2.6% increase to the General Construction contract. As Mr. Hauk states, we are currently investigating if the claim can be reopened for the balance of the cost, which is \$31,967.51.

A resolution is attached for City Council consideration.

Approval of this resolution is contingent upon Council approval of the amended bond ordinance included in tonight's package, as the estimated cost of the project has increased above the present bond ordinance.

RESOLUTION

Page 1 of 1

Approving Change Order No. 5 to Waste Water Disinfection Improvement Project, General Construction, C.O. Falter Construction Inc.

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

YEA	NAY

Introduced by

WHEREAS on June 3, 2013, the City Council of the City of Watertown approved a bid submitted by C.O. Falter Construction Inc. in the amount of \$3,923,101.00 for the Waste Water Disinfection Improvement Project general construction, and

WHEREAS City Council approved Change Order No. 1 on January 21, 2014 in the amount of \$11,781.55, and

WHEREAS City Council approved Change Order No. 2 in the additional amount of \$6,491.50 and Change Order No. 3 in the additional amount of \$9,075.69 on February 18, 2014, and

WHEREAS City Council approved Change Order No. 4 in the amount of \$1,961.80 on April 7, 2014, and

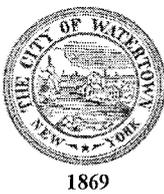
WHEREAS C. O. Falter Construction Inc. has now submitted Change Order No. 5 in amount of \$72,872.68 to include the cost performing repair work to an overhead pipe damaged in September 2012, bringing the total contract amount to \$4,025,284.22,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 5 to the contract with C.O. Falter Construction Inc. bringing the total to \$4,025,284.22 for the Waste Water Disinfection Improvement Project general construction, and

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

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

Seconded by



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 28 May 2014

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: WWTP Disinfection Project, Change Orders #5G

Enclosed is a copy of Change Order #5G for the WWTP Disinfection Project for the amount of \$72,872.68. This will bring the final contract amount for the General Construction contract to \$4,025,284.22. All five change orders constitute a combined 2.6% increase to the General Construction contract.

This change order entails the cost of performing repair work to an overhead pipe that was damaged during operations in September of 2012. This change order would incorporate the repair work into the existing contract. The City received a payment of \$15,905.17 from the insurance company for damage. The policy had a \$25,000 deductible. We are currently investigating if the claim can be reopened for the balance of the cost, which is \$31,967.51.

Please prepare a resolution approving these change orders for City Council consideration.

Cc:
Mike Sligar, Superintendent of Water
Jim Mills, Comptroller



C. O. Falter Construction Corp. · 403 West Bear St. · Syracuse, NY 13204 · Tel. (315) 422-3016
Fax (315) 422-3539

May 15, 2014

Kurt W Hauk
City Hall
245 Washington St. Rm. 305
Watertown, NY 13601

RE: Proposed Change Order No. 00010 - Overhead Sludge Piping Repair
City of Watertown
WPCP Disinfection Improvements
Contract No. 1 – General
COF Job No: 1304
COF Letter No. 0013

Dear Mr. Hauk:

Please reference the attached Proposed Change Order No.00010, for all work associated with and in accordance with Watertown's City Engineer and Watertown's Water Pollution Control Plant Chief Operator emails, enclosures #1 & #2 and heat trace specifications dated 12/04/2013, 04/29/2014 and 05/02/2014. The additional cost is \$72,872.68. Please review and advise accordingly.

Please note the above referenced cost does not include pricing for the associated electrical work that will be required to complete the Overhead Sludge Piping Repair. No electrical work will performed by C.O. Falter Construction associated with PCO # 10. All necessary electrical work required to complete the Overhead Sludge Piping Repair will be the responsibility of City of Watertown's Water Pollution Control Plant.

If you have any questions or concerns; please feel free to contact our office.

Very Truly Yours,
C.O. Falter Construction Corp.

Martin Falter
Project Manager
Enclosures: PCO #10
Cc: Mark Crandall, City of Watertown WPCP

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER
No. 00010

403 West Bear Street
Syracuse, NEW YORK 13204

Phone: 315/422-3016
Fax: 315/422-3539

TITLE: Overhead Sludge Piping Repair

DATE: 5/15/2014

PROJECT: Watertown WPCP

JOB: 1304

TO: Attn: Mark Crandall
City Of Watertown
700 William T. Field Drive
Watertown, NY 13601
Phone: 315/785-7840

CONTRACT NO: WWPCP CON 01

RE: To: From: Number:

DESCRIPTION OF PROPOSAL

Repair overhead sludge piping in accordance with the Watertown City Engineer and Watertown Water Pollution Control Plant Chief Operator emails,enclosures #1 & #2 & heat trace specification dated 12/04/2013, 4/29/2014 and 5/02/2014.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	.Repair overhead sludge piping in accordance with the Watertown City Engineer and Watertown Water Pollution Control Plant Chief Operator emails,enclosures #1 & #2 & heat trace specification dated 12/04/2013, 4/29/2014 and 5/02/2014.		1.000	Lump	\$72,872.68	0.00%	\$0.00	\$72,872.68

Unit Cost: \$72,872.68
Unit Tax: \$0.00
Lump Sum: \$0.00
Lump Tax: \$0.00
Total: \$72,872.68

APPROVAL:

By: _____
Mark Crandall

By: _____
Martin Falter

Date: _____

Date: _____

Marty Falter

From: Hauk, Kurt [KHauk@watertown-ny.gov]
Sent: Wednesday, December 04, 2013 9:51 AM
To: Marty Falter
Cc: Crandall, Mark
Subject: WWPCP - Over Head Piping Repair
Attachments: 1327-S19.pdf; Enclosure 1 Overhead Pipe Layout.pdf; Enclosure 2 Overhead Pipe Support.pdf

Mr. Falter,

Thank you for your interest and inquiries.

I'm listing a general scope of work below, but also added more specifics after each of your questions.

1. Remove pipe insulation from the 4", 6" and 8" overhead pipes at the limits shown on blowup of the Overhead Piping Layout.
2. Remove damaged lengths of 4", 6" and 8" overhead piping. (worst case 66' + or -)
3. Remove 6 ea stanchions, 5 ea "A" type and 1 ea "B" type as shown on the blowup of the Overhead Piping Layout.
4. Repair 6 ea Stanchion piers. Remove cracked and damaged concrete. Remove all bent or deformed anchor bolts. Recast piers as needed w existing/replacement anchor bolts.
5. Repair/refurbish the 6 ea Stanchions. Replace bent base plates or base plates with bolt hole tear outs or hole deformations. Prep and repaint to match as closely as possible the existing color.
6. Install Stanchions, Replacement overhead piping, and approved pipe insulation.
7. Site Cleanup and Restoration as needed.

This work will be added to the existing contract by change order. Most of the work is applicable to the specs of the current contract.

More info listed below.

Please call if you have further questions.

Thanks,

Kurt

Kurt,

As we discussed. After speaking with Mr. Crandall and a brief site review ,drawing review and looking over Mark Crandall thoughts on the scope of work to be performed regarding the over head pipe repair. Below is a few of C.O. Falter Constructions observations and requested clarifications needed to provide pricing for the Over Head Piping Repair as requested.. Please see below:

1. How long can the piping system be down to perform this work? 2 Weeks. The WWTP will need 3 weeks prior notice to prepare for the shutdown.
2. Will the WWPCP drain and flush pipe lines to be repaired prior to commencement of work to be performed? Performed by WWTP
3. Being that this request for pricing is outside the Contract between C.O. Falter Construction and the City of Watertown regarding the WWPCP Disinfection Improvement Project. How will this be handled with the City of

Watertown? Would C.O. Falter Construction be invoicing the City directly? This scope would be included into the existing contract by a change order. The City needs a good faith estimate of the scope prior to performing the work, and upon completion of the work a Change Order will be prepared based on actual costs for approval by the City Council.

4. Can this work be performed on a Time and Material basis? Yes. The City will need backup documentation for labor and materials for actual work performed.
5. It appears that 6 stanchion base plates are bent and stanchions are out of plumb. Please clarify which stanchions are to be repaired/repainted. Per enclosure 1
6. It appears that some if not all the anchor bolts may have been stressed and that there is signs of some cracking present on the existing concrete piers supporting the stanchions/piping. How is this to be corrected/determined? Please provide clarification in you scope of work to be performed. Once Stanchions are removed, Eng Dept can field verify which plates and anchor bolts require replacement and the extent of concrete removal. Until we know otherwise, we have to assume all 6 plates and 24 bolts need to be replaced. This essentially equates to removing and recasting the top portion of each Pier with new anchor bolts.
7. Provide clarification/specifications on the paint required for the stanchion repair. Current contract spec. 09900, submit color swath for best match of color for approval.
8. Mr. Crandall email regarding scope, indicates removing and replacing damaged 4" and 6" pipe. It appeared that the 8' pipe would require some repair and replacement as well. Please quantify the piping/fittings that would have to be removed and replaced for the 4", 6" & 8' pipe. Until all of the insulation is removed, we must assume that the entire 66' +/- of pipe must be replaced. This can be verified by the Eng Dept in the field. Pipe, fittings and hardware as much as possible should be replacement in kind (RIK), see Enclosure 2. Submit cut sheets for items not able to RIK for approval.
9. Is there pipe insulation shields required between the pipe insulation and hanger supports? Please provide clarification/specifications. See #10 below.
10. Provide specifications on the pipe insulation to be replaced. Current insulation if not able to RIK. (We will ask GHD for a recommendation?)
11. Provide specifications for the type/class of the piping and fittings to be replaced. Is it welded pipe or mechanical connections? DIP Sch. 40, welded connections.
12. Repair /Replace heat trace if needed? Provide clarification/specifications on the heat trace. Replace heat trace entire length. (We will ask GHD for a recommendation on material)
13. Is there any pipe welding testing required? If so provide specifications. ANSI/AWS A5.15-90 Welding Procedures for DIP.
14. Is there any pipe pressure testing required? If so provide specifications. Current spec. 02741

These are some of C.O. Falter Construction observations in a quick review at the site and of the drawing provided by Mr. Crandall.

So that C.O. Falter Construction can accurately provide the City of Watertown pricing as requested. Please review and provide a clear and defining scope of the work to be done regarding this repair , along with the required specifications.

If you have any questions or concerns please do not hesitate to contact me.

Regards,

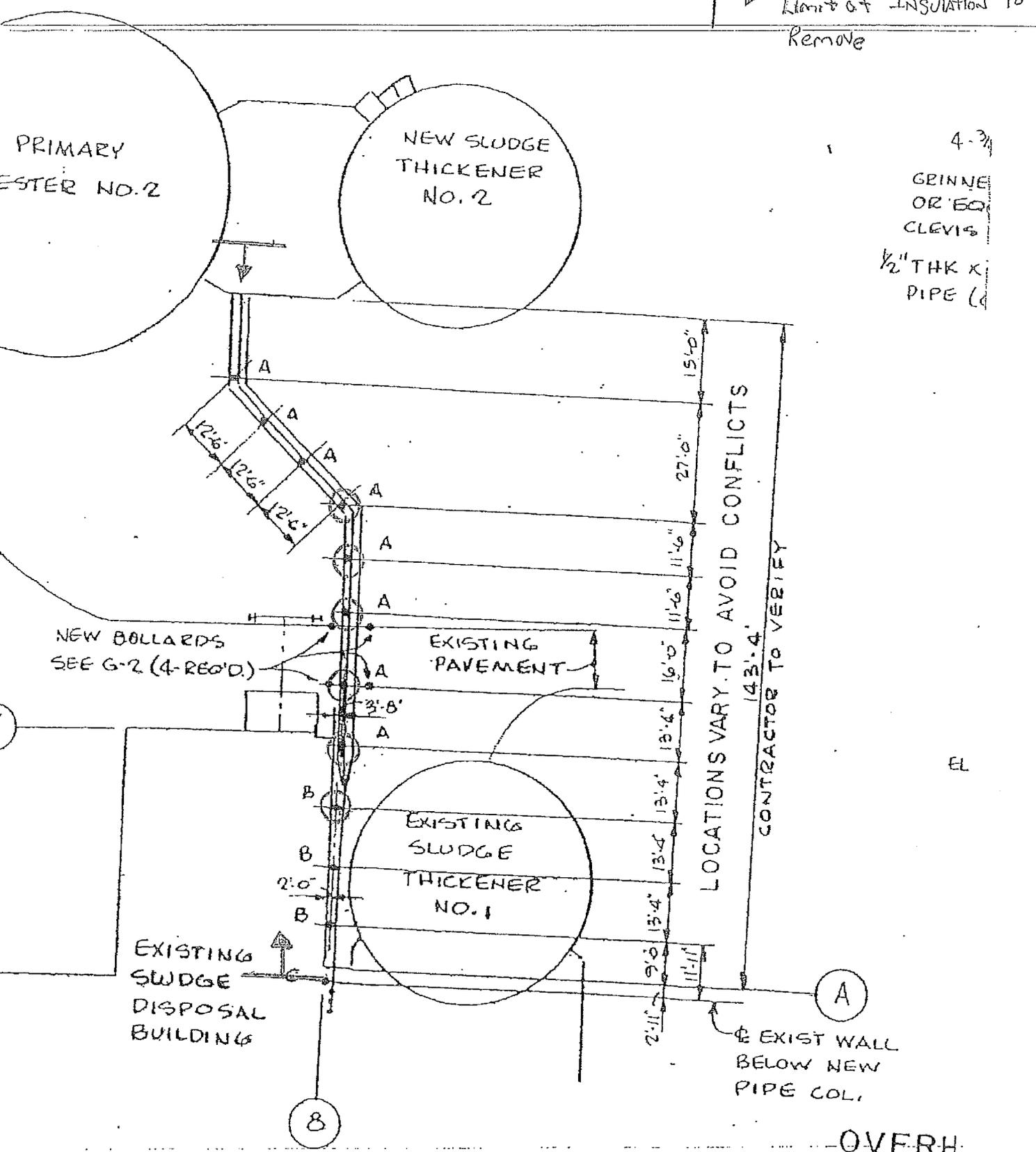
Martin Falter
Project Manager
C.O. Falter Construction Corp.
403 West Bear Street
Syracuse, NY 13204
Phone:315/422-3016

ENCLOSURE #1

NY 71

○ - Stanchion to Repair

→ Limit of Insulation to Remove



4-3/4
GRINNE
OR 'EQ
CLEVIS
1/2" THK X
PIPE CO

EL

OVERH

RECORD DRAWING

These drawings have been revised to reflect major changes, if any, which occur during construction. Revisions are upon information...

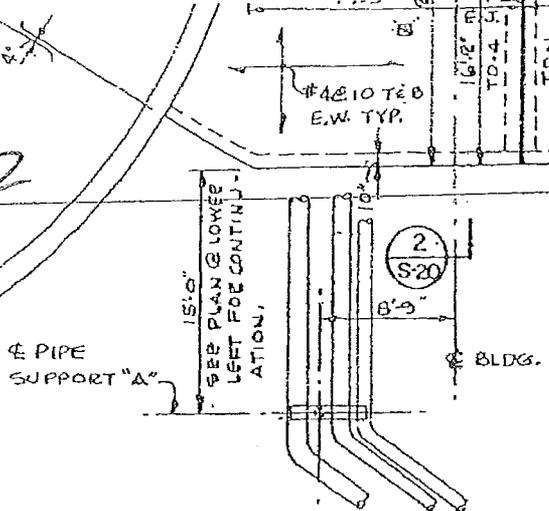
OVERHEAD PIPING LAYOUT

SCALE: 1" = 30'

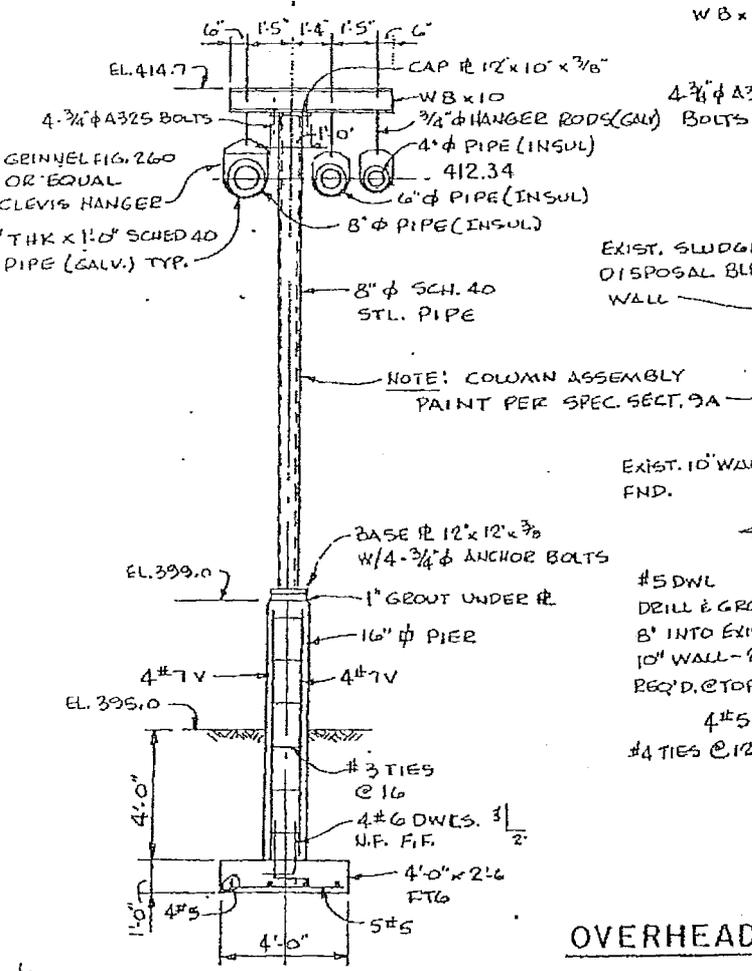
ER

THICKENER TA
NO. 3

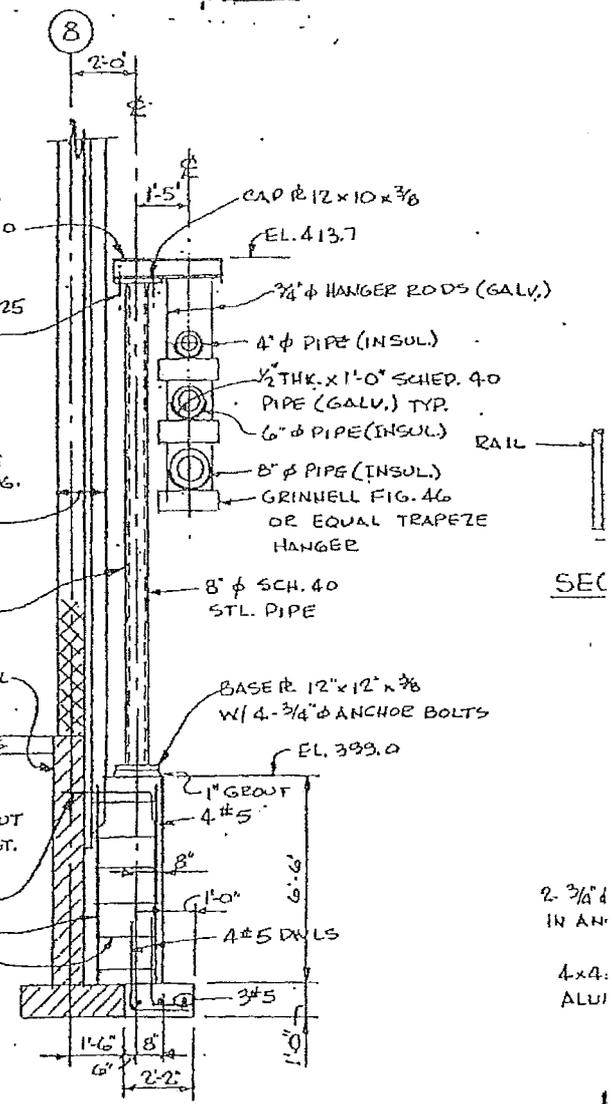
CLOSURE #2



ROOF PLAN
SCALE: 1/8" = 1'-0"



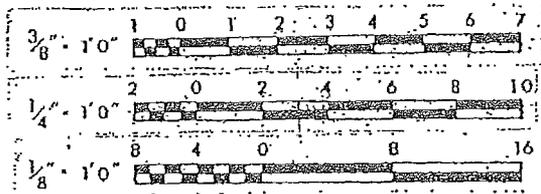
OVERHEAD PIPE SUPPORT "A" (SEE PLAN)
SCALE: 1/4" = 1'-0"



OVERHEAD PIPE SUPPORT "B" (SEE PLAN)

SCALE: 1/4" = 1'-0"

in revised to re:
r, which occurred
isions are based
d by Contractor.
or PKW



Marty Falter

From: Crandall, Mark [MCrandall@watertown-ny.gov]
Sent: Tuesday, April 29, 2014 3:28 PM
To: 'Marty Falter'
Subject: FW: Watertown - Overhead Piping Heat Trace
Attachments: Heat Tracing 2.docx

Marty

Please see the email below from Kurt. If you have any questions please give me a call.

Mark Crandall

Mark Crandall, Chief Operator
Pollution Control Plant
700 W.T. Field Drive
Watertown, NY 13601

Phone: (315) 785-7840
Fax: (315) 779-2095
Cell: (315) 778-8408
email: MCrandall@watertown-ny.gov

From: Hauk, Kurt
Sent: Tuesday, April 29, 2014 2:40 PM
To: Crandall, Mark
Cc: Drake, Brian
Subject: FW: Watertown - Overhead Piping Heat Trace

Mark,

For the Pipe Repair Scope:

-Please forward heat trace spec.

-Replace references to DIP with Steel Pipe.

-Have the contractor provide a cut sheet for the proposed pipe insulation and the City will review and approve prior to installation.

Thanks,

Kurt

From: Crandall, Mark
Sent: Wednesday, April 23, 2014 12:18 PM
To: Hauk, Kurt
Subject: FW: Watertown - Overhead Piping Heat Trace

2.09 HEAT TRACED INSULATED PIPING

- A. General - The welded steel overhead piping shall be heat traced and insulated in accordance with the specifications contained herein and as shown on the Contract Drawings. The Contractor shall furnish and install system complete, ready to operate, with all required controls, accessories, fittings and connectors.
- B. Heat tracing shall be Chemelex Auto-Trace as manufactured by the Raychem Corporation, or equal.
- C. Heat Tracing System - The purpose of the heat tracing system is to provide freeze protection.
 - 1. The heat trace system shall maintain 40 degrees F in the line with an ambient temperature of -30 degrees F.
 - 2. The manufacturer shall supply all equipment and design services required for a complete electrical heat tracing system.
 - 3. The Contractor shall make the final connection of power supply to the heat tracing system.
 - 4. Heat tracing shall be the parallel-circuit, self-regulation type and shall be Factory Mutual or Underwriters' Laboratory approved.
 - 5. The heat tracing system and accessories shall be supplied by a single manufacturer.
 - 6. Extra heating capacity shall be provided for all valves, pipe supports, wall penetrations and similar heat sinks.
 - 7. Heater shall be capable of continuous operation when suspended in air at average maximum ambient temperature of 120 degrees F with design voltage applied for 30 minutes.
 - 8. Heat tracing shall be suitable for installation in outdoor area.

9. Heat tracing system shall be provided with a single setpoint thermostat control for maintaining a minimum temperature of 40 degrees F in the process line.
10. Thermostat shall be installed in a NEMA 4 enclosure with all exposed hardware being constructed of stainless steel.

2.10 HANGER INSERTS

- A. For hot or cold piping systems 1-1/2 inches in diameter or larger, operating at nominal temperatures of 200 degrees F or less, inserts shall be high density such as ASTM C640 cork, hydrous calcium silicate insulation, wood, or foam with sufficient compressive strength to support the weight of the piping system.
- B. At temperatures exceeding 200 degrees F, high temperature pipe insulation shall be used for high density inserts.

Marty Falter

From: Crandall, Mark [MCrandall@watertown-ny.gov]
Sent: Friday, May 02, 2014 12:14 PM
To: 'Marty Falter'
Subject: RE: Watertown - Overhead Piping Heat Trace
Attachments: 100_0911.JPG; 100_0907.JPG; 100_0908.JPG; 100_0909.JPG; 100_0910.JPG

Marty

Here is a follow up to our phone conversation Yesterday along with pictures.

The Voltage is 120, and there are 3 connectors with switches. The length of run is 144" feet with no valves in line. You can see in the pictures that the connectors locations are on the pipes themselves and the switches are located on the wall.

Mark Crandall

Mark Crandall, Chief Operator
Pollution Control Plant
700 W.T. Field Drive
Watertown, NY 13601

Phone: (315) 785-7840
Fax: (315) 779-2095
Cell: (315) 778-8408
email: MCrandall@watertown-ny.gov

From: Marty Falter [mailto:mfalter@falterconstruction.com]
Sent: Wednesday, April 30, 2014 1:32 PM
To: Crandall, Mark
Subject: RE: Watertown - Overhead Piping Heat Trace

Mark, See attached drawing.

Thanks

Martin Falter
Project Manager
O. Falter Construction Corp.
3 West Bear Street
Syracuse, NY 13204
Phone: 315/422-3016
Fax: 315/422-3539

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EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair - Remove Pipe Insulation & Dispose

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00
Carp		\$ 45.76		\$ 68.64	\$ -	330 Excav-Kobl		\$ 177.00	\$ -
Carp		\$ 45.76		\$ 68.64	\$ -	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -
Operator B		\$ 57.27		\$ 85.91	\$ -	Dozer		\$ 86.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Roller		\$ 47.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/Acc.			\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift			\$ 300.00
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$ 11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$50.00	\$ 50.00
Plumbers	8	\$ 48.55		\$ 72.83	\$ 388.40				
Plumbers	8	\$ 48.55		\$ 72.83	\$ 388.40				\$ -
				\$ -					\$ -
TOTAL					\$ 1,166.20	SUB TOTAL			\$ 366.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
Dumpster	1	lump	\$ 200.00		\$ 200.00	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
					\$ -				
					\$ -	EQUIPMENT & FUEL TOTAL			\$366.00
					\$ -	SUMMARY			
					\$ -	LABOR			\$ 1,166.20
					\$ -	MATERIAL			\$ 400.00
					\$ -	EQUIPMENT			\$ 366.00
					\$ -	O & P @ 15%			\$ 289.83
					\$ -	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 594.76
					\$ -	OTHER-Subcontractor			\$ -
OTHER-Subcontractor						O & P @ 5%			\$ -
						Bond Cost			\$ 28.17
TOTAL					\$ -	TOTAL			\$ 2,844.96

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair - Remove Pipe

LABOR	REG. HRS	REG. RATE	OVER. HRS	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00
Carp		\$ 45.76		\$ 68.64	\$ -	330 Excav-Kobl		\$ 177.00	\$ -
Carp		\$ 45.76		\$ 68.64	\$ -	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -
Operator B	8	\$ 57.27		\$ 85.91	\$ 458.16	Dozer		\$ 86.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Roller		\$ 47.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/ Acc.			\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift			\$ 300.00
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	2	\$50.00	\$ 100.00
Plumbers	8	\$ 48.55		\$ 72.83	\$ 388.40				
Plumbers	8	\$ 48.55		\$ 72.83	\$ 388.40	Fork Lift	8	\$45.00	\$ 360.00
				\$ -					\$ -
					TOTAL			SUB TOTAL	\$ 776.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
Dispose	1	lump	\$ 200.00		\$ 200.00	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
					\$ -				
					\$ -	EQUIPMENT & FUEL TOTAL			\$776.00
					\$ -	SUMMARY			
					\$ -				
					\$ -	LABOR			\$ 1,624.36
					\$ -	MATERIAL			\$ 400.00
					\$ -	EQUIPMENT			\$ 776.00
					\$ -	O & P @ 15%			\$ 420.05
					\$ -	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 828.42
					\$ -	OTHER-Subcontractor			\$ -
OTHER-Subcontractor					\$ -	O & P @ 5%			\$ -
					\$ -	Bond Cost			\$ 40.49
					\$ -	TOTAL			\$ 4,089.33

MP

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair - Remove Pipe Supports (6)

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00
Carp	4	\$ 45.76		\$ 68.64	\$ 183.04	330 Excav-Kobl		\$ 177.00	\$ -
Carp	4	\$ 45.76		\$ 68.64	\$ 183.04	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane	5	\$ 60.65		\$ 90.98	\$ 303.25	110-Ton Crane		\$ 232.00	\$ -
Operator B	4	\$ 57.27		\$ 85.91	\$ 229.08	Dozer		\$ 86.00	\$ -
Laborer	4	\$ 42.11		\$ 63.17	\$ 168.44	Roller		\$ 47.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/ Acc.			\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift			\$ 300.00
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	6	\$ 50.00	\$ 300.00
Plumbers		\$ 48.55		\$ 72.83	\$ -				
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift	8	\$45.00	\$ 360.00
				\$ -		Hyd. Crane	5	\$150.00	\$ 750.00
TOTAL					\$ 1,119.37	SUB TOTAL			\$ 1,726.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
Ship To Shop	1	lump	\$ 450.00		\$ 450.00	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
Pipe Support					\$ -				
Modifications	1	lump	\$ 1,526.00		\$ 1,526.00	EQUIPMENT & FUEL TOTAL			\$1,726.00
					\$ -	SUMMARY			
					\$ -	LABOR			\$ 1,119.37
					\$ -	MATERIAL			\$ 2,176.00
					\$ -	EQUIPMENT			\$ 1,726.00
					\$ -	O & P @ 15%			\$ 753.21
					\$ -	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 570.88
				TOTAL	\$ 2,176.00	OTHER-Subcontractor			\$ -
OTHER-Subcontractor						O & P @ 5%			\$ -
						Bond Cost			\$ 63.45
				TOTAL	\$ -	TOTAL			\$ 6,408.91

EXTRA WORK ORDER

Name of Project: **Water Pollution Control Plant Disinfection Improvements** DATE **5/15/2014**

Customer: **City Of Watertown** COF # 0010

Description of work performed: **Overhead Sludge Piping Repair -Concrete Demo (6) Pipe Support Piers**

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00
Carp	4	\$ 45.76		\$ 68.64	\$ 183.04	330 Excav-Kobl		\$ 177.00	\$ -
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -
Operator B	4	\$ 57.27		\$ 85.91	\$ 229.08	Dozer		\$ 86.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Roller		\$ 47.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Compressor/ Acc.	8	\$45.00	\$ 360.00
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift			
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$ 50.00	\$ 50.00
Plumbers		\$ 48.55		\$ 72.83	\$ -				
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift	4	\$45.00	\$ 180.00
				\$ -		Hyd. Crane		\$150.00	\$ -
TOTAL					\$ 1,504.48			SUB TOTAL	\$ 606.00

MAINT. & FUEL CHARGE

FUEL @ \$6.00 / GAL. \$ -

INSURANCE ON EQUIPMENT

misc. 1 lump \$ 200.00 \$ 200.00 \$ 1.85/DAY/MAJOR EQUIP. \$ -

EQUIPMENT & FUEL TOTAL \$ 606.00

SUMMARY

LABOR \$ 1,504.48

MATERIAL \$ 200.00

EQUIPMENT \$ 606.00

O & P @ 15% \$ 346.57

Payroll Taxes & Insurances @ 51%

on Labor \$ 767.28

OTHER-Subcontractor \$ -

O & P @ 5% \$ -

Bond Cost \$ 34.24

OTHER-Subcontractor

TOTAL \$ - **TOTAL** \$ 3,458.58

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair -Form/Pour/Strip-Concrete (6) Pipe Support Piers

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	330 Excav-Kobl		\$ 177.00	\$ -
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -
Operator B	4	\$ 57.27		\$ 85.91	\$ 229.08	Dozer		\$ 86.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Roller		\$ 47.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Compressor/ Acc.		\$45.00	\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift			
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$ 50.00	\$ 50.00
Plumbers		\$ 48.55		\$ 72.83	\$ -				
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift	4	\$45.00	\$ 180.00
				\$ -		Hyd. Crane		\$150.00	\$ -
TOTAL					\$ 1,687.52	SUB TOTAL			\$ 246.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
					\$ -	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
Concrete	1	lump	\$ 215.00		\$ 215.00				
Forms	1	lump	\$ 192.00		\$ 192.00	EQUIPMENT & FUEL TOTAL			\$246.00
Re-Rod	1	lump	\$ 150.00		\$ 150.00	SUMMARY			
Epoxy	1	lump	\$45.00		\$ 45.00	LABOR			\$ 1,687.52
Bonding Agent	1	lump	\$125.00		\$ 125.00	MATERIAL			\$ 1,042.00
Anchor Rods	1	lump	\$115.00		\$ 115.00	EQUIPMENT			\$ 246.00
					\$ -	O & P @ 15%			\$ 446.33
					\$ -	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 860.64
				TOTAL	\$ 1,042.00	OTHER-Subcontractor			\$ -
OTHER-Subcontractor						O & P @ 5%			\$ -
						Bond Cost			\$ 42.82
					TOTAL	\$ -	TOTAL		\$ 4,325.31

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements DATE 5/15/2014

Customer: City Of Watertown COF # 0010

Description of work performed: Overhead Sludge Piping Repair-Install (6) Pipe Supports

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	330 Excav-Kobl		\$ 177.00	\$ -
Carp		\$ 45.76		\$ 68.64	\$ -	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane	4	\$ 60.65		\$ 90.98	\$ 242.60	110-Ton Crane		\$ 232.00	\$ -
Operator B	4	\$ 57.27		\$ 85.91	\$ 229.08	Dozer		\$ 86.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Roller		\$ 47.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/Acc.		\$ 45.00	\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker	16	\$ 48.99		\$ 73.49	\$ 783.84	Manlift			
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$ 11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$ 50.00	\$ 50.00
Plumbers		\$ 48.55		\$ 72.83	\$ -				
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift	4	\$ 45.00	\$ 180.00
				\$ -		Hyd. Crane	4	\$ 150.00	\$ 600.00
					TOTAL			SUB TOTAL	\$ 846.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 / GAL.			\$ -
Site Delivery	1	lump	\$ 450.00		\$ 450.00	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.		\$ -	
Grout	1	lump	\$ 36.00		\$ 36.00				
					\$ -	EQUIPMENT & FUEL TOTAL		\$ 846.00	
					\$ -	SUMMARY			
					\$ -				
					\$ -	LABOR		\$ 1,674.12	
					\$ -	MATERIAL		\$ 686.00	
					\$ -	EQUIPMENT		\$ 846.00	
					\$ -	O & P @ 15%		\$ 480.92	
					\$ -	Payroll Taxes & Insurances @ 51% on Labor		\$ 853.80	
					\$ -	OTHER-Subcontractor		\$ -	
OTHER-Subcontractor					\$ 686.00	O & P @ 5%		\$ -	
						Bond Cost		\$ 45.41	
					TOTAL			TOTAL	\$ 4,586.25

EXTRA WORK ORDER

Name of Project: **Water Pollution Control Plant Disinfection Improvements**

DATE **5/15/2014**

Customer: **City Of Watertown**

COF # **0010**

Description of work performed: **Overhead Sludge Piping Repair -Deliver, Unload & Install New Steel Pipe**

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	5	\$ 52.52		\$ 78.78	\$ 262.60	Utility Truck	5	\$ 16.00	\$ 80.00
Carp		\$ 45.76		\$ 68.64	\$ -	330 Excav-Kobl		\$ 177.00	\$ -
Carp		\$ 45.76		\$ 68.64	\$ -	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane	20	\$ 60.65		\$ 90.98	\$ 1,213.00	110-Ton Crane		\$ 232.00	\$ -
Operator B	20	\$ 57.27		\$ 85.91	\$ 1,145.40	Dozer		\$ 86.00	\$ -
Laborer	40	\$ 42.11		\$ 63.17	\$ 1,684.40	Roller		\$ 47.00	\$ -
Laborer	40	\$ 42.11		\$ 63.17	\$ 1,684.40	Compressor/Acc.		\$45.00	\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift	week	\$450.00	\$450.00
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder	40	\$11.00	\$ 440.00
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	4	\$ 50.00	\$ 200.00
Plumbers	40	\$ 48.55		\$ 72.83	\$ 1,942.00				
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift	20	\$45.00	\$ 900.00
				\$ -		Hyd. Crane	20	\$150.00	\$ 3,000.00
					TOTAL			SUBTOTAL	\$ 5,070.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
Site Delivery	1	lump	\$ 150.00		\$ 150.00	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
Weld material	1	lump	\$ 400.00		\$ 400.00				
Clevis Hangers	1	lump	\$ 94.35		\$ 94.35	EQUIPMENT & FUEL TOTAL			\$5,070.00
Clevis Hanger					\$ -	SUMMARY			
Hardware	1	lump	\$329.78		\$ 329.78	LABOR			\$ 7,931.80
Sch.40 A53					\$ -	MATERIAL			\$ 4,943.00
Steel Pipe	1	lump	\$3,593.68		\$ 3,593.68	EQUIPMENT			\$ 5,070.00
STD - A23					\$ -	O & P @ 15%			\$ 2,691.72
Pipe Fittings	1	lump	\$175.19		\$ 175.19	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 4,045.22
					\$ -	OTHER-Subcontractor			\$ -
					TOTAL			\$ 4,943.00	
OTHER-Subcontractor						O & P @ 5%			\$ -
						Bond Cost			\$ 246.82
					TOTAL			TOTAL	\$ 24,928.56



C.O. FALTER CONSTRUCTION CORP.



EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair -Install Heat Trace

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL	
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00	
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	330 Excav-Kobl		\$ 177.00	\$ -	
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	End Dump		\$ 155.00	\$ -	
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -	
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -	
Operator B		\$ 57.27		\$ 85.91	\$ -	Dozer		\$ 86.00	\$ -	
Laborer		\$ 42.11		\$ 63.17	\$ -	Roller		\$ 47.00	\$ -	
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/ Acc.		\$45.00	\$ -	
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -	
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift	8	\$30.00	\$240.00	
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$11.00	\$ -	
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$ 50.00	\$50.00	
Plumbers		\$ 48.55		\$ 72.83	\$ -					
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift		\$45.00	\$ -	
				\$ -		Hyd. Crane		\$150.00	\$ -	
					TOTAL			SUB TOTAL	\$ 306.00	
						MAINT. & FUEL CHARGE				
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -	
Site Delivery	1	lump	\$ 75.00		\$ 75.00	INSURANCE ON EQUIPMENT				
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -	
Heat Trace	1	lump	\$ 5,645.56		\$ 5,645.56					
					\$ -	EQUIPMENT & FUEL TOTAL			\$306.00	
					\$ -	SUMMARY				
					\$ -					
					\$ -	LABOR			\$ 784.68	
					\$ -	MATERIAL			\$ 5,920.56	
					\$ -	EQUIPMENT			\$ 306.00	
					\$ -	O & P @ 15%			\$ 1,051.69	
					\$ -	Payroll Taxes & Insurances @ 51%				
					\$ -	on Labor			\$ 400.19	
					\$ -	OTHER-Subcontractor			\$ -	
OTHER-Subco	labor					O & P @ 5%			\$ -	
						Bond Cost			\$ 84.63	
					TOTAL	\$ -	TOTAL			\$ 8,547.74

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair -Pressure Test

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL	
Formen	1	\$ 52.52		\$ 78.78	\$ 52.52	Utility Truck	1	\$ 16.00	\$ 16.00	
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	330 Excav-Kobl		\$ 177.00	\$ -	
Carp	8	\$ 45.76		\$ 68.64	\$ 366.08	End Dump		\$ 155.00	\$ -	
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -	
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -	
Operator B		\$ 57.27		\$ 85.91	\$ -	Dozer		\$ 86.00	\$ -	
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Roller		\$ 47.00	\$ -	
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/ Acc.		\$45.00	\$ -	
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -	
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift				
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$11.00	\$ -	
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$ 50.00	\$50.00	
Plumbers		\$ 48.55		\$ 72.83	\$ -	Test Pump	8	\$30.00	\$240.00	
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift		\$45.00	\$ -	
				\$ -		Hyd. Crane		\$150.00	\$ -	
TOTAL					\$ 1,121.56	SUB TOTAL			\$ 306.00	
						MAINT. & FUEL CHARGE				
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -	
					\$ -	INSURANCE ON EQUIPMENT				
misc.	1	ump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -	
					\$ -	EQUIPMENT & FUEL TOTAL				\$306.00
					\$ -	SUMMARY				
					\$ -	LABOR			\$ 1,121.56	
					\$ -	MATERIAL			\$ 200.00	
					\$ -	EQUIPMENT			\$ 306.00	
					\$ -	O & P @ 15%			\$ 244.13	
					\$ -	Payroll Taxes & Insurances @ 51%				
					\$ -	on Labor			\$ 572.00	
				TOTAL	\$ 200.00	OTHER-Subcontractor			\$ -	
OTHER-Subcontractor						O & P @ 5%			\$ -	
						Bond Cost			\$ 24.44	
				TOTAL	\$ -	TOTAL			\$ 2,468.13	

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair -Insulate New Pipe

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Formen	2	\$ 52.52		\$ 78.78	\$ 105.04	Utility Truck	2	\$ 16.00	\$ 32.00
Carp	12	\$ 45.76		\$ 68.64	\$ 549.12	330 Excav-Kobl		\$ 177.00	\$ -
Carp	12	\$ 45.76		\$ 68.64	\$ 549.12	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Op A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -
Operator B		\$ 57.27		\$ 85.91	\$ -	Dozer		\$ 86.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Roller		\$ 47.00	\$ -
Laborer		\$ 42.11		\$ 63.17	\$ -	Compressor/Acc.		\$ 45.00	\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift	12	\$ 30.00	\$ 360.00
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$ 11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	2	\$ 50.00	\$ 100.00
Plumbers		\$ 48.55		\$ 72.83	\$ -	Test Pump		\$ 30.00	\$ -
Plumbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift		\$ 45.00	\$ -
				\$ -		Hyd. Crane		\$ 150.00	\$ -
					TOTAL			SUB TOTAL	\$ 492.00
						MAINT. & FUEL CHARGE			
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
Delivery/Pickup	1	lump	\$100.00		\$ 100.00	INSURANCE ON EQUIPMENT			
misc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
2" Fiberglass					\$ -				
Insulation	1	lump	\$ 3,164.34		\$ 3,164.34	EQUIPMENT & FUEL TOTAL			\$ 492.00
PVC Insulation					\$ -	SUMMARY			
Jacketing	1	lump	\$2,483.55		\$ 2,483.55	LABOR			\$ 1,203.28
Pipe Insulation					\$ -	MATERIAL			\$ 6,203.85
Shields	1	lump	\$255.96		\$ 255.96	EQUIPMENT			\$ 492.00
					\$ -	O & P @ 15%			\$ 1,184.87
					\$ -	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 613.67
					\$ -	OTHER-Subcontractor			\$ -
OTHER-Subcontractor						O & P @ 5%			\$ -
						Bond Cost			\$ 96.98
					TOTAL	\$ -	TOTAL		\$ 9,794.65

EXTRA WORK ORDER

Name of Project: Water Pollution Control Plant Disinfection Improvements

DATE 5/15/2014

Customer: City Of Watertown

COF # 0010

Description of work performed: Overhead Sludge Piping Repair -Clean Up

LABOR	REG. HRS.	REG. RATE	OVER. HRS.	OVER. RATE	TOTAL	EQUIPMENT	HRS.	RATE	TOTAL
Operator		\$ 52.52		\$ 78.78	\$ -	Utility Truck		\$ 16.00	\$ -
Operator		\$ 45.76		\$ 68.64	\$ -	330 Excav-Kobl		\$ 177.00	\$ -
Operator		\$ 45.76		\$ 68.64	\$ -	End Dump		\$ 155.00	\$ -
Operator A		\$ 58.15		\$ 87.23	\$ -	Loader		\$ 65.00	\$ -
Operator A Crane		\$ 60.65		\$ 90.98	\$ -	110-Ton Crane		\$ 232.00	\$ -
Operator B		\$ 57.27		\$ 85.91	\$ -	Dozer		\$ 86.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Roller		\$ 47.00	\$ -
Laborer	8	\$ 42.11		\$ 63.17	\$ 336.88	Compressor/Acc.		\$ 45.00	\$ -
Project Manager		\$ 75.00		\$ 112.50	\$ -	Tractor w/ Trailer		\$ 120.00	\$ -
Iron Worker		\$ 48.99		\$ 73.49	\$ -	Manlift		\$ 30.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Ranger 8 Welder		\$ 11.00	\$ -
Welder		\$ 47.01		\$ 70.52	\$ -	Misc. Tools	1	\$ 50.00	\$ 50.00
Numbers		\$ 48.55		\$ 72.83	\$ -	Test Pump		\$ 30.00	\$ -
Numbers		\$ 48.55		\$ 72.83	\$ -	Fork Lift		\$ 45.00	\$ -
				\$ -		Hyd. Crane		\$ 150.00	\$ -
TOTAL					\$ 673.76	SUB TOTAL			\$ 50.00
MAINT. & FUEL CHARGE									
MATERIAL	QTY	UNIT	PRICE	HRS	AMOUNT	FUEL @ \$6.00 /GAL.			\$ -
					\$ -	INSURANCE ON EQUIPMENT			
Acc.	1	lump	\$ 200.00		\$ 200.00	\$1.85/DAY/MAJOR EQUIP.			\$ -
					\$ -	EQUIPMENT & FUEL TOTAL			\$ 50.00
SUMMARY									
					\$ -	LABOR			\$ 673.76
					\$ -	MATERIAL			\$ 200.00
					\$ -	EQUIPMENT			\$ 50.00
					\$ -	O & P @ 15%			\$ 138.56
					\$ -	Payroll Taxes & Insurances @ 51%			
					\$ -	on Labor			\$ 343.62
					\$ -	OTHER-Subcontractor			\$ -
OTHER-Subcontractor					\$ -	O & P @ 5%			\$ -
					\$ -	Bond Cost			\$ 14.06
TOTAL					\$ -	TOTAL			\$ 1,420.00

Ord No. 1

May 27, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Dosing Station Dam Rehabilitation Phase II

Earlier tonight City Council was presented with a bid from Acts II Construction Inc. in the amount of \$427,000 plus \$1,000 for alternate B for phase II of the Dosing Station rehabilitation project. Included in the Proposed Water Fund Fiscal Year 2014-15 budget was a transfer to the Capital Project Fund in the amount of \$250,000 for this project. A bond ordinance has been prepared for City Council consideration.

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

Acts II Construction Inc.		
Base contract	\$ 427,000	
Alternate B	<u>1,000</u>	\$ 428,000
Other Costs (i.e. Bonding fees, contingency)		<u>22,000</u>
Bond Ordinance		\$ 450,000

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 1 of 7

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 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, June 2, 2014, 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 Councilman _____, who moved its adoption, seconded by Councilman _____, to wit:

WHEREAS, all conditions precedent to the financing of the specific object or purpose hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the issuance of bonds of said City to finance costs of said specific object or purpose;

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 2 of 7

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

YEA	NAY

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

Section 1. For the specific object or purpose of paying costs of the Phase II rehabilitation of the Dosing Street Station Downstream Dam, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$450,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$450,000 and that the plan for the financing thereof is by the issuance of the \$450,000 bonds of said City authorized to be issued pursuant to this bond ordinance. The amount of bonds to be issued will be reduced by the amount of any appropriations of current funds to pay part of the cost of the aforesaid specific object or purpose, which are presently expected in the amount of \$250,000.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is ten years, pursuant to subdivision three of paragraph a of Section 11.00 of the Local Finance Law, measured from the date of the first obligation issued hereunder.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 3 of 7

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

Total

YEA	NAY

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all the taxable real property of said City, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City of Watertown, Jefferson County, New York, by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 4 of 7

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

Total

YEA	NAY

dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 9. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. 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 11. This ordinance, which takes effect immediately, shall be published in full in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 5 of 7

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

YEA	NAY

Total

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

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

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

The ordinance was thereupon declared duly adopted.

* * *

APPROVED BY THE MAYOR

_____, 2014.
Mayor

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

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

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 6 of 7

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

Total

YEA	NAY

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 June 2, 2014, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

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

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

Newspaper and/or Other News Media	Date Given
-----------------------------------	------------

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

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

Designated Location(s) of Posted Notices	Date of Posting
--	-----------------

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

ORDINANCE

An Ordinance Authorizing the Issuance of \$450,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Phase II Rehabilitation of the Dosing Station Downstream Dam, in and for Said City

Page 7 of 7

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

Total

YEA	NAY

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on June ____, 2014.

 City Clerk

(CORPORATE SEAL)

Ord No. 2

May 27, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance Amendment – Wastewater Treatment Plant Disinfection System

On June 3, 2013 and June 17, 2013 City Council accepted bids for the construction of the disinfection system improvements at the Wastewater Treatment Plant. As the estimated cost of the project has increased above the present bond ordinance City Council must amend the bond ordinance for the project.

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

GHD Consulting Engineers LLC:		
- Initial agreement	\$ 706,800	
- Amendment No. 1	5,800	
- Amendment No. 2	29,300	
- Amendment No. 3	25,700	
- Amendment No. 4	<u>7,100</u>	\$ 774,700
General Construction - C.O. Falter Construction, Co.		
- Base contract	\$ 3,923,101	
- Change order No. 1	11,782	
- Change order No. 2	6,492	
- Change order No. 3	9,076	
- Change order No. 4	1,962	
- Change order No. 5	<u>72,873</u>	4,025,286
HVAC – Hyde Stone		
- Base contract	\$ 473,568	
- Change order No. 1	<u>1,624</u>	475,192
Plumbing – Hyde Stone		
- Base contract		147,867
Electrical – Dow Electrical Inc.		
- Base contract	\$ 493,000	
- Change order No. 1	<u>-1,825</u>	491,175
Bonding expenses and contingency		<u>85,780</u>
Bond Ordinance		<u>\$ 6,000,000</u>

ORDINANCE

An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 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 June 2, 2014, 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:

WHEREAS, by ordinance dated February 21, 2012, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$460,000 bonds of said City to pay part of the \$710,000 estimated maximum cost of the design of a disinfection system for the City's wastewater treatment plant, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York; and

ORDINANCE

An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

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

Total

YEA	NAY

WHEREAS, by ordinance dated January 22, 2013, said Council amended the February 21, 2012 ordinance, to authorize the issuance of \$460,000 bonds of said City to pay part of the \$775,000 estimated maximum cost of the design of a disinfection system for the City's wastewater treatment plant, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York; and

WHEREAS, by ordinance dated May 20, 2013, said Council amended the February 21, 2012 ordinance, to authorize the issuance of \$485,000 bonds of said City to pay part of the \$775,000 estimated maximum cost of the design and disinfection system for the City's wastewater treatment plant, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York; and

WHEREAS, by ordinance dated July 1, 2013, said Council amended the February 21, 2012 ordinance, to authorize the issuance of \$5,610,000 bonds of said City to pay part of the \$5,900,000 estimated maximum cost of the design and disinfection system for the City's wastewater treatment plant, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York, and determined that the period of probable usefulness thereof would be increased to thirty years ; and

WHEREAS, the Council now wishes to increase the estimated maximum cost from \$5,900,000 to \$6,000,000, an increase of \$100,000 over that previously authorized and to increase the amount of bonds authorized from \$5,610,000 to \$5,710,000;

ORDINANCE

An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

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

Total

YEA	NAY

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 February 21, 2012, as amended on January 22, 2013, May 20, 2013 and July 1, 2013 authorizing the issuance of \$5,610,000 bonds to pay part of the \$5,900,000 estimated maximum cost of the design of a disinfection system for the City's wastewater treatment plant, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York, are hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$5,710,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY PART OF THE \$6,000,000 ESTIMATED MAXIMUM COST OF A NEW DISINFECTION SYSTEM AT THE CITY’S WASTEWATER TREATMENT PLANT.

“

“Section 1. To pay part of the cost of a new disinfection system for the City’s wastewater treatment plant, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$5,710,000 bonds of said City pursuant to the provisions of the Local Finance Law.

“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$6,000,000 and that the plan for the financing thereof is by the issuance of the \$5,710,000 bonds of said City authorized to be issued pursuant to this bond ordinance, together with the use of \$290,000 current funds of the City.”

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

ORDINANCE

An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

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

Total

YEA	NAY

(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".

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 _____

ORDINANCE

An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

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

YEA	NAY

Total

The ordinance was thereupon declared duly adopted.

* * *

APPROVED BY THE MAYOR

_____, 2014.
 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 June 2, 2014, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

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

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

ORDINANCE

An Ordinance Amending the Ordinance Dated February 21, 2012, as Amended January 22, 2013, May 20, 2013 and July 1, 2013, Authorizing the Issuance of \$5,610,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$5,900,000 Estimated Maximum Cost of the Design of a Disinfection System at the City's Wastewater Treatment Plant, to Increase the Estimated Maximum Cost to \$6,000,000 and to Increase the Amount of Bonds Authorized to \$5,710,000

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

Total

YEA	NAY

Page 6 of 6

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 June __, 2014.

 City Clerk

(CORPORATE SEAL)

Public Hearing – 7:30 p.m.

May 27, 2014

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of 111 Chestnut Street, Parcel 14-13-227, From Residence A to Neighborhood Business District

The City Council has scheduled a Public Hearing for the above subject zone change request for 7:30 pm on Monday, June 2, 2014.

The Planning Board reviewed the request at its May 6, 2014 meeting and defeated a motion recommending approval.

Three acknowledged petitions against the change have been received from property owners within the 100' buffers specified in General City Law § 83. Because these three properties comprise more than 20% of the land buffer adjacent to the change area, and also over 20% of the land buffer opposite the change area, the Council must achieve a $\frac{3}{4}$ majority (4 votes) in order to pass this ordinance.

Attached are the report on the zone change request prepared for the Planning Board and an excerpt from the minutes. Other petitions and correspondence opposing the request are also attached.

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

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 111 Chestnut Street, Parcel 14-13-227, From Residence A to Neighborhood Business District

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

Total

YEA	NAY

Introduced by

Council Member Roxanne M. Burns

BE IT ORDAINED where Kurt Wendler of Sphere Development has submitted an application to change the approved zoning classification of 111 Chestnut Street, parcels 14-13-227 from Residence A to Neighborhood Business District, and

WHEREAS the Planning Board of the City of Watertown considered the request at its May 6, 2014 meeting and defeated a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on June 2, 2014, 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 Chestnut Street, parcel 14-13-227, be changed to Neighborhood Business District, and

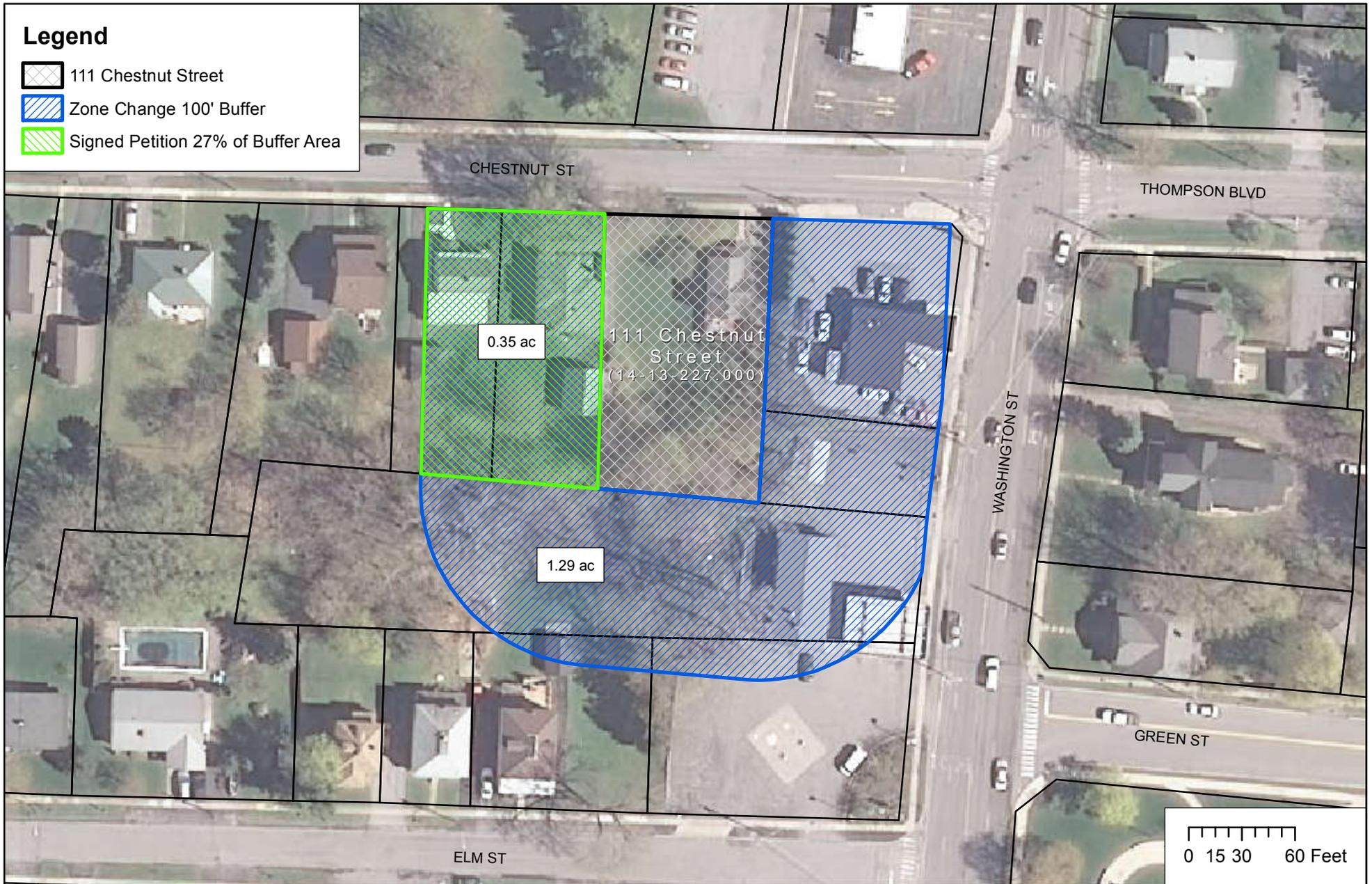
BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect these changes, and

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

Seconded by Council Member Joseph M. Butler Jr.

Legend

-  111 Chestnut Street
-  Zone Change 100' Buffer
-  Signed Petition 27% of Buffer Area



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: 5/7/2014

Approved By:

Date:

Scale: As Noted

Map Number: 14-12

Revision:	Description of Revision:	Date:	By:

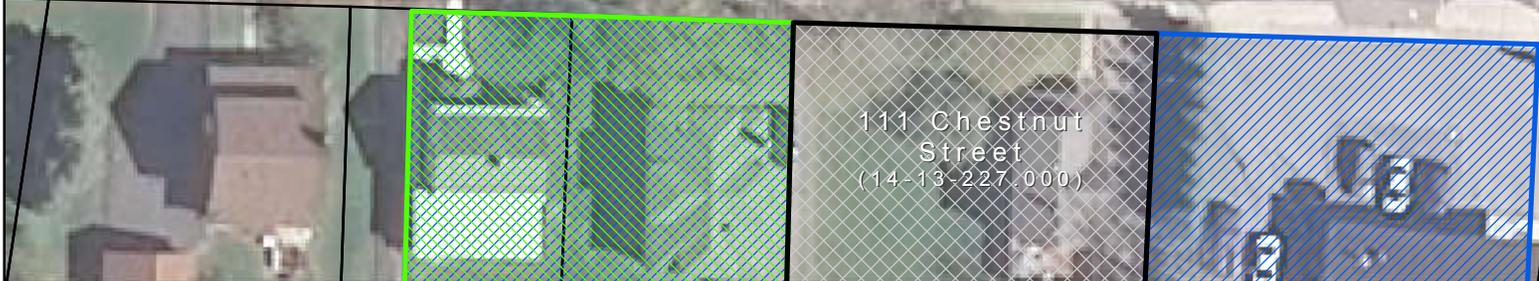
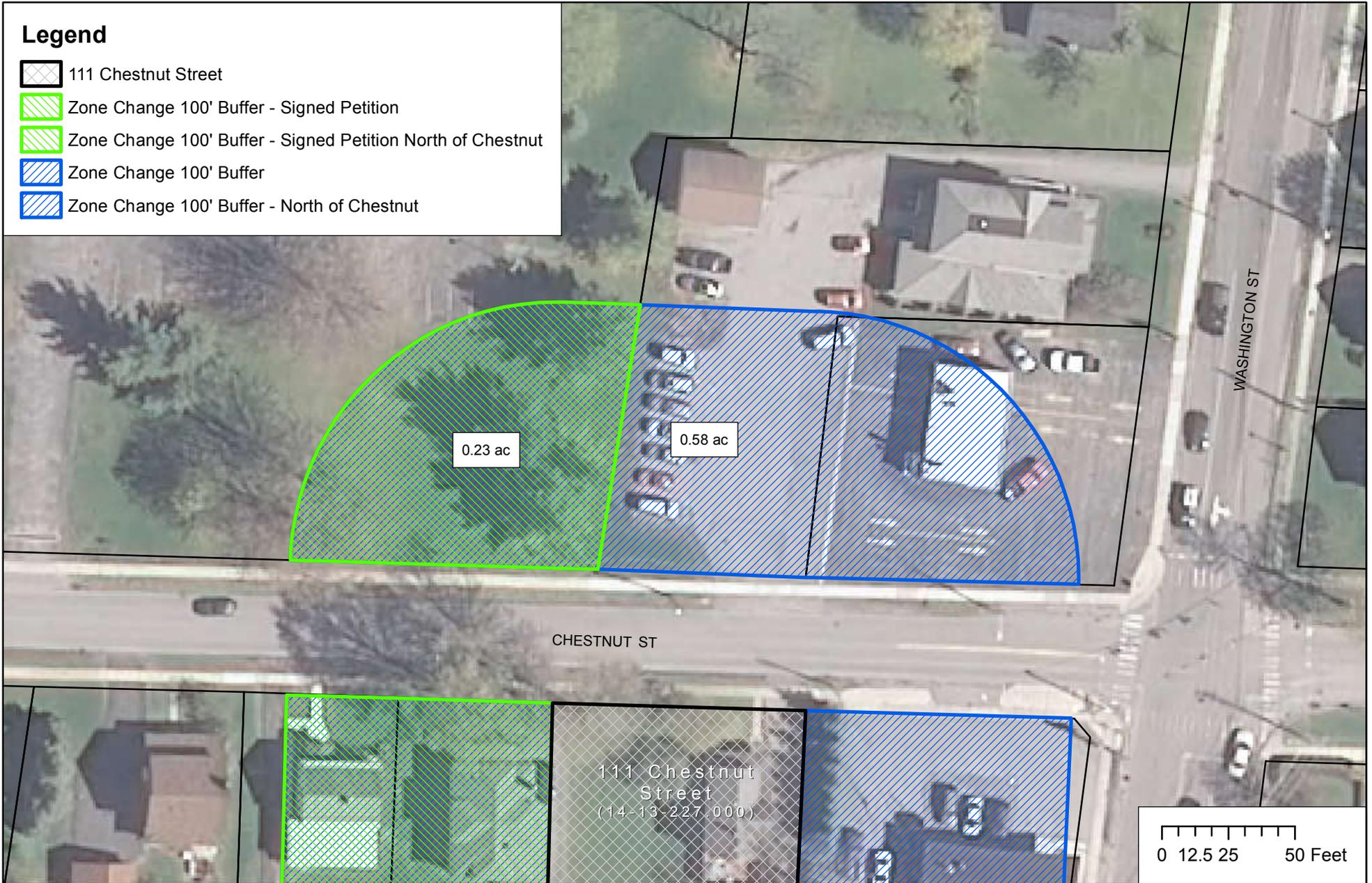


Project: ZONE CHANGE MAP
(Residence A to Neighborhood Business)

Title: Zone Change 100' Buffer
(111 Chestnut Street)

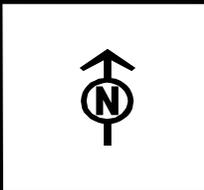
Legend

-  111 Chestnut Street
-  Zone Change 100' Buffer - Signed Petition
-  Zone Change 100' Buffer - Signed Petition North of Chestnut
-  Zone Change 100' Buffer
-  Zone Change 100' Buffer - North of Chestnut



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: 5/28/2014					
Approved By:					
Date:					
Scale: As Noted					
Map Number: 14-12					
Revision:	Description of Revision:	Date:	By:		



Project: **ZONE CHANGE MAP**
 (Residence A to Neighborhood Business)

Title: **Zone Change 100' Buffer - North of Chestnut**
 (111 Chestnut Street)

I, Christine Dear, authorized officer of Stone Presbyterian Church, located at 140 Chestnut St in the City of Watertown. I hereby protest any amendment to the Code of the City of Watertown which would provide for a zone change for property located at 111 Chestnut St. from Residential A zone to Neighborhood Commercial zone as defined in the City Code of the City of Watertown.

Christine Dear 5/22/14
Signed Date

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

On May 22nd, 2014, before me, personally appeared Christine Dear 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 he executed the same in his capacity and that by his signature on the instrument, the individual or person upon whose behalf the individual acted, executed the instrument.

Susan M. Dillabough
Notary Public
SUSAN M. DILLABOUGH
Notary Public, State Of New York
No. 01D15079534
Qualified In Jefferson County
Commission Expires June 9, 2015

OFFICE OF CITY MANAGER
MAY 27 2014
WATERTOWN

I, Michael J Corbett, reside at 119 Chestnut St in the City of Watertown. I hereby protest any amendment to the Code of the City of Watertown which would provide for a zone change for property located at 111 Chestnut St from RESIDENTIAL A zone to NEIGHBORHOOD BUSINESS zone as defined in the City Code of the City of Watertown.

Michael J Corbett 5/16/14
Signed Date

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

On 16th of May, 2014, before me, personally appeared Michael J. Corbett 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 he executed the same in his capacity and that by his signature on the instrument, the individual or person upon whose behalf the individual acted, executed the instrument.



Elaine Giso
Notary Public

ELAINE GISO
Notary Public, State of New York
Qualified in Jefferson County
No. 01GI4619507
Commission Expires 1/31/18

I, Amy Corbett, reside at 119 Chestnut St. in the City of Watertown. I hereby protest any amendment to the Code of the City of Watertown which would provide for a zone change for property located at 111 Chestnut St. from Residential A zone to neighborhood business zone as defined in the City Code of the City of Watertown.

Amy Corbett 5/16/2014
Signed Date

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

On 16th of May 2014, before me, personally appeared Amy L. Corbett 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 he executed the same in his capacity and that by his signature on the instrument, the individual or person upon whose behalf the individual acted, executed the instrument.



Elaine Giso
Notary Public

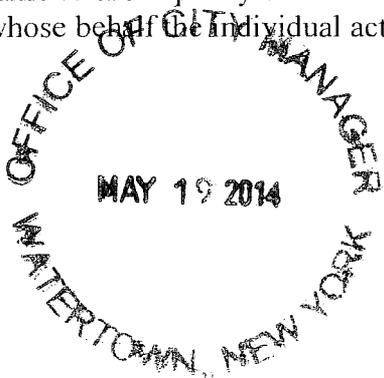
ELAINE GISO
Notary Public, State of New York
Qualified in Jefferson County
No. 01GI4619507
Commission Expires 1/3/18

I, Mary F. ESPINOZA, reside at 123 CHESTNUT ST in the City of Watertown. I hereby protest any amendment to the Code of the City of Watertown which would provide for a zone change for property located at 111 CHESTNUT STREET from RESIDENTIAL A zone to BUSINESS zone as defined in the City Code of the City of Watertown.

Mary Espinoza 19 MAY 2014
Signed Date

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

On May 19, 2014, before me, personally appeared Mary Espinoza 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 he executed the same in his capacity and that by his signature on the instrument, the individual or person upon whose behalf the individual acted, executed the instrument.



[Signature]
Notary Public AMANDA C. LEWIS
Notary Public, State of New York
Qualified in Jefferson County
No. 01LE6146526
Commission Expires 05/22/2014

I, ROMAN ESPINOZA, reside at 123 Chestnut St in the City of Watertown. I hereby protest any amendment to the Code of the City of Watertown which would provide for a zone change for property located at 111 Chestnut St from Residential A zone to Business zone as defined in the City Code of the City of Watertown.

Roman Espinoza
Signed _____ Date 19 MAY 2014

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

On May 19, 2014, before me, personally appeared Roman Espinoza 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 he executed the same in his capacity and that by his signature on the instrument, the individual or person upon whose behalf the individual acted, executed the instrument.



AMANDA C. LEWIS

Notary Public

AMANDA C. LEWIS
Notary Public, State of New York
Qualified in Jefferson County
No. 01LE0140526
Commission Expires 05/22/2014



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator
KAM

SUBJECT: Zone Change – 111 Chestnut Street

DATE: April 29, 2014

Request: To change the zoning classification of 111 Chestnut Street, parcel 14-13-227, from Residence A to Neighborhood Business

Applicant: Sphere Holdings, LLC

Owner: Susan Burker

SEQRA: Unlisted

County review: Not required

Comments: The applicant is requesting this zone change in order to allow commercial development of the parcel at the corner of Washington and Chestnut streets. Specifically, they wish to construct a ~4,000 square foot restaurant with a drive-through at this location.

The subject parcel is currently zoned Residence A and is occupied by a single-family residence. The neighboring lot to the east is zoned Neighborhood Business, and is currently occupied by an automobile service station. The applicant plans to combine the two lots and demolish both structures.

Surrounding land uses are a mix of residential and commercial. This includes a second service station, a gas station, a dentist, a church, and several single-family houses.

The city's Land Use Plan designates this area for "neighborhood business" use.

We have received some correspondence in opposition of the change, attached herewith.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Kurt Wendler, Sphere Holdings, PO Box 207, Manlius NY 13104

Narrative for Zone Change Application



The petitioner of this Zone Change Application is seeking to change the zone of a .3363 acre parcel located at 111 Chestnut Street (Tax Map Parcel Number 14-13-227) (the "Chestnut Street Parcel") from its current designation of Residential A to Neighborhood Business. The zone change is in conjunction with a proposed development that encompasses the Chestnut Street Parcel and an adjoining .3165 acre parcel located at 1200 Washington Street (Tax Map Parcel Number 14-13-228) (the "Washington Street Parcel"). Together the proposed development totals .65 acres.

The proposed development will contain one newly constructed restaurant of approximately 3,900 square feet and associated parking and access. Currently the Chestnut Street Parcel contains 1 single family home and the Washington Street Parcel contains a former gas station that is being used for automobile repair and service.

The Washington Street Parcel is a gateway into the Neighborhood Business district for the Washington Street retail area since its location is on the northern most corner of the district and served by a traffic signal. The current use and overall condition of the building on this parcel is not visually representative of the standards already in the Washington Street retail district today. The building is well beyond its useful life and has experienced no significant improvements over the years. Immediately adjoining the Washington Street Parcel to the south on Washington Street is a Sunoco fueling station and convenience store (the "Sunoco Parcel"). Public record indicates that there are test wells installed on the Sunoco Parcel's northern border. The Sunoco northern border adjoins the Washington Street Parcel raising the possibility of contamination on the Washington Street Parcel. Also further environmental investigation is warranted since the Washington Street Parcel was a former fueling station and is currently used for automotive repair and service. These environmental issues will never be addressed without reinvestment into the property. Improving or preserving the character of the community and investigating and/or remediating environmental issues benefit the public good.

Unfortunately, the Washington Street Parcel alone is not large enough to support a redevelopment that would make significant reinvestment and new construction possible. Modern regulations and building codes require more acreage than what currently comprises the Washington Street Parcel. In order to support a feasible retail or service based business that serves the immediate neighborhoods, there is simply not enough acreage to house a right-sized building on the Washington Street Parcel. By changing the zoning of the adjacent Chestnut Street Parcel to Neighborhood Business and combining it with the Washington Street Parcel, the minimal amount of acreage is achieved to accommodate a building large enough to support a feasible business.

With a zone change from Residential A to Neighborhood Business, the Chestnut Street Parcel can be combined and developed together with the Washington Street Parcel. This assemblage will provide the minimal amount of acreage needed to house a building that allows a new business to serve the neighborhood. Without a zone change to the Chestnut Street Parcel, the Washington Street Parcel will forever remain in its current presentation and possibly polluted, simply because there is not enough room to redevelop it.

April 11, 2014

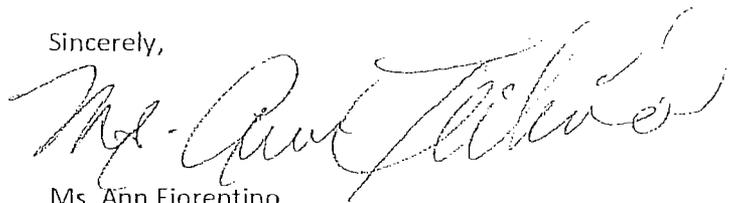
City of Watertown, New York
245 Washington Street
Watertown, NY 13601

Re: Zone Change Application for 111 Chestnut Street, Watertown, New York (the "Property")

I own property located at 1200 Washington Street, in the City of Watertown, County of Jefferson, State of New York. My property adjoins the Property that is requesting the zone change. Please consider this letter as evidence of my support for the change in zone from Residential A to Neighborhood Business.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ms. Ann Fiorentino".

Ms. Ann Fiorentino
401 Stone Street
Watertown, New York 13601

APPLICANT'S CONTACT INFORMATION

NAME: SPHERE HOLDINGS LLC
Attn: Kurt Wendler, Partner

ADDRESS: PO BOX 207
MANLIUS, NY 13104

TELEPHONE: 315-569-6520

E-MAIL ADDRESS: kwendler@spheredevelopment.com

Deed Description

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

Beginning at an iron pipe set in the monumented southerly margin of Chestnut Street, a distance of 109.07 feet westerly from the intersection of the monumented southerly margin of Chestnut Street and the westerly margin of Washington Street; thence South 11 degrees 08 minutes 40 seconds West along the lands of Parish Land Company (Bk 920 Pg 342) on the east, a distance of 70.88 feet to a point; thence South 0 degrees 45 minutes 40 seconds West along the lands of Parish Land Company (Bk 920 Pg 342) on the east, a distance of 36.78 feet to a point; thence South 9 degrees 59 minutes West along the lands of Atlantic Refining Market (Bk 999 Pg 86) on the east, a distance of 52.20 feet to an iron pipe set; thence North 81 degrees 14 minutes 30 seconds West along the lands of Mercers Food Store (Bk 874 Pg 323) on the south, a distance of 86.98 feet to a point being 0.25 feet southwest of a woodpost found in cement; thence North 6 degrees 02 minutes East along the lands of Corbett (Bk 1004 Pg 282) on the west, a distance of 155.11 feet to an iron pipe set; thence South 84 degrees 00 minutes East along the southerly margin of Chestnut Street, a distance of 93.41 feet to the point and place of beginning.

DEPARTMENT OF ENGINEERING
CITY OF WATERTOWN, N. Y.

DEPARTMENT OF ASSESSMENT AND TAXATION
CITY OF WATERTOWN, N. Y.

13-5

12

14

13-6

15

20

THOMPSON
BOULEVARD

CHESTNUT
STREET

CHESTNUT
STREET

GREEN
STREET

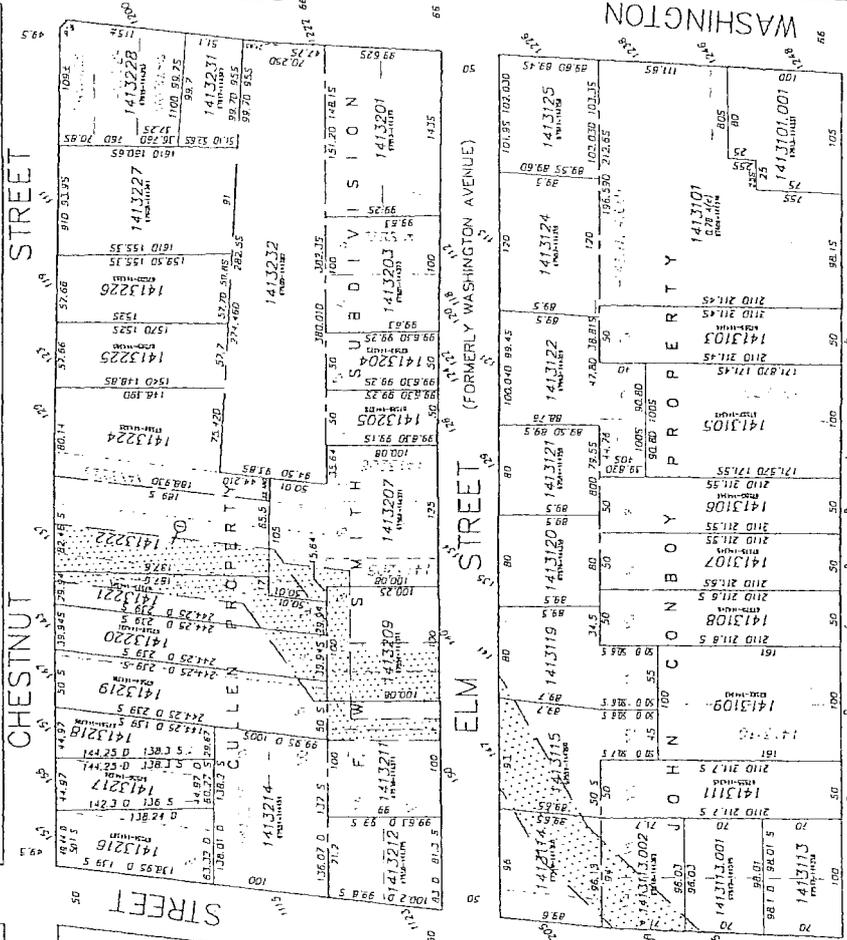
ELM STREET
(FORMERLY WASHINGTON AVENUE)

WASHINGTON
STREET

BUTTERFIELD
AVENUE

BARBEN
AVENUE

SHERMAN
STREET



REVISED JANUARY 22, 2003

DISTRICT 14 MAP 13

SCALE: 1 INCH = 100 FEET FOR TAX PURPOSES ONLY
NOT TO BE USED FOR CONVEYANCE

Printed on behalf of the City of Watertown, N.Y. by the City Engineer, 100 North Main Street, Watertown, N.Y. 13155. The City Engineer is not responsible for the accuracy of the information shown on this map.

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: 4/24/2014

Approved By:

Date:

Scale: As Noted

Map Number: 14-10

Revision:	Description of Revision:	Date:	By:



Project: **ZONE CHANGE MAP**
(Residence A to Neighborhood Business)

Title: **111 Chestnut Street**
(14-13-227.000)

Susan Burker
111 Chestnut St.
Watertown, NY 13601

Dear Planning Board and City Counsel,

As the resident and owner of 111 Chestnut St. I authorize Sphere Holdings LLC to pursue a zone change and site plan approval. I am in support of the change in zoning from residential to neighborhood commercial and ask that the City of Watertown change my zoning.

Sincerely,

A handwritten signature in cursive script that reads "Susan Burker". The signature is written in black ink and is positioned below the word "Sincerely,".

Susan Burker

OPPOSITION TO RE-ZONING OF 111 CHESTNUT STREET
AND OPPOSITION TO A MCDONALD'S RESTAURANT

We, the undersigned, are opposed to the re-zoning of 111 Chestnut Street in the City of Watertown, Jefferson County New York, from Residential A to Neighborhood Business and we are opposed to McDonald's constructing and operating a business on that property and the adjacent property on the Washington Street and Chestnut Street corner:

NAME

ADDRESS

Don Huddleston

246 Chestnut St.

Wendy J. Pitts

246 Chestnut St, Watn ny

Alice Mook

Paul J. [Signature]

205 Chestnut St. Watn N.Y.

For [Signature]

147 Chestnut St Watn NY.

DJZ

" " "

Patricia Abbott

158 Bowers Ave, Watn, NY

[Signature]

129 Elm St Watertown, NY

Rebecca Clarke

143 CHESTNUT STREET, WATERTOWN, NY

[Signature]

141 Elm. St. Watertown ny



Meeting of City Planning Board is 3:00 pm Tuesday, 6 May 2014, in City Council Chambers, 3rd Floor, Municipal Building (City Hall), 245 Washington Street.
We need you there also.

OPPOSITION TO RE-ZONING OF 111 CHESTNUT STREET
AND OPPOSITION TO A MCDONALD'S RESTAURANT

OFFICE OF CITY MANAGER
MAY 06 2014
WATERTOWN, NEW YORK

We, the undersigned, are opposed to the re-zoning of 111 Chestnut Street in the City of Watertown, Jefferson County New York, from Residential A to Neighborhood Business and we are opposed to McDonald's constructing and operating a business on the property and the adjacent property on the Washington Street and Chestnut Street corner:

BUFFER *
*

NAME	ADDRESS
<i>[Signature]</i>	119 Chestnut St Watertown
<i>[Signature]</i>	119 CHESTNUT ST WATERTOWN N.Y.
<i>[Signature]</i>	120 Thompson Blvd Watertown N.Y.
<i>[Signature]</i>	120 Thompson Blvd Watertown, NY
<i>[Signature]</i>	184 Thompson Blvd Watertown NY
<i>[Signature]</i>	162 Thompson Blvd Watertown NY
<i>[Signature]</i>	186 Thompson Blvd
<i>[Signature]</i>	195 Thompson Blvd
<i>[Signature]</i>	195 Thompson Blvd
<i>[Signature]</i>	191 Thompson Blvd
<i>[Signature]</i>	812 Myrtle Ave
<i>[Signature]</i>	175 Thompson Blvd
<i>[Signature]</i>	175 Thompson Blvd
<i>[Signature]</i>	167 Thompson Blvd.
<i>[Signature]</i>	167 Thompson St.
<i>[Signature]</i>	154 Thompson Blvd

Meeting of City Planning Board is 3:00 pm Tuesday, 6 May 2014, in City Council Chambers, 3rd Floor, Municipal Building (City Hall), 245 Washington Street.

We need you there also.

OPPOSITION TO RE-ZONING OF 111 CHESTNUT STREET
AND OPPOSITION TO A MCDONALD'S RESTAURANT

OFFICE OF CITY MANAGER
MAY 06 2014
WATERTOWN, NEW YORK

We, the undersigned, are opposed to the re-zoning of 111 Chestnut Street in the City of Watertown, Jefferson County New York, from Residential A to Neighborhood Business and we are opposed to McDonald's constructing and operating a business on that property and the adjacent property on the Washington Street and Chestnut Street corner:

NAME	ADDRESS
Edward D. Carnal	271 Elm Street
Sally C. Cornish	271 Elm Street
Benita Brown	263 Elm St, Watertown
Edna J. Brown	" " " "
Marta P. Lannon	246 Elm Street, Watertown, NY
Bridget Paris	246 Elm Street, Watertown NY
John Williams	233 Elm St Watertown, NY
Dorothy Williams	233 Elm St - Watertown, NY
Mrs. James Hartzell	232 Elm St, Watertown, NY
James R. Hartzell	232 Elm St, WATNT NY 13601
Malene G. Casey	217 Elm St Watertown, NY 13601
Wells Wick	134 Elm St Watertown, NY 13601
Ken Hanners	14620 Military Rd Sackets Harbor
Roni A. Wlodarek	213 Elm Street
Marta P. L	246 Elm St.
Thomas Jones	262 Elm St
Elizabeth Slack-Jones	262 Elm St

Meeting of City Planning Board is 3:00 pm Tuesday, 6 May 2014, in City Council Chambers, 3rd Floor, Municipal Building (City Hall), 245 Washington Street.

We need you there also.

OPPOSITION TO RE-ZONING OF 111 CHESTNUT STREET
AND OPPOSITION TO A MCDONALD'S RESTAURANT



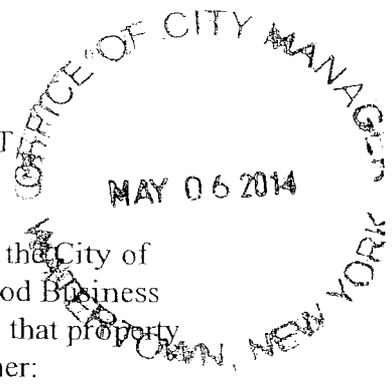
We, the undersigned, are opposed to the re-zoning of 111 Chestnut Street in the City of Watertown, Jefferson County New York, from Residential A to Neighborhood Business and we are opposed to McDonald's constructing and operating a business on that property and the adjacent property on the Washington Street and Chestnut Street corner:

NAME	ADDRESS	
Roman Espinoza	123 Chestnut St Watertown NY	*BUFFER
MARY Espinoza	123 Chestnut St Watertown NY	*
Angela Zaremba	265 Chestnut St Watertown NY	
Joseph A. Geno	239 Chestnut St.	
Paul H. Barben	221 Chestnut St	
Faine M. Barben	221 Chestnut St.	
Gina Finn	202 Chestnut St	
Nick K.	705 Cadwell St	
Ronald Finn	202 Chestnut Street	
Robert C Finn	202 Chestnut Street	
Julia Stoddart	157 Chestnut St.	
Jeff Stoddart	157 Chestnut St.	
Jenn Decker	137 Chestnut St.	
Nick Costa	126 Elm St.	
Andrew Allen	126 Elm St	
Brittany Weicher	134 Elm St	

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OPPOSITION TO RE-ZONING OF 111 CHESTNUT STREET
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We, the undersigned, are opposed to the re-zoning of 111 Chestnut Street in the City of Watertown, Jefferson County New York, from Residential A to Neighborhood Business and we are opposed to McDonald's constructing and operating a business on that property and the adjacent property on the Washington Street and Chestnut Street corner:

NAME	ADDRESS
Lynne Maillou	161 Thompson Blvd.
Kenneth Maillou	161 Thompson Blvd.
AMC	143 THOMPSON BLVD.
Michelle Robinson	143 THOMPSON BLVD
Julius Pul	133 THOMPSON BLVD
Robert Snell	232 Chestnut Street
RANDY ELIE	227 CHESTNUT ST.
Leonis Spaziani	271 Chestnut St
Frank H. Barber Jr	221 Chestnut St.
Scott M. Lucco	1309 Lucas St.
Todd Yuack	118 Elm St
Christopher Yuack	118-120 Elm St
Thomas A. Barber	847 Myrtle Ave
Deborah A. Cavallarin	257 Thompson Blvd
Lorraine Irwin	285 Chestnut St.
BRUCE IRWIN	285 CHESTNUT ST.

Meeting of City Planning Board is 3:00 pm Tuesday, 6 May 2014, in City Council Chambers, 3rd Floor, Municipal Building (City Hall), 245 Washington Street.

We need you there also.

Kay Benedetto 237 Elm St

Ross Benedetto n n s

Karen R. Hall 1381 Washington St, Watertown, NY

Paula Jark 208 Chestnut St, Watertown

Cliff Jark 208 Chestnut St.

Fred McJannet 121 Elm St. Watertown N.Y.

To the Watertown, NY Planning Board and City Council Members,

I am writing with great concern regarding the proposal to build a McDonalds Fast Food eatery at the corner of Washington and Chestnut streets in Watertown, NY. My name is Alexandra Velasquez and I am currently living on Dover Air Force Base, Delaware, but Watertown NY is my true home. Because I am unable to attend the Planning Board meeting this Tuesday, 6 May, I am writing this letter to express my concerns from afar. For the record, both my husband, Zackary Velasquez (also from the North Country), and I oppose this proposition. We are not the only ones who think that this proposal would greatly impact our community in a negative way. Please remember, we consider this area of Watertown to be our home and not a place for big-business to come into.

I would like to point out that there are currently two McDonalds in Watertown. One located on Arsenal Street and the other located on State Street. The two locations are approximately 2.8 miles away from each other and (on a good day) it would take ten minutes to go from one to the other. Now, if one were to go onto Google Maps and find the distance from each of these locations to Chestnut Street, you would see that from State Street McDonalds to Chestnut street would be 2.2 miles and from Arsenal Street to Chestnut Street would be 2.1 miles.

I understand that this area of town is very desirable as it has been maintained as primarily residential, including residential A property, houses are local school campus and many of the more expensive homes of this town. So, outsiders (big business) thinks it prime property and wants to make use of land, profit off our school children going to/from school and build where some of the higher income families live. From our past experience of dealing with a situation similar to this (referencing the expanding Sunoco), we know that many only see a paycheck when they see this property. The friends and families on and surrounding Chestnut Street call it HOME. We visit our HOME very often and one of my favorite things about it is the fact that it is not currently in an overly-congested area of the city and I can walk outside and see beautiful trees, etc.. Many who do not live in this area of town will find it difficult to imagine. But just imagine what I am explaining to you, then imagine the over rated, bright, yellow, "golden arches" being visible from your property! It changes community dynamics completely!! The people of this neighborhood love their homes so much because it's primarily a quiet area and only busy during the school hours.

Speaking of school, I would like you to take note that such a large business would bring a substantial increase in traffic to Case Middle School and Watertown High School. When I lived on Chestnut Street, I remember at least 4 accidents that involved a child getting hit by a moving vehicle on Washington street. Anyone with the right mind would know that this number would increase if you choose to approve this proposal. It is known, Nation Wide, that child obesity



...major problem. The school should be feeding their children healthy and nutritious meals as this has proved to increase their focus in school. Do we really want to put one of the world's largest fast food restaurants in front of a middle school and high school when according to The American Heart Association; "one in three of American kids and teens are overweight" and "Childhood obesity is now the number one health concern among parents in the United States, topping drug abuse and smoking."

McDonalds would bring unwanted crime to the neighborhood. McDonalds would bring a stench of burger grease and stale fries. McDonalds would disrupt our peace with their outdoor intercom system (would you like to super-size that?)!!! McDonalds would cause traffic problems in our area. Sunoco would then try to rezone their back lot if allowed the residential area on Chestnut Street to be rezoned. McDonalds would end up creating floods for the residents behind them during snow/rain seasons.

Ultimately, this is not about McDonalds, this is about the expectations of the residents of this area. We expect that our voices, wishes and concerns will be the top priority of those we have elected to represent us. We expect that the community that we "bought in to" will maintain that which made this area so desirable. Understanding those who represent us may not all live in this area, but those people have made a choice to purchase where they purchased, just as we made a choice to purchase where we purchased. Just because one person might think it's alright to live next door to big-business in some other area of town, does not mean that is what we want in our neighborhood. We want to know that those who we have elected respect our neighborhood, what attracted us to this neighborhood, and what is best for this neighborhood!!! Enough is enough. We, and many of the people we know from our Residential A neighborhood in Watertown are now watching this Planning Board and City Council members very closely to see exactly who is representing the wants/needs of our neighborhood. What was allowed to happen with Sunoco is shameful but (don't for one minute) think we are not smart enough to figure out that Sunoco is waiting for a response to the McDonalds deal to see if they can then re-proposition for the re-zoning of their back property.

Please add both of our names to any list that opposes the rezoning of the property on Chestnut Street and also the construction of a McDonalds on the corner of Chestnut and Washington Streets.

Expecting your residential support,
Alexandra and Zackary Velasquez

Alexandra Velasquez
Zackary S. Velasquez

Mix, Kenneth

From: Christopher Jank [cjank@twcny.rr.com]
Sent: Wednesday, April 30, 2014 5:53 PM
To: Mix, Kenneth
Subject: Chestnut St. McDonalds

To Whom It May Concern:

I have read and heard in the news of the proposed McDonalds franchise for the corner of Washington St. and Chestnut St. I have to say that I am opposed to this for several reasons:

1. The proposed restaurant would significantly increase traffic, both pedestrians (mostly students) and vehicle traffic, at an already busy intersection and consequently down Chestnut St. On several occasions I have been witness to students walking across against the lights or in the middle of traffic and this would only increase. Also, on the next intersection of Chestnut and Sherman, the four way stop is routinely run and has been the seen of several accidents.
2. The proposed restaurant would remove a house on Chestnut St. from Residential A to business zoning. This would be a bad precedent spot change zoning just for one business. Zoning exists to protect neighborhoods from inappropriate use and this would certainly be an inappropriate use. There have been recent proposals to expand the convenient store in the area which was turned down. If a local business cannot expand or remodel why should we let McDonalds come in?
3. There are nearby areas which would be much better suited for such an establishment further up the hill on Washington St.
4. Property values on Chestnut St. would be severely affected. My family bought a house on Chestnut St. fourteen years ago. It was a foreclosure, a fixer upper if you will. We have spent a considerable amount of time, money and efforts to make it into a home to be proud of and would be worth something. The McDonalds down the street would certainly cause a drop in home values.
5. In the interest of public health and childhood obesity, another fast food franchise is not what we need across from the main campus of the Watertown City School District. Although that is probably why McDonalds chose that location.

Thank you for listening.

Christopher and Paula Jank
cjank@twcny.rr.com

208 Chestnut St.

Mix, Kenneth

From: npenrose@aol.com
Sent: Wednesday, April 30, 2014 8:46 AM
To: Mix, Kenneth
Subject: Opposition to zoning change on the corner of Washington and Chestnut St.

Mr Mix and the City of Watertown Planning Board:

I am writing to voice my concerns about the proposed zoning change request in regards to the proposed McDonalds on the corner of Washington St and Chestnut St.

I moved to Watertown and the 1200 block of Sherman St because it is a nice neighborhood. I believe that nice neighborhood would change if the zoning change request is allowed. There would be increased traffic, noise, and trash. Then there is the odor associated with the fast food industry. If the zoning change is allowed, would other fast food chains be allowed to follow?

I thought long and hard before moving to Watertown. Friends who are natives or grew up in Watertown have moved out of the City. I respectfully request the zoning change NOT be approved. Help me know I made the correct decision in moving to a nice neighborhood in the City of Watertown NY.

Thank you,

Nancy Penrose
1202 Sherman St
Watertown NY 13601
315 836 5477

Mix, Kenneth

From: O'leary, Brian M MSG USARMY NETCOM (US) [brian.m.oleary.mil@mail.mil]
Sent: Monday, April 28, 2014 5:47 PM
To: Mix, Kenneth; Lumbis, Michael
Cc: O'Leary, Monica Kinyetta SFC USARMY ICOE (US)
Subject: Planning Board 6 may Meeting (UNCLASSIFIED)

Classification: UNCLASSIFIED
Caveats: NONE

Mr. Mix and Mr. Lumbis,
I am contacting you to ask you for instructions on communicating opposition to the McDonald's Restaurant proposed for the corner of Chestnut and Washington streets in Watertown.

My wife and I are active duty Soldiers formerly stationed at Ft. Drum and are the owners of a home located at 129 Chestnut St. We purchased the property in 2007, made improvements, and intend to return to the home in the future.
We are concerned about the potential negative impact a change in zoning to allow McDonalds would have on our street and our family. Specifically, the traffic, noise, litter, and smell the business will bring, as well as effect on the value of our home in the future.
We would like to make sure that our views opposing the project are considered by the planning board before they make a decision to change the zoning.
I would appreciate instructions on how to formally communicate our input for inclusion in the 6 May meeting discussion.

Thank you.
Brian and Monica O'Leary
246 Nelson St
Ft. Huachuca, AZ, 85613
(803)486-5944

Classification: UNCLASSIFIED
Caveats: NONE

Mix, Kenneth

From: Sprague, Philip J. [pjsprague@financialguide.com]
Sent: Friday, April 25, 2014 10:15 AM
To: Mix, Kenneth
Subject: Proposed McDonald's on Washington St.

Ken,

We are contacting you to express our strong opposition to the proposal to change the zoning status of Washington/Chestnut streets and allow a McDonald's in the neighborhood. I assume there will be a public hearing regarding this issue; could you please inform me of the date and time, as well as any other venue you might suggest to register our opposition.

Thank you,

Phil Sprague
Emily Sprague
Colleen O'Shaughnessy
Matthew Considine

Philip J. Sprague
531 Washington St.
Suite 3501
Watertown, NY 13601
315.788.5860

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Stone Presbyterian Church

140 CHESTNUT STREET
WATERTOWN, NEW YORK 13601

OFFICE (315) 788-5630
STUDY (315) 788-8561
FAX (315) 788-8561

May 6, 2014

City of Watertown
Planning Board and City Council Members
245 Washington St.
Watertown, NY 13601



Dear Members of the Planning Board and City Council:

Thank you for apprising us of the request coming to the City Planning Board at its May 6th meeting. Our church is within 100 feet of the subject property.

At a special congregational meeting held Sunday, May 4th, Stone Presbyterian Church members voted unanimously to oppose rezoning of the property located at 111 Chestnut Street from 'Residence A' to 'Neighborhood Business' to accommodate the construction of a McDonald's Restaurant.

The following concerns were raised during the discussion of the motion:

- Increased traffic flow and congestion.
- In order to avoid the congestion on Washington Street, motorists will use alternate routes such as Sherman or Holcomb Streets, causing them to become main arteries for travel.
- Late night loitering due to 24/7 hours of operation.
- Environmental issues, e.g., littering of trash.
- Nutritional issues, e.g., additional venue for unhealthy eating habits among students attending nearby schools, as well as young people residing in the surrounding neighborhood.
- The possibility of a 'domino effect' that will lead to rezoning of additional houses on Chestnut Street.

We appreciate the opportunity to respond to this proposed action, both in writing and in person, at the May 6th City Planning Board meeting.

Sincerely,

Christine Dear
Clerk of Session
Stone Presbyterian Church

City of Watertown Planning Board

OFFICE OF THE CITY MANAGER
MAY 06 2014
ORIK

My name is Amy Corbett. My husband, Michael, and I live at 119 Chestnut St. Watertown, NY . Our property abuts 111 Chestnut St, the zone change proposal site. We are the most affected neighbors, as the proposed McDonald's entrance and exit driveway is within 20' of our driveway. The drive-through would be within 40' of our dining room window. I brought pictures of the open view from our home now and pictures of McDonald's fence line, on Arsenal St., that you can see how our view along with our lives will change. Please do not take away this openness in our neighborhood.

I would like to know if the planning board has done any type of an impact study of the change in traffic, property value loss, and safety issues associated with this proposed zone change.

We first learned of this proposal on April 23, 2014, by reading newzjunkie, while we were still in Florida. This was less than 2 weeks ago. You can imagine the shock of this news. We haven't been home a week yet but the nightmares are still here and every day is filled with thoughts of losing our serenity and having to move from our home.

Please feel free to come to our neighborhood to see for yourself the impact that the zone change would have on this residential street and specifically, our home.

Thank you.

Respectfully

Amy Corbett

Members of the Zoning Board for the City of Watertown, NY 13601

OFFICE OF CITY MANAGER
MAY 06 2014

Mike and Amy Corbett 119 Chestnut St Watertown, NY 13601

We are here to present to you our reasons for not changing 111 Chestnut St from Residential A to Neighborhood Business for the McDonald's Restaurant Proposal. This restaurant would be a great nuisance to the entire neighborhood. Our reasons are the following:

1. McDonald's has no franchise in the City of Watertown NY that is located in a Residential A area. Why start one now?
2. Traffic in this area is already congested. This business would make more traffic and back up traffic in all directions.
3. There are four schools in the immediate area, with many children that walk to and from these schools. This extra congestion would make it more dangerous for crossing streets and sidewalks where driveways are located.
4. There would be never ending lights that would interrupt our tranquility. Also headlights from vehicles would be shining on our house causing a nuisance as they come around to the drive up order stand.
5. The drive through for orders is being located at the end of the building that faces our home. This will cause a constant order taking from outside speakers, example, " what would you like to order and welcome to McDonalds", all hours of the day and night.
6. There would be excessive car noise, delivery vehicle noise, and trash removal noise all hours of the day.
7. The level of the land from Washington St to 119 Chestnut St is a considerable drop. Even if leveled for a business to be located there, there would be a considerable run off of rain water, snow melt, car oil residue, air conditioner water, salt, and trash waste run off. This will all be diverted toward our residence.
8. The sewer system and storm drains could be over loaded.
9. Our neighborhood would become noisy, due to McDonald's attracting crowds of youths to a historically residential neighborhood thus causing a nuisance.
10. Chestnut St. would no longer be an attractive neighborhood to live in.
11. There will be a decrease in our property values in our neighborhood. Our home at 119 Chestnut St. would be the most affected.
12. The smell of fast foods will impregnate the area day and night. There will also be the smell of trash, dumped food items and food packaging. The dumpster will be located by our garage and not at their back door. There will be unwanted birds, raccoons, opossum and insects drawn to the area.
13. If McDonald's, or any business of this size, gets this variance, every Residential A neighborhood could be open to all businesses.
14. The big issue is what is a neighborhood business?
15. We don't want to keep businesses out of the area, but this restaurant is to the extreme!!!
16. This zoning change would not improve the existing neighborhood. It would be taking the neighborhood away from us.

Joanne Nugent-Ward

156 Chestnut Street

Watertown, NY 13601



Dear Watertown City Planning Board and Watertown City Council,

I live in the One hundred block of Chestnut Street here in the city of Watertown. I am writing to express my opinion regarding the building of a Mc Donald's at the corner of Chestnut Street and Washington Street. I am against this for the following reasons:

1 – The corner of Chestnut Street and Sherman Street is already a very busy corner. Children walk back and forth to Sherman Street School and students from Wiley, Case and the High School also walk home across this intersection. The additional traffic that would result from a Mc Donald's being placed where it is being proposed would make it more dangerous. There are already many near misses at this intersection due to people not obeying the stop signs. I believe the additional traffic increases the risk for pedestrian/vehicle accidents.

2 – I am very opposed to rezoning a residential property which encroaches into an existing neighborhood into "neighborhood business". It would create a precedent to move further down the street for other businesses in the future. We have a very nice neighborhood and placing a Mc Donald's here would potentially change that atmosphere.

3 – In keeping with the above statement, I feel the smell of greasy cooking oil in the neighborhood would negatively impact the value of our properties.

4 – The drive through for Mc Donald's would be within 20 feet from the closest property. This would negatively impact the quality of life for the people residing in that house. For example, in the summer when the windows are open, they would be awakened at 6:30 am by someone ordering their breakfast. How would any of you on the Planning Board or City Council like to wake up to this each morning?

It seems to me that relocating the proposed Mc Donald's to the top of Washington Street hill would be a more feasible and less encroaching option.

Sincerely,

A handwritten signature in cursive script that reads "Joanne Nugent-Ward".

Joanne Nugent-Ward

143 Chestnut Street
Watertown, NY 13601
3 May 2014



Watertown City Planning Board and
Watertown City Council
245 Washington Street
Watertown, New York 13601

Ladies/Gentlemen:

Subject: Rezoning 111 Chestnut Street and Establishment of McDonald's Fast Food
Business at the corner of Chestnut and 1200 Washington Streets in the City

Having read the Watertown Daily Times and sporadically visiting Newzjunkie, we understand that the McDonald Corporation has provided you with documents requesting it be allowed to construct and operate a McDonald's Fast Food business at the above corner.

As residents and homeowners of property on Chestnut Street and the surrounding Streets, we are opposed to the rezoning of 111 Chestnut Street and opposed to the placement of a McDonald's fast food business in that area. We understand that McDonald's first approached another property owner on Washington Street and was quickly turned away.

Regardless of the aesthetic appearance of a proposed new structure, this is the wrong location in the City and it would impinge on the rights of homeowners in the area who historically and currently pay good taxes to live in and enjoy the quiet homey residential neighborhoods. Chestnut Street, Thompson Boulevard, Elm Street, Sherman Street, Green Street, Bishop Street, Washington Street and the surrounding areas could eventually become much like the State Street or Arsenal Street properties with its traffic, trash on the lawns and streets, greasy odors, noise from take out speakers, noise from trash removal at various hours, lights and noise from vehicles, and serving customers at a 24-hour a day business. Allowing this to occur, would destroy the neighborhoods. It is not right to allow big businesses to harm the residents.

To allow an entrance and an exit on Chestnut Street would further compound traffic congestion and create even more traffic and safety problems as children walk, ride, skateboard, or bicycle to and from schools in this area. Environmental issues and traffic flow studies along with studies on increasing lanes or widening the highway would need to be completed favorably. Sherman Street would quickly become the substitute thoroughfare for Washington Street for the movement of traffic and side streets could

quickly become the new detours; for example, the street and parking lots that pass Wiley School and empty onto the 1300 block of Washington Street. And adding to the congestion, tourist buses frequently patronize McDonald's.

We realize that there is a Jiffy Lube station fronting on the other corner of Washington Street with Chestnut Street. This is a quiet business; the traffic at best is minimal at that location. The parking lot in the rear and adjacent to it is used only by those who are patients of Dr. Kellie Sanzone next door at 1114 Washington Street. That lot abuts the Stone Presbyterian Church property at 140 Chestnut Street. Young children live on Chestnut Street (there are currently 9 in the 1st block of Chestnut) and have used and continue to use the church parking lot and sidewalks on Chestnut Street to play, walk, run, ride bicycles, etc.

We purchased homes in this area because of the large quiet residential neighborhoods away from busy and noisy businesses and because the area was close to schools, small stores, and medical facilities. The ideal spot to raise a family. A 24-hour fast food business would create a nuisance and constant annoyance and is not wanted in this residential area, especially when it encroaches on our property, our lives, our lifestyles, and the environment.

Granting approval to McDonald's would signal and encourage Sunoco to once again re-seek a zone change for the part of its property which is adjacent to 111 Chestnut Street and which projects more than the same depth back into the Chestnut Residential Area. The City previously considered a re-zoning proposal by Sunoco and decided not to allow rezoning from Residential A to Neighborhood Business for the back area of the Sunoco property. Issues with Sunoco were ongoing from the Summer of 2011 through the Fall of 2013. This current situation with McDonald's is basically the same issue of re-zoning but this affects more homeowners, residents, and citizens than those originally affected by Sunoco. This actually affects the current users and vehicle drivers on Washington Street and the surrounding streets.

In addition, McDonald's would need to fill the current low level lawn area at 111 Chestnut Street in order to build a parking lot for traffic ingress and egress. Plowing snow banks and snow removal would create issues and problems as the snow would be pushed against their new fence and then melt onto other properties. This would cause a severe water drainage problem as water seeks its lowest level and ultimately would end up in the middle of the block in back yards creating large ponds, and creating even larger ponds during the wet season. This is brought to your attention as other property owners filled in their land which then created a large water collection area on adjacent land making the land un-useable for months. At least two homeowners have water damage to property and most of the Spring and Summer can no longer mow, plant a garden/flowers, or play any law games in that area. Walking there is like walking on mush.

It seems every few months, we homeowners must gather and face another attempt to change our residential area. If you allow the re-zoning and if McDonald's is allowed to open a fast food business, our property values will plummet quickly. Could we please put an end to this and leave the Chestnut Street property as Residential A.

Thank you on behalf of all who (by signatures or vocally) have indicated opposition to the re-zoning of 111 Chestnut Street and opposition to the establishment of a McDonald's fast food business at the corner of Chestnut Street and Washington Street in the City.

Respectfully submitted,

Mary Espinoza

Roman Espinoza

Patricia Abbott

Rehba Clarke

Mary Espinoza

Roman Espinoza

Patricia Abbott

Rehba Clarke

**ZONE CHANGE – MCDONALD’S
111 CHESNUT ST – PARCEL 14-13-227**

The Planning Board then considered a request submitted by Kurt Wendler of Sphere Holdings LLC to change the approved zoning classification of 111 Chestnut Street, parcel 14-13-227, from Residence A to Neighborhood Business District.

Mrs. Freda explained to the audience that the applicant would present their proposal to the board, and afterward there would be an opportunity for public comment.

Kurt Wendler approached the board. He explained that Greg Widrick of Sphere Holdings and Chris Boyea of Bohler Engineering were also present.

Mr. Widrick showed a PowerPoint presentation to the board, and explained the project and the history of his development company. He said that he had grown up near Watertown and remembered walking down Washington Street to get lunch when he was a child.

He explained that the front parcel of the property was already zoned Neighborhood Business, but it is too small to be developed as-is, being only 1/3 of an acre. He mentioned that there is already a lot of retail in the area—the whole west side of Washington Street between Chestnut and Iroquois has commercial development, including Dunkin Donuts, Tops, Kinney Drugs, Stewart’s, and Sunoco.

He noted that the dentist just to the north has a variance to use a rear lot for a parking lot, which extends roughly the same distance back from the street as the McDonald’s parking lot would. Sunoco also has a non-conforming parking lot which extends into the Residence A district. All the parcels in this area were too small when the area was originally zoned, and the retail uses have been expanding westward gradually for decades.

Chris Boyea approached the board to explain the preliminary site plan. Because a drive-through was proposed, there would be a counter-clockwise circulation pattern. He also explained that the site’s history as a gas station would mean there is a high probability of environmental issues. Remediation is costly, and not likely to occur unless there is a redevelopment project. His client has the means to clean the property.

He explained that his firm has designed other McDonald’s in Watertown, and that the other two locations have been good community citizens as far as cleanliness and traffic impact are concerned. The project would be ADA compliant and pedestrian friendly.

Mr. Katzman asked if there was any way to mitigate odor from the grills and dumpster.

Mr. Boyea said that technology for odor control has improved. There will be filters and scrubbers on the exhaust fans in the kitchen, and all the mechanical equipment will be on the roof.

Mr. Boyea then noted that the restaurant was not likely to generate new trips. Washington Street has high traffic already, and the restaurant aims to capture customers from the existing traffic flow. Given that there are two other McDonald's already in the city, no one would be making long trips to visit this location.

Mrs. Fields asked why this particular location was chosen.

Mr. Widrick said that the high traffic on Washington Street and the proximity to a traffic light make it a good choice—it has easy access and many potential customers. Washington Street has about 13,500 cars passing per day.

Mrs. Gervera asked how the depicted restaurant compares to the other locations in terms of square footage.

Mr. Boyea said that it will be slightly smaller than the State Street location.

Mr. Katzman asked how traffic would be handled if cars backed up around the restaurant in the drive-through queue. He worried that they may block traffic in the street. He mentioned that he had stopped at Sunoco on the way to the meeting for gas, and it was very difficult to exit their parking lot, and conditions would be even worse with the proposed development.

Mr. Boyea replied that, given that this site would be a blank slate, a lot of the traffic concerns can be mitigated. For instance, the store will have two menu boards to speed up the queue.

Mr. Katzman asked how many drive through customers were expected each day.

Mr. Boyea said they did not have an estimate at this point.

Mrs. Fields said that the neighborhood seems to be concerned about maintaining their property values, and are worried about commercial uses cascading further down the street.

Mr. Boyea noted that the actual building would be located within the area that is already zoned Neighborhood Business, the rear lot would only be for parking and vehicle circulation, much like the nearby dentist office.

Mrs. Freda addressed the board, reminding them that the current application is a zone change request, not a site plan review. Discussion and comments should focus on the potential new uses offered by NBD, not on the details of the site plan design.

She then asked if the applicants had any more to say prior to the public comments.

Mr. Widrick reiterated that their proposal would clean up the corner. The area is growing and the current zoning is inhibiting development.

Mrs. Freda invited the public to approach the microphone if they wished to address the board.

Bruce Irwin of 285 Chestnut Street said that he is a retired DOT engineer, and in his opinion the board should not make a decision without considering all factors, including traffic. He said that the current traffic levels are very high. Thompson Boulevard is a two lane street that handles 4,600 cars per day—and with Washington handling over 14,000, traffic is at the level where widening the roads may be warranted. He said that the close proximity of the driveway to the intersection is problematic. The board should require full traffic information.

[Note: a 2008 traffic report by the Engineering Department indicates that the actual daily count for Thompson Boulevard at Washington Street is 3,611 ADT.]

Michael Corbett of 119 Chestnut Street said that he is against the change for many reasons. He believes that the restaurant would be a nuisance to the neighborhood. Other McDonald's locations are not in residential areas, so why start now? Too much traffic would be generated. Children walking to and from school would be in greater danger. Bright lights would shine into nearby homes 24 hours a day. Headlights from the drive-through would shine directly into his house. Noise from the ordering boards could be heard in his house. Topography drops off from Washington, and runoff could come into his yard. The smell of the cooking and dumpsters would permeate the neighborhood. He concluded saying that he is not opposed to development in general, but this location should be an office, not a high-volume restaurant.

Amy Corbett of 119 Chestnut Street said that her house is just 20 feet from the proposed entrance driveway. Her house was built by her husband's great grandfather, and now its tranquility is under threat, causing her nightmares. She only heard of the change two weeks ago, and had flown back from Florida to oppose the change.

Mary Espinoza of 123 Chestnut Street said that she had for submittal to the board a petition against the change with 105 signatures [filed in City Engineer's office]. She said that she believes Sunoco will come back and try to expand their operation again if McDonald's is approved. She said that she moved to the area to be closer to her parents. She is also concerned about additional danger to school children, as she has seen them jaywalking in this area. She would like to see big business locate elsewhere.

Reverend Dr. Marti Montovani of Stone Presbyterian Church, 140 Chestnut Street, told the board that her congregation had held a special meeting, at which there was a unanimous vote to oppose the zone change. They are worried about additional traffic on Sherman Street, late night loitering, litter, a negative impact on nutrition, and domino effect for development in the area.

Fred Benedetto of 227 Elm Street said that he has lived in the area for quite some time, and the large amount of traffic that cuts down Brook Drive to avoid Washington Street is an indicator of congestion in the area. Dunkin Donuts already causes a back up on Washington Street. He is opposed to the change, his opinion informed by having been here for 56 years. The previous owner of the region's McDonald's franchises avoided the area.

A letter from Joanne Nugent-Ward of 156 Chestnut Street was read aloud. [Letter filed in the City Engineer's office.]

Christopher Jank of 208 Chestnut Street that he is opposed due to traffic, danger to walking students, the possibility of Sunoco expanding if McDonald's is successful, and the fact that other sites further south are better suited.

Elizabeth Yurack, owner of 118 Elm Street, said that she was concerned that people would loop around on Elm Street to avoid the light and get to McDonald's faster. She thinks the curb cuts are too close to the intersection. Her property is on Elm Street, it is a duplex rental with good tenants, and any detriment to that property could affect her income directly.

Mrs. Freda listed several letters that were received prior to the meeting:

- A letter from Christine Dear on behalf of Stone Presbyterian Church, 140 Chestnut Street, in opposition to the change.
- A letter signed by Mary Espinoza, Roman Espinoza, Patricia Abbott, and Rehba Clarke, sent from 143 Chestnut Street, in opposition to the change.
- A letter from Alexandra and Zackary Velasquez of Dover, Delaware in opposition of the change.
- An email from Phil Sprague, 531 Washington Street, in opposition of the change.
- An email from Brian O'Leary, Ft. Huachuca, Arizona, owners of 129 Chestnut Street, in opposition of the change.
- An email from Nancy Penrose, 1202 Sherman Street, in opposition of the change.
- An email from Christopher Jank, 208 Chestnut Street, in opposition of the change.

Mr. Katzman said that after reviewing the application materials and listening to the neighborhood feedback, he believes that the application should not be approved for the same reasons than Sunoco was not recommended for approval in 2011. Namely, he is concerned with traffic and the unwanted encroachment of commercial uses into a residential area. He said that, as a licensed real estate broker, he believes the change would have a negative impact on property values.

Mrs. Gervera and Mrs. Fields concurred that an impact was likely or at least possible.

Mr. Katzman mentioned that 24-hour operation would have a major impact on the area, and the new dumpster would attract crows and seagulls.

Mrs. Fields said that many years ago, during her previous tenure on the planning board, a similar issue had come up at the corner of Barben and Washington. She had voted

against that proposal, and she plans to vote against this one. She said that she likes McDonald's and she thinks it is a great organization, but she does not want it in this particular location.

Mrs. Capone said that she would like to make a motion against the application.

Mrs. Freda explained that the board had been advised to make only positive motions for legal reasons, so the proper procedure would be to make a motion recommending approval, and then vote against it.

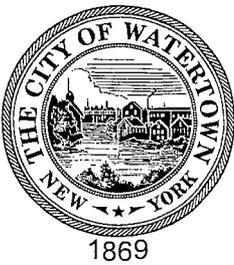
Mrs. Capone moved to recommend that City Council approve the request submitted by Kurt Wendler of Sphere Holdings LLC to change the approved zoning classification of 111 Chestnut Street, parcel 14-13-227, from Residence A to Neighborhood Business District.

Mrs. Fields seconded.

Mrs. Freda, prior to the vote, said that she feels the proposed project is a substantial increase in the intensity of use for the area. It also creates a material conflict with the existing zoning. Approving the change would impair the character and quality of the neighborhood, and would invite further commercial encroachment.

Mrs. Freda then questioned the board on Mrs. Capone's motion. All voted in opposition.

For the benefit of the applicant and the audience, Mr. Mix noted that the City Council will likely hold a public hearing and make a final decision on the application at their June 2, 2014 meeting, to be held in this room at 7:00 pm.



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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale Results Spring 2014
DATE: 5/27/2014

On March 17, 2014, the City Council authorized the sale of surplus items from the Department of Public Works and Central Mail. The items were put up for public auction on the Internet website Auctions International. The auction ran for two weeks, April 30, 2014 to May 14, 2014. A list of the items bid and the results are attached for your review.

If you have any questions, please let me know.

Item #	Item Description	High Bid
1	(8) Fluorescent 13W Work Lamps	\$31.00
2	12Volt Fill-Rite Fuel Transfer Pump	\$26.00
3	1998 Smithco 2700 Sandstar	\$195.00
4	1994 International Crew Cab	\$2,125.00
5	1999 Dodge 2500 Pick Up	\$2,025.00
6	Pitney Bowes DM550 Mail Machine	\$10.00
7	(8) Fluorescent 13W Work Lamps	\$31.00
8	12Volt Fill-Rite Fuel Transfer Pump	\$26.00
	Total	\$4,469.00

May 19, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – April 2014

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to April 2014, the April 2014 sales tax revenue on an actual to actual basis is down \$21,728 or 1.68%. In comparison to the original budget projection for the month of April, sales tax is down \$85,638 or 6.31%.

The year-to-date actual receipts are down \$245,960 or 1.72% while the year-to-date receipts on a budget basis are down \$950,794 or 6.35%. Year-to-date sales tax revenue is at \$14,019,296.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2009-10, 2010-11, 2011-12 and 2012-13 have been included for historical perspective.

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Variance</u>	<u>% Inc/(Dec) to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 131,215	9.64%		
August	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 106,747	7.87%		
September	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ (311,531)	-15.04%	(73,569)	-1.54%
October	\$ 1,081,394	\$ 1,147,531	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 282,550	21.71%		
November	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ (157,805)	-12.38%		
December	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ (171,247)	-9.99%	(46,502)	-1.08%
January	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ (38,015)	-2.98%		
February	\$ 921,272	\$ 984,089	\$ 1,036,230	\$ 1,160,663	\$ 1,076,005	\$ (84,658)	-7.29%		
March	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 1,453,454	\$ 1,471,964	\$ 18,510	1.27%	(104,162)	-4.27%
April	\$ 1,121,188	\$ 1,190,708	\$ 1,217,913	\$ 1,293,493	\$ 1,271,765	\$ (21,728)	-1.68%		
May	\$ 1,079,512	\$ 1,164,270	\$ 1,224,057	\$ 1,373,513	\$ -				
June	\$ 1,709,687	\$ 1,654,800	\$ 2,029,525	\$ 1,609,032	\$ -			(21,728)	-0.51%
YTD	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 14,019,296</u>	<u>\$ (245,960)</u>	<u>-1.72%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>		
	<u>2013-14</u>	<u>Actual 2013-14</u>				
July	\$ 1,428,628	\$ 1,492,579	\$ 63,952	4.48%		
August	\$ 1,424,184	\$ 1,463,877	\$ 39,692	2.79%		
September	\$ 2,174,150	\$ 1,760,254	\$ (413,896)	-19.04%	(310,253)	-6.17%
October	\$ 1,365,936	\$ 1,584,174	\$ 218,238	15.98%		
November	\$ 1,337,565	\$ 1,116,784	\$ (220,782)	-16.51%		
December	\$ 1,799,393	\$ 1,543,425	\$ (255,967)	-14.23%	(258,511)	-5.74%
January	\$ 1,339,552	\$ 1,238,468	\$ (101,084)	-7.55%		
February	\$ 1,218,010	\$ 1,076,005	\$ (142,005)	-11.66%		
March	\$ 1,525,268	\$ 1,471,964	\$ (53,303)	-3.49%	(296,393)	-11.59%
April	\$ 1,357,403	\$ 1,271,765	\$ (85,638)	-6.31%		
May	\$ 1,441,377	\$ -				
June	\$ 1,688,534	\$ -			(85,638)	-1.91%
YTD	<u>\$ 18,100,000</u>	<u>\$ 14,019,296</u>	<u>\$ (950,794)</u>	<u>-6.35%</u>		

Total Budget \$ 18,100,000

May 27, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Board and Commission Appointments

Below is a listing of current and upcoming vacancies on City Boards and Commissions for City Council review.

With Council approval, Staff will contact members for reappointment. Staff would also be happy to reach out to any new individual recommended by City Council.

Board or Commission	Appointed By	Term	Name of Member	Date of Appt.	Term Expires
Board of Assessment Review	Council	5 Years	Shawn E. Griffin	11/15/2010	9/30/2014
Board of Assessment Review	Council	5 Years	Linda J. Fields	7/18/2011	9/30/2016 Resigned
Transportation Commission	Council	3 Years	Roberta Haggerty		4/1/2016 Resigned
Empire Zone Admin. Board	Council	3 Years	Robert Lawlor	8/15/2011	5/31/2014
Empire Zone Admin. Board	Council	3 Years	James Fitzpatrick	8/1/2011	5/31/2014
Empire Zone Admin. Board	Council	3 Years	Peter Sovie	8/1/2011	5/31/2014