

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, November 16, 2015

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, November 16, 2015, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Reappointment of City Constable,
Patricia J. Hennegan
- Resolution No. 2 - Reappointment of Deputy City Constable,
Michael J. Hennegan
- Resolution No. 3 - Reappointment to Community Action Planning Council,
Thomas J. Bruno
- Resolution No. 4 - Reappointment to Community Action Planning Council,
Christina E. Stone
- Resolution No. 5 - Reappointment to Community Action Planning Council,
Stanley Zarembo
- Resolution No. 6 - Approving Pole Attachment Agreement, National Grid
- Resolution No. 7 - Approving Change Order No. 5 for Watertown Municipal
Arena Renovation, General Contractor, Bette & Cring
- Resolution No. 8 - Approving Change Order No. 3 for Watertown Municipal
Arena Renovation, Plumbing/Fire Protection,
Lawman Heating & Cooling, Inc.

- Resolution No. 9 - Authorizing Budget Modification No. 2 Request for The FY 2013 Small Cities Community Development Block Grant
- Resolution No. 10 - Finding that the Renovation of and Additions to the Municipal Arena at Alex T. Duffy Fairgrounds Will Not Have Any Significant Adverse Impacts on the Environment
- Resolution No. 11 - Accepting Bid for Refurbishing Fire Department Pumper Truck
- Resolution No. 12 - Adopting City of Watertown Controlled Substance and Alcohol Testing Policy
- Resolution No. 13 - Authorizing the Sale of Bicycles, Miscellaneous Items and Equipment at Public Auction

ORDINANCES

- Ordinance No. 1 - Approving the Zone Change Request Submitted by Stephen W. Gebo, to Change the Approved Zoning Classification of 115 Brook Drive, Parcel Number 14-21-131.000, from Residence A to Limited Business

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

- Tabled Resolution Adopting Employee Handbook

STAFF REPORTS

1. Sunday Bus Run
2. Northern Choral Society Shuttle Bus Request
3. Bidding Out the Concession Stand at the Municipal Ice Arena
4. Year-End Financial Report

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
DECEMBER 7, 2015.**

Res Nos. 1 and 2

November 10, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Reappointment of City Constable and Deputy City Constable

At the request of the City Council, the City Constable, Patricia J. Hennegan, and Deputy City Constable, Michael J. Hennegan, have been contacted and both have agreed to serve another one-year term, such term expiring on December 31, 2016.

The attached resolutions have been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Reappointment of City Constable,
Patricia J. Hennegan

Introduced by

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

RESOLVED that the following individual is hereby reappointed as City Constable for the City of Watertown, for a one-year term expiring on December 31, 2016:

Patricia J. Hennegan
16820 Dry Hill Road
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment of Deputy City Constable,
Michael J. Hennegan

Introduced by

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

RESOLVED that the following individual is hereby reappointed as Deputy City Constable for the City of Watertown, for a one-year term expiring on December 31, 2016:

Michael J. Hennegan
 16820 Dry Hill Road
 Watertown, New York 13601

Seconded by

Res Nos. 3, 4, 5

November 10, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Reappointments to the Jefferson County Community
Action Planning Council

At the request of the City Council, the following members of the Jefferson County Community Action Planning Council (CAPC) were contacted and have agreed to serve another two-year term, such term expiring on December 31, 2017:

Thomas J. Bruno
148 Francis Street
Watertown, NY 13601

Christina E. Stone
20258 County Route 63
Watertown, NY 13601

Stanley Zaremba
505 Franklin Street
Watertown, NY 13601

The attached resolutions have been prepared for City Council consideration with the previous endorsements for the reappointments.

RESOLUTION

Page 1 of 1

Reappointment to Community Action
Planning Council, Thomas J. Bruno

Introduced by

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

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2017, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of City Council Member Teresa R. Macaluso in his appointment to the Jefferson County Community Action Planning Council:

Thomas J. Bruno
 349 Broadway Avenue West
 Watertown, NY 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Community Action
Planning Council, Christina E. Stone

Introduced by

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

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2017, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of Mayor Jeffrey E. Graham in her appointment to the Jefferson County Community Action Planning Council:

Christina E. Stone
 20258 County Route 63
 Watertown, NY 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Community Action
Planning Council, Stanley Zaremba

Introduced by

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

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2017, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of City Council Member Joseph M. Butler, Jr. in his appointment to the Jefferson County Community Action Planning Council:

Stanley Zaremba
 505 Franklin Street
 Watertown, NY 13601

Seconded by

Res No. 6

November 4, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Approving Pole Attachment Agreement, National Grid

Over the years, the City of Watertown has used the facilities owned by National Grid to display the City's holiday decorations. In support of this initiative, National Grid has forwarded, for City Council approval, a Pole Attachment Agreement that provides the policies and procedures regarding the placement of decorative attachments to their utility poles.

Under the terms of this contract, the City of Watertown is charged for the energy consumed. While the contract term is from November 9, 2015 through January 29, 2016, the lights will only be energized from 7:00 p.m. on December 4, 2015 through 4:00 p.m. on January 5, 2016.

While the Agreement calls for the City to obtain Liability Insurance to indemnify National Grid, the City is self-insured for liability. In response to this requirement, the City has in prior years, and will again this year, provide National Grid with a letter indicating the fact that we are self-insured and will agree to defend and indemnify National Grid from and against any and all claims for personal injury or property damage arising from the negligence of any of its officers or employees occurring in connection with the use of their facilities in accordance with this Agreement.

A resolution approving the Agreement with National Grid has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Pole Attachment Agreement,
National Grid

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

Introduced by

WHEREAS the City of Watertown desires to display holiday decorations throughout the community, and

WHEREAS National Grid, owners of the street lighting system, wishes to permit civic organizations and/or municipal corporations to temporarily attach seasonal decorations, announcements and special-event notifications to their facilities, and

WHEREAS National Grid has asked the City to approve a Pole Attachment Agreement to cover the use of their facilities,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves the Pole Attachment Agreement, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City of Watertown hereby agrees to defend and indemnify National Grid from and against any and all claims for personal injury or property damage arising from the negligence of any of its officers or employees occurring in connection with the use of their facilities in accordance with this Agreement, and

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

Seconded by

Date_____

NationalGrid
Attn: Gerald J. Haenlin, Manager
Community and Customer Management
21265 NYS Rt 232
Watertown, NY 13601

RE: Pole Attachment Agreement

Dear Sirs/Madams:

In consideration of your permitting the City of Watertown, New York, hereinafter called licensee, and/or its contractor, to attach street decorations to your electric poles or other facilities in the City of Watertown, New York, during the period from Monday, November 9, 2015 to Friday, January 29, 2016, the Licensee, hereby agrees to defend, protect and save harmless Niagara Mohawk Power Corporation, its successors, assigns, officers and employees from all injury and damage to its or their property or persons and from and against any and all claims, demands, orders, injuries, damages, proceedings, suits, actions, judgments, and liabilities of every kind and nature, including but not limited to attorneys fees, arising out of, or resulting at any time hereafter from the attachment, maintenance or removal of said decorations to any and all poles and other fixtures, facilities or properties owned or used by Niagara Mohawk Power Corporation in said City of Watertown, New York.

Furthermore, we understand that Niagara Mohawk does not make any representation of warranty as to the present or future strength, condition, or state of repair of any poles, wires, or apparatus. Individuals shall by test or observation determine that poles are safe to climb. If the integrity of any pole is in question or is marked as unsafe, individuals shall confirm said condition with Niagara Mohawk and refrain from ascending the pole. Should the Licensee, or its contractor, objectively decide to ascend a questionable pole, Licensee shall assume all risk of loss and liability to any person(s) who may be injured or any property that may be damaged as a result of that action, and shall indemnify and hold harmless NMPC as indicated herein.

Before any such attachment(s) are made, the Licensee will furnish a current certificate of insurance to the System Risk Management Department at 300 Erie Boulevard West, Syracuse, New York, 13202. For the duration of this agreement, the Licensee shall maintain at its own expense, insurance policies issued by reputable insurance companies acceptable to Niagara Mohawk, which meet or exceed the requirements listed below:

1. A public liability policy insuring the Licensee against liability for injuries to persons (including death of any time resulting there from) and damage to property, resulting or arising from or connected with Licensee operations under this Agreement with the following minimum limits of liability per occurrence:

Bodily injury - \$1,000,000/1,000,000
Property Damage - \$1,000,000/1,000,000

OR

Combined Single Limit - \$1,000,000

OR

BI & PD per Occurrence - \$1,000,000
General Aggregate & Product Aggregate - \$2,000,000 each

This policy shall include Contractual Liability and include Niagara Mohawk as an additional insured.

Very truly yours,

Sharon Addison, City Manager

Approval of the above offer granted
contingent upon receipt of insurance
specified above.

NIAGARA MOHAWK POWER CORPORATION

By: _____

Date: _____

(Upon execution, one copy of this Agreement is to be forwarded immediately to the Manager of Insurance, System Risk Management Dept.)

	MEMORANDUM	E.P. Hayes Superintendent
	Dept. Public Works	Date: 11-03-15 Ref: PW 017-15
To:	Sharon Addison, City Manager	
Subject:	Holiday Decorations National Grid Pole Attachment Agreement	

Attached for your review and City Council approval is the proposed 2015-2016 National Grid Pole Attachment Agreement. This standard agreement addresses two specific issues, the first being an indemnification agreement protecting National Grid from any damage sustained to or by their poles due to the attachment of the City's holiday decorations; the second, provides a means, by way of the summary attachment, of quantifying the power to be consumed based upon prior lamp inventory and this years energized/de-energized schedule.

As you will note this agreement is similar to what was authorized last year with National Grid identifying the decoration attachment period as running from November 9th through January 29th and the energized period as running from 7:00 p.m. on Friday, December 4th through 4:00 p.m. on Monday, January 5th.

In order to address the required Liability Insurance to indemnify National Grid, the City will need to provide National Grid with a letter indicating the fact that we are self insured and will agree to defend and indemnify National Grid from and against any and all claims for personal injury or property damage arising from the negligence of any of its officers or employees occurring in connection with the use of their facilities in accordance with this Agreement.

Should you have any questions concerning this agreement, please do not hesitate to contact me at your convenience.

Gene

cc: Peter Monaco, Assistant Superintendent of Public Works
Ralph Green, Electric Department Crew Chief
Mike Lumbis, City Planner
DPW files:
Christmas Decorations, 2015/2016
National Grid: Pole Attachment Agreement



Holiday Streetlight Decoration Schedule

INSTALLED INVENTORY

Type of Decoration	Quantity
Candy Cane 6ft	19
Candy Cane 8ft - Lighted	23
Christmas Z-Tree - Lighted	15
Snowflake - Lighted	21
Wreath 4ft	25
Wreath 5ft - Lighted	14
LED Light Strings (3 Strands/ Pole)	33
Christmas Banners (Green)	10
Christmas Banners (Red)	10
Outdoor Mechanical Timers	44
	214

Candy Cane - 6ft





Candy Cane - 8ft



Christmas Z-Tree



Christmas Z-Tree - New Style



Snowflake



Wreath - 4ft



Wreath - 5ft

**Celebrations Warm White LED
Indoor/Outdoor 50 Light Set (40830-71)**

SKU 9207192 | 843518020883

\$ 5.99



Product Details:

50 lights

Warm white

Indoor/outdoor use

3.5" spacing between bulbs

Green cord

Approximately 14' lighted length

25,000 hour bulbs

Connect up to 43 strings of the same set

LED Light Strings



Christmas Banners

Outdoor Mechanical Timers

Model 49382US and 59382 Daily Mechanical Timer

Instructions

- 1) Adjust timer dial to correct time by turning dial until the correct time is set against the arrow head.
- 2) To set "ON" time, push segment pins down to corresponding "ON" period. To set "OFF" time, pull segment pins up to corresponding "OFF" time.
- 3) Set manual override switch to  position.
- 4) Switch unit to "ON" position and plug into timer.

*Note: To override current settings, simply push override switch.

- If you are using an outdoor extension cord, plug into your timer receptacle. If you are not using an outdoor extension cord, plug your outdoor Christmas or other incandescent lights into your timer receptacle. The total cumulative wattage of all the lights must not exceed 500W.
- For best results, plug your timer directly into a wall receptacle that is at least 1 or 2 feet above the ground with outlets facing down. This prevents snow accumulation on the timer.

DO NOT SUBMERGE IN WATER.

DO NOT EXCEED RATED CAPACITY.

Use a 3 conductor, GFCI-protected outlet.

This device must be mounted in a vertical position with the receptacle facing downwards and the receptacle not reaching the ground level.

SPECIFICATIONS

8' 14/3 SJTW cord
 125V / 60Hz
 15A / 1875W Resistive (general purpose)
 4A / 500W Tungsten (lighting)
 5A / 625VA Fluorescent (ballast)
 15FLA, 90LRA



Coleman Cable, Inc.
 Waukegan, IL 60085
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Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
2	Arsenal Street	South Side	Aluminum Poles	None	No	N/A	Un-Metered	No
3	Arsenal Street	South Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
4	Arsenal Street	North Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
5	Arsenal Street	North Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
6	Arsenal Street	South Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
7	Arsenal Street	North Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
8	Arsenal Street	South Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
9	Arsenal Street	North Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
10	Arsenal Street	South Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
11	Arsenal Street	North Side	Aluminum Poles	Candy Cane 6ft	No	N/A	Un-Metered	No
12	Arsenal Street	North Side	Aluminum Poles	None	No	N/A	Un-Metered	No
13	Arsenal Street	South Side	Ornamental	None	No	N/A	Un-Metered	No
14	Arsenal Street	North Side	Ornamental	None	No	N/A	Un-Metered	No
15	Arsenal Street	South Side	Ornamental	None	No	N/A	Un-Metered	No
16	Arsenal Street	North Side	Ornamental	None	No	N/A	Un-Metered	No
17	Arsenal Street	South Side	Ornamental	None	No	N/A	Un-Metered	No
18	Arsenal Street	North Side	Ornamental	None	No	N/A	Un-Metered	No
19?	Arsenal Street	South Side	New Style Ornamental	None	No	N/A	Un-Metered	No
20	Arsenal Street	North Side	Ornamental	None	No	N/A	Un-Metered	No
1	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
2	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
3	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
5/4	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
7/6	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
9/8	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
11/10	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
13/12	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
15/14	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
17/16	Black River Parkway	South Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
1?	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
2	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
3	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
4	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
5	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
6	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
7	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
8	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
9	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
10	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
12	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
13	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
14	Black River Parkway	North Side	Aluminum Poles	Candy Cane 8ft	Lights	150	Un-Metered	Yes
23	Coffeen Street	Northeast Side	Aluminum Poles	None	No	N/A	Un-Metered	No

Note: Decoration lights that are operated on timers will be on for 8 hours each day.
On those decorations, the lights will be lit from 4:00 p.m. until 12:00 a.m.



Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental	None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental	None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental	None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental	None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental	None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental	None	No	N/A	Metered	No
2	Mill Street	Interior Traffic Island	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
1	Mill Street	Exterior Perimeter - West Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
4	Mill Street	Exterior Perimeter - West Side	Aluminum Poles	None	No	N/A	Un-Metered	No
2-43	Mill Street	Exterior Perimeter - East Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
2-2	Public Square	Exterior Perimeter - East Side	Streetscape Ornamental	Christmas Tree	Lights	70 watts (50 C9 LED lamps)	Un-Metered	No
3	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	70 watts (50 C9 LED lamps)	Un-Metered	No
4	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
5	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
6	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
7	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
8	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
2-34A	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Christmas Tree	Lights	70 watts (50 C9 LED lamps)	Un-Metered	No
2-35	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
2-13	Public Square	Exterior Perimeter - West Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
2-14	Public Square	Exterior Perimeter - West Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
2-15?	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	70 watts (50 C9 LED lamps)	Un-Metered	No
2-16	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
2-17	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
2-6	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
2-5	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
2-4	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	400	Un-Metered	No
2-3	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental	Christmas Tree	Lights	70 watts (50 C9 LED lamps)	Un-Metered	No
1A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Red Banners	No	N/A	Un-Metered	No
2A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	None	No	N/A	Un-Metered	No
3A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Green Banners	No	N/A	Un-Metered	No
4A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Red Banners	No	N/A	Un-Metered	No
5A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Green Banners	No	N/A	Un-Metered	No
6A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Red Banners	No	N/A	Un-Metered	No
7A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Green Banners	No	N/A	Un-Metered	No
8A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Red Banners	No	N/A	Un-Metered	No
9A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Green Banners	No	N/A	Un-Metered	No
10A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental	Red Banners	No	N/A	Un-Metered	No
11A	Public Square	Interior Main Island - Interior	Streetscape Ornamental	Green Banners	No	N/A	Un-Metered	No
1A?	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
1	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
2	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
3	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No

Note: Decoration lights that are operated on timers will be on for 8 hours each day.
On those decorations, the lights will be lit from 4:00 p.m. until 12:00 a.m.



Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
2A?	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
4	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
5	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
6	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
7	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
8	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
9	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
10	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
11	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
12	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
13	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
14	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
15	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
16	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
17	State Street	North Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
18	State Street	South Side	New Style Ornamental	Wreath 4ft	No	N/A	Un-Metered	No
3	Washington Street	Interior Traffic Island	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
9-60	Washington Street	Interior Traffic Island	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
2-10	Washington Street	Interior Traffic Island	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
9	Washington Street	West Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
9-1	Washington Street	East Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
9-2	Washington Street	West Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
5	Washington Street	East Side	Streetscape Ornamental	Snowflake	Lights	450 (90 - 5 watt C7 bulbs)	Un-Metered	Yes
6	Washington Street	East Side	Ornamental	LED String	Lights	TBD	Un-Metered	No
6A?	Washington Street	West Side	New Style Ornamental	None	No	N/A	Un-Metered	No
7	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
8	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
9	Washington Street	East Side	Ornamental	LED String	Lights	TBD	Un-Metered	No
10	Washington Street	West Side	Ornamental	LED String	Lights	TBD	Un-Metered	No
11	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
12	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
13	Washington Street	East Side	Ornamental	LED String	Lights	TBD	Un-Metered	No
14	Washington Street	West Side	New Style Ornamental	None	No	N/A	Un-Metered	No
15	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
16	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
17	Washington Street	East Side	Ornamental	LED String	Lights	TBD	Un-Metered	No
18	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
19	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
20	Washington Street	West Side	Ornamental	LED String	Yes	TBD	Un-Metered	No
21	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
22	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
23	Washington Street	East Side	Ornamental	LED String	Yes	TBD	Un-Metered	No
24	Washington Street	West Side	Ornamental	LED String	Yes	TBD	Un-Metered	No

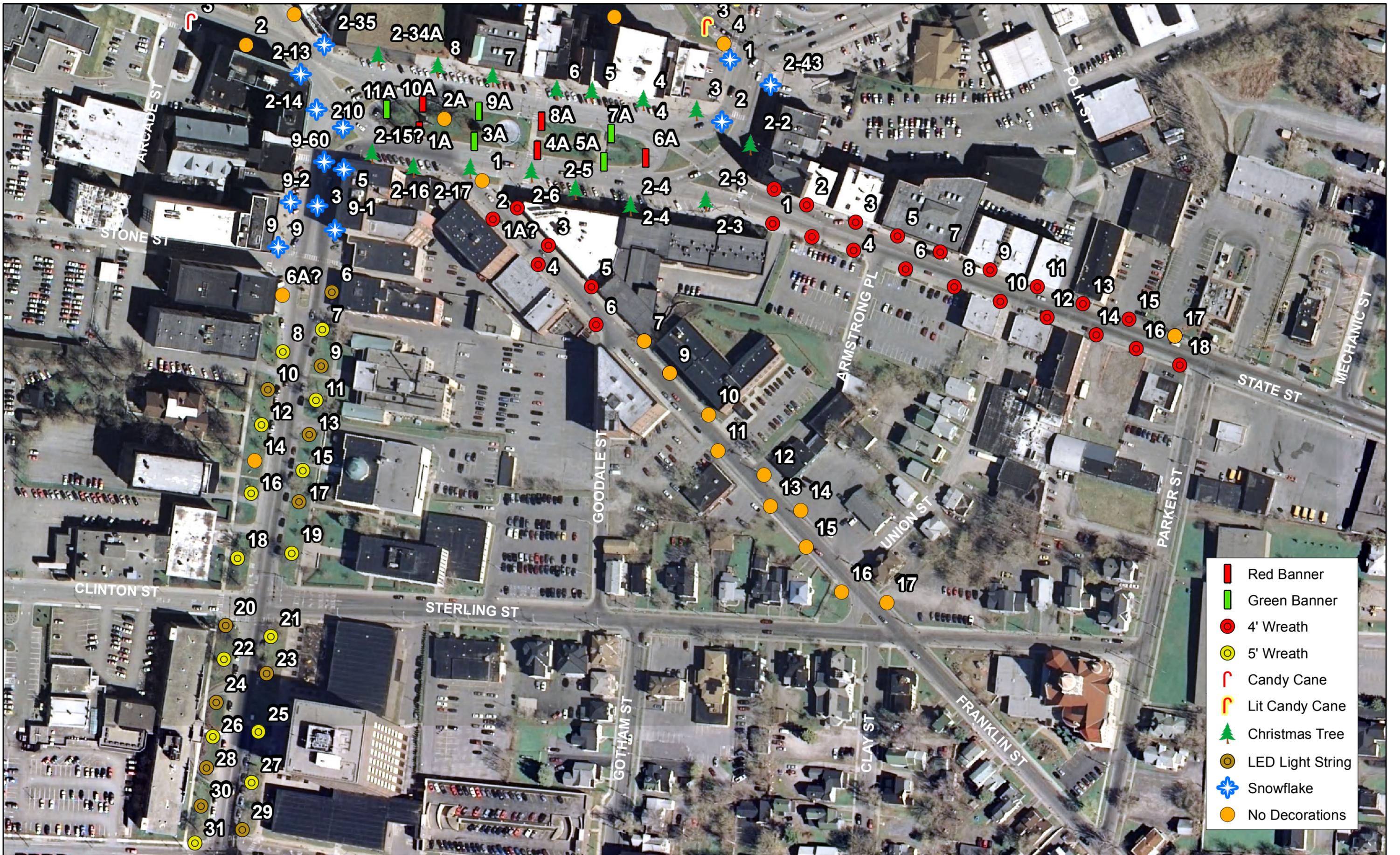
Note: Decoration lights that are operated on timers will be on for 8 hours each day.
On those decorations, the lights will be lit from 4:00 p.m. until 12:00 a.m.



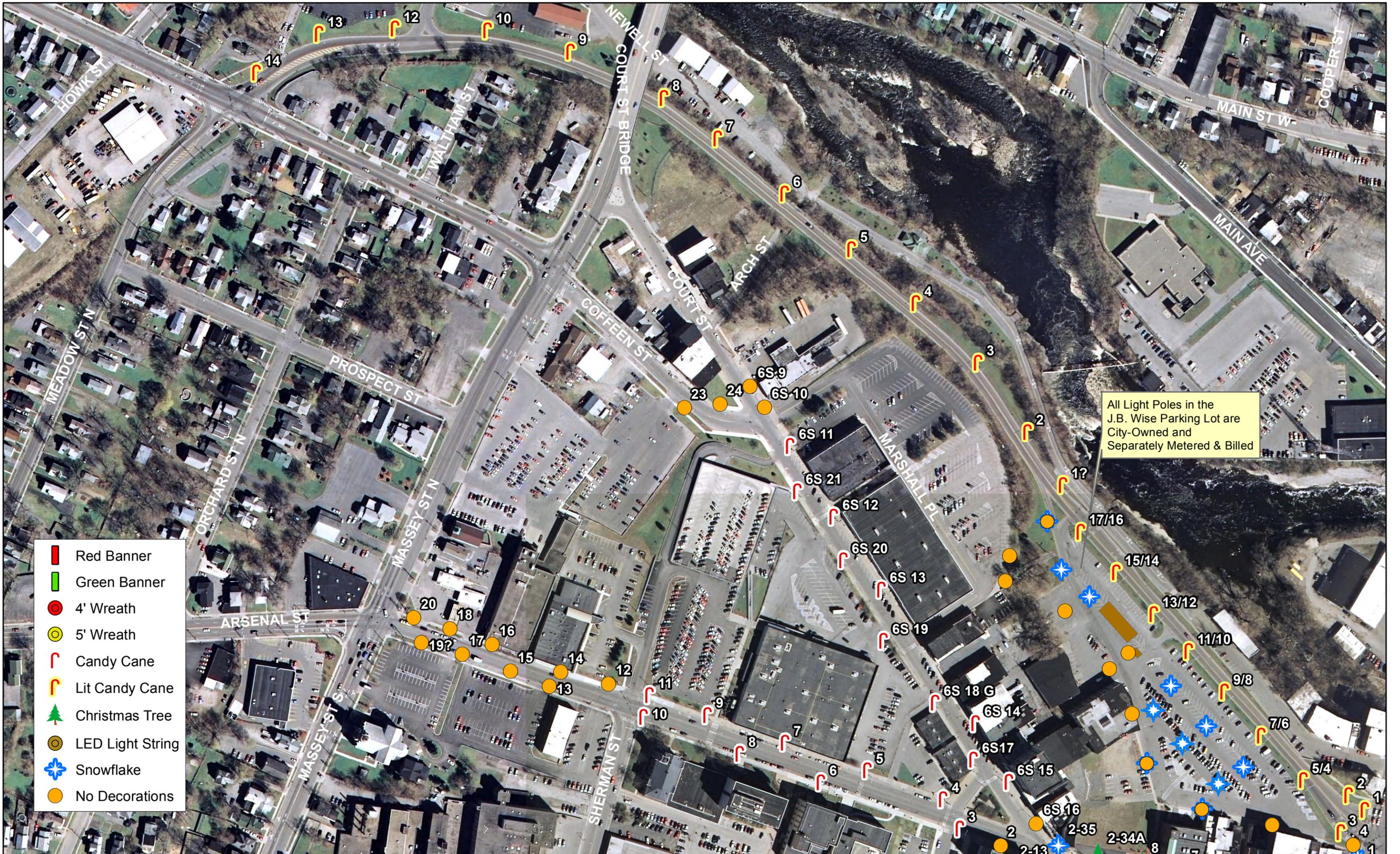
Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
25	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
26	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
27	Washington Street	East Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No
28	Washington Street	West Side	Ornamental	LED String	Yes	TBD	Un-Metered	No
29	Washington Street	East Side	Ornamental	LED String	Yes	TBD	Un-Metered	No
30	Washington Street	West Side	Ornamental	LED String	Yes	TBD	Un-Metered	No
31	Washington Street	West Side	Ornamental	Wreath 5ft-Lighted	Yes	70 watts (50 C7 LED lamps)	Un-Metered	No

Note: Decoration lights that are operated on timers will be on for 8 hours each day.
On those decorations, the lights will be lit from 4:00 p.m. until 12:00 a.m.



Holiday Decorations - Downtown



-  Red Banner
-  Green Banner
-  4' Wreath
-  5' Wreath
-  Candy Cane
-  Lit Candy Cane
-  Christmas Tree
-  LED Light String
-  Snowflake
-  No Decorations

All Light Poles in the J.B. Wise Parking Lot are City-Owned and Separately Metered & Billed

0 200 400 Feet

Holiday Decorations - Downtown



October 16, 2015

Mr. Gene Hayes, DPW
City of Watertown
245 Washington St
Watertown, NY 13601

Dear Mr. Hayes:

Re: Attachments to National Grid Poles

It is the time of year again when municipalities begin planning for decorating their business districts for the holidays. This letter is to inform you of National Grid's policy and procedure regarding any and all attachments (not just holiday) to our facilities and the energy used by such, whether they are attached to poles owned by National Grid or by the municipal corporation.

National Grid's policy is to permit civic organizations and/or municipal corporations to temporarily (typically not to exceed 120 days per calendar year) attach seasonal decorations, announcements and special-event notifications of reasonable size to our facilities if they are considered safe and adequate to support the attachments.

If you are planning to install holiday decorations or other types of attachments on our poles, we **require** that a signed Attachment Agreement be submitted to our office along with an insurance certificate, showing proof of public liability and property damage insurance and specifying the amount and duration of coverage. Attachments to jointly owned poles must be approved by the appropriate telephone company in addition to receiving National Grid's approval.

Your written request should include the following:

- ◆ Location of attachments. (Pole number(s), street names, etc.)
- ◆ Date you wish to install decorations or attachments
- ◆ Date you will remove decorations or attachments
- ◆ Projected square area of attachment, weight of material, type of material, length of support arm (if applicable)
- ◆ Method of attachment to facility
- ◆ Name of contact person and phone number
- ◆ *Connected wattage at each location
- ◆ *Type of controller (time clock, photo cell, number of hours of operation)

*Need for attachments that require energy from National Grid-installed convenience outlets. The information will allow us to calculate a flat rate bill based on P.S.C. 207, S.C.#2, Non-Demand Rate for the energy used through the outlets. The flat rate bill will be sent after the January termination date given on the attachment contract. Please provide us with the name of the civic organization or municipal corporation responsible for the electric service bill. We will also need to know the name of the contact person and telephone number in case any problems arise.

Page 2
Holiday Decorations

We will be more than happy to process your request as a service to you at no charge. However, if we need to modify our facilities for safety clearances or other installation concerns, you will be billed. We will discuss this with you prior to proceeding with any field changes in case an alternate location is available.

If any proposed attachment requires energy on a pole where a convenience outlet does not exist, we can install a convenience outlet for you. Charges for these outlets vary depending on the type of pole it is being installed on. Again, energy used will be billed. Please contact us for more information.

Enclosed is an Attachment contract. Please complete, sign and return the contract along with your insurance certificate prior to installation.

As a reminder, an agreement and insurance certificate are also required for any other attachments or the use of convenience outlets at any time throughout the year (i.e., flag attachments, festival, flower baskets, banners, etc.).

Best wishes for a safe and happy holiday season. If you have any questions, please feel free to contact me or your Consumer Representative, Todd Froyssell, at 315-785-7225.

Sincerely,

Jerry

Gerald J. Haenlin, Manager
Community and Customer Management

Enclosure

Res Nos. 7 and 8

November 4, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Change Orders for Watertown Municipal Arena Renovation,
Bette & Cring and Lawman Heating and Cooling, Inc.

On March 30, 2015, City Council approved several bids for the Watertown Municipal Arena Renovation, for a total bid award of \$9,141,000. Work is continuing to progress on this project.

As detailed in City Engineer Justin L. Wood's attached report, two Change Orders have been submitted resulting in an increase bringing the total of all four contracts to \$9,281,608.59.

Attached for Council consideration are four Resolutions for these Change Orders as described in Mr. Wood's report. No amendment to the Bond will be necessary to fund these change orders.

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

Stantec	
-Base contract	\$ 99,790
-Change order #1	510,403
-Change order #2	<u>78,000</u>
	\$ 688,193
Bette & Cring (General Construction)	6,268,000
-Change order #1	(31,260)
-Change order #2	20,543
-Change order #3	20,790
-Change order #4	21,237
-Change order #5	<u>34,346</u>
	6,333,656

Lawman Heating & Cooling (Mechanical)	1,229,000	
-Change order #1	<u>(7,840)</u>	
		1,221,160
Lawman Heating & Cooling (Plumbing/Fire Protection)		
-Base contract	668,000	
-Change order #1	64,811	
-Change order #2	9,388	
-Change order #3	<u>6,723</u>	
		748,922
Lawman Heating & Cooling (Electrical)	976,000	
-Change order #1	(1,101)	
-Change order #2	<u>2,971</u>	
		977,870
Furniture, fixtures and equipment (estimate)		175,000
Construction inspection (estimate)		150,000
Special inspection & testing (estimate)		20,000
Air monitoring (estimate)		12,000
Geotech services and hazardous material testing (estimate)		17,000
Miscellaneous (water valve, stone, roof pull test)		6,000
Bonding and contingency costs		<u>50,199</u>
Total Bond Ordinance		<u>\$ 10,400,000</u>



1869

CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 30 October 2015

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Watertown Municipal Arena Renovation – Change Orders

The following memorandum summarizes a series of change orders (CO) which have affected the contract price of the Arena Renovation project, and require City Council approval. **The CO's being presented at this time result in a net increase of \$41,069.18 bringing the total contract amount to \$9,281,608.59.**

The original contracts awarded and previously approved change orders for the Arena Renovation project are as follows:

Contract 1 – General Contract (GC)

Bette & Cring	
Base Bid	= \$6,268,000.00
CO 1-001	- \$ 31,260.00 (credit)
CO 1-002	+ \$ 20,543.00
CO 1-003	+ \$ 20,790.42
CO 1-004	+ \$ 21,236.92
Current Contract	= \$6,299,310.34
CO 1-005	+ \$ 34,346.03
New Contract	= \$6,333,656.37

Contract 3 – Plumbing Contract (PC)

Lawman Heating and Cooling, Inc.	
Base Bid	= \$668,000.00
CO 3-001	+ \$64,810.75
CO 3-002	+ \$ 9,388.48
Current Contract	= \$732,810.75
CO 3-003	+ \$ 6,723.15
New Contract	= \$748,922.38

Contract 2 – Mechanical Contract (MC)

Lawman Heating and Cooling, Inc.	
Base Bid	= \$1,229,000.00
CO 2-001	- \$ 7,840.00 (credit)
Current Contract	= \$1,221,160.00

Contract 4 – Electrical Contract (EC)

Lawman Heating and Cooling, Inc.	
Base Bid	= \$976,000.00
CO 4-001	- \$ 1,100.74 (credit)
CO 4-002	+ \$ 2,970.58
Current Contract	= \$977,869.84

The Original Base Bid award total:	\$9,141,000.00
The Current Contract amount total:	\$9,240,539.41 (increase of \$99,539.41)
The New Contract amount total:	\$9,281,608.59 (increase of \$140,608.59)

*While we strive to develop the best design possible whether it be done in house or by a consultant, it is not unreasonable to expect field changes resulting in a 5% cost increase \$450,000 or more for a project of this magnitude and type. **The revised contract amount equates to a total increase of 1.5% or \$140,608.59 over the original base bid award.***

A summary of the changes affecting each contract are as follows:

General Contract #1 – Bette Cring

CO 1-005

Net Increase \$34,346.03

- Change Toilet Partitions from Metal to HDPE for durability and longevity. This item was previously authorized by Council via email. **Increase** \$ 13,188.00
- Thicken slab of north corridor to allow full bearing of CMU wall. The existing foundation was found to be offset enough that it had to be widened to allow the new wall to bear on it. **Increase** \$ 11,375.15
- Provide shoring of roof plank in Pool House. This covers the temporary shoring necessary to demolish walls for construction of the team rooms. The masonry wall which previously supported the roof plank was replaced with a steel beam. **Increase** \$ 7,599.12
- Provide painted galvaneal metal wall panel for the “eyebrow” of the west addition to match the existing red panels. The standard colors for metal wall panel do match the existing red color of the arena. The panels must be painted in the field, which is reflected by the added cost. **Increase** \$ 4,695.50
- Provide angle supports to support West Gable end wall. No support was proposed in the bid plans, however, Stantec agreed with the contractor’s concerns that the total weight of the wall with insulation, paperboard, and acoustic panels warranted additional support. **Increase** \$ 3,848.00
- Modify structural steel to accommodate the northeast addition. This work was not detailed in the design drawings then became evident during construction. **Increase** \$ 2,265.12
- Install structural header for an overhead door to the mechanical room. This work was not detailed in the design plans but was necessary to support the opening above the mechanical room double doors. **Increase** \$ 2,262.71
- Provide heavier duty hinges on doors as recommended by door manufacturer to obtain warranty. **Increase** \$ 1,269.60
- Provide credit to reduce footer depth at west addition from 8' to 5' due to storm sewer conflict. **Decrease** \$ 6,480.65
- Provide credit to delete benches and angle iron along the 18” ledge on the second floor walkway behind the fixed bleachers. Credit is offset by added cost associated with walling off the ledge and sprinkler system modifications, as described below in CO 3-003. **Decrease** \$ 5,676.52

Plumbing Contract #3 – Lawman

CO 3-003 Net Increase \$6,723.15

- This cost is associated with an owner directed change to enclose an area which runs the length of the main walkway on the second floor (approx. 300 feet long) behind the fixed bleachers. This area was slated to be left open, with several benches spaced along the length of the walkway. Due to the structural steel bracing, sharp steel angles and low head clearance, it was determined this area was better served by walling off the narrow strip and creating a storage area instead. By walling the area off, the City received a credit of \$5,676.52 from the General Contract, so the net change is an add of \$1,046.63 to provide a safer space which minimizes liability and maximizes storage potential.

cc: Amy Pastuf, Purchasing Manager
 Erin Gardner, Superintendent of Parks and Recreation
 Jim Mills, City Comptroller

RESOLUTION

Page 1 of 2

Approving Change Order No. 5 for Watertown Municipal Arena Renovation, General Contractor, Bette & Cring

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

Total

WHEREAS on March 30, 2015, City Council of the City of Watertown approved the bid submitted by Bette & Cring in the amount of \$6,268,000 as the General Contractor for the Watertown Municipal Arena Renovation, and

WHEREAS on June 15, 2015, City Council approved Change Order No. 1 in the decreased amount of \$31,260 for changing to a hydraulic elevator, and

WHEREAS also on June 15, 2015, City Council approved Change Order No. 2 in the increased amount of \$20,543 for storm and sanitary separation, as well as removal of high hat channel, and

WHEREAS on July 20, 2015, City Council approved Change Order No. 3 in the amount of \$20,790.42 to cover the cost of steel support beams on the second floor and removing structural steel in the northeast corner of the building addition, and

WHEREAS on September 21, 2015, City Council approved Change Order No. 4 in the amount of \$21,236.92 to cover the cost of removal of lead paint, modify existing concrete footer, relocate a column, install storm sewer pipe, relocate existing roof drainings and a credit for fiber mesh, and

WHEREAS Bette & Cring has now submitted Change Order No. 5 in the amount of \$34,346.03 to cover the cost of changing the toilet partitions, shoring of roof plank in the Pool House, provide painted galvaneal metal wall panel, provide angle supports of West Gable end wall, modify structural steel to northeast addition, install structural header for an overhead door to the mechanical room, provide heavier duty hinges on doors, credit to reduce footer depth at west addition, and credit to delete benches and angle iron along the 18" ledge on the second floor,

RESOLUTION

Page 2 of 2

Approving Change Order No. 5 for Watertown
Municipal Arena Renovation, General Contractor,
Bette & Cring

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 RESOLVED that the City Council of the City of Watertown approves Change Order No. 5 to the contract with Bette & Cring in the increased amount of \$34,346.03 for the Watertown Municipal Arena Renovation, a copy of which is attached and made part of this Resolution, bringing the total General Contractor amount to \$6,333,656.37, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison be authorized and directed to sign the Change Order on behalf of the City of Watertown.

Seconded by



AIA[®]

Document G701/CMa[™] – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
City of Watertown 2015-025
245 Washinton Street
Watertown, NY 13601

CHANGE ORDER NUMBER: 1-005
INITIATION DATE: 10/9/15

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
Bette & Cring
18438 US Route 11
Watertown, NY 13601

PROJECT NUMBERS: 2015-025 /
CONTRACT DATE: April 6, 2015
CONTRACT FOR: General
Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

See attached breakdown of Change Order line items on next page.

The original Contract Sum was	\$	6,268,000.00
Net change by previously authorized Change Orders	\$	31,310.34
The Contract Sum prior to this Change Order was	\$	6,299,310.34
The Contract Sum will be increased by this Change Order in the amount of	\$	34,346.03
The new Contract Sum including this Change Order will be	\$	6,333,656.37

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is as per the original Milestone Schedule.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Bernier, Carr & Associates, Engineers, Architects, & Land
Surveyors, PC

CONSTRUCTION MANAGER (Firm name)
327 Mullin Street, Watertown, NY 13601

ADDRESS

BY (Signature)

(Typed name)

DATE:

Stantec Consulting

ARCHITECT (Firm name)

61 Commerical Street, Rochester, NY 14614

ADDRESS

BY (Signature)

(Typed name)

DATE:

Bette & Cring

CONTRACTOR (Firm name)

18438 US Route 11, Watertown, NY 13601

ADDRESS

BY (Signature)

(Typed name)

DATE:

City of Watertown

OWNER (Firm name)

245 Washington Street, Watertown, NY 13601

ADDRESS

BY (Signature)

(Typed name)

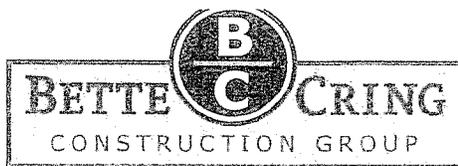
DATE:

City of Watertown
Arena Renovations

Change Order 1-005 Breakdown of Line Items

PCO #	Description	Amount
37	Change Toilet Partitions from metal to HDPE per ASI-023	\$13,188.00
18	Provide thickened reinforced slab along North wall of Corridor 119B per RFI-024	\$11,375.15
52	Provide shoring associated with PCO-014 as per ASI-012R1	\$7,599.12
55	Provide galvaneal metal wall panel to match existing & field paint	\$4,695.50
51	Provide support angles @ West gable end wall per RFI-069R1	\$3,848.00
38	1/2 of the cost for steel removals & modifications @ the Northeast addition per RFI-043	\$2,265.12
41	Provide lintel at opening 80.1 & modify lintel at opening 139.3 per RFI-040	\$2,262.71
54	Provide heavy duty hinges for 14 gauge doors per RFI-067	\$1,269.60
33	Provide a credit to raise footings @ West addition to 5' per RFI-034	(\$6,480.65)
44	Provide a credit to delete benches & add GWB wall @ Upper Level as per ASI-027	(\$5,676.52)

Total for Change Order 1-005 \$34,346.03



Handwritten notes or stamp in the top right corner.

Wednesday, September 02, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 037
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 037
Date: 29-Jul-15
Description: Change Toilet Partitions From Metal to HDPE, Per ASI-023
Proposed Amt: \$13,188.00
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Change Toilet Partitions From Metal to HDPE, Per ASI-023	\$13,188.00	

Total:\$13,188.00

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC.

Nick Matott
Project Manager

Alexander Mitchell & Son Inc.
P.O. Box 192
Marcellus, NY 13108
(315) 673-9118
Fax (315) 673-9120

Job #AJ205
August 3, 2015

Nick
BETTE & CRING, LLC
US ROUTE 11
WATERTOWN, NY

RE: Watertown Airport-PCO-037

Nick,

The credit to delete the Baked Enamel Stalls will be

Material	\$9,100.00
Labor	<u>\$6,900.00</u>
Total Credit	\$16,000.00

The cost to add HDPE Solid Plastic Stalls will be

Material	\$18,845.00
Labor	<u>\$8,000.00</u>
Total Add	\$26,845.00

Total Add	\$26,845.00
Total Credit	<u>\$16,000.00</u>
	\$10,845.00
15%OH	<u>\$1,625.00</u>
Total Add	\$12,560.00

628.00 B&C's 5% OH&P

\$ 13,188 TOTAL

Sincerely,

Alexander Mitchell
President



Wednesday, September 16, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 018
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 018
Date: 18-Jun-15
Description: Provide Thickened Reinforced Slab Along No. Wall Of Corridor 119B Per RFI-024
Proposed Amt: \$11,375.15
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
002	Provide Thickened Reinforced Slab Along No. Wall Of Corridor 119B Per RFI-024	\$11,375.15	Whitacre Engineering Company

Total:\$11,375.15

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC

Nick Matott
Project Manager

Watertown Ice Arena				
18 PROPOSAL: PCO-019 Dowel & Epoxy Footing Along 8-Line Per RFI-024				
Description	Qty	Units	Rate	Total
Subcontractors				
Lawman Heating & Cooling	1	LS	\$ 4,932.56	\$ 4,932.56
Whitacre Engineering	1	LS	\$ 3,025.73	\$ 3,025.73
Loomis Masonry	1	LS	\$ 897.00	\$ 897.00
				\$ 7,958.29
B&C's OH&P on Subs	5%	OH&P	\$ 7,958.29	\$ 397.91
				\$ 8,356.20
Bette & Cring, LLC				
Laborer	20	Hrs	\$ 60.05	\$ 1,201.00
Concrete	14	CY	\$ 77.00	\$ 1,078.00
Hilti HY 200 Epoxy, 11.1 oz tubes	11	Ea	\$ 31.47	\$ 346.17
				\$ 2,625.17
OH&P	15%	OH&P	\$ 2,625.17	\$ 393.78
				\$ 3,018.95
				\$ 8,356.20
				From Above
TOTAL				\$ 11,375.15
(T) Taxable				

LAWMAN HEATING & COOLING, INC.
 HVAC, PLUMBING, ELECTRICAL CONTRACTING

803 AMBROSE STREET P.O. BOX 599 SACKETTS HARBOR, NY 13688

(315) 646-2919 FAX (315) 646-2920

02 September 2015

Bette & Cring
 18438 US Route 11
 Watertown, New York 13601

Attn: Nick Matott

Re: Watertown Municipal Arena Renovations
 Watertown, NY
 LHC #543 – Site Work

Gentlemen,

We present for your consideration our revised price quote for all equipment, labor and materials for the following additional work:

Bleacher Wall Footing Excavation

Trucking:	228.50	
Equipment:	1,901.00	
Crusher Run	1,216.75	
Labor:		
Foreman		
4 hrs. @ 77.70	621.60	
Pipefitter		
16 hrs. @ 59.97	959.52	
Operator		
16 hrs. @ 75.01	1,200.16	
Subtotal	5,127.53	4,289.18
15% OH & P	819.13	643.38
Total	5,946.66	4,932.56

*Scope: Sawcut concrete slab
 Remove " "
 Excavate haunch
 Spoil concrete & excd soil*

If you should need any additional information please contact the undersigned.

Sincerely,

Lawman Heating & Cooling, Inc.

Ken Lowe
 Ken Lowe
 Project Manager

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

Contact Name:	Nick Matott	RFI #:	24
Contractor:	Bette & Cring	Date:	6/11/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:

REQUEST: Reference S-100, 7/S-300: The existing foundation wall, which now serves as the no. wall of corridor 119B, does not allow for full bearing of the CMU, adhering to detail 7/S-300. Existing edge of plank is approximately in-line with the center of existing foundation wall. See attached sketch

Plan Sheet No.:

By:	Signature:
-----	------------

RESPONSE: *SEE ATTACHED SKETCH*

6-18-15

By: <i>M.A.</i>	Signature: <i>MCA</i>
-----------------	-----------------------

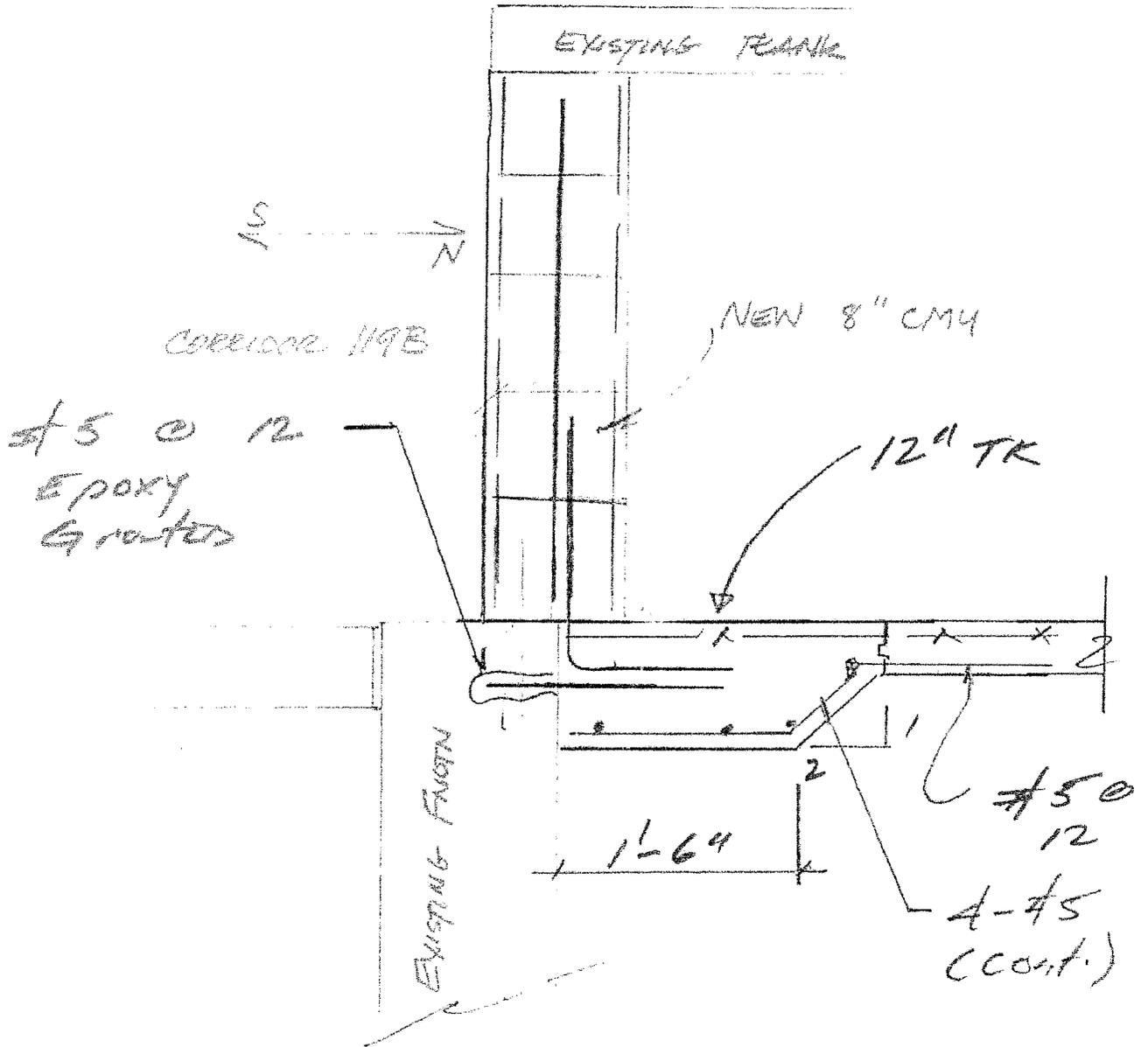
After reviewing the response, does the contractor anticipate:

That a change order will be required? Yes No

That there will be an increase in the cost of the project? Yes No

Watermill Area

RFI-025 024





Bette & Cring
18438 US Route 11
Watertown, New York
Phone (315) 782-0074
Fax (315) 782-5159

B&C RFI # _____ Number assigned by _____
REQUEST FOR INFORMATION OR CLARIFICATION

Reference B&C # 1523 Watertown Arena

__ pages

DATE EMAILED 6/11/2015

TO: Nick Mattot

PHONE: (315) 782-0074

Information Requested By: Don Jones

Subject: Specification Section:
Reference drawing(s) # A-111, 7/S-300
Request:

Laying out the new south wall of Team Rooms #121, 123, 128 and 130 we have run into an issue.

1) Per drawing A-111 the north to south string of dimensions to determine the rink side of the referenced wall totals 28'-0". This dimension will work with the location of this wall per section 7/S-300 which moves the existing wall location north to pick up the existing planking. The problem is that the existing foundation is only about half way under this new bearing wall location from 2 line to 6 line.

Please advise.

28-3/8

Possible solution:

CC: File / Nick Mattot

Response by: _____ Title: _____ Date: _____

Please fax or send your response to our Watertown Office.



OK

Friday, October 02, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 052
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 052
Date: 16-Sep-15
Description: Shoring Associated With PCO-014, ASI-012R1
Proposed Amt: \$7,599.12
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Shoring Associated With PCO-014, ASI-012R1	\$7,599.12	

Total: \$7,599.12

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,

BETTE & CRING, LLC

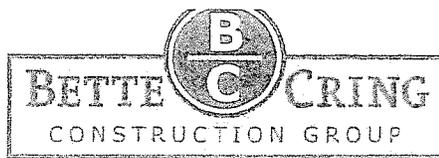
Nick Marotta

Watertown Ice Arena

PROPOSAL: PCO-052 Shoring Associated With PCO-014, ASI-012R1

Description	Qty	Units	Rate	Total
Bette & Cring, LLC				
Laborer	19 Hrs		\$ 60.05	\$ 1,140.95
Carpenter	53 Hrs		\$ 63.32	\$ 3,355.96
Shoring	1 LS		\$ 2,026.44	\$ 2,026.44
Forklift (T)	1 Hrs		\$ 51.00	\$ 51.00
Operating Expenses (T)	1 Hrs		\$ 27.50	\$ 27.50
	7.75% Tax		\$ 78.50	\$ 6.08
				\$ 6,607.93
OH&P	15% OH&P		\$ 6,607.93	\$ 991.19
TOTAL				\$ 7,599.12

(T) Taxable



Thursday, June 11, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 014
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 014
Date: 03-Jun-15
Description: Provide Plank Bearing Per ASI-012R1
Proposed Amt: \$17,406.94
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Plank Bearing Per ASI-012R1	\$17,406.94	

Total:\$17,406.94

Excludes shoring costs which will be submitted once masonry is complete.

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,

BETTE & CRING, LLC.

Nick Matott



Stantec Consulting Services Inc.
 61 Commercial St
 Rochester NY 14614
 Tel: (585) 413-5231

ARCHITECTURAL DIRECTIVE

Request for Proposal (RFP) Please submit an itemized Request for Proposal for adjustments to the Contract Sum and Contract time associated with the proposed modifications to the Work Identified on this form and in any referenced supporting documents. The Request for Proposal must be submitted within seven (7) days of the receipt of this request. The Constructor is NOT AUTHORIZED TO PROCEED with this change to the Work until the Request for Proposal has been submitted and approved by the Owner/ Architect.

Architect's Supplemental Instructions (ASI): This form and supporting documents, if referenced, provide additional information, clarification or instructions regarding the Work already documented in the Contract Documents. This work shall be carried out WITHOUT CHANGE to Contract Sum or Contract Time. The Constructor is AUTHORIZED TO PROCEED immediately upon receipt of this document. Proceeding with the work described in the attached documents indicates that the Constructor acknowledges and accepts that there will be no modifications to the Contract Sum or Contract Time associated with this work.

Construction Change Directive (CCD): The Constructor is directed to proceed with the changes to the scope of work identified in the Contract Documents as outlined in this form and any referenced supporting documents. The Constructor must submit and itemized Change Proposal within ten (10) days of the receipt of this directive for these modifications to the Work. This document constitutes an immediate AUTHORIZATION TO PROCEED with the changes to the Work when signed below by both the Owner and the Architect.

<i>Matt Abate</i>	06/03/2015		
Architect	Date	Owner	Date

AD NO: 012R1

DATE: 06/03/2015

TO: Nick Matott
Bette & Cring, LLC
Matt Abate

FROM: Stantec

CC: Larry Coburn
The BCGroup

PROJECT: Watertown Municipal Arena

STANTEC PROJECT NO: 191060204

VIA: E-Mail

RE: LOCKER ROOM TEMP SHORING AND BEAM

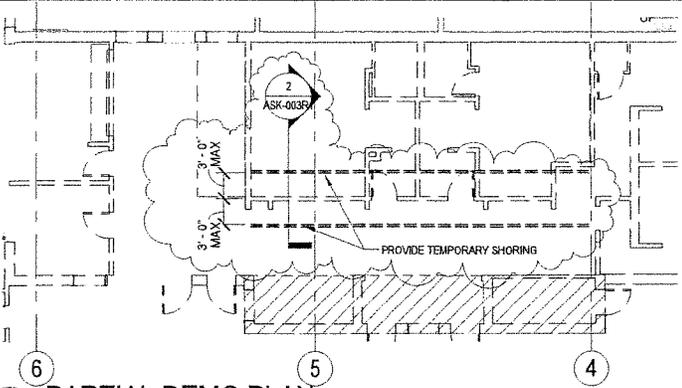
MODIFY THE FOLLOWING DOCUMENTS PER THE COMMENTS BELOW.

Date:	Description:
06/02/2015	ASK-003 LOCKER ROOM TEMP SHORING AND BEAM

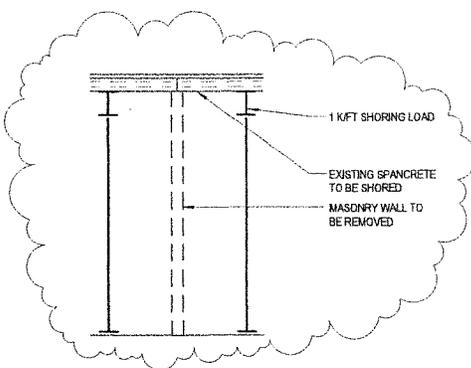
COMMENTS:

1. Refer to ASK-003R1 AND RFI 16R1 for Temp. shoring and beam installation. (DATED 6/4/15)

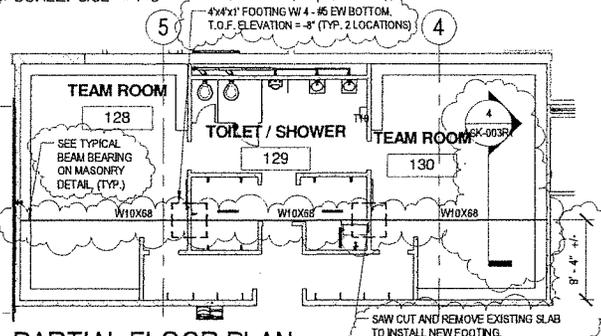
8/4/2015 12:38:01 PM C:\temp\Spec\Locke-Flex\Spec_WMAA_131060204.dwg



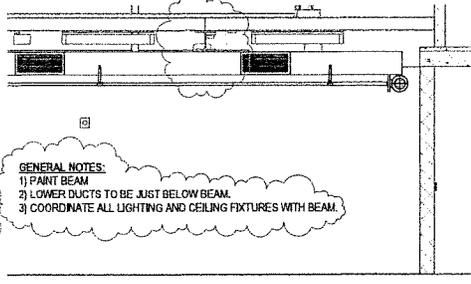
1 PARTIAL DEMO PLAN
ASK-003R1 SCALE: 3/32" = 1'-0"



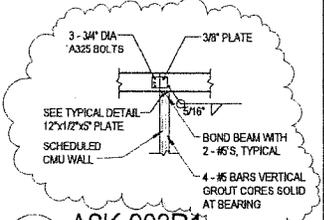
2 SECTION - TEMP. SHORING
ASK-003R1 SCALE: 1/4" = 1'-0"



3 PARTIAL FLOOR PLAN
ASK-003R1 SCALE: 3/32" = 1'-0"



4 SECTION
ASK-003R1 SCALE: 1/4" = 1'-0"



5 ASK-003R1
ASK-003R1 SCALE: 1/4" = 1'-0"



Client/Project City of Watertown Watertown Municipal Arena		Title TEMPORARY SHORING AND PERMANENT SUPPORT AT LOCKER ROOMS	
ASK-003R1	6/4/15	Project No. 191060204	Figure No. ASK-003R1
Revision	YYYY.MM.DD		



OK
10/5/15

Wednesday, September 30, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 055
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 055
Date: 24-Sep-15
Description: Provide Galvaneal Metal Wall Panel To Match Existing & Field Paint
Proposed Amt: \$4,695.50
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Galvaneal Metal Wall Panel To Match Existing & Field Paint	\$4,695.50	

Total:\$4,695.50

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC.

Nick Matott
Project Manager

Watertown Ice Arena				
PROPOSAL: PCO-055 Provide Galvaneal Metal Panel To Match Existing & Field Paint				
Description	Qty	Units	Rate	Total
Subcontractors				
Lawman Heating & Cooling	1	LS	\$ 1,902.12	\$ 1,902.12
Leone Painting	1	LS	\$ 2,827.87	\$ 2,827.87
B&C's OH&P on Subs	5%	OH&P	\$ 4,729.99	\$ 236.50
				\$ 2,138.62
Bette & Cring, LLC				
Laborer	24	Hrs	\$ 60.05	\$ 1,441.20
Man Lift	1	Week	\$ 742.00	\$ 742.00
Diesel Fuel	1	Allow	\$ 100.00	\$ 100.00
Sales Tax	7.75%	Tax	\$ 742.00	\$ 57.51
				\$ 2,340.71
OH&P	15%	OH&P	\$ 1,441.20	\$ 216.18
				\$ 2,556.89
				\$ 2,138.62
TOTAL				\$ 4,695.50
(T) Taxable				

From Above

Contractor Name: Bette & Cring, LLC Date: 02-Jun-15
 Address: 18438 US Rte 11 County: Jefferson
Watertown, NY 13601
 Telephone No: 315-782-0074 Trade: LABORER GROUP I

WAGE RATE PER HOUR	REGULAR BASE RATE	OVERTIME RATE	DBL TIME RATE
	\$23.08	\$11.54	\$23.08

PAYROLL TAXES AND INSURANCE

F.I.C.A. / Social Security	6.20	%
Medicare	1.45	%
Federal Unemployment	0.60	%
State Unemployment	9.90	%
Workman's Compensation Code: <u>5213</u>	17.67	%
Disability	0.00	%
Bodily Injury/Property Damage/Liability Insurance	7.94	%

TOTAL TAXES AND INSURANCE PER HOUR	Regular	\$23.08	times	43.76	% =	\$10.10		
Workman's Comp is not calc on premium time	Premium	\$11.54		18.15			\$2.09	
	DBL	\$23.08		18.15				\$4.19

BENEFITS

	% per hour	\$ per hour
Health & Welfare *	73.30%	\$16.92
Pension	11.06%	\$2.55
Vacation & Holiday		
Annuity		
Education / Apprentices Training		
Supplemental Unemployment		
Security Fund		
Taxes on Health & Welfare		\$7.40
		\$ 19.47

TOTAL BENEFITS PER HOUR	\$19.47		
TOTAL LABOR RATE	\$60.05	\$13.63	\$27.27

All benefits are paid directly to Employee.
 Only benefits identified by * above are paid directly to Employee.

CONTRACTOR'S CERTIFICATION

I certify that the labor rates, insurance enumerations, labor fringe enumerations and expenses are correct and in accordance with actual and true cost incurred.

 Signature

Sworn before me this _____ day
 of _____, 20__

 Print Name of Authorized Representative

 Notary Public

 Project Manager
 Print Title



BRANCH 006
22750 MURROCK CIRCLE
WATERTOWN NY 13601
315-783-8601
315-783-6006 FAX

4 WEEK BILLING
INVOICE

128004846-001

Job Site

WATERTOWN MUNICIPAL ARENA
970 COFFEEN ST
X: XOX
WATERTOWN NY 13601
Office: 518-213-1010 Cell: 315-777-5360.

Customer # : 251974
Invoice Date : 05/12/15
Date Out : 04/30/15 09:00 AM
Billed Through : 05/28/15 00:00
UR Job Loc : 970 COFFEEN ST, WATE
UR Job # : 114
Customer Job ID:
P.O. # : TBD
Ordered By : DON JONES
Written By : ERIC FULTS
Salesperson : DANIEL DAVIS

BETTE & CRING
22 CENTURY HILL DRIVE
SUITE 201
LATHAM NY 12110

Invoice Amount: \$1,473.54

Terms: Due Upon Receipt
Payment options: Contact our credit office 315-331-8600 Ext. 12
REMIT TO: UNITED RENTALS (NORTH AMERICA), INC.
PO BOX 100711
ATLANTA GA 30384-0711

RENTAL ITEMS:							
Qty	Equipment	Description	Minimum	Day	Week	4 Week	Amount
1	10146943	BOOM 37-44' TELESCOPIC Make: JLG Model: 400S Serial: 0300172407 Meter out: 1659.38 Meter in: .00	410.00	410.00	742.00	1350.00	1,350.00
Rental Subtotal:							1,350.00
SALES/MISCELLANEOUS ITEMS:							
Qty	Item		Price		Unit of Measure		Extended Amt.
1	ENVIRONMENTAL CHARGE	(ENV/MCI)	17.550		EACH		17.55
Sales/Misc Subtotal:							17.55
Agreement Subtotal:							1,367.55
Tax:							105.99
Total:							1,473.54

COMMENTS/NOTES:

Don Jones 777-5360
BILLED FOR FOUR WEEKS 4/30/15 THRU 5/28/15 09:00 AM

THIS 4 WEEK BILLING INVOICE IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT, WHICH ARE INCORPORATED HEREIN BY REFERENCE.
A COPY OF THE RENTAL AGREEMENT IS AVAILABLE UPON REQUEST.

Matott, Nick

From: Mike Leone <leonepainting@gmail.com>
Sent: Monday, September 28, 2015 11:46 AM
To: Matott, Nick
Subject: Fwd: Re: Watertown Arena: PCO-055 Provide Galvanaela Flush Metal Wall Panel & Field Paint

Nick, Below is the quote for the field painting of the flush metal wall.

Let me know if you have any questions

----- Forwarded message -----

From: "jonathan knobel" <j.knobel.leonepainting@gmail.com>
Date: Sep 28, 2015 11:41 AM
Subject: Re: Watertown Arena: PCO-055 Provide Galvanaela Flush Metal Wall Panel & Field Paint
To: "Mike Leone" <leonepainting@gmail.com>
Cc:

RFP -039
PCO- #055

Field Paint Galvaneal Metal Wall Panel, as shown on print A200

scope:

- cover and protect surrounding surfaces
- provide lift to complete work
- prime with latex DTM primer
- topcoats to be latex DTM
- surface to be cleaned by others prior to our wok (fabrication oils/installation dirt, treated welds & fastners)
- 10 year warranty provided

materials = 15 gallons @ \$30.00 = \$450.00

equipment = \$780.00

labor = 22 hours @ \$55.41 = \$1,219.02

Total PCO #55= \$2,459.02

On Thu, Sep 24, 2015 at 12:04 PM, Matott, Nick <wnmatott@bettecring.com> wrote:

For Pricing. Around 1,500 SF

Nick Matott

Project Manager

2,459.02
368.85 15%

2,827.87

Matott, Nick

From: Tom Sanchez <tom@lawmanhc.com>
Sent: Thursday, September 24, 2015 10:49 AM
To: Matott, Nick
Cc: 'Tim Lawler'; 'Jerry'
Subject: Pricing, Galvaneal paintable coil vs Red Boy custom finish. Watertown Arena Siding Panels

Nick,

Per your request I have listed some cost options for the assumed quantities for the subject siding panels at the Arena. I will also send you a product data sheet on the galvaneal coil (pending now from the manufacturer).

6' x 224' finish panels surface = 1,344 SF. Made from 16" coil = 1792 SF of coil for the panels.

Trims: 448 LF of top/bottom channel plus 50 lf misc for corners and end trims. I figure about 250 SF additional metal for trims.

So assuming a total of 2,042 SF for the coil, the cost differences are shown below:

Normal price for stock finish coil: \$.96/SF = \$1,960.32 ("base")
*Galvaneal finish coil: \$1.77/SF = \$3,614.34 (\$1,654.02 over "base")
SW 6321 "Red Boy" (5,000 SF min.): \$2.75/SF = \$13,750.00 (\$11,789.68 over "base" due to the 5,000 SF minimum order requirement)

- Please note that Drexel Metals does not find a listing on the Sherwin Williams website for SW 6321 "Red Boy". Perhaps there is an error in the name or color code? Our pricing from Drexel Metals assumes there is such a color as SW 6321.

Tom Sanchez
Contract Manager
Lawman Heating & Cooling, Inc.
315-405-8016
315-405-8685
315-523-1008 Cell
tom@lawmanhc.com

GALVANEAL OPTION

1654.02
248.10 15%

1,902.12

CUSTOM FACTORY FINISH OPTION

11,789.68
1768.45 15%

13,558.13

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

Contact Name:	Nick Matott	RFI #:	70
Contractor:	Bette & Cring	Date:	9/10/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:
<p>REQUEST: Is the metal siding to be the same color as the metal soffit panels - bronze?</p>	
<p>Plan Sheet No.:</p>	
By:	Signature:
<p>RESPONSE: Please note, all metal siding be the same profile and color. Please send a submittal for the new metal siding which is to be painted to match the existing siding, paint color Red Bay (SW6321) by Sherwin Williams. Thank you.</p>	
By: Cori Ryan	Signature: <i>Cori Ryan</i>

After reviewing the response, does the contractor anticipate:

That a change order will be required?

Yes

No

That there will be an increase in the cost of the project?

Yes

No



Friday, September 18, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 051
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 051
Date: 15-Sep-15
Description: Provide Support angles @ West Gable End Wall Per RFI-069R1
Proposed Amt: \$3,848.00
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Support angles @ West Gable End Wall Per RFI-069R1	\$3,848.00	

Total:\$3,848.00

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC


Nick Matott
Project Manager

Watertown Ice Arena				
PROPOSAL: PCO-051 Provide Support Angles @ West Gable End Wall, Per RFI-069R1				
Description	Qty	Units	Rate	Total
Subcontractors				
Cardinal Construction	1	LS	\$ 3,238.88	\$ 3,238.88
B&C's OH&P on Subs	5%	OH&P	\$ 3,238.88	\$ 161.94
				\$ 3,400.82
Bette & Cring, LLC				
Carpenter	5	Hrs	\$ 63.32	\$ 316.60
1/2" Plywood	3	Shts	\$ 20.75	\$ 62.25
Fasteners	1	Allow	\$ 10.00	\$ 10.00
				\$ 388.85
OH&P	15%	OH&P	\$ 388.85	\$ 58.33
				\$ 447.18
				\$ 3,400.82 From Above
TOTAL				\$ 3,848.00
(T) Taxable				



More doing:

Your Store: **Watertown, NY #6174**
Use Current Location or find store

Model # 166073 Internet # 100067329 Store SKU # 166073

15/32 in. x 4 ft. x 8 ft. 3-Ply RTD Sheathing

(4) Write a Review Questions & Answers (7)

\$20.75 /each

Bulk Price Discount Available

IN STOCK AT YOUR SELECTED STORE

Watertown, NY #6174

72 In Stock

Watertown, NY 10001

Alert 11/25/2011



Feedback

Open Expanded View

Click to Zoom



PRODUCT OVERVIEW Model # 166073 Internet # 100067329 Store SKU # 166073

Plywood sheathing is ideal for residential and light construction. Every piece meets the highest grading standards for strength and appearance. It adds proven performance and durability to new homes, room additions and renovations. Plywood sheathing delivers outstanding stiffness, strength and versatility. It is an excellent choice for light frame wall and roof assemblies in weather protected applications.

California residents: see Proposition 65 information *

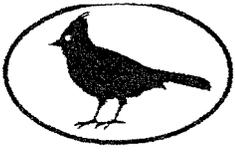
- Every piece meets the highest grading standards for strength and appearance
- Sheathing is ideal for residential and light construction
- Ideal for roofs, walls and floors weather protected application
- Delivers strength and durability
- Note: Product may vary by store

SPECIFICATIONS

DIMENSIONS

Actual product thickness (in.)	0.47	Product Length (ft.)	8 ft
Actual product width (in.)	47.938	Product Thickness (in.)	15/32 in
Product Depth (in.)	0.451	Product Width (ft.)	4 ft
Product Height (in.)	95.938	Product Width (in.)	47.938

DETAILS



Cardinal Construction NY, Inc.
 Post Office Box 565, 321 Lakeview Dr., Dexter, New York 13634
 Tel: (315) 639-6607 Fax (315) 639-3090

Nick Mattot, Project Manager
 Bette & Cring, LLC
 18438 US Route 11
 Watertown, NY 13601

September 18, 2015

Re: Renovations to Watertown Municipal Arena
 Provide Angles (RFI#69-R1 9/17/15)

A/E: **Stantech**

Dear Nick,

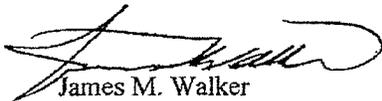
Cardinal Construction NY, Inc. is please to provide the following cost break regarding to RFI-69 R1 Provide Angles Per 1/A313:

Material	\$ 652.20
Equipment	\$ 250.00
Labor	\$1,740.20
Consumables	<u>\$ 174.02</u>
SUBTOTAL	\$2,816.42
Mark-up 15%	<u>\$ 422.46</u>
	\$3,238.88

Total CO Request: \$3,239.00

Pricing good for 15 days
 Terms – NET 30 –

Sincerely,


 James M. Walker
 President

Price and Work Approved by: _____

Approved and Authorization to proceed by _____
 (Name Typed or Printed)

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

9/17/15
69 R1

Contact Name:	Nick Matott	RFI #:	69 R1
Contractor:	Bette & Cring	Date:	9/3/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

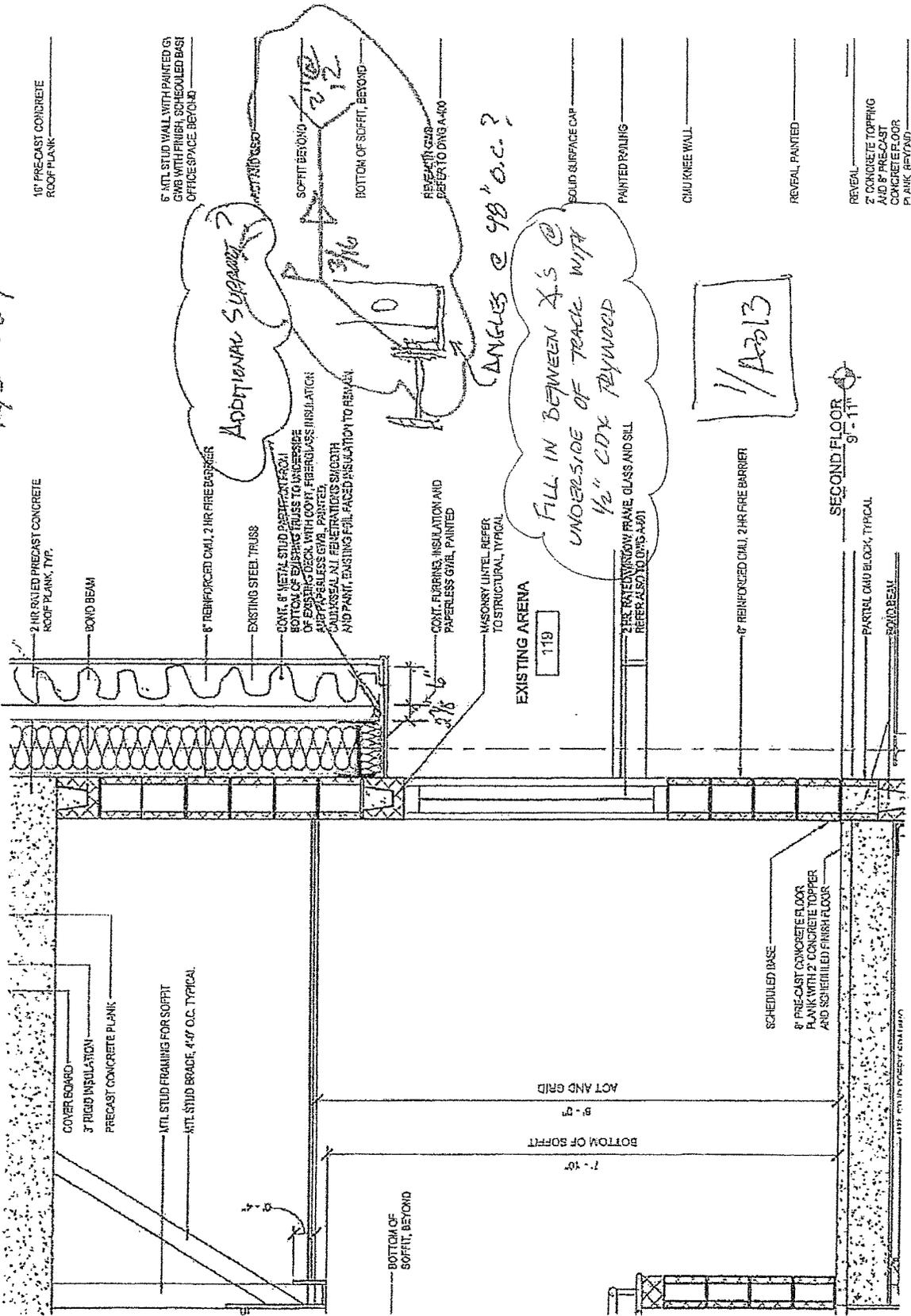
Specification No.:	Page No.:
Plan Sheet No.:	Detail:
<p><u>REQUEST:</u> Reference 1/A313, RFI-003 and attached photos: The framed wall at the west gable end of the arena does not bear on anything. We are concerned that the clip attachments are not sufficient to support the weight of the batte insulation, drywall and sound panels. Should additional support be provided?</p>	
<p>Plan Sheet No.:</p>	
By:	Signature:
<p><u>RESPONSE:</u> PROVIDE K'S AS SUGGESTED. REFER TO ATTACHED SKETCH FOR ADDITIONAL INFORMATION.</p> <p>K'S → 8" x 4" x 1/2" @ 48" O.C. FURR DOWN BETWEEN K'S.</p>	
By:	Signature:

After reviewing the response, does the contractor anticipate:

- That a change order will be required? Yes No
- That there will be an increase in the cost of the project? Yes No

WATERBURY MUNICIPAL ARENA

RFI-069



10' PRECAST CONCRETE ROOF PLANK

6" METAL STUD WALL WITH PAINTED GNB WITH FRIGH, SCHEDULED BASE OFFICE SPACE BEYOND

Additional Support?

CONT. 8" METAL STUD PARTITION FROM BOTTOM OF EXISTING TRUSS TO UNDERSIDE OF EXISTING DECK WITH CONT. FIBERGLASS INSULATION SURFACELESS GVL, PAINTED, CALUMSEAL N.I. PENETRATIONS SMOOTH AND PAINT, EXISTING FULL FACED INSULATION TO REINFORC

BRACKET CAP REFER TO DWG A-400

ANGLES @ 90° O.C.?

EXISTING ARENA 119

FILL IN BETWEEN X'S @ UNDERSIDE OF TRACK WITH 1/2" CDX TRYPWOOD

PAINTED RAILING

CHU KNEE WALL

REVEAL, PAINTED

REVEAL 2" CONCRETE TOPPING AND 8" PRECAST CONCRETE FLOOR PLANK BEYOND

2 HR RAISED PRECAST CONCRETE ROOF PLANK, TYP.

BOND BEAM

6" REINFORCED CHAL, 2 HR FIRE BARRIER

EXISTING STEEL TRUSS

CONT. FIBERGLASS INSULATION AND PAPERLESS GVL, PAINTED

MASONRY LINTEL REFER TO STRUCTURAL, TYPICAL

2 HR RATE WINDOW FRAME, GLASS AND SILL REFER TO DWG A-401

6" REINFORCED CHAL, 2 HR FIRE BARRIER

SECOND FLOOR 9'-11"

PARTIAL CHU BLOCK, TYPICAL

SOLID BEAM

COVER BOARD 3" RIGID INSULATION PRECAST CONCRETE PLANK

MTL STUD FRAMING FOR SOFFIT MTL STUD BRACE, 4' O.C. TYPICAL

BOTTOM OF SOFFIT, BEYOND

7'-10" BOTTOM OF SOFFIT 8'-0" ACT AND GRID

SCHEDULED BASE

8" PRECAST CONCRETE FLOOR PLANK WITH 2" CONCRETE TOPPER AND SCHEDULED FINISH FLOOR

119' WITH ROSEY CENTER

1/A2013



Cardinal Construction NY, Inc.
Post Office Box 565, 321 Lakeview Dr., Dexter, New York 13634
Tel: (315) 639-6607 Fax (315) 639-3090

Nick Mattot, Project Manager
Bette & Cring, LLC
18438 US Route 11
Watertown, NY 13601

September 18, 2015
Revised September 29, 2015

PCO-051

Re: Renovations to Watertown Municipal Arena
Provide Angles (RFI#69-R1 9/17/15)

A/E: **Stantech**

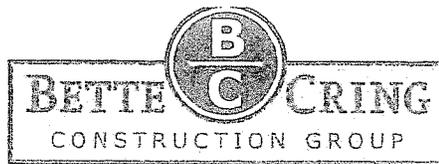
Dear Nick,

Cardinal Construction NY, Inc. is please to provide the following cost break regarding to RFI-69 R1 Provide Angles Per 1/A313:

Material	\$ 652.20
Equipment	\$ 250.00
Labor	\$1,740.20
Consumables	<u>\$ 174.02</u>
SUBTOTAL	\$2,816.42
Mark-up 15%	<u>\$ 422.46</u>
	\$3,238.88

Total CO Request: \$3,239.00

The included within the above numbers are the following: 40ft of 8" x 4" x 1/2" Angle; cutting of angle into 45 pieces; prime painting the 45 pieces of angle; costs of lift and welder; setup of lift and welding; measure and mark locations for angle, tack and weld our clips; clean and paint welds; site cleanup and wrapping up of equipment and materials.



OK

Wednesday, September 16, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

R E V I S E D

RE: Potential Change Order # 038
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 038
Date: 30-Jul-15
Description: Steel Removals & Modifications @ NE Additon, Per RFI-043
Proposed Amt: ~~\$4,630.24~~ 2265.12
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Steel Removals & Modifications @ NE Additon, Per RFI-043	\$4,630.24 2265.12	

\$ 2265.12
Total: ~~\$4,630.24~~

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC.

Nick Matott
Project Manager

10-2-65

50/50 SPLIT PER AGREEMENT
SEE ATTACHED E-MAILS

Watertown Ice Arena				
PROPOSAL: PCO-038 Steel Removals & Modifications @ NE Addition Per RFI-043				
Description	Qty	Units	Rate	Total
Subcontractors				
Cardinal Construction	1	LS	\$ 3,054.47	\$ 3,054.47
Oldcastle Precast	1	LS	\$ 1,355.28	\$ 1,355.28
				\$ 4,409.75
B&C's OH&P on Subs	5%	OH&P	\$ 4,409.75	\$ 220.49
				\$ 4,630.24
TOTAL				\$ 4,630.24
(T) Taxable				



Cardinal Construction NY, Inc.
Post Office Box 565, 321 Lakeview Dr., Dexter, New York 13634
Tel: (315) 639-6607 Fax (315) 639-3090

Nick Mattot, Project Manager
Bette & Cring, LLC
18438 US Route 11
Watertown, NY 13601

August 26, 2015

Re: Renovations to Watertown Municipal Arena
Demolition of beams, knife plates, connections, and parts and pieces of bar joist
for precast concrete

A/E: Stantech

Dear Nick,

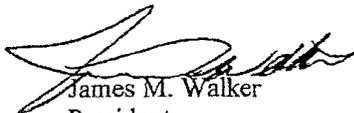
Cardinal Construction NY, Inc. is please to provide the following cost regarding Time
and Material Additional Work for the Demolition of Beams, Knife Plates, Connections,
and Parts and Pieces of Bar Joist for Precast Concrete; Completed on 8/4/15, Installation
of Carrier Angles for Precast and Installation of Lintel; Completed on 8/10/15, as well as
Installation of Angle for Concrete Around Precast at Roof Level at Meeting Room;
Completed on 8/12/15:

Materials	\$ 279.73
Labor	\$2,160.30
Consumables	<u>\$ 216.03</u>
SUBTOTAL	\$2,656.06
Mark-up 15%	<u>\$ 398.41</u>
	\$3,054.47

Total CO Request: \$3,055.00

Pricing good for 15 days
Terms – NET 30 –

Sincerely,


James M. Walker
President

Attachment: Time sheet for 8/4/15 verified by Don Jones of Bette & Cring LLC

OLDCASTLE PRECAST



Oldcastle Precast - BSD
1401 Trimble Road
Edgewood, MD 21040

Tel. (800) 523-3747
Fax (410) 612-1214

CHANGE ORDER

To: **Bette & Cring LLC**
18438 US Route 11
Watertown, NY 13601

Attn: **Nick Matott**
Email: **wnmatott@bettecring.com**
Project: **Watertown Ice Arena**
Project No.: **5135**
C.O. Type: **Field Work**

Change Order Number : _____ CO2
Date : _____ August 20, 2015
Revised: _____

MANUFACTURING PLANT: **South Bethlehem, NY Facility**
123 County Route 101
Selkirk, NY 12158

OP Email: **mainnet.chenan@oldcastle.com**
OP Tel: **(518) 764-7126**
OP Fax: **(518) 767-9390**

This change order is requested due to revisions as described below which are not a part of our Original Contract Agreement terms.

DESCRIPTION OF CHANGE MANAGEMENT ISSUE

Cutting of plank in field around steel truss system. Manufacturing of (1) plank.

BREAKDOWN SUMMARY

	Cost Type	TOTALS
Materials (Production/Product Type)	Add	\$346.00
Engineering	Add	\$45.00
Delivery and Material Handling		\$0.00
Field Labor	Add	\$487.50
Erection Equipment	Add	\$300.00
Erection Accessories		\$0.00
Misc. & Subcontracted Work		\$0.00
SUB-TOTAL		\$1,178.50
Overhead	10%	\$117.85
Profit	10%	\$117.85
REVISED SUB TOTAL		\$1,325.99
SALES TAX	0%	\$0.00
TOTAL		\$1,325.99

Re-Commencement of Work to be scheduled upon approval of Change Order.

The necessary work and materials covered by this change order will be promptly performed upon receipt of signed acceptance of this change order. All terms and conditions of our original contract shall be applicable to this change order. Unless specifically indicated otherwise, Oldcastle reserves the right to seek additional time to contract schedule in order to complete remaining contract work and Change Order Work. Oldcastle shall not be responsible for any delays, liquidated damages, consequential damages, or any associated costs in kind. Oldcastle shall not be responsible for any other construction change, alteration, remediation, removal, restoration, repair, etc. of any construction trade work necessitated by this or any other Change Order, other than Precast Pre-stressed work included in the Contract Scope and Approved Change Order Work.

Oldcastle payment terms for this Change Order shall be paid within thirty days after execution of any of the work, in part or whole, unless otherwise specified in the fully executed Contract Agreement. Oldcastle will not agree to any "paid if paid" terms; or allow any requirement and or approval to wait for funds that may be due to Customer from another source. Failure to accept these terms will prevent performance of any work associated with the Change Order. Oldcastle reserves the right to seek additional reimbursement of additional funds, costs, fees due to any involvement with any claims, litigation, law suits, legal counsel, legal representation, etc. that may result from the Change Management Issue.

OLDCASTLE PRECAST, INC.
Building Systems Division

Tim Warden
Project Manager

CC: Bobbi Ricciardi

CC: _____

ACCEPTED & AGREED TO ALL TERMS, CONDITIONS AND COSTS:

(Customer's Authorized Signature)

Title

Date

15%

1356.28

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

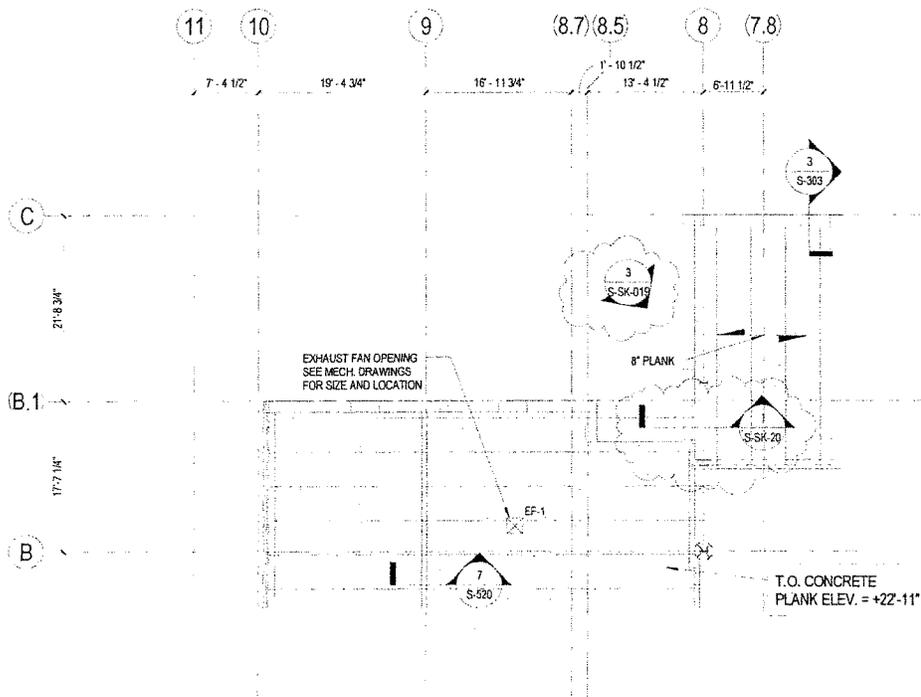
Contact Name:	Nick Matott	RFI #:	43
Contractor:	Bette & Cring	Date:	7/23/2015
Address:		Phone:	
		Fax:	
		Email:	wmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:
<p>REQUEST: Reference AD-101, A115, A316 & attached photos: Photo 1 - The bar joist and steel overhang are to be removed per note 9 on AD101. How do the bar joist and overhang get reconstructed/re-attached? Photo 2 - The removal of this overhang is not covered under note 9, AD101. Remove overhang to allow for new construction? How does the overhand get reconstructec/re-attached? Similar situations occur at the NW and W additions. A site vist from the engineer is requested. URGENT</p>	
Plan Sheet No.:	
By:	Signature:
<p>RESPONSE: SEE Attached SSK-16, 17, 18, 19 And 20. 7-30-15</p>	
By: <i>MAB</i>	Signature: 

After reviewing the response, does the contractor anticipate:

- That a change order will be required? Yes No
- That there will be an increase in the cost of the project? Yes No

7/20/2015 12:12 PM C:\Users\Public\Documents\Local_Epoch_Framing_WMA_191062024.dwg

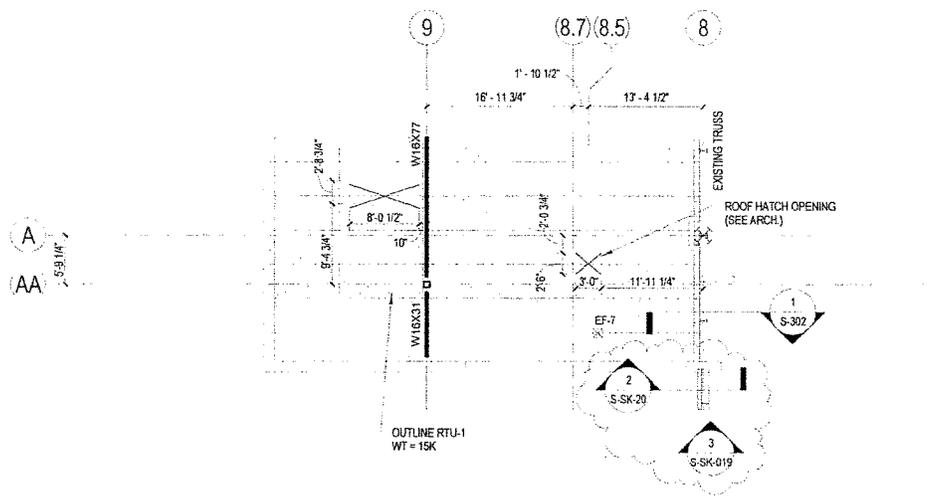


1 PARTIAL LOW ROOF FRAMING PLAN NORTH
 S-SK-016 3/32" = 1'-0"



Client/Project City of Watertown Watertown Municipal Arena	Title PARTIAL LOW ROOF FRAMING PLAN NORTH
Revision GENERAL REVISION	Project No. 191062024
Revision 7-27-15	Figure No. S-SK-016

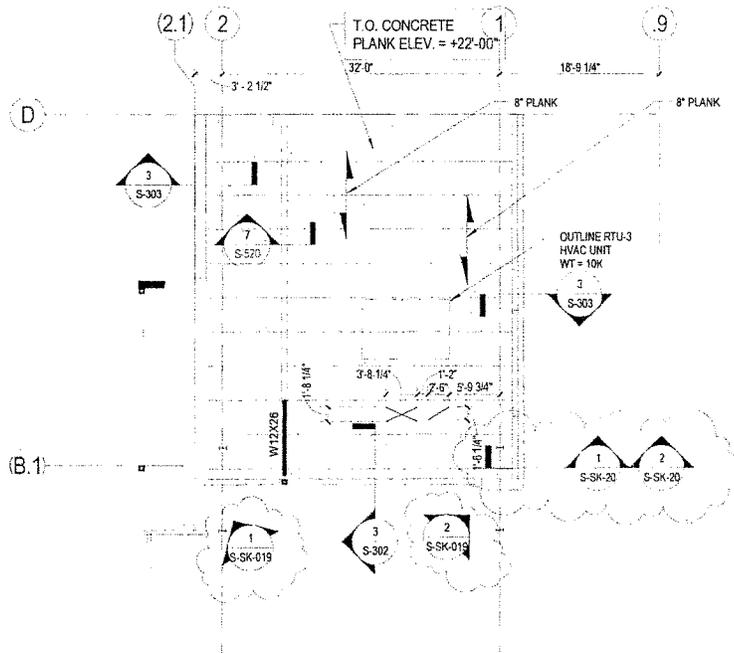
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1 PARTIAL LOW ROOF FRAMING PLAN SOUTH
 S-SK-017 3/32" = 1'-0"



Client/Project	City of Watertown Watertown Municipal Arena	Title	PARTIAL LOW ROOF FRAMING PLAN SOUTH		
GENERAL REVISION	7-21-15	Project No.	Reference Sheet	Figure No.	
REVISION	1121.LAW.00	191260204		S-SK-017	



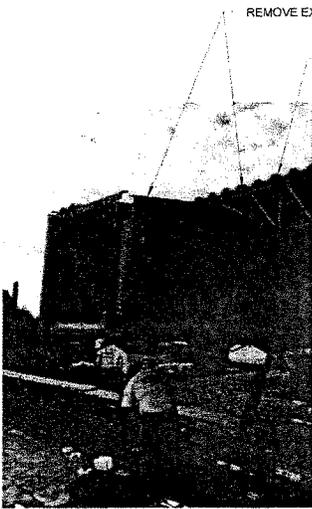
1 PARTIAL LOW ROOF FRAMING PLAN EAST
 S-SK-018 3/32" = 1'-0"



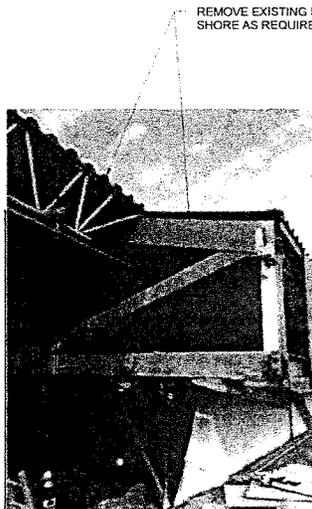
Client/Project City of Watertown Watertown Municipal Arena	Title PARTIAL LOW ROOF FRAMING PLAN EAST
GENERAL REVISION 7-27-15	Project No. 191060204
Author JMM/ELC	Exhibitor/Issue S-SK-018

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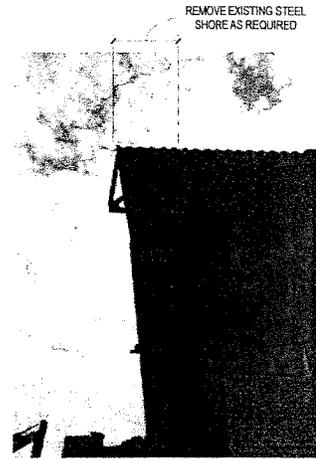
Z:\2020\19-060204_PAA - City of Watertown\Documents\Local Board - Exhibits - WMA - 19-060204 - Exhibits



1 PHOTO 1
S-SK-019 3/4" = 1'-0"



2 PHOTO 2
S-SK-019 3/4" = 1'-0"



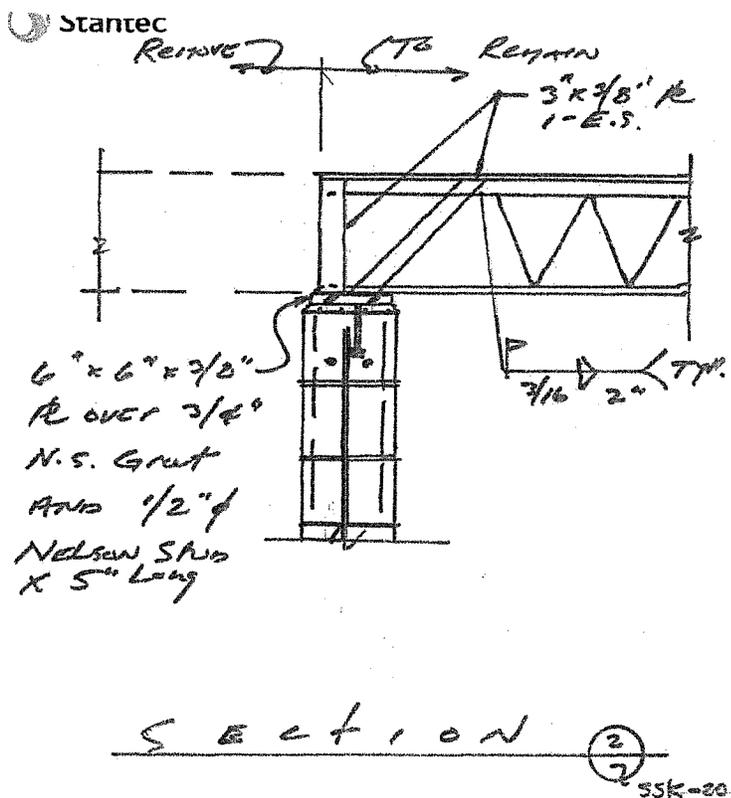
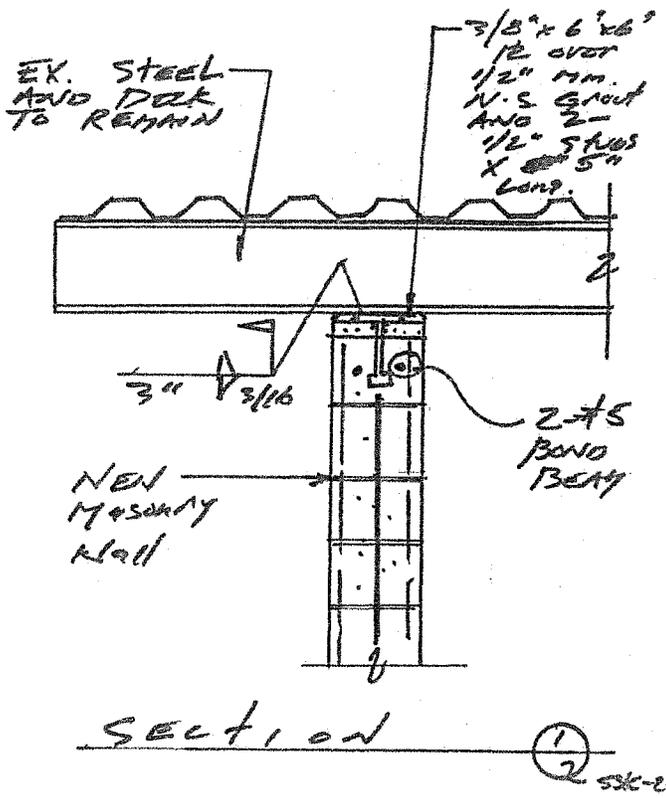
3 PHOTO 3
S-SK-019 3/4" = 1'-0"



Client/Project	City of Watertown Watertown Municipal Arena
Revision	1911.04.20

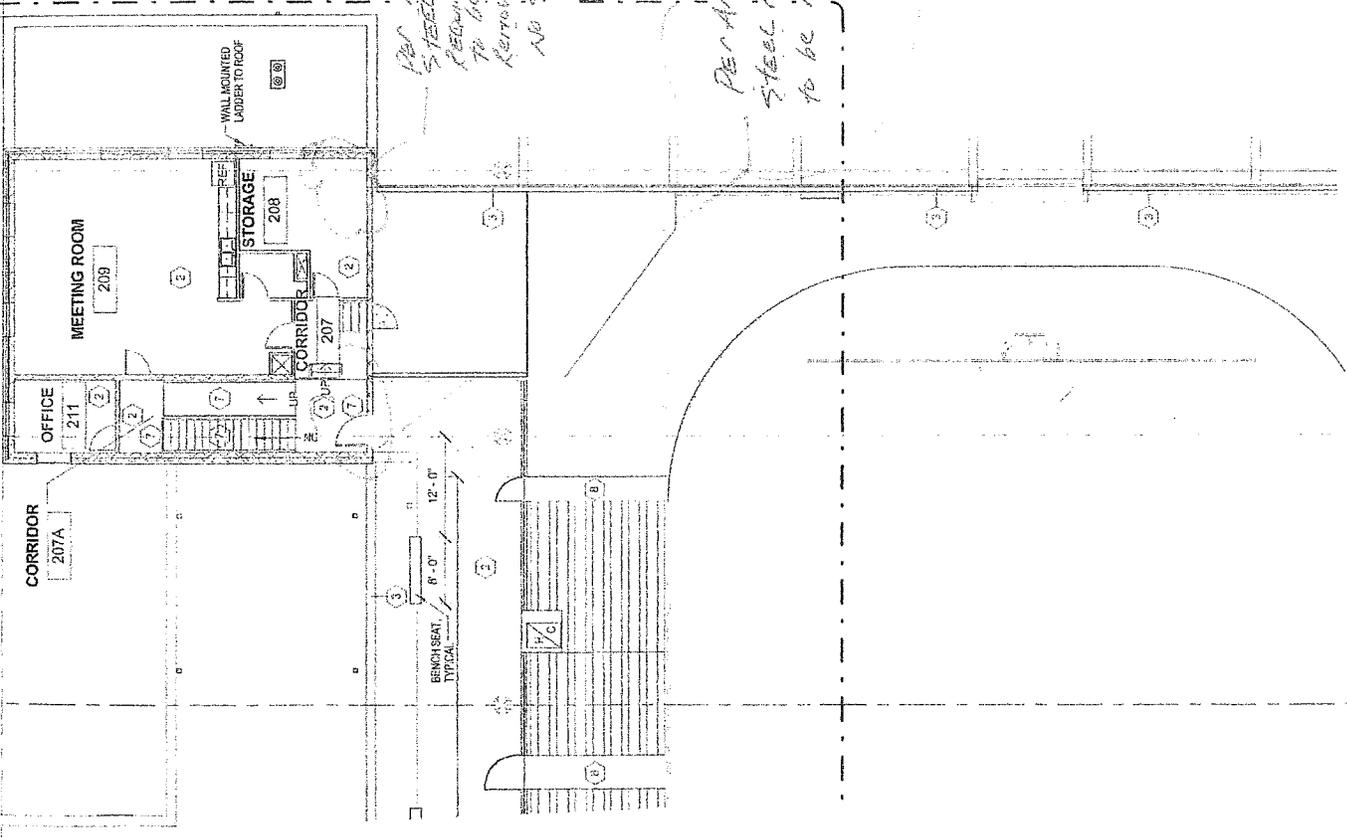
Title	DETAILS
Project No.	191060204
Reference Sheet	
Figure No.	S-SK-019

2/28/2015 2:42:42 PM C:\N:\Projects\2015\Water\Arena\Draws\Struct\191066204.dwg



Client City of Watertown	Title DETAILS
Project Name Watertown Municipal Arena	Project No. 191066204
Revision	Reference Sheet S-SK-20

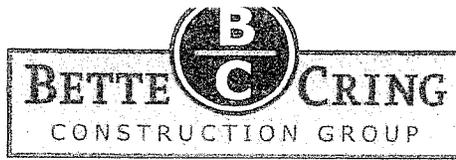
- ① PROVIDE ELEV
- ② ALTERNATE #2
- ③ SPRAY ON ACO
- ④ STEEL TRUSS T
- ⑤ PROVIDE ACCESS
- ⑥ PROVIDE BLEAC



*Per Architect:
STEEL IS
REQUIRED
TO BE
REMOVED
NO SAFETY*

*Per Architect:
STEEL IS REQUIRED
TO BE REMOVED*

8'-0"
12'-0"
REINFORCET
TYPICAL



Thursday, October 01, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

R E V I S E D

RE: Potential Change Order # 041
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 041
Date: 19-Aug-15
Description: Provide Lintel at Opening 80.1 & Modify Lintel at Opening 139.3, Per RFI-040
Proposed Amt: \$2,262.71
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Lintel at Opening 80.1 & Modify Lintel at Opening 139.3 Per RFI-040	\$2,262.71	

Total:\$2,262.71

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC.

Nick Matott
Project Manager

Watertown Ice Arena				
PROPOSAL: PCO-041 Provide lintel at Opening 80.1 & Modify Lintel at Opening 139.3, Per RFI-040				
Description	Qty	Units	Rate	Total
Subcontractors				
Cardinal Construction	1	LS	\$ 2,154.96	\$ 2,154.96
B&C's OH&P on Subs	5%	OH&P	\$ 2,154.96	\$ 107.75
				\$ 2,262.71
TOTAL				\$ 2,262.71
(T) Taxable				



Cardinal Construction NY, Inc.

Post Office Box 565, 321 Lakeview Dr., Dexter, New York 13634
Tel: (315) 639-6607 Fax (315) 639-3090

Nick Mattot, Project Manager
Bette & Cring, LLC
18438 US Route 11
Watertown, NY 13601

September 18, 2015
Revised September 29, 2015

Re: Renovations to Watertown Municipal Arena
Loose Lintels per S-SK-010 and Reply to RFI#40

A/E: **Stantech**

Dear Nick,

Cardinal Construction NY, Inc. is please to provide the following cost break regarding to providing Loose Lintels as per S-SK-010 and Reply to RFI#40:

Material	\$ 479.88
Galvanizing	\$ 250.00
Labor	\$ 400.00
Trucking	\$ 579.00
Consumables	<u>\$ 165.00</u>
SUBTOTAL	\$1,873.88
Mark-up 15%	<u>\$ 281.08</u>
	\$2,154.96

Total CO Request: \$2,155.00

The above numbers include: 20 ft of C8 x 11.5 channel, 20 ft of 4" x 4" x 3/16" angle, 1 sheet of 4' x 8' x 3/16" plate; fabrication of lintel, cutting and welding of unit; delivery to galvanizer (5 hour round trip), pick up from galvanizer (5 hour round trip) for delivery to site.

Pricing good for 15 days

Terms - NET 30 -

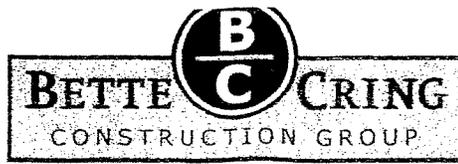
Owner can have all steel waste/drops

Sincerely,

James M. Walker
President

Price and Work Approved by: _____

Approved and Authorization to proceed by _____
(Name Typed or Printed)



Friday, September 18, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 041
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 041
Date: 19-Aug-15
Description: Provide Lintel at Opening 80.1 & Modify Lintel at Opening 139.3, Per RFI-040
Proposed Amt: \$2,757.40
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Lintel at Opening 80.1 & Modify Lintel at Opening 139.3 Per RFI-040	\$2,757.40	

Total: \$2,757.40

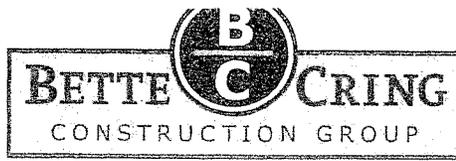
Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,

BETTE & CRING, LLC.

Nick Matott

Approved to
Proceed 10/11/15
L. Coburn



Friday, September 18, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 041
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 041
Date: 19-Aug-15
Description: Provide Lintel at Opening 80.1 & Modify Lintel at Opening 139.3, Per RFI-040
Proposed Amt: \$2,757.40
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Lintel at Opening 80.1 & Modify Lintel at Opening 139.3 Per RFI-040	\$2,757.40	

Total:\$2,757.40

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

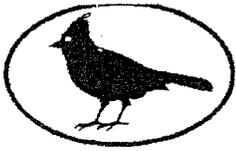
Respectfully,

BETTE & CRING, LLC.


Nick Matott

Approved 10/1/15

Watertown Ice Arena				
PROPOSAL: PCO-041 Provide lintel at Opening 80.1 & Modify Lintel at Opening 139.3, Per RFI-040				
Description	Qty	Units	Rate	Total
Subcontractors				
Cardinal Construction	1	LS	\$ 2,154.96	\$ 2,154.96
B&C's OH&P on Subs	5%	OH&P	\$ 2,154.96	\$ 107.75
				\$ 2,262.71
Bette & Cring, LLC				
Carpenter	6	Hrs	\$ 63.32	\$ 379.92
kwik Bolt 3 5/8"x6"	1	Box	\$ 50.25	\$ 50.25
				\$ 430.17
OH&P	15%	OH&P	\$ 430.17	\$ 64.53
				\$ 494.70
				\$ 2,262.71 From Above
TOTAL				\$ 2,757.40
(T) Taxable				



Cardinal Construction NY, Inc.
Post Office Box 565, 321 Lakeview Dr., Dexter, New York 13634
Tel: (315) 639-6607 Fax (315) 639-3090

Nick Mattot, Project Manager
Bette & Cring, LLC
18438 US Route 11
Watertown, NY 13601

September 18, 2015

Re: Renovations to Watertown Municipal Arena
Loose Lintels per S-SK-010 and Reply to RFI#40

A/E: **Stantech**

Dear Nick,

Cardinal Construction NY, Inc. is please to provide the following cost break regarding to providing Loose Lintels as per S-SK-010 and Reply to RFI#40:

Material	\$ 903.88
Labor	\$ 700.00
Consumables	<u>\$ 270.00</u>
SUBTOTAL	\$1,873.88
Mark-up 15%	<u>\$ 281.08</u>
	\$2,154.96

Total CO Request: \$2,155.00

Pricing good for 15 days
Terms – NET 30 –

Sincerely,

James M. Walker
President

Price and Work Approved by: _____

Approved and Authorization to proceed by _____
(Name Typed or Printed)

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

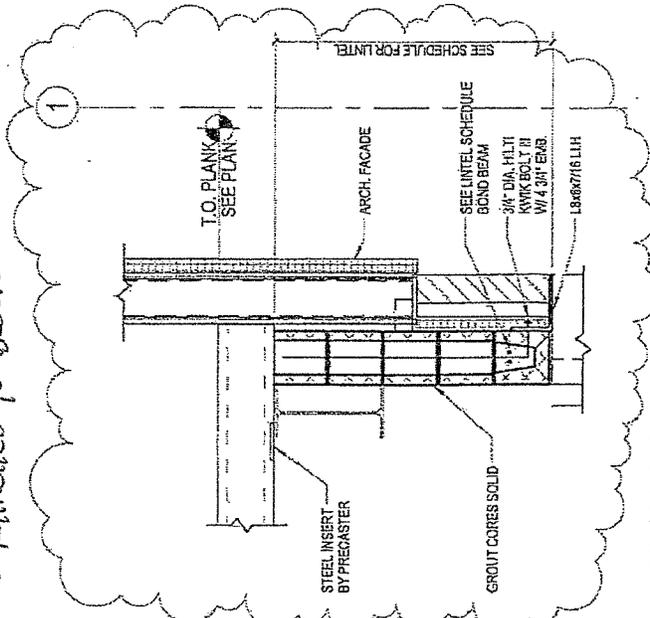
Contact Name:	Nick Natoli	RFI #:	40
Contractor:	Bette & Cring	Date:	7/15/2015
Address:		Phone:	
		Fax:	
		Email:	wnnatoli@yettering.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:
REQUEAL: Reframco floor plans showing new entrance doors in the additions, 5/15/11, 1/15/09 & 7/15/09: Plans provide brick lintel sizes for exterior openings at the new additions. Also, where is the door frame to be located within the depth of the wall?	

Plan Sheet No.:	
By:	Signature:
RESPONSE:	
SEE ATTACHED SCHEDULE - 55K-009, 007, 008, 7-22-15/17-27 010. By: M. A. [Signature]	
By:	Signature:

After reviewing the response, does the contractor anticipate:
 That a change order will be required? Yes No
 That there will be an increase in the cost of the project? Yes No

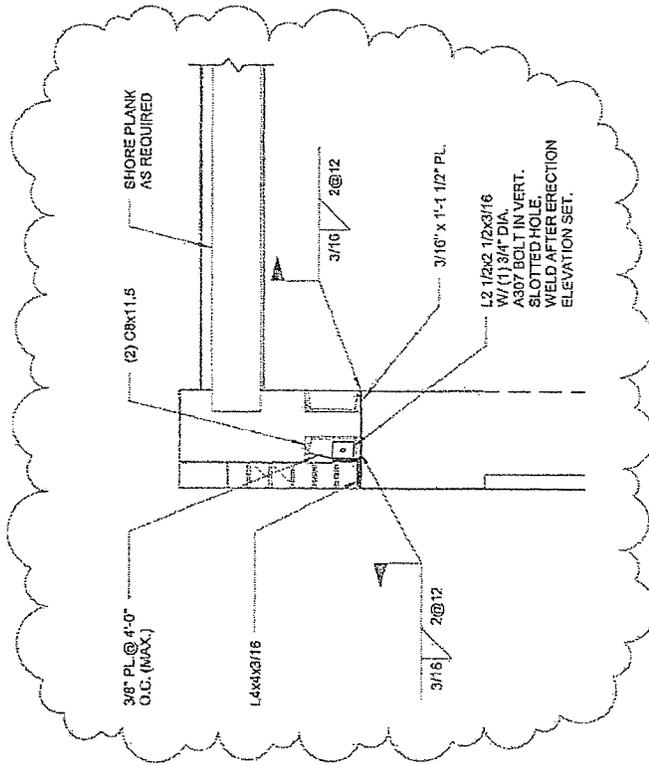
- LARGER ∇
- PUNCHED HOLES
- ATTACHED TO BLOCK



1 SECTION
S-SK-010 3/4" = 1'-0"

NOTE:
REFERENCE SECTION 13/S-302

- NOTHING SCHEDULED OR DETAILED ON DWGS



2 SECTION
S-SK-010 3/4" = 1'-0"



Stantec

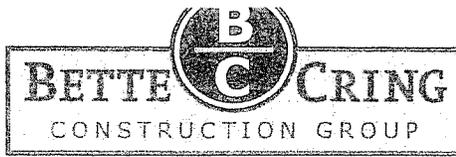
City of Watertown
Watertown Municipal Arena

SECTIONS AT LINTELS
RF# 40

SECTIONS AT LINTELS
7-17-15
RTE/MAL/AD

SECTIONS AT LINTELS
RF# 40

S-SK-010



Thursday, September 24, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 054
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 054
Date: 24-Sep-15
Description: Provide Heavy Duty Hinges For 14 Ga Doors, Per RFI-067
Proposed Amt: \$1,269.60
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Provide Heavy Duty Hinges For 14 Ga Doors, Per RFI-067	\$1,269.60	

Total:\$1,269.60

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC

Nick Matott
Project Manager

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

Contact Name:	Nick Matott	RFI #:	67
Contractor:	Bette & Cring	Date:	8/28/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:

REQUEST: Reference BR Johnson's 8/27/15 quotation: The 14 gauge doors require a heavy duty hinge for warranty purposes. Standard hinges have been specified for these doors and are not recommended. Please advise how to proceed. Cost impact \$1,270

Plan Sheet No.:

By:	Signature:
-----	------------

RESPONSE:

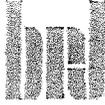
provide heavy duty hinges to 14 guage doors.

By:	Signature:
-----	------------

After reviewing the response, does the contractor anticipate:

That a change order will be required? Yes No

That there will be an increase in the cost of the project? Yes No



BR JOHNSON, INC.

6960 FLY RD. EAST SYRACUSE, N.Y. 13057-9668 TEL. (315) 437-1070 FAX. (315) 437-0971 VOICE MAIL (315) 437-8824 EXT. 50

QUOTATION SUMMARY

CONFIDENTIALITY NOTICE

THIS FACSIMILE TRANSMISSION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN CONFIDENTIAL INFORMATION BELONGING TO THE SENDER WHICH IS A PROTECTED RELATIONSHIP. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION, OR THE TAKING OF ANY ACTION IN RELIANCE ON THE CONTENTS OF THIS INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS TRANSMISSION IN ERROR, PLEASE NOTIFY US BY TELEPHONE TO ARRANGE FOR THE RETURN OF THE DOCUMENTS.

ATTENTION: NICK MATOTT	COMPANY: BETTE AND CRING
JOB NAME: WATERTOWN MUNICIPAL BLDG	LOCATION:
ARCH. SPEC SECTION:	BID DATE: DATE: 8/27/2015
SECTION HEADING:	REFERENCE:

MATERIAL:

WHEN WE ORDERED THE 14 GAGE DOORS THEY ARE ONLY AVAILABLE WITH HEAVY WEIGHT HINGE REINFORCEMENTS -THESE DOORS ARE HEAVY -WE HAVE 46 OPGS WITH STANDARD WEIGHT HINGES PER THE APPROVED HARDWARE SCHEDULE

YOU CAN SHIM THE HINGES TO INSTALL THE DOORS BUT WE RECOMMEND CHANGING THE HINGES TO HEAVY WEIGHT THIS WOULD ADD \$24 PER OPG X 46 OPGS = \$1,104 PLUS TAX -FURNISHED ONLY

PLEASE ADVISE HOW WE ARE TO PROCEED

PLEASE SIGN & RETURN OR ISSUE CHANGE ORDER TO CHANGE TO HEAVY WEIGHT HINGES

\$ 1104
+ 1576

\$ 1269.60 TOTAL

ALT.

ALT.

ADDENDUM SEEN:

EXCEPTIONS WE EXCLUDE THE FOLLOWING: SALES TAX, INSTALLATION, ANYTHING NOT LISTED

THE ABOVE FOR THE SUM OF: SEE ABOVE

DOLLARS (_____) plus sales and/or use tax as applicable unless otherwise noted, with payment to be made as follows:

Net 30 Days, Subject To Credit Approval C.O.D.

All material as per manufacturer's specifications. Any alteration or deviation from this proposal involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the contract price. Note: This proposal may be withdrawn by us if not accepted within 30 days.

By: *Melaney Moore*

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

SUBJECT TO TERMS AND CONDITIONS Company: _____

ON THE FOLLOWING PAGE Signature: _____

Title: _____ Date: _____

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

Contact Name:	Nick Matott	RFI #:	67
Contractor:	Bette & Cring	Date:	8/28/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:
<p><u>REQUEST:</u> Reference BR Johnson's 8/27/15 quotation: The 14 gauge doors require a heavy duty hinge for warranty purposes. Standard hinges have been specified for these doors and are not recommended. Please advise how to proceed. Cost impact \$1,270</p>	
<p><u>Plan Sheet No.:</u></p>	
By:	Signature:
<p><u>RESPONSE:</u></p> <p>provide heavy duty hinges to 14 guage doors.</p>	
By:	Signature:

After reviewing the response, does the contractor anticipate:

That a change order will be required? Yes No

That there will be an increase in the cost of the project? Yes No

B.R. Johnson, Inc.

QUOTATION CONDITIONS:

- 1.) This proposal is for prompt acceptance and is subject to change without notice unless given for a specific period.
- 2.) This proposal and its acceptance is conditional on approval by Seller's credit department. Reasonable doubt of the Buyer's financial responsibility during the course of the contract shall entitle us to stop operations, decline shipment, or stop any material in transit, without liability, until the Buyer shall have paid for the materials or has satisfied us of their financial responsibility. All changes to this or any proposal must be acknowledged by signed authorization.
- 3.) We shall not be liable for any default or delay due to fires, floods, strikes or labor disputes, shortages of material, accidents to machinery, acts of sabotage, riots, delays caused by manufacturer's failure to ship, precedence or priorities granted at the request or for the benefit, directly or indirectly, of the federal or any state government or any subdivision or agency thereof, delays in transportation or lack of transportation facilities, restrictions imposed by federal or state legislation or rules or regulations there under or any cause beyond our control.
- 4.) Claims for errors and damage cannot be considered unless made promptly upon receipt of goods and in no event more than 10 days after receipt.
- 5.) Any taxes which the Seller may be required to pay and which are paid by such Seller under any existing or future law, upon or with respect to the sale, purchase, delivery, storage, processing use, consumption or transportation of any materials covered hereby, shall be for the account of the Buyer, who shall promptly pay the amount thereof to the Seller upon demand. The Buyer, however, shall have the right to issue in lieu of payment of such taxes, tax exemption certificates in form acceptable to the appropriate taxing authorities.
- 6.) No backcharge will be accepted by the Seller unless the Seller has accepted the same in writing prior to the performance of the work.
- 7.) If the full price is not paid as agreed, and legal action is necessary, the Buyers jointly and severally agree to pay all expenses incurred by the Seller, including attorney's fees.
- 8.) No merchandise is to be returned without prior approval from the sales department. All returned standard merchandise will be subject to a 25% re-stocking charge, and special order merchandise may not be returned.
- 9.) No retainage allowed on material only sales. Delinquent unpaid invoices will be subject to service charges of 1.5% per month (18% annually) of the outstanding balance.
- 10.) Additional Conditions: (Not applicable).



BR JOHNSON, INC.

6960 FLY RD. EAST SYRACUSE, N.Y. 13057-9660 TEL. (315) 437-1070 FAX. (315) 437-0971 VOICE MAIL (315) 437-8824 EXT. 50

QUOTATION SUMMARY

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ATTENTION: NICK MATOTT COMPANY: BETTE AND CRING

JOB NAME: WATERTOWN MUNICIPAL BLDG LOCATION:

ARCH. SPEC SECTION: BID DATE: DATE: 8/27/2015

SECTION HEADING: REFERENCE:

MATERIAL:

WHEN WE ORDERED THE 14 GAGE DOORS THEY ARE ONLY AVAILABLE WITH HEAVY WEIGHT HINGE REINFORCEMENTS -THESE DOORS ARE HEAVY -WE HAVE 46 OPGS WITH STANDARD WEIGHT HINGES PER THE APPROVED HARDWARE SCHEDULE

YOU CAN SHIM THE HINGES TO INSTALL THE DOORS BUT WE RECOMMEND CHANGING THE HINGES TO HEAVY WEIGHT THIS WOULD ADD \$24 PER OPG X 46 OPGS = \$1,104 PLUS TAX -FURNISHED ONLY

PLEASE ADVISE HOW WE ARE TO PROCEED

PLEASE SIGN & RETURN OR ISSUE CHANGE ORDER TO CHANGE TO HEAVY WEIGHT HINGES

ALT.

ALT.

ADDENDUM SEEN:

EXCEPTIONS WE EXCLUDE THE FOLLOWING: SALES TAX, INSTALLATION, ANYTHING NOT LISTED

THE ABOVE FOR THE SUM OF: SEE ABOVE

DOLLARS () plus sales and/or use tax as applicable unless otherwise noted, with payment to be made as follows:

Net 30 Days, Subject To Credit Approval

C.O.D.

All material as per manufacturer's specifications. Any alteration or deviation from this proposal involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the contract price. Note: This proposal may be withdrawn by us if not accepted within 30 days.

By: *Melaney Moore*

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

SUBJECT TO TERMS AND CONDITIONS

Company: _____

ON THE FOLLOWING PAGE

Signature: _____

Title: _____ Date: _____



Thursday, September 17, 2015

Mr. Larry Coburn
Bernier Carr & Associates
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 033
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 033
Date: 15-Jul-15
Description: Raise Footings @ West Addition to -5'-0", Per RFI-034
Proposed Amt: (\$6,480.65)
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Raise Footings @ West Addition to -5'-0", Per RFI-034	(\$6,480.65)	

Total:(\$6,480.65)

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC.

Nick Matott
Project Manager

Watertown Ice Arena				
PROPOSAL: PCO-0033 Raise Footings @ W. Addition To -5', Per RFI-034				
Description	Qty	Units	Rate	Total
Subcontractors				
Lawman Heating & Cooling	1	LS	\$ (4,521.25)	\$ (4,521.25)
Bette & Cring, LLC				
Carpenter	-20	Hrs	\$ 63.32	\$ (1,266.40)
Concrete	-9	CY	\$ 77.00	\$ (693.00)
				\$ (1,959.40)
				\$ (4,521.25) From Above
TOTAL				\$ (6,480.65)
(T) Taxable				



18438 U.S. Route 11
 Watertown, NY, 13601
 Phone (315) 782-0074
 Fax (315) 782-5159

Purchase Order

Show Purchase Order #, Job #, and Job Name on all
 Correspondence, Invoices, Shipping Papers & Packages

4/15/2015
 P.O. Number : 1523 - 001
 B&C Job # : 1523
 Job Name : Watertown Ice Arena

Vendor Information	Ship to Address
Attn: Jason Uhlinger Champion Materials, Inc. P.O. Box 127 Carthage, NY 13619	

Due on Site	Ship via	F.O.B.	Terms	Category

Item #	Qty.	UOM	Unit Price	Description	PO Subtotal
001	1	CY	\$77.00	4000# Concrete	\$77.00

P.O. Total: \$77.00

General Comments:
 1. This is a unit price purchase order. Total expenditure will be based on actual quantity orders multiplied by unit cost.
 2. Concrete is to be in strict accordance with the project plans & specifications. If it is determined by a 3rd party, independent testing laboratory that a load of concrete does meet specifications, Bette & Cring reserves the right to reject the concrete.
 3. The unit price is contingent on Champion Materials furnishing concrete for the JCC project
 4. Unit costs for additional products and services are as noted on Champion Materials' attached quote.

Accepted by: _____
 Champion Materials, Inc.

Bette & Cring, LLC
 Nick Matott

- The "Due on Site" date has been determined by the current project schedule. Coordinate ACTUAL DELIVERY with Project Manager and/or Field Superintendent. Only Bette & Cring personnel are authorized to accept deliveries. Provide 24-hour notice to the field office prior to delivery.
- Please sign and return a copy of this Purchase Order indicating your acceptance.
- Material is to be incorporated into a Tax Exempt Municipality and Sales Tax is excluded. A contractor Tax Exempt Purchase Certificate will be provided upon request.
- If the above noted order contains Hazardous Chemicals, the products must be appropriately labeled and a MSDS must be enclosed with the shipment.
- Equal Employment Opportunity: Vendor hereby certifies by furnishing the above, compliance with all Federal, State and Local orders and regulations "requiring affirmative action to insure equal employment opportunity."

LAWMAN HEATING & COOLING, INC.
HVAC, PLUMBING, ELECTRICAL CONTRACTING

208 AMBROSE STREET, P.O. BOX 599 SACKEYS HARBOR, NY 13685

(315) 646-2919 FAX (315) 646-2920

26 August 2015

Beate & Cring
16-38 US Route 11
Watertown, New York 13601

Attn: Nick Marott

Re: Watertown Municipal Arena Renovations
Watertown, NY
LHC #543 – Site Work

Gentlemen:

We present for your consideration our price quote for all equipment, labor and materials for the following additional work:

RFP-021 / PCO 033 – Raise Footings at West Addition to -5'-0" per RFI-034

CREDIT

Equipment:	930.00
Truckling	191.25
labor:	
Foreman	
20 hrs. @ 64.05	1,281.20
Laborer	
20 hrs @ 43.88	877.60
Operator	
20 Hrs. @ 62.06	<u>1,241.20</u>
Total Credit	- \$4,521.25

If you should need any additional information please contact the undersigned.

Sincerely,

Lawman Heating & Cooling, Inc.



Ken Lowe
Project Manager

PCO-033 8.21.2015

Description	Qty	Units	Cost	Material	Equip	Price
			Each	total	Total	Total
Rock Removal	3	CU YD	0	0.00	375.00	682.50
Reg. Excavation	7	CU YD	0	0.00	525.00	611.10
Spells	10	CU YD	7.5	75.00	0.00	75.00
Backfill	15	TON	7.75	116.25	30.00	269.25
						PCI60
						PCI60
						Clement Trucking
						Crusher Run
CREDIT TOTAL						

\$191.25

\$930.00

1 Foreman @ 20 hours

1 Laborer @ 20 hours

1 operator @ 20 hours

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

Contact Name:	Nick Matott	RFI #:	34
Contractor:	Bette & Cring	Date:	6/30/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:

REQUEST:
 We did the elevation calculations for the storm line that runs east to west through the west addition and determined that the top of pipe that passes through the west foundation will be at -8'-0 3/8" below finish floor. This pipe passes through between A.25 and A.30 at 10 line per drawing S-100. S-100 shows us dropping the top of footing in that location to -8'-0". Therefore the top of pipe will be just above top of footing. Can this footing be raised to -5'-0" and go over the storm line verses the pipe going through the footing? In doing so the bottom of footing will be (+-) 2'-0" above the top of the storm line.

Plan Sheet No.:

By: _____ **Signature:** _____

RESPONSE:
*YES - Foundation may be raised
 Provide credit for this work*

By: *MM* **Signature:** 

After reviewing the response, does the contractor anticipate:

That a change order will be required? Yes No

That there will be an increase in the cost of the project? Yes No



Bette & Cring
18438 US Route 11
Watertown, New York
Phone (315) 782-0074
Fax (315) 782-5159

B&C RFI #

Number assigned by

REQUEST FOR INFORMATION OR CLARIFICATION

Reference B&C # 1523 Watertown Arena

__ _pages

DATE EMAILED 6/25/2015

TO: Nick Mattot

PHONE: (315) 782-0074

Information Requested By: Don Jones

Subject: Specification Section:

Reference drawing(s) # A-110, S-100,

Request:

- 1) This morning we did the elevation calculations for the storm line that runs east to west through the west addition and determined that the top of pipe that passes through the west foundation will be at -8'-0 3/8" below finish floor. This pipe passes through between A.25 and A.30 at 10 line per drawing S-100. S-100 shows us dropping the top of footing in that location to -8'-0". Therefore the top of pipe will be just above top of footing. Can this footing be raised to -5'-0" and go over the storm line versus the pipe going through the footing? In doing so the bottom of footing will be (+-) 2'-0" above the top of the storm line.

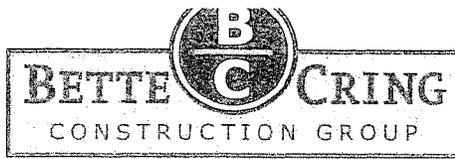
Please advise.

Possible solution:

CC: File / Nick Mattot

Response by: _____ Title: _____ Date: _____

Please fax or send your response to our Watertown Office.



Wednesday, September 16, 2015

Mr. Larry Coburn
Bernier Carr & Associates, PC
327 Mullin Street
Watertown, NY 13601

RE: Potential Change Order # 044
Watertown Ice Arena- 1523

Dear Mr. Coburn,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 044
Date: 21-Aug-15
Description: Delete Benches, Add GWB Wall @ Upper Level, Per ASI-027
Proposed Amt: (\$5,676.52)
Notes:

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Delete Benches, Add GWB Wall @ Upper Level, Per ASI-027	(\$5,676.52)	

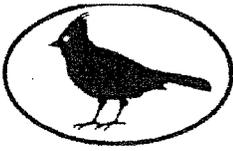
Total:(\$5,676.52)

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,
BETTE & CRING, LLC. _____

Nick Matott
Project Manager

Watertown Ice Arena				
PROPOSAL: PCO-044 Delete Benches, Add GWB Wall @ Upper Level Per ASI-027				
Description	Qty	Units	Rate	Total
Subcontractors				
Leone Painting	1	LS	\$ 206.23	\$ 206.23
North Country Drywall	1	LS	\$ 5,516.90	\$ 5,516.90
Whitacre Engineering	1	LS	\$ (204.50)	\$ (204.50)
Cardinal Construction	1	LS	\$ (1,703.00)	\$ (1,703.00)
Standard Insulating	1	LS	\$ (585.00)	\$ (585.00)
Loomis Masonry (Verbal)	1	LS	\$ (3,780.00)	\$ (3,780.00)
				\$ (549.37)
Bette & Cring, LLC				
Laborer	-2	Hrs	\$ 60.05	\$ (120.10)
Carpenter	-8	Hrs	\$ 63.32	\$ (506.56)
Mason	-2	Hrs	\$ 70.17	\$ (140.34)
Topping	-2	CY	\$ 77.00	\$ (154.00)
Benches	1	LS	\$ (4,500.00)	\$ (4,500.00)
Access Panel	1	Ea	\$ 31.47	\$ 31.47
Round Vents	25	Allow	\$ 5.00	\$ 125.00
Freight	1	LS	\$ 137.38	\$ 137.38
				\$ (5,127.15)
				\$ (549.37) From Above
TOTAL				\$ (5,676.52)
(T) Taxable				



Cardinal Construction NY, Inc.
Post Office Box 565, 321 Lakeview Dr., Dexter, New York 13634
Tel: (315) 639-6607 Fax (315) 639-3090

Nick Mattot, Project Manager
Bette & Cring, LLC
18438 US Route 11
Watertown, NY 13601

August 26, 2015

Re: Renovations to Watertown Municipal Arena
Credit for Bent Plate on Mezzanine

A/E: Stantech

Dear Nick,

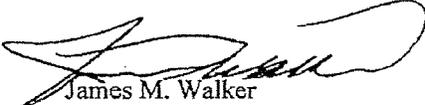
Cardinal Construction NY, Inc. is please to provide a credit for the Bent Plate on the Mezzanine:

180 feet of 3 x 12x 3/16 Plate	(\$ 902.00)
Labor	<u>(\$ 801.08)</u>
	(\$1,703.08)

Total CO Credit: \$1,703.00

Pricing good for 15 days
Terms – NET 30 –

Sincerely,


James M. Walker
President



Letter of Extra Invoice: 2015160- 103
Invoice Date: 08/17/2015
Submitted by: Tom Wheat
Phone: 315-546-0365

The Whitacre Engineering Company
4645 Rebar Ave NE, Canton, OH 44705
4522 Wetzel Road, Liverpool, NY 13090

Submitted To
NICK MATOT
Bette & Cring, LLC Watertown
18438 U.S. Route11
Watertown, NY 13601

Ref: 2015160 WATERTOWN ARENA RENOVATION

In reference to the above mentioned project, we are requesting a **CHANGE** to our contract amount with **PAYMENT** for the changes outlined below. If you have any questions concerning the scope of these changes please feel free to contact me directly.

Change Order #	Description	Amount
103	Credit for PCO 034 - 474 lbs masonry reinf bar deleted & 0.5 hrs detailing time	\$-204.50

Item	Quantity	UM	Unit Price	Extended Price
1 : DELETED BAR	-474.000	LBS	\$0.50000	\$-237.00
2 : DETAILING REVISION	0.500	HRS	\$65.00000	\$32.50

Attachment:

Acknowledged by: _____

Date: _____



We're made "across" friends since 1938!

Standard Insulating Co., Inc.
2008 SPFA Excellence Award/ABAA Certified Contractor

9/4/15

We Hereby Submit the Following Estimate For: Watertown Municipal Arena Renovations
***Deduct PCO-044**

Spec. Section: 092120 - Spray-on Acoustical/Insulating Finish

Basis:

1. Project is tax exempt.
2. All labor to be paid at the prevailing wage rates.
3. Price includes all labor, materials, and equipment required.
4. GC to maintain a dry substrate of 50 degrees or more for all spray applications.
Temporary heat and weather protection to be provided as required.

Scope of Work:

1. Spray apply White K-13 cellulosic insulation system to a depth of 1.5" on underside of roof deck and top cord (only) of existing truss per drawing 1/A-121 dated 1/21/15.
2. All debris generated from this work to be cleaned up daily and placed in the provided jobsite dumpster.

Deduct for elimination of K-13 in 585 Sq Ft of roofline:

Labor: \$351.00

Equipment: \$234.00

Material: \$0.00-was already purchased for work

Total: \$585.00

Submitted by,
Ken Gates
Estimator

9488 River Road, Marcy NY 13403
(315) 738-1424 * Fax: (315) 732-2304
kgates@standardinsulatingco.com



Stantec Consulting Services Inc.
 111 Grant Avenue Suite 201
 Endicott NY 13760
 Tel: (607) 321-6100
 Fax: (607) 321-6160

ARCHITECTURAL DIRECTIVE

Request for Proposal (RFP) Please submit an itemized Request for Proposal for adjustments to the Contract Sum and Contract time associated with the proposed modifications to the Work Identified on this form and in any referenced supporting documents. The Request for Proposal must be submitted within seven (7) days of the receipt of this request. The Constructor is NOT AUTHORIZED TO PROCEED with this change to the Work until the Request for Proposal has been submitted and approved by the Owner/ Architect.

Architect's Supplemental Instructions (ASI): This form and supporting documents, if referenced, provide additional information, clarification or instructions regarding the Work already documented in the Contract Documents. This work shall be carried out WITHOUT CHANGE to Contract Sum or Contract Time. The Constructor is AUTHORIZED TO PROCEED immediately upon receipt of this document. Proceeding with the work described in the attached documents indicates that the Constructor acknowledges and accepts that there will be no modifications to the Contract Sum or Contract Time associated with this work.

Construction Change Directive (CCD): The Constructor is directed to proceed with the changes to the scope of work identified in the Contract Documents as outlined in this form and any referenced supporting documents. The Constructor must submit and itemized Change Proposal within ten (10) days of the receipt of this directive for these modifications to the Work. This document constitutes an immediate AUTHORIZATION TO PROCEED with the changes to the Work when signed below by both the Owner and the Architect.

<i>Ray Kesel</i>	08/20/2015		
Architect	Date	Owner	Date

AD NO: 027

DATE: 08/20/2015

TO: Nick Matott
Bette & Cring, LLC

FROM: Stantec

CC: Larry Coburn
The BC Group

PROJECT: Watertown Municipal Arena

STANTEC PROJECT NO: 191060204

VIA: E-Mail

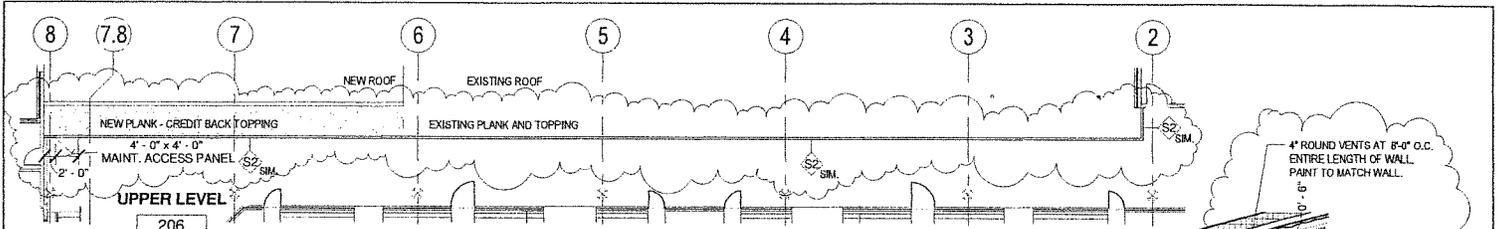
RE: Delete benches add in wall

MODIFY THE FOLLOWING DOCUMENTS PER THE COMMENTS BELOW.

Date:	Description:
08/20/15	

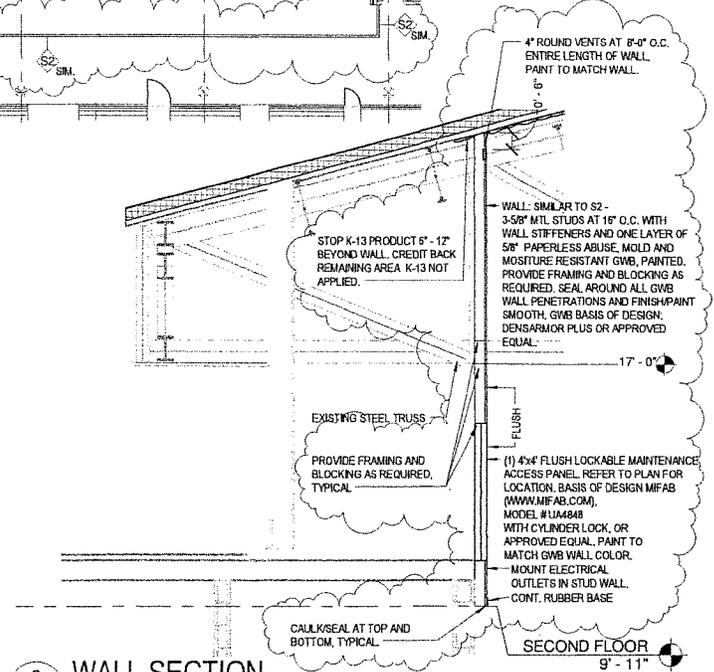
COMMENTS:

1. Please refer to the attached ASK-007. Provide credit for all items being removed from original scope and provide costs for installing a new wall, Maint. access panel and vents as shown on the attached ASK-007.



1 ARCHITECTURAL SECOND FLOOR PLAN
 ASK-007 SCALE: 1/16" = 1'-0"

- PROVIDE CREDIT FOR BUT NOT LIMITED TO:
- 1) MASONRY BLOCK
 - 2) CONTINUOUS STEEL ANGLE AND ANCHORS
 - 3) PAINT AT STEEL ANGLE
 - 4) PAINT SYSTEM AT CMU BLOCK
 - 5) PAINTING AND PREPPING OF EXISTING ROOF TRUSS AND STEEL INSIDE CAVITY
 - 6) BENCHES (5 TOTAL)
 - 7) K-13 PRODUCT NOT APPLIED INSIDE CAVITY
 - 8) 34 (4"x8) ACOUSTICAL WALL PANELS AND FURRING
 - 9) CONCRETE TOPPING INFILL AT NEW PLANK
 - 10) CONCRETE TOPPING INFILL ADJACENT TO COLUMN LINE 2
 - 11) ROUGH IN AND MOUNTING OF ELECTRICAL OUTLETS IN CMU BLOCK



2 WALL SECTION
 ASK-007 SCALE: 3/8" = 1'-0"



Client/Project City of Watertown Watertown Municipal Arena		Title AS1-27 KNEE WALL WITH BENCHES TO STUD WALL	
SECOND FLOOR WALL	8/20/15	Project No. 191060204	Reference Sheet Figure No. ASK-007
Revision	YYYY-MM-DD		

8/20/2015 12:42:14 PM C:\Temp\Drawings\AS1-27\AS1-27.dwg WMA 12/16/2014 (revised)

RESOLUTION

Page 1 of 1

Approving Change Order No. 3 for Watertown Municipal Arena Renovation, Plumbing/Fire Protection, Lawman Heating & Cooling, 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

Total

Introduced by

WHEREAS on March 30, 2015, City Council of the City of Watertown approved the bid submitted by Lawman Heating & Cooling, Inc. in the amount of \$668,000 for Plumbing/Fire Protection for the Watertown Municipal Arena Renovation, and

WHEREAS on June 15, 2015, City Council approved Change Order No. 1 in the amount of \$64,810.75 for work on the sprinkler system, surface mounted drinking fountains, PVC plumbing, eliminating sensor activated flush valves, and eliminating sensor activated lavatory faucets, and

WHEREAS on September 21, 2015, City Council approved Change Order No. 2 in the amount of \$9,388.48 to install utilities for the elevator sump pit, and

WHEREAS Lawman Heating and Cooling, Inc. has now submitted Change Order No. 3 in the amount of \$6,723.15 to enclose an area of the main walkway on the second floor,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 3 to contract with Lawman Heating & Cooling, Inc. in the amount of \$6,723.15 for the Watertown Municipal Arena Renovation, a copy of which is attached and made part of this Resolution, bringing the total of the Plumbing/Fire Protection contract to \$748,922.38, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison be authorized and directed to sign the Change Order on behalf of the City of Watertown, and

Seconded by

AIA[®] Document G701/CMa[™] – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address): City of Watertown 2015-025 245 Washington Street Watertown, NY 13601	CHANGE ORDER NUMBER: 3-003 INITIATION DATE: 10/9/15	OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Lawman Heating & Cooling, Inc. 206 Ambrose Street Sackets Harbor, NY 13685	PROJECT NUMBERS: 2015-025 / CONTRACT DATE: April 6, 2015 CONTRACT FOR: 3 - Plumbing	

THE CONTRACT IS CHANGED AS FOLLOWS:

Proposal #541 - Provide additional sprinkler heads in the Mezzanine Corridor.

The original Contract Sum was	\$	668,000.00
Net change by previously authorized Change Orders	\$	74,199.23
The Contract Sum prior to this Change Order was	\$	742,199.23
The Contract Sum will be increased by this Change Order in the amount of	\$	6,723.15
The new Contract Sum including this Change Order will be	\$	748,922.38

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is as per the original milestone schedule.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Bernier, Carr & Associates, Engineers, Architects, & Land
Surveyors, PC

CONSTRUCTION MANAGER (Firm name)
327 Mullin Street, Watertown, NY 13601

ADDRESS

Larry Coburn

BY (Signature)

Larry Coburn

(Typed name)

DATE: 10/12/15

Stantec Consulting

ARCHITECT (Firm name)

61 Commercial Street, Rochester, NY 14614

ADDRESS

Jeri Pickett

BY (Signature)

Jeri Pickett

(Typed name)

DATE: 10/15/15

Lawman Heating & Cooling, Inc.

CONTRACTOR (Firm name)

206 Ambrose Street, Sackets Harbor, NY 13685

ADDRESS

Ronald L Brimmer

BY (Signature)

Ronald L Brimmer

(Typed name)

DATE: 10/13/15

City of Watertown

OWNER (Firm name)

245 Washington Street, Watertown, NY 13601

ADDRESS

BY (Signature)

(Typed name)

DATE:

LAWMAN HEATING & COOLING, INC.
HVAC, PLUMBING, ELECTRICAL CONTRACTING

206 AMBROSE STREET P.O. BOX 599 SACKETS HARBOR, NY 13685

(315) 646-2919 FAX (315) 646-2920

14 September 2015

Bernier, Carr & Associates, PC
327 Mullin Street
Watertown, New York 13601

Attn: Larry Coburn

Re: Watertown Municipal Arena Renovations
Watertown, NY
LHC #541 - Plumbing

Gentlemen:

We present for your consideration our price quote for all equipment, labor and materials for the following additional work:

Additional Work – Additional Sprinkler Heads at Mezzanine Corridor

Subcontractor:	
Associated Fire	6,403.00
5%OH &P	<u>320.15</u>
Total	\$ 6,723.15

If you should need any additional information please contact the undersigned.

Sincerely,

Lawman Heating & Cooling, Inc.



Ron Brimmer
Project Manager



ASSOCIATED FIRE PROTECTION CORP.

P.O. Box 3181, Syracuse, New York 13220
(315) 463-9890 • Fax (315) 463-9895

AUTOMATIC FIRE SPRINKLER SYSTEM PROPOSAL

September 14, 2015

Lawman Heating & Cooling, Inc.
P.O. Box 588
Sackets Harbor, NY 13685-0588

Attention: Rob Arcuri
RE: CITY OF WATERTOWN MUNICIPAL ARENA WATERTOWN, NY – ADDITIONAL SPRINKLER HEADS AT MEZZANINE CORRIDOR

Rob,

We are pleased to submit our quote for the fire protection portion of work within the above-mentioned project. This scope shall begin with the addition of 21 new upright sprinkler heads protecting the concealed combustible space at the mezzanine created by adding the mezzanine corridor wall. Also included are all system re-design including shop drawings and hydraulic calculations per NFPA #13 "INSTALLATION OF SPRINKLER SYSTEMS" (2007 Edition), and per state and local code requirements, engineering, material, fabrication, installation (@ prevailing wage rates) testing and certification needed for completion of this project. The pricing and breakdown are as follows:

Material -----	\$2,788.00
Labor (Including shop drawings & hydraulic calcs)-----	\$2,780.00
Sub Total -----	\$ 5,568.00
15% OHP -----	\$ 835.00
Total -----	\$ 6,403.00

This price excludes: Underground piping, BACKFLOW PREVENTER, AIR COMPRESSOR, PAINTING, electrical, fire alarm, sales tax and bond.

If you have any questions or need any additional information please don't hesitate to contact us @ 463-9890 or email plembo@afpccompanies.com.

Sincerely,
Associated Fire Protection Corp.

Peter R. Lembo

Peter R. Lembo
President

To: Peter Lembo
Subject: Fwd: Arena

Read below another change.

Robert A. Arcuri
Project Manager

Cell: 315 405 3000
Office: 315 646 2919
Fax: 315 646 2920
Email: rob@lawmanhc.com

Begin forwarded message:

From: <brimmer@lawmanhc.com>
Date: August 25, 2015 at 3:26:22 PM EDT
To: "Robert Arcuri" <rob@lawmanhc.com>
Subject: Fw: Arena

From: [Larry Coburn](#)
Sent: Tuesday, August 25, 2015 1:58 PM
To: [Peter Lembo](#)
Cc: [Wood, Justin](#) ; brimmer@lawmanhc.com
Subject: Arena

Pete... the City has opted to add a wall at the mezzanine level on the north side second floor to go from the former seating ledge area to the bottom of the roof- effectively creating a corridor wall upstairs. I noticed your boys have installed the feed line for the sprinkler system and we'll need to look at what modifications may need to be made to keep code compliance and coverage intact. Please stop out and look at this with me if you can and ask your field man to contact me out here so he has a gist of what's in the works.

Larry Coburn
Senior Construction Manager

BCA Construction Managers
1000 N. Syracuse / Watomoyin

301 North 1st St
Syracuse, NY 13202
P: 315.432.4120 C: 315.480.1370
www.thebcgroup.com

The information contained in this e-mail and any accompanying documents is confidential, may be privileged, and is intended solely for the person and/or entity to whom it is addressed (i.e. those identified in the "To" and "cc" box). They are the property of Bernier Carr & Associates. Unauthorized review, use, disclosure, or copying of this communication, or any part thereof, is strictly prohibited and may be unlawful. If you have received this e-mail in error, please return the e-mail and attachments to the sender and delete the e-mail and attachments and any copy from your system. Bernier Carr & Associates thanks you for your cooperation.

Res No. 9

November 5, 2015

To: The Honorable Mayor and City Council

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

Subject: Authorizing Budget Modification No. 2 Request for the FY 2013 Small Cities Community Development Block Grant

The City's 2013 Small Cities Community Development Block Grant provides funds for single-unit housing rehabilitation. The Grant Agreement divides the program into three activities and each activity has a budget amount that cannot be exceeded without a budget modification approved by New York State Office of Community Renewal.

We are at the end of the program and budget numbers need to be amended to reflect what will actually be spent.

The budget modification proposal attached to the resolution prepared for City Council consideration shifts \$17,557.37 from Grant Administration to Housing Rehab (Single Unit).

RESOLUTION

Page 1 of 1

Authorizing Budget Modification No. 2 Request for
The FY 2013 Small Cities Community
Development Block Grant

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 Grant Agreement with the New York State Housing Trust Fund Corporation represented by the Office of Community Renewal for the FY 2013 Small Cities Community Development Block Grant contains budget amounts for each activity, and

WHEREAS the City Council wishes to move funds from administration to single-unit housing rehab, and

WHEREAS budget modifications must be approved by the Office for Small Cities,

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Watertown, New York that it hereby approves the proposed budget modification, which is attached and made part of this resolution, for the FY 2013 Small Cities Community Development Block Grant, and

BE IT FURTHER RESOLVED that the Mayor Jeffrey E. Graham is hereby authorized and directed to sign the budget modification form on behalf of the City and submit it to the Office of Community Renewal for approval.

Seconded by

FORM 7-1

BUDGET MODIFICATION*

Recipient: City of Watertown

Project #: 1207HR11-13

Modification #: 2

OFFICE USE ONLY	ACTIVITY	OFFICE OF COMMUNITY RENEWAL APPROVED BUDGET			PROPOSED MODIFICATION (+/-)		AFTER MODIFICATION			
							Budget			CDBG
IDIS #	NAME/USE	CDBG	OTHER SOURCES	TOTAL	CDBG	OTHER SOURCES	CDBG	OTHER SOURCES	TOTAL	FUNDS AVAILABLE
	Housing Rehab (Single Unit)	\$328,000.00	\$0.00	\$328,000.00	\$17,557.37	\$0.00	\$345,557.37	\$0.00	\$345,557.37	\$0.00
	Program Delivery (Single Unit)	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$0.00	\$36,000.00	\$0.00	\$36,000.00	\$0.00
	Housing Rehab (Multi-Unit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Program Delivery (Multi-Unit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Grant Administration	\$36,000.00	\$0.00	\$36,000.00	-\$17,557.37	\$0.00	\$18,442.63	\$0.00	\$18,442.63	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Certification to the best of my knowledge and belief the modification indicated have been duly authorized by the governing body of the applicant.

_____ Signature of Chief Elected Official	_____ Date
Jeffrey E. Graham	Mayor
_____ Typed Name of Chief Elected Official	_____ Title

For Office Use Only	FMS Budget Modified Date: _____ Initials: _____
Program Staff Review _____ (Update FMS Substages 201/211 & 202/212)	
Approved: _____ Denied: _____ Date: _____ (Update FMS Substage 203/213)	Authorized Signature: _____ Title: _____

* MODIFICATIONS TO BUDGET ALSO MODIFY SCHEDULE B OF THE NYS CDBG AGREEMENT. BUDGET MODIFICATIONS MUST BE REFLECTED ON ALL FUTURE REQUESTS FOR FUNDS REQUEST FOR FUNDS FORM 1-4A, COLUMN A)

Res No. 10

November 6, 2015

To: The Honorable Mayor and City Council

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

Subject: Finding that the Renovation of and Additions to the Municipal Arena at Alex T. Duffy Fairgrounds Will Not Have Any Significant Adverse Impacts on the Environment

Senator Patty Ritchie awarded the City a \$50,000 grant through the State and Municipal Facilities Program for upgrades to the Municipal Arena. The grant requires that documentation be submitted showing that a State Environmental Quality Review has been completed.

Part 1 of a Short Environmental Assessment Form (EAF) has been prepared for City Council's review. The Council must complete Part 2, and Part 3 if necessary, of the EAF and adopt the attached resolution. The resolution states that the proposed project will not have any significant adverse impacts on the environment.

RESOLUTION

Page 1 of 1

Finding that the Renovation of and Additions to the Municipal Arena at Alex T. Duffy Fairgrounds Will Not Have Any Significant Adverse Impacts 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, is renovating and adding to the Municipal Arena at Alex T. Duffy Fairgrounds, and

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

WHEREAS the proposed project will constitute such an “Action,” and

WHEREAS the City Council has determined that the renovation and additions to the Arena 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 project will have any significant adverse impacts 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 renovation of and additions to the Municipal Arena will not have any significant adverse impacts on the environment.
2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

Short Environmental Assessment Form

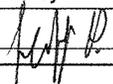
Part 1 - Project Information

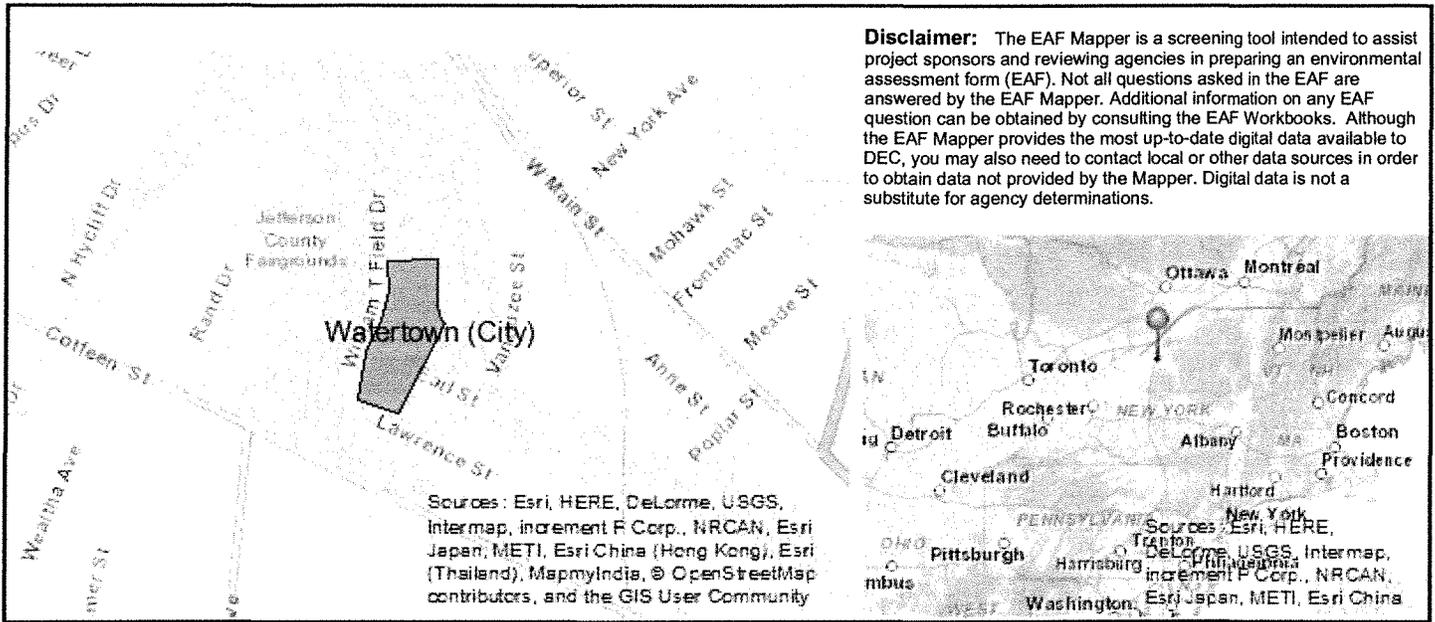
Instructions for Completing

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

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

Part 1 - Project and Sponsor Information			
Name of Action or Project: Municipal Arena Renovation and Additions			
Project Location (describe, and attach a location map): 600 WT Field Dr			
Brief Description of Proposed Action: The existing municipal arena will be renovated and two-level additions will be constructed on the front and back. The project will include six team rooms, an ice resurfacers room, four coaches offices, a referees room, a press box, storage space, a second floor mezzanine, a Parks and Recreation maintenance staff area, two main entry vestibules, and expansion of the existing concession area, a first aid station, a party/multipurpose room, administrative offices, a lobby/observation deck, and expanded asphalt parking area, a renovated existing pool house locker rooms and lifeguard office, upgraded HVAC systems and and updated electrical system, as well as water, sanitary, and storm infrastructure.			
Name of Applicant or Sponsor: City of Watertown		Telephone: (315) 785 - 7884	
		E-Mail: jpolkowski@watertown-ny.gov	
Address: 245 Washington Street			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input 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: Uniform Building Permit, City of Watertown			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		8.7 acres	
b. Total acreage to be physically disturbed?		2.2 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		41.3 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 checked="" 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)?	NO	YES
If Yes, explain purpose and size: _____ _____ _____	<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?	NO	YES
If Yes, describe: _____ _____ _____	<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?	NO	YES
If Yes, describe: _____ Due to the Bomax Manufacturing site on 22222 Salmon Run Road, groundwater is contaminated nearly a mile away. Public water is available in and no private wells are known. Removal of contaminated soil has mitigated source area contamination.	<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: <u>Jeffrey M. Polkowski</u> Date: <u>10/30/2015</u>		
Signature: <u></u>		



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

Project:

Date:

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

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

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

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

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Res No. 11

November 10, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Refurbishing Fire Department Pumper Truck

The City Purchasing Department has advertised and received sealed bids for refurbishing of a Pumper Truck for use by the Fire Department, per our specifications.

Bid specifications were sent to fifteen (15) fire apparatus providers. Five (5) sealed bids was received and publicly opened on Thursday, October 29, 2015 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City accept the bid from Jerome Fire Equipment as the lowest qualifying bidder meeting our specifications in the amount of \$82,306.14. It is further recommended that the City accept Alternates Nos. 1 and 2 from Jerome Fire Equipment at an increase of \$1,448.89, bringing the total bid to \$83,755.03. The bids received are outlined in Ms. Pastuf's attached report, along with a report from Chief Dale Herman.

Funding for the reburbish of this Pumper Truck was included in the Fiscal Year 2015-16 Budget. A resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Refurbishing Fire Department Pumper Truck

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

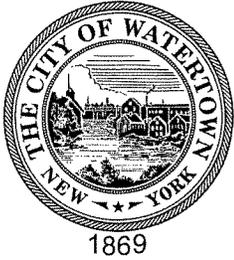
WHEREAS the City Purchasing Department has advertised and received sealed bids for refurbishing of a Pumper Truck for use by the Fire Department, per our specifications, and

WHEREAS bid specifications were sent to fifteen (15) fire apparatus providers, with five (5) sealed bids received and publicly opened and read in the City Purchasing Department on Thursday, October 29, 2015, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the bid submitted by Jerome Fire Equipment, along with their Alternates Nos. 1 and 2,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the bid submitted by Jerome Fire Equipment as the lowest qualifying bidder meeting our specifications, along with their Alternates Nos. 1 and 2, in the total bid amount of \$83,755.03.

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 2015-14 –Refurbishing of Pumper Truck for Fire Department – Bid Recommendation
DATE: 11/9/2015

The City's Purchasing Department advertised in the Watertown Daily Times on September 30, 2015 calling for sealed bids for the re-furbishing of a Pumper Truck for use by the City of Watertown Fire Department as per City Specifications.

Bid Specifications were sent to fifteen (15) fire apparatus providers. Five (5) sealed bids were submitted to the Purchasing Department. The sealed bids were publicly opened and read on Thursday, October 29, 2015 at 11:00 am, local time. The bid tally is provided below:

Description	Colden Enterprises Kenmore, NY	E-One Hamburg, NY	Jerome Fire Equipment Clay, NY
Total Lump Sum Price	\$139,800.00	\$78,103.37	\$66,246.00
Options			
Replace all wheels on vehicle to aluminum (per axle loading)	\$2,772.00	\$5,816.00	\$3,541.14
To convert existing deck gun to a TFT extend a gun	\$2,585.00	\$4,232.00	\$1,799.00
Replace rear compartment door with roll-up	\$3,145.00	\$3,035.00	No Bid
Remove vinyl interior and replace with rough service surface	No Bid	\$5,185.00	\$310.00
Replace front trash line with 2 ½" plumbing	\$4,240.00	\$2,920.00	\$3,200.00
Install David Clark intercom system for 4 occupants	\$5,323.00	\$4,140.00	\$6,160.00
Install a hose compartment for the 3" hose on the driver side for the Blitzfire	\$1,755.00	\$2,256.00	\$1,050.00
Total Options	\$19,820.00	\$27,584.00	\$16,060.14
Lump Sum with Options	\$159,620.00	\$105,687.37	\$82,306.14

The bids were reviewed by the City Fire Department and the Purchasing Department to ensure that they met the required specifications. Fire vehicles are in essence a moving building that house mechanicals to fight fires, carry equipment fire fighters need to do their job and provide transportation to any location in the City. As this is a fifteen year old vehicle, there may be additional work that comes to light as the restoration projects proceeds, causing the need for change orders. The bid specifically details that any changes must first be requested with detailed cost estimates and approved before any work can commence.

The lowest bid, from Jerome Fire Equipment, was reviewed for compliance to the specifications. There were no significant deviations found from the required specifications. It is recommended that the bid from Jerome Fire Equipment be awarded as the lowest responsive responsible bid for **\$82,306.14**.

Jerome Fire Equipment also proposed several alternate options for the project. The options are displayed below. The options were reviewed by Chief Herman to determine if they added value to the project. Chief Herman concluded that Alternate #1 and Alternate #2 add substantial value to the project for a minimal increase in price. Alternate #1 replaced new seats for repaired seats for an increase of \$888.90. Alternate #2 added a safety option to the pumper for a minimal increase of \$590.00. Alternate #3 is not a viable substitute as the David Clark systems are standard on all City of Watertown Fire Department vehicles. It is recommended that we accept the proposed Alternates #1 and #2 as they add significant value to the project at a minimal increase of **\$1,448.89**, for a bid total of **\$83,755.03**.

Proposed Alternates

Alt. 1	4 new comparable seats in lieu of repairing torn fabric on various seats as part of request on #9	\$3,161.45
Original	#9 - Replace front officer cab seat with similar type and repaid any torn seat fabric on the other seats	\$2,272.56
Alt. 2	Hinged Diamond Plate Cover over Crosslays, in addition to side Die Cut end covers proposed in #27	\$590.00
Original	Provide hose retaining devices on existing pre-connected hose lines per current NFPA 1901.	\$383.40
Alt. 3	Firecom 4 occupant intercom system (in lieu of David Clark system requested in Option #7)	\$4,315.00
Original	Install David Clark intercom system for 4 occupants	\$6,160.00

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

FISCAL YEAR 2015-2016
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
FIRE

PROJECT DESCRIPTION	COST
<p>Refurbish Engine 1: The department seeks authorization to refurbish Engine 1, a 2000 American Eagle Pumper. This vehicle has been in service as an initial response vehicle since its delivery and refurbishing this work horse should extend its usable life for an additional 15 years of reserve duty. Proposed work to be accomplished include a pump overhaul and installation of a pump compartment heater, replacement of worn safety equipment, transmission and engine overhaul, changing of light package to LED, new tires and brakes as well as repair corrosion issues. In the last 5 years, the department has spent nearly \$36,000 in repairs to keep this vehicle functioning. This past year, the vehicle has been plagued with electrical issues.</p>  <p>Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	<p>\$150,000</p>
TOTAL	\$150,000



CITY OF WATERTOWN, NEW YORK

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



To: Amy Pastuf, Purchasing Manager
From: D. Herman, Fire Chief
Date: November 6, 2015
Subject: Refurbishing of Fire Department Pumper Truck

I have reviewed the bid proposal from Jerome Fire Equipment and it was noticed that an item in our specifications is not compatible with the existing motor on the apparatus. They are proposing in an e-mail, dated November 6, to substitute an FRC Pro-S pressure governor for the FRC TGA 300 that was specified with no increase cost in their proposal of \$66,246. This substitution has been reviewed and considered as meeting the specification.

As part of the specification was a list of options to be considered based on the overall cost of the project. It is recommended to approve the following options:

- 1- Replace all wheels to aluminum \$3,541.14
2- Convert existing deck gun \$1,799.00
3- Replace vinyl interior with rough service surface \$ 310.00
4- Replace front trash line with 2 1/2" plumbing \$3,200.00
5- Install David Clark Intercom system \$6,160.00
6- Install a hose compartment for the 3" Blitzfire \$1,050.00

Their firm also proposed three additional items that were not part of the original specifications or options:

Additional Option 1 is recommended to replace all four riding position with new seats for \$3,161.45. The original specification calls for replacing one seat and fixing the remainder. These new seats with new safety restraints will enhance firefighter safety.

Additional Option 2 is recommended to construct a cover over the existing cross lay hose bed and will provide a firefighter with a safe and flat platform to operate the extended deck gun that was provided in Option #2.

Additional Option 3 is not recommended as we currently do not have any of these components in service.

The overall proposal, including all options, is within our current Capital Budget plan of \$150,000, however even though we believe that our specification were thorough in refurbishing this 15 year old vehicle, there may be some hidden items identified once the work commences that would require attention and additional funds to complete the work.

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

Res No. 12

November 10, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Adopting controlled Substance and Alcohol Testing Policy

With our recent urbanized area designation, Federal regulations mandate the City of Watertown to adopt a Controlled Substance and Alcohol Testing Policy.

As detailed in the attached report of Confidential Assistant to the City Manager Matthew Roy, he has proposed that the City adopt a City of Watertown Controlled Substance and Alcohol Testing Policy. This program will be part of the official FTA Triennial Review.

The attached resolution for Council consideration adopts this program effective immediately. Staff will be present to answer any questions.

RESOLUTION

Page 1 of 1

Adopting City of Watertown Controlled Substance and Alcohol Testing Policy

Introduced by

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 City of Watertown is the recipient of Urbanized Area Formula Funding, 5307 funds, and

WHEREAS Federal regulations mandate that the City of Watertown adopt a Controlled Substance and Alcohol Testing Policy,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the City of Watertown Controlled Substance and Alcohol Testing Policy, a copy of which is attached and made part of this resolution, effective immediately.

Seconded by

City of Watertown

Controlled Substance and Alcohol Testing Policy For FTA Regulated Employees Adopted [Month, Day, Year]

I. Purpose

The City of Watertown provides public transit services for the residents of the City of Watertown, and as such, part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of both the employees and the general public. In keeping with said mission, the City of Watertown declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances, or the misuse of alcohol, is expressly prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. The intention of this policy is to fully comply with all applicable federal regulations governing workplace anti-drug and alcohol programs within the transit industry. Specifically, the rules and regulations put forth by the Federal Transit Administration (FTA) of the U.S. Department of Transportation (USDOT) with their publishing of 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits the performance of safety-sensitive functions when testing results in a positive finding. The USDOT has also published 49 CFR Part 40, as amended, which sets forth the standards for the collection of urine and breath specimens, and for its testing.

Any provisions set forth in this policy that are included under the sole authority of the City of Watertown and are not provided for under the authority of the above named federal regulations are underlined. Tests conducted under the sole authority of the City of Watertown will be performed on non-USDOT forms and will be kept separate from USDOT testing in all respects.

II. Applicability

This Controlled Substance and Alcohol Testing Policy applies to all safety-sensitive employees, under FTA authority, when performing safety-sensitive functions, as enumerated in their job description.

A safety-sensitive function is any function necessary in the operation of a mass transit service, including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons

controlling the movement of revenue service vehicles, and other transit employees who are required to hold a Commercial Drivers License (CDL). The aforementioned maintenance functions include the repair, overhaul, and rebuilding of engines, vehicles and/or equipment used in revenue service. Supervisors are only deemed safety-sensitive if they perform one of the above functions. Volunteers are considered to be safety-sensitive, and therefore subject to testing, if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

III. Prohibited Substances

A. Prohibited substances addressed by this policy include the following:

1. **Illegally Used Controlled Substance or Drugs:** Under the Drug-Free Workplace Act of 1988, any drug or controlled substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15, is prohibited at all times in the workplace, unless a legal prescription has been written for said substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including heroin), phencyclidine (PCP), cocaine, and any drug or substance that is not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes the use of any illegal drug, the misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which can cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.

FTA drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines (including methamphetamines and ecstasy), opiates (including heroin), and phencyclidine as described in Section XV of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested anytime they are on duty.

2. **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries with it a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be immediately reported to a direct supervisor. As well, the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
3. **Alcohol:** The use of beverages containing alcohol (including any mouthwash, medication, food, or candy) or any other substances in which alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee, under

49 CFR Part 655, just before, during, or just after the performance of safety-sensitive job functions.

IV. Prohibited Conduct

- A. All covered employees are prohibited from reporting for duty or remaining on duty any time that there is a quantifiable presence of a prohibited drug in their body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- B. Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions, or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty.
- C. The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive job functions if any supervisor has actual knowledge that the employee is using alcohol.
- D. Each covered employee is prohibited from reporting to work or remaining on duty that requires the performance of safety-sensitive functions while having a breath alcohol concentration of 0.02 or greater, regardless of when the alcohol was consumed.
- E. No covered employee shall consume alcohol for eight (8) hours following their involvement in an accident, or until he/she submits to a post-accident drug/alcohol test, whichever occurs first.
- F. No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- G. The City of Watertown, under its own authority, also prohibits the consumption of alcohol at all times while the employee is on duty, or anytime the employee is in uniform.
- H. Consistent with the Drug-Free Workplace Act of 1988, all City of Watertown employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace, including transit system premises and transit vehicles.

V. Drug Statute Conviction

Consistent with the Drug-Free Workplace Act of 1988, all employees are required to notify the City of Watertown of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section XV of this policy. The City of Watertown further requires that any drug or alcohol related

arrest or conviction be reported to the employee's direct supervisor within forty-eight (48) hours.

VI. Testing Requirements

- A. Analytical urine drug testing and breath testing for alcohol will be conducted as required under 49 CFR Part 40, as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random, as defined in Sections IX, X, XI, and XII of this policy, and upon return to duty and follow up.
- B. A drug test can be performed any time a covered employee is on duty. A reasonable suspicion and random breath alcohol test can be performed just before, during, or just after the performance of a safety-sensitive job function.
- C. All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with the City of Watertown. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section XV of this policy.

VII. Drug Testing Procedures

- A. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- B. The drugs that will be tested for include: marijuana, cocaine, opiates (including heroin), amphetamines (including methamphetamine and ecstasy), and phencyclidine. After the identity of the donor is checked using photo identification, a urine specimen will be collected using the split specimen collection method as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a USDOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GS/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites, as identified by the GS/MS test, are above the minimum thresholds established in 49 CFR Part 40, as amended.

- C. The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive, or refusal to test, and be reported to the City of Watertown Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.
- D. If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- E. Any covered employee who questions the result of a required drug test under paragraph X through XIV of this policy may request that the split specimen be tested. The split specimen test must be conducted at a second HHS-certified laboratory that has no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split specimen that was provided by the employee at the same time as the primary specimen. The method of collecting, storing, and testing the split specimen will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split specimen test must be made to the MRO within seventy-two (72) hours of notice of the original specimen verified test result. Requests made after the seventy-two (72) hour window will only be accepted at the discretion of the MRO, and only if the delay was due to documented facts that were beyond the control of the employee. The City of Watertown will ensure that the costs for the split specimen test are covered in order for a timely analysis of the specimen. Reimbursement for said costs may be sought from employee.
- F. If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is unable to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be cancelled. If the split specimen is not available to analyze, the MRO will direct the City of Watertown to retest the employee under direct observation.
- G. The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split specimen will be discarded. If the primary specimen is verified positive, the split

specimen will be retained for testing, if so requested by the employee through the MRO. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

H. Observed collections

1. Consistent with 49 CFR Part 40, as amended, collection under direct observation, by a person of the same gender, with no advance notice will occur if:
 - a. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the City of Watertown that there was not an adequate medical explanation for said result;
 - b. The MRO reports to the City of Watertown that the original positive, substituted, or adulterated test result had to be cancelled because the test of the split specimen could not be performed;
 - c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL, and the MRO reported the specimen to the City of Watertown as negative-dilute and that a second collection must take place under direct observation (see 49 CFR Part 40.197 (b)(1));
 - d. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - e. The temperature of the original specimen was out of range;
 - f. Anytime the employee is directed to provide another specimen because the original specimen appears to have been tampered with;
 - g. All follow-up tests; or
 - h. All return-to-duty tests.
2. If an observed collection is required, as explained above, it will follow the procedures as written in 49 CFR Part 40.67 (i), as amended:

As the observer, you must request the employee to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show you, by turning around, that they do not have a prosthetic device. After you have determined that the employee does not

have such a device, you may permit the employee to return clothing to its proper position for observed urination.

VIII. Alcohol Testing Procedures

- A. Tests for breath alcohol concentration (BAC) will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-EBT device which is also approved by the NHTSA. If the initial test indicates a BAC of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen (15) minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures, and the validity of the test result.
- B. An employee who has a confirmed BAC of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section XV of this policy. Even though an employee who has a confirmed BAC of 0.02 to 0.039 is not considered positive, the employee shall be removed from duty for at least eight hours and will be subject to consequences as described in Section XV of this policy. A BAC of less than 0.02 will be considered a negative test.
- C. The City of Watertown affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures, or the validity of the test results, is compromised, the test will be cancelled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- D. The alcohol testing form (ATF) required by 49 CFR Part 40, as amended, shall be used for all FTA employees requiring testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

IX. Pre-Employment Testing

- A. All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

1. All offers of employment for covered positions shall be extended upon the condition that the applicant passes a drug test. An applicant will not be allowed to perform any safety-sensitive functions unless the applicant takes a drug test with verified negative results.
2. An employee shall not be placed, transferred, or promoted into a position covered under FTA authority until the employee submits a drug test with a verified negative result.
3. If an applicant fails a pre-employment drug test, the conditional offer of employment will be rescinded and the applicant will be referred to a Substance Abuse Professional (SAP). Before being considered for future employment, the applicant must provide the City of Watertown proof of having successfully completed a referral, evaluation, and treatment plan as described in Section 655.62 of subpart G, as amended. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
4. When an employee being placed, transferred, or promoted from a non-covered position to one that is covered under FTA authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section XV herein.
5. If a pre-employment test is cancelled, the City of Watertown will require the applicant to take and pass another pre-employment drug test.
6. In instances where a FTA covered employee is on extended leave for a period of 90 consecutive days or more, regardless of reason, and is not in the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655, as amended, and have a negative test result prior to returning to duty that requires performing safety-sensitive job functions.
7. Following a negative dilute result, the employee will be required to undergo another drug test. Should this second test result in a negative dilute result, the test will be considered a negative result and no additional testing will be required unless directed to do so by the MRO.
8. Applicants are required, even if not eventually hired, to provide the City of Watertown with signed written releases requesting FTA drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the past two (2) years. Failure to do so will result in the employment offer being rescinded. The City of Watertown is required to ask all applicants, even if ultimately not hired, if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the past two (2) years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT-covered employer, the applicant

must provide the City of Watertown proof of having successfully completed a referral, evaluation, and treatment plan as described in section 655.62 of subpart G, as amended.

X. Reasonable Suspicion Testing

- A. All City of Watertown covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the City of Watertown has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulated observations of the employee's appearance, behavior, speech, or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained, and documented, to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion drug test can be performed any time the covered employee is on duty. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. Reasonable suspicion alcohol testing will be conducted no more than two hours after the reasonable suspicion determination has been made, and in any event, within eight hours. However, in the event the testing is not performed within this two hour period, a report will be prepared indicating the reason for not promptly administering the test. In the event the test is not administered within eight hours, the City of Watertown will cease attempts to administer the test and prepare another report indicating the reason for not administering the test.

If a trained supervisor requires a covered employee to undergo a reasonable suspicion alcohol and/or drug test, the employee will be escorted to the collection site by the employee's Department Head or designee.

XI. Post-Accident Testing

- A. All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit revenue service vehicle, regardless of whether or not the vehicle is in revenue service, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident.
- B. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, as defined in Section XX, unless the operator's performance can be completely discounted as a contributing factor to the accident.

1. As soon as is practicably possible following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle, and all other covered employees whose performance could have contributed to the accident for the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
2. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicably possible, but no longer than eight (8) hours after the accident, for alcohol testing, and no longer than thirty-two (32) hours, for drug testing. If an alcohol test is not performed within two hours of the accident, the transit supervisor will document the reason(s) for said delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within thirty-two (32) hours, attempts to conduct the test must cease and the reason(s) for the failure to test documented.
3. Any covered employees involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.
4. An employee who is subject to post-accident testing who fails to remain readily available for said testing, including notifying a supervisor or his/her location if he/she leaves the scene of the accident prior to submission to said test, may be deemed to have refused to submit to testing.
5. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
6. In the rare event that the City of Watertown is unable to perform an FTA drug and alcohol test (i.e., the employee is unconscious, employee is detained by a law enforcement agency), the City of Watertown may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with state and local law.
7. While FTA policy will take precedence, any accidents that do not fall under said authority will be tested, for drugs/drug metabolites, alcohol, or both, under the authority of the City of Watertown.

XII. Random Testing

- A. All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made using a scientifically valid method of randomly generating an employee identifier from an appropriate pool of safety-sensitive employees.
- B. The dates for administering unannounced test of randomly selected covered employees shall be spread reasonably throughout the calendar year, day of the week, and hours of the day.
- C. The number of employees randomly selected for drug/alcohol testing during the calendar year shall not be less than the percentage rates established by federal regulations for those safety-sensitive employees subject to random testing by federal regulations. The current random testing rate for drugs by the FTA equals twenty-five (25) percent of the number of covered employees in the pool and the random testing rate for alcohol established by the FTA equals ten (10) percent of the number of covered employees in the pool.
- D. Each covered employee shall be in the pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool, and be subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection process.
- E. Random tests can be conducted at any time during an employee's shift, for drug testing. Alcohol random tests can be performed just before, during, and just after the performance of a safety-sensitive duty. Alcohol testing can be conducted at any time during an employee's shift.
- F. Employees are required to proceed, in a timely fashion, to the collection site upon notification of their random selection.

XIII. Return-to-Duty Testing

Independent of the requirements of the Omnibus Transportation Act of 1991 and the regulations promulgated there under, an employee who has been found to have violated the prohibited conduct under the City of Watertown Controlled Substances and Alcohol Testing Policy will be subject to appropriate disciplinary actions up to and including termination of employment in accordance to the disciplinary procedures prescribed in New York State Civil Service Laws for policy violations. If it is determined that an employee who has engaged in prohibited conduct will be allowed to return to duty requiring the performance of a safety-sensitive function, such employee must complete the return-to-duty process prior to the performance of any safety-sensitive job functions.

All covered employees who have tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below a BAC of 0.02), or both, and be evaluated and released by the SAP before returning to work.

For the initial positive drug test, a return-to-duty drug test is required, and an alcohol test is allowed. For the initial positive alcohol test, a return-to-duty alcohol test is required, and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend a return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

XIV. Follow-up Testing

Covered employees that have returned to duty following a positive or refused a test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one (1) to five (5) years, with a minimum of six (6) tests to be performed the first year. The frequency and duration of the follow-up tests, beyond the aforementioned minimums, will be determined by the SAP, reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion, and return-to-duty testing regimen.

XV. Result of Drug/Alcohol Testing: Consequences and Disciplinary Action for Positive Drug/Alcohol Test Results:

Independent of the requirements of the Omnibus Transportation Act of 1991 and the regulations promulgated there under, an employee who has been found to have violated the prohibited conduct under the City of Watertown Controlled Substances and Alcohol Testing Policy will be subject to appropriate disciplinary actions up to and including termination of employment in accordance with the disciplinary procedures set forth in an applicable collective bargaining agreement and/or New York State Civil Service Law. Such disciplinary action is separate and apart from the consequences required under the federal regulations

Following a negative dilute result, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered negative and no additional testing will be required, unless directed to do so by the MRO.

A. Any covered employee that has a verified positive drug or alcohol test will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a SAP for assessment.

1. First Positive Drug or Alcohol Test

An employee who receives either a first verified positive drug test result or a first alcohol concentration test greater than or equal to 0.04 shall be removed from

his/her safety-sensitive position, required to leave the work-site/City premises, informed of educational and rehabilitation programs available, referred to a SAP for assessment, and shall be suspended for thirty (30) calendar days without pay and may be subject to additional discipline in accordance with the provisions of any applicable collective bargaining agreement and/or Section 75 of the NYS Civil Service law.

Second Positive Drug or Alcohol Test

An employee who received either a second verified positive drug test result or a second alcohol concentration test result greater than or equal to 0.04 shall be required to leave the work-site and shall be terminated from employment, subject to the provisions of any applicable collective bargaining agreement and/or Section 75 of the NYS Civil Service law.

3. Alcohol Concentration Greater than or Equal to 0.02 but Less than 0.04

An employee with an alcohol concentration test result greater than or equal to 0.02, but less than 0.039, shall not be permitted to drive a City owned motor vehicle or perform any other safety-sensitive functions for the City of Watertown until the next scheduled work period, providing that twenty-four hours have elapsed. The employee shall be required to leave the work-site and shall be suspended without pay for twenty-four (24) hours. The employee must wait until the start of the shift following the twenty-four hour suspension before being allowed to return to work. All time leading up to that point shall be unpaid. Any employee who has a second alcohol concentration test result greater than or equal to 0.02, but less than 0.039, shall be subject to further disciplinary action, up to and including termination of employment.

An employee may not refuse to submit to a post-accident alcohol or controlled substance test, a random alcohol or controlled substance test. A refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination. An employee who refuses to submit to an alcohol or controlled substance test shall be required to leave the work-site and shall be subject to further disciplinary actions, up to and including termination of employment.

A test refusal includes all of the following:

1. Fails to appear for any test, excluding pre-employment, in a timely manner, as determined by the City of Watertown, after being directed to do so;
2. Fails to remain at the testing site until the testing process is complete;
3. Fails to attempt to provide urine or breath specimen for any drug or alcohol test required by 49 CFR Part 40, as amended, or USDOT agency regulations;

4. In the case of a directly observed collection in a drug test, fails to permit the observation of the given specimen;
 5. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
 6. Fails or declines to take a second test the City of Watertown or the collector has directed them to take;
 7. Fails to undergo a medical examination or evaluation, as directed by the MRO, as part of the verification process, or as directed by the DER as part of the “shy bladder”/paruresis, or “shy lung” procedures;
 8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when directed to do so by the collector, behaves in a confrontational way that disrupts the collection process);
 9. If the MRO reports that there is a verified adulterated or substituted test result;
 10. Failure or refusal to sign Step 2 of the alcohol testing form;
 11. Failure to follow the observer’s instructions during an observed collection, including: instructions to raise your clothing above the waist, lowering clothing and underwear, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
 12. Possess or wears a prosthetic or other device that could be used to interfere with the collection process;
 13. Admits to the collector or MRO that they adulterated or substituted the specimen.
- B. In the instance of self-referral, the employee will be referred, by their direct supervisor or Department Head, to the nearest Employee Assistance Program (EAP) for further help and/or assistance.
- C. Covered employees must report any controlled substance and/or alcohol related convictions to their direct supervisor immediately. Any failure to do so may lead to disciplinary action up to and including termination of employment.
- D. Further Violations: An employee shall be subject to further discipline, up to and including termination, upon failure to adhere to the SAP’s recommended treatment plan and/or upon failure to return to work after a suspension.

XVI. Referral, Evaluation and Treatment

An employee who has engaged in prohibited conduct will be advised of the resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses and telephone numbers of the City 's EAP, SAPs and other counseling and treatment facilities contracted by to the City of Watertown addressing these needs.

If it is determined that an employee who has engaged in prohibited conduct will be allowed to return to duty requiring the performance of a safety-sensitive function, such employee will:

- A. Be evaluated by a SAP who will determine what assistance, if any, the employee needs in resolving problems associated with the alcohol misuse and controlled substances use. The SAP must, at a minimum, recommend education when an employee tests positive. Education recommendations can include, but are not limited to, bona fide drug and alcohol education courses, self-help groups, and community lectures.
- B. Undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result of the conduct involved a controlled substance, or produce such satisfactory test results for both alcohol and controlled substances, as the discretion of the SAP;
- C. Be subject to a follow-up evaluation with the SAP prior to performing safety-sensitive functions to determine if the covered employee has successfully complied with the SAP's initial assessment and evaluation recommendations;
- D. Be subject to unannounced follow-up alcohol and controlled substances tests administered by the City of Watertown following the employee's return to duty. The number and frequency of such follow-up testing will be as directed by the SAP and consist of at least six tests in the first twelve months following the return to duty. The City of Watertown may direct the employee to undergo return-to-duty and follow-up testing for both alcohol and controlled substances, if the SAP determines that return-to-duty and follow-up testing for both alcohol and controlled substances is necessary. Follow-up testing shall not exceed sixty months from the date of the return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines that such testing is no longer necessary.
- E. Participate in continuing education and/or treatment, in addition to follow-up substance testing, if recommended by the SAP to assist the covered employee in maintaining sobriety or abstinence from drug use.

XVII. Grievance and Appeal

The consequences, as specified by 49 CFR Part 40.149 (c), as amended, for a positive test or test refusal are not subject to arbitration.

XVIII. Proper Application of the Policy

The City of Watertown is dedicated to assuring the fair and equitable application of this controlled substance and alcohol testing policy. Ergo, supervisors and/or Department Heads are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor and/or Department Head who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action.

XIX. Information Disclosure

- A. Drug/alcohol testing records shall be maintained by the City of Watertown DAPM and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- B. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol, including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records, such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- C. Records of a verified positive drug/alcohol test result shall be released to the DAPM, and other transit system management personnel, on a need to know basis.
- D. Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- E. Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- F. Records will be released to the National Transportation Safety Board during an accident investigation.
- G. Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive job functions, in which a court of competent jurisdiction determines that the drug/alcohol test information is relevant to the case and issues an order to the employer to release the information. The City of Watertown will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- H. Records will be released to the USDOT or any USDOT agency with regulatory authority over the City of Watertown or any of its employees.

- I. Records will be released if requested by a federal, state, or local safety agency with regulatory authority over the City of Watertown or the employee.
- J. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of 49 CFR Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.

XX. Recordkeeping and Reporting Procedures

- A. Drug and alcohol test records will be kept in a secure location with controlled access. As well, they will be kept separate from employee personnel records to further assure and protect confidentiality.
- B. Five year recordkeeping requirements include:
 - 1. Positive test results, to include alcohol test forms with results greater than or equal to 0.02. As well, the chain of custody forms from each drug/alcohol test;
 - 2. Any and all documentation related to test refusals;
 - 3. Any and all documentation related to employee disputes with test results;
 - 4. Any and all documentation related to employee referrals to SAP;
 - 5. Any and all documentation related to the inspection, maintenance, and calibration of EBTs;
 - 6. Any and all documentation related to return-to-duty and follow-up drug/alcohol testing;
 - 7. All MIS reports.
- C. Three year recordkeeping requirements include:
 - 1. Previous employer drug and alcohol test records;
 - 2. Good faith effort documentation.
- D. Two year recordkeeping requirements:
 - 1. Collection process records:
 - a. Collection log books, if used;
 - b. Documentation related to the random selection process;
 - c. Documentation related to reasonable suspicion;
 - d. Documentation related to post-accident testing;
 - e. MRO documentation related to cases of verified existence of a medical explanation for insufficient volume;
 - 2. Education and training:
 - a. Documentation of drug use awareness training;
 - b. Policy and explanation of regulatory requirements;
 - c. Statement on alcohol misuse awareness;
 - d. Documentation of supervisory training;
 - e. Names of employees that attended training, along with times/dates, and agendas of said trainings;

f. Certification that training complies with requirements.

E. One year recordkeeping requirements:

1. Documentation of negative test results;
 - a. Alcohol test results less than 0.02;
 - b. Alcohol test forms with results;
 - c. Employer's copy of the USDOT Custody and Control Form;
 - d. Cancelled drug test results.

F. MIS Reports

1. Submitted on/or by March 15th for the previous year drug/alcohol testing activity, when requested by FTA.

XXI. Definitions

Accident: An occurrence associated with the operation of a revenue service vehicle, even when not in revenue service, if as a result:

- e. An individual dies;
- f. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
- g. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene of the accident by a tow truck or other vehicle. For purposes of this definition, "disabling damage" means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage, even if no spare is available, or damage to headlights, taillights, turn signals, horn, mirrors, or windshield wipers that make them inoperable.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen, or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation, or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Aliquot: A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

Cancelled Test: A drug test that has been declared invalid by a Medical Review Officer. A cancelled test is neither a positive or negative result.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee (Under FTA Authority): An employee who performs a safety-sensitive job function, including an applicant or transferee who is being considered for hire into a safety-sensitive job field.

Designated Employer Representative: An employee authorized by the City of Watertown to take immediate action to remove employees from safety-sensitive duties and to make required decisions on testing. The DER also receives test results and other communications for the City of Watertown, consistent with the requirements of 49 CFR Parts 40 and 655, as amended.

Dilute specimen: An urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage, even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors, or windshield wipers that make them inoperable.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the NHTSA conforming products list.

Initial Drug Test: The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by the HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by USDOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but, for quantitative assays, the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician, medical doctor or doctor of osteopathy, responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites, but has a specific gravity value lower than expected for human urine.

Negative Result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative test result: A urine specimen that is reported as adulterated, substitute, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug/drug metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive job function): A covered employee is considered to be performing a safety-sensitive job function, and includes any period in which he/she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal or greater than the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opiates (including heroin), amphetamines (including methamphetamines and ecstasy), or phencyclidine at levels above minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen, when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS-certified laboratory, when no tests are performed on a specimen because of a fatal flaw or a correctible flaw that has not been corrected.

Revenue Service Vehicle: All transit vehicles that are used for passenger transportation service.

Safety-sensitive job functions: Employee duties identified as:

1. The operation of a transit revenue service vehicle, even when the vehicle is not in revenue service.
2. The operation of a non-revenue service vehicle by an employee, when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
3. Maintaining a revenue service vehicle or equipment used in revenue service.
4. Controlling the movement of a revenue service vehicle, and
5. Carrying a firearm for security purposes.

Split Specimen Collection: A collection process in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician, medical doctor or doctor of osteopathy, or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or addiction counselor, certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse, with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substitute specimen: A urine specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test, if the employee:

1. Fails to appear for any test, excluding pre-employment, within a reasonable time, as determined by the City of Watertown, after being directed to do so by the City of Watertown;
2. Fails to remain at the testing site until the testing process is complete;
3. Fails to attempt to provide urine or breath specimen for any drug or alcohol test required by 49 CFR Part 40, as amended, or USDOT agency regulations;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
5. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test the employer or collector has directed you to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder”/*paruresis* or “shy lung” procedures;
8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
9. If the MRO reports that there is verified adulterated or substituted test result;
10. Failure or refusal to sign Step 2 of the alcohol testing form;
11. Failure to follow the observer’s instructions during an observed collection, including instructions to raise your clothing above the waist, lower clothing and underwear, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
12. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
13. Admit to the collector or MRO that you adulterated or substituted the specimen.

United States Department of Transportation (USDOT): Department of the federal government which includes the Federal Transit Administration, the Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers’ Safety Administration, and the Office of the Secretary of Transportation.

Verified Negative Test: A drug test result reviewed by the MRO and determined to have no evidence of prohibited drugs/drug metabolites above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified Positive Test: A drug test result reviewed by the MRO and determined to have evidence of prohibited drugs/drug metabolites above the minimum cutoff levels specified in 49 CFR Part 40, as amended.

Validity Testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under USDOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to urine, if the urine was diluted, or if the specimen was substituted.

XXII. Education and Training

- A. Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations, including 49 CFR Parts 40 and 655, as respectively amended. In addition, all covered employees will undergo a minimum of sixty (60) minutes of training on the signs and symptoms of drug use, including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- B. All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive sixty (60) minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use. As well, they will receive sixty (60) minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

XXIII. Federal Compliance

This policy shall not apply in any case where it is inconsistent with constitutional, statutory, or other legal provisions. If any provisions of this policy are found to be contrary to law by the Supreme Court of the United States (SCOTUS), or by any other court of competent jurisdiction from whose judgment or decree no appeals have been taken within the time provided for doing so, said policy shall be modified to the extent necessary to conform thereto. In such cases, all other provisions of said policy shall remain in effect.



1869

CITY OF WATERTOWN, NEW YORK

SUITE 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7730
FAX (315) 782-9014

SHARON ADDISON
CITY MANAGER

To: Sharon Addison
City Manager

From: Matthew Roy
Assistant to the City Manager

Re: FTA Controlled Substance and Alcohol Testing Policy

Date: November 9, 2015

As the City is now a recipient of Urbanized Area Formula Funding, 5307 funds, there are 17 different categories in which the FTA will tri-annually audit the City to ensure that we are complying with the required FTA regulations. One such area subject to audit is the City's Controlled Substance and Alcohol Testing Policy. The FTA has very specific requirements which must be incorporated into the policy and must be strictly enforced for our FTA covered safety-sensitive employees. The FTA also requires formal adoption by City Council of the Controlled Substance and Alcohol Testing Policy for employees covered by the FTA regulations. The included new testing policy incorporates all of the necessary elements as required by the FTA and has been reviewed and approved by the City's HR consultants. Please place an agenda item on the November 16, 2015 City Council meeting for formal adoption of the Controlled Substance and Alcohol Testing Policy. As always, I am available should questions arise.

Res No. 13

November 10, 2015

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing the Sale of Abandoned Bicycles and
Miscellaneous Items at Public Auction

During the past year, the City of Watertown Police Department has acquired approximately forty abandoned bicycles and various other miscellaneous items. These items are not needed by any of the departments within the City, and therefore, staff is recommending that these items be sold at public auction.

The public auction would be held on Monday, November 23, 2015, at 6:00 p.m. in the Public Safety Building garage.

The attached resolution authorizes the sale by auction and also authorizes the acceptance or rejection of any bids to be made at the time of the auction.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Bicycles,
Miscellaneous Items and Equipment
at Public Auction

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 has acquired a number of abandoned bicycles and miscellaneous items and equipment, the listing of which is attached and made a part of this resolution, and

WHEREAS these bicycles and miscellaneous items have some value best determined by public auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by auction, of abandoned bicycles and miscellaneous items and equipment, and to further declare all bids final and sales complete while said auction is conducted, and

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

Seconded by

Watertown Police

Property for Auction 11/06/15

1. Red Huffy Men's 26" 17596-14
2. Black Next Boy's 26" 13917-14
3. Blue Manitou Stumpjumper Specialized 26" 13513-14
4. Blue Motobecane Boy's 26" 12685-14
5. Purple Girl's Next 18" 13006-14
6. White Girl's Mt. Fury 26" 13034-14
7. Gray Huffy Girl's Rival 26" 14290-14
8. Red BMX XGames Grinder Boy's 20" 16699-14
9. Black Roadmaster Granite Peaks 26" Boy's 15411-14
10. Red Upland Girl's 26" 16193-14
11. Red Dx Jamix Bestwic 24" Boy's 18039-14
12. White Raleigh Record Boy's 27" 14739-15
13. Green Schwinn Boy's 27" 12808-14
14. Silver Huffy Cyclone Boy's 26" 18123-14
15. Black Murray Windrunner Boy's 26" 19767-14
16. Green Next BMX Boy's 20" 14915-15
17. Blue Huffy Strider Boy's 26" 19825-14
18. Red RoadMaster Granite Peaks Boy's 26" 21824-14
19. Red Next Rocket Boy's 20" 11703-15
20. Purple Huffy Trailrunner Girl's 26" 18728-14
21. Gray Huffy Vortex Boy's 26" 20865-14
22. Blue/silver Next Power Climber Boy's 26" 15419-15
23. Silver Royce Union Boy's 26" 19461-14
24. Purple Road Master Mt Sport Boy's 26" 366-15
25. Blue Raleigh Skyline Boy's 26" 1290-15
26. Purple/silver Next Tiara Girl's 26" 1541-15
27. Red Quest Sierra Boy's 26" 14281-15

- 28 Red Quest X-Fire Men's 26" 3036-15
- 29 Black RoadMaster Granite Peaks Boy's 26" 6848-15
- 30 Green Next Chaos Boy's 20" 8551-15
- 31 Blue Monopost 2.1 Ledge Boy's 26" 8993-15
- 32 Orange Next Rampage Boy's 24" 13148-15
- 33 Blue Next 18 Speed Boy's 26" 10916-15
- 34 Black/Red Next Surge Boy's 24" 11272-15
- 35 Blue/Pink Huffy East High Girl's 24" 17669-15
- 36 Silver BMX Boy's 24" 10586-14
- 37 Pink Next Power Climber Boy's 26" 11026-14
- 38 Blue/Silver Next Power X Boy's 26" 11026-14
- 39 Gray/Red Fixie Thruster Boy's 26" 17569-13
- 40 Blue/Silver Next Power Climber Boy's 26" 11026-14

Additional Items:

- 41 Orange/White Stihl MS290 Chainsaw 3410-15
- 42 Red Toro Howard Dean Snowblower (Damaged) 1073-15
- 43 Tan Graco Baby stroller 8182-15
- 44 12 Metal Arc Halogen bulbs and a
13 watt Patio Lantern 18533-14
- 45 Green Bushnell Trophy 20x60 Spotting scope 21658-15
- 46 2 Black Bose Companion Speakers 21658-15

Ord No. 1

November 5, 2015

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planner

Subject: Changing the Zoning Classification of 115 Brook Drive, Parcel Number 14-21-131.000, from Residence A to Limited Business.

A request has been submitted by Stephen W. Gebo of Conboy, McKay, Bachman & Kendall LLC on behalf of Sundus and Sarah, LLC. for the above subject zone change request. The Planning Board reviewed the request at its November 3, 2015 meeting and adopted a motion recommending that the City Council approve the zone change request as submitted.

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

The ordinance attached for City Council consideration approves the zone change as requested. The Council must hold a public hearing on the ordinance, before it may vote on it. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, December 7, 2015. A SEQRA resolution will be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Approving the Zone Change Request Submitted by Stephen W. Gebo, to Change the Approved Zoning Classification of 115 Brook Drive, Parcel Number 14-21-131.000, from Residence A to Limited Business

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 ORDAINED where Stephen W. Gebo of Conboy, McKay, Bachman & Kendall, LLC, on behalf of Sundus and Sarah, LLC, has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 115 Brook Drive, Parcel 14-21-131.000, from Residence A to Limited Business, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its meeting held on November 3, 2015, and adopted a motion recommending that the City Council approve the zone change as requested, 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, and

WHEREAS a public hearing was held on the proposed zone change on December 7, 2015, 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,

NOW THEREFORE BE IT ORDAINED that the zoning classification shall be changed for Parcel Number 14-21-131.000 located at 115 Brook Drive, from Residence A to Limited Business, and

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

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

Seconded by



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-782-9014

TO: Planning Board Members
FROM: Michael A. Lumbis, Planner
SUBJECT: Zone Change – 115 Brook Drive
DATE: October 28, 2015

Request: To change the approved zoning classification of 115 Brook Drive, Parcel Number 14-21-131.000, from Residence A to Limited Business.

Applicant: Stephen W. Gebo of Conboy, McKay, Bachman & Kendall LLC on behalf of Sundus and Sarah, LLC.

Owner: Sundus and Sarah, LLC

SEQRA: Unlisted

County review: Not required

Comments: The applicant is requesting a zone change for the subject parcel in order to use the property for a proposed parking lot expansion for the neighboring North Country Neurology office building located at 1340 Washington Street. The existing medical office building property is already zoned Limited Business. The applicant wishes to apply for site plan approval for the parking lot at a future Planning Board meeting.

The medical office building currently has 38 parking spaces and the applicant wishes to add 11 new parking spaces through the proposed expansion. On August 27, 2012, the owner was granted an area variance by the Zoning Board of Appeals to reduce the parking requirement by 10 spaces. A copy of the ZBA's decision is attached. With a total of 49 parking spaces, North Country Neurology will exceed the standard parking space requirement for their building, which is 48 spaces.

With the addition of more neurologists and other doctors to the practice, the parking needs at the site have changed. The applicant has purchased this property and intends to combine it with their main parcel by way of a new metes and bounds description filed with the County Clerk.

The applicant's request to change the zoning of this parcel is firmly related to his future site plan approval request for the parking lot. However, this zone change request should still be considered independent of the site plan request and the Planning Board should consider all uses that are allowed in a Limited Business District.

The parcel is bounded on the north by several neighborhood businesses, to the south and west by a 'Residential A' district, and to the east by the previously mentioned North Country Neurology. It should also be noted that the Land Use Plan for the City of Watertown envisions this parcel as Limited Office Space Rather than Residential.

SEQR: In the applicant's response to Question 12 on the State Environmental Quality Review Short Environmental Assessment Form (EAF), which asks if the proposed action is located in an archeological sensitive area, the applicant answered "yes." The applicant must consult the New York State Historic Preservation Office (SHPO) to determine if there are any potential impacts associated with this project on any archeological resources.

cc: City Council Members
Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Stephen Gebo, Conboy, McKay, Bachman & Kendall, LLP
Thomas Ross, GYMO, PC
Patti Pharoah, Sundus and Sarah, LLC



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7740

Fax: 315-782-9014

TO: City of Watertown Property Owners

FROM: Michael A. Lumbis, Planner

SUBJECT: Zone Change Application – 115 Brook Drive

DATE: October 28, 2015

This is to notify you of a pending application before the City of Watertown Planning Board for a Zone Change from Residence "A" District to Limited Business District. The parcel proposed to be changed is parcel number 14-21-131.000 located at 115 Brook Drive. You have been sent this notice because you own property that is within 100 feet of the property for which the request has been made.

The City Planning Board will be reviewing the request, identified as Item #1 on the enclosed Agenda, at its meeting to be held on November 3, 2015 at 3:00 p.m.

A complete copy of the application can be reviewed in the City Clerk's Office or City Engineer's Office during regular business hours, Monday through Friday, 9:00 a.m. – 5:00 p.m. or on the City's website: www.watertown-ny.gov. If you have any questions, please feel free to contact me at 785-7740.

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: 10/28/2015

Requested By: J.Polkowski

Date:

Scale: As Noted

Map Number: 15-31

Revision:	Description of Revision:	Date:	By:



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

Title: 115 Brook Drive
(14-21-131.000)

Legend

-  REQUESTED ZONE CHANGE
-  Annexed
-  City Center
-  Commercial
-  Drainage
-  Health Services
-  High Density Residential
-  Industry
-  Limited Office
-  Low Density Residential
-  Medium Density Residential
-  Neighborhood Business
-  Office/Business
-  Public and Institutional Services
-  Riverfront 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: 10/28/2015

Requested By: J.Polkowski

Date:

Scale: As Noted

Map Number: 15-32

Revision:	Description of Revision:	Date:	By:



Project: LAND USE MAP

Title: 115 Brook Drive
(14-21-131.000)



**DECISION OF THE ZONING BOARD OF APPEALS
OF THE CITY OF WATERTOWN, NEW YORK
REGARDING THE AREA VARIANCE OF THE PROPERTY
AT**

**1340 Washington Street
PARCEL No. 14-21-102
1346 Washington Street
PARCEL No. 14-21-105
AS LISTED BELOW**

Grants an area variance to vary the minimum parking requirements for a proposed expansion project located in a Limited Business District. According to Section 310-47 of the Zoning Ordinance, the minimum number of parking spaces that shall be provided is five spaces per 1,000 square feet of floor area. Therefore, a minimum of 48 parking spaces must be provided to allow 9,960 SF floor area building to be constructed. This variance allows a 9,960 SF floor area medical clinic with only 38 parking spaces.

DATE: August 27, 2012

	<u>YEA</u>	<u>NAY</u>
<u><i>Virginia R. Burdick</i></u> VIRGINIA R. BURDICK CHAIRPERSON	✓	_____
<u><i>Samuel S. Thomas</i></u> SAMUEL S. THOMAS	✓	_____
<u><i>Patricia Phillips</i></u> PATRICIA PHILLIPS	✓	_____
<u><i>Michael Colello</i></u> MICHAEL COLELLO	X	_____
<u>ABSENT</u> CHRISTINE HOFFMAN	_____	_____

This Variance Request is subject to the following Conditions

- 1) All Conditions imposed on the Site Plan Approval are addressed by the applicant.
- 2) The two parcels 1340 & 1346 Washington St are combined into a single parcel.

CONBOY, MCKAY, BACHMAN & KENDALL, LLP

Serving Northern New York Since 1876

PHILIP A. MAPHEY (1961-1997)

LAWRENCE D. HASSELER
STEPHEN W. GEBO
DAVID B. GEURTSSEN
PETER L. WALTON
GERALD J. DUCHARME ** †††
SCOTT B. GOLDIE
VICTORIA HASSELER COLLINS*
JILL FADIA SPIELMANN

MEGAN S. KENDALL

JAMES A. BURROWS †
OF COUNSEL

ALSO ADMITTED IN:
** MASSACHUSETTS
††† CALIFORNIA
* VERMONT
o OHIO
† CONNECTICUT

Watertown Office
October 20, 2015

Honorable Mayor and City Council
City of Watertown
ATTN: ENGINEERING DEPT.
245 Washington St, Room 305
Watertown, NY 13601

RE: Application for Zoning Change for 115 Brook Drive
Residential A to Limited Business
CMBK File No.: 38219.0000

Dear Honorable Mayor and City Council:

On behalf of Sundus and Sarah, LLC, I write request a zone change for 115 Brook Drive (Tax Parcel#:14-21-131.000) from Residential A to Limited Business.

The LLC is the corporate name for North Country Neurology, which owns and occupies a medical office building located at 1340 Washington Street, already zoned Limited Business. The property located on Brook Drive is located immediately to the rear of 1340 Washington Street and was purchased by the LLC in March 2015. The 1,116 square foot home previously located on the property has been demolished, and the property is now vacant. The LLC hopes to use the property for an expansion of its parking lot for the medical office building.

The LLC constructed the original medical office building at 1340 Washington Street in 2005 as an office for North Country Neurology. The building size then was approximately 4,000 square feet. The LLC expanded the building to approximately 10,000 square feet in 2013-14 to add an MRI, a sleep lab, and a dental suite. The building now houses four neurologists, a part-time radiologist, an endodontist and a dentist. There are approximately 24 employees, including both medical providers and staff. Of course, the sleep lab operates during the evening and night hours rather than during normal business hours.

There is a parking lot now in back of the building, with 38 parking spaces. With the addition of more neurologists and a dental suite, parking is now at a premium, especially during the winter months. If the requested zone change is approved, the LLC would add 11 parking spaces and reach near compliance with zoning requirements (the LLC presently has an area variance for parking requirements). However, the LLC cannot use the vacant lot at 115 Brook Drive now for parking because it is zoned Residential A.

At the suggestion of Mr. Kenneth Mix, the LLC is in the process of consolidating the two lots so there will only be one tax parcel.



407 SHERMAN STREET
WATERTOWN, NY 13601
TELEPHONE
(315) 788-5100
FACSIMILE
(315) 788-3463

EMAIL
conboy@cmbk.com

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2 JUDSON STREET
CANTON, NY 13617
TELEPHONE
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FACSIMILE
(315) 379-0126

307 STATE STREET
CARTHAGE, NY 13619
TELEPHONE
(315) 493-0030
FACSIMILE
(315) 493-7549

The LLC respectfully submits that a zone change is consistent with the neighborhood, especially as it has evolved over the years. The North Country Neurology building, located on the corner of Washington Street and Brook Drive, is already zoned for Limited Business. The uses on the north side of Brook Drive, which are zoned Neighborhood Business, are Stratton Hardware and the entrance to the Washington Street Plaza near Tops Supermarket. The requested change in zone will result in the entirety of Brook Drive being zoned for business purposes.

The owners propose two actions to minimize any effect of the new parking area on the residential properties located to the south on Sherman Street. First, the addition to the parking area on Brook Drive will be used solely by employees of the medical office building and not by patients. Limiting parking in that area to employees means that cars will enter and leave the parking area only once or twice per day, generally in the early morning or late afternoon. Patient parking, naturally, turns over more frequently during the day and would be limited to the existing parking lot. Secondly, the LLC will install fencing and landscaping to act as a screen and buffer between the new parking area and the residences to the south.

If the City Council approves the zoning change, it will eliminate the need for North Country Neurology patients to park across Brook Drive and near Stratton Hardware or Tops Supermarket. The LLC believes that such a change will be a benefit to both Stratton Hardware and Tops Supermarket, as it leaves more parking available for their customers. Perhaps more significantly, neurology patients, who are often frail and elderly, will no longer have to walk a considerable distance across Brook Drive, enhancing both their convenience and their safety.

On behalf of the LLC, I have written to the owners of residential properties within 100 feet of 115 Brook Drive explaining the LLC's plans. I have not received any response yet, but will submit any written response to the Council

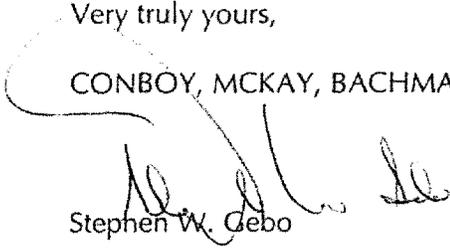
In addition to the documentation required for a zoning application, I am enclosing an architectural drawing prepared by GYMO. It shows the proposed layout of the new parking area on Brook Drive with an additional 11 parking spaces. It also shows the proposed landscaping and buffer.

I plan to attend the meeting of the Planning Board and of the City Council when they consider this application. I would be pleased to answer any questions then or in advance if believed helpful.

Thank you for your consideration.

Very truly yours,

CONBOY, MCKAY, BACHMAN & KENDALL, LLP



Stephen W. Gebo

SWG/sjh
Enclosure



CITY OF
WATERTOWN

map
public access

Click on map to: **Zoom in**

View Layers

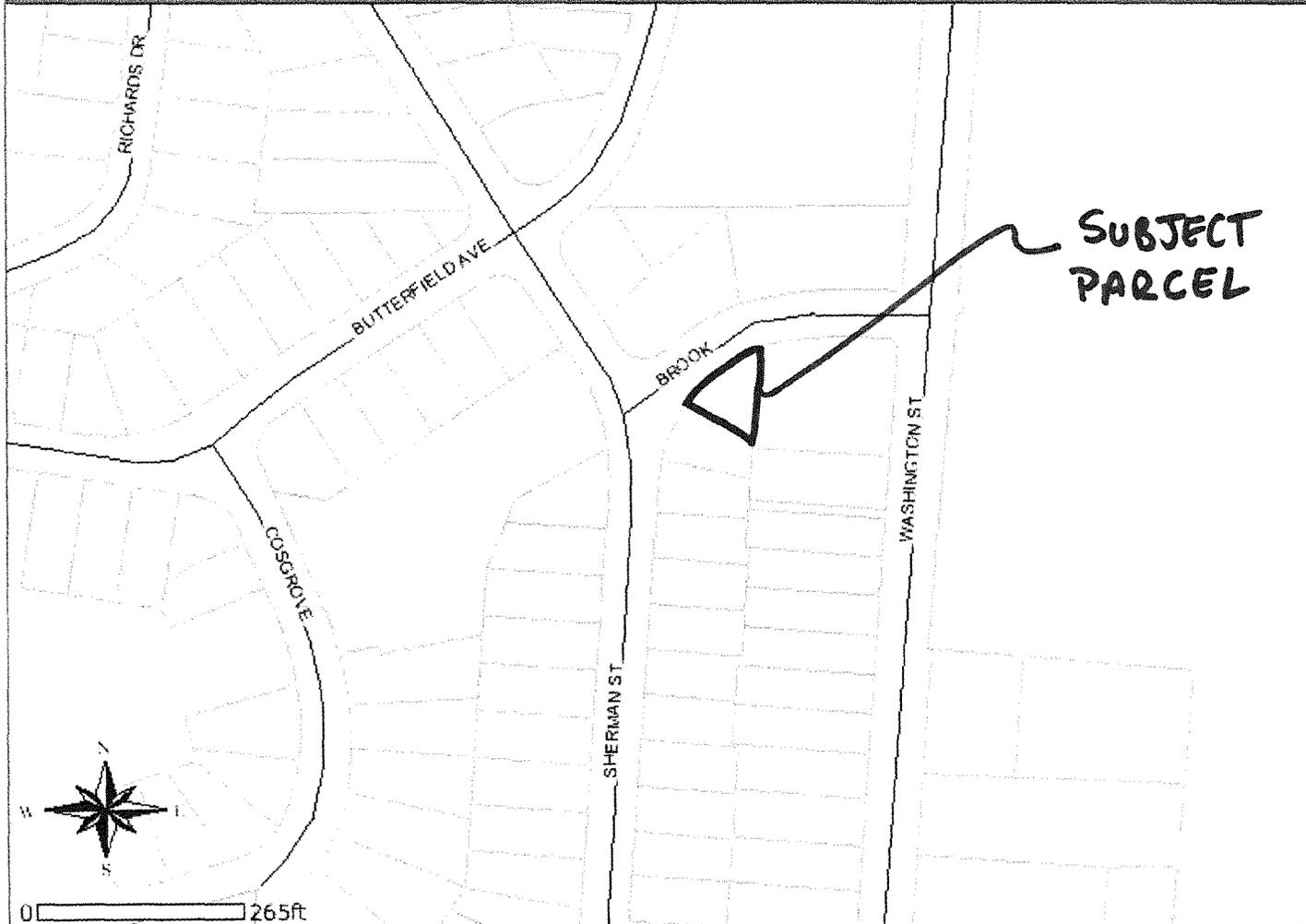
Query

Buffer

Clear

Full View

Print



Base Map

Label Visibility Layer

- Aerial Photos
- Black River
- City Boundary
- Right of Ways
- Roads
- Tax Parcels

Community/Planning

Natural Resources

SUGGESTED DESCRIPTION

**115 Brook Drive
City of Watertown**

**September 11, 2015
Project No. 2015-175s**

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson, State of New York Being Lot No. 1 in Block B, shown on a map titled Smith Farm Subdivision made by Fields, Emerson & Morgan, Inc. for Watertown Suburban Estates, Inc., dated September 8, 1943, and filed as "Map No. 4, Smith Farm Subdivision" in the Jefferson County Clerk's Office on September 28, 1943, and being further described as follows:

COMMENCING at a point at the intersection of the southerly street margin of Brook Drive and the southerly cutback line between Washington Street and Brook Drive;

THENCE S. 88°-59'-53" W., a distance of 130.56 feet to a point;

THENCE S. 79°-00'-19" W., a distance of 35.21 feet to a ½" iron pipe with cap set (2003), said iron pipe being at the northwesterly corner of the parcel of land conveyed by Sundus & Sarah, LLC to Sundus & Sarah, LLC by deed recorded in the Jefferson County Clerk's Office as Instrument Number 2013-6139 on May 01, 2013, said iron pipe also being the POINT of BEGINNING;

THENCE S. 04°-27'-00" W., along the westerly boundary line of said Sundus & Sarah, LLC to Sundus & Sarah, LLC conveyance, a distance of 127.09 feet to a ½" iron pipe with cap set (2015);

THENCE N. 61°-04'-07" W., a distance of 105.68 feet to a ½" iron pipe found in the southeasterly street margin of Brook Drive;

THENCE in a generally northeasterly direction along the southeasterly street margin of Brook Drive as the street margin curves to the right at a radius of 185.85 feet a distance of 129.86 feet to the POINT of BEGINNING, said point being situate a direct tie of N. 53°-33'-09" E., 127.24 feet from the last mentioned point;

CONTAINING 0.162 acres of land more or less.

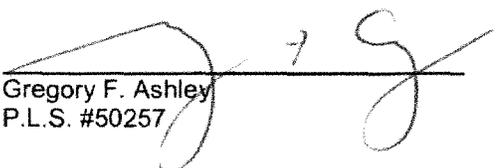
SUBJECT to a restrictive covenants contained in Instruments recorded in Liber 327 of Deeds, Page 87 and Liber 443 of Deeds, Page 210, as modified by Instrument recorded in Liber 445 of Deeds, Page 543, but this Corporation insures that such covenants contain no reversionary clause and have not been violated.

SUBJECT to an Easement granted by Watertown Suburban Estates, Inc. to Central New York Power Corporation, dated October 27, 1943, and recorded November 10, 1943, in Liber 446 of Deeds, Page 130.

SUBJECT to any rights or restrictions of record that an updated abstract of title may disclose.

SUBJECT to any other rights or restrictions of record.

IT BEING the intent to describe the parcel of land conveyed by Julie Butler to Sundus & Sarah, LLC, recorded in the Jefferson County Clerk's Office as Instrument Number 2015-2897 on March 03, 2015, being shown on a map titled "Survey Map of the Land at 115 Brook Drive, City of Watertown, County of Jefferson, State of New York," dated September 11, 2015, prepared by GYMO, Architecture, Engineering & Land Surveying, P.C., Watertown, New York.


Gregory F. Ashley
P.L.S. #50257



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD
ROOM 304, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7740

MEETING: November 3, 2015

PRESENT:

Sara Freda, Chairperson
Michelle Capone
Larry Coburn
Linda Fields
Anthony Neddo
Steve Rowell
Neil Katzman

ALSO:

Michael A. Lumbis, Planner
Jeffrey Polkowski, Planner
Geoffrey Urda, Planner
Brian Drake, Civil Engineer II

ABSENT:

None

The November 3, 2015 Planning Board Meeting was called to order at 3:00 PM by Planning Board Chair Sara Freda. Ms. Freda called for a reading of the Minutes from the October 6, 2015 Planning Board Meeting. Ms. Fields made a motion to accept the minutes as written. The motion was seconded by Ms. Capone and all voted in favor.

**ZONE CHANGE
115 BROOK DRIVE – PARCEL # 14-21-131.000
RESIDENCE A TO LIMITED BUSINESS**

The Planning Board then considered a request submitted by Stephen W. Gebo of Conboy, McKay, Bachman & Kendall, LLC on behalf of Sundus and Sarah, LLC to change the approved zoning classification of 115 Brook Drive, Parcel Number 14-21-131.000 from Residence A to Limited Business. David Guertsen of Conboy, McKay, Bachman & Kendall and Thomas Ross of GYMO, P.C. were in attendance to represent Sundus and Sarah, LLC before the Planning Board.

Ms. Freda began by asking if any letters had been received from members of the public regarding the proposed zone change. Mr. Guertsen replied that his firm had faxed two letters to City Staff. Ms. Freda said that the only letter she currently possessed was a letter from Kim Dyke of Sherman Street, who wrote in opposition to the proposed zone change.

Mr. Guertsen said that his firm also sent Staff a letter from Richard. M. Capone, Manager of the Watertown Shopping Plaza, who wrote to communicate that he had no opposition to the proposed zone change. Mr. Lumbis exited the room for a few moments and

returned with a copy of Mr. Capone's letter. Both letters are attached at the end of these minutes.

Ms. Freda then asked Mr. Guertsen to describe his client's proposed project to the Planning Board. Mr. Guertsen said that this application proposes to change the zoning of a small parcel acquired earlier in 2015 by Sundus and Sarah, LLC from Residence A to Limited Business. Mr. Guertsen noted that the parcel in question is adjacent to an existing Limited Business parcel on which Sundus and Sarah, LLC operates a medical office.

Mr. Guertsen then said that Sundus and Sarah, LLC had been operating a medical office on the neighboring parcel since 2005. He added that when the medical office expanded in 2012, they received a variance from the City of Watertown Zoning Board of Appeals that varied the parking requirement by ten spaces, and allowed them to provide only 38 spaces instead of 48.

Mr. Guertsen then noted that the addition of new doctors and other new employees since 2012 has caused parking to become more and more of an issue. He said that the applicants propose adding 11 parking spaces on the parcel that they have acquired and for which they are requesting the zone change. He added that these new spaces would be used by employees only, meaning that there would be minimal in-and-out traffic. He then said that the applicants propose to eliminate a curb cut that used to be a residential driveway on the western end of the site, and that all access to the new parking would be from the existing entrance.

Mr. Guertsen continued by saying that the lot proposed for employee parking is on the part of the site that abuts a Residence A District, and that it will be vacant outside of business hours. He then said that if the zone change was granted, the applicants envisioned installing landscaping on the lot to minimize noise and other impacts. He added that it is not a high-turnover, high-traffic business like a Dunkin Donuts or a gas station; that it would have less traffic impact than those types of uses.

Mr. Guertsen then referenced Staff's memorandum to the Planning Board and cited a paragraph indicating that the parcel in question was designated as Limited Office on the City of Watertown's Land Use Plan, and emphasized that the proposed zone change is consistent with that plan. He added that the applicants have patients and employees that are parking across the street and crossing via an unregulated and un-signalized crosswalk. Mr. Guertsen then said that Mr. Thomas Ross of GYMO, P.C. was also in attendance and would be able to answer many of the Planning Board's questions better than he could.

Ms. Freda asked about the amount of square footage in the proposed parking expansion, and whether or not it would require a full site plan review. Mr. Ross said that since the aggregate footprint of the drive aisle and all the proposed spaces would be over 2,500 square feet, that the project would require a full site plan review.

Ms. Freda then asked if it would be considered the first building on the site and if that alone would trigger a full site plan review. Mr. Lumbis replied that since the applicants are planning to assemble the parcel in question with the neighboring parcel that their office building is on, that the proposed parking lot would no longer be the first construction on the site. Mr. Guertsen briefly interjected and said that the applicants are fully prepared to combine the parcels.

Ms. Freda then asked if it would be permissible to attach a condition to the zone change that required a full site plan review for the parking lot. Mr. Lumbis replied that the Planning Board did not have that authority, but that the proposal, as currently constituted, would require a full site plan review anyway because of the square footage.

Mr. Katzman asked about the width of the driveway, expressing concern that it may be too narrow. Ms. Freda interjected that the Planning Board was not considering the site plan at this time, only the zone change, and that the zone change was all that the Planning Board members should be examining.

Ms. Fields said that the parking variance granted in 2012 by the Zoning Board of Appeals was conditioned on combining two parcels on Washington Street that were both owned by the applicants. Ms. Freda asked if these two parcels had indeed been combined. Mr. Guertsen replied that they had been.

Ms. Freda then pointed out that, as depicted on the conceptual site plan, the proposed drive aisle to access the added parking spaces would eliminate some spaces in the existing parking area. Mr. Ross said that while any loss of existing spaces would be avoided if possible, it was likely that two spaces would be lost, resulting in a net gain of nine spaces.

Ms. Freda then asked if the applicants still operate a sleep clinic in their medical building. Mr. Ross replied that they did. Ms. Freda followed up by asking how long a dentist's office had been operating in the building. Mr. Guertsen replied that he could not answer, but did not think that it was longer than three years. He then offered to look the information up.

Ms. Freda then suggested that the addition of the dentist's office could be a contributing factor to the parking shortage. Mr. Guertsen replied that the dentist's office has added employees and patient traffic, but could not confidently break the numbers down. Ms. Fields added that her husband is a patient at that building and the lot is constantly full. Ms. Freda noted that she was at the site earlier in the day and she could not find any empty spaces, regular or handicapped.

Ms. Freda then called her fellow Planning Board members' attention to Staff's memorandum, citing a paragraph that advised the Planning Board to consider all uses permitted in Limited Business Districts before making a decision. She then specifically noted that Limited Business Districts do not permit gas stations or restaurants.

Ms. Capone then made a motion to recommend that City Council approve the request submitted by Stephen W. Gebo of Conboy, McKay, Bachman & Kendall, LLC on behalf of Sundus and Sarah, LLC to change the approved zoning classification of 115 Brook Drive, Parcel Number 14-21-131.000 from Residence A to Limited Business.

The motion was seconded by Ms. Fields and the Planning Board voted 4-3 to recommend approval, with Mr. Neddo, Mr. Coburn, Ms. Capone and Ms. Fields voting in favor of recommending approval and Ms. Freda, Mr. Katzman and Mr. Rowell voting against approval.

Ms. Freda then asked Mr. Urda to ensure that the two letters from nearby property owners be included in the meeting minutes. Mr. Urda confirmed that they would be. Mr. Lumbis then noted the City Council will next meet on Monday, November 16, 2015, at which time the Council will set a public hearing on the proposed zone change, most likely for Monday, December 7, 2015. He reiterated that Council will make its actual decision on the zone change at the December meeting.

**WAIVER OF SITE PLAN APPROVAL
865 COFFEEN STREET AND 891 COFFEEN STREET
RESPECTIVE PARCEL NUMBERS 8-13-103.100 AND 8-13-102.000**

The Planning Board then considered a request for a waiver of site plan approval submitted by Laura Penazek-Whitney for the construction of an approximately 2,160 square foot parking lot expansion at 865 Coffeen Street and 891 Coffeen Street, respective parcel numbers 8-13-103.100 and 8-13-102.000.

Ms. Freda asked for someone to come forward to represent the project. David Whitney, the applicant's husband, stepped forward and said that although his wife was also in attendance, she had asked him to represent the project before the Planning Board. Ms. Freda then asked for a brief description of the proposed project.

Mr. Whitney began by saying that his wife's business, a State Farm Insurance building, needed to add approximately eight parking spaces. He said that the site lost three or four spaces a few years ago when the NYS Department of Transportation redesigned the corner of Coffeen Street and Bellew Avenue as part of the Coffeen Street reconstruction project.

Mr. Whitney then said that an opportunity recently came up to lease some land next door. He said this opportunity would allow the site to expand its parking capacity. He also said that the proposed project would include repaving the entire existing parking area as well. He added that it will make it easier and safer for customers to arrive and depart.

Mr. Katzman then asked whether the applicant was acquiring the neighboring land via lease or sale. Mr. Whitney replied they are leasing a triangular-shaped area of land in order to create a rectangle suitable for a parking expansion.

Mr. Whitney then addressed some work that had already been performed on the site prior to this meeting. He said that there was concern about cold weather two weeks earlier, so the applicant dug out the area where she proposes expanding the parking lot before a frost could set in, and put some stone down on the footprint of the proposed expansion. He said that if granted approval, the applicant will pave over the area where the stone is and will stripe the entire lot.

Ms. Freda then asked if an applicant is allowed to have a site plan that is partially on someone else's land. Mr. Lumbis replied that while this case was certainly unique, Staff could not find any law or ordinance that would prohibit a site plan from extending across a parcel boundary.

Mr. Katzman then asked whether any setback restrictions would prohibit the project. Mr. Lumbis replied that if either parcel were in a Residential District, then that would be the case, but the entire area of concern is in a Neighborhood Business District. Mr. Lumbis added that one of Staff's recommended conditions of approval was the prohibition of any paving within 15 feet of the rear parcel line because the rear of each parcel is in a Residence B District, and there is a required buffer wherever a Residential District abuts a non-residential use.

Ms. Freda then asked how many spaces are currently required by the Zoning Ordinance. Mr. Lumbis replied that Staff had looked up the size of the building, and that the applicant just meets the parking requirement based on the square footage of the building.

Mr. Katzman then said that his only objection was the early work that the applicant had performed prior to appearing before the Planning Board.

Mr. Katzman then moved to approve the request for a waiver of site plan approval submitted by Laura Penazek-Whitney for the construction of an approximately 2,160 square foot parking lot expansion at 865 Coffeen Street and 891 Coffeen Street, respective parcel numbers 8-13-103.100 and 8-13-102.000, as submitted to the City Engineering Department on October 20, 2015, subject to the following conditions:

1. No new paving shall occur any fewer than 15 feet from the southern property line of the applicant's parcel or 5 feet from the northern property line (sidewalk) along Coffeen Street.
2. The applicant shall install a planting bed that includes several bushes or shrubs in the 5-foot buffer area that will separate the sidewalk from the proposed parking lot expansion.
3. The applicant shall indicate the proposed hours of operation.
4. The applicant must meet the Engineering Department's grading requirements.

Mr. Whitney then asked for a clarification of the conditions. Ms. Freda then read the four conditions aloud to the applicant, and discussion followed on each of them.

Mr. Whitney said he wanted to clarify that the southern property line was actually to the south of the row of conifers at the southern end of the site. He then illustrated this on a map. Ms. Freda asked if a professional survey had been done. Mr. Whitney replied that although there had not been a professional survey performed, he had verified the locations of the property pins. He then added that the applicant owned the neighboring property on Bellew Avenue, which is behind the lot.

Ms. Freda asked what the proposed hours of operation were. Mr. Whitney responded that the office would continue to be open between the hours of 9 a.m. and 6 p.m. on weekdays, and between 9 a.m. and noon on Saturdays. This satisfied the condition regarding operating hours.

Ms. Freda then asked about the Engineering Department's grading requirements. Mr. Drake replied that the City wanted to make sure that the applicant would not be flooding her neighbor's property. Mr. Drake added that the applicant had an existing catch basin on her site, so she should try to slope everything that way.

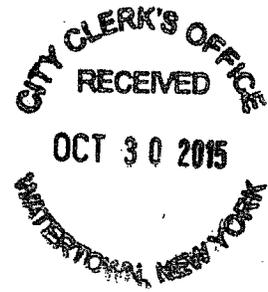
Mr. Lumbis then explicitly asked Mr. Whitney to confirm that the paving will stop five feet back from the sidewalk. Mr. Whitney told the Planning Board that the applicant agreed to that.

The motion was then seconded by Ms. Fields, subject to the three remaining conditions, and all voted in favor.

Ms. Freda then asked for a motion to adjourn. Ms. Fields then moved to adjourn the meeting. The motion was seconded by Mr. Katzman and all voted in favor. The meeting was adjourned at 3:29 PM.

October 27, 2015

Kim E. Dyke
1352 Sherman Street
Watertown, NY 13601



Conboy, McKay, Bachman & Kendall, LLP
407 Sherman Street
Watertown, NY 13601
Attn: Stephen W. Gebo, Esq.

**RE: APPLICATION FOR ZONE CHANGE
YOUR FILE #38219.0000**

Dear Attorney Gebo:

I am in receipt of your letter dated October 20, 2015 in reference to the zone change for property owned by Sundus and Sarah, LLC at 115 Brook Drive.

I am adamantly opposed to the zone change from Residential A to Limited Business. This proposed zone change will make a detrimental impact on my property. This neighborhood is one of the nicest, in my opinion, in Watertown. I grew up in the house my husband and I own at 1352 Sherman Street. Other than a couple of years when we were first married, I have lived in this house and in this neighborhood for over 50 years. My husband and I raised our two sons in this neighborhood. My husband and I have spent thousand and thousand of dollars improving our home, both inside and outside. If this zone change is approved, it will negatively impact the value of my home.

If we, as neighbors, don't oppose the zone change to Limited Business for the parcel at 115 Brook Drive, we are setting a precedent for other business to come into my neighborhood and set up shop. If a zone change is granted once, who is to say it won't be granted again and again? Leave the businesses on Washington Street.

Sundus and Sarah, LLC purchased 115 Brook Drive for \$120,000.00. They demolished a perfectly good house, tore it down and are now looking to make this lot a parking lot. Can another business do the same? Buy a house, tear it down, then ask the City for a zone change?

I am forwarding a copy of this letter to the City of Watertown Planning Board, who I believe are meeting on November 3rd at 3:00 to approve or not approve the zone change. I want the Planning Board to know my position on this zone change and am hoping they agree with me not to allow the zone change from Residential A to Limited Business.

If the Planning Board approves the zone change, at the next meeting of the City Council on November 16th, a date will be set for a public hearing. I will attend the public hearing with my other neighbors who oppose this re-zoning.

Page - 2 -

If you have any questions, please contact me. I can be reached at my cell phone number of 315-486-2587.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim E. Dyke". The signature is fluid and cursive, with the first name "Kim" being the most prominent.

Kim E. Dyke

cc: Watertown City Planning Board
Watertown City Council ✓

Watertown Shopping Center
c/o Richard M. Capone, Esq.
120 Washington Street, Suite 310
Watertown, New York 13601
October 28, 2015

Conboy, McKay, Bachman & Kendall, LLP
Attorneys at Law
407 Sherman Street
Watertown, New York 13601

Attn: Stephen W. Gebo, Esq.

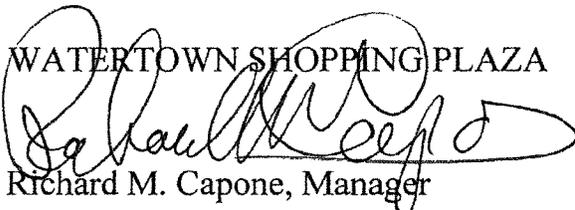
Re: Application for Zone Change
CMBK File No.: 38219.0000

Dear Stephen:

We have no objection to the proposed zone change for 115 Brook Drive from Residential to Limited Business to be used for additional parking for North Country Urology.

Very truly yours,

WATERTOWN SHOPPING PLAZA



Richard M. Capone, Manager

RMC:sr

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: North Country Neurology Zone Change and Special Use Permit - Employee Parking Facility				
Project Location (describe, and attach a location map): 115 Brook Drive, City of Watertown				
Brief Description of Proposed Action: The applicant proposes to utilize an adjoining property (owned by applicant) as an employee parking lot. This plan requires a zone change from the existing Residence A zone to Limited Business and also a special use permit to allow for a parking facility to be utilized as an accepted use. See attached, detailed letter regarding the proposed action.				
Name of Applicant or Sponsor: Sundus and Sarah, LLC		Telephone: 315-782-9003 E-Mail: pattip@centralny.twbc.com		
Address: 1340 Washington Street				
City/PO: Watertown		State: NY	Zip Code: 13601	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		0.14 acres		
b. Total acreage to be physically disturbed?		0.0 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.72 acres		
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input 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: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: Patti Pharoah		Date: 10/19/2015
Signature: <i>[Handwritten Signature]</i> - GYMO For		

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:		
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

Tabled

November 10, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Adopting Employee Handbook

At the October 19, 2015 City Council Meeting, the attached Resolution was Tabled. Further discussion of the Handbook took place at the November 9, 2015 Work Session with Jeff Travers answering Council's questions.

The Employee Handbook is being revised as directed and Staff is recommending that this Resolution remain Tabled at this time. We expect to have the final version for Council consideration at the December 7 meeting.

RESOLUTION

Page 1 of 1

Adopting Employee Handbook

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 Stephen A. Jennings

WHEREAS the City Council of the City of Watertown desires to develop and implement an Employee Handbook detailing the various personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters, and

WHEREAS the City Council has retained Public Sector HR Consultants LLC to assist with the development of the City’s Employee Handbook, and

WHEREAS the City Council has reviewed the draft of said Employee Handbook

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Employee Handbook, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City of Watertown Employee Handbook shall be distributed, with signed acknowledgment, to all City officials and employees ***except the union of the firefighters of the City of Watertown.**

Seconded by Council Member Teresa R. Macaluso

*** Motion was made by Council Member Roxanne M. Burns to amend the last paragraph of the foregoing resolution to read “BE IT FURTHER RESOLVED that the City of Watertown Employee Handbook shall be distributed, with signed acknowledgment, to all City officials and employees except the union of the firefighters of the City of Watertown.” Motion was seconded by Council Member Joseph M. Butler, Jr and carried with all voting yea except Council Member Stephen A. Jennings and Council Member Teresa R. Macaluso voting nay.**

RESOLUTION

By Council Member Stephen A. Jennings

Date October 19, 2015

SUBJECT:

Adopting Employee Handbook

STATE OF NEW YORK
Jefferson County
CITY OF WATERTOWN

} ss:

I, Ann M. Saunders, City Clerk of the City of Watertown, hereby certify that the within Resolution was adopted at a meeting of the City Council of said City, held _____ and that the same is the whole of said Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City of Watertown, New York

City Clerk

	MEMORANDUM Dept. Public Works	E.P. Hayes
		Superintendent
		Date: 11-12-15
		Ref: PW 018-15
To:	Sharon Addison, City Manager	
Subject:	Sunday Bus Run	

As we approach the holiday season, we are beginning to receive questions from our CitiBus passengers and the general public about the Sunday Bus Run.

As such the purpose of this memorandum is to request authorization to again offer this limited service enhancement similar to what was provided last year but with an expanded 5-week schedule (as compared to three weeks last year) beginning on November 29th and running through December 27th. We will also extend the run time from 6 hours to 8 hours to mirror our standard Saturday time schedule 9:40 through 5:40. We estimate that the total net cost for program will be \$7,500 total.

Should you have any questions concerning this estimate, please do not hesitate to contact me at your convenience.

Gene

cc: Christine Cratsenberg, Transit Supervisor
Franciska Galeriu, Sr. Engineering Tech, DPW
DPW files:
Extension of Service Request: Sunday

	<h1>MEMORANDUM</h1>	E.P. Hayes Superintendent
	<h2>Dept. Public Works</h2>	Date: 11-12-15 Ref: PW 019-15
To:	Sharon Addison, City Manager	
Subject:	Northern Choral Society Shuttle Bus Request	

The City has once again received a request from the Northern Choral Society for a bus shuttle service to support the community's Annual Christmas Concert dates of December 5th and 6th. As in the past the concert will take place at Asbury United Methodist Church and we will be shuttling passengers from the City Hall lot as well as the First Presbyterian Church lot on Academy Street.

We have provided this service since 2004 at no cost to the sponsors. In my communications with the Federal Transit Administration as to how this specific request is viewed by the FTA, relative to our new Charter Bus Policy, and by correspondence dated September 1, 2015, I have been advised by the Office of the Chief Counsel that "If the City of Watertown intends to provide exclusive use of FTA-funded vehicles to a regional choir society for a one-time, annual holiday event, and if the City does not charge for the service, then it is not "charter service," and the City may provide it."

As such, it is my recommendation that we offer said service as we have in the past at no cost to the society.

Should you have any questions concerning this estimate, please do not hesitate to contact me at your convenience.

Gene

cc: Christine Cratsenberg, Transit Supervisor
 Franciska Galeriu, Sr. Engineering Tech, DPW
 DPW files:
 Northern Choral Society Holiday Concert

November 4, 2105

To: Sharon Addison, City Manager
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Bidding out the concession stand at the Municipal Ice Arena

At the City Council Work Session on December 9, 2014, the majority of Council agreed to bid out the concession stand management for a multitude of reasons. Superintendent Gardner and Purchasing Manager Pastuf have had several discussions regarding the terms of the bid document. In order to maintain consistency, the top bidder will be required to adhere to a concession schedule and menu as approved by the Superintendent of Parks and Recreation. The highest bidder will be responsible for obtaining the Department of Health food permit, liability insurance and workers compensation insurance.

The length of this contract will be from when the arena is officially open to the public until August 31, 2016, at which time we will renew the contract or rebid the rights to the concession stand for a 12 month period. We are recommending a minimum bid of \$2000 for the first bid. The timeframe for this bid will be from the day the arena is open to the public until August 31, 2016. Upon Council approval, we will recommend a minimum bid of \$7500 for the second bid, which will go from September 1, 2016 until August 31, 2017.

November 10, 2015

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Year-end Financial Report

Attached for City Council review is the un-audited financial report for the fiscal year ended June 30, 2015. A summary by fund for the past fiscal year is as follows:

General Fund

Beginning fund balance and reserve balances		\$ 12,462,515
Prior period adjustment for compensated absences		\$ 574,639
+ Revenues	\$ 38,298,196	
- Expenses	(38,488,241)	
Net change from operations		\$ (190,045)
+ Transfer from sidewalk debt reserve		-
Ending fund balances and reserve balances		12,847,109
Fund balance reserved for inventory and prepaid expenses		-
Fund balance reserved for encumbrances		(377,737)
Fund balance reserved for capital improvements		(1,793,309)
Fund balance reserved for sidewalk assessment debt		(225,159)
Fund balance reserved for Fairgrounds Stadium		(20,093)
Fund balance appropriated to subsequent fiscal year		(1,173,496)
Unreserved un-appropriated fund balance		\$ 9,257,315

Forecasted deficits in FY 2015-16 Multi-Year Financial Plan:	FY 2016-17	\$ (3,985,902)
	FY 2017-18	\$ (3,751,432)
	FY 2018-19	\$ (4,443,415)
	FY 2019-20	\$ (4,652,234)
	Total	\$ (16,832,983)

In FY 2012-13 the City received an additional \$3,100,000 of NYS Aid to Municipalities which was placed in a Capital Reserve Fund. The City appropriated \$520,000 in the FY 2015-16 budget leaving \$1,273,309 to appropriate in future budgets to offset some of the City's General Fund five year capital plan.

Accordingly after the appropriation of the capital reserve fund the forecasted deficits are reduced as presented below. The forecasted deficits are based on various assumptions outlined in the plan one of which is no increases to the tax levy.

	Initial Forecasted	Appropriation of	Deficits after
	Deficits	Capital Reserve	Appropriation of
		Fund	Capital Reserve
			Fund
FY 2016-17	\$ (3,985,902)	\$ 660,000	\$ (3,325,902)
FY 2017-18	\$ (3,751,432)	613,996	\$ (3,137,436)
FY 2018-19	\$ (4,443,415)	-	\$ (4,443,415)
FY 2019-20	\$ (4,652,234)	-	\$ (4,652,234)
Total	\$ (16,832,983)	\$ 1,273,996	\$ (15,558,987)

Water Fund

Beginning fund balance and reserve balances, restated			\$ 915,626
+ Revenues		\$ 5,097,659	
- Expenses		(4,826,758)	
Net Change from operations			270,901
Change in Workers Compensation Liability			(178,846)
Change in Accrued Interest Liability			(12,139)
Change in Net Pension Liability			91,855
Change in OPEB Liability			(256,577)
Ending net assets and restricted balances			830,820
Restricted for Debt Service			(15,681)
Fund balance reserved for encumbrances			(94,038)
Fund balance appropriated to subsequent fiscal year			(174,290)
Unreserved un-appropriated fund balance			\$ 531,130

The unrestricted net assets amount has been reduced by the amounts the water fund is required to include in its financial statements for the other post-employment benefits (OPEB) liability in the amount of \$1,575,665, net pension liability of \$185,530, accrued interest in the amount of \$35,795 and its anticipated long-term workers compensation liability for current claims in the amount of \$337,887. The City continues to meet these obligations on a pay-as-you-go basis and fund them in the year the payments are to be made.

Sewer Fund

Beginning fund balance and reserve balances			\$ 1,084,930
+ Revenues		\$ 5,862,597	
- Expenses		(5,318,912)	
Net Change from operations			543,685
Change in Workers Compensation Liability			11,858
Change in Accrued Interest Liability			5,954
Change in Net Pension Liability			83,048
Change in OPEB Liability			(268,097)
Ending net assets and restricted balances			1,461,378
Restricted for Debt Service			(19,704)
Fund balance reserved for encumbrances			(221,342)
Fund balance appropriated to subsequent fiscal year			(73,053)
Unreserved un-appropriated fund balance			\$ 1,147,279

The unrestricted net assets amount has been reduced by the amounts the sewer fund is required to include in its financial statements for the other post-employment benefits (OPEB) liability in the amount of \$1,078,439, net pension liability of \$167,741, accrued interest in the amount of \$52,277 and its anticipated long-term workers compensation liability for current claims in the amount of \$118,981. The City continues to meet these obligations on a pay-as-you-go basis and fund them in the year the payments are to be made.

Library Fund

Beginning fund balance and reserve balances			\$ 89,601
Prior period adjustment for compensated absences			17,634
+ Revenues		\$ 1,367,800	
- Expenses		(1,388,726)	
Net Change from operations			(20,926)
Ending fund balances and reserve balances			86,309
Fund balance reserved for encumbrances			(8)
Fund balance appropriated to subsequent fiscal year			(50,000)
Unreserved un-appropriated fund balance			\$ 36,301

Self-funded Health Insurance Fund

Beginning fund balance and reserve balances			\$ 2,675,901
+ Revenues		\$ 8,172,779	
- Expenses		(8,835,054)	
Net Change from operations			(662,275)
Ending fund balances and reserve balances			2,013,626
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			(225,000)
Unreserved un-appropriated fund balance			\$ 1,788,626

Tourism Fund

Beginning fund balance and reserve balances			\$ 52,723
+ Revenues		\$ 231,810	
- Expenses		(234,563)	
Net Change from operations			(2,753)
Ending fund balances and reserve balances			49,970
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ 49,970

Workers Compensation Reserve Fund

Beginning fund balance and reserve balances			\$ 317,490
+ Revenues		\$ 471	
- Expenses		(88,000)	
Net Change from operations			(87,529)
Ending fund balances and reserve balances			229,961
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			(60,000)
Unreserved un-appropriated fund balance			\$ 169,961

Risk Retention Fund

Beginning fund balance and reserve balances			\$ 399,431
+ Revenues		\$ 105,344	
- Expenses		(18,029)	
Net Change from operations			87,315
Ending fund balances and reserve balances			486,746
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ 486,746

Debt Service Fund

Beginning fund balance and reserve balances			\$ 1,499
+ Revenues		\$ -	
- Expenses		(1,499)	
Net Change from operations			(1,499)
Ending fund balances and reserve balances			-
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ -

**CITY OF WATERTOWN
FY 2014/15 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2015**

GENERAL FUND SUMMARY

General Fund Summary	2014-15 Revised Budget	YTD Actual	%	Prior YTD Actual	2013-14 Actual
Revenues	\$ 38,775,491	\$ 38,298,196	98.77%	\$ 37,863,001	\$ 37,863,001
Expenditures	\$ 40,077,472	\$ 38,488,241	96.03%	\$ 38,815,886	\$ 38,825,886
Net Change in Fund Balance	\$ (1,301,981)	\$ (190,044)		\$ (952,885)	\$ (962,885)

GENERAL FUND REVENUES

General fund revenues were up \$435,196 or 1.15% compared to last year due mostly to the increase in the property tax levy by \$739,000. Sales tax finished up \$112,684 and sale of excess hydro-electric power was down (\$106,997) compared to last year. Revenue decreases were also realized in mortgage tax by \$109,106, building permits by \$34,575 and utilities gross receipts tax by \$45,877. The 10 largest general fund budgeted revenues account for over 94% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2014-15 Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2013-14 Actual
State Admin. Sales & Use Tax	\$ 17,490,000	\$ 17,129,685	97.94%	\$ 17,017,001	\$ 17,017,001
Real Property Taxes(net of reserve)	\$ 8,280,726	\$ 8,131,382	98.20%	\$ 7,601,671	\$ 7,601,671
State Aid, Per Capita	\$ 4,703,208	\$ 4,703,208	100.00%	\$ 4,703,208	\$ 4,703,208
Sale of Surplus Power	\$ 3,600,000	\$ 3,799,350	105.54%	\$ 3,906,347	\$ 3,906,347
Refuse and Garbage Charges	\$ 830,000	\$ 847,616	102.12%	\$ 823,699	\$ 823,699
State Aid, Mortgage Tax	\$ 375,000	\$ 254,595	67.89%	\$ 363,701	\$ 363,701
Utilities Gross Income Tax	\$ 340,000	\$ 304,468	89.55%	\$ 350,345	\$ 350,345
Interfund Transfers	\$ 290,100	\$ 371,987	128.23%	\$ 343,444	\$ 343,444
State Mass Transportation Assistance	\$ 234,000	\$ 247,742	105.87%	\$ 234,921	\$ 234,921
Bus Fares	\$ 160,000	\$ 151,198	94.50%	\$ 161,090	\$ 161,090
Subtotal	\$ 36,303,034	\$ 35,941,231	99.00%	\$ 35,505,428	\$ 35,505,428
All Other General Fund Revenues	\$ 2,472,457	\$ 2,356,965	95.33%	\$ 2,357,573	\$ 2,357,573
Total	\$ 38,775,491	\$ 38,298,196	98.77%	\$ 37,863,001	\$ 37,863,001

Real Property Tax Collections: Gross property tax revenue for FY 14-15 is \$8,259,585 which represented an increase of \$740,924 representing an increase of 9.85% over FY 13-14.

Interest and Penalties on Property Taxes: Revenue was down compared to last year by \$35,568 or 19.32%.

Sales Tax Revenue: The City's sales tax collections were up compared to last year by \$112,684 or 0.66%. Compared to the adopted budget revenue is down by \$360,316 or 2.06%.

Sale of Surplus Power: The City's sale of surplus power was down \$106,997 or 2.74% compared to last year even though the contractual rate paid by National Grid increased 4.33%.

Utilities Gross Income Tax Revenue: Under General Municipal Law, the City imposes a 1% tax on the gross income from every utility doing business in the City. Revenue was down compared to last year by \$45,877 or 13.09%.

Mortgage Tax Revenue: The City receives 1/2% tax for each mortgage recorded on property located within the City. Revenue for the year was down \$109,106 or 30.00% compared to last year.

NYS Unrestricted Aid and AIM funding: The City's revenue from the NYS Aid and Incentives to Municipalities (AIM) program is the same as last year.

**CITY OF WATERTOWN
FY 2014/15 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2015**

GENERAL FUND EXPENDITURES

The following 10 departments / categories represent over 85% of the General Fund budgeted expenditures. General fund expenditures were down by \$902,284 or 2.32% compared to last year.

GENERAL FUND EXPENDITURES	2014-15		Y-T-D % of Budget	2013-14	
	Revised Budget	Current Y-T-D		Prior Y-T-D	Actual (Unaudited)
Fire	\$ 8,945,783	\$ 8,754,242	97.86%	\$ 8,953,245	\$ 8,953,245
Police	\$ 8,063,213	\$ 7,802,721	96.77%	\$ 7,899,168	\$ 7,899,168
Department of Public Works	\$ 5,756,360	\$ 4,999,531	86.85%	\$ 5,098,628	\$ 5,098,628
Health Insurance-Retirees	\$ 3,399,764	\$ 3,399,764	100.00%	\$ 3,335,795	\$ 3,335,795
Debt Service	\$ 2,613,860	\$ 2,588,778	99.04%	\$ 2,644,204	\$ 2,644,204
Parks and Recreation	\$ 1,786,204	\$ 1,602,932	89.74%	\$ 1,676,563	\$ 1,676,563
Library Transfer	\$ 1,298,665	\$ 1,298,665	100.00%	\$ 1,209,204	\$ 1,209,204
Bus	\$ 843,467	\$ 766,736	90.90%	\$ 858,116	\$ 858,116
Traffic Control & Lighting	\$ 920,173	\$ 808,500	87.86%	\$ 929,154	\$ 929,154
Transfer to Capital Projects	\$ 470,000	\$ 436,490	92.87%	\$ 1,312,295	\$ 1,312,295
SUBTOTAL	\$ 34,097,489	\$ 32,458,358	95.19%	\$ 33,916,371	\$ 33,916,371
All Other Departments/Transfers	\$ 5,979,983	\$ 5,455,243	91.23%	\$ 4,899,515	\$ 4,909,515
TOTAL	\$ 40,077,472	\$ 37,913,602	94.60%	\$ 38,815,886	\$ 38,825,886

GENERAL FUND - PERSONAL SERVICES

Personal service expenditures account for 39% of the general fund budgeted expenditures. The following table presents the 10 largest departmental budgeted personal services. These 10 departments represent 80% of the budgeted general fund personal service expenditures. Fire department overtime is up compared to last year by \$53,742 or 14.42%. Police department overtime is up significantly by \$170,033 or 63.52%.

Department	2014-15		Y-T-D % of Budget	2013-14	
	Revised Budget	Current Y-T-D		Prior Y-T-D	Actual (Unaudited)
Fire	\$ 5,307,030	\$ 5,353,346	100.87%	\$ 3,966,523	\$ 5,131,669
Police	\$ 4,560,602	\$ 4,717,896	103.45%	\$ 3,356,946	\$ 4,533,884
DPW Snow Removal	\$ 521,901	\$ 588,197	112.70%	\$ 575,205	\$ 538,858
Engineering	\$ 485,623	\$ 419,158	86.31%	\$ 316,799	\$ 448,009
Municipal Executive	\$ 400,263	\$ 406,724	101.61%	\$ 275,881	\$ 371,041
DPW Central Garage	\$ 365,132	\$ 358,444	98.17%	\$ 259,114	\$ 328,648
Comptroller	\$ 339,003	\$ 344,816	101.71%	\$ 223,141	\$ 325,837
DPW Refuse & Garbage	\$ 328,592	\$ 270,835	82.42%	\$ 213,628	\$ 320,861
Bus	\$ 327,762	\$ 292,204	89.15%	\$ 228,508	\$ 303,941
DPW Administration	\$ 233,167	\$ 251,183	107.73%	\$ 168,359	\$ 255,356
SUBTOTAL	\$ 12,869,075	\$ 13,002,803	101.04%	\$ 9,584,104	\$ 12,558,103
All Other Departments	\$ 3,347,600	\$ 2,879,651	86.02%	\$ 1,933,501	\$ 2,809,001
TOTAL	\$ 16,216,675	\$ 15,882,453	97.94%	\$ 11,517,605	\$ 15,367,104

**CITY OF WATERTOWN
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WATER FUND

Revenues are up compared to last year by \$40,917 or 0.81%. Revenues from outside City users increased by \$78,493 or 5.58% while inside City user revenue decreased \$6,110 or 0.18%. Expenditures were up \$15,494 or 0.32% compared to last year.

	2014-15				2013-14
Water Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 5,009,000	\$ 5,097,659	101.77%	\$ 5,056,742	\$ 5,056,742
Expenditures	\$ 5,023,165	\$ 4,826,758	96.09%	\$ 4,811,263	\$ 4,811,263
Net Change in Fund Balance	\$ (14,165)	\$ 270,902		\$ 245,479	\$ 245,479

SEWER FUND

Revenues are up compared to last year by \$675,639 or 13.03% primarily due to revenues from City customers increasing \$148,241, sludge and leachate customers' revenues increasing \$87,155 and other governments' revenues increasing \$380,816. Expenditures are up by \$123,539 or 2.38%.

	2014-15				2013-14
Sewer Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 5,522,500	\$ 5,862,597	106.16%	\$ 5,186,958	\$ 5,186,948
Expenditures	\$ 5,592,514	\$ 5,318,912	95.11%	\$ 5,195,373	\$ 5,195,373
Net Change in Fund Balance	\$ (70,014)	\$ 543,685		\$ (8,415)	\$ (8,425)

LIBRARY FUND

Excluding the transfer from the General Fund, revenues are up compared to last year by \$1,913 or 2.85%. Expenditures were are up compared to last year by \$11,116 or 0.89%.

	2014-15				2013-14
Library Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 1,364,770	\$ 1,367,800	100.22%	\$ 1,276,426	\$ 1,276,426
Expenditures	\$ 1,371,543	\$ 1,371,092	99.97%	\$ 1,299,956	\$ 1,299,956
Net Change in Fund Balance	\$ (6,773)	\$ (3,291)		\$ (23,530)	\$ (23,530)

The majority of the Library revenues shown in this fund are a result of the library transfer expense (\$1,298,665) shown up above in the General Fund Expenditures section. All available library revenues such as fines and grants are utilized prior to any transfer from the General Fund.

SELF-INSURANCE FUND

Revenues are up compared to last year by \$125,166 or 1.56%. Expenditures are up by \$1,350,117 or 18.04% compared to last year.

	2014-15				2013-14
Self-Insurance Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 8,190,114	\$ 8,172,779	99.79%	\$ 8,047,614	\$ 8,047,614
Expenditures	\$ 8,481,114	\$ 8,835,054	104.17%	\$ 7,484,937	\$ 7,484,937
Net Change in Fund Balance	\$ (291,000)	\$ (662,275)		\$ 562,676	\$ 562,676

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	2014-15			2013-14		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual	Variance	%
General Fund Revenues							
Real Property Taxes	\$ 8,302,601	\$ 8,259,585	99.48%	\$ 7,518,661	\$ 7,518,661	\$ 740,924	9.85%
Special Assessments (sidewalks)	\$ 10,125	\$ 7,888	77.91%	\$ 8,574	\$ 8,574	\$ (686)	-8.00%
Real Property Tax Reserve	\$ (32,000)	\$ (136,091)	425.28%	\$ 74,437	\$ 74,437	\$ (210,527)	-282.83%
Federal Payments in Lieu of Taxes	\$ 37,500	\$ 41,193	109.85%	\$ 37,108	\$ 37,108	\$ 4,085	11.01%
Other Payments in Lieu of Taxes	\$ 101,625	\$ 109,219	107.47%	\$ 103,154	\$ 103,154	\$ 6,065	5.88%
Interest/Penalties on Property Taxes	\$ 150,000	\$ 148,494	99.00%	\$ 184,062	\$ 184,062	\$ (35,568)	-19.32%
State Admin. Sales & Use Tax	\$ 17,490,000	\$ 17,129,685	97.94%	\$ 17,017,001	\$ 17,017,001	\$ 112,684	0.66%
Utilities Gross Income Tax	\$ 340,000	\$ 304,468	89.55%	\$ 350,345	\$ 350,345	\$ (45,877)	-13.09%
Franchises	\$ 404,000	\$ 383,828	95.01%	\$ 388,550	\$ 388,550	\$ (4,722)	-1.22%
Tax Sale Advertising	\$ 16,000	\$ 14,330	89.56%	\$ 20,925	\$ 20,925	\$ (6,595)	-31.52%
Comptroller's Fees	\$ 8,000	\$ 8,054	100.68%	\$ 7,745	\$ 7,745	\$ 309	3.99%
Assessor's Fees	\$ 250	\$ 507	202.80%	\$ 508	\$ 508	\$ (1)	-0.20%
Clerk Fees	\$ 115,000	\$ 116,219	101.06%	\$ 113,781	\$ 113,781	\$ 2,437	2.14%
Civil Service Fees	\$ 1,500	\$ 2,035	135.67%	\$ 1,385	\$ 1,385	\$ 650	46.93%
Police Fees	\$ 13,000	\$ 6,795	52.27%	\$ 2,050	\$ 2,050	\$ 4,745	231.51%
Demolition Charges	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Public Works Fees	\$ 85,000	\$ 108,545	127.70%	\$ 88,169	\$ 88,169	\$ 20,376	23.11%
DPW Charges - Fuel	\$ 28,700	\$ 24,887	86.71%	\$ 33,305	\$ 33,305	\$ (8,419)	-25.28%
Bus Fares	\$ 160,000	\$ 151,198	94.50%	\$ 161,090	\$ 161,090	\$ (9,891)	-6.14%
Bus Advertising	\$ 12,000	\$ 14,825	123.54%	\$ 14,395	\$ 14,395	\$ 430	2.99%
Parks & Recreation Charges	\$ 7,800	\$ 16,739	214.60%	\$ 16,204	\$ 16,204	\$ 535	3.30%
Field Use Charges	\$ 26,500	\$ 26,244	99.03%	\$ 36,290	\$ 36,290	\$ (10,046)	-27.68%
Recreation Concessions	\$ 69,700	\$ 96,589	138.58%	\$ 74,760	\$ 74,760	\$ 21,829	29.20%
Stadium Charges	\$ 14,500	\$ 29,059	200.41%	\$ 17,050	\$ 17,050	\$ 12,009	70.43%
Arena Fees	\$ 7,750	\$ 4,440	57.29%	\$ 44,472	\$ 44,472	\$ (40,032)	-90.02%
Skating Rink Charges	\$ 128,000	\$ 162,945	127.30%	\$ 127,101	\$ 127,101	\$ 35,844	28.20%
Zoning Fees	\$ 3,500	\$ 2,600	74.29%	\$ 3,500	\$ 3,500	\$ (900)	-25.71%
Refuse and Garbage Charges	\$ 500,000	\$ 473,288	94.66%	\$ 486,041	\$ 486,041	\$ (12,752)	-2.62%
Toter Fees	\$ 330,000	\$ 374,328	113.43%	\$ 337,659	\$ 337,659	\$ 36,670	10.86%
Sale of Surplus Power	\$ 3,600,000	\$ 3,799,350	105.54%	\$ 3,906,347	\$ 3,906,347	\$ (106,997)	-2.74%
Taxes/Assessment Svcs. Other Govt.	\$ 4,930	\$ 4,929	99.98%	\$ 4,959	\$ 4,959	\$ (30)	-0.60%
Civil Service Charges-School District	\$ 28,640	\$ 31,193	108.91%	\$ 33,500	\$ 33,500	\$ (2,307)	-6.89%
Police Services	\$ 97,000	\$ 102,811	105.99%	\$ 110,537	\$ 110,537	\$ (7,726)	-6.99%
Transportation Services, Other Govts.	\$ 5,600	\$ 5,600	100.00%	\$ 5,600	\$ 5,600	\$ -	0.00%
Interest and Earnings	\$ 20,000	\$ 10,651	53.26%	\$ 11,526	\$ 11,526	\$ (875)	-7.59%
Rental of Real Property	\$ 70,585	\$ 60,884	86.26%	\$ 84,384	\$ 84,384	\$ (23,500)	-27.85%
Business and Occupational Licenses	\$ 5,000	\$ 4,447	88.95%	\$ 6,911	\$ 6,911	\$ (2,463)	-35.65%
Games of Chance Licenses	\$ 100	\$ 91	91.36%	\$ 73	\$ 73	\$ 18	24.86%
Bingo Licenses	\$ 3,000	\$ 2,173	72.43%	\$ 2,326	\$ 2,326	\$ (153)	-6.59%
Building & Alterations Permits	\$ 65,000	\$ 50,696	77.99%	\$ 85,272	\$ 85,272	\$ (34,575)	-40.55%
City Permits	\$ 5,000	\$ 2,357	47.13%	\$ 9,621	\$ 9,621	\$ (7,264)	-75.50%
Plumbing Permits	\$ -	\$ -	0.00%	\$ 250	\$ 250	\$ (250)	-100.00%
Sanitary Sewer Permits	\$ 5,000	\$ 4,645	92.90%	\$ 5,245	\$ 5,245	\$ (600)	-11.44%
Storm Sewer Permits	\$ 250	\$ 2,410	964.00%	\$ 400	\$ 400	\$ 2,010	502.50%
Fines & Forfeited Bail	\$ 145,000	\$ 117,475	81.02%	\$ 120,182	\$ 120,182	\$ (2,708)	-2.25%
Scrap & Excess Materials Sale	\$ 6,000	\$ 15,387	256.46%	\$ 17,459	\$ 17,459	\$ (2,072)	-11.87%
Minor Sales	\$ 100	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Sale of Real Property	\$ 25,000	\$ 40,779	163.12%	\$ 3	\$ 3	\$ 40,776	1359200.33%
Sale of Equipment	\$ 15,000	\$ 7,050	47.00%	\$ 18,202	\$ 18,202	\$ (11,152)	-61.27%
Insurance Recoveries	\$ 15,000	\$ 18,521	123.47%	\$ 21,035	\$ 21,035	\$ (2,514)	-11.95%
Refund of Prior Year Expense	\$ 5,000	\$ 4,367	87.34%	\$ 35,282	\$ 35,282	\$ (30,915)	-87.62%
Gifts & Donations	\$ 20,500	\$ 19,776	96.47%	\$ 21,273	\$ 21,273	\$ (1,497)	-7.04%
Premium on Obligations	\$ -	\$ 1,427	0.00%	\$ -	\$ -	\$ 1,427	#DIV/0!
Other Unclassified Revenues	\$ 1,000	\$ 1,075	107.46%	\$ 987	\$ 987	\$ 88	8.87%
Payment Processing Fees	\$ 4,000	\$ 5,745	143.63%	\$ 4,129	\$ 4,129	\$ 1,616	39.13%
Central Printing & Mailing	\$ 6,250	\$ 4,974	79.58%	\$ 4,587	\$ 4,587	\$ 387	8.44%
Central Garage	\$ 120,000	\$ 96,947	80.79%	\$ 108,088	\$ 108,088	\$ (11,141)	-10.31%
State Aid, Per Capita	\$ 4,703,208	\$ 4,703,208	100.00%	\$ 4,703,208	\$ 4,703,208	\$ -	0.00%
State Aid, Mortgage Tax	\$ 375,000	\$ 254,595	67.89%	\$ 363,701	\$ 363,701	\$ (109,106)	-30.00%
State Reimbursement-Worker's Comp.	\$ 81,500	\$ 94,616	116.09%	\$ 73,140	\$ 73,140	\$ 21,476	29.36%
State Reimbursement-Court Security	\$ 37,000	\$ 36,960	99.89%	\$ 36,540	\$ 36,540	\$ 420	1.15%
State Reimbursement-Court Postage	\$ 1,752	\$ 1,752	100.00%	\$ 1,772	\$ 1,772	\$ (20)	-1.15%

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	2014-15			Y-T-D % of Budget	Prior Y-T-D	2013-14		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D				Actual	Variance	%	
State Reimbursement-CHIPs	\$ 81,750	\$ 100,738	123.23%	\$ 5,349	\$ 5,349	\$ 95,389	1783.23%		
State Mass Transportation Assistance	\$ 234,000	\$ 247,742	105.87%	\$ 234,921	\$ 234,921	\$ 12,822	5.46%		
State Aid-Bus Projects	\$ 6,750	\$ -	0.00%	\$ 830	\$ 830	\$ (830)	-100.00%		
State Aid, Youth Program	\$ -	\$ -	0.00%	\$ 4,528	\$ 4,528	\$ (4,528)	-100.00%		
State Aid, Juvenile Program	\$ -	\$ -	4.32%	\$ 3,316	\$ 3,316	\$ (2,236)	-67.43%		
State Aid, Other Home & Community Service	\$ 25,000	\$ 1,080	0.00%	\$ 4,320	\$ 4,320	\$ (4,320)	-100.00%		
Federal Aid Police Block Grant	\$ 92,925	\$ 143,047	153.94%	\$ 187,442	\$ 187,442	\$ (44,395)	-23.68%		
Federal Aid Highway Safety	\$ 8,500	\$ 8,679	102.11%	\$ 7,350	\$ 7,350	\$ 1,329	18.08%		
Federal Transportation Assistance	\$ 234,000	\$ -	0.00%	\$ 6,640	\$ 6,640	\$ (6,640)	-100.00%		
Federal Aid-Transportation Grants	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%		
Federal Aid - Snowstorm	\$ -	\$ 28,462	0.00%	\$ -	\$ -	\$ 28,462	#DIV/0!		
Federal Aid-Other Home & Community Serv.	\$ -	\$ 7,675	0.00%	\$ -	\$ -	\$ 7,675	#DIV/0!		
Interfund Transfers	\$ 290,100	\$ 371,987	128.23%	\$ 343,444	\$ 343,444	\$ 28,542	8.31%		
Total Revenue	\$ 38,775,491	\$ 38,298,196	98.77%	\$ 37,863,001	\$ 37,863,001	\$ 435,196	1.15%		
Appropriated Fund Balance	\$ 1,301,981	\$ -	0.00%	\$ 952,885	\$ 962,885	\$ (952,885)	-100.00%		
Revenue and Fund Balance	\$ 40,077,472	\$ 38,298,196	95.56%	\$ 38,815,886	\$ 38,825,886	\$ (517,689)	-1.33%		

General Fund Expenditures

Legislative Board	\$ 137,024	\$ 131,200	95.75%	\$ 73,331	\$ 73,331	\$ 57,869	78.92%
Mayor	\$ 34,560	\$ 28,064	81.21%	\$ 28,211	\$ 28,211	\$ (146)	-0.52%
Municipal Executive	\$ 615,958	\$ 607,062	98.56%	\$ 580,210	\$ 580,210	\$ 26,852	4.63%
Comptroller	\$ 604,318	\$ 555,028	91.84%	\$ 527,290	\$ 527,290	\$ 27,738	5.26%
Purchasing	\$ 137,807	\$ 134,310	97.46%	\$ 134,802	\$ 134,802	\$ (492)	-0.37%
Assessment	\$ 286,145	\$ 277,796	97.08%	\$ 245,007	\$ 245,007	\$ 32,789	13.38%
Tax Advertising	\$ 19,850	\$ 16,084	81.03%	\$ 21,053	\$ 21,053	\$ (4,969)	-23.60%
Property Acquired for Taxes	\$ 31,750	\$ 6,668	21.00%	\$ 2,700	\$ 2,700	\$ 3,968	146.95%
Fiscal Agent Fees	\$ 800	\$ 800	100.00%	\$ 920	\$ 920	\$ (120)	-13.04%
Clerk	\$ 206,960	\$ 201,407	97.32%	\$ 213,697	\$ 213,697	\$ (12,290)	-5.75%
Law	\$ 309,333	\$ 287,378	92.90%	\$ 289,009	\$ 289,009	\$ (1,631)	-0.56%
Civil Service	\$ 69,167	\$ 68,193	98.59%	\$ 73,645	\$ 73,645	\$ (5,452)	-7.40%
Engineering	\$ 818,742	\$ 680,347	83.10%	\$ 686,722	\$ 686,722	\$ (6,375)	-0.93%
DPW Administration	\$ 541,704	\$ 488,872	90.25%	\$ 471,011	\$ 471,011	\$ 17,861	3.79%
Buildings	\$ 196,064	\$ 178,450	91.02%	\$ 178,476	\$ 178,476	\$ (26)	-0.01%
Central Garage	\$ 728,626	\$ 668,001	91.68%	\$ 775,901	\$ 775,901	\$ (107,900)	-13.91%
Central Printing & Mailing	\$ 72,726	\$ 63,418	87.20%	\$ 71,133	\$ 71,133	\$ (7,715)	-10.85%
Information Technology	\$ 502,071	\$ 492,179	98.03%	\$ 458,527	\$ 458,527	\$ 33,652	7.34%
Judgements & Claims	\$ 5,500	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Taxes on Property	\$ 40,225	\$ 40,188	99.91%	\$ 39,466	\$ 39,466	\$ 722	1.83%
Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 8,063,213	\$ 7,802,721	96.77%	\$ 7,899,168	\$ 7,899,168	\$ (96,447)	-1.22%
Fire	\$ 8,945,783	\$ 8,754,242	97.86%	\$ 8,953,245	\$ 8,953,245	\$ (199,003)	-2.22%
Control of Animals	\$ 275,543	\$ 275,542	100.00%	\$ 4,740	\$ 4,740	\$ 270,802	5713.12%
Safety Inspection	\$ 441,441	\$ 379,893	86.06%	\$ 365,847	\$ 365,847	\$ 14,046	3.84%
DPW Municipal Maintenance	\$ 663,207	\$ 562,901	84.88%	\$ 644,530	\$ 644,530	\$ (81,629)	-12.66%
DPW Road Maintenance	\$ 1,031,155	\$ 858,377	83.24%	\$ 733,369	\$ 733,369	\$ 125,008	17.05%
DPW Snow Removal	\$ 1,420,805	\$ 1,274,042	89.67%	\$ 1,325,241	\$ 1,325,241	\$ (51,199)	-3.86%
Hydro Electric Production	\$ 475,073	\$ 417,171	87.81%	\$ 380,986	\$ 380,986	\$ 36,185	9.50%
Traffic Control & Lighting	\$ 920,173	\$ 808,500	87.86%	\$ 929,154	\$ 929,154	\$ (120,654)	-12.99%
Bus	\$ 843,467	\$ 766,736	90.90%	\$ 858,116	\$ 858,116	\$ (91,380)	-10.65%
Off Street Parking	\$ 44,397	\$ 41,635	93.78%	\$ 42,615	\$ 42,615	\$ (981)	-2.30%
Community Action	\$ 47,500	\$ 47,500	100.00%	\$ 52,000	\$ 52,000	\$ (4,500)	-8.65%
Publicity	\$ 5,100	\$ 100	1.96%	\$ 450	\$ 450	\$ (350)	-77.83%
Private Social Services Agency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Recreation Administration	\$ 273,517	\$ 260,029	95.07%	\$ 305,083	\$ 305,083	\$ (45,054)	-14.77%
Thompson Park	\$ 389,271	\$ 361,534	92.87%	\$ 307,464	\$ 307,464	\$ 54,070	17.59%
Recreation Playgrounds	\$ 83,114	\$ 64,791	77.95%	\$ 65,981	\$ 65,981	\$ (1,190)	-1.80%
Recreation Fairgrounds	\$ 200,698	\$ 150,370	74.92%	\$ 178,633	\$ 178,633	\$ (28,263)	-15.82%
Recreation Outdoor Winter Activities	\$ 28,725	\$ 12,127	42.22%	\$ 678	\$ 678	\$ 11,449	1689.27%
Recreation Athletic Programs	\$ 139,561	\$ 125,240	89.74%	\$ 74,200	\$ 74,200	\$ 51,040	68.79%
Recreation Swimming Pools	\$ 158,321	\$ 141,771	89.55%	\$ 160,793	\$ 160,793	\$ (19,022)	-11.83%
Recreation Ice Arena	\$ 541,722	\$ 499,197	92.15%	\$ 584,410	\$ 584,410	\$ (85,212)	-14.58%
Historian	\$ 250	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%

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	2014-15			Y-T-D % of Budget	Prior Y-T-D	2013-14		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D				Actual	Variance	%	
Zoning	\$ 3,200	\$ 1,376	42.99%	\$ 2,733	\$ 2,733	\$ (1,358)	-49.67%		
Planning	\$ 15,650	\$ 6,833	43.66%	\$ 24,512	\$ 24,512	\$ (17,678)	-72.12%		
DPW Storm Sewer	\$ 426,510	\$ 370,835	86.95%	\$ 320,430	\$ 320,430	\$ 50,405	15.73%		
DPW Refuse & Garbage	\$ 944,353	\$ 776,502	82.23%	\$ 828,145	\$ 828,145	\$ (51,643)	-6.24%		
Worker's Compensation	\$ 70,400	\$ 70,394	99.99%	\$ 52,950	\$ 52,950	\$ 17,444	32.94%		
Unemployment Insurance	\$ 7,500	\$ 1,771	23.62%	\$ 17,714	\$ 17,714	\$ (15,943)	-90.00%		
Health Insurance-Retirees	\$ 3,399,764	\$ 3,399,764	100.00%	\$ 3,335,795	\$ 3,335,795	\$ 63,969	1.92%		
Medicare Reimbursements	\$ 351,205	\$ 339,142	96.57%	\$ 325,715	\$ 325,715	\$ 13,427	4.12%		
Compensated Absences	\$ 15,000	\$ (16,721)	-111.48%	\$ (77,980)	\$ (77,980)	\$ 61,259	-78.56%		
Other Employee Benefits	\$ 5,000	\$ 4,907	98.15%	\$ 7,355	\$ 7,355	\$ (2,447)	-33.28%		
General Liability Reserve Transfer	\$ 75,000	\$ 75,000	100.00%	\$ 75,000	\$ 75,000	\$ -	0.00%		
Library Transfer	\$ 1,298,665	\$ 1,298,665	100.00%	\$ 1,209,204	\$ 1,209,204	\$ 89,461	7.40%		
Serial Bonds - Principal	\$ 2,099,627	\$ 2,099,611	100.00%	\$ 2,082,288	\$ 2,082,288	\$ 17,323	0.83%		
Serial Bonds-Interest	\$ 514,233	\$ 489,167	95.13%	\$ 561,916	\$ 561,916	\$ (72,749)	-12.95%		
Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%		
Capital Fund Transfer	\$ 470,000	\$ 436,490	92.87%	\$ 1,312,295	\$ 1,312,295	\$ (875,805)	-66.74%		
Black River Trust Fund Transfer	\$ 10,000	\$ 10,000	100.00%	\$ -	\$ 10,000	\$ 10,000	#DIV/0!		
TOTAL	\$ 40,077,472	\$ 37,913,602	94.60%	\$ 38,815,886	\$ 38,825,886	\$ (902,284)	-2.32%		

Water Fund Revenues

Water Rents	\$ 3,275,000	\$ 3,322,459	101.45%	\$ 3,328,569	\$ 3,328,569	\$ (6,110)	-0.18%
Unmetered Water	\$ 11,000	\$ 6,471	58.83%	\$ 8,713	\$ 8,713	\$ (2,242)	-25.73%
Outside User Fees	\$ 1,437,000	\$ 1,485,689	103.39%	\$ 1,407,196	\$ 1,407,196	\$ 78,493	5.58%
Water Service Charges	\$ 75,000	\$ 62,305	83.07%	\$ 78,093	\$ 78,093	\$ (15,788)	-20.22%
Interest & Penalties on Water Rents	\$ 60,000	\$ 64,318	107.20%	\$ 57,203	\$ 57,203	\$ 7,115	12.44%
Interest Earnings	\$ 500	\$ 1,244	248.76%	\$ 792	\$ 792	\$ 452	57.02%
Sale of Scrap	\$ 5,000	\$ 8,548	170.96%	\$ 7,288	\$ 7,288	\$ 1,261	17.30%
Sale of Equipment	\$ -	\$ -	0.00%	\$ 8,225	\$ 8,225	\$ (8,225)	-100.00%
Insurance Recoveries	\$ -	\$ 2,822	0.00%	\$ 903	\$ 903	\$ 1,919	212.53%
Refund of Prior Years Expenditure	\$ -	\$ 1,750	0.00%	\$ 3,450	\$ 3,450	\$ (1,700)	-49.27%
Unclassified Revenues	\$ 1,000	\$ 1,707	170.74%	\$ 334	\$ 334	\$ 1,374	411.48%
Payment Processing Fees	\$ 2,500	\$ 3,487	139.48%	\$ 2,636	\$ 2,636	\$ 851	32.27%
Metered Water Sales Funds	\$ 141,000	\$ 115,750	82.09%	\$ 131,517	\$ 131,517	\$ (15,767)	-11.99%
Interfund Transfers	\$ 1,000	\$ 15,681	1568.11%	\$ -	\$ -	\$ 15,681	#DIV/0!
Total Revenue	\$ 5,009,000	\$ 5,097,659	101.77%	\$ 5,056,742	\$ 5,056,742	\$ 40,917	0.81%
Appropriated Fund Balance	\$ 193,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 5,202,000	\$ 5,097,659	97.99%	\$ 5,056,742	\$ 5,056,742	\$ 40,917	0.81%

Water Fund Expenditures

Taxes on Property	\$ 775	\$ 765	98.65%	\$ 710	\$ 710	\$ 54	7.63%
Contingency	\$ 96	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 272,069	\$ 256,082	94.12%	\$ 265,310	\$ 265,310	\$ (9,229)	-3.48%
Source of Supply, Power and Pump	\$ 606,330	\$ 584,292	96.37%	\$ 535,275	\$ 535,275	\$ 49,016	9.16%
Water Purification	\$ 1,770,969	\$ 1,694,652	95.69%	\$ 1,779,934	\$ 1,779,934	\$ (85,282)	-4.79%
Transmission and Distribution	\$ 1,267,830	\$ 1,197,730	94.47%	\$ 1,185,598	\$ 1,185,598	\$ 12,132	1.02%
Worker's Compensation	\$ 3,500	\$ 3,250	92.87%	\$ 2,270	\$ 2,270	\$ 981	43.21%
Unemployment Insurance	\$ 5,850	\$ 5,808	99.29%	\$ 3,177	\$ 3,177	\$ 2,632	82.84%
Health Insurance	\$ 137,081	\$ 137,059	99.98%	\$ 120,385	\$ 120,385	\$ 16,674	13.85%
Medicare Reimbursements	\$ 10,700	\$ 10,333	96.57%	\$ 10,070	\$ 10,070	\$ 262	2.60%
Compensated Absences	\$ 2,000	\$ (5,629)	-281.47%	\$ 5,911	\$ 5,911	\$ (11,541)	-195.23%
Other Employee Benefits	\$ 400	\$ 293	73.25%	\$ 570	\$ 570	\$ (277)	-48.55%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 15,000	\$ 15,000	\$ -	0.00%
Serial Bonds - Principal	\$ 488,047	\$ 488,034	100.00%	\$ 465,558	\$ 465,558	\$ 22,476	4.83%
Serial Bonds - Interest	\$ 108,518	\$ 108,423	99.91%	\$ 126,343	\$ 126,343	\$ (17,920)	-14.18%
Transfer to Coagulation Reserve	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital	\$ 334,000	\$ 330,667	99.00%	\$ 295,152	\$ 295,152	\$ 35,516	12.03%
TOTAL	\$ 5,023,165	\$ 4,826,758	96.09%	\$ 4,811,263	\$ 4,811,263	\$ 15,494	0.32%

CITY OF WATERTOWN
FY 2014/15 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2015

	2014-15			2013-14		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual	Variance	%
Sewer Fund Revenues							
Sewer Rents	\$ 2,520,000	\$ 2,562,847	101.70%	\$ 2,414,606	\$ 2,414,606	\$ 148,241	6.14%
Sewer Charges	\$ 714,000	\$ 735,577	103.02%	\$ 648,422	\$ 648,422	\$ 87,155	13.44%
Interest & Penalties on Sewer Rents	\$ 50,000	\$ 60,259	120.52%	\$ 51,301	\$ 51,301	\$ 8,959	17.46%
Sewer Rents-Governments	\$ 1,870,300	\$ 2,038,975	109.02%	\$ 1,658,158	\$ 1,658,158	\$ 380,816	22.97%
Interest Earnings	\$ 1,500	\$ 328	21.86%	\$ 562	\$ 562	\$ (235)	-41.71%
Permit Fees	\$ 20,000	\$ 17,500	87.50%	\$ 19,000	\$ 19,000	\$ (1,500)	-7.89%
Sale of Scrap	\$ 2,000	\$ 2,000	100.00%	\$ 2,193	\$ 2,193	\$ (193)	-8.81%
Sale of Equipment	\$ 1,000	\$ -	0.00%	\$ 1,160	\$ 1,160	\$ (1,160)	-100.00%
Insurance Recovery	\$ -	\$ 31,968	0.00%	\$ 903	\$ 903	\$ 31,065	3440.46%
Refund of Prior Years Expenditure	\$ -	\$ 1,755	0.00%	\$ 23	\$ 23	\$ 1,732	7629.78%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Payment Processing Fees	\$ 2,500	\$ 3,487	139.48%	\$ 2,635	\$ 2,635	\$ 852	32.33%
Interfund Revenues	\$ 340,200	\$ 371,122	109.09%	\$ 358,521	\$ 358,521	\$ 12,601	3.51%
State Aid - Workers Compensation	\$ -	\$ 615	0.00%	\$ 133	\$ 133	\$ 483	363.59%
State Aid - CHIPSS	\$ -	\$ 4,942	0.00%	\$ 3,088	\$ 3,088	\$ 1,854	60.04%
State Aid - Home & Community	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Federal Aid, Community Services	\$ -	\$ 9,032	0.00%	\$ 10	\$ -	\$ 9,022	90224.60%
Interfund Transfer	\$ 1,000	\$ 17,367	1736.70%	\$ -	\$ -	\$ 17,367	#DIV/0!
Total Revenue	\$ 5,522,500	\$ 5,862,597	106.16%	\$ 5,186,958	\$ 5,186,948	\$ 675,639	13.03%
Appropriated Fund Balance	\$ 51,652	\$ -	0.00%	\$ 8,415	\$ 8,425	\$ (8,415)	-100.00%
Total Revenue	\$ 5,574,152	\$ 5,862,597	105.17%	\$ 5,195,373	\$ 5,195,373	\$ 667,224	12.84%

Sewer Fund Expenditures							
Sewer Administration	\$ 255,890	\$ 242,833	94.90%	\$ 247,473	\$ 247,473	\$ (4,640)	-1.87%
Sanitary Sewer	\$ 452,690	\$ 421,489	93.11%	\$ 405,749	\$ 405,749	\$ 15,739	3.88%
Sewage Treatment and Disposal	\$ 3,715,289	\$ 3,477,520	93.60%	\$ 3,317,337	\$ 3,317,337	\$ 160,183	4.83%
Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 3,200	\$ 2,893	90.41%	\$ 2,020	\$ 2,020	\$ 873	43.21%
Unemployment Insurance	\$ 2,300	\$ 2,299	99.95%	\$ -	\$ -	\$ 2,299	#DIV/0!
Health Insurance- Retirees	\$ 143,418	\$ 143,320	99.93%	\$ 145,955	\$ 145,955	\$ (2,635)	-1.81%
Medicare Reimbursements	\$ 10,700	\$ 10,542	98.53%	\$ 10,490	\$ 10,490	\$ 52	0.50%
Compensated Absences	\$ 2,000	\$ 11,270	563.52%	\$ (619)	\$ (619)	\$ 11,890	-1920.14%
Other Employee Benefits	\$ 300	\$ 164	54.67%	\$ 609	\$ 609	\$ (445)	-73.08%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 15,000	\$ 15,000	\$ -	0.00%
Serial Bonds - Principal	\$ 724,926	\$ 724,884	99.99%	\$ 448,654	\$ 448,654	\$ 276,230	61.57%
Serial Bonds - Interest	\$ 221,801	\$ 221,697	99.95%	\$ 117,705	\$ 117,705	\$ 103,992	88.35%
Transfer to Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital Fund	\$ 45,000	\$ 45,000	100.00%	\$ 485,000	\$ 485,000	\$ (440,000)	-90.72%
TOTAL	\$ 5,592,514	\$ 5,318,912	95.11%	\$ 5,195,373	\$ 5,195,373	\$ 123,539	2.38%

Library Fund Revenues							
Library Fines	\$ 20,000	\$ 18,669	93.34%	\$ 21,116	\$ 21,116	\$ (2,447)	-11.59%
Library Grant	\$ 46,105	\$ 46,105	100.00%	\$ 46,105	\$ 46,105	\$ (0)	0.00%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Interfund Transfer	\$ 1,298,665	\$ 1,299,188	100.04%	\$ 1,209,205	\$ 1,209,205	\$ 89,983	7.44%
Total Revenue	\$ 1,364,770	\$ 1,367,800	100.22%	\$ 1,276,426	\$ 1,276,426	\$ 91,374	7.16%
Appropriated Fund Balance	\$ -	\$ 3,291	0.00%	\$ 23,530	\$ 23,530	\$ (20,238)	-86.01%
Revenue and Fund Balance	\$ 1,364,770	\$ 1,371,092	100.46%	\$ 1,299,956	\$ 1,299,956	\$ 71,135	5.47%

Library Fund Expenditures							
Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 1,066,205	\$ 1,066,087	99.99%	\$ 1,058,933	\$ 1,058,933	\$ 7,155	0.68%
Worker's Compensation	\$ 1,500	\$ 1,449	96.61%	\$ 1,012	\$ 1,012	\$ 437	43.21%
Health Insurance	\$ 115,637	\$ 115,626	99.99%	\$ 115,387	\$ 115,387	\$ 238	0.21%
Medicare Reimbursements	\$ 14,800	\$ 14,791	99.94%	\$ 16,574	\$ 16,574	\$ (1,783)	-10.76%
Compensated Absences	\$ 225	\$ -	0.00%	\$ (1,438)	\$ (1,438)	\$ 1,438	-100.00%
Other Employee Benefits	\$ 100	\$ 97	97.00%	\$ 274	\$ 274	\$ (177)	-64.66%
Serial Bonds - Principal	\$ 46,975	\$ 46,971	99.99%	\$ 43,000	\$ 43,000	\$ 3,971	9.23%
Serial Bonds - Interest	\$ 5,051	\$ 5,034	99.67%	\$ 11,916	\$ 11,916	\$ (6,882)	-57.75%
Transfer to Capital	\$ 114,325	\$ 114,316	99.99%	\$ 54,297	\$ 54,297	\$ 60,019	110.54%
TOTAL	\$ 1,371,543	\$ 1,371,092	99.97%	\$ 1,299,956	\$ 1,299,956	\$ 71,135	5.47%

CITY OF WATERTOWN
FY 2014/15 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2015

	2014-15 Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2013-14 Actual	Current YTD vs. Prior YTD	
						Variance	%
Self-Insurance Fund Revenues							
Shared Service Charges	\$ 7,124,986	\$ 6,985,703	98.05%	\$ 6,960,819	\$ 6,960,819	\$ 24,884	0.36%
Interest and Earnings	\$ 500	\$ 2,865	573.06%	\$ 1,454	\$ 1,454	\$ 1,411	97.00%
Insurance Recoveries	\$ 100,000	\$ 33,181	33.18%	\$ 56,273	\$ 56,273	\$ (23,092)	-41.04%
Medicare Part D reimbursement	\$ 190,000	\$ 213,900	112.58%	\$ 236,896	\$ 236,896	\$ (22,996)	-9.71%
Refund of Prior Years Expenditure	\$ -	\$ 97,687	0.00%	\$ 34,307	\$ 34,307	\$ 63,380	184.75%
Employee Contributions	\$ 654,628	\$ 612,866	93.62%	\$ 610,442	\$ 610,442	\$ 2,424	0.40%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Prescription Reimbursements	\$ 120,000	\$ 226,577	188.81%	\$ 147,423	\$ 147,423	\$ 79,155	53.69%
Federal Early Retiree Reinsurance Program	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 8,190,114	\$ 8,172,779	99.79%	\$ 8,047,614	\$ 8,047,614	\$ 125,166	1.56%
Appropriated Fund Balance	\$ 291,000	\$ 662,275	227.59%	\$ -	\$ -	\$ 662,275	#DIV/0!
Revenue and Fund Balance	\$ 8,481,114	\$ 8,172,779	96.36%	\$ 8,047,614	\$ 8,047,614	\$ 125,166	1.56%

Self-Insurance Fund Expenditures

Administration	\$ 528,114	\$ 526,095	99.62%	\$ 553,857	\$ 553,857	\$ (27,762)	-5.01%
Medical Claims	\$ 5,156,000	\$ 5,512,762	106.92%	\$ 4,319,677	\$ 4,319,677	\$ 1,193,085	27.62%
Pharmacy Claims	\$ 2,797,000	\$ 2,796,198	99.97%	\$ 2,611,404	\$ 2,611,404	\$ 184,794	7.08%
TOTAL	\$ 8,481,114	\$ 8,835,054	104.17%	\$ 7,484,937	\$ 7,484,937	\$ 1,350,117	18.04%