

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, September 21, 2015**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, September 21, 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**

**PRESENTATIONS**

Service Awards for Employees

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Approving Agreement for Use of Grounds,  
North Watertown Cemetery Association
  
- Resolution No. 2 - Approving Change Order No. 4 for Watertown Municipal  
Arena Renovation, General Contractor,  
Bette & Cring
  
- Resolution No. 3 - Approving Change Order No. 1 for Watertown Arena  
Renovation Project, Mechanical Work,  
Lawman Heating and Cooling, Inc.
  
- Resolution No. 4 - Approving Change Order No. 2 for Watertown Municipal  
Arena Renovation, Plumbing/Fire Protection,  
Lawman Heating & Cooling, Inc.
  
- Resolution No. 5 - Approving Change Order No. 2 for Watertown Arena  
Renovation Project, Electrical Work,  
Lawman Heating and Cooling, Inc.
  
- Resolution No. 6 - Authorizing Public Auction for Sale of City Owned  
Properties

Resolution No. 7 - Authorizing Public Sale of City Owned Tax Sale Certificate

## **ORDINANCES**

Ordinance No. 1 - Amending City Municipal Code A320, Article V, Miscellaneous Fees, §320-6, Schedule of Fees

## **LOCAL LAW**

## **PUBLIC HEARING**

7:30 p.m. A Local Law Amending Section 48-3, and Adopting Sections 48-4 and 48-5

7:30 p.m. Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report

## **OLD BUSINESS**

Laid Over Under the Rules An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

## **STAFF REPORTS**

1. Request for Abate – 821 Boyd Street
2. Donation Offer of 367 Main Street West
3. NYS 2013 CDBG Public Hearing
4. Letter from David Winters of the Downtown Business Association

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

To Discuss the Employment History of a Particular Individual

## **WORK SESSION**

## **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 5, 2015.**

Res No. 1

September 16, 2015

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Agreement for Use of Grounds, North Watertown Cemetery Association

Attached for City Council consideration is a resolution that authorizes the City to enter into an Agreement with the North Watertown Cemetery Association for use of the grounds. This Agreement grants the City permission to use, at no cost to the City, the lot located on New York Avenue for the 9<sup>th</sup> Ward Playground effective October 1, 2015 through September 30, 2020.

As stated in the attached report of Superintendent Erin Gardner, the City will continue to provide maintenance of the sidewalk along Superior Street that abuts the cemetery property. The City of Watertown will submit a Letter of Understanding to the Association holding them harmless for incidents that might occur at any of the City's programs held on this property.

# RESOLUTION

Page 1 of 1

Approving Agreement for Use of Grounds,  
North Watertown Cemetery Association

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***

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WHEREAS the City of Watertown desires to use the lot within the City of Watertown for the purposes of a playground area, and

WHEREAS the North Watertown Cemetery Association is willing to authorize the City to use its grounds for said purpose, and

WHEREAS there is no cost associated with the Agreement between the City of Watertown and the North Watertown Cemetery Association, and

WHEREAS the City deems that providing this playground area to be a benefit to the citizens of the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement between the City and the North Watertown Cemetery Association, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham is hereby deemed to be the Authorized Agent on behalf of the City of Watertown.

**Seconded by**



## CITY OF WATERTOWN, NEW YORK

PARKS AND RECREATION DEPARTMENT  
600 WILLIAM T. FIELD DRIVE  
WATERTOWN, NEW YORK 13601-3380  
E-MAIL: EGardner@watertown-ny.gov  
Tel. (315) 785-7775 • Fax (315) 785-7776

ERIN E. GARDNER  
Superintendent of  
Parks and Recreation

September 11, 2015

Ms. Wendy Holden  
Cemetery Manager  
North Watertown Cemetery Association  
811 Bradley Street  
Watertown, New York

Re: Five year use of the lot located on New York Ave owned by the North Watertown Cemetery Association for 9<sup>th</sup> Ward Playground

Dear Ms. Holden:

The City's Parks and Recreation Department would like to request permission to use the lot located on New York Avenue owned by the North Watertown Cemetery Association for 9<sup>th</sup> Ward Playground.

The 9<sup>th</sup> Ward Playground will be open to the public from 7:00 a.m. to 9:00 p.m. As part of this agreement, the City will relieve the Cemetery Association of the responsibility of operating and capital maintenance of the sidewalk along Superior Street. This proposal is for a five year agreement effective October 1, 2015 and expiring on September 30, 2020.

A favorable response by the North Watertown Cemetery Association will be greatly appreciated. In an attempt to expedite the necessary paperwork, I would ask that you not require a certificate of insurance, noting that City is self-insured and that the City will provide you with a Letter of Understanding holding the North Watertown Cemetery Association harmless for use of the lot on New York Ave. I would ask that the Organization be identified as the City of Watertown, Recreation Department and the Authorized Agent be the City Mayor, Jeffery E Graham.

Please confirm your acceptance if the above by signing below, and we will have this agreement put on the agenda for City Council Consideration.

Sincerely,

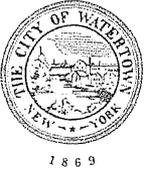
Erin E. Gardner  
Superintendent of Parks and Recreation

cc: Sharon Addison, City Manager

Confirmation of Acceptance:

Wendy Holden, Manager  
North Watertown Cemetery Association

9/16/15  
Date



## CITY OF WATERTOWN, NEW YORK

PARKS AND RECREATION DEPARTMENT  
600 WILLIAM T. FIELD DRIVE  
WATERTOWN, NEW YORK 13601-3380  
E-MAIL: EGardner@watertown-ny.gov  
Tel. (315) 785-7775 • Fax (315) 785-7776

ERIN E. GARDNER  
Superintendent of  
Parks and Recreation

9/16/2015

To: Ms. Sharon Addison, City Manager

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

Subject: Agreement between North Watertown Cemetery Association and the Parks and Recreation Department.

The Parks and Recreation Department would like to enter into an agreement with North Watertown Cemetery Association for use of their property located on New York Avenue, for the 9<sup>th</sup> Ward Playground. The Parks and Recreation maintenance workers removed the City owned equipment at the 9<sup>th</sup> Ward Playground in early September because it no longer met current safety regulations and guidelines. The Parks and Recreation Department is researching new playground equipment to replace the old playground equipment.

In exchange for use of the lot on New York Avenue, the North Watertown Cemetery Association has requested to be relieved of the responsibility for the operation and capital maintenance of the sidewalk along Superior Street. The City has had the responsibility of operating and maintaining this sidewalk since 2001.

Superintendent Gardner will be present at the meeting to answer any questions.

Res Nos. 2, 3, 4, 5

September 16, 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 progressing on this project.

As detailed in City Engineer Justin L. Wood's attached report, four Change Orders have been submitted resulting in an increase bringing the total of all four contracts to \$9,240,539.41.

Attached for Council consideration are four Resolutions for these Change Orders as described in Mr. Wood's report. It is not necessary to amend the current Bond Ordinance of \$10.4M to allow for 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	<u>21,237</u>
	6,299,310
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	<u>9,388</u>	742,199
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)		50,000
Air monitoring (estimate)		20,000
Geotech services and hazardous material testing (estimate)		35,000
Bonding and contingency costs		<u>41,268</u>
Total Bond Ordinance		<u>\$ 10,400,000</u>

# RESOLUTION

Page 1 of 1

Approving Change Order No. 4 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

Total .....

***Introduced by***

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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 Bette & Cring has now submitted 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 drains and a credit for fiber mesh,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 4 to the contract with Bette & Cring in the increased amount of \$21,236.92 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 \$6,299,310.34, 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 Washington Street  
Watertown, NY 13601

**CHANGE ORDER NUMBER:** 1-004  
**INITIATION DATE:** 9/10/15

**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:

- 1) Lead Abatement at Steel Removals \$6,606.60
- 2) Adjustments to OHDs at Ice Resurfacer Room 139 per ASI-010 \$613.78
- 3) Dowel & Epoxy Footing Along 8-Line per RFI-027 \$1,123.06
- 4) Relocate Steel Column per Sketches S-SK-013 thru S-SK-015 per ASI-024 \$13,657.42
- 5) Roof Leader tie-in at NW Addition \$2,060.06
- 6) CMU Pipe Chases per ASI-017 & ASK-004 \$3,811.50
- 7) Delete WWM from 2" 2<sup>nd</sup> Floor Topping & add Fiber per ASI-025 (\$6,635.50)

The original Contract Sum was	\$ 6,268,000.00
Net change by previously authorized Change Orders	\$ 10,073.42
The Contract Sum prior to this Change Order was	\$ 6,278,073.42
The Contract Sum will be increased by this Change Order in the amount of	\$ 21,236.92
The new Contract Sum including this Change Order will be	\$ 6,299,310.34

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**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* **DATE:** 9/14/15  
**(Typed name)**

Bette & Cring  
**CONTRACTOR (Firm name)**  
18438 US Route 11, Watertown, NY 13601  
**ADDRESS**

*Wendell N. Matott*  
**BY (Signature)**  
*WENDELL N. MATOTT* **DATE:** 9-15-15  
**(Typed name)**

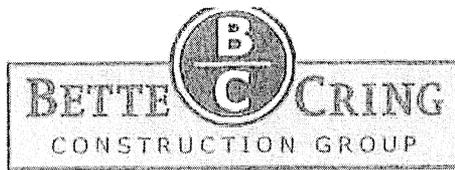
Stantec Consulting

**ARCHITECT (Firm name)**  
61 Commerical Street, Rochester, NY 14614  
**ADDRESS**

**BY (Signature)**  
**(Typed name)** **DATE:**

City of Watertown  
**OWNER (Firm name)**  
245 Washington Street, Watertown, NY 13601  
**ADDRESS**

**BY (Signature)**  
**(Typed name)** **DATE:**



Thursday, September 03, 2015

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

**RE: Potential Change Order # 008  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 008  
**Date:** 02-Jun-15  
**Description:** Lead Abatement @ Steel Removals  
**Proposed Amt:** \$6,606.60  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Lead Abatement @ Steel Removals	\$6,606.60	

Total:\$6,606.60

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.

A handwritten signature in black ink, appearing to read 'Nick Matott', is written over a horizontal line.

Nick Matott  
Project Manager

# MIDLANTIC ENVIRONMENTAL, INC.

42 Genesee Street  
New Hartford, NY 13413  
Tel. (315) 798-8026 Fax (315) 798-8027

September 2, 2015

The following cost proposal is respectfully submitted to Mr. Nick Mattot from Bette and Cring concerning additional work performed at the Watertown Municipal Arena.

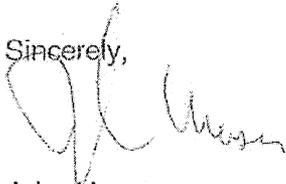
### Scope of work

Removal of lead paint from structural I beams. Work performed 6/15/15 - 6/18/15.  
Supporting documentation for payroll, lift rental and disposal attached.

Labor hours 60 @ \$ 62 per hour includes all insurance's	\$ 3,720
Materials - Peel away, poly suits, bags, filters	
Steel drum, rags, gloves, etc	\$ 520
Hotels 3 nights @ 75	\$ 225
Man lift rental	\$ 515
<u>Disposal as lead material</u>	<u>\$ 492</u>
Sub -Total	\$ 5,472
<u>Overhead and profit ( 15 %)</u>	<u>\$ 820</u>
Total	\$ 6,292

314.60 5%

Sincerely,



John Massa  
President

\$ 6,606.60 TOTAL



Wednesday, June 17, 2015

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

**RE: Potential Change Order # 012  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 012  
**Date:** 03-Jun-15  
**Description:** Adjustments to OHD's @ Ice Resurfacer 139 Per ASI-010  
**Proposed Amt:** \$613.78  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Adjustments to OHD's @ Ice Resurfacer 139 Per ASI-010	\$613.78	

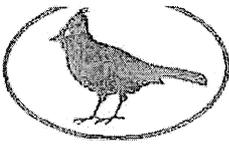
Total:\$613.78

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-012 Adjustments To OHD's @ Ice Resurfacers 139 Per ASI-010				
Description	Qty	Units	Rate	Total
<b>Cardinal Construction</b>				
Increase Length of Galv Angles	1	LS	\$ 396.29	\$ 396.29
<b>Overhead Door of Watertown</b>				
Increase Door Width	1	LS	\$ 188.26	\$ 188.26
				\$ 584.55
B&C's OH&P on Subs	5%	OH&P	\$ 584.55	\$ 29.23
<b>TOTAL</b>				\$ <b>613.78</b>
(T) Taxable				



**Cardinal Construction NY, Inc.**  
Post Office Box 555, 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

June 11, 2015

**Re: Renovations to Watertown Municipal Arena**  
PCO-012 Ice Resurfacer OHD  
**A/E: Stantech**

Dear Nick,

Cardinal Construction NY, Inc. is please to provide the following cost break regarding  
Two additional Galvanized Wall Angles:

Materials	\$289.60
Consumables	<u>\$ 55.00</u>
SUBTOTAL	\$344.60
Mark-up 15%	<u>\$ 51.69</u>
	\$396.29

Total CO Request: \$396.00

**Pricing good for 15 days**  
Terms – NET 30 –

Sincerely,

  
James M. Walker  
President

# Overhead Door Company of Watertown

Overhead Door Company of Watertown  
 25223 NYS Rt. 3  
 Watertown, NY 13601  
 Telephone: (315) 788-4390  
 Fax: (315) 782-2845

Overhead Door Company of Watertown  
 25223 NYS Rt. 3  
 Watertown, NY 13601  
 Telephone: Same  
 Fax: Same

The Genuine. The Original.



Proposal #: 1-7878  
 Q 16824

PROPOSAL SUBMITTED TO: Watertown Ice Arena (REVISED QUOTE)			Date 6/3/2015	Attention Nick Matot
STREET			Job Name Bette & Cring Door # 139.3 & 139.2	
City	State	ZipCode	Job Location	
Phone Number	Fax Number		Job Phone	

ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	MOUNTING	JAMB TYPE
1	1	780	10' 0"	9' 4"	10' 0"	9' 4"	Hoist	White ?	Steel
2	1	780	12' 0"	9' 4"	12' 0"	9' 4"	Hoist	White ?	Steel

### FURNISH AND INSTALL:

The above sized 780CD series "Commercial" sheet door(s), as manufactured by the Overhead Door Corporation. Standard features are to include the following:

The curtain shall be roll-formed, 80,000 PSI galvanized steel, 26 gauge steel sections interlocked and seamed together to form a continuous curtain; a vinyl strip shall be on each of the curtain's exterior sides to minimize steel-to-steel contact, enhancing door operation, minimizing curtain nesting and scratching. Guide shall be roll-formed from 18-gauge steel, 3" wide with UHMW polyethylene rub strips on each edge of the guide. Bottom bar shall be of extruded aluminum reinforced with roll formed steel angle and provided with a vinyl bulb-type astragal to ensure a consistent seal along the floor. Counterbalance assembly shall include "stepped" design steel rings, to ensure a tight and uniform curtain wrap. Locks shall be slide bolt type mounted on each end of the door's bottom bar assembly locking into the door guide, and made of 11 gauge steel.

### PROPOSAL TO INCLUDE THE FOLLOWING:

Item 1 above to feature the following:

- (1) Jamb Extension Brackets (2) - Chain Hoist/Electric Door.
- (10) Header Draft Seal.
- (1) Interior BB Slide Locks (STD).
- (1) Additional Welded Headplates.
- (1) Reduced Drive Chain Hoist 6:1.

Item 2 above to feature the following:

- (1) Jamb Extension Brackets (2) - Chain Hoist/Electric Door.
- (12) Header Draft Seal.
- (1) Interior BB Slide Locks (STD).
- (1) Reduced Drive Chain Hoist 6:1.
- (1) Additional Welded Headplates.

Original Quoted Price for both doors was \$4067.15.

Revised Price for both doors with new sizes \$4255.41

Difference of \$188.26

We hereby propose to complete in accordance with above specification, for the sum of:

Four Thousand Two Hundred Fifty Five Dollars and Forty One Cents

4,255.41

Signature

  
Donfile Patchen VP

Direct Dial: 315-788-4390

**TERMS AND CONDITIONS**

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

Signature

Title

Date of Acceptance

**NOTES:**

1. CLEARANCES SHOWN ARE MAXIMUMS, LESSER CLEARANCES MAY BE POSSIBLE
2. ALL OPENING PREPARATION, ELECTRICAL POWER, AND FIELD PAINTING, SHALL BE PROVIDED BY OTHERS.
3. FERROUS SURFACES ARE GALVANIZED.
4. BOTTOM BAR SHALL BE ALUMINUM EXTRUSION WITH GALV. STEEL ANGLE AND A VINYL WEATHERSEAL ATTACHED.
5. CURTAIN FINISH: BAKED ON POLYESTER AND POLYESTER CERAMIC PAINTS PRIOR TO ROLL FORMING.
6. LOCKING SHALL BE BY:
  - A. TWO SLIDE LOCKS ATTACHED TO BOTTOM BAR SUITABLE FOR PADLOCKS.
  - B. AN OPTIONAL CHAIN HOIST LOCK.
  - C. AN OPTIONAL CURTAIN LOCK SUITABLE FOR DUAL PADLOCKS.
7. UP TO 3" MAY BE CUT OFF OF ENDS WHICH DO NOT HAVE CHAIN HOIST OR OPERATOR.

**STANDARD SPECIFICATIONS**

Max. standard width 16' (4877 mm)

Max. standard height 16' (4877 mm)

**Curtain**

28-gauge, roll-formed galvanized steel sections interlocked and seamed to form full door height Curtain material High strength steel  
Curtain rub strips PVC on both front edges

**Counterbalance assembly**

12" (305 mm), slat stamped rings to minimize headroom and enhance door operation

**Universal guides** 18-gauge, roll-formed galvanized steel with pre-punched through-hole design for mounting to concrete, masonry, steel or wood jambs

**Headplate** 11-gauge steel

**Bottom bar** Extruded aluminum reinforced with steel, rollformed angles Quick-connect bottom bar steps 12-gauge galvanized steel

**Bottom seal** Bulb-type, astragal seal

**Guide rub strips** Polypropylene on both edges

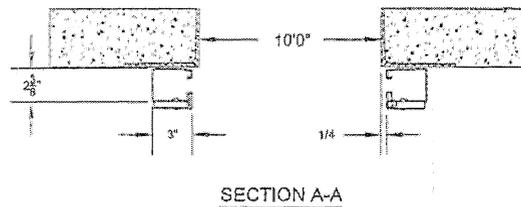
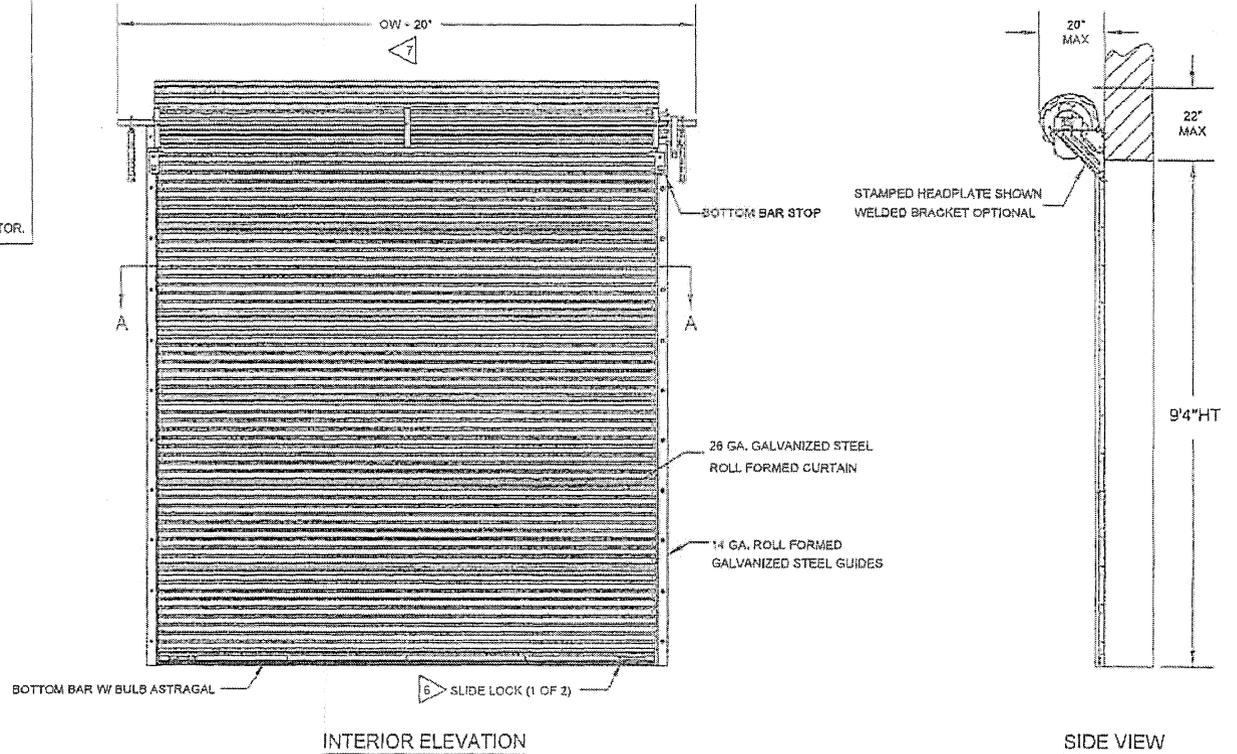
**Standard springs** 3 3/8" (86 mm) torsion springs

**Operation** Manual or non-handed reduced drive chain hoist (depending on door size) with quick-connect components, RMX operator also available

**Lock** Dual slide-bolt locks on bottom bar. Chain hoist lock and curtain locks optional

**Exterior/Interior Finish**

Paint finish in choice of 14 standard colors: white, glossy white, garnet red, royal blue, polar blue, forest green, desert tan, dark teal, oak, walnut brown, bronze, autumn orange and harvest orange



**ARCHITECT DOOR NUMBERS ARCHITECT DOOR NUMBERS**

NOTES:

<b>PROSTAR ROLLING SHEET DOOR 780CD COMMERCIAL DOOR</b>		
PROJECT	Watertown Ice Arena	
ARCHITECT		
CONTRACTOR	Belle & Cring	
DISTRIBUTOR	Overhead Door Co of Watertown	
PLANT		
DISTRIBUTOR DRG NO.	DATE:	THE ORIGINAL IS ORIGINAL <b>OVERHEAD DOOR</b>
SET3	6/3/2015	
SHEET	BY:	
Door # 139.2	DEP	

QTY	LOCK OPTIONS		OPERATION	CURTAIN COLOR
	SLIDE LOCKS	CHAIN HOIST LOCK		
1	✓	✓	OPERATION	TBD

**NOTES:**

1. CLEARANCES SHOWN ARE MAXIMUMS. LESSER CLEARANCES MAY BE POSSIBLE.
2. ALL OPENING PREPARATION, ELECTRICAL POWER, AND FIELD PAINTING SHALL BE PROVIDED BY OTHERS.
3. FERROUS SURFACES ARE GALVANIZED.
4. BOTTOM BAR SHALL BE ALUMINUM EXTRUSION WITH GALV. STEEL ANGLE AND A VINYL WEATHERSEAL ATTACHED.
5. CURTAIN FINISH: BAKED ON POLYESTER AND POLYESTER CERAMIC PAINTS PRIOR TO ROLL FORMING.
6. LOCKING SHALL BE BY:
  - A. TWO SLIDE LOCKS ATTACHED TO BOTTOM BAR SUITABLE FOR PADLOCKS.
  - B. AN OPTIONAL CHAIN HOIST LOCK.
  - C. AN OPTIONAL CURTAIN LOCK SUITABLE FOR DUAL PADLOCKS.
7. UP TO 3" MAY BE CUT OFF OF ENDS WHICH DO NOT HAVE CHAIN HOIST OR OPERATOR.

**STANDARD SPECIFICATIONS**

Max. standard width 16' (4877 mm)

Max. standard height 16' (4877 mm)

**Curtain**

28-gauge, roll-formed galvanized steel sections interlocked and seamed to form full door height. Curtain material: High strength steel. Curtain rub strips: PVC on both front edges.

**Counterbalance assembly**

1 1/2" (38 mm) steel stoppered rings to minimize headroom and enhance door operation.

**Universal guides**

18-gauge, roll-formed galvanized steel with pre-punched through-hole design for mounting to concrete, masonry, steel or wood jambs.

**Headplate**

11-gauge steel

**Bottom bar** Extruded aluminum reinforced with steel, roll-formed angles, Quick-connect bottom bar strips, 12-gauge galvanized steel.

**Bottom seal** Bulb-type, astragal seal

**Guide rub strips** Polypropylene on both edges

**Standard springs** 3 3/8" (86 mm) torsion springs

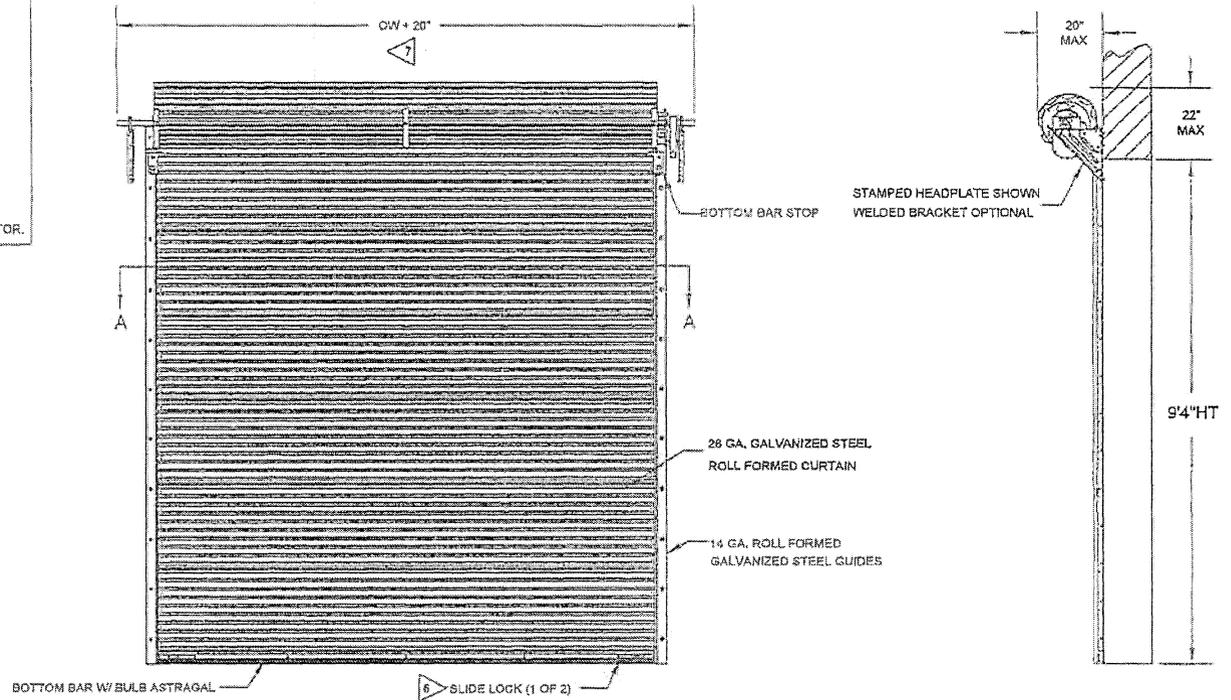
**Operation**

Manual or non-handed reduced drive chain hoist (depending on door size) with quick-connect components. RMX operator also available.

Lock: Dual slide-bolt locks on bottom bar. Chain hoist lock and curtain locks optional.

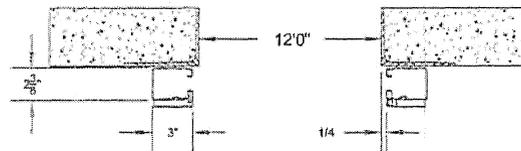
**Exterior/Interior Finish**

Paint finish in choice of 14 standard colors: white, glossy white, garnet red, royal blue, polar blue, forest green, desert tan, dark teal, teal, walnut brown, bronze, autumn orange and harvest orange.



**INTERIOR ELEVATION**

**SIDE VIEW**



**SECTION A-A**

**ARCHITECT DOOR NUMBERS ARCHITECT DOOR NUMBERS**

**NOTES :**

**PROSTAR ROLLING SHEET DOOR 780CD COMMERCIAL DOOR**

PROJECT	Watertown Ice Arena		
ARCHITECT			
CONTRACTOR	Belle & Cring		
DISTRIBUTOR	Overhead Door Co of Watertown		
PLANT	PLANT		
DISTRIBUTOR DWG. NO.	DATE:	THE ORIGINAL, THE ORIGINAL	
5272	6/3/2015	OVERHEAD DOOR	
SHEET	BY:		
Door # 139.3	DEP		

QTY	LOCK OPTIONS			OPERATION	CURTAIN COLOR
	SLIDE LOCK	CHAIN HOIST LOCK	CURTAIN LOCK		
1	✓	✓		OPERATION	TBD



Friday, June 26, 2015

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

**RE: Potential Change Order # 019  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 019  
**Date:** 25-Jun-15  
**Description:** Dowel & Epoxy Footing Along 8-Line Per RFI-027  
**Proposed Amt:** \$1,123.06  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Dowel & Epoxy Footing Along 8-Line Per RFI-027	\$1,123.06	

Total:\$1,123.06

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.

A handwritten signature in black ink, appearing to read 'Nick Matott', with a horizontal line drawn above it.

Nick Matott  
Project Manager

Watertown Ice Arena

PROPOSAL: PCO-019 Dowel & Epoxy Footing Along 8-Line Per RFI-027

Description	Qty	Units	Rate	Total
<b>Bette &amp; Cring, LLC</b>				
Laborer	8	Hrs	\$ 60.05	\$ 480.40
Rebar	1	Lot	\$ 150.00	\$ 150.00
Hilti HY 200 Epoxy, 11.1 oz tubes	11	Ea	\$ 31.47	\$ 346.17
				\$ 976.57
OH&P	15%	OH&P	\$ 976.57	\$ 146.49
<b>TOTAL</b>				<b>\$ 1,123.06</b>
(T) Taxable				

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

Contact Name:	Nick Matott	RFI #:	<del>26</del> 27/21
Contractor:	Bette & Cring	Date:	6/18/2015
Address:		Phone:	
		Fax:	
		Email:	wnmatott@bettecring.com

Specification No.:	Page No.:
Plan Sheet No.:	Detail:
<p>REQUEST: Reference S-100, A110, attached sketch: The existing footing and foundation wall will not allow for centering of the new footing under the new wall. Please advise if attached sketch is acceptable. If not, provide direction.</p> <p><i>See attached sketch</i></p>	
Plan Sheet No.:	
By:	Signature:
<p>RESPONSE:</p> <p><i>See Attached</i></p> <p><i>6-22-15</i></p>	
By: <i>MM</i>	Signature: <i>MM</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

WATERPROOF AREA

RFI-027

8

1

NEW CURB

EXISTING FLOOR

depth of spring?

2'-0"

14 1/2"

8"

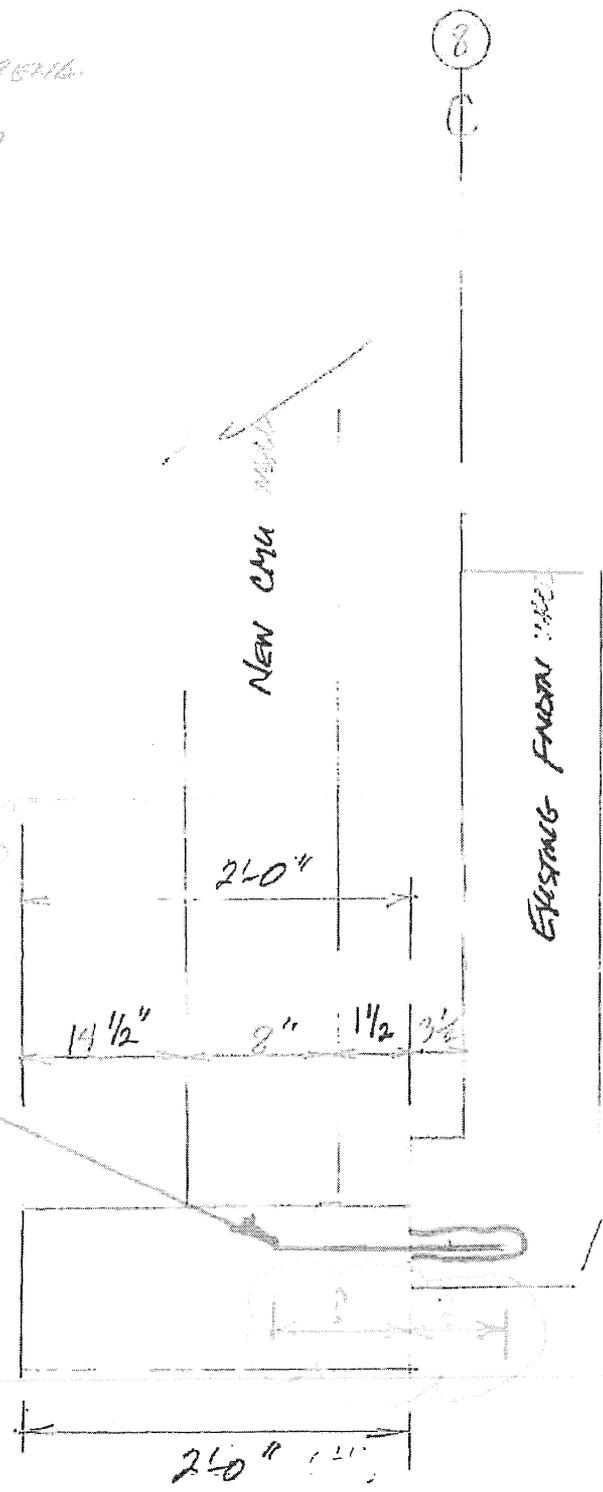
1 1/2"

3 1/2"

#4 @ 18"  
EPOXY  
GROUTED

2'-0" (1')

NTS





Tuesday, August 25, 2015

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

**RE: Potential Change Order # 036  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 036  
**Date:** 27-Jul-15  
**Description:** Relocate Steel Column Per Sketches S-SK-013 Thru S-SK-015, Per ASI-024  
**Proposed Amt:** \$13,657.42  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Relocate Steel Column Per Sketches S-SK-013 Thru S-SK-015, Per ASI-024	\$13,657.42	

Total:\$13,657.42

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.

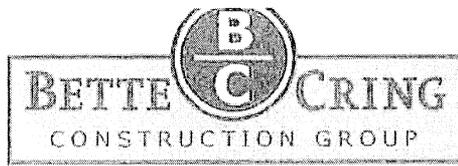
Respectfully,  
BETTE & CRING, LLC.

Nick Matott  
Project Manager

Watertown Ice Arena

PROPOSAL: PCO-036 Relocte Column Per ASI-024

Description	Qty	Units	Rate	Total	
<b>Subcontractors</b>					
Cardinal Construction	1	LS	\$ 7,000.00	\$ 7,000.00	
Lawman Heating & Cooling	1	LS	\$ 3,490.21	\$ 3,490.21	
Whitacre Engineering	1	LS	N/C	\$ -	
The Leone Companies	1	LS	\$ 150.44	\$ 150.44	
				\$ 10,640.65	
B&C's 5% OH&P on Subs	5%	OH&P	\$ 10,640.65	\$ 532.03	
				\$ 11,172.68	
<b>Bette &amp; Cring, LLC</b>					
Carpenter	16	Hrs	\$ 63.32	\$ 1,013.12	
Laborer	8	Hrs	\$ 60.05	\$ 480.40	
Mason	2	Hrs	\$ 70.17	\$ 140.34	
Survryor	1	Hrs	\$ 70.72	\$ 70.72	
Rodman	1	Hrs	\$ 59.59	\$ 59.59	
Form Material	1	Allow	N/C	\$ -	
Concrete	4	CY	\$ 77.00	\$ 308.00	
Hilti Epoxy	1	Tube	\$ 31.47	\$ 31.47	
Small Load Fee	1	Ea	\$ 57.00	\$ 57.00	
				\$ 2,160.64	
OH&P	15%	OH&P	\$ 2,160.64	\$ 324.10	
				\$ 2,484.74	
				\$ 11,172.68	From Above
<b>TOTAL</b>				<b>\$ 13,657.42</b>	
(T) Taxable					



Wednesday, July 29, 2015

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

**RE: Potential Change Order # 020  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 020  
**Date:** 01-Jul-15  
**Description:** Roof Leader Tie-in @ NW Addition  
**Proposed Amt:** \$2,060.06  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Roof Leader Tie-in @ NW Addition	\$2,060.06	

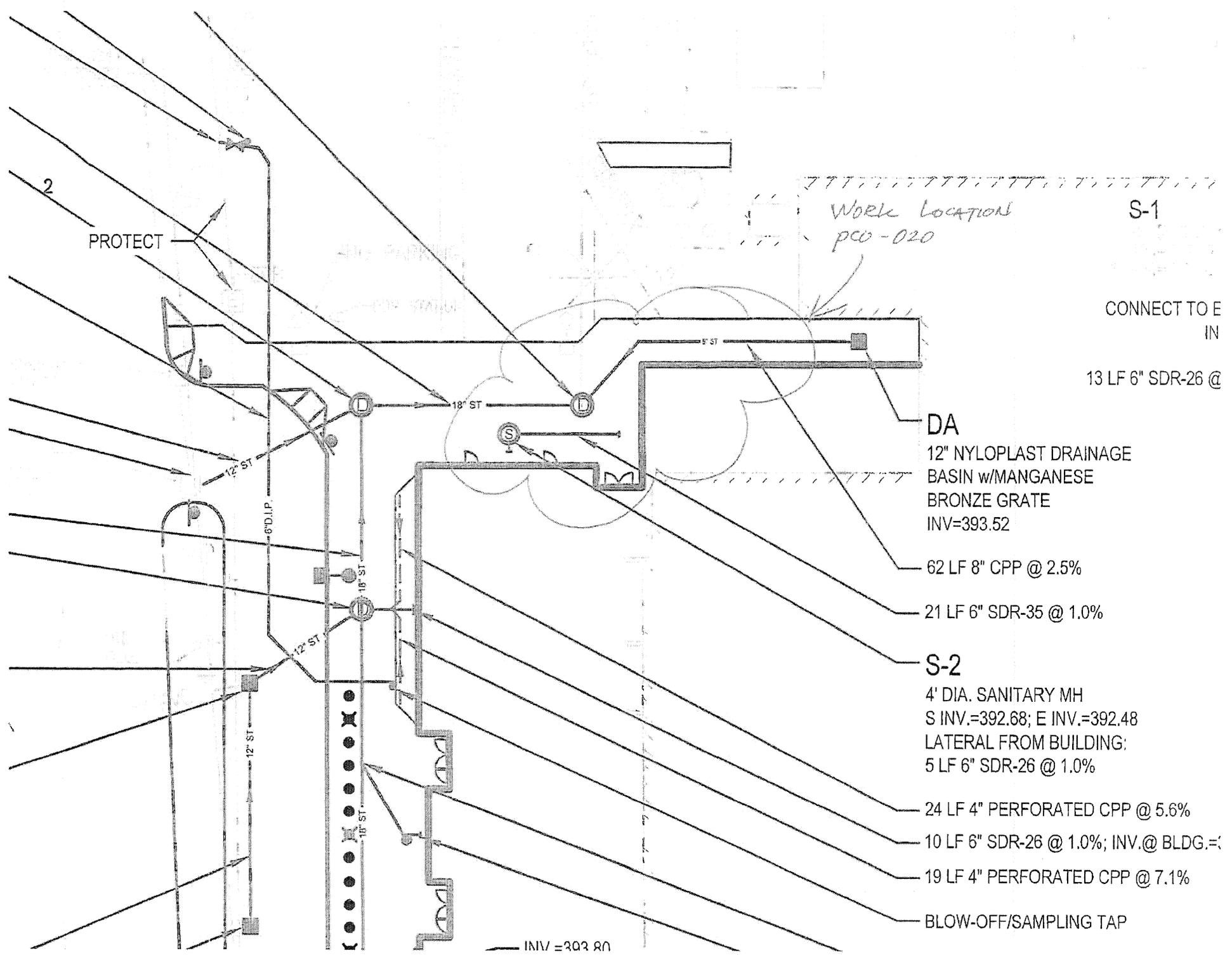
Total:\$2,060.06

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-020 Roof Leader Tie-In @ NW Addition				
Description	Qty	Units	Rate	Total
<b>Lawman Heating &amp; Cooling</b>				
Add	1	LS	\$ 1,994.25	\$ 1,994.25
Credit	1	LS	\$ (678.06)	\$ (678.06)
				\$ 1,316.19
B&C's 5% OH&P	5%	OH&P	\$ 1,316.19	\$ 65.81
<b>TOTAL</b>				<b>\$ 2,060.06</b>
(T) Taxable				



Work Location  
pc0-020

S-1

CONNECT TO E  
IN

13 LF 6" SDR-26 @

DA  
12" NYLOPLAST DRAINAGE  
BASIN w/MANGANESE  
BRONZE GRATE  
INV=393.52

62 LF 8" CPP @ 2.5%

21 LF 6" SDR-35 @ 1.0%

S-2  
4' DIA. SANITARY MH  
S INV.=392.68; E INV.=392.48  
LATERAL FROM BUILDING:  
5 LF 6" SDR-26 @ 1.0%

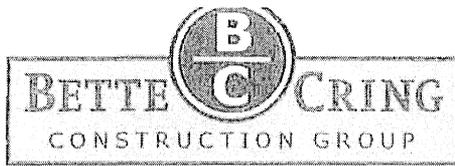
24 LF 4" PERFORATED CPP @ 5.6%

10 LF 6" SDR-26 @ 1.0%; INV.@ BLDG.=

19 LF 4" PERFORATED CPP @ 7.1%

BLOW-OFF/SAMPLING TAP

INV = 393.80



Wednesday, July 29, 2015

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

**RE: Potential Change Order # 021  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 021  
**Date:** 01-Jul-15  
**Description:** CMU Pipe Chases Per ASI-017 & ASK-004  
**Proposed Amt:** \$3,811.50  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	CMU Pipe Chases Per ASI-017 & ASK-004	\$3,811.50	

Total:\$3,811.50

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.

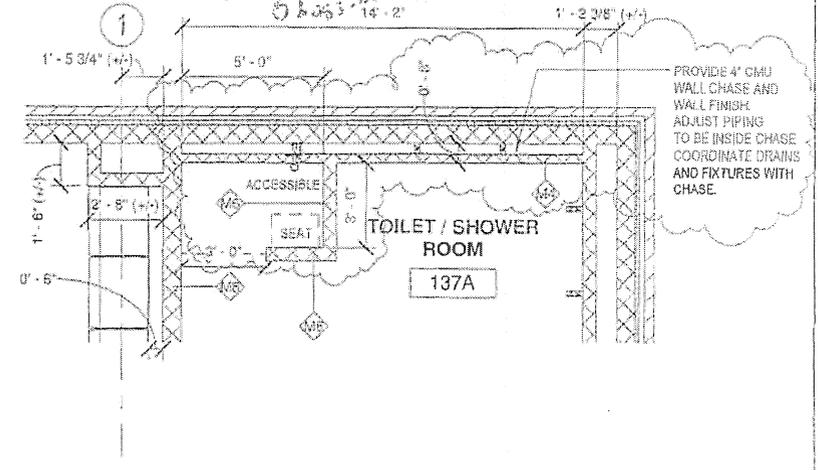
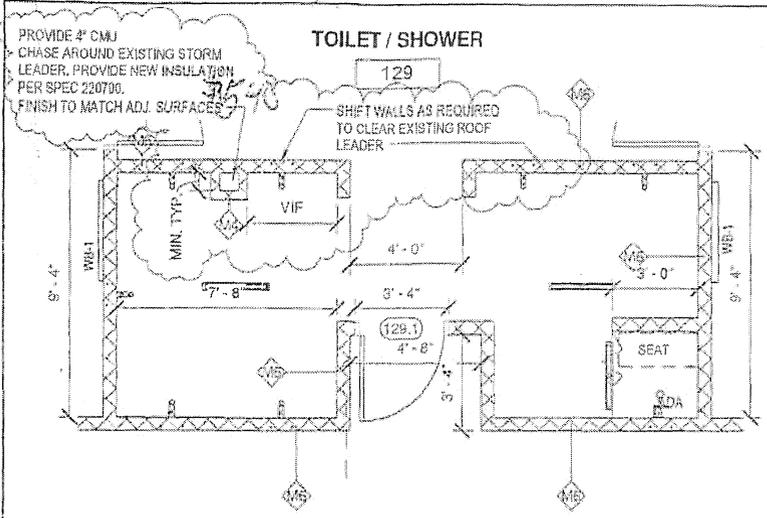
Nick Matott  
Project Manager

Watertown Ice Arena

PROPOSAL: PCO-021 CMU Pipe Chases Per ASI-017

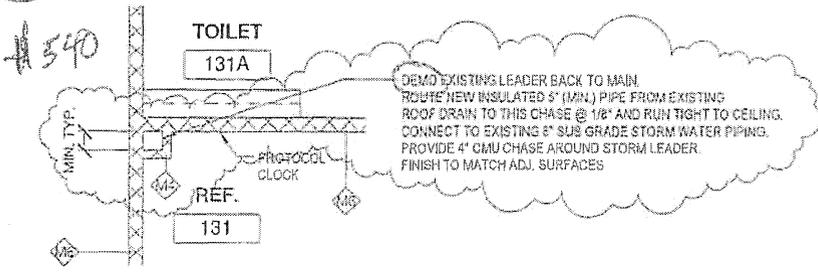
Description	Qty	Units	Rate	Total
<b>Loomis Masonry</b>				
Construct CMU Pipe Chases	1	LS	\$ 3,630.00	\$ 3,630.00
B&C's 5% OH&P	5%	OH&P	\$ 3,630.00	\$ 181.50
<b>TOTAL</b>				<b>\$ 3,811.50</b>
(T) Taxable				

90 8" 4/8" 2580  
 165 10/8" 14-2"  
 5 bas 14-2"



1 PARTIAL FLOOR PLAN  
 ASK-004 SCALE: 1/4" = 1'-0"

3 PARTIAL FLOOR PLAN  
 ASK-004 SCALE: 1/4" = 1'-0"



2 PARTIAL FLOOR PLAN  
 ASK-004 SCALE: 1/4" = 1'-0"

GENERAL NOTES:  
 1) ALL TRADES TO COORDINATE ALL ASSOCIATED WORK.  
 2) MC TO VERIFY ALL EXISTING CONDITIONS.

7/11/2015 12:23:21 PM C:\Users\pfeilr\OneDrive\Documents\ASK-004.dwg



Client/Project	City of Watertown Watertown Municipal Arena	TS#	ASI-017 PLUMBING AND CHASE ADJUSTMENTS
CHASE AND PLUMBING ADJUSTMENTS	7/1/15	Project No	1910602D4
Revision	YYY.MHA.DC	Reference Sheet	Figure No
			ASK-004



**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.

RJK/A.F.	07/01/2015		
Architect	Date	Owner	Date

**AD NO:** 017

**DATE:** 07/01/2015

**TO:** Nick Matott  
 Bette & Cring, LLC  
 Matt Abate  
 Stantec

**FROM:** Larry Coburn  
 The BCGroup

**PROJECT:** Watertown Municipal Arena

**STANTEC PROJECT NO:** 191060204

**VIA:** E-Mail

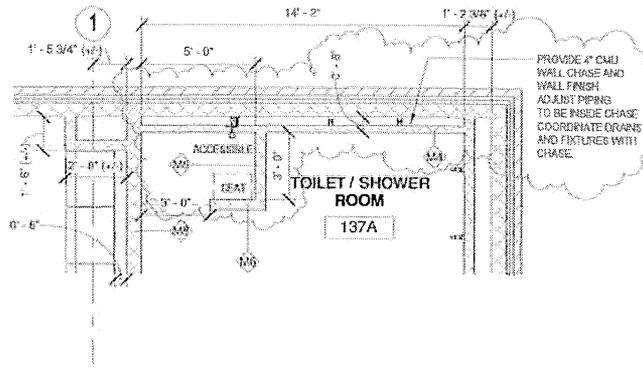
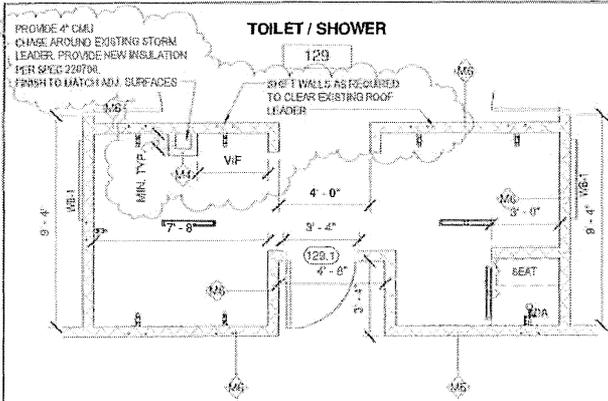
**RE:** Plumbing & Chase Clarifications

**MODIFY THE FOLLOWING DOCUMENTS PER THE COMMENTS BELOW.**

<b>Date:</b>	<b>Description:</b>
07/01/2015	

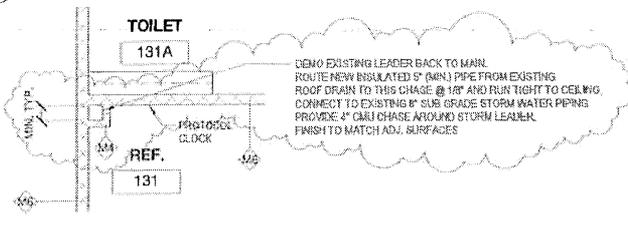
**COMMENTS:**

1. Refer to ASK-004



1 PARTIAL FLOOR PLAN  
ASK-004 SCALE: 1/4" = 1'-0"

3 PARTIAL FLOOR PLAN  
ASK-004 SCALE: 1/4" = 1'-0"

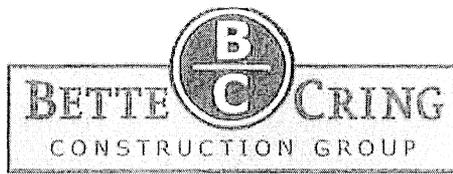


2 PARTIAL FLOOR PLAN  
ASK-004 SCALE: 1/4" = 1'-0"

GENERAL NOTES:  
1) ALL TRADES TO COORDINATE ALL ASSOCIATED WORK.  
2) NO TO VERIFY ALL EXISTING CONDITIONS.



Client/Project City of Watertown Watertown Municipal Arena	Title ASH-017 PLUMBING AND CHASE ADJUSTMENTS
CHASE AND PLUMBING ADJUSTMENTS	Revision: 22/15
Revision: 11/15/2010	Drawn By: 191059/264 Checked By: ASK-004



Tuesday, August 25, 2015

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

**RE: Potential Change Order # 035  
Watertown Ice Arena- 1523**

Dear Mr. Coburn,

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

**PCO Number:** 035  
**Date:** 27-Jul-15  
**Description:** Delete WWM From 2", 2nd Floor Topping, Add Fiber, Oer ASI-025  
**Proposed Amt:** (\$6,635.50)  
**Notes:**

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	Delete WWM From 2", 2nd Floor Topping, Add Fiber, Per ASI-025	(\$6,635.50)	

Total:(\$6,635.50)

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-035 Delete WWM From 2", 2nd Floor Topping, Add Fiber				
Description	Qty	Units	Rate	Total
<b>Subcontractors</b>				
Whitacre Engineering	1	LS	\$ (7,360.00)	\$ (7,360.00)
<b>Bette &amp; Cring, LLC</b>				
Fiber	90	CY	\$ 7.00	\$ 630.00
OH&P	15%	OH&P	\$ 630.00	\$ 94.50
				\$ 724.50
				\$ (7,360.00) From Above
				\$ (6,635.50)
(T) Taxable				

# RESOLUTION

Page 1 of 1

Approving Change Order No. 1 for Watertown Arena Renovation Project, Mechanical Work, Lawman Heating and 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.

Total .....

YEA	NAY

***Introduced by***

WHEREAS on March 30, 2015, City Council of the City of Watertown approved the bid submitted by Lawman Heating and Cooling, Inc. in the amount of \$1,229,000 for the Mechanical Work for the Watertown Municipal Arena Renovation, and

WHEREAS Lawman Heating and Cooling Inc. has now submitted Change Order No. 1 in the decreased amount of \$7,840.00 due to changing the HVAC duct work from stainless steel to aluminum,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 1 to the contract with Lawman Heating and Cooling Inc. in the decreased amount of \$7,840.00, a copy of which is attached and made part of this Resolution, bringing the total for the Mechanical Work to \$1,221,160.00, and

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

**Seconded by**



**AIA**<sup>®</sup>

# Document G701/CMa<sup>™</sup> – 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:** 2-001  
**INITIATION DATE:** 9/10/15

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

**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:** Mechanical

### THE CONTRACT IS CHANGED AS FOLLOWS:

Credit for the substitution of aluminum ductwork in the locker room areas in lieu of the originally specified stainless - (\$7,840.00)

The original Contract Sum was	\$	1,229,000.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,229,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	- 7,840.00
The new Contract Sum including this Change Order will be	\$	1,221,160.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**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..

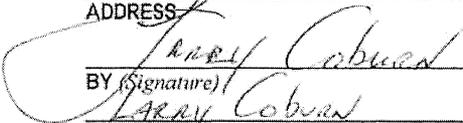
### NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

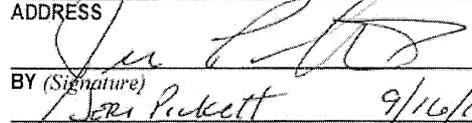
Bernier, Carr & Associates, Engineers, Architects, & Land Surveyors, PC

Stantec Consulting

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

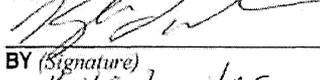
**ARCHITECT** (Firm name)  
61 Commercial Street, Rochester, NY 14614  
ADDRESS

  
BY (Signature)  
LARRY COBURN  
(Typed name) DATE: 9/14/15

  
BY (Signature)  
SARA PICKETT  
(Typed name) DATE: 9/16/15

Lawman Heating & Cooling, Inc.  
**CONTRACTOR** (Firm name)  
206 Ambrose Street, Sackets Harbor, NY 13685  
ADDRESS

City of Watertown  
**OWNER** (Firm name)  
245 Washington Street, Watertown, NY 13601  
ADDRESS

  
BY (Signature)  
KYLE LAWLER  
(Typed name) DATE: 9-15-2015

\_\_\_\_\_  
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

24 August 2015

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

Attn: Larry Coburn

Re: Watertown Municipal Arena Renovations  
Watertown, NY  
LHC #540 - HVAC

Gentlemen:

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

**CREDIT – Response to RFI #: M-002 – RG-4: provide (2) 50x60 Titus 60F, 0 degree deflection**

Materials:	
RG-4, etc.	1,240.00
Labor:	
Sheetmetal	<u>6,600.00</u>
<b>Total Credit</b>	<b>(\$7,840.00)</b>

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

Sincerely,

Lawman Heating & Cooling, Inc.

  
Kyle Lawler  
Project Manager

CITY OF WATERTOWN, NEW YORK

Watertown Municipal Arena

REQUEST FOR INFORMATION

<b>Contact Name:</b>	Kyle Lawler	<b>RFI #:</b>	M-002
<b>Contractor:</b>	Lawman- HVAC	<b>Date:</b>	6-May-15
<b>Address:</b>	Sackets Harbor	<b>Phone:</b>	315.408.5232
		<b>Fax:</b>	315.646.2920
		<b>Email:</b>	<a href="mailto:kyle@lawmanhc.com">kyle@lawmanhc.com</a>

<b>Specification No.:</b>		<b>Page No.:</b>	
<b>Plan Sheet No.:</b>	MH-100	<b>Detail:</b>	
<p>The return grill on DHU-1 is not shown on the Air Terminal Schedule (MH-600).</p>			
<p><u>Proposed Solution (if applicable):</u> Provide make and model for the RG-4.</p>			
<b>By:</b>	Kyle Lawler	<b>Signature:</b>	
<p><b>RESPONSE:</b> RG-4: Provide 2 50x60 Titus 60F, 0 degree deflection.</p>			
<b>By:</b>	Andrew Fillers	<b>Signature:</b>	

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

Item Description	Takeoff Qty	Unit	Rate	Mat Price	Mat Total	Total \$/Unit	Grand Total	Formula
Labor	1.0	lsun				6,600.00	6,600.00	
Material	1.0	lsun		2,800.00	2,800.00	2,800.00	2,800.00	
Grilles for DHU	1.0	lsun		-1,560.00	-1,560.00	-1,560.00	-1,560.00	
Grand Total					1,240.00		7,840.00	



# RESOLUTION

Page 1 of 1

Approving Change Order No. 2 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.

Total .....

YEA	NAY

### *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

WEHEREAS Lawman Heating and Cooling, Inc. has now submitted Change Order No. 2 in the amount of \$9,388.48 to install utilities for the elevator sump pit,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 2 to contract with Lawman Heating & Cooling, Inc. in the amount of \$9,388.48 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 \$742,199.23, 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**<sup>®</sup>

# Document G701/CMa<sup>™</sup> – 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:** 3-002  
**INITIATION DATE:** 9/10/15

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

**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 # 019R1 - Elevator Sump & EWC-1 Location Change \$9,388.48

The original Contract Sum was	\$	668,000.00
Net change by previously authorized Change Orders	\$	64,810.75
The Contract Sum prior to this Change Order was	\$	732,810.75
The Contract Sum will be increased by this Change Order in the amount of	\$	9,388.48
The new Contract Sum including this Change Order will be	\$	742,199.23

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**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..

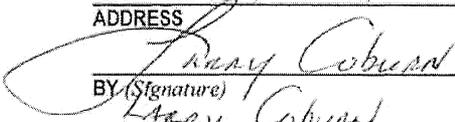
### NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

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

Stantec Consulting

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

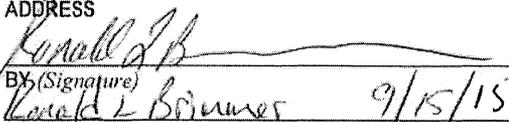
**ARCHITECT (Firm name)**  
61 Commerical Street, Rochester, NY 14614  
**ADDRESS**

  
**BY (Signature)**  
Larry Coburn  
**(Typed name)** **DATE:** 9/14/15

**BY (Signature)**  
**(Typed name)** **DATE:**

Lawman Heating & Cooling, Inc.  
**CONTRACTOR (Firm name)**  
206 Ambrose Street, Sackets Harbor, NY 13685  
**ADDRESS**

City of Watertown  
**OWNER (Firm name)**  
245 Washington Street, Watertown, NY 13601  
**ADDRESS**

  
**BY (Signature)**  
Ronald L. Bernier  
**(Typed name)** **DATE:** 9/15/15

**BY (Signature)**  
**(Typed name)** **DATE:**

# LAWMAN HEATING & COOLING, INC.

HVAC, PLUMBING, ELECTRICAL CONTRACTING

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

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

07 August 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:

**AD No. 019R1 – Elevator Sump & EWC-1 Location Change**

Materials:

Pipe, valves, etc 2,550.03

Labor:

Plumbers

14.7 hrs. @ 59.97 881.56

Subtotal 3,431.59

15% OH & P 514.74

Total 3,946.33

SubcontractorS:

Lawman Electric 1,792.00

Siemens 3,391.00

Subtotal 5,183.00

5%OH &P 259.15

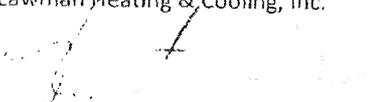
Total 5,442.15

**GRAND TOTAL \$ 9,388.48**

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

Sincerely,

Lawman Heating & Cooling, Inc.

  
Rob Arcuri  
Project Manager



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.

<u>RJK/AF</u>	<u>07/09/2015</u>		
Architect	Date	Owner	Date

AD NO: 019R1

DATE: 07/09/2015

TO: Nick Matott  
 Bette & Cring, LLC  
 Ray Kesel

FROM: Stantec

CC: Larry Coburn  
 The BCGroup

PROJECT: Watertown Municipal Arena

STANTEC  
 PROJECT NO: 191060204

VIA: E-Mail

RE: Elevator Sump & EWC-1 Location Change

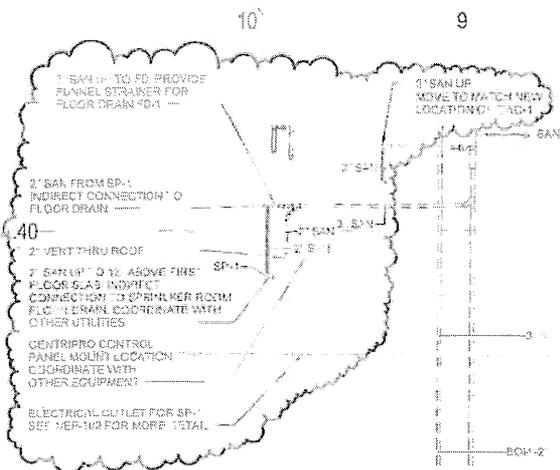
### MODIFY THE FOLLOWING DOCUMENTS PER THE COMMENTS BELOW.

Date:	Description:
07/09/2015	Refer to PSK-001

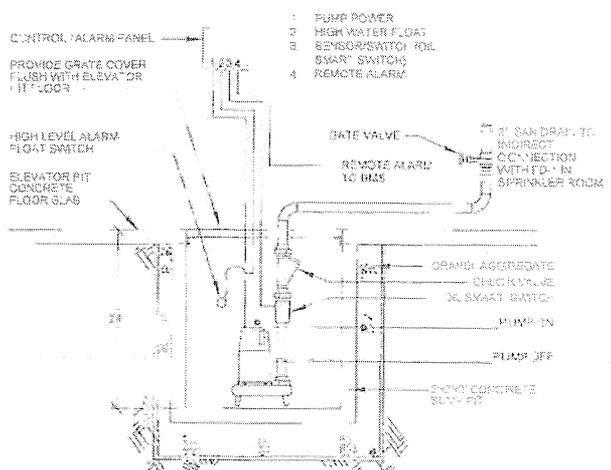
COMMENTS:  
 1. Refer to PSK-001.

PUMP SCHEDULE											
UNIT	Model	Set	Vol	Phase	Motor	Flow	Head	Speed	Power	Notes	
SP-1	GRUNDFOSS	ELEVATOR SUMP	500	3	4 CORREY	RECESS	50 GPM	WATER	1000 RPM	115 V	1.7

PROVIDE CENTRIFUGAL SMART SUMP MODEL #115 WITH CONTROL PANEL, LEVEL INDICATOR AND ALARM  
 2. PUMP SWITCHES AND CONTROL PANEL PROVIDED AND INSTALLED BY PLUMBING CONTRACTOR



1 ELEVATOR SUMP PUMP PARTIAL PLAN  
 PSK-001 1/8" = 1'-0"



- NOTES
1. MOUNT CONTROL ALARM PANEL ON ADJACENT SPRINKLER ROOM WALL COORDINATE WITH OTHER TRADES ON FINAL LOCATIONS
  2. PROVIDE LINDING AT LOCATIONS NECESSARY FOR PROPER PUMP INSTALLATION AND MAINTENANCE
  3. COORDINATE ALL TRIM LOCATIONS WITH ELEVATOR MANUFACTURER

2 ELEVATOR SUMP PUMP WITH OIL DETECTION DETAIL  
 PSK-002 N.T.S.



City of Watertown  
 Watertown Municipal Area

ASH-019 ELEVATOR SUMP PUMP & FIRST FLOOR WATER FOUNTAIN LOCATION CHANGE

RESOLUTION

Page 1 of 1

Approving Change Order No. 2 for Watertown Arena Renovation Project, Electrical Work, Lawman Heating and 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.
Total .....

Table with 2 columns: YEA, NAY. It contains empty rows for each council member and a total row.

Introduced by

WHEREAS on March 30, 2015, City Council approved the bid submitted by Lawman Heating and Cooling, Inc. in the amount of \$976,000 for the Electrical Work for the Watertown Arena Renovation Project, and

WHEREAS on July 20, 2015, City Council approved Change Order No. 1 in the decreased amount of \$1,100.74 for the transmitter for the Marquee sign, additional exterior lighting and to relocate the underground utility conduits, and

WHEREAS Lawman Heating and Cooling, Inc. has now submitted Change Order No. 2 in the amount of \$2,970.58 to install a dedicated electrical circuit required for the elevator equipment room and sump pit,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 2 to the contract with Lawman Heating and Cooling, Inc. in the amount of \$2,970.58 for the Watertown Municipal Arena Renovation, a copy of which is attached and made part of this Resolution, bringing the total Electrical Work amount to \$977,869.84, and

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

Seconded by



**AIA**<sup>®</sup>

# Document G701/CMa<sup>™</sup> – 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:** 4-002  
**INITIATION DATE:** 9/10/15

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

**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:** Electrical

### THE CONTRACT IS CHANGED AS FOLLOWS:

Install lights in elevator machine room & pit required by code per RFI E009 \$2,970.58

The original Contract Sum was	\$	976,000.00
Net change by previously authorized Change Orders	\$	-1,100.74
The Contract Sum prior to this Change Order was	\$	974,899.26
The Contract Sum will be increased by this Change Order in the amount of	\$	2,970.58
The new Contract Sum including this Change Order will be	\$	977,869.84

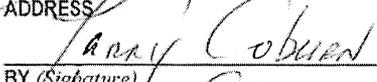
The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**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..

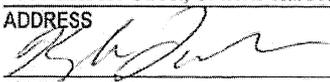
### NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

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

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

BY (*Signature*)   
*Larry Coburn* 9/14/15  
(*Typed name*) DATE:

Lawman Heating & Cooling, Inc.  
**CONTRACTOR** (*Firm name*)  
206 Ambrose Street, Sackets Harbor, NY 13685  
ADDRESS

BY (*Signature*)   
*Kyle Lawler* 9-15-2015  
(*Typed name*) DATE:

Stantec Consulting

**ARCHITECT** (*Firm name*)  
61 Commerical Street, Rochester, NY 14614  
ADDRESS

BY (*Signature*)  
(*Typed name*) DATE:

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 July 2015

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

Attn: Larry Coburn

Re: Watertown Municipal Arena Renovations  
Watertown, NY  
LHC #542 – Electric

Gentlemen:

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

**RFI E009** – Elevator machine room and elevator pit, install lights required by code not shown on drawings

Materials:	
Lights,wire, etc.	1,063.71
Labor:	
Electricians	
23.8 hrs. @ 63.84	<u>1,519.40</u>
Subtotal	2,583.11
15% OH & P	<u>387.47</u>
Total	\$ 2,970.58

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

Sincerely,

Lawman Heating & Cooling, Inc.



Jesse Vance  
Project Manager



CITY OF WATERTOWN  
ENGINEERING DEPARTMENT  
MEMORANDUM

DATE: 16 September 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 \$25,755.98, bringing the total contract amount to \$9,240,539.41.**

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
Current Contract =	\$6,278,073.42
<b>CO 1-004 +</b>	<b>\$ 21,236.92</b>
New Contract =	\$6,299,310.34

**Contract 3 – Plumbing Contract (PC)**

Lawman Heating and Cooling, Inc.	
Base Bid =	\$668,000.00
CO 3-001 +	\$64,810.75
Current Contract =	\$732,810.75
<b>CO 3-002 +</b>	<b>\$ 9,388.48</b>
New Contract =	\$742,199.23

**Contract 2 – Mechanical Contract (MC)**

Lawman Heating and Cooling, Inc.	
Base Bid =	\$1,229,000.00
<b>CO 2-001 -</b>	<b>\$ 7,840.00 (credit)</b>
New 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)
Current Contract =	\$974,899.26
<b>CO 4-002 +</b>	<b>\$ 2,970.58</b>
New Contract =	\$977,869.84

The Original Base Bid award total:	\$9,141,000.00
The Current Contract amount total:	\$9,214,783.43 (increase of \$73,783.43)
<b>The New Contract amount total:</b>	<b>\$9,240,539.41 (increase of \$99,539.41)</b>

*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 1.1% or \$99,539 over the original base bid award.*

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

**General Contract #1 – Bette Cring**

**CO 1-004                      Net Increase \$21,236.92**

- Remove and dispose of lead paint on structural steel to accommodate installation of the new press box, and east addition. **Increase**            \$ 6,606.60
- Widen the overhead door for the zamboni room from 10' to 12'. **Increase**            \$ 613.78
- Modify existing concrete footer along the original western face of the arena (8-Line) to accept new wall. **Increase**            \$ 1,123.06
- Relocate column at west addition entrance. This column was installed by the contractor per the design plan, however, the proximity of the column to the entrance was not sufficient to meet building code. The City will seek reimbursement of this cost from Stantec, but it must be reflected in the contract as a change order since the contractor was not at fault, and already performed the work. **Increase**            \$13,657.42
- Install storm sewer pipe to redirect drain pipes from the pool, which were discovered during excavation. These existing pipes were not depicted on the utility plans and required relocation to accommodate the west addition. **Increase**            \$ 2,060.06
- Relocate existing roof drains in the Pool House to accommodate the team locker rooms. **Increase**            \$ 3,811.50
- Take credit by using fiber mesh in lieu of wire mesh in concrete topping over floor planking. **Decrease**            \$ 6,635.50

**Mechanical Contract #2 – Lawman**

**CO 2-001                      Net Decrease \$7,840.00**

- Take a credit by changing HVAC duct work from stainless steel to aluminum

**Plumbing Contract #3 – Lawman**

**CO 3-002                      Net Increase \$9,388.48**

- Install utilities for the elevator sump pit. The City approved a \$31,260 credit in a previous change order (CO 1-001) by switching from a traction elevator to a hydraulic one. The details of the sump pit were not accounted for in the proposal, and would have resulted in a smaller credit, and subsequently are being presented as an increase in cost.

**Electrical Contract #4 - Lawman**

**CO 4-002                      Net Increase \$2,970.58**

- Installed a dedicated electrical circuit required for the elevator equipment room and sump pit.

In addition, we requested pricing to upgrade the new toilet partitions from enamel coated metal (as per original bid) to HDPE plastic. The City's current arena had HDPE toilet partitions which provided incredible durability and tamper resistance. They are extremely resistant to scratches, dents, scuffs, and general wear and tear. The City requested this material be specified in the plans, but the change was not incorporated into the final bid documents. Based on our experience with this type of material in our current facility for over the past 15 years, and the recommendation from Parks and Recreation, it would be a wise investment. Council could authorize the change and we will present the associated change order at a later date. The total cost increase, if accepted, is \$13,188.00 to Contract #1 (GC).

Baked Enamel Metal Stalls - \$16,000 (per the original bid)

HDPE Solid Plastic Stalls - \$29,188 (increase of \$13,188)

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

Res. No. 6

September 16, 2015

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Authorizing Public Auction for Sale of City Owned Properties

The City of Watertown has taken title to several parcels of property it acquired through various tax sales. The attached resolution authorizes my office to advertise the parcels and hold a public auction on Wednesday, October 14<sup>th</sup> at 6:00 p.m. in City Council chambers.

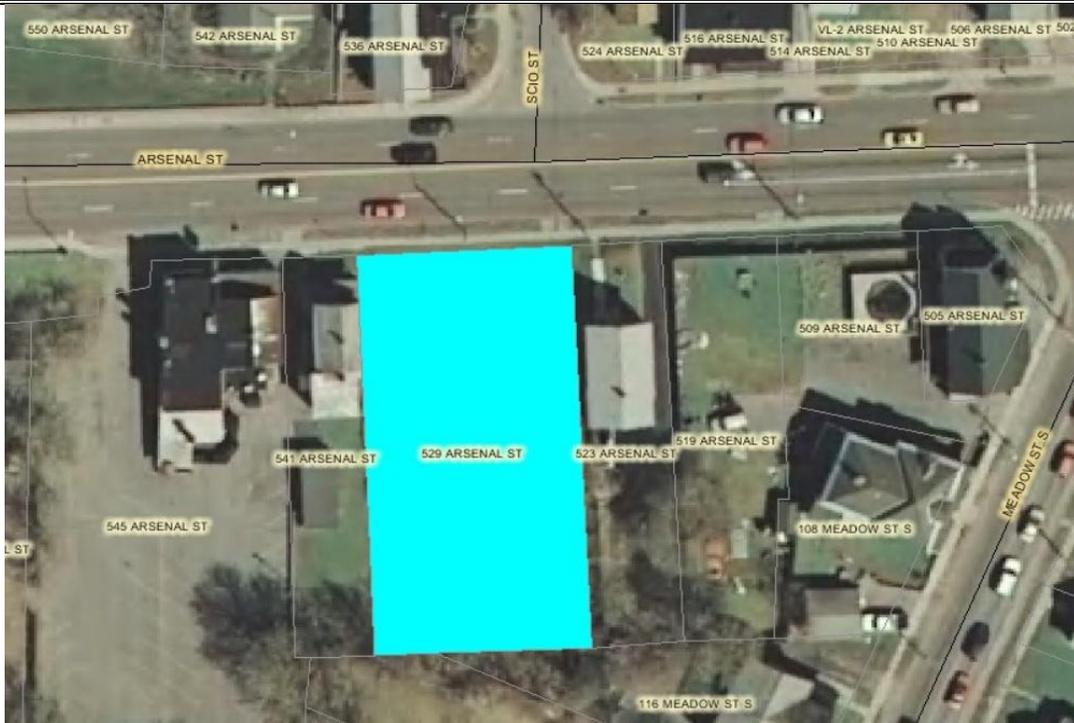
The resolution authorizing the auction, the legal advertisement, the Purchase Offer signed by the prospective buyer, and the deed will all contain language to the effect that the buyer of the property agrees to bring it into compliance with all applicable provisions of the New York State Fire Prevention and Building Code, and all City of Watertown zoning and health codes within one (1) year of the sale to the buyer and if the property is not brought into compliance within one (1) year the City can seek reversion of the property.

The high bids received at the public auction will be presented to City Council for final approval at the October 19<sup>th</sup> City Council meeting.

<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
100 Alexandria Ave	1-10-307.000	Residential Vacant Land	30' x 70'	Residential B	\$500	\$100
101 Alexandria Ave	1-10-308.000	Residential Vacant Land	30' x 70'	Residential B	\$500	\$100
103 Alexandria Ave	1-10-310.000	Residential Vacant Land	30' x 70'	Residential B	\$500	\$100



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
529 Arsenal St	9-01-127.000	Commercial Vacant Land	84' x 165'	Commercial	\$14,300	\$1,500



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
606 Factory Street	6-06-315.000	Vacant Commercial	26' x 80'	Neighborhood Business	\$6,300	\$1,000
612 Factory Street	6-06-316.000	Vacant Commercial	30' x 177'	Neighborhood Business	\$9,400	\$1,000



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
521 Jefferson St	6-04-210.000	Single Family	38' x 42'	Residential C	\$38,600	\$4,000



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
602 Lansing St	3-05-305.000	Single Family	47' x 72'	Residential C	\$35,200	\$3,000



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
36 Stuart St	3-09-101.000	Residential Vacant Land	36' x 52'	Residential A	\$100	\$100



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
61 Lewis St	1-24-225.000	Residential Vacant Land	40' x 100'	Residential A	\$1,200	\$100
38 West St	1-24-223.000	Residential Vacant Land	50' x 70'	Residential A	\$3,650	\$250
59 Woodley St	1-24-202.000	Residential Vacant Land	50' x 73'	Residential A	\$1,200	\$100
60 Woodley St	1-24-201.000	Residential Vacant Land	50' x 73'	Residential A	\$1,200	\$100



<u>Parcel #</u>	<u>Parcel #</u>	<u>Property Class</u>	<u>Lot size</u>	<u>Zoning</u>	<u>Assessed Value</u>	<u>Minimum Bid</u>
154 Winslow St	11-06-131.000	Apartment	66' x 165'	Residential C	\$74,200	\$7,000



# RESOLUTION

Page 1 of 3

Authorizing Public Auction for Sale  
of City Owned Properties

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 owns certain lots of land acquired at Tax Sale and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as follows:

<u>Parcel Number</u>	<u>Address</u>
1-10-307.000	100 Alexandria Avenue
1-10-308.000	101 Alexandria Avenue
1-10-310.000	103 Alexandria Avenue
9-01-127.000	529 Arsenal Street
6-06-315.000	606 Factory Street
6-06-316.000	612 Factory Street
6-04-210.000	521 Jefferson Street
3-05-305.000	602 Lansing Street
1-24-225.000	61 Lewis Street
3-09-101.000	36 Stuart Street
1-24-223.000	38 West Street
11-6-131.000	154 Winslow Street
1-24-202.000	59 Woodley Street
1-24-201.000	60 Woodley Street

And,

WHEREAS title said land has been retained by the City of Watertown, and

WHEREAS the City Council deems the properties to be excess and not required for any City purposes, and

**RESOLUTION**

Page 2 of 3

Authorizing Public Auction for Sale  
of City Owned Properties

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 Council desires to ensure that properties such as those listed above be brought into compliance with all applicable provisions of the New York State Fire Prevention and Building Code and all City of Watertown zoning and health codes within one (1) year of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 13 adopted by the Council, on June 6, 1977, the Comptroller of the City of Watertown be and he hereby is authorized to publish a Notice of Sale of the parcels of land above mentioned once a week for three (3) consecutive weeks in the official newspaper of the City of Watertown to the effect that said parcels of land will, at 6:00 p.m. on the 13<sup>th</sup> day of October, 2015, in the 3<sup>rd</sup> Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder and there present, under the conditions herein set forth:

The aforesaid parcels are conveyed, together with all rights and privileges affecting the same, and also together with all buildings, improvements and appurtenances located upon said described parcels, and

BE IT FURTHER RESOLVED that the City Comptroller be and he hereby is authorized to accept bids for said parcels, in an amount not less than the minimum price set below, subject to the rights of the said City Council to reject any and all bids, and

<u>Parcel Number</u>	<u>Address</u>	<u>Minimum Bid</u>
1-10-307.000	100 Alexandria Avenue	\$ 100
1-10-308.000	101 Alexandria Avenue	\$ 100
1-10-310.000	103 Alexandria Avenue	\$ 100
9-01-127.000	529 Arsenal Street	\$ 1,500
6-06-315.000	606 Factory Street	\$ 1,000

**RESOLUTION**

Page 3 of 3

Authorizing Public Auction for Sale  
of City Owned Properties

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

6-06-316.000	612 Factory Street	\$ 1,000
6-04-210.000	521 Jefferson Street	\$ 4,000
3-05-305.000	602 Lansing Street	\$ 4,000
1-24-225.000	61 Lewis Street	\$ 100
3-09-101.000	36 Stuart Street	\$ 100
1-24-223.000	38 West Street	\$ 250
11-6-131.000	154 Winslow Street	\$ 7,000
1-24-202.000	59 Woodley Street	\$ 100
1-24-201.000	60 Woodley Street	\$ 100

BE IT FURTHER RESOLVED that the highest bidder deposit at least 10 per cent (10%) of the bid price at the same time of each said successful bid with the City Comptroller, and

BE IT FURTHER RESOLVED that said parcels of land shall be then sold to the successful bidder for cash or certified funds only, and

BE IT FURTHER RESOLVED that the Notice of Sale, any offer to purchase, and any deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the State Fire Prevention and Building Code and all City of Watertown zoning and health codes within one (1) year of the City's delivery of the deed to the buyer, the City shall have the right to seek reversion of title to the City, and

BE IT FURTHER RESOLVED that the said bids shall be submitted to the Mayor and City Council for their approval or rejection, and

BE IT FURTHER RESOLVED that the City reserves the right to withdraw any parcel prior to the public sale of said parcels.

**Seconded by**

Res No. 7

September 16, 2015

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Authorizing Public Auction for Tax Sale Certificate Assignments

The City of Watertown is the holder of the tax sale certificates for 591 Rear Main Street West and 424 Vanduzee Street for which the redemption periods have expired. The City has yet to issue itself a tax deed to these parcels. If the City does not wish to issue itself a tax deed to take title to these parcels it could instead hold a public auction to assign the City's interests in the tax sale certificates.

The redemption amount for 591 Rear Main Street West at the end of the two year period was \$32,068.94. Since the expiration of the redemption period the City has paid an additional \$21,388.43 in City, School and County taxes as the tax sale certificate holder. Additionally, as this parcel is along the Black River it is currently charged \$3,673 for the "Annual Assessment for Maintenance and Operation of the Black River Area Storage Reservoirs" by the Hudson River – Black River Regulating District which once it goes unpaid by the property owner is re-levied onto the County tax bill.

The redemption amount for 424 Vanduzee Street at the end of the two year period was \$117,389.88. Since the expiration of the redemption period the City has paid an additional \$10,906.66 in City taxes as the tax sale certificate holder. It is the City Manager's recommendation to retain this property from a community development perspective. Specifics of financing demolition and development activities should be further discussed during the upcoming budget build.

The attached resolution authorizes my office to advertise the tax sale certificates on these parcels and hold a public auction on Wednesday, October 14<sup>th</sup> at 6:00 p.m. in City Council chambers. The resolution establishes the minimum bid for each tax sale certificate at \$1,000 but City Council can amend the minimum bid if they so choose.

The high bids received at the public auction will be presented to City Council for final approval at the October 19<sup>th</sup> City Council meeting. If City Council approves the bid for the assignments the new holders of the tax sale certificates can then request a tax deed to the parcels.

# RESOLUTION

Page 1 of 2

Authorizing Public Sale of City  
Owned Tax Sale Certificate

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*

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WHEREAS the City of Watertown is the owner of certain tax sale certificates on various lots of land as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as follows:

<u>Parcel Number</u>	<u>Address</u>	<u>Original Tax Sale Certificate Amount</u>
01-14-121.000	591 Rear Main Street West	\$ 9,359.63
01-18-102.000	424 Vanduzee Street	\$ 44,365.93

and,

WHEREAS the City Council does not wish to take title to these properties,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 13 adopted by the Council, on June 6, 1977, the Comptroller of the City of Watertown be and he hereby is authorized to publish a Notice of Sale of the tax sale certificates for the land above mentioned once a week for three (3) consecutive weeks in the official newspaper of the City of Watertown to the effect that said parcels of land will, at 6:00 p.m. on the 14<sup>th</sup> day of October, 2015, in the 3<sup>rd</sup> Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder there present, and

RESOLUTION

Page 2 of 2

Authorizing Public Sale of City Owned Tax Sale Certificate

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

BE IT FURTHER RESOLVED that the City Comptroller be and he hereby is authorized to accept bids for said parcels, in an amount not less than the minimum price set below, subject to the rights of the said City Council to reject any and all bids, and

<u>Parcel Number</u>	<u>Address</u>	<u>Minimum Bid</u>
01-14-121.000	591 Rear Main Street West	\$ 1,000
01-18-102.000	424 Vanduzee Street	\$ 1,000

BE IT FURTHER RESOLVED that the highest bidder deposit at least 10 percent (10%) of the bid price at the same time of each said bid with the City Comptroller, and

BE IT FURTHER RESOLVED that said tax sale certificates shall be offered for sale for cash only, and

BE IT FURTHER RESOLVED that the said bids shall be submitted to the Mayor and City Council for their approval or rejection, and

BE IT FURTHER RESOLVED that the City reserves the right to withdraw any tax sale certificate prior to the public sale of said certificate.

**Seconded by**

September 18, 2015

To: The Honorable Mayor and City Council

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

Subject: Selecting S&J Properties of Watertown, LLC as the Preferred Developer for 138 Court Street and Authorizing Purchase Option Agreement

As requested by City Council members, a resolution selecting S&J Properties of Watertown, LLC as the Preferred Developer for 138 Court Street has been prepared. The resolution also authorizes the Mayor to execute a 6-month purchase option agreement with the stipulations described in the Request for Proposals. A copy of the RFP is attached for reference.

Allowing the developer to make repairs to the property during the option period was discussed during the proposal review. This has been added to the resolution.

# RESOLUTION

Page 1 of 1

Selecting S&J Properties of Watertown, LLC  
As the Preferred Developer for 138 Court Street  
And Authorizing Purchase Option Agreement

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***

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WHEREAS the City of Watertown issued a Request for Proposals to renovate 138 Court Street and put it back into productive use, and

WHEREAS two proposals were received and reviewed by the City Council,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby selects S&J Properties of Watertown, LLC as the Preferred Developer for 138 Court Street, and

BE IT FURTHER RESOLVED that the Mayor, Jeffery E. Graham, is hereby authorized and directed to execute a 6-month purchase option agreement with S&J Properties of Watertown, LLC, and

BE IT FURTHER RESOLVED that the option agreement shall contain the stipulations described under the heading "Transfer Process" within the Request for Proposals and grant S&J Properties of Watertown, LLC the right to enter 138 Court Street during the option period to evaluate the structure for project planning purposes and for making repairs to slow further deterioration, with appropriate safeguards to protect the City from liability and incurring costs.

**Seconded by**

Request for Proposals  
For  
138 Court St.  
Parcel # 7-01-126.000

**Introduction**

The City of Watertown is the owner of 138 Court Street. The property is also known as the Berow and Monroe Building, which is the name of the shoe store that was located there for many years. The building has been vacant for several years.

The City is seeking competitive proposals from persons who will renovate the building and put it back into productive use. The person submitting the selected proposal will be designated as the “Preferred Developer” for the property. The property will not be sold until the Preferred Developer has proof that he/she has acquired the financing needed to renovate the building in accordance with the approved proposal. The purchase price of the building is fixed at \$30,000.

**Information about Property**

The building was constructed circa 1860’s. It is three stories high with a full basement. The first floor has 5,150 square feet, the second floor has 5,150 square feet, and the third floor has 3,000 square feet, for a total of 13,300 square feet.

To access the building, contact Kenneth A. Mix, Planning & Community Development Coordinator at (315) 785-7724.

**Review Criteria**

Proposals will be judged on the following four criteria:

1. Planned use of the building,
2. Ability to finance
3. Rehabilitation experience, and
4. Time schedule.

The purchase price is fixed at \$30,000, so it will not be a review criterion.

**Review Process**

Proposals should be submitted on the attached form and must be received by the City Purchasing Agent by the 4:00 pm on Friday, June 26, 2015.

The proposals will be reviewed by a committee of City staff. The review committee will forward the proposals and a summary of its review to the City Council. The City Council will then select a Preferred Developer.

Architectural drawings are not expected with your proposal. You should describe the general use proposed and how much space will be allotted to each type of use, if there is more than one. If a specific business is known, describe it.

It is realized that in most cases, a complete financing package cannot be put together without control of the building. That is why the Preferred Developer will be given time to put together a financing package before the property is sold. Provide as much financial information as possible to give the City Council confidence that you have or can obtain the necessary financing for your proposal.

The more experience you have with prior building rehabilitation the more confidence the City will have that the project will be completed. The quality of past projects will be taken into consideration.

The empty building will continue to deteriorate, so the timing of the proposed project will be considered.

### **Transfer Process**

The City will enter into a 6-month purchase option contract with the Preferred Developer for \$3,000. The \$3,000 will be applied toward the purchase price, if the sale is completed. It will be forfeited otherwise. The City Council will consider a 6-month extension to the option if progress is being made towards obtaining financing.

The Preferred Developer may exercise the option at any time within the 6-month option period after proving to the City that the necessary financing for completion of the proposal is available. Proof should be in the form of a commitment letter from a New York banking institution.

The City shall retain the right to reacquire the property if construction does not start within one year or is completed within two years of the sale of the property. The reacquisition will be for the purchase price less any taxes, interest, and penalties payable at the time of reacquiring title. No credit will be given for taxes paid while titled to the Preferred Developer.

A building permit for the approved proposal from the City's Code Enforcement Bureau and workmen on site will be acceptable evidence that construction has begun. A certificate of occupancy for the approved proposal from the City's Code Enforcement Bureau will be acceptable evidence that construction is completed.

The Preferred Developer shall not transfer the property to another party without the express consent of the City until after the approved project is completed.

The above restrictions and conditions that will be in place after the sale of the property will be written into the deed.

**Public Information**

Submitted proposals will be available to the public after the deadline date. Any private financial information that is submitted as part of your proposal that you do not want to be seen by the public should be marked “Confidential Financial Information.”

138 Court Street  
Proposal Form

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Purchase Price:** \$30,000

**Describe your proposed use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Schedule for renovation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated cost of renovation:** \_\_\_\_\_

**Anticipated financing sources:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Examples of your rehabilitation experience (attach photos of your previous projects):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

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

Ord No. 1

September 14, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Adopting Ordinance Amending Municipal Code A320, Article V,  
Half Fare Fee Schedule

With our recent urbanized area designation, Federal regulations mandate the City of Watertown to adopt a Half Fare Policy for fixed route service supported with Section 5307 assistance. This Policy was adopted at the September 8, 2015 City Council Meeting.

Attached for Council consideration is an Ordinance to amend Municipal Code A320, Article V, Miscellaneous Fees, §320-6. This will set the fee schedule detailing the half-fare rates for persons with disabilities or an individual presenting a Medicare card.

ORDINANCE

Page 1 of 1

Amending City Municipal Code A320, Article V, Miscellaneous Fees, §320-6, Schedule of Fees

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 that Chapter A320, Article V of the City Code of the City of Watertown is amended to add the following:

§ A320-6. Schedule of fees.

B. The Citibus fare schedule, monthly bus pass program fare schedule, and half-fare rates (for senior citizens of 65 years of age or older and persons with disabilities and Medicare card holders) shall be as follows:

1. Individual base fare adult: \$1.50
2. Individual base fare adult = half-fare: \$0.75
3. Children under 12: \$0.50
4. Children under 12 = half-fare: \$0.25
5. Transfer: no charge
6. Coupon books:
  - a. Regular (10 rides) [Green Book]: \$10.00
  - b. Regular (10 rides) [Green Book] = half-fare: \$5.00
  - c. Regular (20 rides) [Blue Book]: \$20.00
  - d. Regular (20 rides) [Blue Book] = half-fare: \$10.00
7. Monthly unlimited: \$40.00
8. Monthly unlimited half-fare: \$20.00

BE IT FURTHER ORDAINED that this amendment shall take effect on October 1, 2015.

*Seconded by*

Public Hearing – 7:30 p.m.

September 10, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Local Law No. 1 of 2015 - A Local Law Amending Section 48-3,  
and Adopting Sections 48-4 and 48-5 of the Code of the City of  
Watertown

City Council directed staff to proceed to have the Parks and Recreation Department change the fee schedule for the Arena over the course of the next three years based on the new amenities that will be available after the Municipal Arena Renovations are completed.

Local Law No.1 of 2015 was introduced at the September 8, 2015 City Council meeting. It amends Section 48-3 and adopts Sections 48-4 and 48-5 to establish that the Superintendent of Parks and Recreation has supervisory control and to allow fees and charges to be established annually by the City Council.

City Council scheduled a public hearing for 7:30 p.m., which must be held prior to considering this Local Law. If approved, this Local Law must be filed with New York State.

After the Local Law is filed, the City Council will be presented with an Ordinance to Repeal City Municipal Code § A320-4; Schedule of Fees.

# LOCAL LAW

Page 1 of 1

A Local Law Amending Section 48-3, and Adopting Sections 48-4 and 48-5 of the Code of the City of Watertown

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 Joseph M. Butler Jr.

A Local Law to amend Section 48-3 and to adopt Sections 48-4 and 48-5 of the Code of the City of Watertown, to establish that the Superintendent of Parks and Recreation has supervisory control of the parks and recreational areas of the City and to allow certain fees and charges to be established annually by resolution of the City Council.

BE IT ENACTED by the City Council of the City of Watertown that Section 48-3 of the Code of the City of Watertown shall be amended to read as follows:

#### § 48-3. Department Head.

The administrative head of the Department of Parks and Recreation shall be the Superintendent of Parks and Recreation.

BE IT FURTHER ENACTED by the City Council of the City of Watertown that new Sections 48-4 and 48-5 of the Code of the City of Watertown should be adopted as follows:

#### § 48-4. Supervisory Control.

The Superintendent of Parks and Recreation shall have the supervisory control of the maintenance and operation of all parks, playgrounds, and recreational areas identified in Chapter 216 of the Watertown City Code.

#### § 48-5. Establishment of Fees for Parks and Recreational Areas.

Various fees associated with the use and/or rental of various City Parks and Recreational Areas have heretofore been established by ordinance amending Chapter A320 of Watertown City Code. Effective with the effective date of this Local Law, said fees and charges shall be established at least annually by the City Council through a budget resolution that adopts a City Fee Schedule. Said fee schedule shall be available to the public at the Office of the Superintendent and at the Office of the Watertown City Clerk.

This Local Law shall take effect immediately upon its filing with the New York Secretary of State.

*Seconded by Council Member Stephen A. Jennings*

Public Hearing – 7:30 p.m.

September 15, 2015

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planner

Subject: Public Hearing for the Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report

As part of the City's Community Development Block Grant (CDBG) Program, the City Council is required to hold at least two public hearings annually to obtain public input and comments on our program. The public hearing scheduled for September 21, 2015 coincides with the submission of the City's Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The CAPER serves as the year-end summary report of the CDBG activities undertaken by the City during the most recent program year which was July 1, 2014 through June 30, 2015. The public hearing is being held to give the public the opportunity to comment on the CAPER and the City's annual performance.

The City's accomplishments during the 2014 Program Year included the rehabilitation of 13 owner occupied houses using several funding sources including a State Small Cities 2013 CDBG grant and North Country HOME Consortium Grants from 2013 and 2014. The Maple Court Apartments Project also made significant progress during the year as the City worked with Evergreen Partners to provide funding to pay for a portion of the architectural and engineering design fees. The rehabilitation of the 92 units in the facility is well underway. Finally, City crews made significant progress on the Gaffney Drive Sidewalk Project which involved the construction of new sidewalks from Coffeen Street to Commerce Park Drive.

On September 4, 2015, a draft of our Program Year 2014 CAPER was made available to the public at various City offices and at the offices of the Watertown Housing Authority. It was also published on the City's website and can be viewed with the following link, <http://www.watertown-ny.gov/DocumentView.asp?DID=1053>.

Following the public hearing, Staff will incorporate any public comments that are received in the CAPER and will submit it to HUD prior to the September 30, 2015 deadline.



# **Community Development Block Grant Entitlement Communities Program**

## **Consolidated Annual Performance Evaluation Report Program Year 2014**

**Prepared by the City of Watertown  
Office of Planning & Community Development  
245 Washington Street  
Watertown, NY 13601**

**Draft – September 4, 2015**

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

#### **91.520(a)**

Program Year 2014 was the first year that the City of Watertown participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). Much of the year was spent learning about the various program requirements and regulations, conducting environmental reviews and implementing Small Cities Community Development Block Grants and North Country HOME Consortium Grants that the City was awarded in 2012 and 2013. Although much of the year was spent learning new processes and procedures, significant accomplishments were made in carrying out our strategic plan and annual action plan.

While the City's CDBG program year officially begins on July 1 each year, the City did not execute a Funding Approval/Agreement for the CDBG Program with HUD until November 3, 2014. This was due to delays associated with the submission of our first 2-Year Consolidated Plan and 2014 Annual Action Plan. The City's strategic plan included three main goals including affordable housing rehabilitation, neighborhood stabilization and revitalization and homeless assistance. Within these overall goals, three high priority needs were proposed to be addressed including provisions for decent affordable housing, public infrastructure improvements and blight elimination. A lower priority need, homelessness prevention, was also proposed to be addressed. The City's 2014 Annual Action Plan reflected these goals and priorities and included several projects aimed at implementing them.

### **Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Although much of the year was spent learning about CDBG program requirements, regulations, processes and procedures as well as implementing previously awarded Small Cities grants, significant accomplishments were made in carrying out our strategic plan and annual action plan. The sidewalk program had begun construction as of the end of the program year and the Maple Court Apartment architecture and engineering designs were completed. A total of \$200,000 of the City's \$796,173 grant award for program year 2014 was expended. This represents 25% of the total grant award. A discussion on the City's progress in each of the programmatic areas is further discussed below.

#### **Goal 1. Affordable Housing Rehabilitation**

To accomplish the goal of Affordable Housing Rehabilitation, the City identified three projects including an Owner-Occupied Housing Rehabilitation Program, a Rental Housing Rehabilitation Program and the Maple Court Apartments Project. Significant progress was made on the Owner-Occupied Housing Rehabilitation Program that was funded with State Small Cities 2013 CDBG funding along with 2013 North Country HOME Consortium funding. Using a \$95,000 HOME Consortium grant, the City was able to rehabilitate 4 owner occupied units. The City also appropriated \$285,000 from our 2013 Small Cities grant toward the owner occupied program. As the anticipated demand for owner occupied projects was very strong, the City added an additional \$79,000 to the program funding for a total of \$364,000. The

City did this by amending our 2013 Small Cities CDBG budget to transfer the \$79,000 from our rental rehab program to the owner occupied program to meet the demand. During the 2014 PY, the City rehabilitated 7 owner occupied units using this funding. We anticipate that the funding will allow for the rehabilitation of an additional 9 owner occupied units during the 2015 PY. In addition to the above, the City rehabilitated 2 additional owner occupied homes during the program year using 2014 HOME Consortium funds. This funding was not originally included in our 2014 Annual Action Plan as it was applied for and awarded after the submission of the plan. In total, the City rehabilitated 13 owner occupied units during the 2014 PY, using the various funding sources described above. The PY 2014 Rental Housing Rehabilitation Program was not started as of June 30, 2015 due to the ongoing implementation of the various HOME and Small Cities CDBG grants as described above. Although not included in our 2014 Annual Action Plan or our Consolidated Plan, the City was able complete two rental rehabilitation projects. Using a 2012 Small Cities CDBG Grant, the City rehabilitated two multi-unit projects that created 11 new apartments in the City. The Maple Court Apartments Project was a PY 2014 project that saw significant progress made during the year. Maple Court Apartments located at 591 Weldon Drive (also known as 540 Kieff Drive) was built more than 40 years ago under HUD's Section 236 program. The property has a Section 8 subsidy contract to make the rent affordable to the residents of the complex. A developer, Evergreen Partners, has proposed a complete rehabilitation of the 92 units that make up the complex. The City has agreed to be a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. Other funding sources include the State of New York, Federal low income housing tax credits and private funds. The architectural and engineering designs for the renovation of Maple Court Apartments have been completed and the rehabilitation of the complex is underway. While the entire CDBG funded amount has been spent, the City has not been able to report any accomplishments as the construction phase had just started prior to the end of the program year. At the conclusion of the construction phase of the project, the accomplishments will be reported.

## **Goal 2. Neighborhood Stabilization and Revitalization**

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified three projects for Program Year 2014 including a Blight Removal Program, a Sidewalk Program and a Tree Planting Program. While no official accomplishments were reported at the end of the year, progress was made on all three projects. The area targeted for both the sidewalk improvements and tree planting was along the west side of Gaffney Drive. Gaffney Drive is located in Census Tract 615, Block Group 4 in the West Side Target Area. The most significant progress was made on the Sidewalk Program. The Environmental Review Record was completed for the project in April and May of 2015 and construction started prior to the end of the program year. The sidewalk project is expected to be completed by the end of the summer and accomplishments will be reported thereafter. It is anticipated that the Tree Planting Program will be completed in the fall of 2015. Work also began on the Blight Removal Program near the end of the program year. The City is proposing the demolition of a blighted residential property located at 158 Academy Street, in the City's Near East Target Area. The building is a 4-unit residential property that the City has recently acquired for back taxes. The property is in very poor condition and is full of black mold contamination, which presents a threat to the public. Preliminary work began on the environmental review for the demolition project which is anticipated to be complete prior to the end of the calendar year.

### **Goal 3. Homeless Assistance**

The final goal of the City for Program Year 2014 was to provide homeless assistance to the Points North Housing Coalition, the local Continuum of Care. The project would provide assistance to expand the annual Point-In-Time (PIT) Count of homeless persons in the area. While the City has continued to attend quarterly meetings of Points North Housing Coalition and attends monthly PIT Committee conference calls, this project was not able to be implemented during the program year. It is the City's intent to enter into a subrecipient agreement with the Coalition in the coming months to be ready for the 2016 PIT count scheduled for late January of 2016.

### **Fair Housing**

In anticipation of the development of the City's next 5-Year Consolidated Plan, the City began writing an Analysis of Impediments (AI) to Fair Housing during Program Year 2014. The AI was conducted in-house by staff of the City of Watertown Office of Planning and Community Development and the City of Watertown GIS Department. Staff reviewed Census data, created maps based on that data, analyzed previous plans and other documents, and attended a roundtable discussion of local housing experts in the process of creating the document. While the AI is still in a draft format, the City has identified several major impediments to fair housing choice in the City of Watertown. First and foremost, the US Army's Basic Allowance for Housing drives up the cost of housing in the city, making it difficult for low-income, non-military families to find affordable housing. Second, the City of Watertown has a far older housing stock than the nation, or even the state, as a whole, which limits housing choice for households with small children and people with disabilities. Finally, a general lack of knowledge about Fair Housing rights, among both tenants and housing providers, creates an environment in which disabled residents continue to endure undue hardships. Preliminary recommendations that have been proposed to address the impediments include advocating for affordable units in new multi-family housing developments, continuing to use grant funds to support the rehabilitation of older housing units within the city and continuing to make the rehabilitation of older units a priority in the City's Consolidated Plan and Annual Action Plans. Recommendations also include advocating that developers go above and beyond the legal requirements for the number of accessible units provided in new multi-family construction and exploring the feasibility of creating a city-wide home accessibility program using CDBG funds.

### **Planning and Administration**

As can be concluded from various project descriptions above, Planning and Administration for the Program Year 2014 CDBG has started for almost all of the projects identified in the City's Annual Action Plan. In addition, the 2015 Annual Action plan was developed during the program year and very preliminary work has begun on the City's next 5-Year Consolidated Plan.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$	Rental units rehabilitated	Household Housing Unit	107	0	0.00%	103	0	0.00%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	27	11	40.74%	16	11	68.75%
Homeless Assistance	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	10	0	0.00%	5	0	0.00%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%	250	0	0.00%
Planning & Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Other	Other	1	0	0.00%	1	0	0.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	0
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>0</b>
Hispanic	0
Not Hispanic	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The Maple Court Apartments Project was the only activity that funds were drawn down for under the City's Program Year 2014 grant. A developer, Evergreen Partners, is undertaking the rehabilitation of the 92 units that make up the complex. The City has agreed to be a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fees. The architectural and engineering designs for the renovation of Maple Court Apartments have been completed and the rehabilitation of the complex is underway. While the entire CDBG funded amount has been spent, the City has not been able to report any accomplishments as the construction phase had just started prior to the end of the program year. Since it was the only project for which a drawdown was completed and because the construction had just begun, the chart above does not show any accomplishments with regard to the racial and ethnic status of families assisted. At the conclusion of the construction phase of this project, as well as the others, accomplishments will be reported. Also note that while the City completed the rehabilitation of several owner occupied housing units during the program year, racial and ethnic data was not included for those activities since it will be reported to New York State and the North Country HOME Consortium, for their ultimate reporting to HUD.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		796,173	200,000
Other	North Country HOME Consortium	95,000	92,982.97
Other	State Small Cities CDBG	364,000	151,075

Table 3 – Resources Made Available

### Narrative

The resources made available to the City of Watertown for Program Year 2014 were through the Community Development Block Grant Program administered by the U.S. Department of Housing and Urban Development. In addition, the City utilized Small Cities 2013 CDBG funds awarded by New York State and 2013 HOME funds awarded by the North Country HOME Consortium.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	20	0	
East	5	0	
Near East	15	0	
Near West	10	0	
Northeast	10	0	
Northwest	10	0	
West	10	0	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The Maple Court Apartments Project saw significant progress being made during the year and was the only activity that funds were drawn down for under the City's PY 2014 grant. The City was a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. The project is not located within any of the City's identified target areas and since it is the only project that had a drawdown during the program year, the percentages above for geographic distribution and location of investments are listed as zero. The City utilized \$151,075 in Small Cities 2013 CDBG funds awarded by New York State and \$92,982.97 in 2013 HOME funds awarded by the North Country HOME Consortium.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The Maple Court Apartments Project was a PY 2014 project that saw significant progress during the year. The City was a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fees. CDBG funds helped the project's developer, Evergreen Partners, to leverage millions of dollars in financing to complete the rehabilitation of the 92 units that make up the complex. The CDBG funding was instrumental in making the project's financing work and helped leverage several sources of funding for the project. Federal low income housing tax credits were awarded to the project resulting in the private investment of \$4,300,000. Other funds leveraged for the project included state funding in the amount of \$5,242,000 and \$4,450,000 in private funding.

**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of homeless households to be provided affordable housing units		
Number of non-homeless households to be provided affordable housing units		
Number of special-needs households to be provided affordable housing units		
<b>Total</b>		

**Table 5- Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through rental assistance		
Number of households supported through the production of new units		
Number of households supported through the rehab of existing units	<b>16</b>	<b>11</b>
Number of households supported through the acquisition of existing units		
<b>Total</b>		

**Table 6 - Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Program Year 2014 was the first year that the City of Watertown participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). The City did not execute a Funding Approval/Agreement for the CDBG Program with HUD until November 3, 2014 due to delays associated with the submission of our first 2-Year Consolidated Plan and 2014 Annual Action Plan. Much of the year was spent learning about the various program requirements and regulations, conducting environmental reviews and implementing Small Cities Community Development Block Grants that the City was awarded in 2012 and 2013. Although much of the year was spent learning new processes and procedures and working on previously awarded grants, significant progress was made on most of our planned projects and activities. As indicated in Table 1 and described above, the City was able to assist 11 households through our Owner Occupied Housing Rehabilitation Program. While the delays and implementation of the previously awarded grants limited our CDBG Entitlement PY 2014 accomplishments, the City made significant progress during the year.

**Discuss how these outcomes will impact future annual action plans.**

The delays encountered during the City's first year as an Entitlement Community under CDBG will not cause any major impacts to future annual action plans. The delays may make the workload in Program Year 2015 busier but should not impact future action plans in any significant way.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 7 – Number of Persons Served**

**Narrative Information**

The delays encountered during the City's first year as an Entitlement Community under CDBG as described above limited our accomplishments in this area. The Maple Court Apartments Project was the only activity that funds were drawn down for under the City's Program Year 2014 grant. A developer, Evergreen Partners, is undertaking the rehabilitation of the 92 units that make up the complex. The City has agreed to be a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fees. The architectural and engineering designs for the renovation of Maple Court Apartments have been completed and the rehabilitation of the complex is underway. While the entire CDBG funded amount has been spent, the City has not been able to report any accomplishments as the construction phase had just started prior to the end of the program year. Since it was the only project for which a drawdown was completed and because the construction had just begun, the chart above does not show any accomplishments with regard to the number of extremely low, low-income and moderate-income persons served. At the conclusion of the construction phase of this project, as well as the others, accomplishments will be reported. Also note that while the City completed the rehabilitation of several owner occupied housing units during the program year, the number of extremely low, low-income and moderate-income persons served was not included as it will be reported to New York State and the North Country HOME Consortium, for their ultimate reporting to HUD.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

A goal of the City for Program Year 2014 was to provide homeless assistance to the Points North Housing Coalition, the local Continuum of Care. The project would provide assistance to expand the annual Point-In-Time (PIT) Count of homeless persons in the area. While the City has continued to attend quarterly meetings of Points North Housing Coalition and attends monthly PIT Committee conference calls, this project was not able to be implemented during the program year. It is the City's intent to enter into a subrecipient agreement with the Coalition in the coming months to be ready for the 2016 PIT count scheduled for late January of 2016.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Emergency shelter and transitional housing needs of homeless persons in the area is addressed by Points North Housing Coalition (PNHC), the local Continuum of Care. City Staff attends quarterly meetings of PNHC and attends monthly PNHC Point-In-Time Committee conference calls.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Points North Housing Coalition (PNHC), the local Continuum of Care, and its member agencies assist homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living. This includes shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Points North Housing Coalition (PNHC), the local Continuum of Care, and its member agencies assist low-income and extremely low-income individuals and families in avoiding becoming homeless. The PNHC has developed a discharge plan to assist those who are likely to become homeless after being discharged from publicly funded institutions and systems of care such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

During Program Year 2014, the City did not take any direct actions to address the needs of public housing. However, on occasion, the City communicates with and meets with the Executive Director of the Watertown Housing Authority to discuss common issues, needs and potential ways to collaborate in the future.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

During Program Year 2014, the City did not take any direct actions to encourage public housing residents to become more involved in management and participate in homeownership.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

During Program Year 2014, no actions were taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. However, the City began researching and drafting an Analysis of Impediments to Fair Housing to determine what actions, if any, would be required or appropriate in the future.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

During Program Year 2014, no actions were taken to address obstacles to meeting underserved needs other than those identified in our annual action plan and outlined above. One of the primary goals of our Strategic Plan is to provide decent affordable housing through housing rehabilitation efforts. Utilizing funds provided through the North Country HOME Consortium and New York State's Small Cities CDBG Program, the City was able to assist in the rehabilitation of 11 owner occupied housing units.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

As noted above, the City completed the rehabilitation of 11 owner occupied houses in the City. For each of the houses, the City took actions to reduce lead-based paint hazards including testing for lead-based paint in each of the units, conducting a risk assessment and implementing lead-safe work practices during rehabilitation work.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

All actions undertaken during Program Year 2014 were aimed at assisting poverty level families.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Watertown Office of Planning and Community Development remains responsible for the administration of the CDBG Program. Effective delivery of the Program requires constant communication and coordination with numerous City departments and agencies. Within the Office of Planning and Community Development, CDBG duties and program areas (housing, public improvements and public services) have been divided among all staff members. This provides staff the ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the Office is not left in a difficult position in the event of staff changes.

During Program Year 2014, a key staff member left the City's employment in January of 2015. This reduced the Office's capacity to deliver all activities included in the PY 2014 Action Plan. By March of 2015, the City hired a replacement and added another position in the office in May, which greatly enhanced our capacity to deliver programs included in our plan.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In an effort to enhance coordination between public and private housing and social service agencies, Staff from the Office of Planning and Community Development regularly attend quarterly meetings of the Points North Housing Coalition (PNHC), the local Continuum of Care. In addition, Staff participates in monthly conference calls of PNHC's Point-In-Time Committee.

Staff has also participated in the Fort Drum Regional Liason Organization's Housing Committee meetings which aims to keep key stakeholders informed on the progress of new housing being developed in the area and its affect on the rental market. The committee also discusses the impact of Fort Drum's Basic Allowance for Housing on the local housing stock and the need for continued rehabilitation of older housing stock.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

During Program Year 2014 the City of Watertown began researching and drafting an Analysis of Impediments (AI) to Fair Housing to determine what actions, if any, would be required or appropriate in the future. It is anticipated that the AI will be complete prior to the end of 2015 and will be a valuable resource as we begin to develop the City's next 5-Year Consolidated Plan which will cover Program Years 2016-2020.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Once the City enters into subrecipient agreement(s) for our owner-occupied and rental rehabilitation programs, Staff will develop and implement an on-going monitoring program in order to ensure compliance with the requirements of the CDBG program. The monitoring process will include requiring subrecipients to submit quarterly or semi-annual reports that detail the progress made toward implementing the program and review of those reports by the City. The City may also conduct periodic on-site monitoring visits to review case files and program files to ensure compliance with all federal regulations.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In an effort to provide citizens with reasonable notice and an opportunity to comment on our CAPER, the City completed several tasks according to our Citizen Participation Plan, which was adopted on March 17, 2014.

First, at its regular meeting held on August 17, 2015, the City Council scheduled a public hearing for September 21, 2015. On September 4, 2015, a notice of the public hearing was published in the local newspaper, the Watertown Daily Times. In addition to advertising the date of the public hearing, the notice stated the the City's draft CAPER was available for review and public comment. The draft CAPER was finalized and made available for public inspection on September 4, 2015 at City Hall in the Office of Planning and Community Development and the City Clerk's Office, the Roswell P. Flower Memorial Library and at the Watertown Housing Authority administrative offices. The CAPER was also available on the City's website. Also, on September 4, 2015, Staff issued a separate notice via email to all constituency groups and organizations identified in our Citizen Participation Plan, notifying them that the CAPER was available for review and comment. On September 21, 2015 at 7:30 p.m., the City Council will hold a public hearing on the draft CAPER.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During Program Year 2014, the City of Watertown did not make any changes in the program objectives of our CDBG Program.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No



**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	796,173.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 RETURNS	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	796,173.00

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	200,000.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	200,000.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	200,000.00
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	596,173.00

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	0.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	0.00
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	0.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	796,173.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	796,173.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	0.00
42 ENTITLEMENT GRANT	796,173.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	796,173.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.00%



**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

<b>Plan Year</b>	<b>IDIS Project</b>	<b>IDIS Activity</b>	<b>Activity Name</b>	<b>Matrix Code</b>	<b>National Objective</b>	<b>Drawn Amount</b>
2014	5	5	Maple Court Apartments Architecture and Engineering	14H	LMH	\$200,000.00
				<b>14H</b>	<b>Matrix Code</b>	<b>\$200,000.00</b>
<b>Total</b>						<b>\$200,000.00</b>

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Report returned no data.

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Report returned no data.

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Report returned no data.

Laid Over Under the Rules

September 9, 2015

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Bond Ordinance – Fire Pumper Truck

The attached Ordinance was introduced at the September 8, 2015 City Council Meeting and Laid Over Under the Rules due to a lack of unanimous consent.

Included in the Fiscal Year 2015-16 Capital Budget was the purchase of a fire pumper truck at an estimated cost of \$550,000. On September 8, 2015, City Council approved a Resolution to accept the bid submitted by Colden Enterprises Fire and Rescue in the amount of \$469,529. City Council needs to consider the Bond Ordinance to provide financing for the project.

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

Colden Enterprises Fire and Rescue	\$ 469,529
Estimated equipment for pumper truck	70,000
Estimated bonding fees and contingency	<u>10,471</u>
	<u>\$ 550,000</u>

**ORDINANCE**

An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

Page 1 of 6

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 Teresa R. Macaluso

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on September 8, 2015, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Graham, and upon roll being called, the following were

PRESENT:

ABSENT:

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

BOND ORDINANCE DATED SEPTEMBER 8, 2015.

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

Section 1. For the specific object or purpose of paying part of the cost of the purchase of a fire pumper truck, including incidental expenses in connection therewith, all in and for the City of Watertown, Jefferson County, New York, there are hereby authorized to be issued \$550,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$550,000 and that the plan for the financing thereof is by the issuance of the \$550,000 bonds of said City authorized to be issued pursuant to this bond ordinance.

# ORDINANCE

An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

Page 2 of 6

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

YEA	NAY

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is twenty years, pursuant to subdivision twenty-seven of paragraph a of Section 11.00 of the Local Finance Law.

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

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

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

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

# ORDINANCE

An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

Page 3 of 6

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

Total .....

YEA	NAY

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at his or her sole discretion, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this resolution is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Comptroller.

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of its City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in

# ORDINANCE

YEA	NAY

An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

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 .....

such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 13. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.151 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

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

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on September 21, 2015, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Graham, and upon roll being called, the following were

PRESENT:

ORDINANCE

An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

Page 5 of 6

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

ABSENT:

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

\_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_  
 \_\_\_\_\_ VOTING \_\_\_\_\_

The ordinance was thereupon declared duly adopted.

\* \* \* \* \*

APPROVED BY THE MAYOR

\_\_\_\_\_, 2015.  
Mayor

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

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on September 8, 2015 and September 21, 2015, with the original thereof on file in my office, and that the same is a true and correct

# ORDINANCE

An Ordinance Authorizing the Issuance of \$550,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of a Fire Pumper Truck, in and for Said City

Page 6 of 6

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

transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

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

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

Newspaper and/or other news media Date given

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

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

Designated Location(s) of Posted Notice Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on September \_\_, 2015.

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

September 15, 2015

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Request for Abate – 821 Boyd Street

Attached is a letter received from Todd Yurack requesting assistance from the City of Watertown on the cost of trash removal at the above address.

I have reviewed the facts of this request and have decided to abate the \$150.00 fee in accordance with §310-10 approved by City Council November 4, 2013.

Dear Ms Addison,

I am a resident of Watertown, N.Y. I own several properties within the city limits and I have spent the last fifteen years working on these properties and improving them. Recently or last month someone dropped two small bags of Garbage inside a cardboard box on the curbside of my rental property at 821 Boyd St. I left several messages to the tenant of 821 Boyd street to remove the Garbage but they claimed that someone else dropped it there. While my family and I were away on summer vacation we received a two day notice relating to Garbage Rubbish and Refuse. I have been charged \$172.40 for the removal of this Refuse. I believe this charge is too high and I wish to appeal the charge. I apologize for the inconvenience of this non-compliance but I was unaware of the 48 hour notice or the tenant not taking care of Refuse despite it not being their's

Respectfully  
Submitted,

Todd Yuwack

CITY OF WATERTOWN  
INVOICE

Customer Id DPW00007084

Invoice Number 2015/40/0058127  
 Invoice Date 8/25/2015  
 Invoice Due Date 9/24/2015

YURACK TODD & ELIZABETH  
 Attn: RE: 821 BOYD ST  
 134 BISHOP ST  
 WATERTOWN NY 13601

Mail Remittance To:  
 CITY COMPTROLLER'S OFFICE  
 ROOM 203, CITY HALL  
 245 WASHINGTON STREET  
 WATERTOWN NY 13601  
 (315) 785-7754

Desc: TRASH/DEBRIS 821 BOYD ST

Prop Loc: 821 BOYD ST



Muni/Sbl: 221800 12-0006-310.000

Service	Quantity	Unit	Unit Price	Amount
TRASH DISPOSAL FEE	2.00		5.00	10.00 tx
CODE ENFORCEMENT SURCHARGE	1.00		150.00	150.00 tx
SALES TAX: DPW				12.40

*Handwritten:*  
 10.00  
 78  
 ---  
 10.78

Total Amount Due 172.40

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance

September 16, 2015

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Donation Offer of 367 Main Street West

The City has again been contacted by Wells Fargo to offer 367 Main Street West as a donation to the City. Additionally Wells Fargo has offered to pay all closing costs for the property transfer and give the City \$10,000 as a concession for accepting the property. There are no restrictions as to the use of the monetary donation.

Staff has not yet had an opportunity to inspect the property nor have the results of a stub search been received yet. Attached are photos provided by Wells Fargo.

Staff is looking for direction from City Council as to accepting this donation.



## Property Description Report For: 367 Main St W, Municipality of City of Watertown



<b>Status:</b>	Active	<b>Roll Section:</b>	Taxable
<b>Swis:</b>	221800	<b>Tax Map ID #:</b>	2-03-111.000
<b>Account #:</b>	13070500	<b>Property Class:</b>	220 - 2 Family Res
<b>Site:</b>	RES 1	<b>In Ag. District:</b>	No
<b>Site Property Class:</b>	220 - 2 Family Res	<b>Zoning Code:</b>	RC - Residential C
<b>Neighborhood Code:</b>	00608	<b>School District:</b>	Watertown
<b>Total Assessment:</b>	2015 - \$41,400	<b>Total Assessment:</b>	2015 - \$41,400
	2014 - \$41,400		
<b>Legal Property Desc:</b>	41x150 203111		
<b>Deed Page:</b>	251		
<b>Grid North:</b>	1451200		
<b>Total Acreage/Size:</b>	41 x 150		
<b>Land Assessment:</b>	2015 - \$8,000		
	2014 - \$8,000		
<b>Full Market Value:</b>	2015 - \$47,045		
	2014 - \$47,045		
<b>Equalization Rate:</b>	----		
<b>Deed Book:</b>	1201		
<b>Grid East:</b>	996770		

### Area

<b>Living Area:</b>	2,085 sq. ft.	<b>First Story Area:</b>	1,130 sq. ft.
<b>Second Story Area:</b>	780 sq. ft.	<b>Half Story Area:</b>	175 sq. ft.
<b>Additional Story Area:</b>	0 sq. ft.	<b>3/4 Story Area:</b>	0 sq. ft.
<b>Finished Basement:</b>	0 sq. ft.	<b>Number of Stories:</b>	2

### Structure

<b>Building Style:</b>	Old style	<b>Bathrooms (Full - Half):</b>	2 - 0
<b>Bedrooms:</b>	4	<b>Kitchens:</b>	2
<b>Fireplaces:</b>	0	<b>Basement Type:</b>	Partial
<b>Porch Type:</b>	Porch-open/deck	<b>Porch Area:</b>	56.00
<b>Basement Garage Cap:</b>	0	<b>Attached Garage Cap:</b>	0.00 sq. ft.
<b>Overall Condition:</b>	Fair	<b>Overall Grade:</b>	Average
<b>Year Built:</b>	1820		

### Owners

Claudette L Mason

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5529 13th Street NW  
Washington DC 20011

### Utilities

<b>Sewer Type:</b>	Comm/public	<b>Water Supply:</b>	Comm/public
<b>Utilities:</b>	Gas & elec	<b>Heat Type:</b>	Hot air
<b>Fuel Type:</b>	Natural Gas	<b>Central Air:</b>	No

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### Improvements

<b>Structure</b>	<b>Size</b>	<b>Grade</b>	<b>Condition</b>	<b>Year</b>
Porch-open/deck	56 sq ft	Average	Normal	1820

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### Land Types

<b>Type</b>	<b>Size</b>
Waterfront	41 × 150



## Interior Property Evaluation with Photos

### Subject Property

<b>Valuation Number:</b>	5988748	<b>Loan Number:</b>	936 - 8001318230
<b>Street Address:</b>	367 W MAIN ST	<b>City:</b>	WATERTOWN
<b>State:</b>	NY	<b>Zip Code:</b>	13601
<b>MLS #:</b>			

### Real Estate Agent

<b>Name:</b>	Moyer, Rob	<b>Brokerage:</b>	CENTURY 21 Millennium Realty
<b>Street Address:</b>	1256 Arsenal Street	<b>Phone:</b>	(315) 786-6666
<b>City, ST, Zip:</b>	Watertown, NY, 13601	<b>Inspection Date:</b>	9/09/2015

### Occupancy Status

<b>Occupancy Status:</b>	Vacant		
<b>Lock box Combination:</b>	3 6 7 0	<b>Property Rekeyed?:</b>	Yes
<b>Vacancy Date:</b>		<b>Debris Removed:</b>	Yes
<b>Personal Property (Desc):</b>			

### Valuation Summary

	As Is Value	*Quick Sale Value	Repaired Value
<b>Recommended List Price:</b>	\$10,000	\$5,000	\$90,000
<b>Probable Sales Price:</b>	\$8,000	\$4,000	\$85,000
<b>Estimated Land/Lot Value:</b>	\$4,000		

### Property Characteristics

<b>Property Condition/Type:</b>	Poor - Single Family	<b>Approx Age (yrs):</b>	100
<b>Total Rooms:</b>	7	<b>Car Port/Garage:</b>	None
<b>Bedrooms:</b>	4	<b>Lot Size/Type:</b>	6150 Square Feet
<b>Baths (Full/Half):</b>	2/0	<b>Interior Sq Ft:</b>	2,085
<b>Basement Type:</b>	Full	<b>Basement Finished Rooms:</b>	0
<b>HOA Fees/Mo.:</b>		<b>HOA Contact:</b>	
<b>HOA Name:</b>		<b>HOA Phone:</b>	
<b>Currently Listed?:</b>	No	<b>Current List Price:</b>	
<b>Current Realtor:</b>		<b>Days on Market:</b>	
		<b>Estimated Market Rent:</b>	
<b>Previously Listed?:</b>	No	<b>Previously List Price:</b>	
<b>Previous Realtor:</b>		<b>Previous DOM:</b>	
<b>Estimated Roof Age:</b>	25		
<b>Positive Comments:</b>	Ready to be rehabbed, completely gutted down to studs.		
<b>Negative Comments:</b>	Not the greatest location, however it is not the worst either. There is a river that runs behind it, with a cliff that goes straight down to it, no fence.		

### Market Area Condition

<b>Location Type:</b>	Rural	<b>Property Values:</b>	Stable
<b>Area Price Range (Lo-Hi):</b>	\$10,000 - \$140,000	<b>Comp Sales Last 6 Mos:</b>	3
<b>Avg Marketing Time:</b>	120	<b>Competitive Listings?:</b>	Balanced w/Dema
<b>New Cnstrctn. in Area?:</b>	No		
<b>Neighborhood Sales:</b>	New Homes: 0%	ReSales: 98%	REO: 2% Corporate: 0%



**Interior Property Evaluation with Photos**

**Subject Property**

<b>Valuation Number:</b>	5988748	<b>Loan Number:</b>	936 - 8001318230
<b>Street Address:</b>	367 W MAIN ST	<b>City:</b>	WATERTOWN
<b>State:</b>	NY	<b>Zip Code:</b>	13601
<b>MLS #:</b>			

**Repairs**

Interior Repair Costs

Exterior Repair Costs

<b>Cleaning:</b>		<b>Painting Exterior:</b>	
<b>Painting Interior:</b>	\$5,000.00	<b>Siding:</b>	\$4,000.00
<b>Carpet Replacement:</b>		<b>Windows:</b>	
<b>Carpet Repair:</b>		<b>Doors:</b>	
<b>Flooring:</b>	\$6,000.00	<b>Roof/Gutters:</b>	\$8,000.00
<b>Wall Coverings:</b>		<b>Landscaping:</b>	
<b>Kitchen:</b>	\$6,000.00	<b>Fence:</b>	
<b>Appliances:</b>	\$3,000.00	<b>Garage/Car Port:</b>	
<b>Fixtures:</b>	\$1,500.00	<b>Driveway:</b>	
<b>Baths:</b>	\$3,000.00	<b>Pool:</b>	
<b>Electrical:</b>	\$2,500.00	<b>Structural Foundation:</b>	
<b>HVAC:</b>	\$2,500.00	<b>Well/Septic:</b>	
<b>Plumbing:</b>	\$3,000.00	<b>Debris Removal:</b>	
<b>Mold:</b>		<b>Termites:</b>	
<b>Insulation</b>	\$2,500.00		
<b>sheetrock</b>	\$5,000.00		
<b>Total Interior Repairs:</b>	<hr/> \$40,000.00	<b>Total Exterior Repairs:</b>	<hr/> \$12,000.00
		<b>Total Repairs:</b>	<hr/> <hr/> \$52,000.00



## Interior Property Evaluation with Photos

### Subject Property

<b>Valuation Number:</b>	5988748	<b>Loan Number:</b>	936 - 8001318230
<b>Street Address:</b>	367 W MAIN ST	<b>City:</b>	WATERTOWN
<b>State:</b>	NY	<b>Zip Code:</b>	13601
<b>MLS #:</b>			

### Subject Comparison

Prop Type	Cond	Age	RMS	BR	Bath	Garage	Lot Size	Int SF	DOM	List Price
Single Family	Poor	100	7	4	2/0	None	6150 SF	2,085		

### Listed Comparables

Prop Type	Cond	Age	RMS	BR	Bath	Garage	Lot Size	Int SF	DOM	Prior LP	Prior LP Dt	Prox.	List Price
Single Family	Fair	100	8	4	1/1	Detached 3 Car	0.25 Acres	1,891	107	\$74,900	5/28/15	0.70	\$49,900

**Address:** 412 BRAINARD ST, Watertown, NY, 13601 **Mktg Strategy:** AS IS  
**MLS #:** S333924 **Type of Sale:** REO

**Exp Adj/Cmt:** PRICED TO SELL!!!! Large home with 3 stall detached garage, priced to sell. For a private showing call today. 4 spacious bedrooms, large living room. Formal dining room. Make an offer on this large home today.

Single Family	Good	100	8	4	2/0	None	0.13 Acres	1,768	355	\$73,160	9/22/15	0.70	\$59,900
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**Address:** 931 SALINA ST, Watertown, NY, 13601 **Mktg Strategy:** AS IS  
**MLS #:** S320431 **Type of Sale:** REO

**Exp Adj/Cmt:** Previous owners loss, is your gain on this large 4 bedroom 2 bath home in the city. Now is the time to get a steal on this home. To see it today, give us a call, click, or stop on in.

Single Family	Good	100	8	3	1/1	None	0.16 Acres	1,707	131	\$93,900	5/04/15	0.70	\$78,000
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**Address:** 729 STATE ST, Watertown, NY, 13601 **Mktg Strategy:** AS IS  
**MLS #:** S331633 **Type of Sale:** Traditional Sale

**Exp Adj/Cmt:** State St property that is zoned for commercial and residential use. Ideal for a home business. Home did have a barber shop in the front enclosed sun porch for several years. Plus a lovely 3BR, 1 1/2 bath traditional w/craftsman style interior, pillars, red brick fireplace, Hw floors and staircase, corner cupboard, formal dining room w/built-ins, eat-in, app kitchen, large family bath up & 1/2 bath down. Or just use as a fine, economical, family home. Driveway enters off side street to back of home.

### Sold Comparables

Prop Type	Cond	Age	RMS	BR	Bath	Garage	Lot Size	Int SF	DOM	Prior LP	Prior LP Dt	List Price	Sale Dt	Prox.	Sale Price
Single Family	Fair	100	7	4	2/0	Detached 2 Car	0.17 Acres	2,144	278	\$92,000	6/12/14	\$55,000	4/23/15	0.50	\$55,000

**Address:** 1027 STATE ST, Watertown, NY, 13601 **Mktg Strategy:** AS IS **Adjustment:** \_\_\_\_\_  
**MLS #:** S313240 **Type of Sale:** Traditional Sale **Indicate Value:** \_\_\_\_\_

**Exp Adj/Cmt:** HUGE PRICE REDUCTION!!!! Location, location, location!! This Home is in a great location with stores and schools within walking distance! With a little TLC, this home has some great potential! It could even be turned back in to apartments for investment opportunities! Call today for a showing!

Single Family	Fair	100	8	3	2/0	Detached 2 Car	0.16 Acres	1,735	327	\$85,000	6/16/14	\$62,000	6/23/15	0.15	\$56,300
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**Address:** 315 ACADEMY ST, Watertown, NY, 13601 **Mktg Strategy:** AS IS **Adjustment:** \_\_\_\_\_  
**MLS #:** S313539 **Type of Sale:** Traditional Sale **Indicate Value:** \_\_\_\_\_

**Exp Adj/Cmt:** THEY'VE DONE IT AGAIN!!! \*\*\*Another Drastic Price Drop!!!! Time to get this sold! Was a multi family and could easily be converted back. Large eat in kitchen and 2 living areas. Nice backyard with a 2 car garage. Owners have moved and want it gone! Come and take a look!

Single Family	Good	100	8	3	1/1	None	0.17 Acres	1,696	457	\$119,900	3/31/14	\$78,500	8/14/15	0.50	\$70,000
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**Address:** 428 STONE ST, Watertown, NY, 13601 **Mktg Strategy:** AS IS **Adjustment:** \_\_\_\_\_  
**MLS #:** S307435 **Type of Sale:** Traditional Sale **Indicate Value:** \_\_\_\_\_

**Exp Adj/Cmt:** NEW PRICE REDUCED- BRING OFFERS!! of a drive by! You must take look at this home. Bigger than it looks from the outside. Nice 3 bedroom, 1.5 bath home. Owner has taken great pride in the home. Huge first floor master with bonus room. Eat in kitchen, first floor laundry and a huge living room. Upstairs has 2 bedrooms and a half bath. Owner is installing new carpet in living room and upstairs hall. Priced to Sell!!

### Agent Addendum

**Agent Comments/ Mkt Strategy:** THE SUBJECT IS EXCEPTIONAL, AS IT IS COMPLETELY GUTTED, WHERE AS I WAS NOT ABLE TO FIND ANY HOMES THAT HAVE SOLD, OR ARE LISTED OVER THE PAST 3 YEARS OR ARE WITHING A 50 MILE RADIUS THAT HAVE BEEN COMPLETELY GUTTED AND ARE FOR SALE, OR HAVE SOLD.  
**eSignature:** Moyer, Rob **Time Stamp:** 9/13/2015 8:29:00 PM



### Interior Property Evaluation with Photos

#### Subject Property

Valuation Number:	5988748	Loan Number:	936 - 8001318230
Street Address:	367 W MAIN ST	City:	WATERTOWN
State:	NY	Zip Code:	13601
MLS #:			

#### Subject Photos



Front -



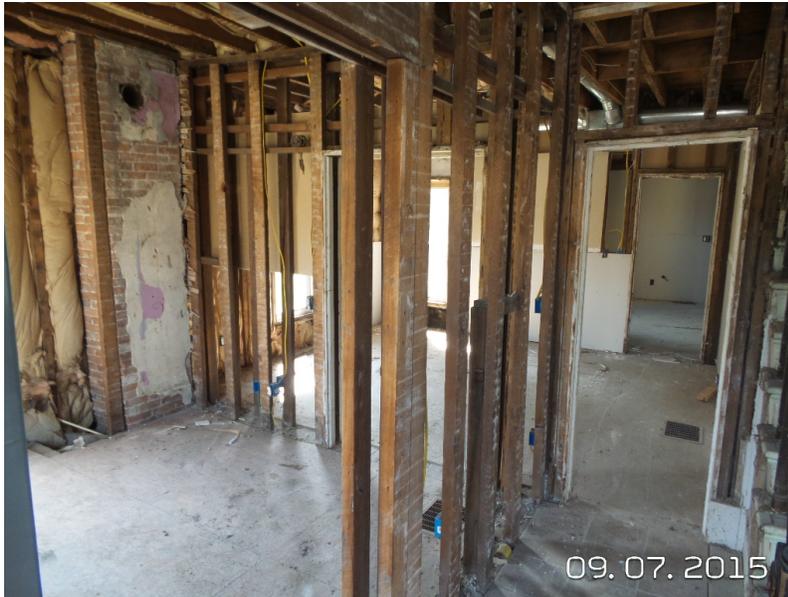
Side -



Street -



**Bedroom 1 -**



**Bedroom 4 -**



**Bedroom 2 -**



### Interior Property Evaluation with Photos

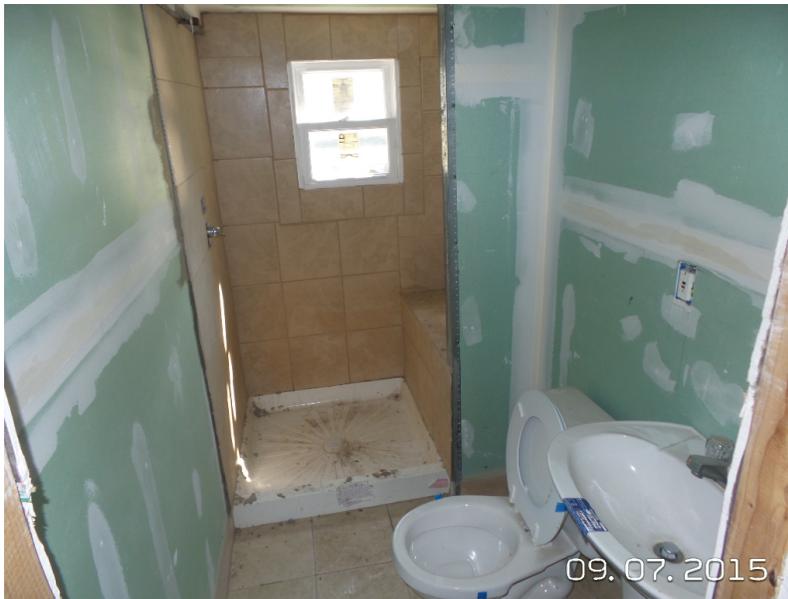
#### Subject Property

Valuation Number:	5988748	Loan Number:	936 - 8001318230
Street Address:	367 W MAIN ST	City:	WATERTOWN
State:	NY	Zip Code:	13601
MLS #:			

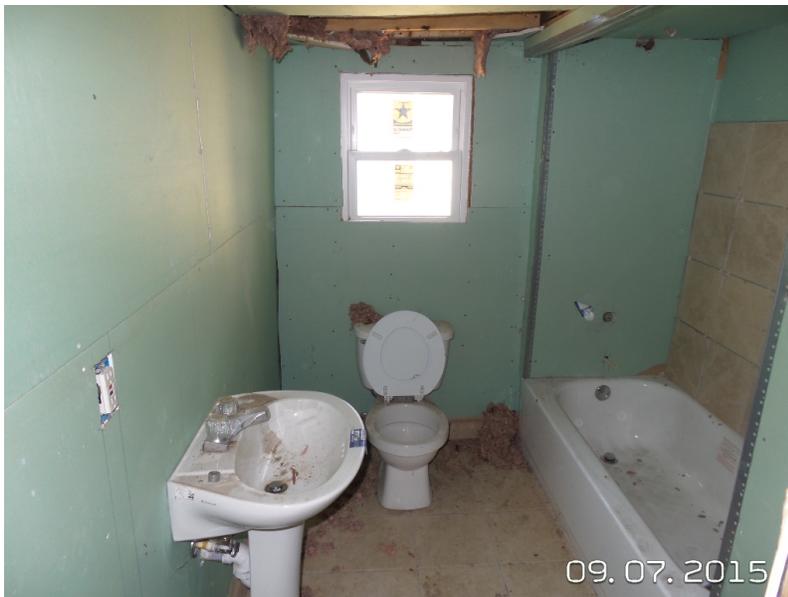
#### Subject Photos



Bedroom 3 -



Bathroom 1 -



Bathroom 2 -



**Kitchen -**



**Living Room -**



**Dining Room -**

September 15, 2015

To: The Honorable Mayor and City Council

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

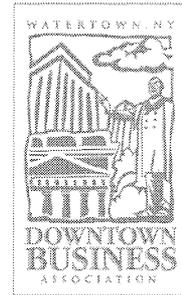
Subject: NYS 2013 CDBG Public Hearing

The New York State Small Cities Community Development Block Grant (CDBG) program requires the City to hold a minimum of two public hearings for each grant. One was held before the 2013 application was made, as required. The second hearing must be held during the administration of the grant to provide input on the effectiveness of the administration of the grant.

It is recommended that a public hearing to gather input on the effectiveness of the administration of the City of Watertown's 2013 Community Development Block Grant be scheduled for Monday, October 5, 2015 at 7:00 p.m. in the City Council Chambers.



*Your Life is Downtown!*



Monday, September 14, 2015

Sharon Addison, City Manager  
City of Watertown  
245 Washington Street  
Watertown, New York 13601

Dear Mrs. Addison,

On behalf of the Watertown Downtown Business Association's Board of Directors, I would like to personally thank the City of Watertown most sincerely for your continuous support and service to the 2015 Black River Fall Fest in downtown Watertown on Public Square.

Special thanks must go to City Planner Michael Lumbis, the Department of Public Works, the Police Department, the City Council and you for helping organize and contribute to making the 2015 Black River Fall Fest a success. Despite rain throughout the event, we attracted about 1,000 people to Public Square to see the more than 40 craft and food vendors, car show and Watertown Saturday Farmer's Market.

Please convey our thanks to everyone involved for their time and service - they can be proud to know that their contributions ensured the 2015 Black River Fall Fest was a success.

All of your efforts are greatly appreciated and we look forward to working with the City of Watertown again with future Watertown DBA events that bring visitors to downtown Watertown, which offers an array of products and services from the more than 100 businesses in and around the downtown corridor.

Sincerely,

David Winters  
Watertown DBA President