

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, October 6, 2025
7 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, October 6, 2025, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

7:15 p.m.	City of Watertown 2020 Community Development Block Grant Annual Action Plan Amendment Public Hearing
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RESOLUTIONS

- | | |
|--------------------|--|
| Resolution No. 1 - | Authorizing the Sale of Surplus Police Equipment |
| Resolution No. 2 - | Accepting Bid for Demolition Project – Various Properties – Buckley’s Excavating & Landscaping LLC |
| Resolution No. 3 - | Designating the City Manager as the Authorized Representative to Apply for the Northern Border Regional Commission Grant to Fund the Disinfection By-Product Improvement Project |
| Resolution No. 4 - | Approving the Use of Washington State Department of Enterprise Services (DES) Cooperative Purchasing Agreement for Transit Buses |
| Resolution No. 5 - | Approving the Community Development Block Grant (CDBG) Sub-Recipient Agreement with Neighbors of Watertown, Inc. for the 2025 Homebuyer Program |

- Resolution No. 6 - Discontinuing a Portion of a City Street Known as Waterman Drive
- Resolution No. 7 - Authorizing Adjustment to the Fiscal Year 2025-26 City Tax Bill for Parcel No. 55-12-001.000 and Refund Overpayment to National Grid
- Resolution No. 8 - Approving Change Order No. 09G with C.O. Falter for Water Pollution Control Plant Sludge Disposal Modifications Project Phase 1B
- Resolution No. 9 - Authorizing Amendment No. 8 of the GHD Engineering Agreement for Water Pollution Control Plant Sludge Disposal Modification Project Phase 1B
- Resolution No. 10 - Adopting the 2025 Jefferson County Hazard Mitigation Plan

ORDINANCES

LOCAL LAW

OLD BUSINESS

STAFF REPORTS

1. Sale of Surplus Hydro-electricity – August 2025
2. Sales Tax Revenue – August 2025
3. NYS Retirement System 2027 Employer Contribution Rates
4. Winter Crow Roost Dispersal Program
5. Boards and Commissions Report and Letters of Interest
6. Transportation Commission Report

NEW BUSINESS

EXECUTIVE SESSION

ADJOURNMENT

WORK SESSION

Next Work Session is scheduled for Tuesday, October 14, 2025, at 7:00 p.m.

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 20, 2025.

Public Hearing – 7:15 p.m.

October 6, 2025

To: The Honorable Mayor and City Council

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

Subject: City of Watertown 2020 Community Development Block Grant Annual Action Plan Amendment Public Hearing

A Public Hearing has been scheduled for 7:15 p.m. on October 6, 2025, in order to gather public input on the proposed amendment to the City's Community Development Block Grant (CDBG) 2020 Annual Action Plan.

On May 4, 2020, the City Council adopted the City's 2020 Community Development Block Grant (CDBG) Annual Action Plan. The plan included various projects for the 2020-2021 Program Year. Three of the projects came in under budget: the North Side ADA Ramp Replacement Project Phase 2, Target Area Smoke Detector Program and the Tilden Street/Starbuck Avenue Sidewalk Project.

In addition, Staff proposes to eliminate the NDC Housing Stabilization Program. Funding for this project was originally included in the 2020 plan to assist with the redevelopment of a vacant city owned residential structure. The structure has since been torn down so the funding can be reallocated.

Staff proposes to reallocate funding from the NDC project, as well as the remaining funding from the three projects that came in under budget, to the Burlington Street Reconstruction Project. The total amount proposed to be allocated to Burlington Street is \$78,217.40.

The United States Department of Housing and Urban Development (HUD) requires the City of Watertown to amend an Annual Action Plan formally if the budget of a particular project changes by more than 25 percent, if the scope of a project changes significantly or if a new project is added.

Planning Staff has drafted an amendment to the 2020 Annual Action Plan that reflects the budget changes and the addition of one new project, the Burlington Street Reconstruction Project. The draft amendment is attached for your review and is also available for review on the City's website at: <https://www.watertown-ny.gov/CDBGPublicCommentOpportunities>

On September 3, 2025, the City advertised in the *Watertown Daily Times* that the plan was available for public review and comment. The 30-day public comment period is currently under way, and the City will be accepting comments on the proposed amendment through October 3, 2025.

After the conclusion of the public comment period, Staff will incorporate any comments that are received into the final draft of the plan amendment and will present a resolution to adopt the amendment for City Council consideration at the October 20, 2025, meeting.



**AMENDMENT
TO THE CITY OF WATERTOWN'S
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2020 ANNUAL ACTION PLAN
DRAFT – SEPTEMBER 3, 2025**

On May 4, 2020, the City Council of the City of Watertown adopted the City's Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2020. The plan included various projects for the 2020-2021 Fiscal Year, several of which this amendment will modify, either in scope or in budget or both.

The City Council previously amended the PY 2020 Annual Action Plan twice. Due to the response to the ongoing COVID-19 public health crisis, Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The first amendment was adopted on August 17, 2020 and the second amendment was adopted on June 21, 2021.

The list of projects and their originally approved budget amounts are listed below:

Proposed Project	Approved Budget
Point-in-Time Outreach and Education Initiative 2020	\$ 8,500.00
North Side ADA Ramp Replacement Project Phase 2	\$ 100,000.00
Target Area Smoke Detector Program	\$ 5,000.00
Owner-Occupied Rehabilitation 2020	\$ 215,000.00
Homebuyer Program 2020	\$ 150,000.00
Tilden St./Starbuck Ave. Sidewalk Project	\$ 250,000.00
Fair Housing Education 2020	\$ 5,000.00
WCSD Food 4 Families 2020	\$ 6,500.00
Planning - Zoning Ordinance Update Phase 2	\$ 75,000.00
Program Administration	\$ 60,652.00
NDC Housing Stabilization Program	\$ 45,000.00
Total	\$920,652.00

This amendment changes the budget for several of the above-identified projects. CDBG regulations and the City's Citizen Participation Plan allow some flexibility for changes in project costs as the City implements the various programs and projects. The City may increase or decrease individual budget line items by up to 25 percent without amending the Annual Action Plan. However, in the case of the NDC Housing Stabilization Program, the actual cost was a 100 percent decrease from the originally budgeted amount, as this amendment eliminates the project and redistributes that funding to other projects. This decrease and increase in the budget line items and new projects necessitates an amendment.

The other projects with changes to their budgets, the Smoke Detector Program, Tilden St./Starbuck Ave. Sidewalk Project and Northside ADA Ramp Phase 2 Project will all change by less than 25 percent. The four projects collectively finished \$78,217.40 under budget. This amendment reallocates the surplus to supplement the Burlington Street Reconstruction Project.

Below is the revised CDBG Program Year 2020 Annual Action Plan budget, following all approved revisions:

Proposed Project	Amended Budget
Point-in-Time Outreach and Education Initiative 2020	\$ 8,500.00
North Side ADA Ramp Replacement Project Phase 2	\$ 86,218.28
Target Area Smoke Detector Program	\$ 4,995.06
Owner-Occupied Rehabilitation 2020	\$ 215,000.00
Homebuyer Program 2020	\$ 150,000.00
Tilden St./Starbuck Ave. Sidewalk Project	\$ 212,569.26
Fair Housing Education	\$ 5,000.00
WCSD Food 4 Families 2020	\$ 6,500.00
Planning - Zoning Ordinance Update Phase 2	\$ 93,000.00
Program Administration*	\$ 67,577.54 *
Burlington Street Reconstruction Project	\$ 78,217.40
Total	\$ 927,577.54 *

*Includes the addition of \$6,925.54 in Program Income.

The following is a description for the above identified new project:

Burlington Street Reconstruction Project:

The Burlington Street Reconstruction Project is a street reconstruction project that is in the 2023 Annual Action Plan and the \$78,217,40 programmed in this amendment supplements the \$275,000 budgeted in the 2023 AAP. This project consists of hiring a contractor to complete a full reconstruction of Burlington Street. Improvements will include sidewalk replacement, constructing new sidewalks where walks do not exist currently, ADA ramp replacement, curbing replacement, new pavement, and replacement of various utilities (water, sanitary sewer, storm sewer), as well as green infrastructure and tree planting where possible.

The City estimates that 153 low to moderate-income (LMI) families will benefit from the proposed project based on the estimated number of families in the Block Group and the LMI percentage for the Block Group that the project covers. Since 2021 ACS data on total families in a geography is only available at the Census Tract level, the City divided the number of families evenly across the three Block Groups in Census Tract 613 in the City's Northeast CDBG Target Area when estimating the number of families.

Citizen Participation

The City's Community Development Block Grant Program has an adopted Citizen Participation Plan that outlines various steps that the City must take in order to engage the public in the development of our Annual Action Plans and any amendments to them. While developing this amendment to the City's Program Year 2020 Annual Action Plan, the City Council scheduled a public hearing on the proposed amendment for Monday, October 6, 2025 at 7:15 p.m. in the City Council Chamber of City Hall. On September 3, 2025, the City advertised in the *Watertown Daily Times* to notify the public of the public hearing date and time and to announce the start of a 30-day public comment period that will last from September 3, 2025 to October 3, 2025. The City also conducted outreach to several agencies and businesses by email notifying them of the proposed changes and made the proposed amendment available for review at City Hall in the Planning and Community Development Department, the City Clerk's Office and at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority and on our website at www.watertown-ny.gov.

Res No. 1

October 6, 2025

To: The Honorable Mayor and City Council

From: Tina Bartlett-Bearup, Purchasing Manager

Subject: Authorizing the Sale of Surplus Police Equipment

The City of Watertown Police Department has submitted a list of surplus equipment to the Purchasing Department that is either no longer useful or beyond repair and therefore no longer of value to the City.

Staff are recommending that the equipment listed below be sold through Auctions International's online website:

SURPLUS ITEMS				
LOT #	YEAR	DESCRIPTION	DEPARTMENT	DATE ADDED
1	UNK	(2) Whelen roof-mounted lightbars	Police	9/23/2025
2	UNK	(2) Code 3 roof-mounted lightbars	Police	9/23/2025
3	UNK	(2) Whelen light/siren system control boxes	Police	9/23/2025
4	UNK	(1) Damega Engineering mini lightbar	Police	9/23/2025
5	UNK	(1) Fender portable PA system	Police	9/23/2025
6	UNK	(1) Kodak Pageant Sound Projector	Police	9/23/2025

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus Police Equipment

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown Police Department has surplus equipment, the description of which is attached and made a part of this resolution, and

WHEREAS the surplus equipment may have some value best determined by an online auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by online auction, of the surplus equipment as described in the attached listing, and

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

Seconded by _____



City of Watertown, New York Police Department

Metro-Jeff Public Safety Building
751 Waterman Drive
Watertown, NY 13601

Phone (315) 786-2610
Fax (315) 786-2613
wpd@watertown-ny.gov



Charles P. Donoghue
Chief of Police

To: Purchasing Manager, Tina Bartlett-Bearup
From: Watertown Police, Captain Cristin N. Lyon
Re: Surplus items for auction
Date: September 17, 2025

Tina,

The following items are no longer in use at the Watertown Police Department and are available for reassignment or auction as appropriate:

- 2-48" Whelen 500 series full-size roof-mounted lightbars
- 2-46" Code 3 21 TR lightbars
- 2-Whelen light and siren system (control boxes only-no siren)
- 1-Damega Engineering 28 1/4" mini lightbar
- 1-Fender Passport PD-150 Plus portable PA system
- 1-Kodak Pageant Sound Projector Model AV-126-TR 12 Watts

Photos of items are attached.

Respectfully submitted,

Cristin N. Lyon
Police Captain



[illegible]

October 6, 2025

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Demolition Project – Various Properties – Buckley's Excavating & Landscaping LLC

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Demolition Project – Various Properties, per City specifications and publicly opened and read the sealed bids on September 17, 2025, at 11:00 a.m. EST. Bids were provided to five (5) plan houses and nineteen (19) potential vendors.

The Purchasing Department received four (4) sealed bid submittals, and the bid tabulations are shown below:

Vendor Name, Address, Point of Contact and Email Address			Buckley's Excavating & Landscaping LLC	Independent Commercial Contractors Inc.	Bronze Contracting LLC	D&S Excavating LLC
			152 State Highway 12B	27004 Loomis Road	9188 State Route 12	106 Putnam Estate Dr.
			Sherburne, NY 13460	Lorraine, NY 13659	Remsen, NY 13438	Frankfort, NY 13340
			James Barker, Estimator	Barbara W. DeYear, President	James Muha, Estimator	Darwin Putnam
			james@buckleys-excavating.com	iccinc99@gmail.com	jmuha@bronzecontracting.com	dputnam69@yahoo.com
Property Address	Description of Property	Tax Map Parcel	Bid Amount	Bid Amount	Bid Amount	Bid Amount
518 Coffeen Street	2 story single family to include all structures on lot	7-08-203.000	\$30,600.00	\$29,000.00	\$29,500.00	\$58,000.00
308 Waltham Street	2 story single family to include all structures on lot	7-07-305.000	\$19,700.00	\$24,000.00	\$24,800.00	\$28,000.00
247 Main Street West	2 story duplex, structure fire has been demolished. To include all structures on lot	2-01-313.000	\$22,000.00	\$29,000.00	\$26,800.00	\$30,000.00
235 Rutland Street North	2 story, 7-unit apartment, structure fire, has been demolished. To include all structures on lot	6-07-201.000	\$22,500.00	\$14,000.00	\$53,800.00	\$52,000.00
Total Bid Amount			\$94,800.00	\$96,000.00	\$134,900.00	\$168,000.00

The Purchasing Manager and Code Enforcement Supervisor reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total bid amount for the Demolition Project – Various Properties to Buckley's Excavating & Landscaping, LLC as the lowest responsive bidder at a total bid amount of **\$94,800.00**.

The Demolition Project – Various Properties will be funded by the General Fund as appropriated by the City Council within the fiscal year 2025-26 Adopted Budget. If there are any questions concerning this recommendation, please contact me at your convenience.

RESOLUTION

Page 1 of 1

Accepting Bid for Demolition Project – Various Properties – Buckley’s Excavating & Landscaping LLC

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to abate and demolish the existing structures located at the following sites: 518 Coffeen Street, 308 Waltham Street, 247 Main Street West, and 235 Rutland Street North, and

WHEREAS the Purchasing Department advertised and received four (4) sealed bids for the Demolition Project – Various Properties, and

WHEREAS on September 17, 2025, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup, reviewed the bids received with the Code Enforcement Supervisor, and it is their recommendation that the City Council accept the lowest responsive bid submitted by Buckley’s Excavating & Landscaping, LLC, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the total bid amount received from Buckley’s Excavating & Landscaping, LLC in the amount of \$94,800.00, and

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

Seconded by _____



CITY OF WATERTOWN, NEW YORK

CITY HALL, ROOM 206

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Demolition Project - Various Structures

Bid / RFP Number:

Bid #2025-19

Opening Date:

Wednesday, September 17, 2025 @ 11:00 AM

The following results are bids as presented at the bid opening and do not represent an award.

Vendor Name, Address, Point of Contact and Email Address

**Buckley's Excavating & Landscaping
LLC**

**Independent Commercial
Contractors Inc.**

Bronze Contracting LLC

D&S Excavating LLC

152 State Highway 12B

27004 Loomis Road

9188 State Route 12

106 Putnam Estate Dr.

Sherburne, NY 13460

Lorraine, NY 13659

Remsen, NY 13438

Frankfort, NY 13340

James Barker, Estimator

Barbara W. DeYear, President

James Muha, Estimator

Darwin Putnam

james@buckleys-excavating.com

iccinc99@gmail.com

jmuha@Bronzecontracting.com

dputnam69@yahoo.com

Property Address

Description of Property

Tax Map Parcel

Bid Amount

Bid Amount

Bid Amount

Bid Amount

518 Coffeen Street

2 story single family to
include all structures on lot

7-08-203.000

\$30,600.00

\$29,000.00

\$29,500.00

\$58,000.00

308 Waltham Street

2 story single family to
include all structures on lot

7-07-305.000

\$19,700.00

\$24,000.00

\$24,800.00

\$28,000.00

247 Main Street West

2 story duplex, structure fire
has been demolished. To
include all structures on lot

2-01-313.000

\$22,000.00

\$29,000.00

\$26,800.00

\$30,000.00

235 Rutland Street North

2 story, 7-unit apartment,
structure fire, has been
demolished. To include all
structures on lot

6-07-201.000

\$22,500.00

\$14,000.00

\$53,800.00

\$52,000.00

Total Bid Amount

\$94,800.00

\$96,000.00

\$134,900.00

\$168,000.00

Addendum Acknowledgement (if any)

N/A

N/A

N/A

N/A

Bid Bond or Check (B / C)

B

C

B

B

Non-Collusive Bidding Certificate

Y

Y

Y

Y

Certificate of Compliance with the Iran Divestment Act

Y

Y

Y

Y

Sexual Harassment Form

Y

Y

Y

Y

Certificate of Contractor Registry

Y

Y

Y

Y

SAM's & NYS Debarred

N

N

N

N

City of Watertown
Demolition Project – Various Properties
518 Coffeen Street - Site Photos



City of Watertown

**Demolition Project – Various Properties
518 Coffeen Street - Site Photos (continued)**



City of Watertown

Demolition Project – Various Properties
302 Waltham Street - Site Photos



**City of Watertown
Demolition Project – Various Properties
247 Main Street West - Site Photos**



City of Watertown

**Demolition Project – Various Properties
235 Rutland Street North - Site Photos**



CONTRACTOR'S QUALIFICATIONS

October 6, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Designating the City Manager as the Authorized Representative to Apply for the Northern Border Regional Commission Grant to Fund the Disinfection By-Product Improvement Project

The City of Watertown is currently under a Consent Order from New York State requiring the reduction and removal of disinfectant by-products (DBPs) from the City's drinking water supply. To address this regulatory requirement, the City is actively pursuing funding opportunities to support the planning and implementation of necessary infrastructure improvements.

The Northern Border Regional Commission (NBRC), a federal-state partnership established by Congress in 2008, offers funding through its Catalyst Program to support economic and infrastructure projects across the Northern Border Region. The program includes grant opportunities for construction-related projects, with awards of up to \$1,000,000.

The City seeks to apply for NBRC funding under the Catalyst Program to support improvements associated with the disinfectant by-product removal project. This project aligns with the goals of the NBRC to improve public infrastructure and protect public health, and it directly supports the City's compliance efforts with state-mandated water quality standards.

As part of the application process, the City Council must pass a resolution authorizing submission of the grant application and designating the City Manager, or their designee, as the Authorized Representative to execute all required documents related to the grant.

It is recommended that the City Council adopt the attached resolution authorizing the City Manager to submit the application and execute any necessary agreements related to the NBRC Catalyst Grant Program. This funding would provide critical support for advancing the City's efforts to meet regulatory requirements and improve drinking water quality for residents.

RESOLUTION

Page 1 of 1

Designating the City Manager as the Authorized Representative to Apply for the Northern Border Regional Commission Grant to Fund the Disinfection By-Product Improvement Project

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown, New York, is under an EPA Administrative Order for removal of disinfectant by-products from the City's drinking water, and

WHEREAS the City of Watertown has contracted with LaBella Associates for grant application services, and

WHEREAS the Northern Border Regional Commission (NBRC), established by Congress in 2008, offers grants through the Catalyst Program for projects across the Northern Border Region, and

WHEREAS the Projects classified as construction in support of infrastructure are eligible for awards of up to \$1,000,000, and

WHEREAS the City Council desires to seek funding for the disinfectant by-product project through the NBRC Grant Program, and

WHEREAS the Grant Agreement requires that the municipality designate an Authorized Representative for the project, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the City Manager to enter and execute the Northern Border Regional Commission grant.

Seconded by _____

October 6, 2025

To: The Honorable Mayor and City Council

From: Tina Bartlet-Bearup

Subject: Approving the Use of Washington State Department of Enterprise Services (DES) Cooperative Purchasing Agreement for Transit Buses

Attached for City Council consideration is a resolution approving the use of a cooperative purchasing agreement between the City of Watertown and Washington State Department of Enterprise Services (DES). Approving this resolution and subsequent agreement will allow the City of Watertown to purchase transit buses using bid-solicited and awarded contracts by Washington State (DES), providing cost savings and a tool to make the City's governmental operations more effective and efficient. There are no fees required for the City to utilize such contracts.

General Municipal Law §103(16) authorizes political subdivisions and districts therein to purchase apparatus, materials, equipment, and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be made available for use by other governmental entities ("Piggybacking" Law -Exception to Competitive Bidding). Such contracts are referred to as cooperative purchasing contracts and/or agreements.

The City's legal counsel has reviewed the City's potential participation in this cooperative purchasing agreement and has determined the City may do so with the approval of the attached resolution.

RESOLUTION

Page 1 of 1

Approving the Use of Washington State Dept.
of Enterprise Services (DES) Cooperative
Purchasing Agreement for Transit Buses

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS Washington State acting by and through the Department of Enterprise Services (DES), a Washington State governmental agency authorized to develop, solicit, and establish procurement solutions, including contracts to provide goods and/or services to support state agencies and to other local or federal government agencies or entities; and,

WHEREAS pursuant to RCW 39.26.060(1), Washington State DES is authorized to contract with eligible entities through a fully executed cooperative purchasing agreement; and,

WHEREAS the City represents that it is an eligible entity and seeks to utilize the Washington State DES contracts in order to purchase FTA approved transit buses; and,

WHEREAS Purchasing Manager, Tina Bartlett-Bearup in consultation with the Citibus Transit Department, DPW Fleet Manager, and legal counsel, have determined it is in the City's best interest to utilize the Washington State DES agreement for the procurement of FTA approved transit buses as specified under the terms and conditions of the agreement; and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Cooperative Purchasing Agreement between the City of Watertown and Washington State DES in order to provide a cost savings to the City and provide a tool to make the City's governmental operations more effective and efficient, a copy of which is attached and made a part of this resolution; and

BE IT FURTHER that the City Manager of the City Watertown is hereby authorized and directed to sign all contracts associated with this resolution and any Agreement on behalf of the City of Watertown.

Seconded by _____



Washington State DEPARTMENT OF ENTERPRISE SERVICES

COOPERATIVE PURCHASING AGREEMENT

FOR

TRANSIT BUSES

CONTRACT No. 06719

This Cooperative Purchasing Agreement for Transit Buses ("Agreement") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and the City of Watertown, 245 Washington Street, Watertown NY 13601, a municipality (City), an Authorized Purchasing Entity, and is dated and effective as of _____, 2025.

RECITALS

- A. Pursuant to Legislative authorization, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish procurement solutions, including statewide contracts ("Contract"), for goods and/or services to support Washington state agencies. See RCW 39.26.050(1). The Washington State Legislature also has authorized Enterprise Services to make these contracts available, pursuant to an agreement in which Enterprise Services ensures full cost recovery, to other local or federal government agencies or entities, public benefit nonprofit organizations, and any tribes located in the State of Washington. See RCW 39.26.050(1) & (2).
- B. In addition, Enterprise Services is authorized "to participate in, sponsor, conduct, or administer a cooperative purchasing agreement." See RCW 39.26.060(1).
- C. Cooperative Purchasing Agreements provide an opportunity for Enterprise Services to meet the needs of its customers and, by designing and developing the Competitive Solicitation and resulting Contract to include the opportunity for cooperative utilization by Authorized Purchasing Entities through a Cooperative Purchasing Agreement, to meet the needs of similarly situated purchasing entities who collectively enable an innovative, cost-effective, and efficient procurement solution for awarded contractors and eligible purchasers.
- D. The above-referenced Contract was competitively bid, evaluated, and awarded pursuant to the State of Washington's procurement laws for goods/services. See RCW 39.26. The procurement and resulting Contracts were designed to create competition and awarded contractors for a variety of Transit Buses (contract categories).

- E. The above-referenced Contract was designed to and meets Federal Transit Administration (“FTA”) requirements for a State Cooperative Purchasing Contract under the FAST Act Sec. 3019. See Pub.L. 114-94.
- F. There are no pending protests or lawsuits pertaining to the procurement or award of the Contract.
- G. Enterprise Services maintains procurement and contract records pertaining to the Contract including the Competitive Solicitation, Bid Tab, Bidder Profiles, and resulting Contracts. In addition, Enterprise Services Transit Buses website identifies the various awarded contractors.
- H. The purpose of this Agreement is to enable the Authorized Purchasing Entity to utilize the above referenced Contract consistent with the terms thereof and the terms and conditions set forth herein.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. **TERM.** Upon execution, this Cooperative Purchasing Agreement shall continue for the term of the applicable Contract, as amended or extended; *Provided*, however, that, upon written notice to Enterprise Services, Purchasing Entity may terminate its participation in this Cooperative Purchasing Agreement and its ability to utilize the above-referenced Contract.
2. **AUTHORIZATION TO UTILIZE THE CONTRACT.** Consistent with the terms and conditions of the Contract and Purchasing Entity’s applicable procurement law, Purchasing Entity is authorized to utilize the above-referenced Contract as a procurement solution. The State of Washington makes no representation or warranty regarding Purchasing Entity’s governing law or whether the Contract is an appropriate procurement solution for Purchasing Entity.
3. **CONTRACTOR CONSENT.** Consistent with its applicable procurement authority, Purchasing Entity may propose and negotiate jurisdiction-specific terms with the applicable awarded Contractor to meet Purchasing Entity’s needs; *Provided*, however, that any such jurisdiction-specific modifications are subject to agreement with the applicable awarded Contractor. **Under no circumstances, however, will Purchasing Entity’s jurisdiction-specific modifications change or modify the Contract obligations between the State of Washington and the applicable awarded Contractor.** Upon execution of Purchasing Entity’s agreement with the applicable awarded Contractor, Purchasing Entity shall provide a copy of the same to Enterprise Services prior to making any purchases under the Contract.
4. **VENDOR MANAGEMENT FEE.** The Vendor Management Fee set forth in the Contract shall be paid by the applicable Contractor to Enterprise Services on all applicable purchases. In no event shall Purchasing Entity modify, waive, or terminate the Vendor Management Fee. Any such modification, waiver, or termination of the Vendor Management Fee shall be deemed a material breach of this Agreement and shall terminate the Agreement; and, in the event Purchasing Entity attempts to modify, waive, or terminate the Vendor Management Fee, Purchasing Entity shall, by such act, agree to notify Enterprise Services of the same and to pay to Enterprise Services, within thirty (30) days, the equivalent of the otherwise applicable Vendor Management Fee.

5. ACCURATE PURCHASES. Purchasing Entity shall make orders within the scope of the Contract. Any purchases outside of the scope of the Contract shall constitute a breach of this Agreement. IN the event of such breach, Enterprise Services may terminate this Agreement, including the authorization for any purchases by Purchasing Entity under the Contract. Purchasing Entity represents and warrants that it shall use reasonable, good faith efforts to assist the Contractor in obtaining and reporting to Enterprise Services accurate purchases under the Contract for purposes of the applicable Vendor Management Fee.

6. AGREEMENT MANAGEMENT; NOTICES; PURCHASING ENTITY CONTRACT ADMINISTRATOR.

(a) AGREEMENT MANAGEMENT; NOTICES. The parties hereby designate the following contacts as the respective single points of contact for purposes of this Agreement. The parties may change such individuals by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services	Insert
Attn: Bus Purchases	Attn: Tina Bartlett-Bearup
Department of Enterprise Services	Purchasing Manager
PO Box 41411	245 Washington Street
Olympia, WA 98504-1411	Watertown NY 13601
Email: buspurchases@des.wa.gov	Tel: (315) 785-7749
	Email: tbartlettbearup@watertown-ny.gov

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

(b) PURCHASING ENTITY INFORMATION. Purchasing Entity hereby designates the following contract administrator as the single point of contact for business activities under this Agreement.

Purchasing Entity Information	
Organization Name	City of Watertown
Tax Identification Number	15-6000419
State Business Identification Number (Required for Non-Profit entities)	
Contact Name for Contract Administrator	Tina Bartlett-Bearup
Title	Purchasing Manager
Address	245 Washington Street
City, State, Zip	Watertown, NY 13601
Phone Number	(315) 785-7749
Email Address	tbartlettbearup@watertown-ny.gov

7. **COMMUNICATION.** In the event Purchasing Entity becomes aware of a significant contract performance issue pertaining to the Contract that, in Purchasing Entity's reasonable judgment, could adversely impact the State of Washington, Purchasing Entity shall communicate the same to Enterprise Services.
8. **CONTRACTOR DISPUTES.** Purchasing Entity is responsible for resolving any disputes between itself and the applicable Contractor regarding its purchases. Purchasing Entity shall notify Enterprise Services of any material dispute between Purchasing Entity and the applicable Contractor. When appropriate, Enterprise Services may assist Purchasing Entity in resolving such disputes.
9. **NO LIABILITY.** Other than those obligations expressly set forth in this Agreement, including the right of the State of Washington to the Vendor Management Fee, the parties shall have no liability whatsoever to each other with regard to transactions arising out of this Agreement or the Contract.
10. **TAXES/FEES.** Unless otherwise agreed with Contractor, Purchasing Entity shall pay applicable sales and use taxes imposed by the tax jurisdictions in which purchase delivery occurs. Contractor agrees not make any charge for federal excise taxes and Purchasing Entity shall furnish Contractor with an exemption certificate where appropriate.
11. **SCOPE OF PARTICIPATION.** Purchasing Entity shall provide Enterprise Services with Purchasing Entity's estimates for purchases under the Contract. Purchasing Entity shall provide timely updates regarding such estimated purchases if there is a material change in such planned purchases. The purchasing estimates are for Enterprise Services' planning purposes in managing and approving purchases on the Contract.

Category	Estimated Purchases
Heavy Duty	3 transit buses
Light/Medium Duty	
Double Decker	
Rebuilt	
Refurbish	
Repower	

12. **APPROVAL PROCESS.** Purchasing Entity shall submit purchase information to Enterprise Services for approval of purchases under the Contract. Purchasing Entity shall provide necessary purchase information for each purchase including but not limited to, the final purchase order, the use of FTA funding, FTA grant number, and applicable Department of Transportation contact for approval. Enterprise Services shall include the respective state Department of Transportation for purchasing using FTA funds which require state DOT approval.

13. GENERAL PROVISIONS

- (a) **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations and representations. There are no representations or understandings of any kind not set forth herein.
- (b) **AMENDMENT OR MODIFICATION.** Except as set forth herein, this Agreement may not be amended or modified except in writing signed by a duly authorized representative of each party.

- (c) **AUTHORITY.** Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- (d) **ELECTRONIC SIGNATURES.** An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- (e) **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

EXECUTED as of the date and year first above written.

TRANSIT BUSES COOPERATIVE
STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

AUTHORIZED PURCHASING ENTITY
AGENCY
NAME: CITY OF WATERTOWN

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: City Manager _____

Return this Agreement to Enterprise Services at:
buspurchases@des.wa.gov

October 6, 2025

To: The Honorable Mayor and City Council

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

Subject: Approving the Community Development Block Grant (CDBG) Sub-Recipient Agreement with Neighbors of Watertown, Inc. for the 2025 Homebuyer Program

The Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2025 that was adopted by the City Council on July 7, 2025, included \$215,000 for a homebuyer program. The program will assist income eligible homebuyers in paying for the purchase and rehabilitation of approximately five (5) homes in the City. Financial assistance will be available to help low- and moderate-income individuals pay for closing costs as well as minor home improvements in 1 to 4-unit homes.

A sub-recipient agreement between the City of Watertown and Neighbors of Watertown, Inc. for the 2025 Homebuyer Program has been drafted and is attached for Council's review. Neighbors of Watertown, Inc. will administer the project, complying with CDBG regulations and ensuring the units are occupied by low- and moderate-income persons. Approximately 5.8 percent of the total grant or \$12,500 is budgeted for administration and program delivery, while the remainder of the budget will be used for required environmental testing and to assist first time homebuyers with the purchase and minor rehabilitation of homes.

The resolution prepared for City Council consideration approves the proposed agreement and authorizes the City Manager to sign it on behalf of the City Council.

RESOLUTION

Page 1 of 1

Approving the Community Development Block Grant (CDBG) Sub-Recipient Agreement with Neighbors of Watertown, Inc. for the 2025 Homebuyer Program

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown’s Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2025 includes a Homebuyer Program that allocates funding for the purchase and rehabilitation of approximately five (5) housing units to income eligible homebuyers within the City of Watertown, and

WHEREAS the Annual Action Plan identifies the Homebuyer Program to consist of \$215,000 in funding for the purchase, rehabilitation, administration, and program delivery, and

WHEREAS Neighbors of Watertown, Inc. will serve as the Sub-Recipient of the funds for program administration, and

WHEREAS a Sub-Recipient Agreement between the City of Watertown and Neighbors of Watertown, Inc. for the CDBG funds has been prepared,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Sub-Recipient Agreement with Neighbors of Watertown, Inc. for the 2025 Homebuyer Program, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, is hereby authorized and directed to sign the Sub-Recipient Agreement on behalf of the City Council for the 2025 Homebuyer Program.

Seconded by _____

**SUB-RECIPIENT AGREEMENT
BETWEEN
CITY OF WATERTOWN, NY
AND
NEIGHBORS OF WATERTOWN, INC.
FOR
2025 HOMEBUYER PROGRAM**

THIS AGREEMENT entered this _____ day of _____, 2025 by and between the City of Watertown (herein called the “Grantee”) and Neighbors of Watertown, Inc. (herein called the “Sub-recipient”).

WHEREAS, the Grantee has received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; otherwise known as the Community Development Block Grant Program, and

WHEREAS, the Grantee wishes to engage the Sub-recipient to assist the Grantee in utilizing such funds,

NOW, THEREFORE, it is agreed between the parties hereto that:

I. SCOPE OF SERVICES

A. Activities

The Sub-recipient is responsible for delivering the Grantee’s 2025 Community Development Block Grant Homebuyer Program. The Sub-recipient shall administer all tasks in connection with the aforesaid program in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

B. Principal Tasks

The major goal of the Sub-recipient’s efforts under this Agreement will be the closing of at least five (5) income eligible homebuyer housing units. Toward that goal, the major tasks that the Sub-recipient will perform include, but are not necessarily limited to, the following:

1. Homebuyer program guidelines, administrative procedures, plans and forms:

The Sub-recipient will administer the program using the Homebuyer Program Guidelines established by the Grantee, including but not limited to applicant eligibility requirements, priorities among applicants and among rehabilitation measures, the limits and structure of financial assistance, and the recapture and affordability policies, as well as the administrative procedures (including but not limited to the verification of eligibility, inspection, work write-up and contractor

selection, construction administration and payments). The Sub-recipient will establish other necessary forms, documents, or sample contracts for administration of the program, subject to approval by the Grantee.

2. **Outreach:** The Sub-recipient will conduct sufficient advertisement of the homebuyer program and other forms of outreach to ensure that eligible applicants are made aware of the program and how to participate in order to meet the housing goal stated in this agreement.
3. **Intake/assessment of eligibility:** The Sub-recipient will assist potential property owners in the completion of applications to permit eligibility determinations for homebuyer assistance. The Sub-recipient will make provision for translation services to meet the needs of non-English-speaking applicants. In the event of applicants who have impaired mobility or other disabilities, the Sub-recipient will make provisions for completing the application at the applicant's residence or other acceptable procedures for ensuring equal access to services. Initial eligibility determination of households/structures will be made by the Sub-recipient on the basis of satisfaction of income, when all the required eligibility documentation is provided. Homebuyers will be assisted on a first come, first ready basis.
4. **Environmental Review:** The Grantee will retain all environmental review responsibilities subject to 24 CFR Part 52, as stated explicitly in Section VII, and will bear all accountability for environmental compliance under HUD monitoring. Grantee staff will complete all HUD environmental review forms and procedures. For tiered reviews, this will include both the broad-level environmental review and all site-specific reviews that follow.

In the course of completing environmental reviews, the Grantee may require site specific information from the Sub-recipient. Such information may include, but is not limited to, proof of compliance with any statute, executive order or regulation where compliance was not achieved at the broad level of review. The Grantee may request any information necessary for the completion of an environmental review at any time, and the Sub-recipient is responsible for providing accurate and complete documentation. The Sub-recipient shall not authorize the start of any project until notified by the Grantee that the environmental review of the project has been completed.

5. **Work write-ups:** For each eligible unit to be assisted, the Sub-recipient will complete a detailed work write-up of the rehabilitation to be performed, including estimated costs of each activity, materials to be used, and industry or regulatory standards to be met. This write-up will be initialed and dated by the homeowner.
6. **Lead Based Paint:** For each eligible unit to be assisted that was built prior to 1978, the Sub-recipient will take steps to ensure compliance with Lead-Based Paint regulations, 24 CFR 570.608 and 24 CFR Part 35, Subpart B, including but not limited to testing of painted surfaces to identify lead based paint hazards, a plan for

addressing any identified hazards in the work plan, assurance that work that disturbs painted surfaces where lead-based paint is identified is performed by contractors who are trained to use “safe work practices” and performance of a “clearance inspection” at the completion of the project to assure that no dust is present that is contaminated with lead based paint. Additionally, all owners and tenants of the properties of will be property notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken.

7. **Asbestos:** For each eligible unit to be assisted, the Sub-recipient will take steps to ensure compliance with the reporting requirements of the Clean Air Act as well as with all survey, reporting and removal requirements contained within 12 NYCRR Part 56.
8. **Bank financing:** For those applicants required to secure a portion of the mortgage financing or financing for the rehabilitation work through private loans from a bank or other type of private financial institution, the Sub-recipient agrees to provide assistance to applicants when applying for such complementary financing.
9. **Solicitation and selection of contractors:** The Sub-recipient will assist approved applicants in the identification, solicitation, and selection of contractors qualified to perform the authorized rehabilitation of eligible housing units. The Sub-recipient will use the approved forms and contract formats and will ensure the description of the work contained in any contracts with contractors is accurate and complete. The Sub-recipient also agrees to ensure work-write ups are thorough and detailed in order for contractors to create a reasonable bid on the project.
10. **Periodic and final inspections:** The Sub-recipient will perform periodic site visits to ascertain that approved and contracted rehabilitation work is proceeding properly and satisfactorily, will authorize (with the owner’s written approval, including signature and date) appropriate change orders, and will mediate in the event of owner dissatisfaction with the work done by the contractor. A final inspection will be done by the Sub-recipient and signed by the property owner prior to final payment to the contractor.
11. **Approval of contractor payments:** As rehabilitation progresses and invoices are submitted by contractors, the Sub-recipient will verify that the expenses are reasonable and the work has been completed properly (including a sign-off by the owner), and will authorize drawdown of funds from the Grantee, and disbursement to the contractors.
12. **Maintenance of case files and other records:** For each applicant, the Sub-recipient will maintain case files, including application and documentation of

eligibility, work write-ups, the assistance agreement between the property owner and Sub-recipient (along with repayment/ recapture provisions), documentation of liens and any other forms of security, lead based paint reports and notifications, contractor selection criteria, copy of contract between owner and contractors, documentation on all necessary licenses and permits, site visit/inspection reports (including final inspection), change orders, and approved contractor invoices for payment (with owner sign-off). The Sub-recipient will also maintain appropriate information on persons residing in the property, including a list or lists identifying persons in a project immediately before the project, after project completion, and those moving in during the project, as well as information on those displaced or temporarily relocated (per 24 CFR 570.606 and 24 CFR part 24). The Sub-recipient will maintain these and other program and financial records in accordance with the general requirements for record keeping specified in Section VIII B2 of this Agreement.

C. National Objectives

All activities funded with CDBG funds must meet at least one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Sub-recipient certifies that the activity(ies) carried out under this Agreement will benefit low- and moderate-income persons by offering financing to support the purchase of homes that are occupied by low- or moderate-income households.

The occupants of each home must qualify with household income not exceeding the HUD Section 8 Income Limits. Therefore, all assistance provided in the form of homebuyer financing and all activity delivery expenses will directly benefit low- or moderate-income persons.

D. Levels of Accomplishment – Goals and Performance Measures

The Sub-recipient agrees to the closing of at least five (5) income eligible homebuyer housing units.

E. Staffing

Compliance with all CDBG regulations and requirements and implementation of the Homebuyer Program will be carried out by the following staff positions that will be assigned as key personnel and will carry out and will be responsible for their assigned tasks:

Staff Member Title	General Program Duties
Executive Director	Overall administration of the Program activities; General program oversight and administration;
Housing Program Director	Assist with revision of forms and procedures; outreach; intake and eligibility determinations; direct the mailing of letters to potential clients, mailing of program handbooks and pre-applications; receive and review applications, interview and verify documentation for qualifying applicants, schedule inspection, supervision of Housing Rehab Coordinator; submission of approved contractor invoices; prepare reports and draws, revision of forms and procedures; assist with securing bank financing, maintain all program records and required grant documentation; ensure compliance upon completion
Housing Rehab Coordinator	Stay abreast of rehabilitation costs, materials and best practices; qualify all contractors; inspect each property to determine the scope of rehabilitation required; work write-ups; assist owner in preparing bid packages, solicitation of contractors; assist owner in selecting contractor based on lowest, qualified bid, approval of contractor selection; monitor work in progress; inspect work for compliance with specifications, close out projects, submit progress and final payments; inspect property to ensure compliance throughout the compliance period;
Fiscal Director	Financial Records

Any changes in the key personnel assigned or their general responsibilities under this project are subject to the prior approval of the Grantee.

F. Performance Monitoring

The Grantee will monitor the performance of the Sub-recipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

A. Contract Term.

Services of the Sub-recipient shall start on October 7, 2025, and end on June 30, 2027. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Sub-recipient remains in control of CDBG funds or other CDBG assets, including program income.

B. Project Schedule.

The Sub-recipient will perform the described homebuyer tasks and complete the rehabilitation of eligible units in conformance with the schedule below.

Activity	Planned Finish Date
Marketing/Outreach	On-going
Applications/Eligibility Determination	On-going
Awards/Project Selection	On-going
Contracts	On-going
25% of Funds Committed	April 2026
50% of Funds Expended	October 2026
100% of Funds Expended	April 2027
Project Closeout	June 2027

III. BUDGET

A. Line-Item Budget

The following is the budget for the homebuyer program to be administered by the Sub-recipient.

Homebuyer loans	\$ 190,000.00
Environmental Testing Fees	\$ 12,500.00
Administration and Program Delivery	\$ 12,500.00
TOTAL	\$ 215,000.00

B. Indirect Costs

Any indirect costs charged must be consistent with the conditions of Paragraph VIII (C)(2) of this Agreement. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Sub-recipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee.

IV. PAYMENT

A. Subgrant Amount and Drawdowns

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed \$215,000. Drawdowns for the payment of eligible expenses shall be made against the line-item budgets specified in Section III herein and in accordance with performance.

B. Direct Rehabilitation Expenses.

Payments to contractors should be made on the basis of work completed, with at least 10 percent retained until final inspection and sign-off of the completed rehabilitation by the Sub-recipient's staff and property owner.

*Payment schedules based on number of inspections throughout the process will work, but not an actual schedule as construction timelines can vary based on a number of factors encountered throughout the process.

C. Operation & Administration Expenses

Expenses for general administration shall also be paid against the line-item budgets specified in Section III and in accordance with performance.

D. Financial Management Certification

Payments may be contingent upon certification of the Sub-recipient's financial management system in accordance with the standards specified in 24 CFR 84.21.

V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Eric Wagenaar, City Manager
City of Watertown
245 Washington Street
Watertown, NY 13601
Tel: (315) 785-7741
Fax: (315) 782-9014

Sub-recipient

Reginald J. Schweitzer, CEO/Executive Director
Neighbors of Watertown, Inc.
112 Franklin Street
Watertown, NY 13601
(315) 782-8497
(315) 782-0102

VI. SPECIAL CONDITIONS

N/A

VII. GENERAL CONDITIONS

A. General Compliance

The Sub-recipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Sub-recipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Sub-recipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Sub-recipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Sub-recipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Sub-recipient is an independent contractor.

C. Hold Harmless

The Sub-recipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Sub-recipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The Sub-recipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance & Bonding

The Sub-recipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Sub-recipient shall provide the Grantee with proof of the above insurances and bond, reflecting that the City of Watertown is the loss payee for such coverages, and shall also provide a Certificate of Insurance which reflects that the City is an additional insured on its Commercial General liability (CGL) Insurance and that the City of Watertown will be provided with at least 30 days' notice, by the insurer, of any intent to cancel or discontinue the Sub-recipient's coverage.

The Sub-recipient shall comply with the bonding and insurance requirements of 2 CFR 200.325 and 200.447, Bonding and Insurance.

F. Grantee Recognition

The Sub-recipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Sub-recipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The Grantee or Sub-recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub-recipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Sub-recipient.

H. Suspension or Termination

In accordance with 2 CFR 200.339, the Grantee may suspend or terminate this Agreement if the Sub-recipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time.
2. Failure, for any reason, of the Sub-recipient to fulfill in a timely and proper manner its obligations under this Agreement.
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Sub-recipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR 200.340, this Agreement may also be terminated for convenience by either the Grantee or the Sub-recipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

VIII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Sub-recipient agrees to comply with 2 CFR 200.400-419 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Sub-recipient shall administer its program in conformance with OMB Circulars A-122, “Cost Principles for Non-Profit Organizations,” or A-21, “Cost Principles for Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Sub-recipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken.
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program.
- c. Records required to determine the eligibility of activities.
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance.
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program.
- f. Financial records as required by 24 CFR 570.502, and 24 CFR 84.2128; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The Sub-recipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee’s Consolidated Annual Performance and Evaluation Report (CAPER) to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data

The Sub-recipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Sub-recipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Sub-recipient's responsibilities with respect to services provided under this contract, is prohibited by the Privacy Act unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-outs

The Sub-recipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Sub-recipient has control over CDBG funds, including program income.

6. Audits & Inspections

All Sub-recipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning Sub-recipient audits and OMB Circular A-133.

C. Reporting and Payment Procedures

1. Program Income

The Sub-recipient shall report as needed all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The Sub-recipient will not use any program income. All program income will be returned to the Grantee.

2. Indirect Costs

If indirect costs are charged, the Sub-recipient will develop an indirect cost allocation plan for determining the appropriate Sub-recipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

3. Payment Procedures

The Grantee will pay to the Sub-recipient funds available under this Agreement based upon information submitted by the Sub-recipient and consistent with any approved budget and Grantee policy concerning payments. Payments will be made for eligible expenses actually incurred by the Sub-recipient, and not to exceed actual cash requirements. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Sub-recipient.

4. Progress Reports

The Sub-recipient shall submit monthly Progress Reports to the Grantee in the form and with the content required by the Grantee.

D. Procurement

1. Compliance

The Sub-recipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

2. OMB Standards

Unless specified otherwise within this agreement, the Sub-recipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.317-326.

3. Travel

The Sub-recipient shall obtain written approval from the Grantee for any travel outside the greater Watertown area with funds provided under this Agreement.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 200.311-315 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Sub-recipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Sub-recipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Sub-recipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Sub-recipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Sub-recipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Sub-recipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

IX. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT

The Sub-recipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR

570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Sub-recipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Sub-recipient also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

X. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Sub-recipient agrees to comply with all local and state civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

2. Nondiscrimination

The Sub-recipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Sub-recipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Sub-recipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Sub-recipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Sub-recipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The Sub-recipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Sub-recipient to assist in the formulation of such program. The Sub-recipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

The Sub-recipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans, and American Indians. The Sub-recipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Sub-recipient shall furnish and cause each of its own Sub-recipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Sub-recipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Sub-recipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Sub-recipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Sub-recipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Sub-recipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The Sub-recipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Sub-recipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Sub-recipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Sub-recipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Sub-recipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction,

renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Sub-recipient of its obligation, if any, to require payment of the higher wage. The Sub-recipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

D. Conduct

1. Assignability

The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Sub-recipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

a. Approvals

The Sub-recipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

b. Monitoring

The Sub-recipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Sub-recipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The Sub-recipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Sub-recipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Sub-recipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a. The Sub-recipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer or agent of the Sub-recipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Sub-recipient, or any designated public agency.

5. Lobbying

The Sub-recipient hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Sub-recipients shall certify and disclose accordingly:
- d. Lobbying Certification
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Sub-recipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

XI. ENVIRONMENTAL CONDITIONS

A. Air and Water

The Sub-recipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C., 7401, *et seq.*
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Sub-recipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Lead-Based Paint

The Sub-recipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

D. Historic Preservation

The Sub-recipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

XII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

XIII. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIV. WAIVER

The Grantee's failure to act with respect to a breach by the Sub-recipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XV. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Grantee and the Sub-recipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Sub-recipient with respect to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

City of Watertown, New York

By: _____
Eric Wagenaar, City Manager

Neighbors of Watertown, Inc.

By: _____
Reginald J. Schweitzer, Executive Director

Res No. 6

October 6, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Discontinuing a Portion of a City Street Known as Waterman Drive

The City has been working with Jefferson County to transfer ownership of a portion of Waterman Drive adjacent to the Jefferson County Public Safety Building. The primary purpose of this transfer is to enhance the security of the Public Safety complex by allowing the County to place a gate and/or fencing across this section of roadway to restrict public access.

The City and County have also discussed the City's interest in retaining a permanent utility easement within the abandoned right-of-way. This easement will ensure that the City preserves the ability to construct, maintain, or replace underground utilities within the corridor in the future, thereby protecting the long-term interests of both parties. A proposed Utility Easement Agreement has been drafted to that effect.

In order to complete the transfer, the City Council must formally abandon its interest in this portion of Waterman Drive. Pursuant to Section 20, Paragraph (7) of the New York General City Law, the City Council is authorized to discontinue streets. The survey map and property description have been certified and are attached.

Staff recommends adoption of the attached resolution discontinuing the use of a portion of Waterman Drive as described in the survey, subject to the City retaining a permanent utility easement.

RESOLUTION

Page 1 of 2

Discontinuing a Portion of a City Street
Known as Waterman Drive

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City Council has established a City street known as Waterman Drive in the City of Watertown, and

WHEREAS Jefferson County has requested that the City transfer ownership of a portion of Waterman Drive located adjacent to the Jefferson County Public Safety Building in order to enhance security of the complex, and

WHEREAS the City Council of the City of Watertown is authorized, pursuant to Section 20, Paragraph (7) of the New York General City Law, to discontinue streets, and

WHEREAS the City Council deems it in the best interests of the City to discontinue the following portion of Waterman Drive, subject to the reservation of a permanent utility easement for the benefit of the City of Watertown, more particularly described as follows:

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at an existing iron pipe at the northeast corner of land conveyed to County of Jefferson (Liber 1548 Page 150); and runs thence, from the point of beginning, South 84 degrees 15 minutes 05 seconds West, 766.08 feet, along the north line of said land of County of Jefferson, also being along the south street boundary of Waterman Drive, to a point; thence North 05 degrees 44 minutes 55 seconds West, 66.00 feet, across Waterman Drive, to a point in the north street boundary of Waterman Drive, said point also being at the southeast corner of land conveyed to AFGRITECH LLC (Instrument 2016-00001135) and at a corner of land conveyed to New York Central Lines, LLC (Liber 1703, Page 80) on the north and east; thence North 84 degrees 15 minutes 05 seconds East, 812.75 feet, along the south line of New York Central Lines, LLC, also being along the north street boundary of Waterman Drive, to an existing iron pipe at a corner thereof; thence South 29 degrees 31 minutes 05 seconds West, 80.84 feet, along said land of New York Central Lines, LLC on the east, also being the east street boundary of Waterman Drive, to the point the point of beginning, containing 1.19 acres of land, more or less.

The above described parcel being a portion of Waterman Drive, formerly City Center

RESOLUTION

Page 2 of 2

Discontinuing a Portion of a City Street
Known as Waterman Drive

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

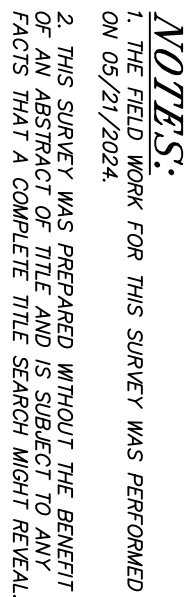
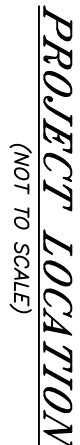
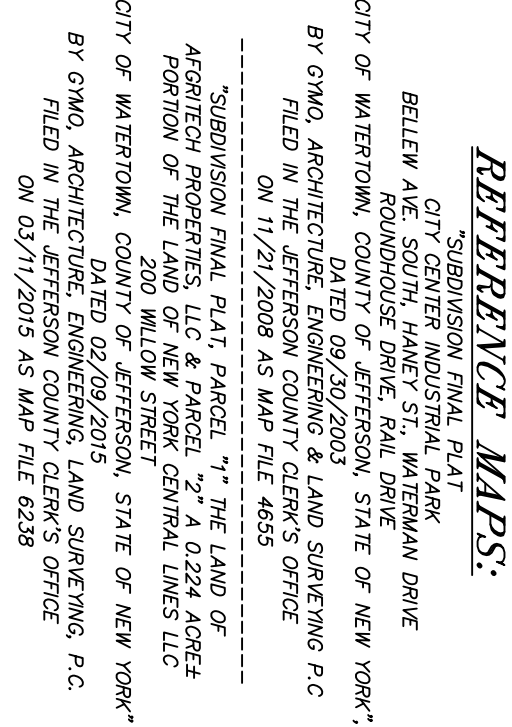
Drive, dedicated to the City of Watertown by resolution dated January 19, 1999.

SUBJECT TO a permanent utility easement granted to the City of Watertown for the construction, maintenance, repair, and replacement of utilities, as more fully set forth in the Utility Easement Agreement between the City of Watertown and the County of Jefferson.

SUBJECT TO any other rights or restrictions of record that may exist.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the use of a portion of Waterman Drive in the City of Watertown, as described above shall be discontinued effective immediately.

Seconded by _____



Only boundary survey maps with the surveyor's embossed seal or red ink seal are genuine true and correct copies of the surveyor's original work and opinion.

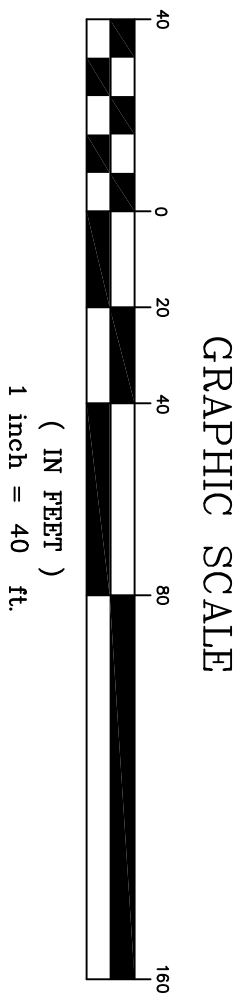
Certifications on this boundary survey map signify that the map was prepared in accordance with the current existing Code of Practice for Land Surveys adopted by the New York State Association of Professional Land Surveyors, Inc. The certification is limited to persons for whom the boundary survey map is prepared, to the title company, to the governmental agency and to the listing institution listed on this boundary survey map.

The certifications herein are not transferable.

The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist, they are not

LEGEND

- EXISTING IRON PIPE
 ○ EXISTING IRON WITH RED PLASTIC CAP SET
 ● UTILITY PILE
 ○ HYDRANT
 ✕ SIGN (SINGLE POST)
 ✕ SIGN (DOUBLE POST)
 W WATER VALVE
 ✕ FIBER CABLE BOX
 ○ CABLE FEDESTAL
 □ CATCH BASIN
 ○ MASTIC CONTROL BOX
 ○ OVERHEAD UTILITY LINES
 ○ CHAIN LINK FENCE LINE



MAP OF LAND SURVEYED FOR

JEFFERSON COUNTY

CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK

LAFAYE, WHITE & MCGIVERN, L.S., P.C.

LAND SURVEYORS

(315) 628-4414 THERESA BOONVILLE (315) 342-4424

NEW YORK

(2024-04 JEFFERSON COUNTY/DWG)

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STEPHEN J. GRACEY, P.L.S.

N.Y.S. LIC. NO. 0500845

DEAMN

MRU

CHECKED

S.G.

DATE

02/20/2025

SCALE

1"=40'

FILE

2024-04

SHEET

1 OF 1



LaFave, White & McGivern, L.S., P.C.
Land Surveyors

City of Watertown to County of Jefferson
1.19± Acres

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at an existing iron pipe at the northeast corner of land conveyed to County of Jefferson (Liber 1548 Page 150); and runs thence, from the point of beginning, South 84 degrees 15 minutes 05 seconds West, 766.08 feet, along the north line of said land of County of Jefferson, also being along the south street boundary of Waterman Drive, to a point; thence North 05 degrees 44 minutes 55 seconds West, 66.00 feet, across Waterman Drive, to a point in the north street boundary of Waterman Drive, said point also being at the southeast corner of land conveyed to AFGRITECH LLC (Instrument 2016-00001135) and at a corner of land conveyed to New York Central Lines, LLC (Liber 1703, Page 80) on the north and east; thence North 84 degrees 15 minutes 05 seconds East, 812.75 feet, along the south line of New York Central Lines, LLC, also being along the north street boundary of Waterman Drive, to an existing iron pipe at a corner thereof; thence South 29 degrees 31 minutes 05 seconds West, 80.84 feet, along said land of New York Central Lines, LLC on the east, also being the east street boundary of Waterman Drive, to the point the point of beginning, containing 1.19 acres of land, more or less.

The above described parcel being a portion of Waterman Drive, formerly City Center Drive West, dedicated to the City of Watertown by resolution dated February 3, 1992.

Together with and subject to rights, covenants, easements, rights of way and restrictions of record.

File 2024J-04;
May 01, 2025;
Revised September 04, 2025

Res No. 7

October 6, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing Adjustment to the Fiscal Year 2025-26 City Tax Bill for Parcel No. 55-12-001.000 and Refund Overpayment to National Grid

The initial Fiscal Year 2025-26 City property tax bill for parcel 55-12-001.000 (property in the streets) owned by Niagara Mohawk, a National Grid Company, was billed and paid in the amount of \$448,577.65. It has been determined that the final equalization rate was not applied to the assessment value resulting in an overcharge for the Fiscal Year 2025-26 City tax bill by \$25,869.23.

The attached resolution authorizes a refund to the property owner and corrections to the tax records.

RESOLUTION

Page 1 of 1

Authorizing Adjustment to the Fiscal Year
2025-26 City Tax Bill for Parcel
No. 55-12-001.000 and Refund Overpayment
to National Grid

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the initial Fiscal Year 2025-26 City property tax bill for parcel No. 55-12-001.000 (property in the streets) owned by Niagara Mohawk, a National Grid Company, was billed and paid in the amount of \$448,577.65, and

WHEREAS it has been determined that the final equalization rate was not applied to the assessment value, resulting in an overcharge for the Fiscal Year 2025-26 City tax bill by \$25,869.23,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby reduces the Fiscal Year 2025-26 City property tax bill for Parcel No. 55-12-001.000 (property in the streets) owned by Niagara Mohawk, a National Grid Company, by \$25,869.23 for the incorrect property tax bill amount, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the above amount is to be refunded to the property owner, and the City Comptroller is hereby authorized to mark the books and records accordingly.

Seconded by _____

October 6, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Approving Change Order No. 09G with C.O. Falter for Water Pollution Control Plant Sludge Disposal Modifications Project Phase 1B

The City entered into an Agreement dated May 2, 2019 with C.O. Falter (contract No. 4) for the construction of Phase 1B Sludge Disposal Modifications at the Water Pollution Control Facility at a cost of \$5,757,101.

Throughout the execution of the contract, change orders No. 01G through 08G have been approved, adding \$203,263.03 in additional costs, increasing the contract cost to \$5,960,364.03.

Amendment No. 09G will decrease the contract by (\$49,020.22) for the following items:

- Add \$69,691.39 for the construction of a new drip trap manhole,
- Deduct (\$9,590.4) for remaining miscellaneous work not performed (bid item C-1),
- Deduct (\$14,280.00) for unused PLC training allowance (bid item C-2),
- Deduct (\$62,810.00) for unused unit bid items (bid items B-1,2,3,4,5,6),
- Deduct (\$13,355.25) for additional resident project representative services associated with the gas engine repairs and slope correction to the biogas piping,
- Deduct (\$13,355.25) for additional resident project representative services associated with the gas engine repairs and slope correction to the biogas piping,
- Deduct (\$18,745.95) for additional construction administrative services associated with a 476-day delay in achieving substantial completion

Attached for City Council consideration is a resolution approving this amendment with C.O. Falter.

RESOLUTION

Page 1 of 2

Approving Change Order No. 09G
 With C. O. Falter for Water Pollution Control
 Plant Sludge Disposal Modifications Project
 Phase1B

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown entered into an Agreement dated May 2, 2019 with C.O. Falter (contract No. 4) for the construction of Phase 1B Sludge Disposal Modifications at the Water Pollution Control Facility at a cost of \$5,757,101, and

WHEREAS throughout the execution of the contract, change orders No. 01G through 08G have been amended to add \$203,263.03 in additional cost, increasing the contract cost to \$5,960,364.03, and

WHEREAS Amendment No 09G adds \$69,691.39 for construction of a New Drip Trap Manhole; and

WHEREAS Amendment No. 09G deducts (\$9,590.4) for remaining miscellaneous work not performed (bid item C-1), and

WHEREAS Amendment No. 09G deducts (\$14,280.00) for unused PLC training allowance (bid item C-2), and

WHEREAS Amendment No. 09G deducts (\$62,810.00) for unused unit bid items (bid items B-1,2,3,4,5,6), and

WHEREAS Amendment No. 09G deducts (\$13,355.25) for additional resident project representative services associated with the gas engine repairs and slope correction to the biogas piping, and

WHEREAS Amendment No. 09G deducts (\$18,745.95) for additional construction administrative services associated with a 476-day delay in achieving substantial completion, and

WHEREAS the total amount of the change order is a contract cost reduction of (\$49,090.22), and

RESOLUTION

Page 2 of 2

Approving Change Order No. 09G
With C. O. Falter for Water Pollution Control
Plant Sludge Disposal Modifications Project
Phase1B

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the deductions outlined in amendment 09G to the Phase 1B Sludge Disposal Modifications Project bringing the contract total to \$5,911,273.81, and

BE IT FURTHER RESOLVED that this has been approved by the Environmental Finance Corporation and will lead to the closure of the project and with the change order reducing the amount paid to contract No. 4, change order No. 9G will result in no direct charge to the City, and

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

Seconded by _____

Change Order No. 09G

Date of Issuance: July 23, 2024 Effective Date: _____ Date of Owner's Signature _____

Project: Watertown WPCP SDPM Phase 1B	Owner: City of Watertown	Owner's Contract No.: N/A
Contract: 4 – General		Date of Contract: May 2, 2019
Contractor: C.O. Falter		Engineer's Project No.: 11123513

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Provide Contract Time extension.

Attachments (list documents supporting change):

Work Change Directive 12G and rock removal time and materials documentation, Summary of Change Order Costs, backup documentation for additional Construction Administration and Resident Project Representative effort to support the extended duration of construction.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 5,757,101.00

Increase from previously approved Change Orders
No. 01G to No. 08G:

\$ 203,263.03

Contract Price prior to this Change Order:

\$ 5,960,364.03

Decrease of this Change Order:

\$ 49,090.22

Contract Price incorporating this Change Order:

\$ 5,911,273.81

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (days or date): 520 (October 3, 2020)

Ready for final payment (days or date): 580 (December 2, 2020)

Increase from previously approved Change Orders
No. 01G to No. 08G:

Substantial completion (days): 433

Ready for final payment (days): 433

Contract Times prior to this Change Order:

Substantial completion (days or date): 953 (December 10, 2021)

Ready for final payment (days or date): 1,103 (February 8, 2022)

Increase of this Change Order:

Substantial completion (days or date): 476

Ready for final payment (days or date): 476

Contract Times with all approved Change Orders:

Substantial completion (days or date): 1,429 (March 31, 2023)

Ready for final payment (days or date): 1,489 (May 30, 2023)

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 07-23-2024

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 10/9/24

Approved by Funding Agency (if applicable):

Date: _____

Contract Modifications for Change Order 09G (GHD Job No. 11123513)

Total Contract Price thru Change Order No. 08G	\$5,960,364.03
New Drip Trap Manhole ¹	\$69,691.39
Deduct Remaining Miscellaneous Additional Work Balance (Bid Item C-1)	-\$9,590.41
Deduct Remaining PLC Programming Training Allowance (Bid Item C-2)	-\$14,280.00
Deduct Remaining Unused Unit Price Bid Items (Bid Items B-1, -2, -3, -4, -5, -6)	-\$62,810.00
Deduct for Resident Project Representative Services ²	-\$13,355.25
Deduct for Construction Administration Services ³	-\$18,745.95
Total Change (decrease) of Contract Price	-\$49,090.22
New Total Contract Price thru Change Order No. 09G	\$5,911,273.81

- (1) Lump sum \$50,047.00 plus \$19,644.39 time & materials for rock removal.
- (2) Additional RPR effort relating to observing engine repairs was \$9,259.50. Additional effort for observing the correction of biogas pipe slope was \$4,095.75. Backup documentation attached.
- (3) Additional Construction Administration efforts associated with a 476-day delay to C.O. Falter achieving substantial completion. Substantial Completion date was extended to December 10, 2021, per Change Order No. 08G. C.O. Falter achieved Substantial Completion on March 31, 2023. Readiness for final payment has been delayed by 892 days as of July 19, 2024. Delay has resulted in 144.33 hours of engineering fees. Backup documentation attached.

Work Change Directive No. 12G

Date of Issuance: September 18, 2023 Effective Date: September 19, 2023

Project: Watertown WPCP SDPM Ph. 1B	Owner: City of Watertown	Owner's Contract No.: 2019-05
Contract: 4-General	Date of Contract: May 2, 2019	
Contractor: C.O. Falter	Engineer's Project No.: 11123513	

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
1	Proceed with providing a drip trap manhole and drain leg from the low point of the 4" biogas pipe adjacent to the Biogas Conditioning Building as detailed in RFP-11G. Rock Removal Work shall be completed on a Time & Materials basis with a not-to-exceed budget of \$29,343.00. Provide manhole, piping, drip trap and associated material, equipment, and labor on a Lump Sum basis of \$50,047.00.

Attachments (list documents supporting change):

RFP-11G and CO Falter Proposal dated August 30, 2023

Purpose for Work Change Directive:

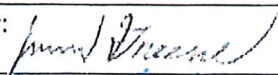
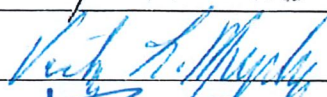
Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

- ☐ Non-agreement on pricing of proposed change.
- ☒ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

Estimated change in Contract Price and Contract Times:

T&M NTE \$29,343

Contract Price Lump Sum \$50,047 (increase/decrease) Contract Time 0 (increase/decrease)
days

Recommended for Approval by Engineer: 	Date: 09/18/2023
Authorized for Owner by: 	Date: 9/19/23
Received for Contractor by: 	Date: 9/19/23
Received by Funding Agency (if applicable):	Date:

EJCDC C-940 Work Change Directive

Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Construction Specifications Institute.

Page 1 of 1

\\ghdnet\ghd\US\Cazenovia\Projects\111\11123513 Watertown WPCP SDPM Phase 1B\Construction\Work Change Directives\12G\WCD-12G Rev1.docx

C.O. Falter Construction Corp.**PROPOSED CHANGE ORDER****No. 00019**403 West Bear Street
Syracuse, NY 13204Phone: 315-422-3016
Fax: 315-422-3539**TITLE:** RFP-11G - Drip Trap MH**DATE:** 8/30/2023**PROJECT:** Watertown WPCP-1B Sludge Disposal**JOB:** 1901**TO:** Attn: Jason Greene
GHD Consulting Engineers
5788 Widewaters Pkwy
Syracuse, NY 13214
Phone: 315-802-0284**CONTRACT NO:** 101**RE:****To:****From:****Number:****DESCRIPTION OF PROPOSAL**

Ariel - Please find below the additional costs associated with RFP-11G. Advise on how to proceed.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Misc Material (Concrete, Crusher Run)		1.000	ls	\$3,100.00	0.00%	\$0.00	\$3,100.00
00002	Labor		1.000	ls	\$29,521.00	0.00%	\$0.00	\$29,521.00
00003	Equipment		1.000	ls	\$26,837.00	0.00%	\$0.00	\$26,837.00
00004	MH		1.000	ls	\$8,175.00	0.00%	\$0.00	\$8,175.00
00005	Drip Trap		1.000	ls	\$1,015.00	0.00%	\$0.00	\$1,015.00
00006	Pipe		1.000	ls	\$387.00	0.00%	\$0.00	\$387.00
00007	15 O&P		1.000	ls	\$10,355.00	0.00%	\$0.00	\$10,355.00

Unit Cost: \$79,390.00**Unit Tax:** \$0.00**Lump Sum:** \$0.00**Lump Tax:** \$0.00**Total:** \$79,390.00\$29,343 Time & Materials Rock Removal
\$50,047 Lump Sum for balance of work within proposal

AEJudd 9/14/2023

APPROVAL:**By:** _____
Jason Greene**Date:** _____**By:** _____
Brad Falter**Date:** 8/30/2023



REQUEST FOR PROPOSAL RFP-11G

TO:	C.O. Falter	DATE:	07/06/2023
FROM:	GHD Consulting Services, Inc.	ENGINEER PROJECT NO.:	11123513
PROJECT:	WPCP SDPM Phase 1B	PROJECT NO.:	-

DESCRIPTION OF PROPOSED CHANGE:

Provide a proposal for a Drip Trap Manhole to provide additional condensate removal between the Digester Control Building and the Gas Conditioning Building. The following work shall be performed in accordance with the Contract Documents.

1. Drip Trap Manhole No. 2. Provide a 5' diameter 12' deep precast concrete manhole located near the Gas Conditioning Building, as shown in the attached site plan markup. Location to be coordinated with Owner and Engineer to minimize disturbance to new work (conduit, pipe, sidewalk, etc.) and for ease of installation. Depth of manhole to be confirmed upon determination of manhole location.
 - a. Provide ladder rungs for access from the hatch to the floor of the manhole.
 - b. Coordinate with the precaster to provide an opening in the base of the manhole to install a 18" diameter sump pump crock.
 - c. Provide 18" diameter HDPE sump crock 18" deep, bed crock in No. 2 stone and grout in-place with non-shrink grout.
 - d. Provide 3'6" x 3'6" lockable waterproof access hatch with E-Z-UP. Pipe hatch drain to sump crock.
 - e. Grout manhole floor to maintain a minimum 1 percent slope to sump crock. Minimum grout thickness at crock 2".
2. Provide 2" HDPE condensate drainpipe from the bottom of the 4" HDPE biogas pipe at the lowest elevation immediately west of the exterior of the Gas Conditioning Building (Invert of 4" pipe approximately 383.67) to Drip Trap Manhole No. 2.
 - a. Maintain a minimum continuous slope of 2%.
 - b. Reduce to 1" HDPE at the interior of the manhole and turn 90 degrees down.
 - c. Provide 1" ball valve in the vertical, upstream of the drip trap.
3. Provide manually actuated drip trap (Varec Model 246)
 - a. Provide 6-quart reservoir.
 - b. Provide wall bracket pipe support or Type G pipe support under the reservoir.
 - c. Provide extended hand operator up to underside of manhole (Contractor fabricated, example attached)
4. Provide explosionproof sump pump (OPTIONAL – please provide as separate line item).
 - a. 120V power, single phase, with minimum power cord length of 20' with male plug.
 - b. Provide lifting chain, minimum length 15'.
 - c. Provide a minimum of 30' flexible hose capable of connecting to the discharge of the pump.

Signed:

April E. Judd

Title:

Project Manager

Date: 07/06/2023

TO:		DATE:	
FROM:			



REQUEST FOR PROPOSAL

Proposed (increase/decrease) in construction cost: _____

Proposed (increase/decrease) in contract time: _____

List attachments _____

Signed: _____

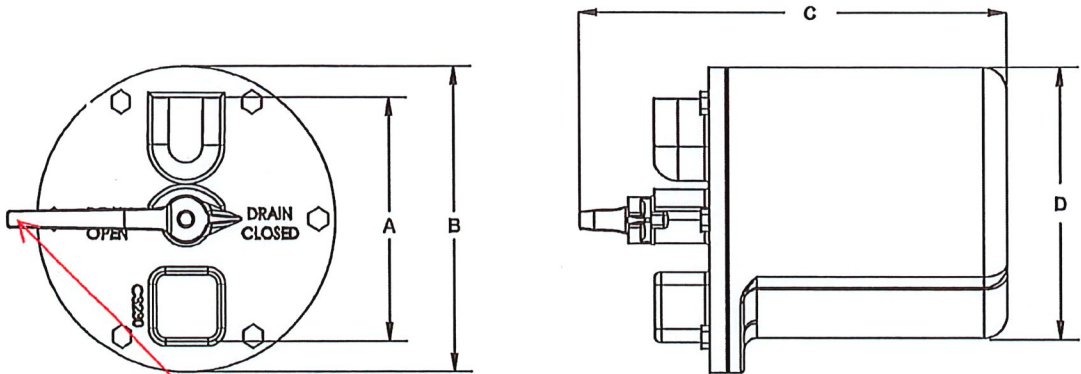
Title: _____ Date: _____



2		CONFORMED FOR CONSTRUCTION	KMD	JGC	SDM	6/22/19	      
1		REVISED PER ADDENDUM 2	KMD	JGC	SDM	6/22/19	
0		FOR CONSTRUCTION	SFB	JGC	SDM	6/12/19	
10		REVISIONS	Drawn	Check	Scale	1/8" = 1' - 0"	

Specifications

Dimensions and Weight, inches [mm] and lbs. (kg)			Connections	Maximum Working Pressure
Sized Code	2	6	Inlet and Outlet 1" NPT Threaded	5 psig (34.5 kPa)
A	7 [178]	7 [178]	Materials	Reservoir Sizes
B	8 3/4 [222]	8 3/4 [222]	Body, Cover Plate, Disc & Handle 356 T6 Low Copper Cast Aluminum	2.5 Quart (2.4 L) 6.0 Quart (5.7 L)
C	44 3/8 [1141]	12 3/8 [314]	Internal Parts & Hardware Stainless Steel	
D	6 3/4 [171]	7 3/4 [197]	"O" Rings Neoprene	
Shipping Weight	43 (5.9)	17 (7.7)		



Drill X" diameter hole through end of handle, install 3" loop of cable through hole and connect to small diameter aluminum pipe/tube with X" hole drilled approx. 1/2" from end of pipe. Cut pipe to fit under Manhole cover and rest against rim of manhole.

Ordering Information

Model	Description
246	Low Pressure Manual Drip Trap
Code	Size
2	2.5 Quart (2.4L)
6	6.0 Quart (5.7L)



"Get the Pre-cast Advantage"

22850 County Route 51

Watertown, NY 13601

(315) 788 - 4171

FAX (315) 788-7958

www.jeffconcrete.com

July 27, 2023

To: Falter Construction

Attn. Brad Falter

Email: bfalter@falterconstruction.com

RE: City of Watertown Sludge Phase 1B

Jefferson Concrete Corp. quotes the following prices on materials included for the above referenced project. All quantities are estimated only.

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
60" Drip Trap Manhole		
1	Each 60" Diameter ID Base	\$ 472.00 Each 472
12	/VF 60" Diameter ID Riser	\$ 184.00 /VF 2,208
1	Each 60" Diameter ID Flat Slab Cover	\$ 416.00 Each 416
1	Each EJ H42421896 42"x42" Hatch Assembly w/ Safety Grate	\$ 3,924.00 Each 3,924
1	Each EJ Double Gasket Seal For Hatch	\$ 310.00 Each 310
1	Each EJ HR42420010 Alum 42"x42" Riser 10" Slab	\$ 270.00 Each 270
1	Each EJ Aluminum Ladder Extension 78" Long Post 33" Square	\$ 382.00 Each 382
1	Each EJ Aluminum Ladder 16" Wide 12" Center to Center w/brackets	\$ 93.00 Each 93
Option		
1	Each EJ H42421807 42"x42" Hatch Assembly Without Safety Grate	\$ 3,031.00 Each
Note: Hatch option without safety grate. Not specified.		

Exclusion Boots, Coatings

1	Each Delivery Charge	\$ 100.00 Each 100
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Note: Anything not listed above is excluded. All above structures are set by contractor.

Above quoted prices are FOB Jobsite. Terms are net 30 days on approved accounts. If the project is Tax Exempt, please provide certification to our office when ordering the project. Quote is valid for 30 days. Jefferson Concrete Corp is not responsible for errors in take offs. Material quantities, accessories or appurtenances that have been omitted from above may require additional charges. Final pricing is subject to approval at time of order.

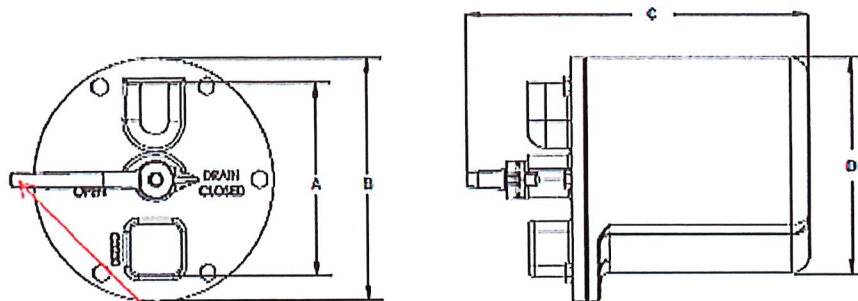
Sincerely,
Donald Eacho

Brad Falter

From: Nicholas Brown <nbrown@siewertequipment.com>
Sent: Monday, August 7, 2023 3:04 PM
To: Brad Falter
Subject: RE: Watertown - Drip Trap

Brad,

I just got back from handling some issues in the Southern Tier and catching up on emails. Ovivo sent me a price this afternoon of \$865 net each + freight but they had a note about what this price does not include. Please see the comments in the red box below:



Drill X" diameter hole through end of handle, install 3" loop of cable through hole and connect to small diameter aluminum pipe/tube with X" hole drilled approx. 1/2" from end of pipe. Cut pipe to fit under Manhole cover and rest against rim of manhole.

Ordering Information

Model	Description
▶ 246	Low Pressure Manual Drip Tr
Code	Size
▶ 2	25 Quasi (2.4L)
▶ 6	60 Quasi (\$7L)

865-
150 - Freight
1,015

Let me know if you have any questions.

Thank you,

Nick Brown
Sales Engineer
Siewert Equipment
A Division of Cummins-Wagner
175 Akron St, Rochester, NY 14609
nbrown@siewertequipment.com
585-490-4692 (mobile)
315-288-0875 (direct)
585-482-9640 (main office)
585-482-4149 (fax)

www.siewertequipment.com
A 100% Employee Owned Company
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Bid Proposal for Falter HDPE

C O FALTER

Job Location: Syracuse, NY

Bid Date: 08/30/2023

Core & Main 3099606

Core & Main

2220 State Route 5

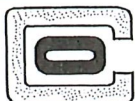
Utica, NY 13502

Phone: 315-797-0707

Fax: 315-797-7360

Seq#	Qty	Description	Units	Price	Ext Price
10	1	4X2 SDR11 IPS HDPE TEE MOLDED	EA	36.56	36.56
20	1	2 IPS DR11 HDPE 90 BEND MOLD	EA	5.93	5.93
30	1	2X1 1000 SDR11 REDUCER MOLDED	EA	5.19	5.19
40	1	1" IPS 3408 B.F. 90 DEG BEND	EA	3.82	3.82
50	1	1" 316SS BALL VALVE	EA	36.48	36.48
60	40	2X100' IPS PE SDR11 TUBING 200 PSI BLACK	FT	1.60	64.00
70	40	1X100' IPS PE SDR11 TUBING 200 PSI BLACK	EA	0.70	28.00
80	10	18 N12 F2648 STIB SOLID 20' DUAL WALL 18850020DW	FT	20.75	207.50
				Sub Total	387.48
				Tax	0.00
				Total	387.48

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



FALTER

CONSTRUCTION CORPORATION

403 West Bear Street • Syracuse, NY 13204
Phone (315) 422-3016 • Fax (315) 422-3539

JOB Underground

SHEET NO. _____ OF _____

CALCULATED BY _____ DATE _____

CHECKED BY _____ DATE _____

SCALE _____

MH Excavation - For - 8 hrs	607	
Lab - 8 hrs	637	
350 - 8 hrs	832	1,453
Misc. - 150	150	

Spoil - 12 cy x 12'	892	505
---------------------	-----	-----

AE Judd markup 9/14/23

Back Excavation - For - 24 hrs	1,823	
Lab - 24 hrs	1,911	
350 w/ Ran - 48 hrs	4,903	13,685
Misc. - 500	500	

Total = \$22,907, plus 15% markup = approximated \$26,343 to be completed on T&M basis

Spoil - 60 cy x 12'	474	228
---------------------	-----	-----

18" Sump. Lab - 4 hrs	318	
-----------------------	-----	--

MH - For - 8 hrs	607	
2 Lab - 16 hrs	1,274	
350 - 8 hrs	832	1,453
976 - 8 hrs	832	732
Misc. - 150	150	

Back Fill - 180 cy x 15'	1,620	1,020
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Import for B-Fill - 60 cy	1,500	
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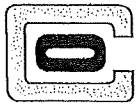
Grout MH. 2 Lab - 16 hrs		
Misc. 500	500	1,274

Install Pipe - For - 24 hrs	1,823	
2 Lab - 48 hrs	3,822	
350 - 24 hr	2,496	4,910
976 - 24 hr	2,496	2,106
Misc. - 300	300	

300
(3,100)

(2,521)

(2,106)



FALTER

CONSTRUCTION CORPORATION

403 West Bear Street • Syracuse, NY 13204
Phone (315) 422-3016 • Fax (315) 422-3539

JOB _____

SHEET NO. _____ OF _____

CALCULATED BY _____ DATE _____

CHECKED BY _____ DATE _____

SCALE _____

M- 3,100'-

L- 29,521'-

E- 26,887'-

MA- 8,175'-

Drip- 1,015'-

Pipe- 387'-

Total - 69,035'-

57. - 10,355'-

Total - 79,390'-

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER

No. 00020

403 West Bear Street
Syracuse, NY 13204

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

TITLE: T&M Rock Excavation

DATE: 10/30/2023

PROJECT: Watertown WPCP-1B Sludge Disposal

JOB: 1901

TO: Attn: Ariel Judd
GHD Consulting Engineers
5788 Widewaters Pkwy
Syracuse, NY 13214
Phone: 315 802 0293

CONTRACT NO: 101

RE:

To:

From:

Number:

DESCRIPTION OF PROPOSAL

Ariel - T&M for Rock Excavation shown below.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Foreman		18.500	hrs	\$85.00	0.00%	\$0.00	\$1,572.50
00002	Operator A		46.500	hrs	\$110.25	0.00%	\$0.00	\$5,126.63
00003	250 Kobelco Exavator		26.500	hrs	\$152.30	0.00%	\$0.00	\$4,035.95
00004	75 Link Belt Excavator		10.000	hrs	\$65.75	0.00%	\$0.00	\$657.50
00005	IT 28 CAT Loader		10.000	hrs	\$71.05	0.00%	\$0.00	\$710.50
00006	Hydraulic Breaker		26.500	hrs	\$90.00	0.00%	\$0.00	\$2,385.00
00007	Utility Truck		18.500	hrs	\$16.00	0.00%	\$0.00	\$296.00
00008	Trucking		12.000	hrs	\$150.00	0.00%	\$0.00	\$1,800.00
00009	Diesel Fuel		120.000	Gallons	\$4.15	0.00%	\$0.00	\$498.00
00010	15% O&P		1.000	ls	\$2,562.31	0.00%	\$0.00	\$2,562.31

Unit Cost: \$19,644.39

Unit Tax: \$0.00

Lump Sum: \$0.00

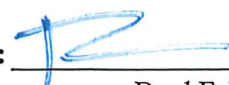
Lump Tax: \$0.00

Total: \$19,644.39

APPROVAL:

By: _____
Ariel Judd

Date: _____

By:  _____
Brad Falter

Date: 10/30/23

EXTRA
WORK

C.O. FALTER CONSTRUCTION CORPORATION
GENERAL CONTRACTORS

EXTRA
WORK

403 WEST BEAR STREET • SYRACUSE, NY 13204 • PHONE: 315-422-3016 FAX: 315-422-3539

Name of Project: <u>City of Watertown</u>				Job #:	
Customer: <u>Watertown WWTP</u>				Date: <u>10-5-23</u>	
Description/Reason for Extra Work Performed: <u>Installing 5' Manhole 12' DEEP. Had to hoe ram around 7' of rock out to install MH</u>					
LABOR	REG. HRS.	OVERTM HRS.	TOTAL	EQUIPMENT	HRS.
<u>C. CEAN</u>	<u>18½</u>			<u>250 Kobelco</u>	<u>26½ hrs</u>
<u>J. Kurtz</u>	<u>26½</u>			<u>75 Link Belt</u>	<u>10 hrs</u>
<u>T. Fulmer</u>	<u>20</u>			<u>IT 28 Cat Loader</u>	<u>10 hrs</u>
				<u>Utility Truck</u>	<u>18½ hrs</u>
				<u>HOE Ram</u>	<u>26½ hrs</u>
				<u>Trucking for HOE Ram</u>	<u>6 hrs</u>
				<u>Trucking for 250 Kobelco</u>	<u>6 hrs</u>
MATERIAL DESCRIPTION	QTY./UNIT	VENDOR/TICKET#		NOTES / SKETCHES	
<u>DIESEL FUEL</u>	<u>120 gal</u>			<u>Dates of HOE Ramming</u>	
				<u>9-29-23</u> <u>4½ hrs</u>	
				<u>10-2-23</u> <u>8 hrs</u>	
				<u>10-3-23</u> <u>8 hrs</u>	
				<u>10-4-23</u> <u>6 hrs</u>	
COF: <u>Charles Cean</u>	Signature		<u>Charles CEAN</u> Print Name		
Customer: <u>Albert Park</u>	Signature		<u>Albert Park</u> Print Name		

11123513 Deduct for RPR Services

Summary by name

	Hours	Effort
Albert Park	40.5	\$4,095.75
Ariel Judd	6	\$660.00
Aubertine & Currier		\$8,599.50
Total	46.5	\$13,355.25

11123513 Deduct for Resident Project Representative ServicesDetail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Labor / Expense	EVC Type	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	3.2	200	Labor	Employee	1014361	Albert Park	9/19/2023	1	\$ 101.00
11123513	Watertown WPCP SDPM - Phase 1B	3.2	200	Labor	Employee	1014361	Albert Park	9/21/2023	1	\$ 101.00
11123513	Watertown WPCP SDPM - Phase 1B	3.2	200	Labor	Employee	1014361	Albert Park	9/22/2023	0.5	\$ 50.50
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Employee	1014361	Albert Park	9/26/2023	0	\$ 5.25
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	9/27/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/10/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/11/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/12/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/13/2023	6	\$ 606.00

11123513 Deduct for Resident Project Representative ServicesDetail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Labor / Expense	EVC Type	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1004630	Ariel Judd	12/28/2021	6	\$ 660.00

11123513 Deduct for Resident Project Representative ServicesDetail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Labor / Expense	EVC Type	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Vendor	2216811	Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC	1/12/2022	0	\$ 4,347.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Vendor	2216811	Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC	12/13/2021	0	\$ 1,937.25
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Vendor	2216811	Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC	8/3/2022	0	\$ 2,315.25

11123513 Deduct for Construction Administration Services

Summary by name

	Hours	Effort
Albert Park	0.5	\$50.50
Andy Krajna	1	\$113.00
Ariel Judd	67.5	\$7,452.50
Danara Dormaeva	3	\$288.00
Postage		\$14.41
Jake Strobert	2	\$172.00
Jason Greene	68.25	\$10,442.25
Karen Dennis	0.33	\$20.79
Zachary Van Ornam	1.75	\$192.50
Total	144.33	\$18,745.95

11123513 Deduct for Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1014361	Albert Park	12/15/2023	0.5	\$50.50

11123513 Deduct for Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001747	Andy Krajna	8/23/2022	1	\$113.00

11123513 Deduct for Construction Administration Services

Detail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/19/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/20/2023	2	\$220.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/21/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/26/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/31/2023	2	\$220.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/2/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/3/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/4/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/21/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/30/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	9/18/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/16/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/20/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/23/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/24/2023	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/25/2023	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/2/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/14/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/15/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/17/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/20/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/21/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/22/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/27/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/28/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/29/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/5/2023	1	\$110.00

11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/7/2023	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/12/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/14/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/15/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/9/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/16/2024	1.75	\$192.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/17/2024	2.5	\$275.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/19/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/24/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	2/5/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	2/13/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	3/14/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	3/15/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	3/26/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	4/3/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	4/12/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/20/2021	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/22/2021	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/4/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/6/2022	2	\$220.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/7/2022	2.5	\$275.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/10/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/12/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/24/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/25/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/27/2022	0.5	\$55.00

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/15/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/18/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/21/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/24/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/25/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/4/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/8/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/29/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/31/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/4/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/11/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/12/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/13/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/18/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/27/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/2/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/3/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/18/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/19/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/25/2022	0.75	\$82.50

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/3/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/6/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/8/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/27/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/29/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/6/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/7/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/12/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/13/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/3/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/4/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/18/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	11/3/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/12/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/19/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/12/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/20/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/1/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/2/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/23/2023	0.25	\$27.50

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/17/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/15/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/16/2023	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/20/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/21/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/22/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/6/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/11/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/17/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/18/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/11/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/13/2023	0.25	\$27.50

11123513 Deduct for Construction Administration Services

Detail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1037466	Danara Dormaeva	7/21/2023	3	\$288.00

11123513 Deduct for Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1003089	Jake Strobert	8/24/2022	2	\$172.00

11123513 Deduct for Construction Administration Services

Detail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/23/2022	1.25	\$191.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/24/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/19/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/20/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/21/2023	2	\$306.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/24/2023	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/31/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/2/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/4/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/10/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/17/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/29/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/30/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	9/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/16/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/24/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/25/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/31/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/2/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/7/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/9/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/15/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/21/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/22/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/29/2023	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	12/1/2023	0.5	\$76.50

11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	12/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	1/11/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	1/16/2024	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	1/24/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	4/11/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	4/12/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/20/2021	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/21/2021	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/22/2021	1.5	\$229.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/4/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/5/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/5/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/6/2022	1.5	\$229.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/6/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/7/2022	3	\$459.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/10/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/12/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/12/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/13/2022	1.5	\$229.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/13/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/14/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/15/2022	0.25	\$38.25

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/24/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/25/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/26/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/3/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/8/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/15/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/18/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/21/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/24/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/3/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/29/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/12/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/13/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/22/2022	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/3/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/5/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/6/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/9/2022	0.5	\$76.50
11123513	Watertown WPCP	3.1	100	1001302	Jason Greene	5/12/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/18/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/19/2022	0.75	\$114.75

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/20/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/24/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/25/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/26/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/27/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/31/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/7/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/9/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/27/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/28/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/29/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/1/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/7/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/12/2022	1.25	\$191.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/13/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/14/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/18/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/19/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/20/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/25/2022	0.25	\$38.25

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	8/3/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	9/15/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	9/16/2022	4	\$612.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	9/27/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/3/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/7/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/18/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/25/2022	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/26/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/3/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/4/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/10/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/29/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/20/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/21/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/20/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/23/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/24/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/25/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/1/2023	0.5	\$76.50

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/9/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/10/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/13/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/23/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/24/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/17/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/30/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/4/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/14/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/22/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/13/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/17/2023	0.25	\$38.25

11123513 Deduct for Construction Adminstration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1008085	Karen Dennis	1/13/2022	0.33	\$20.79

11123513 Deduct for Construction Administration ServicesDetail by name

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03,****	****	2225846	UPS	9/23/2023	0	\$12.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	2200258	GHD Inc.	7/5/2022	2.16	\$2.16

11123513 Deduct for Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1030336	Zachary Van Ornam	1/12/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1030336	Zachary Van Ornam	1/13/2023	0.25	\$27.50

October 6, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing Amendment No. 8 of the GHD Engineering Agreement for Water Pollution Control Plant Sludge Disposal Modification Project Phase 1B

The City entered into the agreement with GHD on October 17, 2016 to perform engineering services for the design and construction of Phase 1B Sludge Disposal Modifications project in the amount of \$540,450. Amendments #1-7 were approved between 2017 and 2021, totaling an additional \$457,395.22.

Substantial completion of Phase IB of the Sludge Disposal Modifications Project was delayed due to repeated engine failure and the following warranty dispute to cover the repairs to both biogas driven engines. At the City's request, GHD extended the Construction Administration and RPR services to get the construction contractor to perform corrective work to the gas engines and warranty the work. Construction contractor #4 (Contract No.4), C.O. Falter, is responsible for the City's additional cost due to delay in completion of construction and correction of work. GHD has negotiated agreeable terms with the engine manufacturer and the contractor which the City has accepted. This will allow the project to be closed out and final payments made.

This amendment will increase funding to GHD Consulting Services, Inc. for Construction Administrative services for the additional 476 days (to May 30, 2023) at a cost of \$18,745.95 and for Resident Project Representative (RPR) services to provide an additional 137.5 hours for the period of December 13, 2021 to October 13, 2023 at a cost of \$13,355.25. The additional \$32,101.21 will bring the total contract amount up to \$1,029,946.42. Attached for Council consideration is a resolution approving this Amendment with GHD Consulting Services, Inc.

RESOLUTION

Page 1 of 1

Authorizing Amendment No. 8 of the GHD
Engineering Agreement Water Pollution
Control Plant Sludge Disposal Modification
Project Phase 1B

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS GHD Consulting Services Inc. and City of Watertown entered into an Agreement dated September 16, 2016 to perform engineering services for design and construction of Phase 1B Sludge Disposal Modifications at a cost of \$540,450, and

WHEREAS Amendment No. 1 through 7 were authorized between August 7, 2017 and August 16, 2021 at a combined cost of \$457,395.22, and

WHEREAS substantial completion of the project was delayed due to repeated failure of the gas engine(s) and the responsibility to correct the issues, and

WHEREAS GHD provided Resident Project Representative services for Construction Contractor to correct work, and

WHEREAS the City has requested GHD to extend Construction Administration and Resident Project Representative (RPR) services for contract time extensions, and

WHEREAS the Construction Contractor (Contract No. 4) is responsible for City's additional cost due to delay in completion of construction and correction of work,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Amendment # 8 for additional Construction Administration services of 476 days of service (to May 30, 2023) at a cost of \$18,745.95 and to Extend Resident Project Representative services to provide an additional 137.5 hours for the period of December 13, 2021 to October 13, 2023 at a cost of \$13,355.25 increasing the project total to \$1,029,946.42; and

BE IT FURTHER RESOLVED that this has been approved by the Environmental Finance Corporation and will lead to the closure of the project and with the change order reducing the amount paid to contract No. 4 will result in no direct charge to the City.

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

Seconded by _____



AMENDMENT NO. 8

**TO AGREEMENT BETWEEN
CITY OF WATERTOWN
AND
GHD CONSULTING SERVICES INC.**

WHEREAS, GHD Consulting Services Inc. (ENGINEER) and City of Watertown (OWNER) entered into an Agreement dated September 16, 2016 to perform engineering services for design and construction of Phase 1B Sludge Disposal Modifications; and

WHEREAS, Amendment No. 1 was authorized on August 8, 2017; and

WHEREAS, Amendment No. 2 was authorized on June 15, 2018; and

WHEREAS, Amendment No. 3 was authorized on January 21, 2020; and

WHEREAS, Amendment No. 4 was authorized on January 22, 2020; and

WHEREAS, Amendment No. 5 was authorized on August 4, 2020; and

WHEREAS, Amendment No. 6 was provided on September 10, 2020; and

WHEREAS, Amendment No. 7 was provided on August 12, 2021; and

WHEREAS, since Substantial Completion was delayed; and

WHEREAS, ENGINEER provided RPR services for Construction Contractor to correct work; and

WHEREAS, the OWNER has requested ENGINEER to extend Construction Administration and Resident Project Representative (RPR) services for contract time extensions; and

WHEREAS, the Construction Contractor (Contract No. 4) is responsible for OWNER's additional cost due to delay in completion of construction and correction of work; and

NOW, THEREFORE, ENGINEER and OWNER agree to amend the Agreement as follows:

SCOPE OF SERVICES

Construction Phase Services

- A. Extend Construction Administration services for 476 days of service (to May 30, 2023).
- B. Extend RPR services to provide an additional 137.5 hours for the period of December 13, 2021 to October 13, 2023.

FEES

The Scope of Services shall be completed in accordance with the following breakdown:

Construction Administration Services (Lump Sum).....\$18,745.95

Resident Project Representative (Hourly Not-To-Exceed).....\$13,355.25

AUTHORIZATION

The return of one signed copy of this Amendment No. 8, together with a copy of a formal resolution of approval, constitutes acceptance of this Amendment and shall be written authorization for ENGINEER to proceed with the Scope of Service outlined above.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 8 as of the last date entered below.

ENGINEER:

OWNER:

GHD CONSULTING SERVICES INC.

CITY OF WATERTOWN

By: 

By: _____

Title: Jason D. Greene, PE
Project Director

Title: Eric Wagenaar
City Manager

Date: 01-24-2025

Date: _____

JDG/

11123513 Additional RPR Services

Summary by name

	Hours	Effort
Albert Park	40.5	\$4,095.75
Ariel Judd	6	\$660.00
Aubertine & Currier		\$8,599.50
Total	46.5	\$13,355.25

11123513 Additional Resident Project Representative Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Labor / Expense	EVC Type	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	3.2	200	Labor	Employee	1014361	Albert Park	9/19/2023	1	\$ 101.00
11123513	Watertown WPCP SDPM - Phase 1B	3.2	200	Labor	Employee	1014361	Albert Park	9/21/2023	1	\$ 101.00
11123513	Watertown WPCP SDPM - Phase 1B	3.2	200	Labor	Employee	1014361	Albert Park	9/22/2023	0.5	\$ 50.50
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Employee	1014361	Albert Park	9/26/2023	0	\$ 5.25
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	9/27/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/10/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/11/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/12/2023	8	\$ 808.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1014361	Albert Park	10/13/2023	6	\$ 606.00

11123513 Additional Resident Project Representative Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Labor / Expense	EVC Type	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Labor	Employee	1004630	Ariel Judd	12/28/2021	6	\$ 660.00

11123513 Additional Resident Project Representative Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Labor / Expense	EVC Type	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Vendor	2216811	Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC	1/12/2022	0	\$ 4,347.00
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Vendor	2216811	Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC	12/13/2021	0	\$ 1,937.25
11123513	Watertown WPCP SDPM - Phase 1B	4.1	100	Expense	Vendor	2216811	Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC	8/3/2022	0	\$ 2,315.25

11123513 Additional Construction Administration Services

Summary by name

	Hours	Effort
Albert Park	0.5	\$50.50
Andy Krajna	1	\$113.00
Ariel Judd	67.5	\$7,452.50
Danara Dormaeva	3	\$288.00
Postage		\$14.41
Jake Strobert	2	\$172.00
Jason Greene	68.25	\$10,442.25
Karen Dennis	0.33	\$20.79
Zachary Van Ornam	1.75	\$192.50
Total	144.33	\$18,745.95

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1014361	Albert Park	12/15/2023	0.5	\$50.50

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001747	Andy Krajna	8/23/2022	1	\$113.00

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/19/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/20/2023	2	\$220.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/21/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/26/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	7/31/2023	2	\$220.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/2/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/3/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/4/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/21/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	8/30/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	9/18/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/16/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/20/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/23/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/24/2023	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	10/25/2023	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/2/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/14/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/15/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/17/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/20/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/21/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/22/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/27/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/28/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	11/29/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/5/2023	1	\$110.00

11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/7/2023	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/12/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/14/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	12/15/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/9/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/16/2024	1.75	\$192.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/17/2024	2.5	\$275.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/19/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	1/24/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	2/5/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	2/13/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	3/14/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	3/15/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	3/26/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	4/3/2024	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1004630	Ariel Judd	4/12/2024	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/20/2021	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/22/2021	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/4/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/6/2022	2	\$220.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/7/2022	2.5	\$275.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/10/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/12/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/24/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/25/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/27/2022	0.5	\$55.00

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/15/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/18/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/21/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/24/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/25/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/4/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/8/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/29/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	3/31/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/4/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/11/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/12/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/13/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/18/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/27/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/2/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/3/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/18/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/19/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	5/25/2022	0.75	\$82.50

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/3/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/6/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/8/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/27/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/29/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/6/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/7/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/12/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	9/13/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/3/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/4/2022	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/18/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	11/3/2022	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/12/2022	0.75	\$82.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	12/19/2022	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/12/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	1/20/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/1/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/2/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	2/23/2023	0.25	\$27.50

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	4/17/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/15/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/16/2023	1	\$110.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/20/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/21/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	6/22/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/6/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/11/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/17/2023	0.25	\$27.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	7/18/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/11/2023	0.5	\$55.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1004630	Ariel Judd	10/13/2023	0.25	\$27.50

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1037466	Danara Dormaeva	7/21/2023	3	\$288.00

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1003089	Jake Strobert	8/24/2022	2	\$172.00

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/23/2022	1.25	\$191.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/24/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/19/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/20/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/21/2023	2	\$306.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/24/2023	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	7/31/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/2/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/4/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/10/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/17/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/29/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	8/30/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	9/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/16/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/24/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/25/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	10/31/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/2/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/7/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/9/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/15/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/21/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/22/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	11/29/2023	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	12/1/2023	0.5	\$76.50

11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	12/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	1/11/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	1/16/2024	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	1/24/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	4/11/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	1001302	Jason Greene	4/12/2024	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/20/2021	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/21/2021	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/22/2021	1.5	\$229.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/4/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/5/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/5/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/6/2022	1.5	\$229.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/6/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/7/2022	3	\$459.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/10/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/12/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/12/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/13/2022	1.5	\$229.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/13/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/14/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/15/2022	0.25	\$38.25

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/24/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/25/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/26/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/3/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/8/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/15/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/18/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/21/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/24/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/3/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/29/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/12/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/13/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/22/2022	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/3/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/5/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/6/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/9/2022	0.5	\$76.50
11123513	Watertown WPCP	3.1	100	1001302	Jason Greene	5/12/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/18/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/19/2022	0.75	\$114.75

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/20/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/24/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/25/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/26/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/27/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	5/31/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/7/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/9/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/27/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/28/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/29/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/1/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/7/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/12/2022	1.25	\$191.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/13/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/14/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/18/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/19/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/20/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	7/25/2022	0.25	\$38.25

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	8/3/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	9/15/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	9/16/2022	4	\$612.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	9/27/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/3/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/7/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/18/2022	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/25/2022	0.75	\$114.75
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/26/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/3/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/4/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/10/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	11/29/2022	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/20/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	12/21/2022	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/20/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/23/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/24/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	1/25/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/1/2023	0.5	\$76.50

11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/9/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/10/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/13/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/23/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	2/24/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/17/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	3/30/2023	1	\$153.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/4/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/6/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	4/14/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	6/22/2023	0.5	\$76.50
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/13/2023	0.25	\$38.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1001302	Jason Greene	10/17/2023	0.25	\$38.25

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1008085	Karen Dennis	1/13/2022	0.33	\$20.79

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	03.****	****	2225846	UPS	9/23/2023	0	\$12.25
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	2200258	GHD Inc.	7/5/2022	2.16	\$2.16

11123513 Additional Construction Administration Services**Detail by name**

Project Code	Project Name	Task Hierarchy Code	Task Code	Employee / Vendor / Client Code	Employee / Vendor / Client Name	Transaction Date	Quantity	Effort
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1030336	Zachary Van Ornam	1/12/2023	1.5	\$165.00
11123513	Watertown WPCP SDPM - Phase 1B	3.1	100	1030336	Zachary Van Ornam	1/13/2023	0.25	\$27.50

October 6, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Adopting the 2025 Jefferson County Hazard Mitigation Plan

The Federal Disaster Mitigation Act of 2000 requires state and local governments to develop and adopt hazard mitigation plans in order to remain eligible for certain types of federal disaster and mitigation funding. Jefferson County, in coordination with its municipalities, has prepared the 2025 Jefferson County Hazard Mitigation Plan (HMP).

The HMP identifies potential hazards that could impact communities within Jefferson County and outlines mitigation strategies to reduce risks to people, property, and critical infrastructure. Participation in the planning process demonstrates the City's commitment to public safety and proactive risk management.

The City of Watertown actively participated in the plan update process and developed a jurisdictional annex identifying the City's unique vulnerabilities and proposed mitigation actions. Adoption of the plan by resolution ensures that Watertown remains eligible for federal and state hazard mitigation funding opportunities over the next five years.

It is recommended that the City Council adopt the attached resolution formally adopting the 2025 Jefferson County Hazard Mitigation Plan.

RESOLUTION

Page 1 of 1

Adopting the 2025 Jefferson County Hazard Mitigation Plan

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City Council of the City of Watertown recognizes the threat that hazards pose to people and property within the City, and

WHEREAS the City of Watertown has actively participated in the preparation of the 2025 Jefferson County Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000, and

WHEREAS the 2025 Jefferson County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Watertown from the impacts of future hazards and disasters; and

WHEREAS adoption by the City Council demonstrates the City's commitment to hazard mitigation and achieving the goals outlined in the 2025 Jefferson County Hazard Mitigation Plan,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby adopts the 2025 Jefferson County Hazard Mitigation Plan. This plan, approved by the community, may be edited or amended after submission for review, but will not require the City to re-adopt any further iterations. This only applies to the specific plan and does not absolve the City from updating the plan in five years.

Seconded by _____

September 12, 2025

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – August 2025

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last August, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$684,603 or 99.49%. In comparison to the budget projection for the month, revenue was down \$156,091 or 97.80%. Additionally, the City had to purchase electricity from National Grid for \$45,825 as the City did not produce enough to cover its accounts' usage. The year-to-date actual revenue is down \$1,325,129 or 89.45%, while the year-to-date revenue on a budget basis is down \$355,466 or 69.45%.

	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Actual</u> <u>2024-25</u>	<u>Actual</u> <u>2025-26</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 165,435	\$ 380,883	\$ 793,352	\$ 152,826	\$ (640,526)	(80.74%)
August	\$ 157,460	\$ 26,670	\$ 688,115	\$ 3,512	\$ (684,603)	(99.49%)
September	\$ 442,559	\$ 181	\$ 145,453			
October	\$ 216,702	\$ 184,779	\$ 79,259			
November	\$ 373,674	\$ 682,240	\$ 209,619			
December	\$ 533,542	\$ 826,789	\$ 542,585			
January	\$ 522,759	\$ 533,340	\$ 359,155			
February	\$ 477,279	\$ 626,162	\$ 195,739			
March	\$ 612,321	\$ 923,928	\$ 747,418			
April	\$ 872,321	\$ 785,870	\$ 905,006			
May	\$ 471,237	\$ 446,726	\$ 1,022,190			
June	<u>\$ 234,979</u>	<u>\$ 377,657</u>	<u>\$ 451,656</u>			
YTD	<u>\$5,080,268</u>	<u>\$5,795,225</u>	<u>\$6,139,548</u>	<u>\$ 156,339</u>	<u>\$(1,325,129)</u>	<u>(89.45%)</u>

	<u>Original</u> <u>Budget</u> <u>2025-26</u>	<u>Actual</u> <u>2025-26</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 352,202	\$ 152,826	\$ (199,376)	(56.61%)	\$ 21,157
August	\$ 159,603	\$ 3,512	\$ (156,091)	(97.80%)	\$ 45,825
September	\$ 151,765				
October	\$ 344,078				
November	\$ 641,102				
December	\$ 548,789				
January	\$ 409,739				
February	\$ 324,176				
March	\$ 607,067				
April	\$ 893,601				
May	\$ 663,278				
June	<u>\$ 429,600</u>				
YTD	<u>\$5,525,000</u>	<u>\$ 152,826</u>	<u>\$ (355,466)</u>	<u>(69.45%)</u>	<u>\$ 66,982</u>

September 12, 2025

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – August 2025

Sales tax revenue was up \$174,485 or 8.08% compared to last August. In comparison to the original budget projection for the month, sales tax was up \$201,465 or 9.45%. The year-to-date actual receipts are up \$314,818 or 7.32%, while the year-to-date receipts on a budget basis are up \$368,595 or 8.68%.

	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Actual 2024-25</u>	<u>Actual 2025-26</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 2,035,333	\$ 2,353,567	\$ 2,143,817	\$ 2,284,149	\$ 140,332	6.55%	
August	\$ 2,008,482	\$ 2,186,214	\$ 2,158,407	\$ 2,332,892	\$ 174,485	8.08%	
September	\$ 2,757,376	\$ 2,490,458	\$ 2,615,865				N/A
October	\$ 1,847,562	\$ 1,907,106	\$ 1,867,195				
November	\$ 1,818,188	\$ 1,904,366	\$ 1,893,395				
December	\$ 2,232,223	\$ 2,223,964	\$ 2,437,266				N/A
January	\$ 1,849,036	\$ 1,851,962	\$ 1,888,207				
February	\$ 1,643,774	\$ 1,645,921	\$ 1,638,527				
March	\$ 2,041,305	\$ 1,899,459	\$ 2,114,743				N/A
April	\$ 1,888,370	\$ 1,908,041	\$ 1,970,112				
May	\$ 1,835,982	\$ 1,970,375	\$ 1,987,411				
June	<u>\$ 2,566,086</u>	<u>\$ 2,542,299</u>	<u>\$ 2,423,378</u>				N/A
YTD	<u>\$ 24,614,716</u>	<u>\$ 24,883,732</u>	<u>\$ 25,138,323</u>	<u>\$ 4,617,041</u>	<u>\$ 314,818</u>	<u>7.32%</u>	
			<u>Original Budget 2025-26</u>	<u>Actual 2025-26</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July			\$ 2,117,019	\$ 2,284,149	\$ 167,130	7.89%	
August			\$ 2,131,427	\$ 2,332,892	\$ 201,465	9.45%	
September			\$ 2,583,166				N/A
October			\$ 1,843,855				
November			\$ 1,869,728				
December			\$ 2,406,800				N/A
January			\$ 1,864,605				
February			\$ 1,618,045				
March			\$ 2,088,308				N/A
April			\$ 1,789,981				
May			\$ 1,848,458				
June			<u>\$ 2,393,608</u>				N/A
YTD			<u>\$ 24,555,000</u>	<u>\$ 4,617,041</u>	<u>\$ 368,595</u>	<u>8.68%</u>	

New York State sales tax distribution methodology: Monthly sales tax payments are prorated to all the jurisdictions using a percentage based on the collections from the prior year. It is important to note that most of the sales tax collections are received as monthly payments. It is not until when sales tax returns are filed in the months of March, June, September, and December that the monthly payment for each business is un-prorated and distributed per the return to the proper jurisdiction. This un-proration and re-distribution is the quarterly reconciliation process that results in how sales tax truly performed for the quarter.

October 6, 2025

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: NYS Retirement System 2027 Employer Contribution Rates

The New York State Retirement System has issued the final 2027 contribution rates for the Employees Retirement System (ERS) and the Police and Fire Retirement System (PFRS). For the tiers/plan options applicable to City employees the 2027 ERS and PFRS rates have increased over the 2026 rates. The rates are in line with where the City expected them to be in relation to the multi-year financial forecast included in the FY 2025-26 budget.

Employees Retirement System (ERS)	% of City's Payroll in Tier	2026 Rates	2027 Rates	% Increase to the Rate
Tiers 3 and 4	32%	19.50%	21.30%	9.23%
Tier 5	7%	16.40%	18.20%	10.98%
Tier 6	61%	12.70%	13.70%	7.87%

Police and Fire Retirement System (PFRS)	% of City's Payroll in Tier	2026 Rates	2027 Rates	% Increase to the Rate
Tier 2	57%	36.70%	40.70%	10.90%
Tier 5 (Non-contributory)	6%	35.00%	38.90%	11.14%
Tier 5 (Contributory)	3%	31.60%	35.30%	11.71%
Tier 6 (Contributory)	34%	28.50%	31.90%	11.93%

The projected impact of the retirement rate increases to the FY 2026/27 budgets are as follows below. The increases are the result of not only the increases to the retirement rates themselves but also the underlying wage increases (cost-of-living adjustments and step increases) that will occur per the known and estimated collective bargaining agreements for next year.

General Fund

- ERS	\$202,521	
- PFRS	<u>789,102</u>	\$ 991,623
Water Fund		44,677
Sewer Fund		41,387
Library Fund		20,684
Community Development Fund		1,189
Self-funded Health Insurance Fund		<u>917</u>
Total Projected Retirement Contribution Increase		<u>\$ 1,100,477</u>

The following tables represent the history of the retirement system rates since the inception of tier 6. Also attached from the NYS Office of the State Comptroller is their press release, a historical rate graph and the 2026/27 rate tables.

Employees Retirement System	Tiers 3 and 4	Tier 5	Tier 6	Amount Paid to Retirement System
2027 Rates	21.3%	18.3%	13.8%	
2026 Rates	19.5%	16.4%	12.7%	\$1,763,794
2025 Rates	17.7%	15.3%	11.3%	\$1,531,098
2024 Rates	14.9%	12.9%	9.5%	\$1,228,610
2023 Rates	13.0%	11.1%	8.2%	\$973,660
2022 Rates	18.2%	15.2%	10.6%	\$1,290,972
2021 Rates	16.1%	13.4%	9.6%	\$1,234,669
2020 Rates	15.8%	13.2%	9.3%	\$1,265,209
2019 Rates	15.8%	13.0%	9.3%	\$1,255,657
2018 Rates	16.0%	13.1%	9.3%	\$1,268,232
2017 Rates	16.0%	13.1%	9.3%	\$1,305,395
2016 Rates	18.8%	15.5%	10.6%	\$1,343,922
2015 Rates	20.3%	16.6%	11.0%	\$1,657,173
2014 Rates	21.0%	16.9%	11.5%	\$1,748,158
2013 Rates	18.6%	15.1%	N/A	\$1,535,739

Police and Fire Retirement System	Tier 2	Tier 5 (Non-contributory)	Tier 5 (Contributory)	Tier 6 (Contributory)	Amount Paid to Retirement System
2027 Rates	40.7%	38.9%	35.3%	31.9%	
2026 Rates	36.7%	35.0%	31.6%	28.5%	\$4,713,463
2025 Rates	34.8%	33.2%	30.0%	24.7%	\$4,168,452
2024 Rates	30.4%	29.0%	26.2%	21.1%	\$3,538,425
2023 Rates	29.0%	27.6%	25.0%	20.2%	\$3,029,538
2022 Rates	30.4%	28.9%	25.5%	19.8%	\$3,361,570
2021 Rates	25.6%	24.5%	21.0%	15.7%	\$2,720,057
2020 Rates	24.3%	23.2%	19.8%	14.6%	\$2,370,618
2019 Rates	24.0%	22.9%	19.4%	14.4%	\$2,305,182
2018 Rates	24.6%	23.4%	19.9%	14.8%	\$2,354,924
2017 Rates	24.1%	22.9%	19.5%	14.5%	\$2,276,464
2016 Rates	24.7%	23.6%	20.1%	14.3%	\$2,136,795
2015 Rates	27.3%	26.1%	22.0%	15.4%	\$2,494,595
2014 Rates	28.4%	27.1%	24.1%	16.0%	\$2,516,571
2013 Rates	25.1%	24.1%	20.1%	N/A	\$2,423,515



Office of the New York
STATE COMPTROLLER
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NEWS from the Office of the New York State Comptroller

Contact: Press Office 518-474-4015



NYSLRS Announces Employer Contribution Rates for SFY 2026-27

September 4, 2025

State Comptroller Thomas P. DiNapoli today announced employer contribution rates for the New York State and Local Retirement System (NYSLRS) for State Fiscal Year (SFY) 2026-27. Employers' average contribution rates will increase from 16.5% to 17.6% of payroll for the Employees' Retirement System (ERS) and from 33.7% to 36.5% of payroll for the Police and Fire Retirement System (PFRS).

NYSLRS is made up of these two systems, which pay service and disability retirement benefits to state and local public employees and death benefits to their survivors. There are nearly 3,000 participating employers in ERS and PFRS, and more than 300 different retirement plan combinations. In the SFY that ended March 31, 2025, NYSLRS paid out nearly \$16.8 billion in benefits.

"Turbulence in the financial markets along with benefit and salary changes will impact rates for SFY 2026-27," DiNapoli said. "Our prudent management and long-term investment strategy coupled with these rates will help ensure public employees and their families receive the retirement benefits promised to them. New York state's pension fund continues to be one of the strongest and best funded in the nation."

Employer rates for NYSLRS are determined based on investment performance and actuarial assumptions recommended by NYSLRS' actuary, who is required to review the actuarial assumptions and experience and to issue an annual report.

The recommendations are reviewed by the independent Actuarial Advisory Committee and approved by the Comptroller. In addition to investment performance, other factors that impact rates include higher salaries, recent legislative changes (including reforms to tier 6), and member retirement rates.

In 2012, DiNapoli began providing employers with access to a two-year projection of their annual pension bills. Employers can use this projection in the preparation of their budgets. Projections of required contributions vary by employer depending on factors such as the types of retirement benefit plans adopted, salaries paid, and the distribution of employees among the six membership tiers.

Payments based on the new rates are due by Feb. 1, 2027, but employers receive a discount if payment is made by Dec. 15, 2026.

The New York State Common Retirement Fund's long-term assumed rate of return will remain at 5.9%. DiNapoli has been a leader in the trend of public pension funds lowering their assumed rates of return to better enable New York to weather volatile markets. The median investment return assumption for public pension funds was 7% in July 2025, according to the National Association of State Retirement Administrators. The Kentucky Employees Retirement System was the only state with an assumed rate of return lower than NYSLRS.

DiNapoli also announced that NYSLRS had a funded ratio of 92.2% as of March 31, 2025. NYSLRS is consistently one of the nation's best funded retirement systems. A high funding ratio means NYSLRS has the funds available to pay out retirement benefits to its more than 1.2 million members, which includes over 735,000 current and former state and local government employees and more than 525,000 retirees and their beneficiaries.

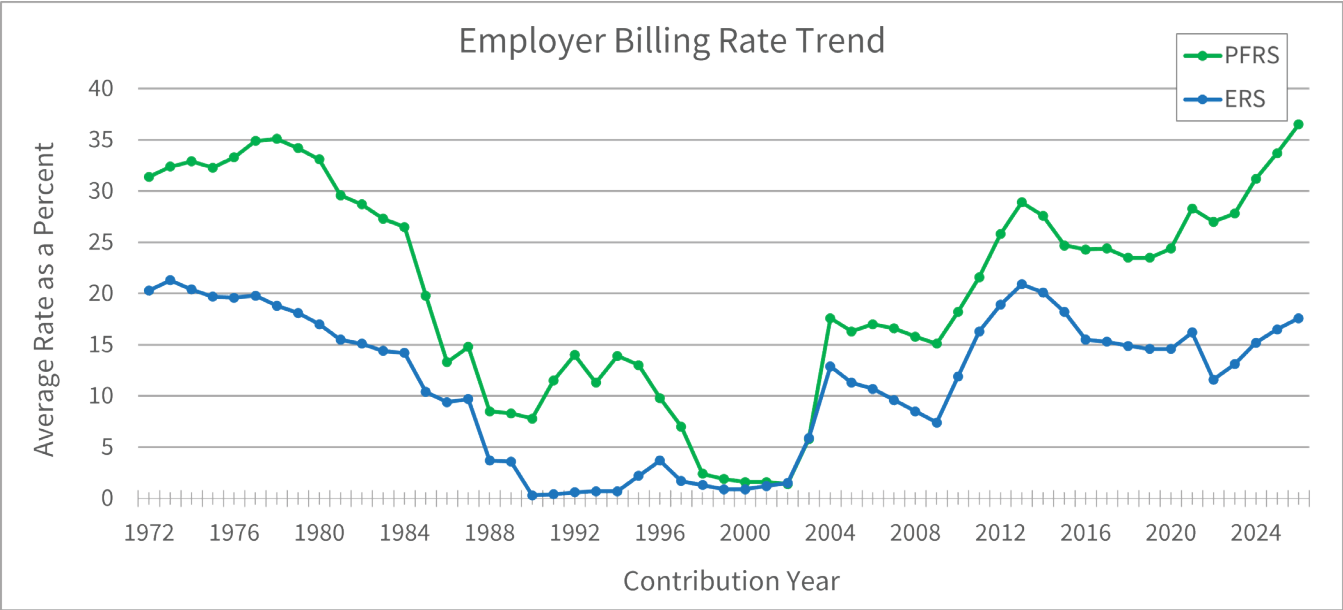
Report

Annual Report to the Comptroller on Actuarial Assumptions

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Historic Employer Contribution Average Rate

Average Rate			Average Rate			Average Rate		
Year	ERS	PFRS	Year	ERS	PFRS	Year	ERS	PFRS
1972	21.9	28.8	1991	0.3	7.8	2010	7.4	15.1
1973	20.3	31.4	1992	0.4	11.5	2011	11.9	18.2
1974	21.3	32.4	1993	0.6	14.0	2012	16.3	21.6
1975	20.4	32.9	1994	0.7	11.3	2013	18.9	25.8
1976	19.7	32.3	1995	0.7	13.9	2014	20.9	28.9
1977	19.6	33.3	1996	2.2	13.0	2015	20.1	27.6
1978	19.8	34.9	1997	3.7	9.8	2016	18.2	24.7
1979	18.8	35.1	1998	1.7	7.0	2017	15.5	24.3
1980	18.1	34.2	1999	1.3	2.4	2018	15.3	24.4
1981	17.0	33.1	2000	0.9	1.9	2019	14.9	23.5
1982	15.5	29.6	2001	0.9	1.6	2020	14.6	23.5
1983	15.1	28.7	2002	1.2	1.6	2021	14.6	24.4
1984	14.4	27.3	2003	1.5	1.4	2022	16.2	28.3
1985	14.2	26.5	2004	5.9	5.8	2023	11.6	27.0
1986	10.4	19.8	2005	12.9	17.6	2024	13.1	27.8
1987	9.4	13.3	2006	11.3	16.3	2025	15.2	31.2
1988	9.7	14.8	2007	10.7	17.0	2026	16.5	33.7
1989	3.7	8.5	2008	9.6	16.6	2027	17.6	36.5
1990	3.6	8.3	2009	8.5	15.8			



Employer Contribution Rates

Employees' Retirement System Tiers 3 & 4 Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Coordinated Plan (Article 14 & Article 15)	A14, A15	19.3	21.1
25-Year Plan	551	25.6	26.9
25-Year Plan, Additional 1/60ths	551e	26.9	28.7
25-Year Plan, Additional 1/60ths, All Service	551ee	27.9	29.8
20-Year Plan	552	30.9	33.3
20-Year Plan, Additional 1/60ths	553	31.6	33.8
20-Year Plan, Additional 1/60ths, All Service	553b	32.8	35.1
25-Year Plan — Law Enforcement Titles in Certain Towns/Counties	89-e, 89-f, 89-g, 89-h, 89-i, 89-j, 89-k, 89-l, 89-m, 89-n, 89-o, 89-p, 89-q, 89-r, 89-s, 89-t, 89-ts, 89-vr, 89-sp, 89-x, 603r3, 604s4	24.2	23.5
	89-f	24.5	23.7
	89-w	25.4	27.5
25-Year Plan, Additional 1/60ths — Law Enforcement Titles in Certain Towns/Counties	89-sa	27.9	28.4
	89-v, 89-ss	25.1	24.9
20-Year Plan, Additional 1/60ths — Law Enforcement Titles in Certain Towns/Counties	603or, 604pr, 603qs, 604rs	30.1	31.2
20-Year Plan — Law Enforcement Titles in Certain Towns/Counties	WCI03, WCI04	30.8	33.3
Options (rates are in addition to plan rates)			
School Service	CCSV, SCHSV	0.1	0.1
Sick Leave	41-j	0.2	0.2
75% Performance of Duty Disability w/o Heart	607-c	1.5	3.2
75% Performance of Duty Disability w/ Heart	607-c, 607-d	1.9	3.6
75% Performance of Duty Disability, Act of a Civilian	607-c(f), 607-c(g)	0.2	0.2
Return of Pension Reserve	606-b	0.1	0.1
¾ Accidental Disability	605-g	0.2	0.2

Employer Contribution Rates

Employees' Retirement System Tier 5

Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Coordinated Plan (Article 14 & Article 15)	A14, A15	16.3	18.1
25-Year Plan	551	22.5	24.2
25-Year Plan, Additional 1/60ths	551e	24.2	26.5
25-Year Plan, Additional 1/60ths, All Service	551ee	25.1	27.5
20-Year Plan	552	28.1	31.1
20-Year Plan, Additional 1/60ths	553	29.0	31.7
20-Year Plan, Additional 1/60ths, All Service	553b	30.1	33.0
25-Year Plan — Law Enforcement Titles in Certain Towns/Counties	89-e, 89-f, 89-g, 89-h, 89-i, 89-j, 89-k, 89-l, 89-m, 89-n, 89-o, 89-p, 89-q, 89-r, 89-s, 89-t, 89-ts, 89-vr, 89-sp, 89-x, 603r3, 604s4	21.1	20.7
	89-f	21.8	21.3
	89-w	22.3	24.8
25-Year Plan, Additional 1/60ths — Law Enforcement Titles in Certain Towns/Counties	89-sa	25.3	26.2
	89-v, 89-ss	22.4	22.6
20-Year Plan, Additional 1/60ths — Law Enforcement Titles in Certain Towns/Counties	603or, 604pr, 603qs, 604rs	27.5	29.1
20-Year Plan — Law Enforcement Titles in Certain Towns/Counties	WCI03, WCI04	27.9	31.1
Options (rates are in addition to plan rates)			
School Service	CCSV, SCHSV	0.1	0.1
Sick Leave	41-j	0.2	0.2
75% Performance of Duty Disability w/o Heart	607-c	1.5	3.2
75% Performance of Duty Disability w/ Heart	607-c, 607-d	1.9	3.6
75% Performance of Duty Disability, Act of a Civilian	607-c(f), 607-c(g)	0.2	0.2
Return of Pension Reserve	606-b	0.1	0.1
¾ Accidental Disability	605-g	0.2	0.2

Employer Contribution Rates

Employees' Retirement System Tier 6

Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Coordinated Plan (Article 14 & Article 15)	A14, A15	12.6	13.6
25-Year Plan	551	18.6	20.1
25-Year Plan, Additional 1/60ths	551e	20.4	22.4
25-Year Plan, Additional 1/60ths, All Service	551ee	21.2	23.3
20-Year Plan	552	24.3	27.1
20-Year Plan, Additional 1/60ths	553	25.5	28.0
20-Year Plan, Additional 1/60ths, All Service	553b	26.5	29.1
25-Year Plan — Law Enforcement Titles in Certain Towns/Counties	89-e, 89-f, 89-g, 89-h, 89-i, 89-j, 89-k, 89-l, 89-m, 89-n, 89-o, 89-p, 89-q, 89-r, 89-s, 89-t, 89-ts, 89-vr, 89-sp, 89-x, 603r3, 604s4	17.2	16.5
	89-f	17.2	17.2
	89-w	18.5	20.8
25-Year Plan, Additional 1/60ths — Law Enforcement Titles in Certain Towns/Counties	89-sa	21.7	22.4
	89-v, 89-ss	18.8	18.8
20-Year Plan, Additional 1/60ths — Law Enforcement Titles in Certain Towns/Counties	603or, 604pr, 603qs, 604rs	24.4	26.0
20-Year Plan — Law Enforcement Titles in Certain Towns/Counties	WCI03, WCI04	24.5	27.7
Options (rates are in addition to plan rates)			
School Service	CCSV, SCHSV	0.1	0.1
	41-j	0.2	0.2
Sick Leave	100-day limit	0.1	0.1
75% Performance of Duty Disability w/o Heart	607-c	1.5	3.2
75% Performance of Duty Disability w/ Heart	607-c, 607-d	1.9	3.6
75% Performance of Duty Disability, Act of a Civilian	607-c(f), 607-c(g)	0.2	0.2
Return of Pension Reserve	606-b	0.1	0.1
¾ Accidental Disability	605-g	0.2	0.2

Employer Contribution Rates

Police and Fire Retirement System Tier 2 Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Basic Contributory Plan	371-a	13.9	19.3
Non-Contributory Plan with Guaranteed Benefits	375-c, 375-e	21.8	26.8
Career Plan	375-g	24.1	29.0
New Career Plan	375-i, 375-j	24.8	29.7
25-Year Non-Contributory Plan	384	31.0	34.4
25-Year Non-Contributory Plan, Additional 1/60ths	384-f	32.7	36.1
20-Year Non-Contributory Plan	384-d	36.7	40.7
20-Year Non-Contributory Plan, Additional 1/60ths	384-e	37.9	41.3
Options (rates are in addition to plan rates)			
5% Increased Take Home Pay	371-a(5)	2.8	2.8
8% Increased Take Home Pay	371-a(8)	2.8	2.8
Sick Leave	341-j	0.3	0.3
One-Year Final Average Salary	302-9(d)	N/A	N/A
Age 55 Plan	443-f1	4.2	5.1
25-Year Plan	443-f2	5.3	5.9
25-Year Plan, Additional 1/60ths	443-f3	5.7	6.3
20-Year Plan	443-f4	6.4	7.1
20-Year Plan, Additional 1/60ths	443-f5	6.6	7.2
20-Year Plan, Additional 1/60ths, Credit for Non-Member Service	443-f6	6.7	7.3
Additional 1/60ths, Credit for Non-Member Service	384-ex	0.7	0.8
Allows Tier 2 members in the listed plans to retire under an age-based plan at age 55 without age reduction	375-i, 375-j	0.6	0.5
	384-d	0.6	0.5
	384-e	0.1	0.1

Employer Contribution Rates

Police and Fire Retirement System Tier 3

Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Basic Plan	371-a	13.9	19.3
Non-Contributory Plan with Guaranteed Benefits	375-c, 375-e	21.8	26.8
Career Plan	375-g	24.1	29.0
New Career Plan	375-i, 375-j	24.8	29.7
25-Year Plan	384	31.0	34.4
25-Year Plan, Additional 1/60ths	384-f	32.7	36.1
20-Year Plan	384-d	37.5	40.3
20-Year Plan, Additional 1/60ths	384-e	37.5	40.3
25-Year Plan, One-Year Final Average Salary option	384,1	37.5	40.3
25-Year Plan, Additional 1/60ths, One-Year Final Average Salary option	384-f1	37.5	40.3
20-Year Plan, Additional 1/60ths, Credit for Non-Member Service	384-ex	37.5	40.3
Police and Fire Plan (Article 14)	A14PF	37.5	40.3
Options (rates are in addition to plan rates)			
Sick Leave	341-j	0.3	0.3
One-Year Final Average Salary — Age 55 Plan	443-f1	4.2	5.1
Allows Tier 3 members in the listed plans to retire under an age-based plan at age 55 without age reduction	PA14P	0.1	0.1

Employer Contribution Rates

Police and Fire Retirement System Tier 5 Non-Contributory Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Basic Plan	371-a	N/A	N/A
Non-Contributory Plan with Guaranteed Benefits	375-c, 375-e	N/A	N/A
Career Plan	375-g	N/A	N/A
New Career Plan	375-i, 375-j	N/A	N/A
25-Year Plan	384	29.6	33.0
25-Year Plan, Additional 1/60ths	384-f	31.3	34.6
20-Year Plan	384-d	35.0	38.9
20-Year Plan, Additional 1/60ths	384-e	36.2	39.6
Options (rates are in addition to plan rates)			
Sick Leave	341-j	0.3	0.3
One-Year Final Average Salary			
Age 55 Plan	443-f1	N/A	N/A
25-Year Plan	443-f2	3.9	4.4
25-Year Plan, Additional 1/60ths	443-f3	4.2	4.7
20-Year Plan	443-f4	4.7	5.3
20-Year Plan, Additional 1/60ths	443-f5	4.9	5.4
20-Year Plan, Additional 1/60ths, Credit for Non-Member Service	443-f6	5.0	5.5
Additional 1/60ths, Credit for Non-Member Service	384-ex	0.7	0.7
Allows Tier 5 members in the listed plans to retire under an age-based plan at age 55 without age reduction	375-i, 375-j	N/A	N/A
	384-d	0.6	0.5
	384-e	0.1	0.1

Employer Contribution Rates

Police and Fire Retirement System Tier 5 Contributory Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Basic Plan	371-a	9.6	14.6
Non-Contributory Plan with Guaranteed Benefits	375-c, 375-e	17.1	21.7
Career Plan	375-g	19.3	23.7
New Career Plan	375-i, 375-j	20.0	24.4
25-Year Plan	384	25.9	29.1
25-Year Plan, Additional 1/60ths	384-f	27.2	30.4
20-Year Plan	384-d	31.6	35.3
20-Year Plan, Additional 1/60ths	384-e	32.1	35.7
Options (rates are in addition to plan rates)			
Sick Leave	341-j	0.3	0.3
One-Year Final Average Salary			
Age 55 Plan	443-f1	3.2	3.8
25-Year Plan	443-f2	3.9	4.4
25-Year Plan, Additional 1/60ths	443-f3	4.2	4.7
20-Year Plan	443-f4	4.7	5.3
20-Year Plan, Additional 1/60ths	443-f5	4.9	5.4
20-Year Plan, Additional 1/60ths, Credit for Non-Member Service	443-f6	5.0	5.5
Additional 1/60ths, Credit for Non-Member Service	384-ex	0.7	0.7
Allows Tier 5 members in the listed plans to retire under an age-based plan at age 55 without age reduction	375-i, 375-j	0.5	0.5
	384-d	0.6	0.5
	384-e	0.1	0.1

Employer Contribution Rates

Police and Fire Retirement System Tier 6 Non-Contributory Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Basic Plan	371-a	N/A	N/A
Non-Contributory Plan with Guaranteed Benefits	375-c, 375-e	N/A	N/A
Career Plan	375-g	N/A	N/A
New Career Plan	375-i, 375-j	N/A	N/A
25-Year Plan	384	29.6	32.9
25-Year Plan, Additional 1/60ths	384-f	31.2	34.5
20-Year Plan	384-d	35.0	38.9
20-Year Plan, Additional 1/60ths	384-e	36.1	39.5
Options (rates are in addition to plan rates)			
Sick Leave	341-j	0.3	0.3
Additional 1/60ths, Credit for Non-Member Service	384-ex	0.7	0.8
Allows Tier 6 members in the listed plans to retire under an age-based plan at age 55 without age reduction	375-i, 375-j	N/A	N/A
	384-d	0.6	0.5
	384-e	0.1	0.1

Employer Contribution Rates

Police and Fire Retirement System Tier 6 Contributory Rates for 2026 and 2027 Annual Invoices

(all rates are expressed as a %)

Retirement Plan	Plan ID	2/1/2026 Rates	2/1/2027 Rates
Basic Plan	371-a	6.1	10.5
Non-Contributory Plan with Guaranteed Benefits	375-c, 375-e	13.8	17.0
Career Plan	375-g	16.1	18.9
New Career Plan	375-i, 375-j	16.8	19.5
25-Year Plan	384	22.4	25.4
25-Year Plan, Additional 1/60ths	384-f	23.5	26.4
20-Year Plan	384-d	28.5	31.9
20-Year Plan, Additional 1/60ths	384-e	28.9	32.3
Options (rates are in addition to plan rates)			
Sick Leave	341-j	0.3	0.3
Additional 1/60ths, Credit for Non-Member Service	384-ex	0.6	0.7
Allows Tier 6 members in the listed plans to retire under an age-based plan at age 55 without age reduction	375-i, 375-j	0.4	0.4
	384-d	0.5	0.4
	384-e	0.1	0.1

Staff Report

October 6, 2025

To: The Honorable Mayor and City Council

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

Subject: Winter Crow Roost Dispersal Program

As the City Council is aware, the City contracts with Loomacres Wildlife Management to conduct crow harassment activities with the goal of dispersing nuisance crow flocks within the City during the winter months. The City's last contract with Loomacres expired in the spring. The three previous contracts all covered three-year periods and were for ten nights of crow harassment each winter. The two most recent contracts, at the City Council's request, included options for additional nights each winter at the City's discretion.

Staff recently requested that Loomacres submit a proposal for ten nights of crow harassment each winter through March 2028. Loomacres submitted a draft contract quoting the following yearly costs, with the rate for additional nights in parentheses:

2025-26:	\$6,688.43	(\$672.56 per additional night)
2026-27 (option):	\$6,889.08	(\$692.74 per additional night)
2027-28 (option):	\$7,095.75	(\$713.52 per additional night)

The \$6,688.43 for this winter represents a 3 percent increase over the 2024-25 winter, which was the last season under the City's previous three-year contract with Loomacres. This increase is typical and is primarily due to vehicle operating costs (current and anticipated). The second- and third-year options carry similar increases.

Loomacres will use crow harassment methods similar to previous years and will include non-lethal techniques, such as the use of spotlights, specialized remote controlled aircraft, playing distress calls, firing pyrotechnics, using handheld lasers and paintball markers. Loomacres may also employ lethal methods on a limited basis to reinforce the non-lethal strategies.

If the City Council determines that it is in the best interest of the City to continue contracting with Loomacres to mitigate crow activity within the City, then Staff will draft a Resolution for City Council consideration at its October 20, 2025 meeting. A copy of the contract between the City and Loomacres Wildlife Management will be attached to and made part of that Resolution.

September 30, 2025

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Board and Commission Report and Letters of Interest

Below is a listing of vacant and expired seats on City Boards and Commissions for City Council review.

Board or Commission	Appointed By	Term	Name of Member	Date of Appt.	Term Expires
Transportation Commission	Council	3 Years	VACANT		4/1/25
Board of Assessment Review	Council	5 Years	VACANT		9/30/25
Board of Assessment Review	Council	5 Years	VACANT		9/30/28
Board of Assessment Review	Council	5 Years	VACANT		9/30/27

The City has received three applications from residents expressing interest in serving on these boards.

- Colin Burns – Board of Assessment
- Jamie Summe – Transportation Commission
- Jessica Henry – Transportation Commission

Attached for Councils review is the applicants resumes and/or letter of interests.

Staff Report

October 6, 2024

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Transportation Commission Report

This report has been compiled based on information received from Patrick Hickey, Chairman of the Transportation Commission. Mr. Hickey submitted this information to this office in order to report to the City Council the Commission's findings and suggestions, consistent with its duties and responsibilities as outlined in Resolution No. 6, dated November 17, 1997. This report has been prepared for the Council's consideration:

The Transportation Commission consists of 11 members. However, there is currently one vacancy. In the last two quarters, there have been no changes in the members, and the City is actively recruiting for a member, both on the City Website and social media.

Current challenges and issues:

- Delays in the Arsenal Street Corridor times (40 minutes to an hour) due to increased traffic, additional locations added, and loading and unloading demands.
- Staff feedback indicates a need for additional training or a new system on the new Passio Go location management system.

Recommendations:

- Arsenal Street Route Study (RFP).
- Evaluate a Transportation Hub (Location and Building) to facilitate bus transfers.
- Explore an FTA pilot program for the Arsenal Street expanded hours trip.
- Prioritize the Specifications delivery and order the new CitiBus transit buses.

Overall, the Commission remains productive and committed to delivering quality services. Continued focus on filling the vacant staff position, resource allocation, and process improvement will support ongoing success and help address emerging challenges. Further updates will be provided in the next quarterly report.

Attached for Council review is the Transportation Commission Data Report 4th Quarter Comparison 2023-2024/2024-2025.

Transportation Commission Data Report

August 20, 2025

Fourth Quarter 2023-2024/2024-2025

Passenger/Revenue Comparison

Fixed Route Total Passengers – down-268

Transfers used – down -337

Wheelchair/Scooter/Walkers Lift count – down - 572

Monthly Pass usage – down 306

Passenger Receipts – down – \$ 1,192.43

Total Receipts – up – \$ 1977.57

Children – down - 47

Fourth Quarter 2023-2024 / 2024-2025

Paratransit Passenger/Revenue

Comparisons

Paratransit Total Passengers – up - 254

Riders – up - 11

Paratransit Receipts – down – \$ 111.50

Coupon Sales – up - \$ 1500.00

No Show – down - 41

Annunciation system update: Working on expanding locations

Bus stop signs and shelters update :

Advertising updates: Brandi Smith

Cleveland Services update. Dyllon Main

Ongoing/upcoming projects: Brandi Smith

Complaints: Buses are running behind schedule is the main complaint from residents.