

Sample Form COSF-2

Request for Certification of Sufficient Funds

Submittal Date: August 14, 2015

The Mayor's Department requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

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Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):

Completion of a citywide Unified Development Ordinance which will re-examine and re-build the city's zoning ordinance while incorporating additional city policies that focus on sustainable economic growth, environmental preservation, and a high quality of life for citizens.

The consultant selected for this project will be Behan Planning and Design Firm.

Appropriation – Current Budget Expense Org/Object/Proj(s): A3618684-54786

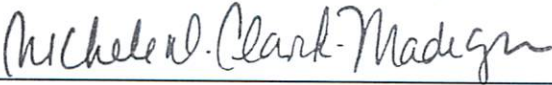
Amount Requested for Approval:	\$129,300
Current Amount Available:	\$170,000
Transfer/Amendment Pending:	\$170,000
Transfer/ <u>Amendment</u> Date:	Tuesday, August 18, 2015

 8/14/15  
\_\_\_\_\_  
Department Head Signature Date

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Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.

 8/14/15  
\_\_\_\_\_  
Commissioner of Finance Approval Date

A. Behan on 7/1/15 @ 12PM

May 21, 2015



Mayor Joanne Yepsen  
City Hall  
474 Broadway  
City of Saratoga Springs, NY 12866

**RE: Saratoga Springs Unified Development Ordinance - Proposal**

Mayor Yepsen,

Thank you and the committee again for meeting with us to discuss our professional services proposal for the *Unified Development Ordinance Project*. We are very committed to working with the city and hope that we can be of service to you for this important effort. We have adjusted our original proposal to better meet the needs of the project - please accept this letter as our revised proposal.

Our proposed scope of work would be as follows:

Task One: Contract Management & Report

- The Behan Planning and Design Team shall prepare and submit a *Project Execution Plan*, with draft Project Benefits Metrics Report (PBMR), for review and approval by NYSERDA. The draft PBMR shall include proposed performance metrics, projected benefits, methods for data collection and calculations.
- Our firm shall coordinate the project with the City of Saratoga Springs and subconsultants, participate in monthly conference calls, prepare meeting minutes and provide general project management.
- Our team shall prepare a (draft and final) "Technology Transfer" report at the completion of the project, describing the work performed and the associated results, to NYSERDA for review and comment.
- Our firm shall assist the city with the identification of a Staff Advisory Committee which will periodically meet and review draft project materials. It is anticipated that this committee would consist of representatives of the Mayor's Office, Planning Department and Planning Board.
- The City of Saratoga Springs shall provide in-kind services to support the project, process invoices related to the NYSERDA contract, track expenses, as well as prepare and submit Quarterly Progress Reports.

Task Two: Diagnostic Review

- The Behan Planning and Design Team shall conduct a diagnostic review of the latest Comprehensive Plan, zoning ordinance and subdivision regulations. This review will serve to identify what changes are required to bring the city codes into compliance with the new Comprehensive Plan, synchronize related city policies and standards, and identify other recommended changes which would improve the sustainability of the city.

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Saratoga Springs, New York 12866  
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info@behanplanning.com

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New City, New York 10956  
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www.behanplanning.com

- Our firm will conduct interviews with key city officials and staff to identify other elements which should be incorporated into the new development code, or edits to the zoning which should be made as part of the transition.
- Our firm will prepare a *Draft Diagnostic Review Report*, which will outline all of the items identified in the analysis and interviews and submit this to the Staff Advisory Committee for consideration prior to a review meeting. Based on discussions, the *Draft Diagnostic Review Report* will be adjusted as necessary and submitted to NYSERDA.

Task Three: Public Workshops & Code Outline

- Behan Planning and Design shall facilitate up to two (2) Public Workshops/Charrettes to present the findings of the Diagnostic Review, solicit input on further improvements to the code and discuss potential design changes. The specific design focus of the workshop or charrette can be determined by the city after the start of the project.
- Behan Planning and Design shall prepare a detailed outline of the new code based on the recommendations of the Diagnostic Review Report and the public workshop input. This outline would establish the basic organizational structure of the new code, identify what elements would be in each section, identify proposed changes in each section and outline any new goals, standards or policies which should be incorporated into each. The Draft Code Outline shall be submitted to the Staff Advisory Committee for consideration in advance of a review meeting, and submitted to NYSERDA. This document will serve as a blueprint for the development of the Unified Development Code moving forward.

Task Four: Unified Development Ordinance Draft (50% Schematic Draft)

- Behan Planning and Design shall prepare a *50% Schematic Draft* of the proposed new Unified Development Code. This first draft shall include all of the existing zoning language, as well as new language, organized and presented in a "~~redline~~/blueline" (track changes) format to make it very easy for all parties to see what is proposed to be added, changed or deleted from the existing code. The Schematic Draft shall be submitted to the Staff Advisory Committee for consideration in advance of a review meeting, and submitted to NYSERDA.

Task Five: Unified Development Ordinance Draft (75% Preliminary Draft)

- Based on the draft comments, Behan Planning and Design shall continue to advance and refine the code into a *75% Preliminary Draft*. This draft shall include all of the existing and proposed zoning language presented in track-changes format, including additional charts, supporting illustrations and photographs as they are developed. The Preliminary Draft shall be submitted to the Staff Advisory Committee for consideration in advance of a review meeting, and submitted to NYSERDA.

Task Six: Unified Development Ordinance Draft (95% Public Review Draft)

- Behan Planning and Design shall continue to advance and refine the code into a *95% Public Review Draft*. This draft shall include all elements and content anticipated to be in the final code. The Public Review Draft shall be submitted to the Staff Advisory Committee for consideration in advance of a review meeting, and submitted to NYSERDA.
- Behan Planning and Design shall present the 95% Public Review Draft at a regularly scheduled City

Council meeting to review the proposed changes and solicit community feedback. This meeting shall be advertised in advance with materials made available on the city web site so that interested members of the public can be informed, review the work and provide comment. All comments received during this period will be collected and documented as part of the work.

Task Seven: Final Unified Development Ordinance Draft (100%)

- Behan Planning and Design shall finalize the previous draft based on public comments and input from the Staff Advisory Committee, and prepare the final draft for adoption.

Task Eight: SEQR and Final Adoption

- Behan Planning and Design shall prepare a Long or Short Form Environmental Assessment Form to assess the proposed zoning changes, and will assist the city in preparation of related determination letters and resolutions necessary for City Council Adoption. The final code shall be printed and presented to the City Council.

**Schedule: 12 months**

**Total Lump Sum Fee: \$129,300**

The proposed scope provided above is a suggested approach based on conversations with your staff, however we would be willing to adjust the items to meet your specific needs after you have had time to discuss this proposal.

Additional services beyond those specified above would be available at an hourly rate. It is anticipated that we would coordinate with city planning staff for in-kind project support as needed. If you have any questions, please do not hesitate to call me. In advance, thank you for the opportunity to be of service.

Respectfully submitted,



Michael B. Allen

cc:

BA - INOW

CITY OF SARATOGA SPRINGS  
BUDGET AMENDMENT REQUEST

DEPARTMENT OF MAYOR

FOR THE CITY COUNCIL MEETING 8/18/2015

<u>REVENUE ORG/OBJECT</u>	<u>AMOUNT</u>	<u>EXPENDITURE ORG/PROJECT</u>	<u>AMOUNT</u>	<u>APPROPRIATION (Revised Budget)</u>
A111-43992 7	\$170,000.00	A3618684-54786 8	\$170,000.00	N/A
<b>TOTALS</b>	<b>\$170,000.00</b>		<b>\$170,000.00</b>	

Approved by

J. Ogden 8/13/15

*In accordance with section 4.4.12 of the City Charter and the City's transfer policy, transfer requests that exceed 10% of the amount of a budget line appropriation shall be accompanied by a written explanation. Please provide explanation on this form, or if necessary attach a separate sheet.*

**Explanation - Use additional sheets if necessary**

This budget amendment will bring the remaining \$170,000 from the the \$200,000 "Cleaner, Greener Communities Grant" from NYSERDA into the 2015 City Budget.

30K appropriated in 2015 Budget

New York State Energy Research and Development Authority  
("NYSERDA")

AGREEMENT

1. Agreement Number: 39520
2. Contractor: City of Saratoga Springs, NY
3. Project Director: Bradley Birge
4. Effective Date: August 13, 2014
5. Total Amount of Award: \$200,000
6. Project Period: August 13, 2014 - March 31, 2016
7. Commitment Terms and Conditions


This Agreement consists of this form plus the following documents:

- Exhibit A, Statement of Work;
- Exhibit B, General Contract Provisions, Terms and Conditions;
- Exhibit C, Standard Terms and Conditions;
- Exhibit D, Prompt Payment Policy Statement;
- Exhibit E, NYSERDA Report Content Guide 2014;
- Exhibit F, Performance Metrics.

8. ACCEPTANCE. THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNLESS EXECUTED BELOW BY NYSERDA.

CITY OF SARATOGA SPRINGS, NY

NEW YORK STATE ENERGY  
RESEARCH AND DEVELOPMENT  
AUTHORITY

By   
Name DANNE D. TEPSEN

By \_\_\_\_\_  
Jeffrey J. Pitkin  
Treasurer

Title MAYOR

STATE OF New York ) SS.:  
COUNTY OF SARATOGA

On the 12<sup>th</sup> day of SEPTEMBER in the year 2014, before me, the undersigned, a Notary Public in and for said State, personally appeared JAMIE D. YERSEN, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individuals(s), or the person upon behalf of which the individual(s) acted, executed the document.

ANTHONY J. IZZO  
Notary Public - State of New York  
No. 02124830454  
My Commission Expires 1-31-18

  
Notary Public