

OGDENSBURG BRIDGE AND PORT AUTHORITY
GUIDELINES FOR DEALING WITH TENANTS

NOVEMBER 2005

PHASE I – BUDGET ESTIMATE PHASE

1. When a tenant or prospective tenant requests leasehold improvements, the Authority's development official, along with the Facility Manager, shall meet with the client to fully discuss issues and associated Authority policies.
2. After this initial meeting, the Facility Manager will prepare a preliminary detailed estimate based upon proposed plans and specifications, which will be reviewed internally, by the Authority.
3. A second meeting shall be held with the client to discuss the preliminary detailed estimate in order to clarify and refine the requirements, as well as the costs.
4. The client will be required to accept in writing the improvement plan and specifications, along with the estimate and time schedule before any work starts. The approval will specifically state that "only the work noted in said drawings and specifications would be performed by the Authority." Any changes (additions or deletions) shall be done in writing through the use of a Change Order, and the cost or credit for same will be stated.
5. On leasehold improvements of \$7,500 or less, the estimate will be on a lump sum basis.
6. On leasehold improvements of \$7,500 or more, the estimate will be provided in detail per the attached Exhibit 1.

All improvements made to the building are considered a part of the permanent structure and thus become permanent property of the Ogdensburg Bridge and Port Authority. No improvement shall be removed by the tenant at any time.

7. In all cases, the client is to be actively involved in the estimate formulation phase.

PHASE II – PROJECT DEVELOPMENT/FUNDING PHASE

1. Verify with the Chief Financial Officer that funds are available to cover estimated costs.

2. Submit the Facility Manager's estimate to the Chief Financial Officer for review. The Chief Financial Officer will review calculations and add a Management/Administrative Fee. This fee is 10 percent of the total cost of renovations.
3. The final rate will be submitted to the appropriate development official to relay to the tenant.
4. If the project estimate is \$7,500 or lower, the tenant shall pay a one-time total payment. If the project estimate is over \$7,500, the Development Officer and Chief Financial Officer can negotiate a payment program with the tenant.

Should the Authority provide funds for tenant improvements, then the Authority's funds will be provided for a term not to exceed the term of the tenant lease and the interest rate will be at the normal commercial loan rate charged to a bank's prime customer.

Time allocation (term), along with interest rate, shall be evaluated separately for each project, depending on the value of the loan, the length of the lease, and sources of financing. This aspect may be renegotiated depending upon certain conditions.

5. The appropriate development official shall notify the tenant in writing as to the project cost estimate and conditions. The tenant will execute the necessary documents prior to leasehold improvements being made.
6. The Accounting Department will invoice accordingly.

PHASE III – PROCEDURES WHEN TENANTS CHANGE OR NEW TENANTS OCCUPY LEASEHOLDS

1. Joint inspection of leasehold before and after lease term with old and new tenants. Also, a joint inspection before and after leasehold improvements.
2. Joint inspection will also identify leasehold improvement requirements, if any (See Budget Estimate Phase). The responsibility for improvement will be split between the tenant and the landlord based upon the type of improvement. The Authority's costs must be recovered in lease rate.
3. All tenant inquiries for services shall be referred to:

Facility Manager

RESPONSIBILITIES

1. The Development Officer will be involved in all phases.

2. The Facility Manager will be responsible to develop an appropriate detailed estimate with supporting documentation.
3. The Chief Financial Officer will review the funding and Facility Management Fee calculation.
4. The Executive Director must sign off on all proposals before they are submitted to the prospective client.

In all situations, the key Authority employees involved will meet to discuss the project in detail, including any potential financial involvement directly made by the Authority.

5. The Code Enforcement Officer (CEO) shall issue construction permits for work undertaken by the Authority when applicable. The CEO shall also be responsible for providing for the review of requests for construction permits, for inspections during the process of construction, and for inspections in response to complaints regarding work which is subject to the Uniform Code.

PHASE IV – ASSIGNMENT OF LEASE/LEASE RENEWALS AND ASSOCIATED FOLLOW-UP PROCEDURES

1. On a monthly basis, the Confidential Secretary will distribute the Lease Expiration Date Master List. In addition, the Confidential Secretary will update and revise the Master List as leases are added, renewed, or removed. The critical function is to ensure that the monthly notification must include all lease renewals that have not been completed. Copies will be provided to the Executive Director and the Chief Financial Officer.

Overdue leases and 90-day notices will be identified and highlighted on a monthly Master List update.

2. Initial lease renewal activity should start 90 days in advance of the termination date.

PHASE V – MAINTENANCE INQUIRIES/COMPLAINTS

1. The Maintenance Inquiry/Complaint Form is to be completed and sent to the Director of Operations and/or Facility Manager for scheduling with a copy to the Account Clerk/Maintenance Clerk for recordkeeping.
2. Details will be provided by the Director of Operations and/or Facility Manager regarding cost, manpower, etc. to Account Clerk/Maintenance Clerk for input to report/recordkeeping.

3. Account Clerk/Maintenance Clerk will maintain appropriate records covering type of complaint, location, cost, and manhours expended. Periodically a recap report will be printed and distributed.
4. Account Clerk/Maintenance Clerk will review outstanding complaint forms on a weekly basis. Unfinished complaints will be brought to the attention of the Director of Operations and/or Facility Manager as a reminder to ensure all issues are addressed.

MAINTENANCE INQUIRY/COMPLAINT FORM

DATE: _____

TAKEN BY: _____

RECEIVED FROM: _____

TIME: _____

COMPANY: _____

GIVEN TO: _____

PROBLEM/COMPLAINT: _____

CORRECTIVE ACTION TAKEN: _____

OBPA (Name): _____

MANHOURS SPENT: _____

DATE: _____

MATERIALS \$ _____

OR

OUTSIDE VENDOR (Name): _____

COST \$ _____

COMMENTS: _____

Copy Distribution: White - Bill - BAB & Airport
Steve - Border Station & Industrial Park
Yellow - Kathy
Pink - File

OGDENSBURG BRIDGE AND PORT AUTHORITY

PROJECT COST CODES

PROJECT NAME _____

<i>PHASE I</i>	SHELL COSTS	Details/Specifics	Budget
CODE NO.	BASIC TRADES		
1000-010	Top Soil & Stripping		
1000-010A	Landscape Improvements		
1000-020	Parking Lots & Fine Grades		
1000-030	Excavation		
1000-040	Backfill		
1000-050	Foundation Concrete		
1000-060	Reinforcing		
1000-070	Insulation-Perimeter		
1000-080	Sanitary Sewer		
1000-090	Storm Sewer		
1000-100	Miscellaneous Metal		
1000-110	Doors/Windows/Screens		
1000-120	Hollow Metal & Hardware		
1000-130	Rough Carpentry		
1000-140	Painting		
1000-150	Miscellaneous Metal		

Subtotal - Basic Trades _____

SUBTRADES

2000-010	Foundation Masonry		
2000-020	Electrical Service		
2000-030	Water Service		
2000-040	Structural Steel		
2000-050	Roofing & Sheet Metal		
2000-060	Glass & Glazing		
2000-070	Overhead Doors		
2000-080	Masonry Above Grade		
2000-090	Insulation		
2000-100	Roof Drainage		
2000-110	Heating-Temporary		
2000-130	Contingency/Spec. Finishes		

Subtotal - Subtrades _____

GENERAL COSTS

3000-010	Telephone & Trailer		
3000-020	Design & Testing		
3000-030	Small Tools		
3000-040	Rough Hardware		
3000-050	Purchasing/Project Mgmt.		
3000-060	Temporary Services		
3000-090	Support Svcs./Acct.		

Subtotal - General Costs _____

**PHASE II FINISHES
ALTERNATES**

4000-010	Floor		
4000-020	Exterior Walls		
4000-030	Interior Walls		
4000-040	Ceilings		
4000-050	Painting		
4000-060	Loading Docks/Stairs/etc.		
4000-070	Carpentry		
4000-080	Tile Floors/Carpets		
4000-090	Ceramic Tile/Marlite		
4000-100	Plumbing		
4000-110	Electrical		
4000-120	Air Conditioning/Heating		
4000-130	Sprinkler		
4000-140	Clean-up		
4000-150	Admin./Architectural		

Subtotal - Alternates _____

PROJECT TOTAL: _____