

CITY OF OGDENSBURG, NEW YORK  
OFFICE OF THE CITY MANAGER



CITY HALL • 330 FORD STREET • OGDENSBURG, NY 13669

January 30, 2026

Via Email: [phyde@nycourts.gov](mailto:phyde@nycourts.gov); [jmann@nycourts.gov](mailto:jmann@nycourts.gov); [kmfitzsi@nycourts.gov](mailto:kmfitzsi@nycourts.gov)

Panagiota Hyde  
Capital Planning Attorney  
Office of Court Administration  
New York State Unified Court System

**Re: Ogdensburg City Court — Capital Plan Amendment Submission (UCS Capital Plan Format)**

Dear Ms. Hyde:

As City Manager and chief executive of the City of Ogdensburg, I hereby submit the City's Capital Plan Amendment for the Ogdensburg City Court in accordance with the UCS Capital Plan Format: Items to be Included in Capital Plans and Amendments to Capital Plans. This submission is provided within the extended timeline granted in your correspondence dated October 21, 2025.

**1) Facility Description**

The facility addressed in this amendment is Ogdensburg City Hall, a City-owned municipal building located at 330 Ford Street, Ogdensburg, New York, which houses the Ogdensburg City Court and its supporting spaces.

**2) Type of Project**

This amendment identifies two capital improvement items affecting court operations:

- Window Replacement Project — building-envelope/energy-efficiency renovation (2027).
- Heating & Cooling (HVAC) Upgrade — mechanical system replacement/renewal (2028).

**3) Stated Need for the Project**

Windows (2027): Replacement is required to address deteriorated and inefficient windows affecting building performance and comfort in court-occupied areas. The attached contractor proposal documents the window replacement scope and cost.

Heating/Cooling (2028): HVAC replacement is required to maintain reliable environmental conditions for court operations, staff, and the public. The City's planning-level estimate for HVAC is \$65,000.

**4) Details Regarding the Project(s)**

a. Project Overview

i. Size of project: Window replacement includes 28 total windows throughout City Hall (including court-occupied areas). HVAC work will replace/upgrade the heating and cooling system serving court-occupied spaces.

ii. Method of possession or control: City Hall is City-owned and operated by the City of Ogdensburg.

iii. Building and project features: Work will be performed within existing openings and existing mechanical spaces; no footprint expansion is proposed.

b. Procurement Plan/Schedule

The City will procure these projects in accordance with the City's procurement guidelines and applicable law. Specific procurement milestones (solicitation release, due dates, and award dates) will be established during each project year and provided as they are set.

c. Construction Schedule

Windows: Anticipated construction in 2027. HVAC: Anticipated construction in 2028. The City will coordinate schedules to minimize disruption to court operations.

d. Financing

i. Cost estimate and basis: Window project cost is \$240,500 based on the attached contractor proposal dated January 12, 2026. HVAC is estimated at \$65,000.

ii. Method of financing: The City anticipates utilizing municipal capital funding and, as applicable, reimbursement eligible under Article 7-B of the New York State Judiciary Law. Any required authorizations (e.g., Council resolution or bond authorization) will be obtained in the applicable fiscal year(s).

e. Drawing/Design Renderings

The projects are defined as replacements in existing building systems/openings. Design drawings, if required for procurement, will be developed and provided at the appropriate stage.

f. Site Plan Identification

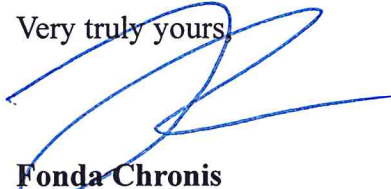
Not applicable; the work is within the existing City-owned facility.

g. Compliance with Applicable Laws

The City will ensure compliance with applicable building codes, ADA requirements, environmental laws and regulations, Court Facility Guidelines (22 NYCRR Part 34), UCS and local security requirements, and OCA technology requirements (as applicable to scope).

Thank you for your attention to this matter. Please let me know if any additional information is required.

Very truly yours,



**Fonda Chronis**  
City Manager  
City of Ogdensburg

cc: Joanne Mann, District Executive  
Kelly Fitzsimmons, Deputy District Executive  
Mindy Jeng, Esq.