

CITY OF WATERTOWN, NEW YORK

AGENDA

Monday, August 7, 2023

7:00 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, August 7, 2023, 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

RESOLUTIONS

- | | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------|
| Resolution No. 1 - | Re-Appointing Ann M. Saunders as a Marriage Officer for the City of Watertown |
| Resolution No. 2 - | Readopting Fiscal Year 2022-23 General Fund and Library Fund Budgets – Window Replacement Project |
| Resolution No. 3 - | Readopting Fiscal Year 2022-23 Sewer Fund Budget – Lift Station Emergency Generators |
| Resolution No. 4 - | Accepting Bid for Lift Stations Standby Generator Installation Project Phase 1 - Northern Pioneer Contractors, Inc. |
| Resolution No. 5 - | Accepting Bid for Arsenal Street Parking Lot Pavement Rehabilitation Project - Ruston Paving Co., Inc. |
| Resolution No. 6 - | Approving Agreement for Public Benefit Services Between the City of Watertown and the Thompson Park Conservancy, Inc. |
| Resolution No. 7 - | Readopting Fiscal Year 2023-24 General Fund Budget and Approving Police Department Overhires |

- Resolution No. 8 - Accepting a Grant from the New York State Division of Criminal Justice Services for a Gun Involved Violence Elimination Initiative
- Resolution No. 9 - Readopting Fiscal Year 2023-24 General Fund Budget – New York State Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Initiative Grant
- Resolution No. 10 - Readopting Fiscal Year 2023-24 General Fund Budget – New York State Division of Criminal Justice Services Hot Spot Policing Grant
- Resolution No. 11 - Accepting Change Order No. 2 with CCI Companies, Inc for the Watertown Streetscape Design Improvements Project
- Resolution No. 12 - Approving the Funding Approval/Agreement for the Program Year 2023 Community Development Block Grant Program
- Resolution No. 13 - Approving School Resource Officer Agreement with Watertown City School District
- Resolution No. 14 - Accepting a Grant from the Federal Emergency Management Agency’s FY 2022 Assistance to Firefighters Grant Program
- Resolution No. 15 - Readopting Fiscal Year 2023-24 General Fund Budget – FEMA’s FY 2022 Assistance to Firefighters Grant Award
- Resolution No. 16 - Readopting Fiscal Years 2023-24 through 2027-28 Capital Budget and Fiscal Year 2023-24 General Fund Budget – Thompson Park Bandstand Roof
- Resolution No. 17 - Approving the Professional Services Agreement with Kerestes-Martin Associates Inc (KMA Design) for the Downtown Branding, Wayfinding, and Signage Project

ORDINANCES

- Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

LOCAL LAW

OLD BUSINESS

- Tabled - Resolution Approving Amendment Number 3 to the Agreement with Barton & Loguidice, D.P.C. For the Downtown Revitalization Initiative Streetscape Project
- Laid Over Under the Rules - Ordinance Amending Chapter 216: Parks, Playgrounds, and Recreational Areas of the City Code – Revising Thompson Park Hours

STAFF REPORTS

1. Sales Tax Revenue – June 2023
2. Sale of Surplus Hydro-electricity – June 2023
3. Report on Boards and Commissions
4. Property Purchase Offer – 610 Pine Street
5. Initiating the coordinated SEQR review process between the City Council and City Planning Commission for the RESTORE NY project at 75-79 Public Square

NEW BUSINESS

EXECUTIVE SESSION

1. To Discuss Proposed, Pending, or Current Litigation
2. To Discuss the Proposed Acquisition, Sale, or Lease of Real Property
3. To Discuss the Employment History of Particular Persons or Corporations

WORK SESSION

Next Work Session is scheduled for Monday, August 14, 2023, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, AUGUST 21, 2023.

Res No.1

August 1, 2023

To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Reappointment of Marriage Officer, Ann M. Saunders

The attached resolution has been prepared for Council's consideration to reappoint City Clerk Ann M. Saunders as a Marriage Officer for the City of Watertown. The term of this reappointment is four (4) years, commencing September 1, 2023 and expiring August 31, 2027.

RESOLUTION

Page 1 of 1

Re-Appointing Ann M. Saunders as a
Marriage Officer for the City of Watertown

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V. C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS Section 11-C(1) of the New York State Domestic Relations Law permits the City Council of the City of Watertown to appoint one or more Marriage Officers who shall have the authority to solemnize marriages within the City, and

WHEREAS the City Council of the City of Watertown adopted Local Law No. 2 of 2002, establishing the position of City Marriage Officer under Section 45-11.3 of the City Code of the City of Watertown, and

WHEREAS Ann M. Saunders is over the age of 18 and is a resident of the City of Watertown, as required by Section 11-C(2) of the New York State Domestic Relations Law,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that Ann M. Saunders shall be re-appointed as a Marriage Officer for the City of Watertown with the duties established by Section 45-11.3 of the City Code of the City of Watertown and by Article 3 of the New York State Domestic Relations Law for a term of four (4) years commencing September 1, 2023 and expiring August 31, 2027.

Seconded by _____

Res No 2

July 18, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2022-23 General Fund and Library Fund Budgets
– Window Replacement Project

Included in the Fiscal Year 2022-23 Capital Budget was a project to replace windows at the Flower Memorial Library at an estimated cost of \$174,000 which was to be funded by a grant (\$120,060) and a transfer from the Library Fund (\$53,940).

On July 17, 2023 City Council awarded the contract to complete the project to Zerodraft of CNY, Inc. in the amount of \$197,500 creating a budget shortfall of \$23,500.

A resolution has been prepared to re-adopt the Fiscal Year 2022-23 General Fund and Library Fund Budgets to cover the shortfall with an appropriation of fund balance from the General Fund.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2022-23 General
Fund and Library Fund Budgets – Window
Replacement Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 6, 2022 the City Council passed a resolution adopting the Budget for Fiscal Year 2022-23, of which \$57,731,644 was appropriated for the General Fund and \$1,612,991 was appropriated for the Library Fund, and

WHEREAS the adopted Fiscal Year 2022-23 Library Fund budget appropriated as a transfer to the Capital Project Fund \$53,940 for the City share of a window replacement project and,

WHEREAS on July 17, 2023 the City awarded a contract in the amount of \$197,500 to Zerodraft of CNY, Inc. to complete the project which created a budgetary shortfall of \$23,500,

NOW BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund and Library Fund Budgets for Fiscal Year 2022-23 and makes the following adjustments in the re-adopted General Fund and Library Fund Budgets:

GENERAL FUND

Appropriated Fund Balance:

A.0000.0909	Fund Balance	<u>\$ 23,500</u>
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Expenditures:

A.9512.0900	Transfer to Library Fund	<u>\$ 23,500</u>
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LIBRARY FUND

Appropriated Fund Balance:

L.0000.5031	Interfund Transfer	<u>\$ 23,500</u>
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Expenditures:

L.9950.0900	Transfer to Capital Projects Fund	<u>\$ 23,500</u>
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Seconded by _____

Res. No. 3

July 19, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2022-23 Sewer Fund Budget – Lift Station
Emergency Generators

Included in the Fiscal Year 2022-23 Sewer Fund Budget was a project to install lift station emergency generators at an estimated cost of \$150,000.

The sole bid for the project was received from Northern Pioneer Contractors, Inc. in the amount of \$175,680 creating a budget shortfall of \$25,680.

A resolution has been prepared to re-adopt the Fiscal Year 2022-23 Sewer Fund Budget to cover the shortfall with an appropriation of fund balance from the Sewer Fund.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2022-23 Sewer
Fund Budget – Lift Station Emergency
Generators

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 6, 2022 the City Council passed a resolution adopting the Budget for Fiscal Year 2022-23, of which \$7,622,275 was appropriated for the Sewer Fund, and

WHEREAS the adopted Fiscal Year 2022-23 Sewer Fund budget appropriated \$150,000 for the installation of lift station emergency generators and,

WHEREAS the City received a bid to complete the project in the amount of \$175,680 from Northern Pioneer Contractors, Inc. which creates a budgetary shortfall of \$25,680 and,

NOW BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the Sewer Fund Budget for Fiscal Year 2022-23 and makes the following adjustments in the re-adopted Sewer Fund Budget:

SEWER FUND

Appropriated Fund Balance:

G.0000.0909	Fund Balance	<u>\$ 25,680</u>
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Expenditures:

G.8130.0250	Sewage Treatment and Disposal – Other Equipment	\$(150,000)
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G.9950.0900	Transfer to Capital Projects Fund	<u>\$ 175,680</u>
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		<u>\$ 25,680</u>
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Seconded by _____

Res No. 4

July 19, 2023

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Bid #2023-23 Lift Stations Standby Generator Installation Project Phase 1
Letter of Recommendation

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Lift Stations Standby Generator Installation Project Phase 1, per City specifications and publicly opened and read the sealed bids on June 20, 2023, at 10:00 a.m. EST. Invitation to bids were provided to seven (7) plan houses and fifty-five (55) potential vendors.

The Purchasing Department received one (1) sealed bid submittal and the bid tabulation is shown below:

Vendor Name, Address and Point of Contact	Northern Pioneer Contractors, Inc.
	Glenfield, NY 13343
Total Base Bid	\$175,680.00

The Purchasing Manager and Engineering and Water Departments reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Lift Stations Standby Generator Installation Project Phase 1 to Northern Pioneer Contractors, Inc. as the lowest responsive responsible bidder at a total price of **\$175,680.00**.

The Lift Stations Standby Generator Installation Project Phase 1 is funded by the Sewer Fund budget as adopted in the Fiscal Year 2022-2023 Budget and re-adopting the Fiscal Year 2022-23 Sewer Fund budget to cover the shortfall.

If there are any questions concerning this recommendation, please contact me at your convenience.

RESOLUTION

Page 1 of 1

Accepting Bid for Lift Stations Standby
Generator Installation Project Phase 1 -
Northern Pioneer Contractors, Inc.

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to replace emergency generators at (3) three lift stations located on Gaffney Drive, Cedar Street, and Lachenauer Drive to minimize the amount of sewage back up in the event of a loss of National Grid power, and

WHEREAS the Purchasing Department advertised and received one (1) sealed bid for the Lift Stations Standby Generator Installation Project Phase 1, and

WHEREAS on June 20, 2023, at 10:00 a.m. the bids received were publicly opened and read, and


WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Engineering and Water Departments and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Northern Pioneer Contractors, Inc., and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from Northern Pioneer Contractors, Inc. in the amount of \$175,680.00, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown 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				
		245 WASHINGTON STREET				
		WATERTOWN, NEW YORK 13601-3380				
		Project:	Lift Stations Standby Generator Installation Project - Phase 1			
		Bid / RFP Number:	Bid #2023-23			
		Opening Date:	Tuesday June 20, 2023 @ 10:00 AM			
		<i>The following results are bids as presented at the bid opening and do not represent an award.</i>				
Vendor Name, Address and Point of Contact		Northern Pioneer				
		Contractors, Inc.				
		Glenfield, NY 13343				
Total Base Bid		\$175,680.00				

G8130 – Sewage Treatment Plant and Disposal

Fiscal Year 2022-23
Equipment

Emergency Generators at Lift Stations (3) \$150,000

The emergency generators would be installed with an emergency transfer to minimize the amount of sewage back up in the event of a loss of National Grid power.



Res No. 5

July 21, 2023

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Bid #2023-25 Arsenal St. Parking Lot Pavement Rehabilitation Project
Letter of Recommendation

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Arsenal St. Parking Lot Pavement Rehabilitation Project, per City specifications and publicly opened and read the sealed bids on July 20, 2023, at 11:00 a.m. EST. Invitation to bids were provided to seven (7) plan houses and fifty-five (55) potential vendors.

The Purchasing Department received two (2) sealed bid submittal and the bid tabulation are shown below:

Ruston Paving Co., Inc	Powis Contracting
21101 NY Rt 12F, Suite 4	9421 Number Three Rd
Watertown, NY 13601	Copenhagen, NY 13626
Matthew Stokes	Hollie Powis
matt.stokes@rustonpaving.com	powiscontracting1@gmail.com
\$124,400.00	\$186,963.00

The Purchasing Manager and Public Works Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Arsenal St. Parking Lot Pavement Rehabilitation Project to Ruston Paving Co., Inc. as the lowest responsive responsible bidder at a total price of **\$124,400.00**.

The Arsenal St. Parking Lot Pavement Rehabilitation Project, as adopted in the Fiscal Year 2022-23 Capital Budget, will be funded using funds from the American Rescue Plan Act of 2021.

If there are any questions concerning this recommendation, please contact me at your convenience.

RESOLUTION

Page 1 of 1

Accepting Bid for Arsenal Street Parking
Lot Pavement Rehabilitation Project -
Ruston Paving Co., Inc.

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to rehabilitate the parking lot located on Arsenal Street adjacent to the new YMCA Aquatics Center to include milling, structure repair as needed, and re-striping of the parking spaces, and

WHEREAS the Purchasing Department advertised and received two (2) sealed bids for the Arsenal Street Parking Lot Pavement Rehabilitation Project, and

WHEREAS on July 20, 2023, 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 Public Works Department and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Ruston Paving Co., Inc., and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from Ruston Paving Co., Inc. in the amount of \$124,400.00, and

BE IT FURTHER RESOLVED that the City Manager of the City of Watertown 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

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

ARSENAL STREET PARKING LOT PAVEMENT REHABILITATION PROJECT

Bid / RFP Number:

Bid #2023-25

Opening Date:

Thursday July 20, 2023 @ 11:00 AM

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

Vendor Name, Address and Point of Contact

Ruston Paving Co., Inc

Powis Contracting

21101 NY Rt 12F, Suite 4

9421 Number Three Rd

Watertown, NY 13601

Copenhagen, NY 13626

Matthew Stokes

Hollie Powis

matt.stokes@rustonpaving.com

powiscontracting1@gmail.com

Total Base Bid

\$124,400.00

\$186,963.00

Addendum Acknowledgement (if any)

n/a

n/a

Bid Bond or Check (B / C)

B

C #3101397

Non-Collusive Bidding Certificate

Y

Y

Certificate of Compliance with the Iran Divestment Act

Y

Y

Sexual Harassment Form


Y

Y

SAM's & NYS Debarred

FISCAL YEAR 2022-2023
CAPITAL BUDGET
FACILITY IMPROVEMENTS
PARKING LOTS

*in 6/23
to process
bid*

PROJECT DESCRIPTION	COST
<p>Arsenal Street Parking Lot Milling, Structure Repair and Paving</p> <p>This request is for the rehabilitation of the Arsenal Street parking lot adjacent to the proposed YMCA Aquatics Center. This project will be scheduled to follow immediately after construction of the proposed building expansion associated with the YMCA's project. Approximately 2" of the parking lot asphalt will be removed and replaced with new asphalt. The existing drainage structures will be repaired as needed. The project will also include re-striping of the parking spaces.</p>  <p>Funding to support this project will be from the American Rescue Plan Act of 2021.</p>	<p>\$175,000</p>
TOTAL	\$175,000

Res No. 6

July 28, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Agreement for Public Benefit Services Between the City of Watertown and the Thompson Park Conservancy, Inc.

The City Council appropriated \$100,000 in the Fiscal Year 2022-23 Budget for Thompson Park Conservancy, Inc. to assist with the operation of the Zoo at Thompson Park.

In order to transfer the funds to the Conservancy, an Agreement for Public Benefit Services has been prepared. A copy of the agreement is attached for your review.

A Resolution approving the Agreement for Public Benefit Services between the City of Watertown and the Thompson Park Conservancy, Inc. has also been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement for Public Benefit Services
Between the City of Watertown and the
Thompson Park Conservancy, Inc.

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the Lessor, City of Watertown, owns the facility known as Thompson Park, located in the City of Watertown, County of Jefferson, State of New York, and

WHEREAS the Lessor has entered into an Agreement with the Tenant, Thompson Park Conservancy, Inc., to lease certain premises located at the Park for the operation of the “Thompson Park Zoo”, and

WHEREAS the City of Watertown has provided both financial and in-kind services in support of the Thompson Park Conservancy, and

WHEREAS the City Council has determined that it is in the best interest of the taxpayers of the City of Watertown to provide direct support to the Thompson Park Conservancy to assist with operations as detailed in the attached Agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Public Benefit Services Between the City of Watertown and the Thompson Park Conservancy, Inc., 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 execute this Agreement on behalf of the City of Watertown.

Seconded by _____

AGREEMENT FOR PUBLIC BENEFIT SERVICES

BETWEEN

CITY OF WATERTOWN, NEW YORK

and

THOMPSON PARK CONSERVANCY, INC.

This Agreement made this ____ day of July, 2023, by and between the City of Watertown, New York (the “City”) and Thompson Park Conservancy, Inc. (“the Conservancy”).

PREAMBLE

WHEREAS the City owns a public park known as John C. Thompson Park located in the City of Watertown; and

WHEREAS the Conservancy currently leases certain premises located in Thompson Park for its operation of “Zoo New York,” pursuant to a lease agreement between the parties effective July 1, 2020; and

WHEREAS the City provides both financial and in-kind services in support of the Conservancy’s operations including, but not limited to, leasehold concessions which benefit City-owned buildings within the leased premises and maintenance of those buildings as being City property; and maintenance of grounds which the City would otherwise maintain but for the Conservancy’s Lease; and

WHEREAS the Conservancy has evidenced a long-standing commitment to the promotion of education, amusement, and recreation of the citizens of the City and has many programs dedicated to the overall public good; and

WHEREAS the work of the Conservancy serves the public and/or municipal purposes set forth at Sections 20 and 21 of the New York General City Law, and, thereby, promotes the general welfare of the citizens of the City; and

WHEREAS the City desires to enter into an agreement with the Conservancy to provide those services which fall within the ambit of General City Law Sections 20 and 21 in furtherance of the City’s “public or municipal purposes;”

NOW, THEREFORE, the parties, in consideration of the mutual covenants and agreements contained herein, hereby mutually agree as follows:

AGREEMENT

Article I DESCRIPTION OF SERVICES. The Conservancy will continue to provide services which advance the public or municipal purposes of promoting education, amusement and recreation for the citizens of the City. Those services include the maintenance of equipment which promotes the health of the animals in the zoo; the recruiting of volunteers for guiding tours and public education; the maintenance of specific exhibits which enlighten the public and promote the public's amusement and recreation, all of which are deserving of public support to the end of assisting the City in meeting its responsibilities and authority under Sections 20 and 21 of the General City Law. The services also include repair and maintenance of structures included within the lease and publicity expenses authorized by Section 13 of the General City Law.

Article II ELIGIBLE ACTIVITIES. Eligible activities of the Conservancy which shall be considered by the City as promoting a public purpose involve the following:

- a. Public education services;
- b. Recruiting and training of volunteers;
- c. Operating expenses of zookeepers' space and equipment;
- d. Educational support for animal handlers and safety training for zoo staff;
- e. Maintenance of particular animal holding areas such that the animals will be contained in a safe and comfortable environment;
- f. The provision of electrical power and water to various exhibits and holding areas of the zoo;
- g. Repair and maintenance of structures; and
- h. Promotion and marketing services.

Article III INELIGIBLE ACTIVITIES. Activities of the Thompson Park Conservancy which shall be ineligible include, but are not limited to, animal acquisition, animal feeding, insurance, interest, purchases of equipment which is not directly related to the care of animals or the education of the public, or program activities solely directed toward or restricted to organizational membership or fundraising.

Article IV TERM OF THIS AGREEMENT. The term of this Agreement shall be from July 1, 2023 through June 30, 2024.

Article V MANNER OF PAYMENT.

- a. The City agrees to provide One-Hundred Thousand Dollars (\$100,000.00) to the Thompson Park Conservancy for the term specified above.
- b. Payment shall be made by the City Comptroller. The annual payment will be made on or after July 1, 2023. Payment will only be made upon the City's receipt of a fully executed copy of this Agreement and an invoice requesting the funds.

Article VI PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated herein. Performance of the terms and conditions of this Agreement shall be subject to, and in conformance with, all applicable laws.

Article VII ANNUAL REPORT. The Conservancy will provide the City of Watertown with a copy of its annual audited financial report. If not included in the annual financial report, an additional report shall be submitted which details the services provided by the Conservancy pursuant to this Agreement, inclusive of a detail of expenditures made for eligible activities, to the citizens of Watertown.

Article VIII TERMINATION OF AGREEMENT. This Agreement may be terminated by either party, at any time, by the delivery to the other party of a written notice of termination of the Agreement, stating in good faith and for good and valid reasons why such party is unable to comply with and carry out the terms and substantive obligations of the Agreement in a meaningful manner. In the event of such termination, the City and the Conservancy shall perform such services and pay such monies as are necessary to carry out their respective obligations under the Agreement up to the date of termination of the Agreement. Any notice shall be delivered in person or by first class mail, return receipt requested, as the address of such party as hereinafter set out.

Article IX EXTENT OF AGREEMENT. This Agreement represents the entire Agreement between the City and the Conservancy. This Agreement may be amended only by written instrument signed by both parties and such amendment shall be attached to this Agreement.

Article X NOTICES. All notices required to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date mailed, if sent by certified mail, return receipt requested or delivered in person to:

CITY:

City Manager
City of Watertown
245 Washington Street
Suite 302
Watertown, New York 13601

THOMPSON PARK CONSERVANCY, INC.:

Executive Director
Thompson Park Conservancy, Inc.
1 Thompson Park
Watertown, New York 13601

A party may change the address to which notices are to be sent by written notice actually received by the other party.

IN WITNESS WHEREOF, the City of Watertown and Thompson Park Conservancy, Inc. have caused this Agreement to be executed by authorized agents to be effective as of the date heretofore written.

City of Watertown

Thompson Park Conservancy, Inc.

By: Kenneth A. Mix, City Manager

By: Lawrence J. Sorel, Executive Director/CEO

Res No. 7

July 26, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2023-24 General Fund Budget – Police Department Overhires

Chief Donoghue has become aware of three pending retirements in the Police Department. The three retirements are expected to occur between June 2024 and October 2024. He has requested that City Council authorize the hiring of three additional individuals to start in the September 2023 police academy. The recruits will conclude their field training approximately next July just as the pending retirements will commence.

The attached resolution re-adopts the Fiscal Year 2023-24 General Fund Budget to temporarily increase the number of sworn Police officer positions to seventy-five.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2023-24 General
Fund Budget and Approving Police
Department Overhires

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 5, 2023 the City Council passed a resolution adopting the Budget for Fiscal Year 2023-24, of which \$54,436,090 was appropriated for the General Fund and,

WHEREAS the City of Watertown Police Department is presently operating under its FY 2023-24 Budget of sworn 72 police personnel, and

WHEREAS there are three pending retirements expected between June 2024 and October 2024, and

WHEREAS the Police Training Academy will commence in September 2023 and field training will conclude approximately in July 2024,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves hiring three additional police cadets at this time, bringing the total Police Department personnel temporarily to three over the current budget of 72, and

BE IT FURTHER RESOLVED that the Chief of Police is hereby authorized and directed to proceed with the requested overhires to enter the September 2023 Police Training Academy, and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2023-24 and makes the following adjustments in the re-adopted General Fund Budget:

GENERAL FUND

Appropriated Fund Balance	<u>\$ 231,000</u>
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Expenditures:

A.3120.0130	Police – Wages	\$ 136,000
A.3120.0460	Police – Materials and Supplies	10,000
A.3120.0820	Police - Retirement	\$ 29,000
A.3120.0830	Police – Social Security	\$ 11,000
A.3120 0850	Police – Health Insurance	<u>\$ 45,000</u>
Total Expenditures		<u>\$ 231,000</u>

Seconded by _____

Res No. 8

July 27, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Accepting a Grant from the New York State Division of Criminal Justice Services to Fund a Gun Involved Violence Elimination (GIVE) Initiative

The City of Watertown was awarded a \$150,000 grant from the New York State Division of Criminal Justice Services to fund a Gun Involved Violence Elimination (GIVE) Initiative. The grant is a critical component of the State's violence prevention and reduction strategy.

The grant will support costs for the Police Department overtime for hot-spot policing details, pole cameras, travel and training, and guest speakers.

In order to accept this grant, the Mayor must sign the Grant Award Notice. A copy of the Grant Award Notice is attached for your review.

A resolution for the City Council to accept the grant and authorize the Mayor to sign the award notice has also been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting a Grant from the New York State
Division of Criminal Justice Services for a
Gun Involved Violence Elimination Initiative

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS, the New York State Division of Criminal Justice Services has offered a grant of \$150,000 to the City of Watertown to support the Gun Involved Violence Elimination (GIVE) initiative; and

WHEREAS, the GIVE initiative is a critical component of the State's violence prevention and reduction strategy, and

WHEREAS the grant will support costs for the Police Department overtime for hot-spot policing details, pole cameras, travel and training, and guest speakers,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby accepts the grant of \$150,000 from the New York State Division of Criminal Justice Services for the Gun Involved Violence Elimination (GUN) Initiative; and

BE IT FURTHER RESOLVED that the Mayor of the City of Watertown is hereby authorized and directed to sign the award notice, thereby formalizing the acceptance of this grant.

Seconded by _____

Res No. 9

July 27, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2023-24 General Fund Budget - New York State Division of Criminal Justice Services Gun Involved Violence Elimination Initiative Grant

The City of Watertown was awarded a \$150,000 grant from the New York State Division of Criminal Justice Services to fund a Gun Involved Violence Elimination (GIVE) Initiative. The grant is a critical component of the State's violence prevention and reduction strategy.

If the grant was accepted City Council should re-adopt the Fiscal Year 2023-24 General Fund Budget to add the related revenue and expenditures.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2023-24 General
Fund Budget – New York State Division of
Criminal Justice Services Gun Involved
Violence Elimination (GIVE) Initiative grant

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 5, 2023 the City Council passed a resolution adopting the Budget for Fiscal Year 2023-24, of which \$54,436,090 was appropriated for the General Fund, and

WHEREAS on August 7, 2023 City Council was presented with a resolution to accept a grant in the amount of \$150,000 from the New York State Division of Criminal Justice Services to support a Gun Involved Violence Elimination (GIVE) initiative,

NOW THEREFORE BE IT RESOLVED that if the City Council of the City of Watertown accepted the New York State Division of Criminal Justice Services Gun Involved Violence Elimination (GIVE) Initiative grant in the amount of \$150,000 it hereby re-adopts the General Fund Budget for Fiscal Year 2023-24 to increase the revenue and expenditure estimates related to the grant and includes the following adjustments in the re-adopted Fiscal Year 2023-24 General Fund Budget:

Revenues

A.0000.3389	State Aid, Public Safety	<u>\$ 150,000</u>
Total Revenues		<u>\$ 150,000</u>

Expenditures

A.3120.0150	Police – Overtime	\$ 65,000
A.3120.0430	Police – Contracted Services	\$ 5,000
A.3120.0450	Police – Training	\$ 5,000
A.3120.0465	Police – Minor Equipment	<u>\$ 75,000</u>
Total Expenditures		<u>\$ 150,000</u>

Seconded by _____

Res No. 10

July 27, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2023-24 General Fund Budget – NYS Division of Criminal Justice Services Grant to Fund Radios Used in Hot Spot Policing Grant

On July 17, 2023 the City Council accepted a \$50,000 grant from the New York State Division of Criminal Justice Services. This grant is intended to fund radios to support "hot spot" policing.

A resolution has been prepared to re-adopt the Fiscal Year 2023-24 General Fund to add the grant revenue and expenses.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2023-24 General
Fund Budget – New York State Division of
Criminal Justice Services Hot Spot Policing
Grant

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 5, 2023 the City Council passed a resolution adopting the Budget for Fiscal Year 2023-24, of which \$54,436,090 was appropriated for the General Fund and,

WHEREAS on July 17, 2023 the City Council accepted the Hot Spot Policing grant in the amount of \$50,000 offered by the New York State Division of Criminal Justice Services for radios utilized in "hot spot" patrols, enhancing the City's ability to ensure public safety and respond promptly and effectively to criminal activities,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2023-24 to increase the revenue and expenditure estimates related to accepting the New York State Division of Criminal Justice Services Hot Spot Policing grant in the amount of \$50,000 and makes the following adjustments the re-adopted Fiscal Year 2023-24 General Fund Budget:

RevenuesA.0000.4389 Federal Aid, Public Safety \$ 50,000Total Revenues \$ 50,000ExpendituresA.3120.0465 Police – Minor Equipment \$ 50,000Total Expenditures \$ 50,000***Seconded by*** _____

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Accepting Change Order No.2 with CCI Companies, Inc. for the Watertown Streetscape Design Improvements Project

At the June 6, 2022, meeting, City Council approved the bid for the Watertown Streetscape Design Improvements Project to CCI Companies, Inc. in the amount of \$3,647,704.75. Change Order No. 1 added \$20,612.42 to that.

CCI Companies, Inc. has now submitted Change Order No. 2 in the amount of \$111,959.49 more due to an increase in the scope of work for the project, bringing the construction cost to \$3,780,276.66.

Superintendent of Public Works Patrick Keenan has requested that the scope of the paving for the project on Court Street be expanded. The original scope called for the new pavement overlay to end at Arch Street. The proposed change would allow for additional paving on Court Street from Arch Street to Massey Street North, filling a gap between the Streetscape Project and the Massey Street paving project. The additional paving will cost \$46,968.82 and will be paid for using funds from the Consolidated Local Street and Highway Improvement Program (CHIPS).

The change order will also cover the cost for substituting a more durable material for the stamped asphalt originally specified in the crosswalk areas on Washington St. Not only will the material be more durable, but it can also be installed in a manner that will be less disruptive to traffic and will avoid prolonged detours and traffic delays. It should be noted that while the change for this product is listed as \$64,990.67 in the attached documents, the City will receive a corresponding credit of \$47,687 for not using the originally specified material, which will be reflected in the final billing for the project. This means that the change will be a net increase of \$17,303.67. This amount will be paid for using ARPA funds.

A resolution approving this change order has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Change Order No. 2 with
CCI Companies, Inc. for the
Watertown Streetscape Design
Improvements Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total.....

YEA	NAY

Introduced by _____

WHEREAS the City Council awarded the contract for the Watertown Streetscape Design Improvements Project to CCI Companies, Inc. on June 6, 2023 for \$3,647,704.75, and

WHEREAS Change Order No. 1 to the contract was accepted on June 5, 2023 for \$20,612.42, and

WHEREAS the City Engineering Department has received Change Order No. 2 for \$111,959.49, which will bring the contract total to \$3,780,276.66 and

WHEREAS City Engineer, Michael Delaney reviewed the Project Change Order and it is his recommendation that the City Council accept the Change order submitted by CCI Companies, Inc.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts Change Order No. 2 in the amount of \$111,959.49, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign Change Order No. 2 on behalf of the City.

Seconded by _____



COMPANIES, INC.

PO BOX 186
CANASTOTA, NY 13032
(315) 697-2547

July 28, 2023

Barton and Loguidice
City of Watertown

Attn: Mr. Alex Kerr, Managing Engineer (akerr@bartonandloguidice.com)

Mr. Michael Delaney, City Engineer (mdelaney@watertown-ny.gov)

Re: CO #2

Dear Alex / Mike,

CCI Companies, Inc. agrees to perform the additional milling and paving per change order number 2 for the following prices.

- Milling – Item 490.10: 1,516 SY @ \$4.25 = \$6,443
- Tack coat – Item 407.0102: 136 Gal @ \$1 = \$136
- Top course asphalt – Item 402.098304: 164 T @ \$170 = \$27,880
- Agreed Price for Misc Milling – (see attached) = \$11,209.82
- Driveway paving 608.020102 – 5 ton @ \$260/ton = \$1300

For a total change order cost of **\$46,968.82**

Yours sincerely,

CCI Companies, Inc.
Marcus Moser, Project Manager

Cc: Doug Fusillo, President, CCI Companies, Inc. (DFusillo@ccicompanies.com)
Wally Denslow, Superintendent, CCI Companies, Inc. (WDenslow@ccicompanies.com)
Seth Bailey, Civil Engineer 1, City of Watertown (sbailey@watertown-ny.gov)
Fred Damon, Civil Engineer 1, City of Watertown (fdamon@watertown-ny.gov)
Geoffrey Urda, Planner, City of Watertown (gurda@watertown-ny.gov)
Micheal Lumbis, Planning, City of Watertown (mlumbis@watertown-ny.gov)
Mark Budosh, Senior Associate, B&L (mbudosh@bartonandloguidice.com)

Date _____

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

Agreed Price Worksheet - Prime Contractor

Contract: street Item No.: _____ Quantity: 2,286.00 Units: SFItem Description: Cross walk stamping with Traffics Patterns XD☒ Insurance Based on Payroll ☐ Insurance Based on Total Sales**NOTE: Please remove Insurance Rate from Section (F) before changing the selection above**

(A) LABOR	Trade	Reg Hours	Wage Rate	Cost	Fringe Hours	Fringe Rate	Cost
	Labor B	10.00	\$ 29.27	\$ 292.70	10.00	\$ 27.05	\$ 270.50
Wages				\$ 292.70	Fringes		\$ 270.50

If Fringes are paid directly to employee
via cash or check, Enter value here:**\$ 0.00**

Worker's Compensation Rate (%):

10.79 %(The Contractor shall submit an insurance policy declaration / rate page from its insurer to
validate the Workers Comp insurance rate based on an EMR of 1.0.)

Total of Wages and Fringes:	\$ 563.20
Workers Compensation:	\$ 31.58
Standard Labor Markup:	\$ 36.59
Fringe Benefit Markup:	\$ 0.00
Labor Total:	\$ 631.37

(B) MATERIALS

Description	Units	# of Units	Cost/Unit	Cost	Description	Units	# of Units	Cost/Unit	Cost

Materials Total:

(C) EQUIPMENT

Description	Hours	FHWA Rate	Cost	Description	Hours	FHWA Rate	Cost

Equipment Total:

(D) SERVICES

Description / Type	# of Units	Cost / Unit	Cost	Description / Type	# of Units	Cost / Unit	Cost
Harbor Roads	2,286	\$ 26.75	\$ 61,150.50				

Services Total: \$61,150.50

(E) OVERHEAD & PROFIT

	OH & Profit %	Cost
Labor, Materials, & Equipment Total:	\$ 631.37	20.00
Services:	\$ 61,150.50	5.00

Overhead & Profit Total: \$ 3,183.80

(F) INSURANCE

Insurance Rate %	8.54	Wages + any Fringes Paid in Cash	\$292.70	Insurance Total:	\$ 25.00
Item Total:	\$ 64,990.67	Unit Price:	\$ 28.43	per SF	


 Contractor's Rep Name


 Signature

 7/26/23
 Date

Engineer-in-Charge's Name

Signature

Date

Change Order

No. 2

Date of Issuance: 7/28/2023

Effective Date: 7/28/2023

Project: Watertown Streetscape Design Improvements

Owner: City of Watertown

Owner's Contract No.:

Contract: Watertown Streetscape Design Improvements

Date of Contract: 7/11/2022

Contractor: CCI Companies, Inc.

Engineer's Project No.:

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

Description: The Watertown Streetscape Design Improvements Project requires additional Labor and Material for additional paving on Court St from Arch St to N. Massey St, as well as a more durable material substitute for stamped asphalt in the crosswalk areas on Washington St.

Attachments: (List documents supporting change):

Attached Quotes from CCI Companies, Inc

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 3,647,704.75

[Increase] from previously approved Change Orders
No. 1 to No. 2

Contract Price prior to this Change Order:

\$ 3,668,317.17

[Increase] of this Change Order:

\$ 111,959.49

Contract Price incorporating this Change Order:

\$ 3,780,276.66

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders
No. 1 to No. 2

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date):

Ready for final payment (days or date):

RECOMMENDED:

By:

Engineer (Authorized Signature)

Date:

7/28/23

ACCEPTED:

By:

Owner (Authorized Signature)

Date:

ACCEPTED:

By:

Contractor (Authorized Signature)

Date:

7/28/23

Approved by Funding Agency (if applicable):

Date:

Res No. 12

July 31, 2023

To: The Honorable Mayor and City Council

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

Subject: Approving the Funding Approval/Agreement for the Program Year 2023
Community Development Block Grant Program

The City has been notified by the U.S. Department of Housing and Urban Development (HUD) that the City's Community Development Block Grant Program Annual Action Plan for Program Year 2023 has been approved. This year's funding allocation is \$913,462. HUD has prepared a Funding Approval/Agreement and forwarded it for signature.

The attached resolution has been prepared for City Council consideration that approves the Funding Approval/Agreement and authorizes the Mayor to sign it.

RESOLUTION

Page 1 of 1

Approving the Funding Approval/Agreement
for the Program Year 2023 Community
Development Block Grant Program

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown has completed its Program Year 2023 Annual Action Plan for the Community Development Block Grant Program and submitted it to the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS HUD has approved the City's Annual Action Plan and has prepared a Funding Approval/Agreement for the grant funding,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Funding Approval/Agreement with the U.S. Department of Housing and Urban Development for the Program Year 2023 Community Development Block Grant Program, a copy of which is attached and made part of this Resolution, and

BE IT FURTHER RESOLVED that the Mayor, Jeffrey M. Smith, is hereby authorized and directed to sign the Agreement on behalf of the City Council.

Seconded by _____

Funding Approval/Agreement


Title I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515R

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

OMB Approval No. 2506-0193
exp 1/31/2025

1. Name of Grantee (as shown in item 5 of Standard Form 424) City of Watertown	3a. Grantee's 9-digit Tax ID Number 156000419	3b. Grantee's 9-digit DUNS Number RMYJFEWF14Z9 (UEI)
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) Room 302 245 Washington Street Watertown, NY 13601	4. Date use of funds may begin 07/01/2023	
	5a. Project/Grant No. 1 B-23-MC-36-0121	6a. Amount Approved \$913,462.00 (by this action)
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) William T. O'Connell		Grantee Name (Contractual Organization) City of Watertown	
Title CPD Director		Title Mayor, Jeffrey M. Smith	
Signature 	Date (mm/dd/yyyy) 7/19/2023	Signature X	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> X Attached	9a. Date HUD Received Submission (mm/dd/yyyy)	10. check one <input checked="" type="checkbox"/> X a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy)	
		9c. Date of Start of Program Year 07/01/2023	
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee		FY 2023	
b. Funds now being Approved		\$913,462.00	
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature X

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)		Date Entered LOCCS (mm/dd/yyyy)		Batch Number		Transaction Code		Entered By		Verified By		

8. Special Conditions.

- (a) The period of performance and single budget period for the funding assistance specified in the Funding Approval (“Funding Assistance”) shall each begin on the date specified in item 4 and shall each end on September 1, 2030. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2030.
- (b) The Recipient shall attach a schedule of its indirect cost rate(s) in the format set forth below to the executed Agreement that is returned to HUD. The Recipient shall provide HUD with a revised schedule when any change is made to the rate(s) described in the schedule. The schedule and any revisions HUD receives from the Recipient shall be incorporated herein and made a part of this Agreement, provided that the rate(s) described comply with 2 CFR part 200, subpart E.

<u>Administering Department/Agency</u>	<u>Indirect cost rate</u>	<u>Direct Cost Base</u>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

Instructions: The Recipient must identify each agency or department of the Recipient that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414(f)), and the type of direct cost base to which the rate will be applied (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rates for subrecipients.

- (c) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (d) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water- related and wastewater-related infrastructure), other structures

designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107–118) shall be considered a public use for purposes of eminent domain.

- (e) The Grantee or unit of general local government that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - “Guidelines and Objectives for Evaluating Project Costs and Financial Requirements.” (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).
- (h) The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

Res No. 13

July 31, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving School Resource Officer Agreement with Watertown City School District

The City provides two School Resource Officers (SROs) to the Watertown City School District. The Agreement between the City and the School District for the SROs expired on July 31, 2023. A proposed successor contract has been drafted for consideration by the City Council.

The agreement is essentially the same as the previous agreement except for the fee, which has been increased to \$550 per day per officer from \$500 to cover the City's additional expenses. It is also for a one-year term.

Attached for City Council consideration is a Resolution approving the Agreement.

RESOLUTION

Page 1 of 1

Approving School Resource Officer
Agreement with Watertown City
School District

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total.....

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown possesses authority over the Watertown Police Department, which was created as a department and agency of the City government by Charter, and

WHEREAS it is the intent and desire of the City of Watertown and the Watertown City School District to provide for services of two School Resource Officers,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the School Resource Officer Agreement between the City of Watertown and the Watertown City School District, 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 execute the Agreement on behalf of the City.

Seconded by _____

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____ 2023, by and between the Watertown City School District ("District"), and the City of Watertown ("City").

W I T N E S S E T H:

WHEREAS the City possesses authority over the Watertown Police Department, which has been created as a department and agency of city government by Charter; and

WHEREAS it is the intent and desire of the City and District to provide for the services of School Resource Officers ("SROs") as set forth herein,

NOW THEREFORE in consideration of the foregoing and the mutual agreements as set forth herein below, IT IS HEREBY AGREED by and between the District and the City as follows:

ARTICLE I

Term

It is the intent and provision of this Agreement to provide for the services of SROs with such services to be rendered at such District school sites as more fully described herein below for a term commencing on July 1, 2023 and expiring one (1) year on June 30, 2024. It is expressly agreed and understood that the District and the City shall not be bound hereby beyond the foregoing one (1) year term.

ARTICLE II

Rights And Duties Of The City

The City shall provide SROs and SRO services as follows:

(A) Training

The SROs shall be a sworn law enforcement officer. Prior to the assignment of a person to serve as an SRO, the City shall certify in writing to the Superintendent of the District that such person has had specialized training to work with youth at a school site. Such training may consist of university course work for potential SRO candidates, law enforcement course work addressing working with youth at a school site, professional training in such areas, or training and experience in connection with other recognized school/youth law enforcement programs (*e.g.*, D.A.R.E.).

(B) Assignment of SROs

(1) The City shall assign one (1) regularly employed police officer to serve as SRO who shall serve at Watertown High School and one (1) regularly employed police officer to serve as SRO who shall serve at Case Middle School, pursuant to a schedule to be determined in conjunction with the

principals of such schools, the Superintendent of the District, the City Manager of the City of Watertown, and the Chief of Police of the City. In addition, the SROs shall perform services on an as needed basis in the District's elementary schools (Knickerbocker, North, Ohio, Sherman, Starbuck), and H.T. Wiley Intermediate School, and the schedule to be devised will allow for such.

(2) The SROs shall report directly to the Administrative Sergeant within the Watertown Police Department, who, as the SROs' supervisor, will work with the school administration of the District in providing for the rendition of SRO services as outlined herein.

(C) Regular Duty Hours of SROs

(1) Each SRO shall perform a regular workweek of hours with such hours and pay to be based on duties and pay equivalent to a regular police officer employed by the City. It is agreed and understood that pursuant to clause (D) (11) below, the SROs will from time to time be expected to attend meetings of parents/faculty and school functions on request of a principal and/or Superintendent.

(D) Primary Duties of SROs

(1) The main duty for SRO1 shall be the safety and security of the Watertown High School campus, with his/her assigned school being Watertown High School, and providing assistance to Case Middle School and Wiley School when/if available. The main duty of SRO2 shall be the safety and security of Case Middle School and providing assistance to Watertown High School and Wiley Intermediate School when/if available. Assistance at the other elementary schools will be provided by the SROs when/if available or WPD road patrol will be called.

(2) The SROs shall be present on campus and be visible in an active effort to deter potential issues in the high school and middle school.

(3) The SROs shall actively engage with students and staff to help develop a positive rapport in the high school and middle school.

(4) The principal, school administration, or staff at the high school and middle school may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations and the SRO shall then determine whether law enforcement action is appropriate with respect to those activities occurring on school property or at school sponsored functions.

(5) The SROs shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations which may occur on the school property or during school sponsored events.

(6) The SROs may conduct investigations relating to any crime related to the students in the schools that the SRO is assigned.

(7) Should it become necessary to conduct formal police interviews with students, the SROs shall adhere to District Policy, Watertown Police Department Policy, New York State law, and other legal requirements with regard to such interviews.

(8) The SROs may, by way of the exercise of his/her discretion as a sworn police officer, take law enforcement action as required. As soon as practical, the SRO shall, in writing, make the principal of the school aware of such action. At the principal's request, the SROs shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SROs may do so under authority of law. Whenever practical, the SROs shall advise the principal before requesting additional police assistance on campus.

(9) The SROs shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school and/or District disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the SROs from sharing information with school administration/staff, which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the SROs will be provided with copies of District disciplinary policies and codes and the discipline codes of each school. The SROs shall become familiar with district/school disciplinary codes and standards and will meet at least annually with the Superintendent and each principal for the purpose of reviewing applicable disciplinary standards.

(10) The SROs shall give assistance to law enforcement officers in matters regarding their school assignment, whenever necessary.

(11) The SROs shall make themselves available for conferences with students, parents, and faculty members to assist with problems of law enforcement or of a crime prevention nature.

(12) The SROs shall become familiar with all community agencies offering assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SROs shall make referrals to such agencies when necessary, thereby acting as a resource person to the students, faculty, and staff of the school. The SROs shall notify the principal in writing if a referral has been made.

(13) The SROs shall be responsible for scheduling, coordinating and conducting the mandated New York State practice lockdowns with the eight (8) District schools as well as the parochial schools (IHC and Faith Fellowship School). Currently, four (4) practice lockdowns per school are mandated each school year, thus totaling 48 practice lockdowns that need to be completed.

(14) The SROs shall conduct a daily morning traffic detail – at 7:00 a.m. be present in front of the high school in marked patrol vehicle with emergency lights activated for traffic detail until 7:30 a.m. for September and as needed thereafter.

(15) The SROs shall conduct a daily afternoon campus patrol detail – upon school dismissal and up to a minimum time of 2:45 p.m., patrol the area of the school campus as well as neighboring streets in an effort to deter fights and any other issues that could potentially arise.

(16) The SROs shall participate in and/or attend the following school functions:

- All varsity home football games
- All Dances (homecoming/winter dance/prom)
- With the option to do basketball, soccer, and lacrosse games at the request of the school. If the SROs are not available, they will be responsible for finding coverage from WPD.

(17) Every other year, the SROs shall coordinate and conduct a large-scale safety presentation in the spring that specifically targets the Junior and Senior class with regards to prom and graduation – ex: Mock DWI Crash Simulation.

(18) The SROs shall be safety officers on the school safety team / safety committee and attend all school safety meetings throughout the school year.

(19) The SROs shall attend school safety training classes/seminars throughout the school year as requested by the Watertown Police Department and/or Superintendent.

(20) The SROs are encouraged to become an active member of outside organizations directly related to school – ex: Youth Court of Jefferson County, the Jefferson County Gang Task Force, etc.

(21) The SROs shall keep daily logs on the SRO office computer that document daily activity and submit monthly reports to the Administration Sergeant.

(22) The SROs shall attend Superintendent hearings at the District Office at the request of the principal and/or Superintendent.

(23) The SRO shall assist with:

- Off campus complaints
- After hours emergency complaints
- Home visits
- Truancy issues
- Lunchroom duties
- Hall monitor duties
- Multiple daily walkthroughs throughout the buildings

(E) Secondary Duties of the SROs.

(1) The SROs shall work in conjunction with principals of the aforementioned schools and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training;

teens, crime and community; conflict resolution; and other classes as permitted by scheduling and as determined to be appropriate by respective principals and school staffs.

(2) The SROs shall coordinate his or her instructional activities with principals and staff members so as to allow for the orderly educational process within the respective schools served.

(3) The SROs shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.

(4) The SROs shall encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students.

ARTICLE III **Rights and Duties of the District**

The District shall provide the full-time SROs the following materials and facilities deemed necessary to the performance of the SROs' duties with the Watertown City School District to be considered the SROs' base school and the office facilities as outlined below to be provided at such school:

- (A) Access to a properly lighted private office which shall contain a telephone which may be used for general business purposes.
- (B) A location for files and records which can be properly locked and secured.
- (C) A desk with drawers, a desk chair, two office chairs, a worktable, filing cabinet, and office supplies.
- (D) Access to a computer.
- (E) Cell phone service.
- (F) A complete copy of the District's policy manual concerning students.

ARTICLE IV **Financing of the SRO program**

The District shall pay the City \$550 per day (8 hours) per SRO for the duties agreed to in this contract. Services will be billed at a rate of \$68.75 per hour per SRO for any partial days or extra services provided outside of a normal school day such as athletic events. The City will bill the District monthly for services provided.

ARTICLE V
Employment status of the SROs

The SROs shall be an employee of the Watertown Police Department, and shall not be employees of the District. The District and the City acknowledge that the SROs shall remain responsive to the chain of command of the Watertown Police Department.

ARTICLE VI
Appointment of SROs

(A) The City Manager shall assign officers who are qualified to be an SRO. An Interview Committee composed of the Superintendent, the Director of Personnel for the District, two (2) principals appointed by the Superintendent, and the Chief of Police will interview any candidate or candidates.

(B) SRO applicants must meet the following requirements:

- (1) The applicant must be a volunteer for the position of SRO.
- (2) The applicant must be a full-time, certified, and sworn police officer with a minimum of three (3) years law enforcement experience.
- (3) Applicants must have training as outlined in Article II (A), above.

(C) Among additional criteria for consideration by the SRO Interview Committee are job knowledge, experience, training, education, appearance, attitude, communications skill, and bearing.

(D) The names of any applicants receiving a favorable recommendation from the SRO Interview Committee (which recommendation shall follow only upon a majority vote of the Interview Committee), shall be forwarded to the City Manager, who shall appoint officers from the list of those recommended.

ARTICLE VII
Dismissal of SRO/Replacement

(A) In the event a principal of a school to which an SRO is assigned feels that the SRO is not effectively performing his or her duties and responsibilities, the principal shall recommend to the Superintendent or designee that the SRO assignment be reviewed in the program at the school and shall state the reasons therefore in writing. Within five (5) working days of receiving the recommendation from the principal, the Superintendent or his/her designee shall advise the City Manager or his/her designee of the principal's request. In the event the Superintendent feels the SRO is not performing his or her duties effectively, the Superintendent shall so advise the City Manager. If the City Manager so desires, the Superintendent and Chief of Police, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within the five (5) working days referenced above, the problem cannot be resolved or mediated or in the event mediation is not sought by the Chief of Police, then the SRO shall be removed from the

program at the school and a replacement shall be obtained following the process set out in Article VI.

(B) The City Manager or Chief of Police may reassign an SRO based upon Police Department Rules, Regulations, and/or General Orders and when it is in the best interest of the people of the City of Watertown.

(C) In the event of the resignation, dismissal, or reassignment of an SRO, the City Manager shall provide a temporary replacement for the SRO within thirty (30) calendar days of receiving written notice of such absence, dismissal, resignation, or reassignment. As soon as practicable, the Interview Committee following the process set out in Article VI shall recommend a permanent replacement for the SRO position. Provided however, that any temporary replacement shall have the required training and qualifications as outlined in Article II(A) and Article VI(B), above.

ARTICLE VIII

Termination of Agreement

This Agreement may be terminated by either party upon ninety (90) days written notice that any party has failed to substantially perform in accordance with the terms and conditions of this Agreement. This Agreement may also be terminated without cause by either party upon one hundred eighty (180) days written notice. Termination of this Agreement may only be accomplished as provided herein.

ARTICLE IX

Notices

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Superintendent of Schools
Watertown City School District
District Offices
1351 Washington Street
Watertown, NY 13601

City Manager
City of Watertown
245 Washington Street, Suite 302
Watertown, NY 13601

ARTICLE X
Good Faith

The School Board, the City Manager, their agents, and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the City Manager, or their designees.

ARTICLE XI
Modification

This document constitutes the full understanding of the parties and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the parties.

ARTICLE XII
Non-Assignment

This Agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the District's School Board and City Council is obtained.

ARTICLE XIII
Merger

This Agreement constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms.

ARTICLE XIV
Severability

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this Agreement to be signed by their duly authorized officers.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year first set forth above.

City of Watertown

By: _____
Kenneth A. Mix, City Manager

Watertown City School District

By: _____
Dr. Larry C. Schmiegel, Superintendent of Schools

ACKNOWLEDGEMENTS

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

On this _____ day of _____, 2023 before me personally came Kenneth A. Mix, who being by me duly sworn, did depose and say that he resides in Watertown, New York; that he is City Manager of the City of Watertown, the City described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said City Council.

Notary Public

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

On this _____ day of _____, 2023, before me personally came Dr. Larry C. Schmiegel, who being by me duly sworn, did depose and say that he resides in Watertown, New York; that he is Superintendent of Schools, for the Watertown City School District, the District described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said School Board of the Watertown City School District.

Notary Public

August 1, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Accepting a Grant from the Federal Emergency Management Agency's FY 2022 Assistance to Firefighters Program

On February 6, 2023 the City Council authorized an application to the Federal Emergency Management Agency's FY 2022 Assistance to Firefighters grant program. The City has been notified that it was awarded a partial grant in the amount of \$85,755 which requires a City share of \$8,575 for a total cost of \$94,330.

The grant will support the costs of firefighter rehab equipment, EMS training aids and an automatic chest compression device (partially funded) as follows:

- **Responder Rehab Equipment: \$5,500 – Fully Funded**
 - This request is for a carbon monoxide oximeter. Similar to a regular pulse oximeter, the carbon monoxide oximeter will provide carboxyhemoglobin (COHb) levels of our suppression personnel during rehabilitation operations, allowing for better monitoring of our firefighters' exposure to byproducts of combustion. The unit will also be used on suspected/confirmed CO calls to evaluate the patient exposures.
- **EMS Training Aids: \$28,100 – Fully Funded**
 - The grant will fund 16 CPR feedback devices. The devices provide feedback on compression rate and depth during training and on patients in the field. These devices will be used to improve CPR training for our department personnel, other city staff, and through our community outreach CPR program. When not being used in a training program, the devices will be carried with the AEDs to assist our rescuers in providing high quality CPR during cardiac arrests.
- **Automatic Chest Compression Device: Partially Funded at \$36,330 – (Requested \$55,000)**
 - The request was for 2 Automatic Chest Compression Devices (ACCDs). The devices will come as a kit: ACCD, hard case, back plate, straps, suction cups, battery, battery charger, and external power supply. These devices will be placed on front line response apparatus to ensure at least one is available at all cardiac arrests.

- **EMS Training Aids: \$4,400**
 - The grant will fund 2 CPR manikin kits with AED trainers and accessories. The 2 kits will each provide 4 adult and 4 infant manikins. These CPR manikin kits will be used to train department personnel annually, in addition to staff from other city departments, and community members through our Community CPR outreach program.
- **EMS Training Aids: \$3,000**
 - The grant will fund an airway management trainer. The trainer will allow for department personnel to train on placing airway adjuncts and ventilation techniques.
- **Additional Funding: \$17,000**
 - The grant will fund a training program that covers in-service training for all the purchased equipment; advanced CPR techniques, firefighter CPR, emergency firefighter drags/carries, firefighter rehab in accordance with NFPA 1584 (including roles/responsibilities, setup, CO oximetry incorporation into rehab, medical monitoring, and heating/cooling of firefighters).

The following was portion of the grant application was NOT funded:

- **Automated External Defibrillators: \$47,000 – Not Funded**
 - The request was for 16 AEDs to replace 12 existing AEDs currently in service and an additional 4 units to outfit additional vehicles. Our existing 12 AEDs are placed on heavy fire apparatus and in the fire stations themselves. The additional 4 units will allow us to outfit our technical support and command vehicles with AEDs. Our current AEDs are 17 years old. The AEDs would have come as a kit: AED, battery, carrying case, adult and infant/child pads. The AEDs would be compatible with our local ALS transport ambulance service's cardiac monitors to streamline emergency operations.

A resolution has been prepared for the City Council to accept the grant and authorize the City Manager or designee to sign the award notice.

RESOLUTION

Page 1 of 1

Accepting a Grant from the Federal
Emergency Management Agency's FY 2022
Assistance to Firefighters Grant Program

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS, on February 6, 2023 the City Council authorized the application to the Federal Emergency Management Agency's FY 2022 Assistance to Firefighters grant program, and

WHEREAS, the City has been notified that it has received a grant offer in the amount of \$85,755 which also requires a City share of \$8,575 for a total cost of \$94,330, and

WHEREAS the grant will support costs for the Fire Department firefighter rehab equipment, EMS training aids and an automatic chest compression device(s),

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby accepts the grant of \$85,755 from the Federal Emergency Management Agency's FY 2022 Assistance to Firefighters grant program; and

BE IT FURTHER RESOLVED that the City Manager or designee of the City of Watertown is hereby authorized and directed to sign the award notice, thereby formalizing the acceptance of this grant.

Seconded by _____

Res No. 15

July 27, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2023-24 General Fund Budget – FEMA’s FY 2022 Assistance to Firefighters Grant Award

The City of Watertown was awarded a \$85,755 grant from the Federal Emergency Management Agency’s FY 2022 Assistance to Firefighters Grant Program Award. The grant covers the costs associated with firefighter rehab equipment and various EMS training aids.

If the grant was accepted, City Council should re-adopt the Fiscal Year 2023-24 General Fund Budget to add the related revenue and expenditures.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2023-24 General
Fund Budget – FEMA's FY 2022 Assistance to
Firefighters Grant Award

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 5, 2023 the City Council passed a resolution adopting the Budget for Fiscal Year 2023-24, of which \$54,436,090 was appropriated for the General Fund, and

WHEREAS on August 7, 2023 City Council was presented with a resolution to accept a grant from the Federal Emergency Management Agency's FY 2022 Assistance to Firefighters program in the amount of \$85,755 which also requires a City share of \$8,575,

NOW THEREFORE BE IT RESOLVED that if the City Council of the City of Watertown accepted the Federal Emergency Management Agency's FY 2022 Assistance to Firefighters grant program in the amount of \$85,755 it hereby re-adopts the General Fund Budget for Fiscal Year 2023-24 to add the grant revenue, appropriate fund balance to fund the City's share and add the expenditure estimates related to the grant and includes the following adjustments in the re-adopted Fiscal Year 2023-24 General Fund Budget:

Revenues

A.0000.4389 Federal Aid, Public Safety \$ 85,755

Appropriated Fund Balance

A.0000.0909 Fund Balance \$ 8,575

\$ 94,330Expenditures

A.3410.0250 Fire – Equipment \$ 36,330

A.3410.0430 Fire – Contracted Services \$ 17,000

A.3410.0465 Fire – Minor Equipment \$ 41,000

Total Expenditures \$ 94,330***Seconded by*** _____

Res No. 16

August 1, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Readopting Fiscal Year 2023-24 through 2027-28 Capital Budget and Fiscal Year 2023-24 General Fund Budget

The City Council adopted a resolution on May 15, 2023 supporting the construction of a roof over the bandstand in Thompson Park, which stated the City Council would consider financial support at a later date.

At the request of Council Member Ruggerio the following resolution re-adopts the Fiscal Year 2023-24 Capital Fund Budget to establish the Thompson Park Bandstand Roof project at an estimated cost of \$150,000 and also re-adopts the Fiscal Year 2023-24 General Fund Budget to appropriate \$50,000 of fund balance to the project. Community support is expected to cover the remaining \$100,000 of the project.

RESOLUTION

Page 1 of 1

Readopting Fiscal Years
2023-24 through 2027-28
Capital Budget and Fiscal Year 2023-24
General Fund Budget – Thompson Park
Bandstand Roof

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 5, 2023 the City Council adopted the Fiscal Years 2023-24 through 2027-28 Capital Budget and the General Fund Budget, and

WHEREAS as City Council wishes to construct a roof for the Thompson Park bandstand, and

WHEREAS there is community support from multiple sources to assist with partial funding of the project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2023-24 through 2027-28 Capital Budget to include in the FY 2023-24 Capital Budget the following project:

Thompson Park Bandstand Roof	\$ 150,000
------------------------------	------------

and,

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby re-adopts the Fiscal Year 2023-24 General Fund Budget to provide partial funding for the Thompson Park Bandstand Roof project and makes the following adjustments in the re-adopted General Fund Budget:

GENERAL FUND

Appropriated Fund

Balance:

A.0000.0900	Fund Balance	<u>\$ 50,000</u>
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Expenditures:

A.9950.0900	Transfer to Capital Projects Fund	<u>\$ 50,000</u>
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Total Expenditures		<u>\$ 50,000</u>
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Seconded by

FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENTS
THOMPSON PARK

PROJECT DESCRIPTION	COST
<p>Bandstand Roof</p> <p>This project constructs a roof structure on the stone bandstand in Thompson Park.</p>  <p>The funding to support this project will be a \$50,000 transfer from the General Fund Balance (A.0000.0900) and \$100,000 from community fund raising.</p>	\$150,000
TOTAL	\$150,000

August 1, 2023

To: The Honorable Mayor and City Council

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

Subject: Approving the Professional Services Agreement with Kerestes-Martin Associates Inc (KMA Design) for the Downtown Branding, Wayfinding and Signage Project

On May 18, 2023, Purchasing and Planning Staff issued a Request for Proposals (RFP) to seek qualified firms with expertise in wayfinding, and community branding to create a recognizable brand for Downtown Watertown as well as a coordinated wayfinding network of gateway signs, parking signs, interpretive signs and vehicular and pedestrian signs in downtown Watertown. The City was awarded grant funding through the Downtown Revitalization Initiative to pay for the project.

Nine proposals were received by the June 15, 2023 deadline. The proposals were reviewed and evaluated based on several criteria outlined in the RFP including the firm's qualifications and relevant experience, implementation schedule, the quality, clarity, and completeness of the proposal and the cost-effectiveness of the fees proposed.

After review of the proposals, Staff is recommending that the City Council accept the proposal from and enter into a contract with Kerestes-Martin Associates Inc (KMA Design). KMA has extensive experience in working with municipalities on branding, wayfinding and signage. Their portfolio of experience includes more than 30 cities and towns across the country for which they have completed similar projects. KMA's staff includes graphic and sign designers, planners, construction experts and administrative staff that have extensive knowledge and experience with municipal branding, wayfinding and sign design and construction.

KMA has proposed to provide all deliverables identified in the Request for Proposals to the City for a not to exceed cost of \$57,665.00.

Once the design work is complete, staff will use the design documents to go out to bid for the fabrication and installation of the signs.

The attached resolution approves the Professional Services Agreement with KMA Designs for the Downtown Branding, Wayfinding and Signage Project and authorizes the City Manager to execute the agreement and associated documents on behalf of the City.

RESOLUTION

Page 1 of 1

Approving the Professional Services Agreement with Kerestes-Martin Associates Inc (KMA Design) for the Downtown Branding, Wayfinding, and Signage Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to secure the professional services of a consultant to develop a Downtown Branding, Wayfinding and Signage plan to create a recognizable brand for Downtown Watertown as well as a coordinated wayfinding network of gateway signs, parking signs, interpretive signs and vehicular and pedestrian signs in downtown Watertown, and

WHEREAS the City's Purchasing and Planning and Community Development Departments recently issued a Request for Proposals (RFP) to seek proposals from individuals and firms who were interested in providing these professional services to the City, and

WHEREAS the Purchasing Department advertised and received nine (9) sealed proposals for the Downtown Branding, Wayfinding, and Signage Project, and

WHEREAS after review and evaluation of the proposals based on several criteria outlined in the RFP, Purchasing Manager, Tina Bartlett-Bearup and the Planning and Community Development Department are recommending that the City Council accept the proposal from and enter into a contract with Kerestes-Martin Associates Inc. (KMA Designs),

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Professional Services Agreement with Kerestes-Martin Associates Inc. (KMA Designs) for professional services, a copy of which is attached and made part of this resolution, and

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

Seconded by _____



**Society for Experiential Graphic Design
Standard Form of Agreement for Professional Services**

Project Data	Downtown Branding and Wayfinding Project
Date	July 25, 2023
Design Consultant [“Designer”]	Kerestes-Martin Associates, Inc. (dba KMA Design) 1276 McEwen Avenue Canonsburg, PA 15317 Contact: Barbara J. Martin - Chief Executive Officer Tel: 412-429-4071 724-263-9804 cell
Client	City of Watertown
Client Contact	Kenneth A. Mix, City Manager
Owner	City of Watertown 245 Washington Street Watertown, NY 13601
Project	Wayfinding and Branding Program for Downtown Watertown. Project will establish a wayfinding and directional signage system that will serve current residents, direct new citizens and visitors to civic features and active developments promoting the downtown area. (Attachments A area to be included)

Pittsburgh

104 Broadway Street
Carnegie, PA 15106
855.878.2350

Tampa

16057 Tampa Palms
Boulevard, Suite 579,
Tampa, FL 33647
855.878.2350

Philadelphia

630 Freedom Business
Center Drive, Floor 3,
King of Prussia, PA 19406
855.878.2350

Designer
Responsibilities

Scope of Services

Branding and a coordinated network of gateway signs, parking signs, interpretive signs, informational kiosks and vehicular and pedestrian directional signs.

Project Completion

December 31, 2024

Optional Services

The services listed below are optional and are available at the hourly rates listed plus related reimbursable expenses. The designer shall receive written authorization from the client before performing any of these services.

Optional services include, but are not limited to, the following:

Electrical or Structural Engineering
Engineer fees are not a part of this agreement.

Revisions or Changes

Revisions include changes to previously approved work, changes in the extent of work or project parameters, changes in the complexity of any elements of the project, activities performed out of sequence, changes necessitated by strikes, code revisions, schedule changes, client personnel changes, field changes, structural/electrical conflicts, fabricator price increases or other causes not within the designer's control.

Additional Consultation

Services not listed in main agreement. For an explanation of these items, see the Menu of Possible Additional Consultation & Design Services in Appendix A.

Client Responsibilities

- Appointment of a sole representative with full authority to provide or obtain any necessary information and approvals required by the designer.
- Coordination of the decision-making processes with parties other than the designer.

- Timely communication of administrative or operational decisions if they affect the design or production of signage or graphic items; coordination of required public approvals and meetings.
- Timely provision of accurate and complete information and materials requested by designers such as site plans, building plans and elevations, utility locations, and all applicable code information.

Compensation

Fees

This project will be completed for a lump sum fee of \$51,165.00 plus reimbursables. (Attachment A - Fee Breakdown)

Hourly Rates (these rates apply to optional services)

Standard hourly rates are listed below and shall apply for twelve (12) months from the date of this proposal.

Principal-In-Charge	\$175.00
Project Director/Sr Project Manager	\$150.00
Design Director	\$120.00
Senior Graphic Designer	\$110.00
Project Manager	\$95.00
Project Coordinator	\$75.00
Graphic Designer	\$85.00
Administrative	\$65.00

Reimbursable Expenses

Reimbursable expenses anticipated for this project are \$6,500.00. Expenses associated with mileage, meals, prints and other miscellaneous charges will be assessed a 1.10 administrative fee. Cost of airfare, mileage and rental cars are subject to price increase depending on availability and economy.

Expenses include 2 in-person trips with a minimum of two persons per visit. Additional visits requested by the city will be in over the cost of the lump sum fee.

List of in-person visits to the city:
Kick-off Meeting

Design Presentation

All other meetings will be virtual.

Cost of additional in-person trips to the city will be assessed at \$1,150.00 per person, which includes all travel, meals, and miscellaneous costs.

Payment Schedule

Billing shall occur no more frequently than every thirty (30) days. Payment is due within thirty (30) days. Payments not received within thirty (30) days will bear interest at prime rate plus two percent (2%). The designer reserves the right to temporarily suspend services when an invoice is not paid within ninety (90) days. The designer shall be entitled to reimbursement of all costs incurred in collecting overdue accounts including, but not limited to, legal fees.

Terms and Conditions

Governing Law and Choice of Forum

The validity and interpretation of this Agreement shall be construed in accordance with and governed by the internal laws of the State of New York. All claims would be subject to jurisdiction in the Court of Common Pleas for Jefferson County. Each of the parties hereto agrees to submit to the jurisdiction of such courts and that the same shall be proper for all purposes of this Agreement. The substantially prevailing party in such matter shall be entitled to its reasonable attorney's fees and costs.

Assignment

Neither the client nor the designer may assign or transfer their interest in this agreement without the written consent of the other party.

This Agreement constitutes the entire Agreement between the parties and supersedes any prior or concurrent agreements, understandings, arrangements and negotiations. No amendment or modification of this agreement shall be valid or enforceable unless in writing and signed by the parties affected.

Ownership/Identity

All work performed shall be deemed work for hire.

Upon payment of all fees and expenses, the designer transfers ownership of the final documents to the client.

Representations

The client represents that it has full power and authority to enter into this Agreement and that it is binding and enforceable in accordance with its terms.

The design firm represents that it has full power and authority to enter into this agreement and that it is binding and enforceable in accordance with its terms.

Sales Tax

The client is exempt from paying sales tax.

Severability

All provisions of this Agreement are separate and divisible, and if any part is held invalid, the remaining provisions shall continue in full force and effect.

Termination

Either party may terminate this agreement after giving 10 days written notice. In event of the termination of this contract, the designer shall be paid in full for all services performed up to the termination date, based on standard hourly rates, along with associated reimbursable expenses.

This proposal, made on 7/25/23, shall remain valid until 12/31/24 and will become a binding contract when signed below by the client and design firm.

Optional Terms & Conditions

ADA Compliance

All signs shall be designed to comply with the current understanding of the Americans with Disabilities Act. However, as this act is a Civil Rights act and not a specific code, there is

no definitive way to guarantee that a specific design will be judged acceptable.

Insurance

The designer shall maintain in force, during the duration of this agreement, the following insurance coverage:

Automobile Liability - \$1,000,000 per occurrence

General Liability - \$1,000,000 per occurrence with a \$2,000,000 aggregate

Workers' Compensation - \$1,000,000 per occurrence

The designer shall name the client as an additional insured/certificate holder, as the case may be, and ensure 30 days advance written notice is given before termination, modification or expiration of the above coverage's. The client may request certificates of insurance as evidence of coverage.

Project schedule

Upon acceptance of this proposal, the designer and client shall formulate a schedule that is acceptable to both.

Records

The designer shall maintain records of hours and reimbursable expenses. These records shall be available to the client at mutually convenient times.

Proposal Acceptance

Signed:



Barbara J. Martin Date 7/25/23
Chief Executive Officer
Kerestes-Martin Associates, Inc.
DBA - KMA Design

Accepted by:

Kenneth A. Mix, City Manager Date
City of Watertown, NY

APPENDIX A

Menu of Possible Additional Consultation & Design Services:

ADA Audit

Evaluation of a facility's compliance with the Americans with Disabilities Act.

Architectural, Interiors or Site Documentation

Preparation of accurate base plans or elevations.

Additional Meetings

Meetings or site visits in addition to those listed due to phased installation, contractor error or client request.

As-Builts

Preparation of "as built" design drawings, message schedules or sign location plans that document the final installation and include field changes; review of "as built" documents prepared by contractor.

Bidding and Negotiation

Pre-bid, answer RFIs, issue addenda, obtain bids and analyze results, make recommendations.

Commemorative Signs

Planning, design or documentation of donor recognition or commemorative signs.

Construction Administration

Oversight of fabrication and manufacturing of sign units including shop visits, site walk-throughs, inspections, punch list, and approval of material samples and layouts.

Custom Artwork

Design, artwork or retouching of letterforms, imagery, maps, diagrams.

Document Translation

Development or translation of drawings, plans or sign formats into client's computer format.

Electronic Signs

Planning, design or documentation of electronic signs or components, computer-driven, video or interactive devices and their accompanying software and hardware.

Engineering Services

Contracting with engineering professionals for electrical/structural design, documentation or drawing seals. Traffic or parking studies.

Environmental Enhancements

Planning, design or documentation of ornamental or decorative elements.

Exhibit Design

Planning, design or documentation of exhibits, displays, or interpretive graphics.

Identity Design

Design, revision or redrawing of logos, logotypes or typographic identities; design of print applications.

Miscellaneous Items

Design, specification or documentation of uniforms, vehicle graphics, construction signs, murals, billboards, temporary signs, etc.

Mock-ups, Models

Manufacture or procurement of models, mock-ups or prototypes for evaluation of design concept, legibility, color, size and/or typography.

Phasing Plan

Preparation of plan for phased manufacture or installation of elements based on specific client parameters.

Public Review

Assistance in obtaining sign permits or variances; assistance with sign reviews, presentation of designs to parties outside the project team such as government officials, historical commissions, end users, neighborhood organizations, employee groups, ADA user groups, etc.; preparation of renderings or additional presentation materials for such meetings unless otherwise identified in the RFP.

Schedule Alterations

Additional time required if the project schedule is extended four (4) weeks or more, or if all items in the project scope cannot be designed, documented, fabricated or installed together.

Sign Maintenance Assistance

Formulation of guidelines manual to facilitate future extension of program; formulation of ordering procedures for ongoing replacements and reorders; recommendations for in-house sign making or maintenance equipment.

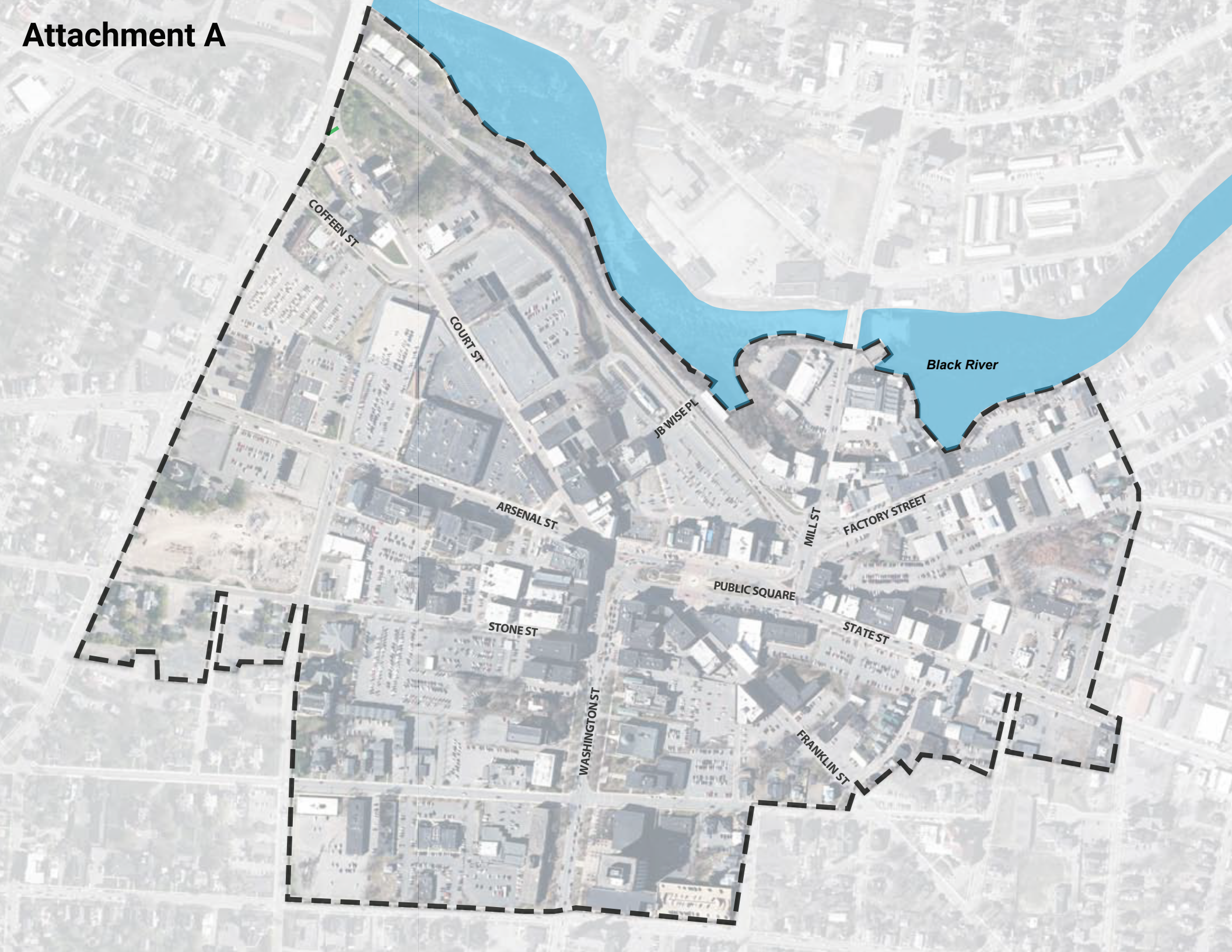
Tenant Criteria

Sign guidelines for tenants or other third parties.

Utility Coordination

Determining locations of building or underground utilities; obtaining permission for sign installation at specific locations.

Attachment A



Attachment B

		\$175.00	\$120.00	\$85.00	\$120.00	\$110.00		
Item	Description	PIC	PD	PM	DD	SGD	Subtotal Hours	Subtotal Costs
Task 1: Analysis								
1	Review History of the City		1	1	1	1	4	\$ 435.00
2	Kick-off Meeting (In-Person)	1	8		8		17	\$ 2,095.00
3	Complete Photographic Inventory of Existing Signage		16	16	16	16	64	\$ 6,960.00
4	Document Existing Conditions						0	\$ -
5	Create Survey		1	4		4	9	\$ 900.00
6	Distribute Survey		2				2	\$ 240.00
7	Assess Feedback from Survey		2	8			10	\$ 920.00
8	Conduct Public Sessions		4	4	4	4	16	\$ 1,740.00
9	Recommendations for Existing Signage		4	16	4	16	40	\$ 4,080.00
10	Review Existing Studies and Relevant Documents		2	4			6	\$ 580.00
11	Review and Organize Guidelines		2	4			6	\$ 580.00
12	Identify Routes that may be Affected by Future Construction		2	4			6	\$ 580.00
13	Define Nomenclature		2	4			6	\$ 580.00
14	Create Preliminary Location Plan and Message Schedule		4	16			20	\$ 1,840.00
15	Prepare Project Area Analysis Document		8	16	8	16	48	\$ 5,040.00
16	Present Project Area Analysis (Virtual)	1	1	1	1	1	5	\$ 610.00
17	Approval of Project Area Analysis						0	\$ -
Totals:		2	59	98	42	58	259	\$ 27,180.00

Task 2: Planning Process / Design								
1	Review Architectural and Structural Plans	1			1	1	3	\$ 405.00
2	Review Branding Standards	1			1	1	3	\$ 405.00
3	Further Prepare Location Plans/Message Schedule		2	8			10	\$ 920.00
4	Create List of Sign Types		1	4			5	\$ 460.00
5	Create Design Concepts and Prepare Design Package				4	16	20	\$ 2,240.00
6	Present Design Package (Virtual)	1	1	1	1	1	5	\$ 610.00
7	Approval of Single Design Concept						0	\$ -
8	Modify and Develop Chosen Design Scheme				4	16	20	\$ 2,240.00
9	Establish Fabrication Capabilities of the City		1		1		2	\$ 240.00
10	Coordination with Local Regulatory Agencies, DOT		1	4			5	\$ 460.00
11	Update Location Plans / Message Schedule (In-Person)		8	8		8	24	\$ 2,520.00
12	Prepare Full-scale Mock-ups, Samples and Prototypes				1	2	3	\$ 340.00
13	Update Location Plans / Message Schedule		4	8			12	\$ 1,160.00
14	Detail Mounting Methods				4	8	12	\$ 1,360.00
15	Develop Phasing Plan		2	4			6	\$ 580.00
16	Develop Management and Maintenance Plan				2	4	6	\$ 680.00
17	Provide Statement of Probable Costs			2	2		4	\$ 410.00
18	Prepare Construction Document Package				8	16	24	\$ 2,720.00
19	Present Construction Document Package (Virtual)		1	1	1	1	4	\$ 435.00
20	Revise Construction Document Package and Re-submit				4	8	12	\$ 1,360.00
21	Submit Final Package (Virtual)		1				1	\$ 120.00
22	Approval of Final Package						0	\$ -
Totals:		3	22	40	34	82	181	\$ 19,665.00

Bi-Weekly Meetings								
1	Bi-Weekly Conference Calls		18		18		0	\$ 4,320.00
Totals:		0	18	0	18	0	0	\$ 4,320.00

Expenses	\$ 6,500.00
Grand Total - Not to Exceed	\$ 57,665.00

Ord No. 1

July 28, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Bond Ordinance – City Hall Renovation

Included in the Fiscal Year 2023-24 Capital Budget was the renovation of City Hall which is to include mechanical, electrical and plumbing upgrades, a new air handling unit, roof replacement, elevator replacement and exterior improvements to the one-story section of the building. The estimated cost of the project is \$3,100,000.

ORDINANCE

Page 1 of 7

An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building in Watertown, New York, on August 7, 2023, at 7:00 o'clock P.M., Eastern Time.

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

PRESENT:**ABSENT:**

The following ordinance was offered by _____, who moved its adoption, seconded by _____, to wit:

BOND ORDINANCE DATED AUGUST 7, 2023.

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$3,100,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE RENOVATION AND RECONSTRUCTION OF CITY HALL, IN AND FOR SAID CITY.

ORDINANCE

Page 2 of 7

An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

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

Section 1. For paying the costs of the renovation and reconstruction of City Hall, including but not limited to mechanical, electrical and plumbing upgrades, exterior improvements, and replacement of the roof and elevator, and incidental expenses in connection therewith, a class of objects or purposes, there are hereby authorized to be issued \$3,100,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$3,100,000 and that the plan for the financing thereof is by the issuance of the \$3,100,000 bonds of said City authorized to be issued pursuant to this bond ordinance.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is twenty-five years pursuant to subdivision twelve of paragraph a of Section 11.00 of the Local Finance Law, as City Hall is a class "A" building within the meaning of subdivision eleven of said paragraph a.

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

Section 5. The faith and credit of said City are hereby irrevocably pledged for the

ORDINANCE

Page 3 of 7

An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

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

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

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

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

ORDINANCE

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An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

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

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

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

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

ORDINANCE

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An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Section 13. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

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

Unanimous consent moved by _____, seconded by _____, with all voting "AYE".

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

Council Member Patrick J. Hickey	VOTING _____
Council Member Clifford G. Olney III	VOTING _____
Council Member Sarah V.C. Pierce	VOTING _____
Council Member Lisa A. Ruggiero	VOTING _____
Mayor Jeffrey M. Smith	VOTING _____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

Mayor

August ___, 2023.

STATE OF NEW YORK)

ORDINANCE

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An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

) ss.:
COUNTY OF JEFFERSON)

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on August 7, 2023, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

I FURTHER CERTIFY that said meeting was (i) open to the general public pursuant to Section 103 of the Public Officers Law or (ii) conducted in conformance with Section 103-a of the Public Officers Law.

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

Newspaper and/or Other News Media Date Given

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

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

Designated Location(s) of Posted Notice Date of Posting

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

ORDINANCE

Page 7 of 7

An Ordinance Authorizing the Issuance of \$3,100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Renovation and Reconstruction of City Hall, in and for Said City

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY


IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on August ____, 2023.

City Clerk

(CORPORATE SEAL)

Seconded by _____

**FISCAL YEAR 2023-2024
CAPITAL BUDGET
FACILITY IMPROVEMENTS
MUNICIPAL BUILDING**

PROJECT DESCRIPTION	COST
<p>City Hall Renovation</p> <p>Mechanical, electrical, and plumbing upgrades will be made to City Hall, including a new air handling unit. Exterior improvements will be made to the one-story section of the building. The upper roof and elevator will be replaced.</p>  <p>Funding to support this project will be from a 10-year serial bond with Fiscal Year 2024-25 debt service of \$434,000.</p>	<p>\$3,100,000</p>
TOTAL	\$3,100,000

Tabled Resolution No. 10

July 31, 2023

To: The Honorable Mayor and City Council

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

Subject: Approving Amendment Number 3 to the Agreement with Barton & Loguidice, D.P.C. for the Downtown Revitalization Initiative Streetscape Project

The attached resolution was introduced and seconded at the July 17, 2023, City Council meeting and was tabled at that time. The original staff report that accompanied the resolution is attached for City Council's reference.

July 11, 2023

To: The Honorable Mayor and City Council

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

Subject: Approving Amendment Number 3 to the Agreement with Barton & Loguidice, D.P.C. for the Downtown Revitalization Initiative Streetscape Project

At its June 19, 2023 meeting, the City Council directed Planning and Engineering Staff to explore opportunities to mitigate the loss of three public parking spaces on the west side of Washington Street, immediately south of the intersection with Stone Street, that were planned to be eliminated as part of the Downtown Revitalization Initiative (DRI) Streetscape Project.

Staff worked with Barton & Loguidice, D.P.C., the lead engineering firm on the project, and presented two potential alternatives at the July 3, 2023 City Council meeting.

On July 6, 2023, the City Council made the decision to remove the previously poured curb line and proceed with redesigning the corner to reestablish two ADA-accessible angled parking spaces on Washington Street. This will necessitate new construction drawings, stamped by a licensed Professional Engineer.

Barton & Loguidice has an agreement with the City for professional services for the design of the project that the City Council approved on March 15, 2021. The two parties have mutually amended this agreement twice; once in June 2022 to add Construction Inspection to the Scope of Services and once in October 2022 to cover cost overruns from the initial design.

Barton & Loguidice has prepared the attached Amendment Number 3 to the agreement to cover the engineering costs that B&L will incur as part of preparing the revised stamped construction drawings. The total compensation for the additional services will be \$4,060.

The attached resolution approves Amendment 3 to the contract for an additional amount not to exceed \$4,060 and authorizes the City Manager to execute it on behalf of the City.

RESOLUTION

Page 1 of 1

Approving Amendment Number 3 to the Agreement with Barton & Loguidice, D.P.C. For the Downtown Revitalization Initiative Streetscape Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

WHEREAS the City of Watertown has undertaken a Downtown Revitalization Initiative (DRI) Streetscape Project, and

WHEREAS Barton and Loguidice served as the City's lead design consultant during the design phase of the project and prepared the Bid Book as well as all construction documents on behalf of the City, and

WHEREAS the project has been under construction since July 2022, and the City's contractor has undertaken construction activities related to reconstructing the intersection of Washington and Stone Streets, and

WHEREAS on July 6, 2023, the City Council made the decision to remove some of the elements of this corner that had been installed thus far and reconfigure the corner to mitigate the lost parking, thereby necessitating a redesign, including Stamped Construction drawings for the requested reconfiguration, and

WHEREAS Barton & Loguidice has developed an amendment to the Professional Services Agreement dated July 11, 2023 between the City of Watertown and Barton & Loguidice to add Engineering services to create new stamped construction drawings for the requested reconfiguration to the scope of services for the additional amount of \$4,060.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves Amendment Number 3 to the contract with Barton & Loguidice, D.P.C., a copy of which is attached and made part of this resolution, for an additional amount not to exceed \$4,060, and,

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute Amendment Number 3 on behalf of the City.

Seconded by Council Member Sarah V.C. Pierce

AMENDMENT NUMBER 3 ("Amendment")
TO THE
AGREEMENT DATED MARCH 22, 2021 ("Agreement")
BETWEEN
CITY OF WATERTOWN ("Owner")
AND
BARTON & LOGUIDICE, D.P.C. ("Consultant")
FOR
PROFESSIONAL SERVICES FOR STREETSCAPE DESIGN
IMPROVEMENTS ("Project")

The above referenced Agreement between Owner and Consultant is amended to include the changes set forth below. The Agreement referenced above, including any amendments or revisions thereto previously agreed to in writing between Owner and Consultant, remains in full force and effect except as modified herein.

1. Change in Scope of Services to be Performed

- A. The scope of services to be performed by Consultant is hereby modified as described in Attachment One.

2. Change in Compensation for Services

- A. Total compensation for the services described in Attachment One, including reimbursable expenses, is estimated to be (Four Thousand Sixty Dollars (\$4,060), which shall be in addition to any payment amount(s) previously agreed to in writing between Owner and Consultant for this Project.
- B. Owner's method of payment to Consultant shall be as set forth in the Agreement referenced above.

3. Total Agreement

- A. This Amendment, along with the original Agreement and any other duly executed amendments previous to this Amendment, constitutes the entire agreement between Owner and Consultant for this Project; it supersedes all prior written or oral understandings and may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the above referenced Agreement as of the latest day and year set forth below.

OWNER: City of Watertown

CONSULTANT: Barton & Loguidice, D.P.C.

By: _____ By: _____

Kenneth A. Mix

Matthew J. Schooley

Title: City Manager Title: _____

Executive Vice President

Date

Date

Signed: _____

Signed: _____

July 11, 2023

NOTE: Address for Giving Notices:

Barton & Loguidice, Attn: President, 443 Electronics Parkway, Liverpool, NY 13088

Attachment One - Scope of Services for Amendment Number 3 Streetscape Design Improvements

SUPPLEMENTAL SCOPE OF SERVICES

WASHINGTON STREET PARKING REVISIONS


Watertown Streetscape Design Improvements
NYS DOS #C1001300

July 2023

Watertown Streetscape Design Improvements

SOW Construction Support/Administration: Key Bank Parking Design (per property owner's request and City's approval)

The CA/CI Consultant prepared conceptual design and estimates for the removal of the constructed raised concrete planters and proposed curblin to accommodate two handicap parking spaces while maintaining ADA access to the Governor Flower monument. These revised designs were at the request of the property owner and approval of the City. The Consultant will prepare field change sheets and material quantities to be issued for construction.

<div> <div>Exhibit A</div> <div>Washington Street Parking Revisions (Key Bank)</div> </div>								
	TITLE	MANAGER IV	PROFESSIONAL VI	PROFESSIONAL IV	TECHNICIAN ASSISTANT II	LABOR	MILES	TELEP
						TOTAL	(MILES)	REPRO
SCOPE OF SERVICE	EMPL RATE	MCB \$220	ASK \$170	BRS \$138	JJB \$90			
A. Design								
design of curb ramp			2			\$340		
asphalt profiling			2			\$340		
drainage design			1			\$170		
revised general plan sheet			3			\$510		
revised striping sheet						\$0		
develop quantities/estimates			2			\$340		
contractor coordination for field changes			1			\$170		
client coordination, meetings, QA/QC, PE Stamp		3	9			\$2,190		
						\$0		
						\$0		
						\$0		
						\$0		
						\$0		
HOURS TOTAL		3	20	0	0			
DOLLARS/HOUR		\$220	\$170	\$138	\$90			
SUB-TOTAL		\$660	\$3,400	\$0	\$0	\$4,060	\$0	\$0
LABOR TOTAL		\$4,060						
SUBCONSULTANTS								
MILEAGE, TELEPHONE, REPRO								
FEE ESTIMATE		\$4,060						
PROPOSAL FEE (Fee Ceiling)		\$4,100						

Ord No. 1 Laid Over Under the Rules

August 2, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Amending Chapter 216: Parks, Playgrounds, and Recreational Areas of the City Code – Revising Thompson Park Hours

This ordinance was introduced and laid over under the rules on July 17, 2023.

On July 3, 2023, the City Council discussed changing the hours that John C. Thompson Park is closed. There was a consensus that the closed hours should be from 11:00 p.m. to 5:00 a.m.

The attached ordinance was prepared for Council's consideration. It changes the closed hours to 11:00 p.m. to 5:00 a.m.

ORDINANCE

Page 1 of 1

Amending Chapter 216: Parks,
Playgrounds, and Recreational
Areas of the City Code – Revising
Thompson Park Hours

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

WHEREAS the City Council wishes to expand the hours that John C. Thompson Park is open to the public,

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that Paragraph “C” of Section 216-3 of the City Code is replaced in whole to read as follows: “C. No person shall enter or remain in John C. Thompson Park from 11:00 p.m. to 5:00 a.m., except for the purpose of driving through without stopping, other than for traffic signs.”, and

BE IT FURTHER ORDAINED this amendment to the City Code of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

Seconded by Council Member Sarah V.C. Pierce

July 17, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – June 2023

Sales tax revenue was up \$617,016 or 31.66% compared to last June. In comparison to the original budget projection for the month, sales tax was up \$522,367 or 25.56%. The year-to-date actual receipts are up \$986,137 or 4.17%, while the year-to-date receipts on a budget basis are down \$161,284 or 0.63%.

	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,763,856	\$ 1,493,210	\$ 1,948,809	\$ 2,035,333	\$ 86,524	4.44%	
August	\$ 1,763,893	\$ 1,515,827	\$ 1,888,806	\$ 2,008,482	\$ 119,676	6.34%	
September	\$ 2,129,882	\$ 2,783,423	\$ 2,725,797	\$ 2,757,376	\$ 31,578	1.16%	3.62%
October	\$ 1,499,868	\$ 1,488,167	\$ 1,678,723	\$ 1,847,562	\$ 168,839	10.06%	
November	\$ 1,410,364	\$ 1,331,668	\$ 1,643,509	\$ 1,818,188	\$ 174,679	10.63%	
December	\$ 1,868,004	\$ 2,493,688	\$ 2,374,453	\$ 2,232,223	(\$ 51,230)	(2.16%)	5.13%
January	\$ 1,436,294	\$ 1,290,702	\$ 1,649,030	\$ 1,849,036	\$ 200,006	12.13%	
February	\$ 1,203,572	\$ 1,181,566	\$ 1,429,187	\$ 1,643,774	\$ 214,587	15.01%	
March	\$ 1,750,746	\$ 2,284,533	\$ 2,253,672	\$ 2,041,305	(\$ 212,367)	(9.42%)	3.79%
April	\$ 988,797	\$ 1,566,858	\$ 2,064,386	\$ 1,888,370	(\$ 176,016)	(8.53%)	
May	\$ 925,025	\$ 1,626,958	\$ 2,023,137	\$ 1,835,982	(\$ 187,155)	(9.25%)	
June	<u>\$ 2,258,456</u>	<u>\$ 3,144,514</u>	<u>\$ 1,949,070</u>	<u>\$ 2,566,086</u>	<u>\$ 617,016</u>	<u>31.66%</u>	4.21%
YTD	<u>\$ 18,998,780</u>	<u>\$ 22,201,114</u>	<u>\$23,628,579</u>	<u>\$ 24,614,716</u>	<u>\$ 986,137</u>	<u>4.17%</u>	

	<u>Original Budget 2022-23</u>	<u>Actual 2022-23</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July	\$ 2,043,445	\$ 2,035,333	(\$ 8,112)	-0.40%	
August	\$ 1,980,527	\$ 2,008,482	\$ 27,955	1.41%	
September	\$ 2,858,164	\$ 2,757,376	\$ (100,788)	(3.53%)	-1.18%
October	\$ 1,760,243	\$ 1,847,562	\$ 87,319	4.96%	
November	\$ 1,723,319	\$ 1,818,188	\$ 94,869	5.51%	
December	\$ 2,489,758	\$ 2,323,223	(\$ 166,535)	(6.69%)	0.26%
January	\$ 1,729,108	\$ 1,849,036	\$ 119,928	6.94%	
February	\$ 1,498,589	\$ 1,643,774	\$ 145,185	9.69%	
March	\$ 2,363,112	\$ 2,041,305	(\$ 321,807)	(13.62%)	(1.01%)
April	\$ 2,164,634	\$ 1,888,370	(\$ 276,264)	(12.76%)	
May	\$ 2,121,382	\$ 1,835,982	(\$ 285,400)	(13.45%)	
June	<u>\$ 2,043,719</u>	<u>\$ 2,566,086</u>	<u>\$ 522,367</u>	<u>25.56%</u>	(0.62%)
YTD	<u>\$ 24,776,000</u>	<u>\$ 24,614,716</u>	<u>(\$ 161,284)</u>	<u>(0.63%)</u>	

July 17, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – June 2023

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last June, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$183,994 or 43.92%. In comparison to the budget projection for the month, revenue was down \$90,562 or 27.82%. The year-to-date actual revenue is down \$1,524,715 or 23.08%, while the year-to-date revenue on a budget basis is up \$128,268 or 2.59%.

	<u>Actual</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 265,466	\$ 1,937	\$ 673,456	\$ 165,456	(\$ 508,021)	(75.43%)
August	\$ 13,330	\$ 1,819	\$ 612,155	\$ 157,460	(\$ 454,695)	(74.28%)
September	\$ 125,102	\$ 1,164	\$ 307,692	\$ 442,559	\$ 134,867	43.83%
October	\$ 222,218	\$ 117,331	\$ 523,734	\$ 216,702	(\$ 307,031)	(58.62%)
November	\$ 554,930	\$ 410,218	\$ 731,273	\$ 373,674	(\$ 357,599)	(48.90%)
December	\$ 406,126	\$ 366,126	\$ 702,586	\$ 533,542	(\$ 169,044)	(24.06%)
January	\$ 416,391	\$ 255,650	\$ 293,374	\$ 522,759	\$ 229,385	78.19%
February	\$ 217,222	\$ 175,736	\$ 246,124	\$ 477,279	\$ 231,155	93.92%
March	\$ 745,936	\$ 449,166	\$ 661,611	\$ 610,504	(\$ 51,107)	(7.72%)
April	\$ 752,511	\$ 669,698	\$ 897,945	\$ 872,321	(\$ 25,625)	(2.85%)
May	\$ 383,085	\$ 433,690	\$ 539,059	\$ 471,237	(\$ 64,821)	(12.09%)
June	\$ 53,641	\$ 85,233	\$ 418,974	\$ 234,979	(\$ 183,994)	(43.92%)
YTD	<u>\$4,155,958</u>	<u>\$2,967,769</u>	<u>\$6,604,983</u>	<u>\$5,080,268</u>	<u>(\$1,524,715)</u>	<u>(23.08%)</u>

	<u>Original</u> <u>Budget</u> <u>2022-23</u>	<u>Actual</u> <u>2022-23</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 309,892	\$ 165,456	(\$ 144,437)	(46.62%)	\$ 25,655
August	\$ 161,617	\$ 157,460	(\$ 4,157)	(2.57%)	\$ 22,790
September	\$ 154,566	\$ 442,559	\$ 287,993	186.32%	\$ -
October	\$ 386,125	\$ 216,702	(\$ 169,423)	(43.88%)	\$ -
November	\$ 590,227	\$ 373,674	(\$ 216,553)	(36.69%)	\$ -
December	\$ 468,929	\$ 533,542	\$ 64,613	13.78%	\$ -
January	\$ 339,180	\$ 522,759	\$ 183,579	54.12%	\$ -
February	\$ 274,525	\$ 477,279	\$ 202,754	73.86%	\$ -
March	\$ 517,044	\$ 610,504	\$ 93,460	18.08%	\$ -
April	\$ 790,853	\$ 872,321	\$ 81,468	10.30%	\$ -
May	\$ 633,501	\$ 471,237	(\$ 162,264)	(25.61%)	\$ -
June	<u>\$ 325,541</u>	<u>\$ 234,979</u>	<u>(\$ 90,562)</u>	<u>(27.82%)</u>	
YTD	<u>\$4,952,000</u>	<u>\$5,080,268</u>	<u>\$ 128,268</u>	<u>2.59%</u>	<u>\$ 48,445</u>

August 2, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Board and Commission Appointments

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
Zoning Board of Appeals	City Manager	5 Years	Vacant		12/31/2024
Zoning Board of Appeals	City Manager	5 Years	Vacant		12/31/2026
Civil Service Commission	City Manager	6 Year	Vacant		06/01/2026
Transportation Commission	Council	3 Year	Owen Virkler- expired		04/01/2026
Transportation Commission	Council	3 Year	Samuel Purington -exp		04/01/2026
Transportation Commission	Council	3 Year	Brad Rindeau -exp		04/01/2026
Flower Memorial Library	Mayor w/Council	11 Years	Vacant		12/31/2023
Board of Assessment Review	Council	5 years	Vacant		09/30/2027
Watertown Housing Authority	City Manager	5 years	Vacant		12/31/2025

Owen Virkler and Samuel Purington are willing to renew their memberships on the Transportation Commission but would like us to pursue other people to fill their seats. Brad Rindeau is interested in renewing his seat for Transportation Commission.

Darian Eagle has emailed us with interest in a Transportation Commission opening, with a recommendation from the Transit Director, Kyle Meehan. Brandi Smith, the Mobility Manager, has submitted Heather Romanek's name but we have not received her resume yet.

If the Council wishes to renew and/or appoint the new members listed above, please let us know and resolutions will be prepared for the next Council meeting.

Also, if the Council knows of anyone interested in the other positions, please have them contact us.

July 27, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Property Purchase Offer – 610 Pine Street

The City has received a purchase offer in the amount of \$2,500 from Timothy Garner for 610 Pine Street. The City acquired the parcel from Julie A. Frangione in June 2022 as a result of the tax sale certificate process. The amount of unpaid taxes and interest was \$760.69. Mr. Garner is acquiring 604 Pine Street and discovered that part of the garage extends over the property line onto the City's parcel.



Code Enforcement provided the following list of instances they have had with Mr. Garner (since 2018).

321 Stone Street:

- 03/15/2021 - Violation letter sent for trash and debris; owner resolved violation.
- 06/02/2022 - Violation letter sent for tall grass and weeds; owner resolved violation.
- 04/12/2022 - Condemned because of a fire, owner has not made any effort to repair this structure, and minimal effort keep the structure secure or maintain the property.
- 01/13/2023 - Violation letter sent for unsecured building, DPW secured the building, property owner billed \$426.60. Invoice was not paid and has been re-levied to the 2023-24 City tax bill)
- 04/11/2023 - Violation letter sent for tall grass and weeds, third-party contractor mowed the property, property owner billed \$669.60. Invoice has not been paid.

433 Meadow Street South:

- 09/12/2019 - Violation letter sent for trash and debris; referred to DPW for cleanup but owner resolved violation.

243 Central Street:

- 06/03/2022 - Violation letter sent for tall grass and weeds; referred to the third-party contractor but owner resolved violation.
- 06/07/2022 - Violation letter sent for tall grass and weeds; owner resolved violation.

Letter of Intent

THIS LETTER OF INTENT (the "Document") made as of this 1st day of May, 2023 (the "Execution Date"),

BETWEEN:

Timothy Garner of 339 Dodge Avenue, Sackets Harbor, New York 13685
(the "Purchaser")

- AND -

The City of Watertown New York
(the "Seller")

BACKGROUND:

- A. The Seller is the owner of vacant property that is available for sale.
- B. The Purchaser wishes to purchase said vacant property from the Seller.

This Document will establish the basic terms to be used in a future real estate contract for sale (the "Contract") between the Seller and the Purchaser. The terms contained in this Document are not comprehensive and it is expected that additional terms may be added, and existing terms may be changed or deleted. The basic terms are as follows:

Non-Binding

- 1. This Document does not create a binding agreement between the Purchaser and the Seller and will not be enforceable. Only the Contract, duly executed by the Purchaser and the Seller, will be enforceable. The terms and conditions of the Contract will supersede any terms and conditions contained in this Document. The Purchaser and the Seller are not prevented from entering into negotiations with third parties with regard to the subject matter of this Document.

Transaction Description

- 2. The property (the "Property") that is the subject of this Document is located at:

- 610 Pine Street, Watertown, New York 13601

Purchase Price

3. The Purchaser will pay to the Seller the amount of Two Thousand Five Hundred Dollars (\$2,500.00) on or before the 1st day of July 2023 (the "Closing Date") as final payment in full for the Property.
4. The Purchaser will take possession of the Property on the July 1, 2023.

Real Property Disclosure

5. The Seller does not know of any material facts that would affect the value of the Property, except those observable by the Purchaser or known to the Seller and stated in this Document.

Representations

6. The Seller represents and warrants that the Property is free and clear of any liens, charges, encumbrances or rights of third parties which will not be satisfied out of the sales proceeds. If the representations of the Seller are untrue upon the Closing Date, the Purchaser may terminate any future agreement without penalty and any deposits must be refunded.

Terms and Conditions

7. The Purchaser will accept the Property in its current state and condition without any further work, repairs, treatments or improvements.

This Document accurately reflects the understanding between the Seller and the Purchaser, signed on this 2nd day of May, 2023.



Timothy Garner (Purchaser)

City of Watertown, New York
by Authorized Representative (Seller)



Property Description Report For: 610 Pine St, Municipality of City of Watertown

No Photo Available

Status:	Active
Roll Section:	Taxable
Swis:	221800
Tax Map ID #:	9-04-114.000
Account #:	16093620
Property Class:	311 - Res vac land
Site:	RES 1
In Ag. District:	No
Site Property Class:	311 - Res vac land
Zoning Code:	R - Residential
Neighborhood Code:	00608
School District:	Watertown
Total Assessment:	2023 - \$6,100 2022 - \$6,100
Property Desc:	61x238 904114
Deed Page:	12587
Grid North:	1447515

Total Acreage/Size:	61 x 238
Land Assessment:	2023 - \$6,100 2022 - \$6,100
Full Market Value:	2023 - \$7,300 2022 - \$6,900
Equalization Rate:	----
Deed Book:	2022
Grid East:	993106

Land Types

Type	Size
Undeveloped	61 x 238

Taxes

Year	Description	Amount
2023	County	\$47.55
2022	City	\$53.60
2022	County	\$49.20
2022	School	\$67.95

*** Taxes reflect exemptions, but may not include recent changes in assessment.**

Staff Report

August 1, 2023

To: The Honorable Mayor and City Council

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

Subject: Initiating the coordinated SEQR review process between the City Council and City Planning Commission for the RESTORE NY project at 75-79 Public Square

The Empire State Development Corporation recently awarded the City of Watertown a Restore New York Grant for the proposed 75-79 Public Square Redevelopment Project. The Project involves the demolition of the dilapidated building at 75 Public Square and the construction of a 4-story mixed-use building on the site of 75 Public Square and 77-79 Public Square, which is currently an underutilized walkway. The building will house 19,200 square feet of commercial space, a restaurant and market-rate residential units.

In accordance with the provisions of Article 8 of the Environmental Conservation Law “Environmental Quality Review Act,” Part I of a Short Environmental Assessment Form has been prepared and is attached for your review and comment. The project is considered an Unlisted Action.

The intent of this letter is to initiate the coordinated SEQR review process between the City Council and the City Planning Commission for the project and to reach an agreement on the establishment of a lead agency. As required under SEQR, lead agency designation must be agreed upon within 30 days of the date of this report.

Following careful review of the SEQR criteria for selection of a lead agency and assessment of the impact of the proposed action, city staff believes that the City of Watertown Planning Commission is the most appropriate choice to be established as lead agency as they will be approving the site plan for the project. The City Council is tasked with approving the Grant Disbursement Agreement with Empire State Development, which accepts the funding.

Any objections to the Planning Commission being established as the lead agency, recommendations on another lead agency, or comments concerning the enclosed EAF, must be forwarded to the Planning Commission as soon as possible. Involved agencies have 30 days from the date of this report to respond regarding the establishment of the lead agency. The City Planning Commission needs to consider and review Part II of the Short EAF at its meeting scheduled for September 12, 2023.

If there are no comments or objections received during the designated time, the Planning Commission will assume the role of lead agency. The Commission will then, in

accordance with the provisions of SEQRA regarding Unlisted Actions, issue a determination of significance.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

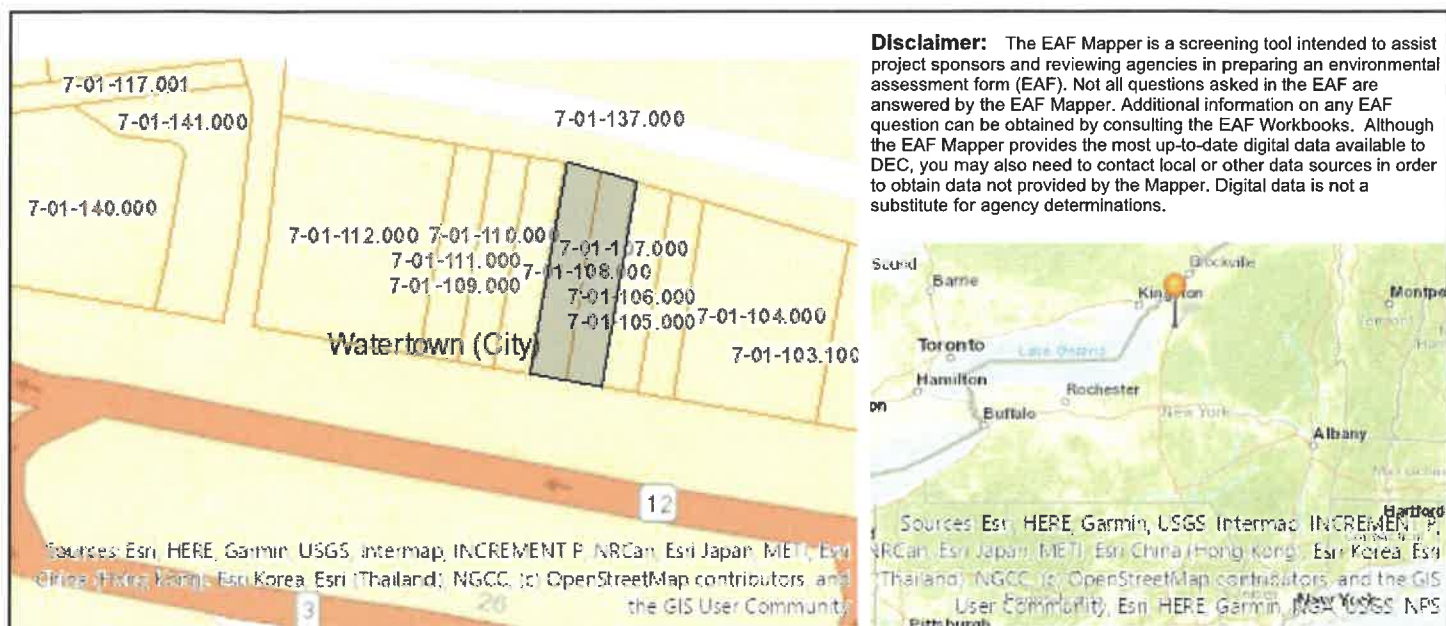
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: RESTORE NY Round 6 - 75-79 Public Square Redevelopment			
Project Location (describe, and attach a location map): 75-79 Public Square, Watertown, New York			
Brief Description of Proposed Action: The project consists of the demolition of the existing dilapidated building at 75 Public Square and the construction of a 4-story mixed-use building on the site of 75 Public Square and 77-79 Public Square, which is currently an underutilized walkway. The building will house 19,200 square feet of commercial space, a restaurant and market-rate residential units.			
Name of Applicant or Sponsor: City of Watertown, New York		Telephone: 315-785-7741 E-Mail: planning@watertown-ny.gov	
Address: 245 Washington Street, Suite 304			
City/PO: Watertown		State: New York	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: SHPO- Statement of No Adverse Affect on Historic Properties, City of Watertown Code Enforcement- Demolition Permit, Building Permit		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		0.11 acres	
b. Total acreage to be physically disturbed?		0.11 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.11 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
City sewer <hr/>		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
J.B.Wise Place <hr/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Jennifer L. Voss</u> Date: _____ Signature: _____ Title: <u>Senior Planner</u>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	Yes



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

ERIK KULLESEID
Commissioner

May 25, 2023

Jennifer Voss
Senior Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: ESDC
RESTORE NY/ 75-79 Public Square/ 1 Building
75-79 Public Sq, Watertown, NY 13601
23PR02857

Dear Jennifer Voss:

Thank you for continuing to consult with the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted materials in accordance with the New York State Historic Preservation Act of 1980 (section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources.

We note that 75 Public Square no longer contributes to the Public Square Historic District which is listed in the State and National Registers of Historic Places. We have reviewed the Restore NY application dated October 10, 2022, and the submitted photographs. Based on this review, it is the OPRHP's opinion that the project, as described, will have No Adverse Impact on historic or cultural resources with the condition that plans for the new construction are submitted to our office for additional review.

If you have any questions, please feel free to reach out via email.

Sincerely,

William Floyd
Historic Preservation Technical Specialist
william.floyd@parks.ny.gov
(518) 268-2142