

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, February 5, 2024
7:00 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, February 5, 2024, 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 - Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Heather Tarzia
- Resolution No. 2 - Adopting Amended Annual Rates of Pay for Management Employees for Fiscal Year 2023-24 – City Engineer Change
- Resolution No. 3 - Adopting the Amendment to the Community Development Block Grant 2021 Annual Action Plan
- Resolution No. 4 - Approving the Grant Agreement with the Watertown Housing Authority for the Meadowbrook Apartments Sidewalk Reconstruction Project
- Resolution No. 5 - Readopting Fiscal Year 2023-24 General Fund Budget to Authorize Temporary Over hire of a Motor Equipment Mechanic in Central Garage

ORDINANCES

Ordinance No. 1 - An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds authorized to \$925,000.

OLD BUSINESS

Tabled Resolution - Approving The Professional Service Agreement for the Ohio Street Water Main Replacement Project, Aubertine and Currier

Tabled Resolution - Approving The Professional Service Agreement for the Winslow Street Water Main Replacement Project, Aubertine and Currier

STAFF REPORTS

1. Sale of Surplus Hydro-electricity – December 2023
2. Sales Tax Revenue – December 2023
3. Community Development Block Grant (CDBG) 2024 Annual Action Plan Public Hearing

NEW BUSINESS

EXECUTIVE SESSION

To discuss proposed, pending, or current litigation.

To discuss the employment history of a particular individual.

WORK SESSION

Next Work Session is scheduled for Monday, February 12, 2024, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, FEBRUARY 20, 2024.

Res No. 1

January 23, 2024

To: Members of the City Council

From: Sarah V.C. Pierce, Mayor

Subject: Appointment to the Roswell P. Flower Memorial Library Board of Trustees,
Heather Tarzia

We have a vacancy on the Flower Memorial Library Board of Trustees with the resignation of Connie Holberg at the end of her term on December 31, 2023.

We have received a recommendation from Cheryl Evans, the Board President. Heather and her family reside in the City of Watertown, and we believe she will be an excellent addition to the Library.

I respectfully submit Ms. Tarzia and offer her nomination to the City Council at this time for an 11-year term, such term expiring on December 31, 2034. Attached is a resolution for Council consideration.

RESOLUTION

Page 1 of 1

Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Heather Tarzia

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

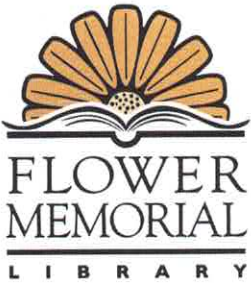
YEA	NAY

Introduced by _____

BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby appoints the following individual to the Roswell P. Flower Memorial Library Board of Trustees, to an 11-year term, which term expires December 31, 2034.

Heather Tarzia
449 Newman Drive
Watertown, New York,

Seconded by _____



229 Washington Street
Watertown, New York 13601

Phone: (315) 785-7705
Fax: (315) 788-2584

January 18, 2024

Mayor Sarah Compo Pierce
245 Washington Street
Watertown, NY 13601

Re: New Library Board Member Recommendation

Dear Mayor Compo Pierce,

The board of trustees at the Flower Memorial Library has made a resolution to recommend Mrs. Heather Tarzia to fulfill the remaining term for Mrs. Connie Holberg. Mrs. Holberg's term ends December of this year. Subsequently, Mrs. Tarzia will begin her first full eleven-year term starting in January, 2024. I have included Mrs. Tarzia's resume for your review, and extend our appreciation to you, and city council for her appointment to our board at your next council meeting. Please feel free to contact me with any questions, or if you would like any additional information.

Sincerely,

Cheryl Evans
Board President

Heather Tarzia
449 Newman Drive
Watertown, NY 13601
315-767-6528
TINYDANCER2479@YAHOO.COM

Board of Trustees, Mayor Compo Pierce, & City Council,

I am writing to express my interest in the Board Member position at Roswell P. Flower Memorial Library. I am confident I have the qualifications and skills necessary for the position, and I'm eager to participate in library planning. Flower Memorial Library is an organization I've been utilizing with my young family for many years now, and I admire the wonderful activities, events, and programs that are offered to our community. I am passionate about the Library's mission, and I believe I can contribute toward it in an impactful way.

Thank you for your time and consideration. I'm looking forward to learning more details about the Library and how I can help contribute to your team. I look forward to hearing from you and will be available for an interview at your earliest convenience.

Sincerely,

Heather Tarzia

Res No. 2

February 5, 2024

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Adopting Amended Annual Rates of Pay for Management Employees for Fiscal Year 2023-24 – City Engineer Change

The City has posted the City Engineer vacancy on three occasions and continues to struggle to fill the position. This position was upgraded from a Grade 32 to a Grade 35 in November of 2023, and I am recommending that the salary for the position now be increased from Grade 35 to Grade 36. Listed below are the salary ranges for both grades:

Current -	Grade 35	\$100,877 - \$127,204
Proposed -	Grade 36	\$105,660 - \$133,235

It is my hope that offering a higher starting salary along with a higher end range will attract a qualified candidate. If approved by the City Council, Staff will update the vacancy posting immediately with the new salary range.

A resolution making the proposed change is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Adopting Amended Annual Rates of Pay for Management Employees for Fiscal Year 2023-24 – City Engineer Change

Council Member KIMBALL, Robert O.
 Council Member OLNEY III, Clifford G.
 Council Member RUGGIERO, Lisa A.
 Council Member SHOEN, Benjamin P.
 Mayor PIERCE, Sarah V.C.
 Total

YEA	NAY

Introduced by _____

WHEREAS the City Council approved the Proposed Fiscal Year 2023-24 Annual Rates of Pay for Management Employees at the City Council meeting on June 5, 2023, and

WHEREAS the City Council amended the Proposed Fiscal Year 2023-24 Annual Rates of Pay for Management Employees at the City Council meeting on November 20, 2023, and

WHEREAS the City Manager has recommended increasing the pay rate for the position of City Engineer from the current Grade 35 to Grade 36 in the hopes of attracting a qualified candidate,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Annual Rates of Pay for Management Employees-Effective July 1, 2023 as amended on February 5, 2024 chart that is attached and made part of this resolution.

Seconded by _____

January 30, 2024

To: The Honorable Mayor and City Council

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

Subject: Adopting the Amendment to the Community Development Block Grant 2021 Annual Action Plan

On May 3, 2021, the City Council adopted the City's 2021 Community Development Block Grant (CDBG) Annual Action Plan. The plan included various projects for the 2021-2022 Fiscal Year, some of which are complete and others which are still underway. Four of the projects came in under budget: the Grant Street Sidewalk Replacement Project, the Point-In-Time Outreach and Education Initiative 2021, the Thompson Park ADA Ramp Replacement Project and Program Administration. The proposed amendment to the 2021 Annual Action Plan will reallocate these funds to projects that came in over budget and two new projects, the Franklin ADA Ramp Design and Grant Steet Reconstruction Project.

At the December 18, 2023, meeting, the City Council reviewed the proposed modifications to the 2021 Annual Action Plan and concurred with the changes. The City Council also held a public hearing on the proposed amendment at its January 2, 2024, meeting.

In addition to the public hearing, Staff published a legal notice in the *Watertown Daily Times* advertising a 30-day public comment period that took place between December 22, 2023, and January 22, 2024. The draft amendment has also been available for review at City Hall in the Planning and Community Development Department and City Clerk's Office, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority and on our website at <https://www.watertown-ny.gov/CDBGPublicCommentOpportunities>.

The City did not receive any comments during the public hearing but did receive a written comment during the 30-day public comment period. The comment proposed that the budget for the Target Area Smoke Detector Program be increased. After discussion with City Council, it was agreed that the budget remain the same in the 2021 plan as the original amount of funding is still available and has not yet been spent. Staff agreed to discuss the program with the Fire Chief to determine the success of the program, whether additional CDBG funds should be allocated in an upcoming Annual Action Plan and if there are other funding sources that can be used to obtain more smoke detectors that would not have income or geographic restrictions associated with the grant.

The list of projects below displays the original and revised budgets for all projects funded by the 2021 Annual Action Plan:

<u>Project</u>	<u>Original Budget</u>	<u>Amendment</u>
Grant Street Sidewalk Replacement	\$363,705.00	\$252,493.20
Thompson Park ADA Ramp Replacement	\$75,000.00	\$74,140.35
N. Hamilton Playground Basketball Court	\$12,500.00	\$23,856.03
Northeast Taret Area Tree Planting	\$10,000.00	\$10,010.00
535 Olive Street Demolition	\$35,000.00	\$42,629.87
Owner-Occupied Housing Rehabilitation	\$196,000.00	\$196,000.000
Homebuyer Program	\$140,000.00	\$140,000.00
Point-In-Time Outreach & Education Initiative	\$10,000.00	\$9,776.00
Fair Housing Education	\$5,000.00	\$5,000.00
WCSD Food 4 Families Program	\$6,500.00	\$6,500.00
Target Area Smoke Detector Program	\$5,000.00	\$5,000.00
Seward Street Reconstruction Program	\$25,000.00	\$25,000.00
Program Administration	\$118,126.44	\$100,079.18
Grant Street Reconstruction Project	\$0.00	\$102,379.18
Franklin ADA Ramp Design	\$0.00	\$8,967.50
Total	\$1,001,831.44	\$1,001,831.44

Attached is a copy of the final version of the amendment. In order to finalize the amendment, the City Council should consider the attached resolution. The resolution adopts the amendment to the City of Watertown's CDBG Program Annual Action Plan for Program Year 2021 and authorizes its submission to HUD.

RESOLUTION

Page 1 of 1

Adopting the Amendment to the Community Development Block Grant 2021 Annual Action Plan

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS on May 3, 2021, the City Council adopted a resolution approving the City’s Annual Action Plan for Program Year 2021 for its Community Development Block Grant (CDBG) Program, and

WHEREAS the approved plan included various projects including an owner-occupied housing rehabilitation program, a homebuyer program, a sidewalk project, a demolition project, a playground enhancement project, a point-in-time outreach and education initiative, smoke detector program, planning administration, and

WHEREAS two of the four of the projects that came in under budget necessitate amending the plan to reflect the various adjustments, which will be used to fund existing projects project that are over budget and adding two new projects to the plan, and

WHEREAS Staff conducted outreach efforts with local constituency groups and the City Council held a public hearing on January 2, 2024, to solicit public comments regarding the proposed amendment, and

WHEREAS the draft amendment to the 2021 Annual Action Plan was completed and published on December 22, 2023, and was made available to the public for review and placed in various offices at City Hall, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority offices and on the City’s website, and

WHEREAS a 30-day public comment period for the draft amendment to the 2021 Annual Action Plan was held between December 22, 2023, and January 22, 2024, after a notice of the comment period was published in the *Watertown Daily Times*,

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts the Amendment to the City of Watertown’s CDBG Program Annual Action Plan for Program Year 2021, a copy of which is attached and made part of this resolution and authorizes the submission of the amendment to the United States Department of Housing and Urban Development.

Seconded by _____



**AMENDMENT
TO THE CITY OF WATERTOWN'S
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021 ANNUAL ACTION PLAN
FINAL DRAFT – JANUARY 22, 2024**

On May 3, 2021, the City Council of the City of Watertown adopted the City's Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2021. The plan included various projects for the 2021-2022 Fiscal Year, several of which this amendment will modify, either in scope or in budget or both.

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

Proposed Project	Approved Budget
Grant Street Sidewalk Replacement Project	\$363,705
Thompson Park ADA Ramp Replacement Project	\$75,000
N. Hamilton Playground Basketball Court	\$12,500
Northeast Target Area Tree Planting	\$10,000
535 Olive Street Demolition	\$35,000
Owner-Occupied Rehabilitation	\$196,000
Homebuyer Program	\$140,000
Point-In-Time Outreach and Education Initiative	\$10,000
Fair Housing Education	\$5,000
WCSD Food 4 Families	\$6,500
Target Area Smoke Detector Program	\$5,000
Seward Street Reconstruction Design	\$25,000
Program Administration	\$118,126.44
Total	\$1,001,831.44

This amendment changed the budget for several of the above-identified projects. CDBG regulations and our Citizen Participation Plan allow some flexibility for changes in project costs as the City implements the various programs and projects. The City may increase or decrease individual budget line items by up to 25 percent without amending the Annual Action Plan. However, in the case of the Grant Street Sidewalk Replacement Project, the actual cost was

approximately a 31 percent decrease from the originally budgeted amount. Also, in the case of the North Hamilton Playground Basketball Court Project, the actual project cost was approximately a 90 percent increase from the originally budgeted amount. Additionally, two new projects have been added to the 2021 Annual Action Plan to use the additional funding. The decrease and increase in the budget line items and new projects necessitated an amendment. The other projects with an amendment to their budgets, the Thompson Park ADA Ramp Replacement Project, the 535 Olive Street Demolition Project, the Point-in-Time Outreach and Education Initiative and Program Administration, changed by less than 25 percent.

The four projects collectively finished \$113,735.21 under budget. The City proposed to reallocate the surplus to pay for three projects that are over budget and two new projects. The new projects are the Grant Street Reconstruction Project and the Franklin Street ADA Ramp Design which are described below.

Below is the revised CDBG Program Year 2021 Annual Action Plan budget, following all approved revisions:

Proposed Project	Amended Budget
Grant Street Sidewalk Replacement Project	\$252,493.20
Thompson Park ADA Ramp Replacement Project	\$74,140.35
N. Hamilton Playground Basketball Court	\$23,856.03
Northeast Target Area Tree Planting	\$10,010.00
535 Olive Street Demolition	\$42,629.87
Owner-Occupied Rehabilitation	\$196,000.00
Homebuyer Program	\$140,000.00
Point-In-Time Outreach and Education Initiative	\$9,776.00
Fair Housing Education	\$5,000.00
WCSD Food 4 Families	\$6,500.00
Target Area Smoke Detector Program	\$5,000.00
Seward Street Reconstruction Design	\$25,000.00
Program Administration*	\$100,079.31
Grant Street Reconstruction Project	\$102,379.18
Franklin Street ADA Ramp Design	\$8,967.50
Total	\$1,001,831.44

*Includes the addition of \$58,041.44 in Program Income.

The following are descriptions for the above identified new projects:

Grant Street Construction Project:

The Grant Street Reconstruction Project will include the complete reconstruction of Grant Street between Main Street East and Henry Street. Improvements will include ADA ramp replacement, curbing replacement, new pavement, and replacement of various utilities such as water, sanitary sewer, storm sewer along with green infrastructure improvements and tree planting.

The City estimates that 150 low to moderate-income (LMI) families will benefit from the proposed project based on the estimated number of families in the Block Group and the LMI percentage for the Block Group that the project covers. Since 2020 ACS data on total families in a geography is only available at the Census Tract level, the city divided the number of families evenly across the three Block Groups in Census Tract 613 when estimating the number of families.

The project is located in the City's Northeast CDBG Target Area and is located in Census Tract 613, Block Group 2 which is characterized as having a low to moderate income population of 61.44 percent.

Franklin Street ADA Ramp Design:

This project involves the design of public infrastructure improvements consisting of ADA sidewalk ramps. The City proposes to reconstruct approximately 16 ramps in Census Tract 621, which has an estimated Disability Rate of 25 percent according to 2016-2020 Five-year American Community Survey (ACS) estimates, almost double the estimated nationwide Disability Rate. In addition, ACS data also estimates that approximately 29 percent of occupied housing units in Census Tract 621 do not have access to a vehicle, making pedestrian trips more likely.

The City will install the ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. The City proposes to hire an engineering consultant to perform the design work.

This project will help to meet an important non-housing community development need identified in the City's Consolidated Plan which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled.

Citizen Participation

The City's Community Development Block Grant Program has an adopted Citizen Participation Plan that outlines various steps that the City must take in order to engage the public in the development of our Annual Action Plans and any amendments to them. While developing this amendment to the City's Program Year 2021 Annual Action Plan, the City Council scheduled a public hearing on the proposed amendment for Tuesday, January 16, 2024 at 7:15 p.m. in the City Council Chamber of City Hall. On December 22, 2023, the city advertised in

the *Watertown Daily Times* to notify the public of the public hearing date and time and to announce the start of a 30-day public comment period that will last from December 22, 2023 to January 22, 2024. The City also conducted outreach to several agencies and businesses by email notifying them of the proposed changes and made the proposed amendment available for review at City Hall in the Planning and Community Development Department, the City Clerk's Office and at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority and on our website at www.watertown-ny.gov.

Summary of Public Comments

A 30-day public comment period was held from December 22, 2023 until January 22, 2024, after a notice of the comment period was published in the *Watertown Daily Times* for the 2021 Annual Action Plan amendment. Additionally, a public hearing was held on Tuesday, January 16, 2024 at 7:15p.m, where a comment from a Watertown resident was discussed. The comment was submitted through an email to the City Clerk and provided to the Planning and Community Development Department and City Council that suggested that the amendment add more funds to the Target Area Smoke Detector Program by taking \$1,000 of funds from each category to increase the budgeted amount to from \$5,000 to \$15,000. There was a question from one of our City Council members, Cliff Onley, asking for clarity on the need for smoke detectors and the potential for more funding through the American Red Cross. Mayor, Sarah Compo-Pierce, clarified that she is not sure to what extent the Red Cross would provide funding. Michael Lumbis, Planning and Community Development Director, noted that the comment submitted stated that Home Depot and the Fire Department have previously worked together to provide a similar opportunity for residents to receive free smoke detectors. Mr. Lumbis stated that there was a way to amend the draft amendment, but pointed out that the Target Area Smoke Detector Program has been around for two years and was part of the 2020 and 2021 Annual Action Plans. Mr. Lumbis stated that these projects are slow moving since they require the smoke detectors to be provided to particular target areas within the city, rather than being able to hand them out to all residents in Watertown. Additionally, Mr. Lumbis stated that when smoke detectors are provided to homes in the target area, the Fire Department must provide an educational component and install the smoke detectors in the homes to ensure they are being put to use. Mr. Lumbis suggested that there may be other funding sources that can be used to obtain more smoke detectors that don't have to follow the requirements that come with using Community Development Block Grant funds. Mr. Lumbis also stated that it would also allow more residents who are not in the designated target areas the opportunity to obtain smoke detectors. The suggestion was greatly appreciated by the City Council and Mr. Lumbis, and further discussion with the Fire Department Chief will be needed to see how the current smoke detector program is going and potentially find funding for more. It was also noted that, after discussions with the Fire Department, it would be possible to include funds in the City's upcoming 2024 Annual Action Plan for smoke detectors if needed.

Res No. 4

January 29, 2024

To: The Honorable Mayor and City Council

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

Subject: Approving the Grant Agreement with the Watertown Housing Authority for the Meadowbrook Apartments Sidewalk Reconstruction Project

The Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2023 that was adopted by the City Council on May 1, 2023, included \$30,000 to assist the Watertown Housing Authority with the proposed Meadowbrook Apartments Sidewalk Reconstruction Project. The project consists of the replacement of concrete sidewalks and related work in various locations throughout the complex, located along Walker Avenue and Burns Avenue. Sidewalks to be replaced include those that are structurally deteriorated.

An agreement for the grant funds between the City of Watertown and the Watertown Housing Authority has been drafted and is attached for your review and consideration. The Watertown Housing Authority will receive the funds in return for completing the project and complying with all applicable CDBG regulations.

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

RESOLUTION

Page 1 of 1

Approving the Grant Agreement with the Watertown Housing Authority for the Meadowbrook Apartments Sidewalk Reconstruction Project

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown’s Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2023 included a project known as the Watertown Housing Authority Meadowbrook Sidewalk Reconstruction Project, and

WHEREAS the project consists of the reconstruction of deteriorated concrete sidewalks and related work along Walker Avenue and Burns Avenue, and

WHEREAS the Annual Action Plan identifies the Watertown Housing Authority Meadowbrook Apartments Sidewalk Reconstruction Project activity to be \$30,000 in funding to support the project, and

WHEREAS a Grant Agreement between the City of Watertown and the Watertown Housing Authority for the CDBG funds has been drafted,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Grant Agreement with the Watertown Housing Authority, 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 Grant Agreement on behalf of the City Council.

Seconded by _____

GRANT AGREEMENT

This Grant Agreement (“*Grant Agreement*”) is made this ____ day of _____, 2024, by and between the **CITY OF WATERTOWN**, a municipal corporation of the State of New York (hereinafter referred to as the “*Grantor*”), and the **WATERTOWN HOUSING AUTHORITY**, a New York State public housing authority, subsidized by the U.S. Department of Housing and Urban Development (HUD) (hereinafter referred to as the “*Grantee*”).

The Grantor is the recipient of Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development (HUD). CDBG funds are provided under Title I of the Housing and Community Development Act of 1974, as amended, and all activities supported by those funds must comply with the federal regulations at 24 CFR Part 570 and specific provisions of the Funding Approval/Agreement between the Grantor and HUD for Grant Number B-23-MC-36-0121 dated August 7, 2023.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, Grantor agrees to distribute a grant from CDBG funds in the amount of Thirty Thousand and 00/100 (\$30,000.00) Dollars (hereinafter referred to as the “*Grant Funds*”) to the Grantee for the purposes and uses set forth in this Grant Agreement. The Grant Funds shall be used exclusively for some or all of the out-of-pocket third-party costs and expenses (“*Grant Purposes*”) incurred by the Grantee in connection with the replacement of sidewalks and curbs within the street right-of-way (the “*Project*”), at the certain affordable housing development known as the Meadowbrook Apartment complex located on three contiguous parcels known as 302, 327 and

342 Walker Avenue, Watertown, New York 13601 (the “***Project Premises***”). The Grant Funds will be disbursed to Grantee forthwith upon the Grantee, or its designee, completing the Project.

Grantor reserves the right to require a refund of any Grant Funds if it is determined that in the Grantor’s good faith judgment, the Grant Funds have not been used for the Grant Purposes.

Grantee agrees that all activities supported by the Grant Funds must comply with the federal regulations at 24 CFR Part 570 and specific provisions of the Funding Approval/Agreement between the Grantor and HUD for Grant Number B-23-MC-36-0121 dated August 7, 2023.

Grantee agrees to provide Grantor with a complete financial reporting regarding the use of the Grant Funds after they have been spent. Grantee agrees to provide Grantor with information required for Grantor to comply with all federal regulations that apply to the use of Community Development Block Grant funds for the Project.

Grantee agrees that it will not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or family status in the lease, use or occupancy of the Project Premises.

Grantee agrees that no officer, employee or agent of the Grantor who exercises any control or influence in connection with the Project will have any interest, direct or indirect, in the work to be done on the Project Premises or in any contract related to the Project. Also, no member or delegate to the Congress of the United States shall have any interest in or derive any benefit from the Project.

Grantee hereby certifies that it is in its complete control to use the Grant Funds for the Grant Purposes. This document contains the entire agreement between Grantor and Grantee,

and there are no terms or conditions, oral or written, governing the use of the Grant Funds other than those contained in this document. This agreement will be governed by the laws of the State of New York. This Grant Agreement may be executed by Grantor and Grantee in separate counterparts. All such counterparts shall constitute one and the same agreement and shall become effective when one or more counterparts have been signed by each party and delivered to the other party. This Grant Agreement may be signed by facsimile signatures or other electronic delivery of an image file reflecting the execution hereof, and, if so signed: (i) may be relied on by each party as if the document were a manually signed original and (ii) will be binding on each party for all purposes.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned have caused this Grant Agreement to be executed as of the date first above written.

WATERTOWN HOUSING AUTHORITY,
a New York State public housing
authority, subsidized by the U.S.
Department of Housing and Urban
Development (HUD)

By: Michael Robare
Its: Executive Director

CITY OF WATERTOWN

By: Eric Wagenaar
Its: City Manager

Resolution No 5

January 19, 2024

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: Readopting Fiscal Year 2023-24 General Fund Budget to Authorize Temporary Overhire of a Motor Equipment Mechanic in Central Garage

The Fiscal Year 2023-24 General Fund authorized five Motor Equipment Mechanic positions for the Central Garage Department. The City has been notified that a Motor Equipment Mechanic will be retiring in April. Brian MacCue, Superintendent of Public Works is requesting authorization to temporarily add one additional Motor Equipment Mechanic to allow for sufficient time for training before the pending retirement occurs. Public Works has had vacant positions throughout the fiscal year that would make this request budget neutral.

The attached resolution re-adopts the Fiscal Year 2023-24 General Fund Budget to temporarily add one Motor Equipment Mechanic position and transfer the applicable funding from the Department of Public Works Municipal Maintenance accounts.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2023-24 General Fund Budget to Authorize Temporary Overhire Of a Motor Equipment Mechanic in Central Garage

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS 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 which authorized five Motor Equipment Mechanics for the Central Garage Department, and

WHEREAS the City has been notified that a Motor Equipment Mechanic will be retiring in April, and

WHEREAS the Superintendent of Public Works is requesting authorization to temporarily add one additional Motor Equipment Mechanic to allow for sufficient time for training before the pending retirement occurs and,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the Fiscal Year 2023-34 General Fund budget to temporarily add one Motor Equipment Mechanic to Central Garage until the pending retirement occurs and,

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby authorizes the following adjustments be included in the re-adopted General Fund Budget:

GENERAL FUND

A.1640.0130	Central Garage - Wages	\$ 6,200
A.1640.0810	Central Garage – Retirement	\$ 700
A.1640.0830	Central Garage – Social Security	\$ 475
A.1640.0850	Central Garage – Health Insurance	\$ 2,825
A.5010.0130	Municipal Maintenance – Wages	(\$ 6,200)
A.5010.0810	Municipal Maintenance – Retirement	(\$ 700)
A.5010.0830	Municipal Maintenance – Social Security	(\$ 475)
A.5010.0850	Municipal Maintenance – Health Insurance	<u>(\$ 2,825)</u>
	Total	<u>\$ _____</u>

Seconded by _____

Ordinance No. 1

January 24, 2024

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Washington Street and Keyes Avenue Sanitary Sewer Replacement
Project Bond Ordinance Amendment

On January 16, 2024 City Council approved a contract amendment with Aubertine and Currier for their construction administration in the amount of \$18,264 bringing the contract to \$83,473.

As this change order has increased the estimated cost of the project as well as the ultimate amount to be borrowed by the Sewer Fund, City Council needs to amend the bond ordinance for the project originally adopted on June 19, 2023.

The revised estimated total cost of the project is:

Design		\$ 67,385
Construction Cost		
Base Contract		910,091
Construction Administration and Inspection		
Base Contract	\$ 65,209	
Change order #1	<u>18,264</u>	83,473
Bonding Fees and Contingency		<u>39,051</u>
TOTAL ESTIMATED COST		\$1,100,000
Less: Transfer from General Fund		<u>(175,000)</u>
Net Amount to Borrow		<u>\$ 925,000</u>

ORDINANCE

Page 1 of 5

An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to Increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds Authorized to \$925,000.

Council Member KIMBALL, Robert O.
Council Member OLNEY III, Clifford G.
Council Member RUGGIERO, Lisa A.
Council Member SHOEN, Benjamin P.
Mayor PIERCE, Sarah V.C.
Total

YEA	NAY

Introduced by _____

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, in said City, on February 5, 2024, at 7:00 o'clock P.M., Prevailing 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 FEBRUARY 5, 2024.

An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to Increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds Authorized to \$925,000.

WHEREAS, by ordinance dated June 19, 2023, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$875,000 bonds of said City to a portion of the \$1,050,000 estimated maximum cost of the replacement of the storm and sanitary sewer on Washington Street and Keyes Avenue, in and for the City of Watertown, Jefferson County, New York, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York; and

ORDINANCE

Page 2 of 5

An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to Increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds Authorized to \$925,000.

Council Member KIMBALL, Robert O.
 Council Member OLNEY III, Clifford G.
 Council Member RUGGIERO, Lisa A.
 Council Member SHOEN, Benjamin P.
 Mayor PIERCE, Sarah V.C.
 Total

YEA	NAY

WHEREAS, the Council now wishes to (i) increase the estimated maximum cost of the aforesaid specific object or purpose from \$1,050,000 to \$1,100,000 and (ii) increase the amount of bonds authorized from \$875,000 to \$925,000; NOW, THEREFORE,

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted June 19, 2023, authorizing the issuance of \$875,000 bonds to pay a portion of the estimated maximum cost of the replacement of the storm and sanitary sewer on Washington Street and Keyes Avenue, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, at an estimated maximum cost of \$1,100,000, in and for the City of Watertown, Jefferson County, New York, are hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$925,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY A PORTION OF THE \$1,100,000 ESTIMATED MAXIMUM COST OF THE REPLACEMENT OF THE STORM AND SANITARY SEWER ON WASHINGTON STREET AND KEYES AVENUE, IN AND FOR SAID CITY.”

“Section 1. For the specific object or purpose of For paying a portion of the estimated maximum cost of the replacement of the storm and sanitary sewer on Washington Street and Keyes Avenue, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, all in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$925,000 bonds of said City pursuant to the provisions of the Local Finance Law.

ORDINANCE

Page 3 of 5

An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to Increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds Authorized to \$925,000.

Council Member KIMBALL, Robert O.
Council Member OLNEY III, Clifford G.
Council Member RUGGIERO, Lisa A.
Council Member SHOEN, Benjamin P.
Mayor PIERCE, Sarah V.C.
Total

YEA	NAY

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$1,100,000 and that the plan for the financing thereof is by the issuance of the \$925,000 bonds of said City authorized to be issued pursuant to this bond ordinance and \$175,000 from the General Fund.”

Section B. 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 ordinance 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.

Section C. Upon this ordinance taking effect, the same shall be published in summary in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section D. This ordinance is effective immediately.

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 Robert O. Kimball VOTING _____

ORDINANCE

Page 4 of 5

An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to Increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds Authorized to \$925,000.

Council Member KIMBALL, Robert O.
Council Member OLNEY III, Clifford G.
Council Member RUGGIERO, Lisa A.
Council Member SHOEN, Benjamin P.
Mayor PIERCE, Sarah V.C.
Total

YEA	NAY

Council Member Clifford G. Olney III VOTING _____
Council Member Lisa A. Ruggiero VOTING _____
Council Member Benjamin P. Shoen VOTING _____
Mayor Sarah V.C. Pierce VOTING _____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

February 5, 2024.

Mayor

STATE OF NEW YORK)
) 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 February 5, 2024, 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

ORDINANCE

Page 5 of 5

An Ordinance Amending the Ordinance Dated June 19, 2023, Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City, to Increase the Estimated Maximum Cost thereof to \$1,100,000 and the Amount of Bonds Authorized to \$925,000.

Council Member KIMBALL, Robert O.
Council Member OLNEY III, Clifford G.
Council Member RUGGIERO, Lisa A.
Council Member SHOEN, Benjamin P.
Mayor PIERCE, Sarah V.C.
Total

YEA	NAY

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 newspapers 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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on February ____, 2024.

City Clerk

(CORPORATE SEAL)

Seconded by _____

Old Business – Tabled Resolution

January 29, 2024

To: The Honorable Mayor and City Council

From: Eric F Wagenaar, City Manager

Subject: Approving the Agreement for Professional Services for the Ohio street Water Main Replacement Project, Aubertine and Currier

A proposal was requested and received from Aubertine and Currier regarding the Construction Administration and Inspection Services involved in the Ohio Street Water Main Replacement Project. The attached Agreement for Professional Services outlines the scope of services to be performed for these services. Aubertine and Currier is proposing to complete the services for \$84,000.00.

This project was added to the Capital Budget by resolution adopted September 7, 2021 to be funded with the American Rescue Plan Act funds and the Sewer Department funds.

The attached resolution approving the Agreement for Professional Services was presented to City Council at the January 16, 2024 meeting, and it was tabled at the time. If Council wishes to proceed further with this resolution, then a motion to remove it from the table would be in order.

RESOLUTION

Page 1 of 1

Approving The Professional Service Agreement for the Ohio Street Water Main Replacement Project, Aubertine and Currier

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total.....

YEA	NAY

Introduced by Council Member Clifford G. Olney III

WHEREAS on November 15, 2023, the City of Watertown requested a proposal from Aubertine and Currier regarding Construction Administration and Inspection services associated with the Ohio Street Water Main Replacement Project, and

WHEREAS Aubertine and Currier submitted their proposal and corresponding Scope of Services on November 27, 2023, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Professional Service Agreement from Aubertine and Currier in the amount of \$84,000, 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 a Professional Service Agreement on behalf of the City of Watertown

Seconded by Council Member Benjamin P. Shoen

November 27, 2023

City of Watertown
Attn: Meredith Griffin, Civil Engineer II
City of Watertown
245 Washington St, Room 305B
Watertown, NY 13601
Submitted via email: mgriffin@watertown-ny.gov

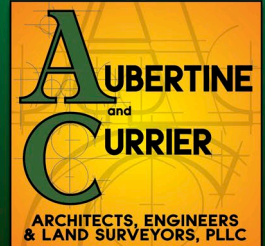
**RE: Construction Administration and Construction Inspection Proposal
Ohio St from Indian Ave to Eastern Blvd
City of Watertown, NY**

Dear Ms. Griffin:

We are submitting this additional services Proposal for Construction Administration and Construction Inspection Services associated with the Watermain Replacement project within the 1200 to 1600 Blocks of Ohio St, from Indiana Ave to Eastern Blvd. This proposal provides a description of our understanding of the project's services as outlined within the Project Overview, Scope of Services, and corresponding Fee Schedule.

I. PROJECT OVERVIEW

- A. The Civil Engineering and Design associated with construction and replacement and improvements to the watermain distribution system within the 1200 to 1600 Blocks of Ohio St, from Indian Ave to Eastern Blvd. were completed on 11/13/2023. The project includes approximately 2,460' of 10" watermain, 530' of 1" services, to 17 homes and businesses.
- B. Bids advertisement is scheduled for 11/13/2023, with a bid opening of 12/18/2023.
- C. Based upon discussions with the City, the construction duration is anticipated to be 3 to 4 months (12-16 weeks). The project Construction Administration and Construction Inspections services are understood to take place during the project construction timeline as follows:
- Bid Opening – 12/18/2023
 - Bid Review and Recommendation for Award – 1/8/2024
 - City Council Authorization to Award – 1/15/2024
 - Contract Signing – 2/12/2024
 - Submittals and Material Procurement – 2/12/2024 – 3/11/2024 (4 weeks)
 - Construction – 7/8/2024 – 10/7/2024 (14 weeks of construction)
 - Punch List and Contract Closeout – 10/7/2024 – 10/21/2024 (2 weeks)
 - Contract Completion – 10/21/2024



NYS WBE/DBE Certified
SBA Woman Owned
Small Business (WOSB)

aubertinecurrier.com

522 Bradley Street
Watertown, New York 13601

Phone: 315.782.2005
Fax: 315.782.1472

Managing Partner
Annette M. Mason, P.E.
Structural Engineer

Partners
Brian A. Jones, AIA.,
LEED AP BD+C
Architect

Matthew R. Morgia, P.E.
Civil Engineer

Jayson J. Jones, P.L.S.
Land Surveyor

Brian M. Krueger, AIA.,
Architect

- D. The Construction Inspection scope of services includes seventy (70) days of full time daily inspections during water system construction and street restoration. Plus, ten (10) days of part-time inspection during cleanup, punch list and project closeout activities.
- E. The contractor's schedule is currently unconfirmed. It is assumed that once construction starts, contractor operations would be completed on a full time, minimum 40 hour work week basis, for a 12 – 16 week construction duration. Adjustments to the RPR hourly rate would be necessary for part-time weekly work hours of less than 40 hours per week, and for overtime associated with hours more than 40 hours per week. An hourly rate for overtime hours greater than 40 during a work week has been provided below, should the contractor elect to work longer hours, and the City authorizes.

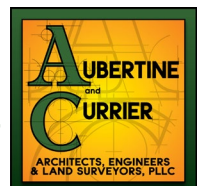
II. SCOPE OF SERVICES

Construction Administration

- A. Assist City during Bidding and Contract Award. Review Bids and provide Recommendation for Award. Assist City Purchasing Office with contract execution.
- B. Attend preconstruction meeting with Contractor and City staff to review project scope, schedule of values, schedule, lines of communication, outline submittal review procedures to be utilized, summarize administration activities, and payment application procedures.
- C. Review submittals during the estimated four (4) weeks of material procurement period prior to construction start. Conduct twice monthly job meetings, and a Punch List/final closeout meeting. This would entail ten (10) meetings in total, one (1) preconstruction, eight (8) job meetings every other week, and one (1) punch list/closeout, over the 16 week construction duration.
- D. Monitor and converse with RPR Inspector regarding the progression of construction.
- E. Provide interpretation of plans, details and contract documents. Respond to contractor's requests for information (RFI's).
- F. Review contractor Change Orders. Determine applicability and appropriateness of additional work requested.
- G. Review applications for payment, make recommendations to the City for payment.
- H. Complete final site visit for preparation of Punch List. Issue Certificate of Substantial Completion.

Construction Inspection

- A. Provide the full-time Resident Project Representative (RPR) services of one (1) representative (Inspector) for an anticipated fourteen (14) week construction
NYS WBE/DBE Certified SBA Woman Owned Small Business (WOSB)



duration of the contract, (560 hours). Provide part-time inspection services over a period of ten (10) days for project restoration and closeout, (40 hours). Provide a total of 600 hours for full and part time inspection. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.

- B. RPR shall observation Contractor's work in progress and field checks of materials and equipment. Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, during such RPR field checks or as a result of such RPR observations of Contractor's work in progress, supervise, direct, or have control over Contractor's Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for security or safety at the Site, for safety precautions and programs incident to any contractor's work in progress, or for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's performing and furnishing of its work. The Engineer (including RPR) neither guarantee the performances of any contractor nor assumes responsibility for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- C. RPR duties shall include those as outlined below which are typical of these services.

Duties of the Resident Project Representative

The duties and responsibilities of the RPR are as follows:

1. *General:* Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
2. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings.
3. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to the RPR's own personal safety while at the Site.
4. *Liaison:* Serve as Engineer's liaison with Contractor.
5. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation – RFI's). Report to Engineer regarding such RFI's. Report to Engineer when clarifications and interpretations of the Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarification, interpretations, and decisions to Contractor.
6. *Review of Work; Defective Work:*
 - a. Report to Engineer whenever RPR believes that any part of work is defective under the terms and standards set forth in the Construction Contract

- Documents, and provide recommendations as to whether such work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
- b. Inform Engineer of Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept and the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work.
 - c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
7. *Inspections, Tests, and System Start-ups:*
- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted.
 - c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - d. Observe whether Contractor has arranged for inspection required by Laws and Regulation.
8. *Records:*
- a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
 - b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer. Track and monitor unit price Bid Item quantities.
 - c. Photograph or video Work in progress or Site Conditions.
 - d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - e. Maintain records for use in preparing Project documentation.
9. *Reports:*
- a. Furnish to Engineer daily reports as required of progress of the Work and of Contractor's compliance with the progress schedule.
 - b. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.

- c. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

10. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion and prior to the issuance of Certificate of Substantial Completion submit punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Additional Project Specific clarification of RPR duties shall include:

1. Obtain preconstruction photographs of the project area to present evidence of conditions before construction activity.
2. Review shop drawings and submittals of the materials proposed approved by the contractor, and reviewed by the Engineer.
3. Provide assistance to the Engineer during review of pay requests from the contractor, and make recommendations for payments based upon the Engineer approved schedule of values and quantity of work completed to date.
4. Assist the Engineer during negotiation of the value of additional or deductive changes to the contract. The Engineer shall make subsequent recommendations to the Owner for approval or rejection of such changes.

III. FEE SCHEDULE

The Fees to complete the services described above is as follows:

Construction Administration (+/- 5 months).....	\$ 21,000.00
Construction Inspection (Hourly based upon 16 weeks of construction) (14 weeks full-time, 10 days part-time, 600 hours, \$105 /hr).....	\$ 63,000.00
Total =	\$ 84,000.00

The overtime rate for inspection services for greater than 40 hours per week is \$126 /hr.

If the scope changes from that outlined above, we could negotiate our fees or perform the additional work on an hourly plus reimbursable basis.

If you have questions or would like to discuss this proposal, please contact me at your earliest convenience. Please sign below to authorize and return a copy to our office.

Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC

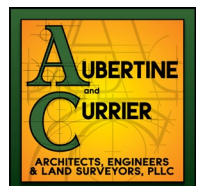


Matthew R. Morgia, PE
Civil Engineer, Partner

Client Authorized Signature

Date

Attachments:
Standard Terms and Conditions



To: The Honorable Mayor and City Council

From: Eric F Wagenaar, City Manager

Subject: Approving the Agreement for Professional Services for the Winslow street Water Main Replacement Project, Aubertine and Currier

A proposal was requested and received from Aubertine and Currier regarding the Construction Administration and Inspection Services involved in the Winslow Street Water Main Replacement Project. The attached Agreement for Professional Services outlines the scope of services to be performed for these services. Aubertine and Currier is proposing to complete the services for \$84,000.00.

This project was added to the Capital Budget by resolution adopted September 7, 2021 to be funded with the American Rescue Plan Act funds and the Sewer Department funds.

The attached resolution approving the Agreement for Professional Services was presented to City Council at the January 16, 2024 meeting, and it was tabled at the time. If Council wishes to proceed further with this resolution, then a motion to remove it from the table would be in order.

RESOLUTION

Page 1 of 1

Approving The Professional Service Agreement for the Winslow Street Water Main Replacement Project, Aubertine and Currier

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total.....

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

WHEREAS on November 15, 2023, the City of Watertown requested a proposal from Aubertine and Currier regarding Construction Administration and Inspection services associated with the Winslow Street Water Main Replacement Project, and

WHEREAS Aubertine and Currier submitted their proposal and corresponding Scope of Services on November 27, 2023, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Professional Service Agreement from Aubertine and Currier in the amount of \$84,000, 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 a Professional Service Agreement on behalf of the City of Watertown.

Seconded by Council Member Clifford G. Olney III

November 27, 2023

City of Watertown
Attn: Meredith Griffin, Civil Engineer II
City of Watertown
245 Washington St, Room 305B
Watertown, NY 13601
Submitted via email: mgriffin@watertown-ny.gov

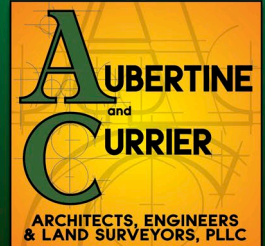
**RE: Construction Administration and Construction Inspection Proposal
Winslow St from Washington St to Franklin St
City of Watertown, NY**

Dear Ms. Griffin:

We are submitting this additional services Proposal for Construction Administration and Construction Inspection Services associated with the Watermain Replacement project within the 100, 200 and 300 Blocks of Winslow St, from Washington St to Franklin St. This proposal provides a description of our understanding of the project's services as outlined within the Project Overview, Scope of Services, and corresponding Fee Schedule.

I. PROJECT OVERVIEW

- A. The Civil Engineering and Design associated with construction and replacement and improvements to the watermain distribution system within the 100, 200 and 300 Blocks of Winslow St, from Washington St to Franklin St. were completed on 11/13/2023. The project includes approximately 2,585' of 8" watermain, 2,330' of 1" services, to 68 homes and businesses.
- B. Bids advertisement is scheduled for 11/13/2023, with a bid opening of 12/18/2023.
- C. Based upon discussions with the City, the construction duration is anticipated to be 3 to 4 months (12-16 weeks). The project Construction Administration and Construction Inspections services are understood to take place during the project construction timeline as follows:
- Bid Opening – 12/18/2023
 - Bid Review and Recommendation for Award – 1/8/2024
 - City Council Authorization to Award – 1/15/2024
 - Contract Signing – 2/12/2024
 - Submittals and Material Procurement – 2/12/2024 – 3/11/2024 (4 weeks)
 - Construction – 4/1/2024 – 7/8/2024 (14 weeks of construction)
 - Punch List and Contract Closeout – 7/8/2024 – 7/22/2024 (2 weeks)
 - Contract Completion – 7/22/2024



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SBA Woman Owned
Small Business (WOSB)

aubertinecurrier.com

522 Bradley Street
Watertown, New York 13601

Phone: 315.782.2005
Fax: 315.782.1472

Managing Partner
Annette M. Mason, P.E.
Structural Engineer

Partners
Brian A. Jones, AIA.,
LEED AP BD+C
Architect

Matthew R. Morgia, P.E.
Civil Engineer

Jayson J. Jones, P.L.S.
Land Surveyor

Brian M. Krueger, AIA.,
Architect

- D. The Construction Inspection scope of services includes seventy (70) days of full time daily inspections during water system construction and street restoration. Plus, ten (10) days of part-time inspection during cleanup, punch list and project closeout activities.
- E. The contractor's schedule is currently unconfirmed. It is assumed that once construction starts, contractor operations would be completed on a full time, minimum 40 hour work week basis, for a 12 – 16 week construction duration. Adjustments to the RPR hourly rate would be necessary for part-time weekly work hours of less than 40 hours per week, and for overtime associated with hours more than 40 hours per week. An hourly rate for overtime hours greater than 40 during a work week has been provided below, should the contractor elect to work longer hours, and the City authorizes.

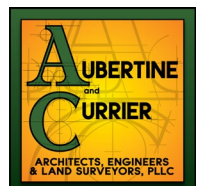
II. SCOPE OF SERVICES

Construction Administration

- A. Assist City during Bidding and Contract Award. Review Bids and provide Recommendation for Award. Assist City Purchasing Office with contract execution.
- B. Attend preconstruction meeting with Contractor and City staff to review project scope, schedule of values, schedule, lines of communication, outline submittal review procedures to be utilized, summarize administration activities, and payment application procedures.
- C. Review submittals during the estimated four (4) weeks of material procurement period prior to construction start. Conduct twice monthly job meetings, and a Punch List/final closeout meeting. This would entail ten (10) meetings in total, one (1) preconstruction, eight (8) job meetings every other week, and one (1) punch list/closeout, over the 16 week construction duration.
- D. Monitor and converse with RPR Inspector regarding the progression of construction.
- E. Provide interpretation of plans, details and contract documents. Respond to contractor's requests for information (RFI's).
- F. Review contractor Change Orders. Determine applicability and appropriateness of additional work requested.
- G. Review applications for payment, make recommendations to the City for payment.
- H. Complete final site visit for preparation of Punch List. Issue Certificate of Substantial Completion.

Construction Inspection

- A. Provide the full-time Resident Project Representative (RPR) services of one (1) representative (Inspector) for an anticipated fourteen (14) week construction
NYS WBE/DBE Certified SBA Woman Owned Small Business (WOSB)



duration of the contract, (560 hours). Provide part-time inspection services over a period of ten (10) days for project restoration and closeout, (40 hours). Provide a total of 600 hours for full and part time inspection. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.

- B. RPR shall observation Contractor's work in progress and field checks of materials and equipment. Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, during such RPR field checks or as a result of such RPR observations of Contractor's work in progress, supervise, direct, or have control over Contractor's Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for security or safety at the Site, for safety precautions and programs incident to any contractor's work in progress, or for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's performing and furnishing of its work. The Engineer (including RPR) neither guarantee the performances of any contractor nor assumes responsibility for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- C. RPR duties shall include those as outlined below which are typical of these services.

Duties of the Resident Project Representative

The duties and responsibilities of the RPR are as follows:

1. *General:* Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
2. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings.
3. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to the RPR's own personal safety while at the Site.
4. *Liaison:* Serve as Engineer's liaison with Contractor.
5. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation – RFI's). Report to Engineer regarding such RFI's. Report to Engineer when clarifications and interpretations of the Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarification, interpretations, and decisions to Contractor.
6. *Review of Work; Defective Work:*
 - a. Report to Engineer whenever RPR believes that any part of work is defective under the terms and standards set forth in the Construction Contract

- Documents, and provide recommendations as to whether such work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
- b. Inform Engineer of Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept and the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work.
 - c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
7. *Inspections, Tests, and System Start-ups:*
- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted.
 - c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - d. Observe whether Contractor has arranged for inspection required by Laws and Regulation.
8. *Records:*
- a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
 - b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer. Track and monitor unit price Bid Item quantities.
 - c. Photograph or video Work in progress or Site Conditions.
 - d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - e. Maintain records for use in preparing Project documentation.
9. *Reports:*
- a. Furnish to Engineer daily reports as required of progress of the Work and of Contractor's compliance with the progress schedule.
 - b. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.

- c. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

10. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion and prior to the issuance of Certificate of Substantial Completion submit punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Additional Project Specific clarification of RPR duties shall include:

1. Obtain preconstruction photographs of the project area to present evidence of conditions before construction activity.
2. Review shop drawings and submittals of the materials proposed approved by the contractor, and reviewed by the Engineer.
3. Provide assistance to the Engineer during review of pay requests from the contractor, and make recommendations for payments based upon the Engineer approved schedule of values and quantity of work completed to date.
4. Assist the Engineer during negotiation of the value of additional or deductive changes to the contract. The Engineer shall make subsequent recommendations to the Owner for approval or rejection of such changes.

III. FEE SCHEDULE

The Fees to complete the services described above is as follows:

Construction Administration (+/- 5 months).....	\$ 21,000.00
Construction Inspection (Hourly based upon 16 weeks of construction) (14 weeks full-time, 10 days part-time, 600 hours, \$105 /hr).....	\$ 63,000.00
Total =	\$ 84,000.00

The overtime rate for inspection services for greater than 40 hours per week is \$126 /hr.

If the scope changes from that outlined above, we could negotiate our fees or perform the additional work on an hourly plus reimbursable basis.

If you have questions or would like to discuss this proposal, please contact me at your earliest convenience. Please sign below to authorize and return a copy to our office.

Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC



Matthew R. Morgia, PE
Civil Engineer, Partner

Client Authorized Signature

Date

Attachments:
Standard Terms and Conditions



January 12, 2024

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – December 2023

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last December, the sale of surplus hydro-electric power on an actual-to-actual basis was up \$293,247 or 54.96%. In comparison to the budget projection for the month, revenue was up \$334,745 or 68.03%. The year-to-date actual revenue is up \$212,170 or 11.23%, while the year-to-date revenue on a budget basis is up \$7,711 or 0.37%.

	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 1,937	\$ 673,456	\$ 165,435	\$ 380,883	\$ 215,448	130.23%
August	\$ 1,819	\$ 612,155	\$ 157,460	\$ 26,670	(\$ 130,790)	(83.06%)
September	\$ 1,164	\$ 307,692	\$ 442,559	\$ 181	(\$ 442,378)	(99.96%)
October	\$ 117,331	\$ 523,734	\$ 216,702	\$ 184,779	(\$ 31,924)	(14.73%)
November	\$ 410,218	\$ 731,273	\$ 373,674	\$ 682,240	\$ 308,566	82.58%
December	\$ 366,126	\$ 702,586	\$ 533,542	\$ 826,789	\$ 293,247	54.96%
January	\$ 255,650	\$ 293,374	\$ 522,759			
February	\$ 175,736	\$ 246,124	\$ 477,279			
March	\$ 449,166	\$ 661,611	\$ 612,321			
April	\$ 669,698	\$ 897,945	\$ 872,321			
May	\$ 433,690	\$ 539,059	\$ 471,237			
June	\$ 85,233	\$ 418,974	\$ 234,979			
YTD	<u>\$2,967,768</u>	<u>\$6,604,983</u>	<u>\$5,080,268</u>	<u>\$2,101,542</u>	<u>\$ 212,170</u>	<u>11.23%</u>

	<u>Original</u> <u>Budget</u> <u>2023-24</u>	<u>Actual</u> <u>2023-24</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 303,717	\$ 380,883	\$ 77,166	25.61%	\$ -
August	\$ 164,291	\$ 26,670	(\$ 137,621)	(83.77%)	\$ 23,562
September	\$ 150,939	\$ 181	(\$ 150,758)	(99.88%)	\$ 30,739
October	\$ 399,149	\$ 184,779	(\$ 214,370)	(53.71%)	\$ -
November	\$ 583,691	\$ 682,240	\$ 98,549	16.88%	\$ -
December	\$ 492,044	\$ 826,789	\$ 334,745	68.03%	\$ -
January	\$ 378,093				
February	\$ 298,599				
March	\$ 536,386				
April	\$ 820,488				
May	\$ 606,884				
June	<u>\$ 415,719</u>				
YTD	<u>\$5,150,000</u>	<u>\$2,101,542</u>	<u>\$ 7,711</u>	<u>0.37%</u>	<u>\$ 54,301</u>

January 11, 2024

To: The Honorable Mayor and City Council
 From: James E. Mills, City Comptroller
 Subject: Sales Tax Revenue – December 2023

Sales tax revenue was down \$99,259 or 4.27% compared to last December. In comparison to the original budget projection for the month, sales tax was down \$122,491 or 5.22%. For the quarter, which is the true measurement period for how sales tax is performing, sales tax was up \$46,463 or 0.78% compared to the same quarter last year. On a budget basis the quarterly sales tax was down \$13,426 or 0.22%. The year-to-date actual receipts are up \$275,513 or 2.15%, while the year-to-date receipts on a budget basis are up \$147,613 or 1.14%.

	Actual 2020-21	Actual 2021-22	Actual 2022-23	Actual 2023-24	Variance	Monthly % Inc/(Dec)to Prior Year	Quarterly % Inc/(Dec)to Prior Year
July	\$ 1,493,210	\$ 1,948,809	\$ 2,035,333	\$ 2,353,567	\$ 318,234	15.64%	
August	\$ 1,515,827	\$ 1,888,806	\$ 2,008,482	\$ 2,186,214	\$ 177,732	8.85%	
September	\$ 2,783,423	\$ 2,725,797	\$ 2,757,376	\$ 2,490,458	(\$ 266,917)	(9.68%)	3.37%
October	\$ 1,488,167	\$ 1,678,723	\$ 1,847,562	\$ 1,907,106	\$ 59,544	3.22%	
November	\$ 1,331,668	\$ 1,643,509	\$ 1,818,188	\$ 1,904,366	\$ 86,178	4.74%	
December	\$ 2,493,688	\$ 2,374,453	\$ 2,232,223	\$ 2,223,964	(\$ 99,259)	(4.27%)	0.78%
January	\$ 1,290,702	\$ 1,649,030	\$ 1,849,036				
February	\$ 1,181,566	\$ 1,429,187	\$ 1,643,774				
March	\$ 2,284,533	\$ 2,253,672	\$ 2,041,305				
April	\$ 1,566,858	\$ 2,064,386	\$ 1,888,370				
May	\$ 1,626,958	\$ 2,023,137	\$ 1,835,982				
June	<u>\$ 3,144,514</u>	<u>\$ 1,949,070</u>	<u>\$ 2,566,086</u>				
YTD	<u>\$ 22,201,114</u>	<u>\$23,628,579</u>	<u>\$ 24,614,716</u>	<u>\$ 13,065,676</u>	<u>\$ 275,513</u>	<u>2.15%</u>	
			<u>Original Budget 2023-24</u>	<u>Actual 2023-24</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July			\$ 2,055,686	\$ 2,353,567	\$ 297,881	14.49%	
August			\$ 2,028,566	\$ 2,186,214	\$ 157,648	7.77%	
September			\$ 2,784,949	\$ 2,490,458	(\$ 294,491)	(10.57%)	2.34%
October			\$ 1,866,037	\$ 1,907,106	\$ 41,069	2.20%	
November			\$ 1,836,370	\$ 1,904,366	\$ 67,996	3.70%	
December			\$ 2,346,455	\$ 2,223,964	(\$ 122,491)	(5.22%)	(0.22%)
January			\$ 1,867,527				
February			\$ 1,660,211				
March			\$ 2,061,718				
April			\$ 2,147,581				
May			\$ 2,104,669				
June			<u>\$ 2,025,231</u>				
YTD			<u>\$ 24,785,000</u>	<u>\$ 13,065,676</u>	<u>\$ 147,613</u>	<u>1.14%</u>	

Staff Report

January 29, 2024

To: Honorable Mayor and City Council

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

Subject: Community Development Block Grant (CDBG) 2024 Annual Action Plan
Public Hearing

Planning Staff is beginning the process of developing the City's 2024 Annual Action Plan for the CDBG Program. One of the requirements in developing the plan is to hold a public hearing to obtain input from citizens, involved agencies and interested persons regarding the development of funding priorities and projects that will be included in the plan.

In addition to the public hearing, we will be contacting constituency groups and organizations that are identified in our Citizen Participation Plan and will discuss the plan at an upcoming City Council work session.

In order to remain on schedule for submitting the final plan to HUD by the May 15, 2024, deadline, it is recommended that the City Council schedule a public hearing for **7:15 p.m. on Monday, March 4, 2024**, to obtain input regarding the development of funding priorities and projects to be included in the City's Community Development Block Grant 2024 Annual Action Plan