

CITY OF WATERTOWN, NEW YORK

AGENDA

Monday, March 4, 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, March 4, 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

PROCLAMATION

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

7:15 p.m. Public Hearing for Community Development Block Grant (CDBG)
2024 Annual Action Plan Public Hearing

RESOLUTIONS

- Resolution No. 1 - Approving Change Order No. 2 for the William J. Flynn Municipal
Swimming Pool Rehabilitation Contract #1 – Electrical
Howell Enterprises, Inc. DBA Blackstone Electric
- Resolution No. 2 - Approving a Supplemental Services Notice with Behan Planning
and Design for the Update to the Draft Local Waterfront
Revitalization Program
- Resolution No. 3 - Adopting the New York State Pro-Housing Community Pledge
- Resolution No. 4 - Readopting Fiscal Year 2023-24 General Fund Budget for
Expenditures Related to the Solar Eclipse

ORDINANCES

LOCAL LAW

OLD BUSINESS

STAFF REPORTS

NEW BUSINESS

EXECUTIVE SESSION

1. To discuss proposed, pending, or current litigation.

WORK SESSION

Next Work Session is scheduled for Wednesday, March 13, 2024, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
MARCH 18, 2024 AT 7:00 PM.**

Res No. 1

February 07, 2024

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: William J. Flynn Municipal Swimming Pool Rehabilitation Contract #1 -
Electrical Change Order No. 2, Howell Enterprises, Inc. DBA Blackstone
Electric

At the June 05, 2023 meeting, City Council approved the bid for the William J. Flynn Municipal Swimming Pool Rehabilitation Contract #4 – Electrical to Howell Enterprises, Inc. DBA Blackstone Electric in the amount of \$361,935.00.

At the October 02, 2023 meeting, City Council approved Change Order No. 1 from Howell Enterprises, Inc. DBA Blackstone Electric in the amount of \$12,204.00, bringing the contract amount to \$374,139.00.

The new Splash Pad for the William J. Flynn Municipal Swimming Pool Rehabilitation has been changed from its original scope of work, and the new one requires grounding wire to be installed around the perimeter of the Splash Pad and be connected to the existing concrete reinforcement.

Howell Enterprises, Inc. DBA Blackstone Electric has now submitted Change Order No. 2 in the amount of \$2,160.00 more, bringing the final construction cost to \$376,299.00. This change order will allow for the required grounding wire work to be done for the Splash Pad.

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

RESOLUTION

Page 1 of 1

Approving Change Order No. 2 for the William J. Flynn Municipal Swimming Pool Rehabilitation Contract #1 – Electrical
Howell Enterprises, Inc. DBA Blackstone Electric

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 at its June 05, 2023, meeting, the City Council approved a bid from Howell Enterprises, Inc. DBA Blackstone Electric in the amount of \$361,935.00 for the William J. Flynn Municipal Swimming Pool Rehabilitation Contract #4 – Electrical, and

WHEREAS at its October 02, 2023, meeting, the City Council approved Change Order No. 1 from Howell Enterprises, Inc. DBA Blackstone Electric in the amount of \$12,204.00, bringing the contract amount to \$374,139.00, and

WHEREAS the style of the Splash Pad for this project changed from the original scope of work, and now requires grounding wires to be installed around the perimeter of the Splash Pad and connected to the existing concrete reinforcement, and

WHEREAS Howell Enterprises, Inc. DBA Blackstone Electric has now submitted Change Order No. 2 in the amount of \$2,160.00, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Change Order No. 2 from Howell Enterprises, Inc. DBA Blackstone Electric in the amount of \$2,160.00, a copy of which is attached and made part of this Resolution, bringing the total contract amount to \$376,299.00, and

BE IT FURTHER RESOLVED by the City Council that City Manager Eric F. Wagenaar is hereby authorized and directed to execute Change Order no. 2 on behalf of the City of Watertown.

Seconded by

**Engineers Joint Documents Committee
Design and Construction Related Documents
Instructions and License Agreement**

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You may not sublicense, assign, or transfer this license except as expressly provided in this Agreement. Any attempt otherwise to sublicense, assign, or transfer any of the rights, duties, or obligations hereunder is void.

This Agreement shall be governed by the laws of the State of Virginia. Should you have any questions concerning this Agreement, you may contact EJCDC by writing to:

Arthur Schwartz, Esq.
General Counsel
National Society of Professional Engineers
1420 King Street
Alexandria, VA 22314

Phone: (703) 684-2845
Fax: (703) 836-4875
e-mail: aschwartz@nspe.org

You acknowledge that you have read this agreement, understand it and agree to be bound by its terms and conditions. You further agree that it is the complete and exclusive statement of the agreement between us which supersedes any proposal or prior agreement, oral or written, and any other communications between us relating to the subject matter of this agreement.

Change Order

No. 2

Date of Issuance: 02/20/2024

Effective Date: 02/21/2024

Project: William J. Flynn Municipal Swimming Pool Rehabilitation – Contract #4 Electrical

Owner:

Owner's Contract No.:

Contract:

Date of Contract:

Contractor: Howell Enterprises, Inc. DBA Blackstone Electric

Engineer's Project No.:

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

Description: The style of the Splash Pad has changed from the original scope of work, and now requires grounding wires to be installed around the perimeter of the Splash Pad and connected to the existing concrete reinforcement.

Attachments: (List documents supporting change): Change Order Proposal from Blackstone

Electric

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

Original Contract Times: Working days Calendar days

\$ 361,935.00

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

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

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ 12,204.00

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Price prior to this Change Order:

Contract Times prior to this Change Order:

\$ 374,139.00

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

[Increase] [Decrease] of this Change Order:

\$ 2,160.00

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Price incorporating this Change Order:

Contract Times with all approved Change Orders:

\$ 376,299.00

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: [Signature]
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Date: 2/6/24
C&S COMPANIES

Date: _____

Date: 2/6/2024

Approved by Funding Agency (if applicable): _____

Date: _____

Meredith Griffin 02/07/2024

Change Order Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.



**Howell Enterprises Inc.
dba Blackstone Electric, Inc.
17421 NYS Rt 12F
Dexter, NY
(315) 639-6190
Fax (315) 918-4444**

Change Order

DATE: January 24, 2024
TO: Patrick Currier, C&S Companies
FROM: Mitch Howell, Owner/Vice President
RE: Splash Pad Grounding- Change Order

Blackstone Electric Inc. is pleased to provide the lump sum price for the above referenced project of **\$2,160.00 (Two Thousand One Hundred and Sixty Dollars)**.

\$ 720.00- Material
\$ 1,440.00- Labor
\$ 2,160.00- Total

Our proposal includes the following:

- Provide and install #8 solid bare copper around perimeter of the new splash pad.
- Provide and install # 8 solid bare copper, mechanical lugs, and associated hardware to connect all the features within the splash pad and the manifold.
- Provide and install #8 solid bare copper, mechanical lugs, and associated hardware to connect new splash pad grounding to the existing concrete reinforcement.

The following is a list of clarifications for this project.

1. Sales tax is not included in this quote.
2. Quote is valid for 30 days

Please let me know if you have any questions.

Thank you for the opportunity to quote this project.

Accepted By:

Date:

29 Jan 24

February 27, 2024

To: The Honorable Mayor and City Council

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

Subject: Approving a Supplemental Services Notice with Behan Planning and Design for the Update to the Draft Local Waterfront Revitalization Program

On May 16, 2022, the City Council approved a contract with Behan Planning and Design to update the City's Local Waterfront Revitalization Program (LWRP) Plan which has been in draft form since 2010. Behan Planning was chosen to complete the project through a Request for Proposals. Behan wrote the City's 2010 draft LWRP, and staff felt they were the most qualified to do the update to the plan.

A contract was executed for \$60,000 with Behan to complete the project. The City received a grant from the New York State Department of State (NYDOS) to complete the update and the grant will cover approximately eighty percent of the cost. The remaining twenty percent will be paid using City funds.

Since the plan was drafted more than a decade ago, there have been many changes to the regulations and requirements that go into the completion of an LWRP. The original draft of the Plan was created using the Department of State's 13 State Coastal Policies. Since then, the State has amended the requirements for an LWRP and now requires the Plan to adhere to 44 Policies. The LWRP must address how each applicable State policy is to be interpreted in the community. This has created unanticipated tasks during the project which has led to additional time required to complete the plan.

Behan Planning based their contract fee on approximately 540 professional hours, but due to the additional time required to complete the project, they are now requesting an additional allowance for hourly services, in an amount not to exceed \$9,000. This will allow them to be compensated for services to continue to collaborate with the City to address the comments from NYDOS and to assist in the completion and adoption of the LWRP for the City. The LWRP must be adopted by City Council to make the City eligible for grants to implement the recommendations within the plan.

Behan Planning and Design has prepared the attached Supplemental Services Notice for the update to the draft LWRP project in an amount not to exceed \$9,000 for City Council consideration. The attached resolution approves the Supplement and authorizes the Mayor to execute it on behalf of the City.

RESOLUTION

Page 1 of 2

Approving a Supplemental Services Notice with Behan Planning and Design for the Update to the Draft Local Waterfront Revitalization Program

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’s current Local Waterfront Revitalization Program (LWRP) Plan has been in draft form since it was finalized in 2010, and

WHEREAS since the Plan was drafted more than a decade ago, an update is needed to ensure that the goals and projects meet the City’s current vision for the future, and

WHEREAS the City Council authorized an application for the funding and the LWRP Update is being paid for with a grant received from the New York State Department of State, and City funds previously budgeted for this purpose, and

WHEREAS the LWRP must be adopted by City Council to make the City eligible for grants to implement the recommendations within the plan, and

WHEREAS on May 16, 2022, the City Council approved a contract with Behan Planning and Design for \$60,000 to complete the update to the LWRP, and

WHEREAS since the original LWRP was drafted, the State has amended the requirements for completing an LWRP which has resulted in additional time to complete the project, and

WHEREAS Behan Planning based their original contract amount on 540 professional hours which has been exceeded, and

WHEREAS Behan Planning has prepared a Supplemental Services Notice requesting an additional allowance for hourly services to complete the LWRP in a not to exceed amount of \$9,000,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves the Supplemental Services Notice between Behan Planning and Design and the City of Watertown, a copy of which is attached and made part of this resolution,

RESOLUTION

Page 2 of 2

Approving a Supplemental Services Notice with Behan Planning and Design for the Update to the Draft Local Waterfront Revitalization Program

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

to complete the Update to the Local Waterfront Revitalization Program Project for an amount not to exceed \$9,000, and

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

Seconded by _____

January 11, 2024

Jennifer Voss, Senior Planner

City of Watertown
245 Washington Street
Planning Department, Suite 304
Watertown, NY 13601

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

JAN 11 2024

RECEIVED
CITY OF WATERTOWN, NY



Re: **City of Watertown Local Waterfront Revitalization Program (LWRP)**

Dear Jen:

As discussed with you and Mike Lumbis, we have prepared a Supplemental Services Notice to Proceed. As you know, Behan Planning and Design has worked diligently on the update to the city's LWRP over the past 18 months and is looking forward to completing the project with the city. The city planning department has supported this work with and together with the project advisory committee our collaboration has produced an excellent draft local waterfront revitalization program (LWRP) document.

That draft has undergone a thorough review by the city staff, the project advisory committee, and our project manager at the department of state. Now we have another, extensive set of review comments from the department of state that we are working on. The attached Supplemental Services Notice to Proceed will allow Behan Planning and Design to secure some compensation for the services required to complete the project.

The city's professional services agreement with Behan Planning and Design is a lump sum contract with the city with a fixed fee of \$60,000. This fee was based on approximately 540 hours of professional time from the Behan Planning and Design team. The original schedule in the agreement was approximately 18 months. And, through no fault of Behan Planning and Design, additional time will be required to complete the project.

As of December 1, 2023, Behan Planning and Design has provided 740 hours of time with a value of more than \$80,000. In addition, Behan Planning and Design engaged CSA Group, a state-certified minority business enterprise (MBE). The CSA Group has provided engineering services in support of the project and has been compensated by Behan Planning and Design in the amount of \$5,700. Behan has also compensated its GIS consultant to date in the amount of \$2,000. These subconsultant costs were paid by Behan out of its lump sum fee.

112 Spring Street, Suite 305
Saratoga Springs, New York 12866
Phone (518) 583-4335

info@behanplanning.com

Fax (518) 583-6970

www.behanplanning.com

City of Watertown Local Waterfront Revitalization Program (LWRP)

1/11/2024

Page 1

Behan Planning and Design is not seeking additional compensation for its already-provided additional services of approximately \$20,000 (\$80,000 minus \$60,000). These can be considered our company's in-kind contribution to the city.

Recognizing that we still seem to have a long way to go to finalize the LWRP, we would like to ask the city to consider adding an additional allowance for hourly services to allow Behan Planning and Design to be compensated for services to be provided to continue to collaborate with the city to address the comments from NYSDOS and assist in the completion and adoption of the local waterfront revitalization program with the city. Toward that end, we do request a favorable consideration of the attached Supplemental Services Notice to Proceed by City Council.

Thanks in advance for your consideration.

Yours truly,



John J. Behan, Principal

City of Watertown and Behan Associates Landscape Architecture, D.P.C.

SUPPLEMENTAL SERVICES NOTICE TO PROCEED

This Notice to Proceed, effective as of the date authorized by the Client representative, is between:

CLIENT:

City of Watertown
245 Washington Street
c/o Planning Department, Suite 304
Watertown, NY 13601

and

LANDSCAPE ARCHITECT:

Behan Associates Landscape Architecture, DPC
dba Behan Planning and Design
112 Spring Street, Suite 305
Saratoga Springs, NY 12866

for the following Project: **City of Watertown Local Waterfront Revitalization Program (LWRP)**

Whereas there are Supplemental Services requested of the LANDSCAPE ARCHITECT by the CLIENT to support modifications to the draft LWRP documents as required by the NYS Department of State, and; whereas provision of these Supplemental Services will require the extension of the original schedule established by the CLIENT and the LANDSCAPE ARCHITECT; now therefore the Professional Services Agreement dated May 3, 2022 is amended as follows:

Article 4.0 Compensation

As set forth in **Section 4.1**, the LANDSCAPE ARCHITECT is hereby authorized to provide additional services on an hourly basis as requested by CLIENT in an amount not to exceed 9,000.00.

As set forth in **Section 4.5**, the LANDSCAPE ARCHITECT agrees to extend the time period of professional services for an additional six (6) months from the date of this Notice to Proceed.

Approved by:

LANDSCAPE ARCHITECT



John J. Behan, Principal

Dated: *January 11, 2024*

CLIENT

Sarah V.C. Pierce, Mayor

Dated _____

Res. No. 3

February 27, 2024

To: The Honorable Mayor and City Council
From: Michael A. Lumbis, Planning and Community Development Director
Subject: Adopting the New York State Pro-Housing Community Pledge

In July 2023, Governor Hochul signed Executive Order 30 creating the Pro-Housing Community Program, a certification program for local governments that are taking action to support housing growth to address the housing shortage throughout the State. Communities that become designated Pro-Housing Communities receive a preference in the scoring and evaluation of certain New York State grant programs.

By becoming a Pro-Housing Community, municipalities are committing to promoting housing growth. To become certified, the City Council will need to approve the New York State Pro-Housing Community resolution, pledging to take certain steps to alleviate the housing crisis such as increasing access and choices for housing, reducing sprawl and affirmatively furthering fair housing.

Once the resolution has been approved, City staff will need to submit our zoning map file, a zoning code summary and complete the Housing Permit Data for the past 5 years. After all of the information has been sent to the state, it will be reviewed and a determination of certification will be sent within 90 days. Annually, updated building permit data must be submitted to renew the designation.

Attached for City Council consideration is the New York State Pro-Housing Community Pledge resolution.

RESOLUTION

Page 1 of 2

Adopting the New York State
Pro-Housing Community Pledge

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 (hereinafter “local government”) believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State’s economic growth and community well-being;

WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE, IT IS HEREBY RESOLVED that City Council of the City of Watertown, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
2. Adopting policies that affirmatively further fair housing.

RESOLUTION

Page 2 of 2

Adopting the New York State
Pro-Housing Community Pledge

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

3. Incorporating regional housing needs into planning decisions.

4. Increasing development capacity for residential uses.

5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.

Seconded by _____

Res. No. 4

February 29, 2024

To: The Honorable Mayor and City Council
From: Eric Wagenaar, City Manager
Subject: Readopting Fiscal Year 2023-24 General Fund Budget to Fund Expenditures Related to the Solar Eclipse

The attached resolution re-adopts the Fiscal Year 2023-24 General Fund Budget to fund anticipated costs related to the upcoming solar eclipse.

The majority of the increased funding is focused on public safety measures such as having additional police and fire staff on duty as well providing shuttle busses and having additional security in the park.

Police overtime and related fringe benefits	\$ 28,430
Fire overtime, supplies and related fringe benefits	29,870
Security	7,500
Transportation	<u>24,000</u>
Subtotal	\$ 89,800
Other event expenses	<u>33,200</u>
Total	<u>\$123,000</u>

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2023-24 General Fund Budget for Expenditures Related to the Solar Eclipse

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, and

WHEREAS City staff has estimated the additional expenses that the City will incur related to the solar eclipse, and

NOW BE IT 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:

Appropriated Fund Balance

A.0000.0909 Fund Balance \$ 123,000

Expenditures:

A.3120.0150	Police - Overtime	\$ 20,000
A.3120.0820	Police - Retirement	\$ 6,900
A.3120.0830	Police - Social Security	\$ 1,530
A.3410.0150	Fire - Overtime	\$ 15,000
A.3410.0460	Fire - Materials and Supplies	\$ 8,500
A.3410.0820	Fire - Retirement	\$ 5,220
A.3410.0830	Fire - Social Security	\$ 1,150
A.7110.0150	Parks and Playgrounds Maintenance - Overtime	\$ 5,000
A.7110.0420	Parks and Playgrounds Maintenance - Insurance	\$ 1,200
A.7110.0430	Parks and Playgrounds Maintenance - Contracted Services	\$ 55,000
A.7110.0460	Parks and Playgrounds Maintenance - Materials and Supplies	\$ 2,250
A.7110.0810	Parks and Playgrounds Maintenance - Retirement	\$ 865
A.7110.0820	Parks and Playgrounds Maintenance -Social Security	<u>\$ 385</u>
		<u>\$ 123,000</u>

Seconded by _____

Public Hearing – 7:15 p.m.

February 27, 2024

To: The 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

A Public Hearing has been scheduled for 7:15 p.m. on Monday, March 4, 2024, as part of the effort to gather public input for the preparation of the City's CDBG 2024 Annual Action Plan. In addition to the public hearing, staff sent email correspondence to the partner agencies identified in our CDBG Citizen Participation Plan and discussed the plan with Advantage Watertown members on February 8, 2024.

Last year, the City of Watertown was allocated \$913,462 by the U.S. Department of Housing and Urban Development (HUD) for the 2023 Program Year. The City has not yet been notified of this year's funding amount, but we expect that it will be approximately \$925,000.

At the February 12, 2024, City Council work session, Staff provided an overview of the CDBG program and discussed potential projects for inclusion in the 2024 Annual Action Plan. The proposed project ideas for the 2024 Annual Action Plan that were presented at the meeting included the following:

1. Black River Trail Construction Grant Match
or Street Reconstruction Project
2. Homebuyer Program
3. Demolition Project
4. Target Area Tree Planting
5. Homeless Assistance
6. Fair Housing Education
7. WCSD Food 4 Families Program
8. Program Administration

During the development of the plan each year, Staff typically receives requests for funding for projects to include in the plan. Although we have not received any to date, it is anticipated that we will soon. If any funding requests are received, Staff will review them to determine their eligibility under the CDBG Program and report back to the City Council at an upcoming meeting.