



Agenda

Jamestown City Council Full Work Session
7:30 p.m., Police Training Room
Municipal Building
Monday, May 11, 2026

Individual Committee Meetings

<u>Housing</u> -	6:30 p.m., Police Training Room
<u>Finance</u> -	7:00 p.m., Mayor's Conference Room
<u>Public Safety</u> -	7:00 p.m., Police Training Room
<u>Public Works</u> -	7:00 p.m., DOD Conference Room

Standing Committees

Housing Committee

1. General Discussion

Finance Committee

Resolutions

1. WHEREAS, under the Community Development Block Grant (CDBG) and HOME programs, entitlement communities are allotted funds to implement housing, neighborhood, community, and economic development activities; and

WHEREAS, the City of Jamestown has prepared for submission to the U.S. Department of Housing and Urban Development (HUD) a 2026 PY Annual Action Plan that is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions, and serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs; and

WHEREAS, the City of Jamestown has been designated an entitlement community and is eligible to prepare and submit an Annual Action Plan which includes proposed housing, neighborhood, community, and economic development activities to be funded through the City's CDBG and HOME Program funding allotments; and

WHEREAS, in conjunction with a public input process conducted by the City of Jamestown's Department of Development, the staff has developed a draft PY 2026 Annual Action Plan which

includes proposed housing, neighborhood, community, and economic development activities to be funded with One Million, One Hundred Thirteen Thousand, Seven Hundred Twenty-Two Dollars and No Cents (\$1,113,722.00) through the 2026 CDBG allocation and Two Hundred Seventy-Nine Thousand, One Hundred Eight Dollars and Nineteen Cents (\$279,108.19) through the 2026 HOME allocation, for a total of One Million, Three Hundred Ninety-Two Thousand, Eight Hundred Thirty Dollars and Nineteen Cents (\$1,392,830.19); and

WHEREAS, a public input process was conducted by the Department of Development, commencing April 1, 2026 and concluding June 1, 2026, including public meetings and a public survey, for the purpose of obtaining citizen input regarding the PY 2026 Annual Action Plan and the specific CDBG and HOME activities to be contained therein and a final Public Hearing on May 18, 2026; and

WHEREAS, the draft PY 2026 Annual Action Plan has been available for public review for a minimum of 30 days, commencing on May 1, 2026 and concluding June 1, 2026, as required by U.S. Department of Housing and Urban Development (HUD) regulations; and

WHEREAS, additional comments of support and public input were received during the aforesaid public input period and carefully considered by Administration officials and City Council members; now therefore be it

RESOLVED, that the Mayor be and is hereby authorized and directed to submit the PY 2026 Annual Action Plan, including the specific CDBG and HOME activities contained therein, to the U.S. Department of Housing and Urban Development.

2. WHEREAS, on January 22, 2002 the Jamestown City Council adopted resolution number 200201C03 that effective immediately and until further notice instituted a hiring freeze for the City of Jamestown, and

WHEREAS, On November 20, 2006 the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

WHEREAS, it has become apparent that within the Finance Department an effort to effectively manage the city's day-to-day responsibilities in a cost-efficient manner, it is in the City of Jamestown's best interest to lift the hiring freeze for a certain position, now therefore be it

RESOLVED that effectively immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

One (1) Sr. Account Clerk in the Finance Department. This position is vacant as the result of a recent employee retirement.

3. WHEREAS, on January 22, 2002, the Jamestown City Council adopted resolution number 200201C03 that effective immediately and until further notice instituted a hiring freeze for the City of Jamestown, and

WHEREAS, on November 20, 2006, the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

WHEREAS, it has become apparent that within the Office of the City Clerk/Treasurer, an effort to effectively manage the city's day-to-day responsibilities in a cost-efficient manner, it is in the City of Jamestown's best interest to lift the hiring freeze for a certain position, now therefore be it

RESOLVED, that effective immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

One Full-Time Account Clerk.

NOTE: This position is vacant due to an employee transfer.

4. WHEREAS, the Jamestown Board of Public Utilities included the City of Jamestown in its bidding process for a Roadhole Contract; and

WHEREAS, the City of Jamestown has determined that some Jamestown Board of Public Utilities proposals may be the most advantageous to the City; now, therefore, be it

RESOLVED, that the Director of Public Works is authorized to utilize the contract for brick pavement installation and brick pavement relay at the prices quoted to the Jamestown Board of Public Utilities and set forth in the Roadhole Contract.

5. WHEREAS, the County of Cattaraugus included the City of Jamestown in its bidding process for construction materials and services; and

WHEREAS, the City of Jamestown has determined that some County proposals may be the most advantageous to the City; now, therefore, be it

RESOLVED, that the Director of Public Works is authorized to purchase construction materials and services at the prices quoted to the County of Cattaraugus and set forth in the Cattaraugus County 2026 Construction Season Purchasing Guide.

6. RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with S. Tabone Construction Co., Inc. 3712 Straight Road, Fredonia, NY 14063 for Concrete Work: Street Reconstruction 2026: Barrows Ave., Willard St. to Lind Alley

4280 SF Flatwork 4" @ \$14.25 SF
990 SF Flatwork 6" @ \$15.50 SF
1180 LF Concrete Curb and Gutter @ \$65.00 LF
4 EA 24"x30" ADA Cast Iron Detectable Warning Plates @ \$300.00 EA
4 TON Additional Stone @ \$30.00 TON
105 LF Steps @ \$250.00 LF
5 EA Steps Hand Railing @ \$1,200.00 EA
1 Lump Sum Landscape Restoration @ \$9,000.00

for a total bid amount of One Hundred Ninety-Five Thousand, Six Hundred Five Dollars and No Cents (\$195,605.00) subject to the approval of the Corporation Counsel as to form.

Note: The project will be funded through CHIPS funds.

7. RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with S. Tabone Construction Co., Inc. 3712 Straight Road, Fredonia, NY 14063 for Concrete Work: Street Reconstruction 2026: Hall Ave. – Front S. to Palmer St.

550 SF Flatwork 4" @ \$14.50 SF
1425 SF Flatwork 6" @ \$15.50 SF
925 LF Concrete Curb and Gutter @ \$90.00 LF
160 SY Brick Pavement Repair @ \$225.00 SY
5 CY Additional Excavation @ \$0
180 SF/2" Purchase and Place, Warm Mix Asphalt 12.5 mm @ \$12.00
8 EA 24" x 30" ADA Cast Iron Detectable Warning Plates @ \$300.00 EA
1 LS Landscape Restoration @ \$5,000.00

for a total bid amount of One Hundred Fifty-Eight Thousand, Eight Hundred Seventy-Two Dollars and Fifty Cents (\$158,872.50) subject to the approval of the Corporation Counsel as to form.

Note: The project will be funded through CHIPS funds.

Public Safety

Resolutions

No resolutions have been pre-filed for the Public Safety Committee

Informational Report

1. Special Event – CLRA 20 Year Celebration Kick-Off event, to be held on Sunday, May 31, 2026 from 12:00 p.m. until 3:00 p.m. (including set up and tear down), at the Chautauqua Lake Rowing Association.
2. Block Party: hosted by Jeff Bloomquist, on Blanchard Street from Winsor Street to Alton Place, Beverly Place to Carey Place, as well as the edge of Alton Place and Beverly Place. To be held on Saturday, July 25, 2026 from 4:00 p.m. – 9:30 p.m., with a rain date of Sunday, July 27, 2026.

Public Works Committee

Resolutions

1. WHEREAS, the Jamestown Board of Public Utilities included the City of Jamestown in its bidding process for a Roadhole Contract; and

WHEREAS, the City of Jamestown has determined that some Jamestown Board of Public Utilities proposals may be the most advantageous to the City; now, therefore, be it

RESOLVED, that the Director of Public Works is authorized to utilize the contract for brick pavement installation and brick pavement relay at the prices quoted to the Jamestown Board of Public Utilities and set forth in the Roadhole Contract.

- This resolution also appears on the Finance Agenda.

2. WHEREAS, the County of Cattaraugus included the City of Jamestown in its bidding process for construction materials and services; and

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Note: The project will be funded through CHIPs funds.

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Informational Report

Mayor's Remarks

1. Discussion on Commercial Roofing Permit fees.

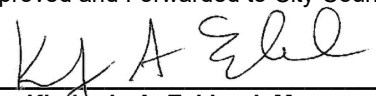
Executive Session

COUNCIL MEMBERS: PLEASE CONTACT THE COUNCIL PRESIDENT OR CITY CLERK IF UNABLE TO ATTEND THE WORK SESSION AT 7:30.



STAFF REPORT

DATE: April 29, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Crystal Surdyk, Director of Department of Development
SUBJECT: 2026 AAP

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: The City of Jamestown, Department of Development, has prepared the PY 2026 Annual Action Plan draft for submission contingent upon any and all public comments leading up to June 1, 2026.

BACKGROUND: Each year the Jamestown Urban Renewal Agency is required to submit the Annual Action Plan to The U.S. Department of Housing and Urban Development. This plan must remain compliant with the five (5) year Consolidated Plan, last submitted by JURA in 2025. Extensive public engagement and all received and recorded public comments are considered when preparing this plan for submission each year. The official document demonstrates a structured and detailed strategy for the respected fiscal year’s projects and programs under the CDBG and HOME allocations received.

FISCAL IMPACT: JURA has been granted \$1,113,722.00 in Community Development Block Grant funds and \$279,108.19 in HOME funds for the 2026 program year.

RECOMMENDATION: JURA recommends the council to approve the submission of the PY 2026 Annual Action Plan, pending the receipt of further public comment to be accepted through June 1, 2026 by 4:00 pm.

ATTACHMENT(S): 1. Resolution
2. Draft Plan

BY COUNCIL:

WHEREAS, under the Community Development Block Grant (CDBG) and HOME programs, entitlement communities are allotted funds to implement housing, neighborhood, community, and economic development activities; and

WHEREAS, the City of Jamestown has prepared for submission to the U.S. Department of Housing and Urban Development (HUD) a 2026 PY Annual Action Plan that is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions, and serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs; and

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WHEREAS, in conjunction with a public input process conducted by the City of Jamestown's Department of Development, the staff has developed a draft PY 2026 Annual Action Plan which includes proposed housing, neighborhood, community, and economic development activities to be funded with \$1,113,722.00 through the 2026 CDBG allocation and two hundred seventy-nine one hundred eight dollars and nineteen cents (\$279,108.19) through the 2026 HOME allocation, for a total of one million three hundred ninety-two thousand eight hundred thirty dollars and nineteen cents (\$1,392,830.19); and

WHEREAS, a public input process was conducted by the Department of Development, commencing April 1, 2026 and concluding June 1, 2026, including public meetings and a public survey, for the purpose of obtaining citizen input regarding the PY 2026 Annual Action Plan and the specific CDBG and HOME activities to be contained therein and a final Public Hearing on May 18, 2026; and

WHEREAS, the draft PY 2026 Annual Action Plan has been available for public review for a minimum of 30 days, commencing on May 1, 2026 and concluding June 1, 2026, as required by U.S. Department of Housing and Urban Development (HUD) regulations; and

WHEREAS, additional comments of support and public input were received during the aforesaid public input period and carefully considered by Administration officials and City Council members; now therefore be it

RESOLVED, that the Mayor be and is hereby authorized and directed to submit the PY 2026 Annual Action Plan, including the specific CDBG and HOME activities contained therein, to the U.S. Department of Housing and Urban Development.

City of Jamestown Annual Action Plan DRAFT FY 2026

**Department of Development
200 E Third St Jamestown, NY 14701**

Annual Action Plan
DRAFT 2027

1

Expected Resources

AP-15 Expected Resources - 91.220(c)(1,2)

Introduction

The City and JURA will use their funds to support projects in IDIS.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,113,722.00	0.00	0.00	1,113,722.00	5,526,325.00	The City of Jamestown will continue to use CDBG funds to support activities throughout the community.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	279,108.19	0.00	0.00	279,108.19	1,566,295.00	The City of Jamestown will continue to use HOME funds to support activities throughout the community.

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City is not required to provide a match for HUD funds. The City does, however, tap into other resources made available through the state and other federal funded programs. The City, with the help of their grant writer, has brought in millions of dollars to help support economic, infrastructure, broadband, and housing related projects. Oftentimes, the City is able to blend funds from NYSHCR, NYSERDA, DASNY, HUD, FCC, EPA, FEMA, and several other agencies to make larger impacts citywide. We also partner with countywide agencies to provide more assistance, and build on existing programs. The standard 25% match for HOME funds will be met through in-kind efforts with compliance and review, project management, and project oversight through the use of many staff as observed on our monthly HUD timesheets.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City and JURA own several parcels throughout the city, some vacant lots, some are commercial buildings and/or sites, some are rights-of-way, and some are vacant and/or abandoned houses. Currently, the City is working to develop a marketing plan for the saleable properties in accordance with land use and economic development plans as well as the Consolidated and Annual Action Plans.

Discussion

The municipality and their residents are grateful for the opportunities given through these programs. There is a greater need, though, for additional funds and man power, to assist more people who are in need. The City is also leveraging public policy and legal resources to secure properties through Article 19A of real property law, and strategizing the tax foreclosure auction. Through these initiatives, the City hope to boost homeownership, enhancing first time homebuyers, and bolstering pride in our neighborhoods.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2025	2029	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	City Wide	Access to Housing Homelessness	HOME: \$281,993.01	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1 Households Assisted Rental units constructed: 3 Household Housing Unit Rental units rehabilitated: 3 Household Housing Unit Homeowner Housing Rehabilitated: 2 Household Housing Unit Direct Financial Assistance to Homebuyers: 5 Households Assisted Housing Code Enforcement/Foreclosed Property Care: 150 Household Housing Unit
2	Economic Development	2025	2029	Non-Housing Community Development Economic Development	City Wide	Workforce Development Infrastructure and Public Facilities	CDBG: \$428,799.59	Facade treatment/business building rehabilitation: 1 Business Jobs created/retained: 5 Jobs Businesses assisted: 2 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Public Service and Facilities	2025	2029	Homeless Non-Homeless Special Needs Non-Housing Community Development	City Wide	Infrastructure and Public Facilities	CDBG: \$61,894.84	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2 Persons Assisted Other: 2 Other
4	Neighborhood Improvement	2025	2029	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Neighborhood Development	City Wide Sidewalk Repairs	Access to Housing	CDBG: \$393,517.57	Rental units constructed: 2 Household Housing Unit Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 2 Household Housing Unit
5	Administration	2025	2029	Admin	City Wide	Access to Housing Infrastructure and Public Facilities	CDBG: \$221,053.00 HOME: \$31,325.99	Other: 2 Other

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	Our number one priority in regard to this plan is to ensure that our residents have safe and affordable housing. Rent costs have been increasing city wide while the quality of many units have not improved. We are committed to bridging this gap using the resources that we have available.
2	Goal Name	Economic Development
	Goal Description	The City of Jamestown has a variety of small businesses that we are proud to support. By assisting existing businesses, or helping new and upcoming entrepreneurs, we can create and improve on a thriving local business economy, promote visitation, and enhance the lives of our residents that frequent our commercial districts.
3	Goal Name	Public Service and Facilities
	Goal Description	This funding typically assists our residents by making repairs to facilities or spaces utilized by the public.
4	Goal Name	Neighborhood Improvement
	Goal Description	Affordable housing opportunities is not the only piece to solving the housing crisis that we face. Creating and promoting safe neighborhoods is key to keeping homes up to standard. This includes rehabilitating homes, fixing infrastructure, and advocating for community safety.
5	Goal Name	Administration
	Goal Description	Staffing and administration

AP-35 Projects - 91.220(d)

Introduction

#	Project Name
1	Strategic Code Enforcement
2	Small Business Dev. & Technical Assistance
3	Owner-Occupied Emergency Repair Program
4	Environmental Assessment and Remediation
5	Community Engagement/Enhanced Community Safety
6	Neighborhood Target Area Infrastructure Improvement Program
7	ADA Improvements Public Facilities
8	Rehabilitation: Publicly- or Privately-Owned Commercial/Industrial
9	Strategies Anti-blight Initiatives
10	Neighborhood Target Area Demolition
11	CDBG Administration
12	HOME Owner-Occupied Rehabilitation
13	CHDO Set Aside (30%)
14	HOME Redevelopment
15	HOME Administration

Table 3 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	Strategic Code Enforcement
	Target Area	City Wide
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Targeted enforcement of blighted and unsafe structures and properties. Code Enforcement 24 CFR 570.202(c) or 42 USC 5305(a)(3)Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	This single Code Enforcement position will be able to benefit at least 200 individuals and families throughout the City.
	Location Description	Citywide
	Planned Activities	Targeted enforcement of blighted and unsafe structures and properties.
2	Project Name	Small Business Dev. & Technical Assistance
	Target Area	City Wide
	Goals Supported	Economic Development
	Needs Addressed	Workforce Development Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Economic Development: Technical Assistance 24 CFR 570.203(c) or 42 USC 5305(a)(17)Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).
	Target Date	7/1/2027

	Estimate the number and type of families that will benefit from the proposed activities	Small Business, early stage start ups
	Location Description	City wide
	Planned Activities	<p>The City of Jamestown's Department of Development (DOD) works to maximize Jamestown's potential as a thriving hub for businesses, jobs, vibrant neighborhoods and economic opportunity for everyone in our city. We are committed to supporting a diverse economy which benefits the whole city by promoting access to economic opportunities for all of Jamestown's residents. The DOD is working to better provide services for businesses through advocacy, retention and expansion assistance, and workforce development, as well as business development assistance for companies who are looking for strategies to enhance the daily operations of their business. The City of Jamestown DOD will provide these services directly and in collaboration with other organizations.</p> <p>Small Business Consulting: Small businesses are vital to Jamestown’s healthy and thriving economic development, providing pathways to opportunities for diverse communities at all income levels. The city DOD is seeking partners to provide 1-on-1 consulting to small businesses is seeking partners to provide consulting services in one or more of the following areas:</p> <ul style="list-style-type: none"> • Business Planning and Strategy Development • Legal Business Formation and Administration • Business Structure Development • Vendor Selection
3	Project Name	Owner-Occupied Emergency Repair Program
	Target Area	City Wide
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Access to Housing Homelessness
	Funding	CDBG: \$TBD

	Description	HOME funded activities can include: rehabilitation of owner-occupied housing, assistance to home buyers, acquisition, rehabilitation, or construction of rental housing; and tenant-based rental assistance. Housing Services - Excluding Housing Counseling, under 24 CFR 5.10024 CFR 570.201(k) or 42 USC 5305(a)(20)Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	Homeowners who own and reside in their homes.
	Location Description	City wide
	Planned Activities	HOME funded activities can include: rehabilitation of owner-occupied housing, assistance to home buyers, acquisition, rehabilitation, or construction of rental housing; and tenant-based rental assistance. Housing Services - Excluding Housing Counseling, under 24 CFR 5.100 24 CFR 570.201(k) or 42 USC 5305(a)(20) Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k). HOME funded activities can include: rehabilitation of owner-occupied housing, assistance to home buyers, acquisition, rehabilitation, or construction of rental housing; and tenant-based rental assistance.
4	Project Name	Environmental Assessment and Remediation
	Target Area	City Wide
	Goals Supported	Public Service and Facilities Neighborhood Improvement
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Review and remediation of properties and or structures with environmental issues. Cleanup issues. Cleanup of Contaminated Sites 24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276]Activities undertaken primarily to clean toxic/environmental waste or contamination from a site

	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	All residents and visitors of Jamestown
	Location Description	City wide
	Planned Activities	Clean ups of brownfield sites, testing for hazard for project development, and other related needs.
5	Project Name	Community Engagement/Enhanced Community Safety
	Target Area	City Wide
	Goals Supported	Economic Development
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Crime Awareness/Prevention 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	All residents and visitors will benefit from this program.
	Location Description	City wide
	Planned Activities	Neighborhood watch, community safety engagement, education, and programming.
6	Project Name	Neighborhood Target Area Infrastructure Improvement Program
	Target Area	City Wide Downtown Central Business District Sidewalk Repairs
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Infrastructure and Public Facilities

	Funding	CDBG: \$TBD
	Description	Sidewalks 24 CFR 570.201(c) or 42 USC 5305(a)(2)Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees. Provides for upgrades of sub-standard curbing, sidewalks, and streets in designated low-moderate target areas to assist in neighborhood revitalization
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	All residents and visitors will benefit from this program.
	Location Description	City wide
	Planned Activities	TBD
7	Project Name	ADA Improvements Public Facilities
	Target Area	City Wide
	Goals Supported	Economic Development Public Service and Facilities
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Addresses continued non-compliance of the City of Jamestown with established A.D.A. Guidelines. Reduces potential litigation from advocacy groups to force public compliance and makes Jamestown more navigable for the mobility Challenged.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	All residents and visitors will benefit from this program.
	Location Description	City wide
	Planned Activities	TBD
	Project Name	Rehabilitation: Publicly- or Privately-Owned Commercial/Industrial

8	Target Area	City Wide Downtown Central Business District
	Goals Supported	Economic Development
	Needs Addressed	Workforce Development Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Funding assistance for the capital improvements to both the interior and exterior of new and/or existing businesses and commercial buildings. Both property owners and commercial tenants are eligible for assistance. The fund will also be able to adapt to new needs created by the COVID-19 pandemic. The project can also fund any planning related to these eligible activities outside of the standard administrative allocation. Rehabilitation: Publicly or Privately Owned Commercial/Industrial 24 CFR 570.202(a)(3) or 42 USC 5305(a)(2) Rehabilitation of commercial/industrial property.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	Business/building owners
	Location Description	City wide
	Planned Activities	Funding assistance for the capital improvements to both the interior and exterior of new and/or existing businesses and commercial buildings. Both property owners and commercial tenants are eligible for assistance.
9	Project Name	Strategies Anti-blight Initiatives
	Target Area	City Wide Sidewalk Repairs
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Neighborhood Cleanups 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.

	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	All residents and visitors will benefit from this program.
	Location Description	City wide
	Planned Activities	The city will partner with the Chautauqua County Land Bank to present a pilot project called "Hands On Neighborhoods- Jamestown." Hands On Neighborhoods is an initiative by the Chautauqua County Land Bank (CCLBC) to foster community pride with a mission is to empower community members in building a sense of pride; leverage resources and work together towards strengthening their neighborhoods while building community, both on their block, and through-out the city. Hands On Neighborhoods-Jamestown is a collaboration between CCLBC and the City of Jamestown, in partnership with Jamestown Renaissance Corp., Zion Covenant Church, Jamestown Police and Fire Departments, Parks and Public Works Departments and the Board of Public Utilities. This year, we are focusing our efforts on the north side and the downtown business district of Jamestown. The goal is to build on the concept of Hands On Jamestown events of years past and create a program that can be replicated on a neighborhood scale across the city, and in communities throughout the county. We will be hosting 7 neighborhood cleanup events in Jamestown from April through October, engaging community members, civic organizations, church groups, affinity groups and businesses to work alongside, cleaning up the streets and learning about city and housing resources. Our goal is not only to host successful events, but to build a tool box for grassroots efforts to continue these initiatives, empowering residents to work together and leverage local resources to help make their community safer, more attractive, and to build relationships between residents, public sector leaders and local organizations.
10	Project Name	Neighborhood Target Area Demolition
	Target Area	City Wide
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Access to Housing Infrastructure and Public Facilities
	Funding	CDBG: \$TBD

	Description	Provides for the demolition of sub-standard housing units in designated low-mod income target areas as a means to assist neighborhood revitalization in the City.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	All residents and visitors will benefit from this program.
	Location Description	City wide
	Planned Activities	Demolitions of properties as a last resort or in emergency situations.
11	Project Name	CDBG Administration
	Target Area	City Wide
	Goals Supported	Administration
	Needs Addressed	Access to Housing Homelessness Workforce Development Infrastructure and Public Facilities
	Funding	CDBG: \$TBD
	Description	Admin
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	Administration 20%
	Location Description	Citywide
	Planned Activities	Administration
12	Project Name	HOME Owner-Occupied Rehabilitation
	Target Area	City Wide
	Goals Supported	Affordable Housing
	Needs Addressed	Access to Housing Homelessness
	Funding	HOME: \$TBD

	Description	HOME Home Owner Occupied Rehabilitation is full housing rehab project performed on a homeowner occupied housing unit.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	5
	Location Description	Citywide
	Planned Activities	Housing in the Jamestown area.
13	Project Name	CHDO Set Aside
	Target Area	City Wide
	Goals Supported	Affordable Housing Economic Development Neighborhood Improvement
	Needs Addressed	Access to Housing Homelessness
	Funding	HOME: \$TBD
	Description	CHDO Set Aside
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	CHDO Set Aside
	Location Description	Citywide
	Planned Activities	TBD
14	Project Name	HOME Redevelopment
	Target Area	City Wide
	Goals Supported	Affordable Housing Economic Development Neighborhood Improvement
	Needs Addressed	Access to Housing Homelessness

	Funding	HOME: \$TBD
	Description	HOME Redevelopment will assist in hard and soft costs for predevelopment and site preparation resulting in the construction of housing.
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	units rehabilitated
15	Project Name	HOME Administration
	Target Area	City Wide
	Goals Supported	Affordable Housing Economic Development
	Needs Addressed	Access to Housing Homelessness
	Funding	HOME: \$TBD
	Description	HOME Administration
	Target Date	7/1/2027
	Estimate the number and type of families that will benefit from the proposed activities	admin
	Location Description	citywide
Planned Activities	Admin	

AP-50 Geographic Distribution - 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Most of the funds will be used citywide focusing on housing and the dire need for updated infrastructure. The city overall has continued to see significant disinvestment and deterioration in housing, with an aging housing stock that is more than 100 years old in most cases and aging infrastructure. Many areas throughout the city are considered slums/blighted as per the following definition SLUMS AND BLIGHT means a blighted area or structure characterized by one or more of the conditions listed in Section 7056(b)(3) of the State CDBG regulations and as documented under HUD regulations specified in the Code of Federal regulations, Title 24, part 570.483(c). Additionally, with a nearly 50/50 rental to homeowner occupied ratio, combined with a nearly 30% poverty rate, 58% below the ALICE threshold, and an aging housing stock with 96% built before 1950, the city as a whole meets target area criteria and any investment citywide is beneficial to low- to moderate- income persons.

Geographic Distribution

Target Area	Percentage of Funds
City Wide	TBD
Downtown Central Business District	TBD
Sidewalk Repairs	TBD

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The distribution between citywide and priority areas may vary depending on the locations of housing rehabilitation projects in partnership and/or coordinated with CHRIC, CODE, Habitat for Humanity, and/or CCLB. For example, as a major gateway into the city, the N. Main Street corridor offers a great deal of opportunity to strategically focus rehabilitation efforts, particularly because all of the housing agency partners listed above, have also made this corridor a priority and directed their funding resources at rehabilitation projects along the corridor. This alignment of strategies, sharing of resources, and leveraging of efforts will allow us to collectively make a more significant impact along this corridor than if the city were to focus efforts independent of our partners.

Discussion

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

The City of Jamestown is dedicated to supporting the production and maintenance of safe and affordable housing citywide. Through strong working partnerships, the City will provide funds to rehabilitate and develop affordable single family and multifamily housing opportunities.

One Year Goals for the Number of Households to be Supported	
Homeless	2
Non-Homeless	2
Special-Needs	0
Total	4

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	2
Rehab of Existing Units	2
Acquisition of Existing Units	2
Total	6

Table 6 - One Year Goals for Affordable Housing by Support Type

Discussion

The cost of rehabilitation on housing units has increased substantially, likely having an impact on the number of individuals served.

AP-60 Public Housing - 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

The City of Jamestown fully supports any efforts of the Jamestown Housing Authority to rehabilitate or renovate units and common areas, as well as any efforts to improve the delivery of services to eligible clientele. When applicable, the City has provided assistance to the Hotel Jamestown building to provide eligible work to the building for accessibility. The City also supports the CHA's annual capital improvements and provides assistance as the Responsible Entity as necessary with the ERR and other approvals.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City will continue to support other agencies' homeownership, homelessness prevention, credit repair and counseling, and job training programs, especially those who work with Section 8 voucher holders. The City will continue to solicit input from CHA residents on an annual basis. The majority of CHA residents are aging couples, widows/widowers, people with disabilities and single people. These are people who have transitioned out of homeownership into more affordable and/or manageable housing situations

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NA

Discussion

NA

AP-65 Homeless and Other Special Needs Activities - 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City is committed to enhancing the support to the COC to reduce homelessness in the City. The Street Outreach Program and the county's Youth Bureau participate in and are knowledgeable about areas where homeless youth are known to gather, such as libraries, food pantries, and recreation centers. As part of their regular job duties, Street Outreach staff travel throughout the CoC geographic area to identify these areas and engage any homeless youth they locate. The Outreach Specialists are trained to engage youth individually and face-to-face in order to initiate trusting relationships and assist them with leaving the street. Often, youth that are engaged can offer accounts of where more of their homeless peers may be located. Sheltered homeless youth are consulted on potential locations of other youth who may be experiencing unsheltered homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Outreach and assessment are perhaps the key components to a successful homeless prevention strategy. These activities are currently provided by Chautauqua Opportunities, Inc., the CoC, and are an important priority, as they essentially steer the process, making possible the most efficient use of existing resources. The annual "Longest Night" program brings publicity to the homelessness issues in the City of Jamestown and the County, and the City has been supportive of this mission.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities,

foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The CoC has adopted the Housing First model to service provision for the homeless and seeks to provide housing as quickly as possible. At point of entry, homeless individuals are assessed for vulnerability and placed in shelter, transitional or permanent housing based on their need and availability of housing. If permanent supportive housing is unavailable, households are placed on a permanent supportive housing waitlist and prioritized according to vulnerability and length of time homeless. They are enrolled in the Rapid Rehousing program until they are placed in permanent housing. While households are placed in emergency shelter they receive case management and assistance with housing and employment searches by the CoC lead agency in order to reduce the length of time in shelter. The CoC lead agency conducts monthly meetings with shelter providers to discuss progress and barriers toward reducing length of time homeless. The CoC lead agency has reached out to landlords and established a list of landlords who have affordable housing which is provided to all homeless customers. This CoC application includes a new Rapid Rehousing project to provide additional resources for reducing the length of time homeless. The CoC has implemented Coordinated Entry and Assessment to evaluate the vulnerability of homeless households, utilizing the VI-SPDAT which considers chronic homelessness in the prioritization. Per the CoC's orders of priority, the second consideration beyond VI-SPDAT score is the length of time homeless. Individuals with equal VI-SPDAT scores are prioritized based on length of time homeless. The CoC lead agency conducts monthly meetings with shelter providers to discuss progress and barriers toward reducing length of time homeless.

Discussion

AP-75 Action Plan Barriers to Affordable Housing - 91.220(j)

Introduction

The City of Jamestown is committed to reduce the limited amount of affordable housing opportunity, and will continue to support agencies also committed to this work. Affordable housing and increasing rates of homeownership amongst all demographic groups, as demonstrated in the creation of the 2020-24 HUD Consolidated Plan, is the top priority for the City. The residents of Jamestown deserve to have safe and affordable housing with proper living arrangements and environments.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion

Despite efforts made by the City and social service providers, a number of significant obstacles to meeting underserved needs remain. Because resources are scarce, funding becomes the greatest obstacle. Insufficient funds hinder maintenance and limit the availability of funding to the many worthy public service programs, activities and agencies. Planning and effective use of these limited resources will prove critical in addressing Jamestown's needs and improving quality of life of its residents.

AP-85 Other Actions - 91.220(k)

Introduction

There are many obstacles that need to be overcome in order to meet the needs of the community. This includes:

- Decent, affordable housing
- Vacant and blighted properties
- Public transit
- Aging population
- Economic resources, jobs

Actions planned to address obstacles to meeting underserved needs

The Annual Action Plans demonstrate further efforts in progressing with the provision of decent housing for special needs populations, including the homeless, elderly and homeowners with a severe cost burden.

Actions planned to foster and maintain affordable housing

- Create and develop new housing
- Rehabilitate and repair existing housing
- Rent control deed restrictions
- Support existing organizations
- Homeownership assistance programs

Actions planned to reduce lead-based paint hazards

The City plans to work with the County Health Department to complete lead inspections in the 14701 as required by the State of New York.

Actions planned to reduce the number of poverty-level families

The City of Jamestown's overall Anti-Poverty strategy includes several important new initiatives that are designed to reduce the number of poverty level families. One of these new initiatives is the "Jamestown Guarantee," which is a unique, collaborative community and economic development strategy focusing on youth. The basic principle of the "Jamestown Guarantee" is that focusing on the future means focusing on youth. While other development initiatives focus on nurturing and expanding existing businesses or providing incentives for new businesses to relocate in the Jamestown area, this initiative focuses on insuring community vitality by providing an educated, "ready" workforce that can enhance the quality of life in the community as citizens who earn family sustaining wages. The

guarantee recognizes that education provides the greatest opportunity to have a positive impact on both individual and collective/community socioeconomic status. The “Jamestown Guarantee” includes pledges from the Jamestown Public Schools, Jamestown Community College, the City of Jamestown, and business community partners to provide a road map to success for Jamestown’s youth that spans from primary education and enriched activities to higher education and employment.

Actions planned to develop institutional structure

The FY 2025-2030 Consolidated Plan and FY 2025 Annual Action Plan will be carried out in partnership and collaboration with a number of private and non-profit organizations as well as public institutions. The partners directly involved in carrying out CDBG and/or HOME funded activities include, but are not necessarily limited to: Chautauqua Home Rehabilitation and Improvement Corporation (CHRIC), Citizens for Development and Equality, Inc. (C.O.D.E), Downtown Jamestown Development Corporation (DJDC), the Gebbie Foundation, the Chautauqua Region Community Foundation, the Lenna Foundation, the Jamestown Department of Public Works (DPW), the Resource Center, the Salvation Army, Legal Assistance of Western New York (LAWNY), the YWCA, and Jamestown Renaissance Corporation. The Jamestown Department of Development will serve as the chief facilitator in this partnership. In general, this system has worked well over the past few years, as there has been an increased willingness to plan projects in coordination with other agencies, and to improve coordination and service delivery in flexible ways. Gaps in the system are generally due to inadequate funding with which to address all areas.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to meet with the Homeless Coalition and Healthy @ Home CHQ coalition to further advance collaboration between housing related agencies. Additionally, the City will continue to fund housing projects with developers and existing owners or non profits and will continue to provide support to the Jamestown Housing Authority.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

NA

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City provides CHRIC with funding for a homeowner assistance program through housing counseling and financial assistance. The City has a recapture agreement required to be signed by the homebuyer and a lien filed on the property.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

NA

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

NA

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

NA

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

NA

Discussion

NA



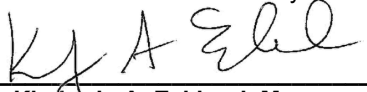
CITY OF
JAMESTOWN
NEW YORK

Agenda Date: _____

Agenda Item: _____

STAFF REPORT

DATE: May 5, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Ericka Thomas, Comptroller
SUBJECT: Lifting Hiring Freeze: Sr. Account Clerk position

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: The Finance Department will have one vacancy due to a retirement. I am requesting to hire one (1) Sr. Account Clerk.

BACKGROUND: Impending employee retirement requires replacement of the vacant position.

FISCAL IMPACT: Funding for this position was included in the 2026 Budget.

RECOMMENDATION: I request that the City Council lift the hiring freeze in order to fill the vacancy.

ATTACHMENT(S): 1. Resolution

BY COUNCIL:

WHEREAS, on January 22, 2002 the Jamestown City Council adopted resolution number 200201C03 that effective immediately and until further notice instituted a hiring freeze for the City of Jamestown, and

WHEREAS, On November 20, 2006 the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

WHEREAS, it has become apparent that within the Finance Department an effort to effectively manage the city's day-to-day responsibilities in a cost-efficient manner, it is in the City of Jamestown's best interest to lift the hiring freeze for a certain position, now therefore be it

RESOLVED that effectively immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

One (1) Sr. Account Clerk in the Finance Department. This position is vacant as the result of a recent employee retirement.



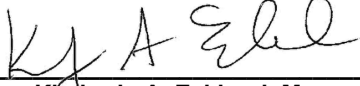
CITY OF
JAMESTOWN
NEW YORK

Agenda Date: May 11, 2025

Agenda Item: AIM Resolution

STAFF REPORT

DATE: May 11, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Leigh Anne Jordan, Acting City Clerk
SUBJECT: Lifting Hiring Freeze

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: There is a need to lift the hiring freeze in the City Clerk's Office.

BACKGROUND: An account Clerk position has become available in the City Clerk's Office, due to a transfer of position to another department.

FISCAL IMPACT: This position is funded in the 2026 GF Budget.

RECOMMENDATION: Approve the resolution.

ATTACHMENT(S): 1. Resolution

BY COUNCIL:

WHEREAS, on January 22, 2002, the Jamestown City Council adopted resolution number 200201C03 that effective immediately and until further notice instituted a hiring freeze for the City of Jamestown, and

WHEREAS, on November 20, 2006, the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

WHEREAS, it has become apparent that within the Office of the City Clerk/Treasurer, an effort to effectively manage the city's day-to-day responsibilities in a cost-efficient manner, it is in the City of Jamestown's best interest to lift the hiring freeze for a certain position, now therefore be it

RESOLVED, that effective immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

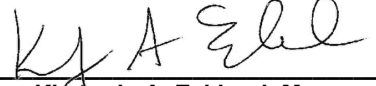
One Full-Time Account Clerk.

NOTE: This position is vacant due to an employee transfer.



STAFF REPORT

DATE: May 6, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Mark Roetzer, Public Works Director
SUBJECT: City Wide Roadhole Contract - Board of Public Utilities (BD-04-26)

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: A resolution to utilize the City of Jamestown Board of Public Utilities Roadhole Contract at their published rates

BACKGROUND: The City of Jamestown Board of Public Utilities bid out “roadhole work” on March 19, 2026 that the Department of Public Works have utilized in years past. Specifically, we have used this contract for brick pavement installation and brick pavement relay.

FISCAL IMPACT: Fiscal impact of the materials purchased for streets projects are charged to the FY2026 DPW Contractual Services Account, Brick Rehab, CHIPS, and CDBG Improvements.

RECOMMENDATION: Approve

ATTACHMENT(S):
1. Resolution (1 Page)
2. Bid Tabulation (1 Page)

BY COUNCIL:

WHEREAS, the Jamestown Board of Public Utilities included the City of Jamestown in its bidding process for a Roadhole Contract; and

WHEREAS, the City of Jamestown has determined that some Jamestown Board of Public Utilities proposals may be the most advantageous to the City; now, therefore, be it

RESOLVED, that the Director of Public Works is authorized to utilize the contract for brick pavement installation and brick pavement relay at the prices quoted to the Jamestown Board of Public Utilities and set forth in the Roadhole Contract.

Bid Tabulation Worksheet

BID: BD-04-26
DESCRIPTION: ROADHOLE BID
OPEN DATE: 3/19/2026
OPEN BY: Bronson Edwards
WITNESS: Shari Lake

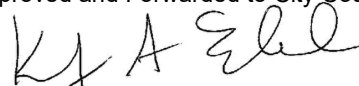
Signature
Paving &
Sealcoating

ITEM #	GROUP	DESCRIPTION	Est. Units		Unit cost	Unit cost	Unit cost
1.1.1	PAVEMENT	Asphalt Pavement	600	Sq yard	\$ 110.00		
1.1.2	PAVEMENT	Additional Asphalt Binder	400	Sq yard	\$ 25.00		
1.1.3	PAVEMENT	Brick Pavement	100	Sq yard	\$ 230.00		
1.1.4	PAVEMENT	Brick Pavement (Relay)	5	Sq yard	No bid		
1.1.5	Concrete Sidewalk	4" Concrete Sidewalk (>=Contiguous SF of S/W)	1	Sq Ft	\$ 14.50		
1.1.5	Concrete Sidewalk	Remove 4" Concrete Sidewalk (< 200 contiguous SF of S/W)	50	Sq Ft	\$ 14.50		
1.1.6	Concrete Sidewalk	6" Concrete Sidewalk (>=Contiguous SF of S/W)	1	Sq Ft	\$ 15.50		
1.1.6	Concrete Sidewalk	Remove 6" Concrete Sidewalk (< 200 contiguous SF of S/W)	50	Sq Ft	\$ 15.50		
1.1.7	Curb And Gutter	Concrete Curb & Gutter (12", 15") (>= 50 contiguous LF of C&G construction)	1	Ln ft	\$ 95.00		
1.1.8	Curb And Gutter	Concrete Curb & Gutter (18", 24") (>= 50 contiguous LF of C&G construction)	1	Ln ft	\$ 95.00		
1.1.9	Curb And Gutter	Concrete Vertical Curb (>= 50 Contiguous LF of curb construction)	10	Ln ft	\$ 95.00		
1.1.10	Curb And Gutter	Concrete Vertical Curb (Integral with Sidewalk) (>= 50 Contiguous LF of curb Construction)	1	Ln ft	\$ 95.00		
1.1.11	Reset Stone Curb	Reset Stone Curb	10	Ln ft	No Bid		
		Bidder's Federal Tax Identification Number			20-010-8469		
		Form of Proposal			X		
		Exceptions to Bid					
		Guaranty for Proposal Contract (Proposal Bond)			X		
		Statement of Surety related to Preformance Bond			X		
		Non-Collusive Bidding Certification			X		
		Insurance Certificate or Statement from Agent			X		



STAFF REPORT

DATE: May 6, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Mark Roetzer, PE, Acting DPW Director
SUBJECT: Asphalt Milling Machine – Cattaraugus County (5/1/2026 – 4/30/2027)

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: A resolution to utilize Cattaraugus County Agreement for Purchase of Materials including liquid bituminous materials and hot mix asphalt in-place paving project that was awarded on March 25, 2026.

BACKGROUND: Cattaraugus County annually bids out purchasing of materials and labor that the city is allowed to “piggyback” off of. Items typically purchased from this contract include Milling Machine – Self Loading with varying rates and details depending on the extent of the work. Although we have already received approval to use Chatauqua Counties Purchasing Guideline for 2026, Lake Shore Paving is able to meet the DPWs need in regard to scheduling and manpower. Also, the cost to use Lake Shore Paving for this work is less than the rate to use Suit-Kote based upon comparing bid prices.

FISCAL IMPACT: Fiscal impact of this work for streets projects is charged to the CHIPs.

RECOMMENDATION: Approve

ATTACHMENT(S):
1. Resolution (1 Page)
2. Cattaraugus County Agreement for Purchase of Materials (2 Pages)

BY COUNCIL:

WHEREAS, the County of Cattaraugus included the City of Jamestown in its bidding process for construction materials and services; and

WHEREAS, the City of Jamestown has determined that some County proposals may be the most advantageous to the City; now, therefore, be it

RESOLVED, that the Director of Public Works is authorized to purchase construction materials and services at the prices quoted to the County of Cattaraugus and set forth in the Cattaraugus County 2026 Construction Season Purchasing Guide.



CATTARAUGUS COUNTY

303 COURT STREET, LITTLE VALLEY, NEW YORK 14755

AGREEMENT FOR PURCHASE OF MATERIALS

(Liquid Bituminous Materials and Hot Mix Asphalt In-Place Paving Projects)

On 03/25/2026, Cattaraugus County hereby contracts with **LAKE SHORE PAVING**, 1279 North Main Street, Jamestown, New York 14701, hereinafter referred to as "Contractor", for the period commencing May 1, 2026 and terminating April 30, 2027, for the provision of the following materials:

1. Scope of Contract. The Contractor shall provide liquid bituminous materials and hot mix asphalt in-place paving projects, in accordance with Appendix A, which is attached hereto and made a part hereof. In the event of any inconsistency in or conflict among the document elements of this contract, such inconsistency or conflict shall be resolved by giving precedence to the document elements in the following order: the body of the contract and then Appendix A. The parties hereto acknowledge and agree that time is of the essence and that they must each use reasonable best efforts to complete the terms of the contract as soon as reasonably practicable.

2. Payment. In full payment for the liquid bituminous materials and hot mix asphalt in-place paving projects to be provided by the Contractor to the County hereunder, the Contractor agrees to accept the following amounts:

LIQUID BITUMINOUS MATERIALS

The following bid prices are for rental of equipment by the gallon or by the hour for various liquid asphalt projects (both with or without guarantee)

<u>Item</u>	<u>Rate</u>
Automated Paver	\$550/hour not to exceed \$4200/day
Milling Machine – Self Loading	4 foot width: \$600/hour not to exceed \$4200/day 7 foot width: \$750/hour not to exceed \$5600/day
Pulverization Only	\$750/hour not to exceed \$6000/day

Distributor Rental

0-1000 gallon/day	\$210/hour
1001-2000 gallon/day	\$210/hour
2001-3000 gallon/day	\$210/hour

HOT MIX ASPHALT IN-PLACE PAVING PROJECTS

Price Is Per Ton In-Place Applied In One Workday

<u>HMA Quantities Applied</u>	<u>NE Quad.</u>	<u>NW Quad.</u>	<u>SE Quad.</u>	<u>SW Quad.</u>
Projects: Less than 50 Tons	\$270.00	\$270.00	\$270.00	\$270.00
Projects: 50 – 100 Tons	\$240.00	\$240.00	\$240.00	\$240.00
Projects: 101 – 500 Tons	\$195.00	\$197.00	\$200.00	\$194.00
Projects: 501 Tons and Greater	\$111.00	\$113.00	\$115.00	\$112.00

SMA Quantities Applied

Projects: Less than 200 Tons	\$240.00	\$240.00	\$240.00	\$240.00
Projects: 200 - 2000 Tons	\$118.00	\$120.00	\$122.00	\$118.00
Projects: Greater that 2000 Tons	\$115.00	\$117.00	\$119.00	\$116.00

Additions/Substitutions

Fiber Reinforcement	\$11.00/Ton (ADD)
Polymer Modification	\$4.50/Ton (ADD)
Warm Mix Additive (WMA)	\$1.75/Ton (ADD)
Crushed Stone	\$7.50/Ton (ADD)
Crushed Limestone	\$9.00/Ton (ADD)
County Provides Traffic Control	\$3.00/Ton (DEDUCT)

3. **Notices.** All questions regarding work, services or payment are to be referred to the Department of Public Works, as follows: Cattaraugus County Department of Public Works, Michael Prinino, Commissioner, 8810 Route 242, Little Valley, New York 14755.
4. **Independent Contractor.** It is mutually understood and agreed that the Contractor stands in relationship of an independent Contractor to, and is not an employee, servant or agent of the County. The Contractor shall indemnify and hold the County harmless from any liability, claim, demand or judgment arising from the Contractor's performance of the terms of this agreement.
5. **Termination.** This contract can be terminated immediately in the event the Contractor fails to comply with any terms of this contract. This contract may be terminated at any time by either party upon the giving of thirty (30) days written notice to the other party; however, in the event the Contractor defaults in the performance of any of its obligations under this contract, the County may terminate the contract effective upon written notice at any time.
6. **Guarantee.** The Contractor shall fully guarantee the quality and workmanship of the services or goods provided, and shall represent and warrant that such goods or services meet or exceed all applicable industry standards.
7. **Digital Signatures and Document Storage.** Each party may affix a digital signature to this Agreement by electronic means. By affixing a digital signature the parties are affirming they have authority to enter into this Agreement, and that this Agreement executed by digital signature or other electronic means shall be legally binding and effective. Each party also agrees that this Agreement, and any document including or relating to this Agreement, may be imaged and stored electronically and may be introduced as evidence as original business records and neither party shall contest their admissibility.
8. **Execution in Counterparts.** This Agreement, and any amendment or modification, may be signed in counterparts, each one of which is considered an original, but all of which constitute one and the same instrument. The exchange of copies of signature pages by scanned portable document format (PDF) email attachment, or through any digital signature program, shall constitute effective execution of this Agreement, and PDF copies of this Agreement shall have the same force and effect as an original.

COUNTY OF CATTARAUGUS

By: *Michael Prinino*
Michael Prinino (Mar 25, 2026 13:51:12 EDT)

Name: Michael Prinino

Title: Commissioner of Public Works

Date: 03/25/2026

LAKE SHORE PAVING, INC.

By (sign): *Mark Lindstrom*

Name (print): Mark Lindstrom

Title: President/Owner

Date: 03/25/2026



CITY OF
JAMESTOWN
NEW YORK

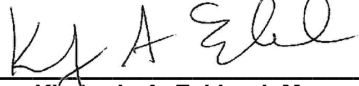
Agenda Date: _____

Agenda Item: _____

STAFF REPORT

DATE: May 6, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Mark Roetzer, Public Works Director
SUBJECT: Barrows Street Concrete Work (2026) – Willard Street to Lind Alley

ACTION: Resolution Ordinance/Local Law Informational/Report

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ISSUE STATEMENT: S. Tabone Construction Co., Inc of 3712 Straight Road Fredonia, NY 14063 was the low bidder of bids opened on 5/6/2026 for the subject project.

BACKGROUND: Staff have reviewed the bid and are recommending award. This is planned to be finished in July 2026.

FISCAL IMPACT: \$195,605.00 to be paid out of CHIPS funds

RECOMMENDATION: Award the bid

ATTACHMENT(S): Resolution (1 Page)
Bid Tabulation (1 Page)

BY COUNCIL:

RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with S. Tabone Construction Co., Inc. 3712 Straight Road, Fredonia, NY 14063 for **Concrete Work: Street Reconstruction 2026: Barrows Ave., Willard St. to Lind Alley**

4280 SF Flatwork 4" @ \$14.25 SF

990 SF Flatwork 6" @ \$15.50 SF

1180 LF Concrete Curb and Gutter @ \$65.00 LF

4 EA 24"x30" ADA Cast Iron Detectable Warning Plates @ \$300.00 EA

4 TON Additional Stone @ \$30.00 TON

105 LF Steps @ \$250.00 LF

5 EA Steps Hand Railing @ \$1,200.00 EA

1 Lump Sum Landscape Restoration @ \$9,000.00

for a total bid amount of One Hundred Ninety-Five Thousand, Six Hundred Five Dollars and No Cents (\$195,605.00) subject to the approval of the Corporation Counsel as to form.

Note: The project will be funded through CHIPS funds.

Concrete Work: Street Reconstruction 2026

Barrows Street - Willard Street to Lind Alley

Project Name



Bid Opening: May 6, 2026 at 10:30am EST
Date and Time

Opened By: Len Marucci
Witnessed By: Kelley Johnson

BID TABULATION

Item #	Approx. Quantity	Unit	Description	<u>S Tabone Construction Co., Inc</u>		<u>Juniors Design Build Firm, LLC</u>		<u>Winning Tree LLC</u>			
				Unit Price	Total Bid Amount	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount
1	4280	SF	Concrete Flatwork: 4"	\$14.25	\$60,990.00	\$12.00	\$51,360.00	\$14.50	\$62,060.00		
2	990	SF	Concrete Flatwork: 6" (Driveway Aprons & ADA Sidewalks)	\$15.50	\$15,345.00	\$14.00	\$13,860.00	\$15.50	\$15,345.00		
3	1180	LF	Concrete Curb & Gutter	\$65.00	\$76,700.00	\$105.00	\$123,900.00	\$82.50	\$97,350.00		
4	4	EA	24" x 30" ADA Cast-Iron Detectable Warning Plates	\$300.00	\$1,200.00	\$200.00	\$800.00	\$350.00	\$1,400.00		
5	4	TON	Additional Stone	\$30.00	\$120.00	\$80.00	\$320.00	\$125.00	\$500.00		
6	105	LF	Steps	\$250.00	\$26,250.00	\$95.00	\$9,975.00	\$125.00	\$13,125.00		
7	5	EA	Steps Hand Railing	\$1,200.00	\$6,000.00	\$2,000.00	\$10,000.00	\$2,750.00	\$13,750.00		
8	1	LS	Landscape Restoration	\$9,000.00	\$9,000.00	\$20,000.00	\$20,000.00	\$10,320.00	\$10,320.00		
BASE BID SUBTOTAL					\$195,605.00		\$230,215.00		\$213,850.00		
Non-Collusive Bidding Certificate				YES		YES		YES		Yes or No	
Bid Security				YES		YES		YES		Yes or No	



CITY OF
JAMESTOWN
NEW YORK

Agenda Date: _____

Agenda Item: _____

STAFF REPORT

DATE: May 6, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Mark Roetzer, Public Works Director
SUBJECT: Hall Avenue Concrete Work (2026) – Front Street to Palmer Street

ACTION: Resolution Ordinance/Local Law Informational/Report

Approved and Forwarded to City Council

Handwritten signature of Kimberly A. Ecklund in black ink.

Kimberly A. Ecklund, Mayor

ISSUE STATEMENT: S. Tabone Construction Co., Inc of 3712 Straight Road Fredonia, NY 14063 was the low bidder of bids opened on 5/6/2026 for the subject project.

BACKGROUND: Staff have reviewed the bid and are recommending award. This is planned to be finished in August 2026.

FISCAL IMPACT: \$158,872.50 to be paid out of CHIPS funds.

RECOMMENDATION: Award the bid.

ATTACHMENT(S): Resolution (1 Page)
Bid Tabulation (1 Page)

BY COUNCIL:

RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with S. Tabone Construction Co., Inc. 3712 Straight Road, Fredonia, NY 14063 for **Concrete Work: Street Reconstruction 2026: Hall Ave. – Front S. to Palmer St.**

550 SF Flatwork 4" @ \$14.50 SF
1425 SF Flatwork 6" @ \$15.50 SF
925 LF Concrete Curb and Gutter @ \$90.00 LF
160 SY Brick Pavement Repair @ \$225.00 SY
5 CY Additional Excavation @ \$0
180 SF/2" Purchase and Place, Warm Mix Asphalt 12.5 mm @ \$12.00
8 EA 24" x 30" ADA Cast Iron Detectable Warning Plates @ \$300.00 EA
1 LS Landscape Restoration @ \$5,000.00

for a total bid amount of One Hundred Fifty-Eight Thousand, Eight Hundred Seventy-Two Dollars and Fifty Cents (\$158,872.50) subject to the approval of the Corporation Counsel as to form.

Note: The project will be funded through CHIPs funds.

Concrete Work: Street Reconstruction 2026

Hall Avenue - Front Street to Palmer Street

Project Name



Bid Opening: May 6, 2026 at 10:30am EST
Date and Time

Opened By: Len Marucci
Witnessed By: Kelley Johnson

BID TABULATION

Item #	Approx. Quantity	Unit	Description	<u>S Tabone Construction Co., Inc</u>		<u>Juniors Design Build Firm, LLC</u>		<u>Winning Tree LLC</u>		<u>Signature Sealcoating & Striping</u>	
				Unit Price	Total Bid Amount	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount
1	550	SF	Concrete Flatwork: 4"	\$14.50	\$7,975.00	\$12.75	\$7,012.50	\$18.00	\$9,900.00	\$15.50	\$8,525.00
2	1425	SF	Concrete Flatwork: 6" (Driveway Aprons & ADA Sidewalks)	\$15.50	\$22,087.50	\$16.00	\$22,800.00	\$20.00	\$28,500.00	\$16.00	\$22,800.00
3	925	LF	"In-Kind" Concrete Curb & Gutter (Included 18" Wide Street Repair)	\$90.00	\$83,250.00	\$105.00	\$97,125.00	\$95.00	\$87,875.00	\$95.00	\$87,875.00
4	160	SY	Brick Pavement Repair	\$225.00	\$36,000.00	\$450.00	\$72,000.00	\$210.00	\$33,600.00	\$235.00	\$37,600.00
5	5	CY	Additional Excavation	\$0.00	\$0.00	\$50.00	\$250.00	\$150.00	\$750.00	\$0.00	\$0.00
6	180	SF/2"	Purchase and Place, Warm Mix Asphalt (WMA) 12.5mm Binder	\$12.00	\$2,160.00	\$10.00	\$1,800.00	\$15.00	\$2,700.00	\$15.00	\$2,700.00
7	8	EA	24" x 30" ADA Cast-Iron Detectable Warning Plates	\$300.00	\$2,400.00	\$200.00	\$1,600.00	\$225.00	\$1,800.00	\$250.00	\$2,000.00
8	1	LS	Landscape Restoration	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00
BASE BID SUBTOTAL					\$158,872.50		\$212,587.50		\$175,125.00		\$166,500.00
Non-Collusive Bidding Certificate				YES		YES		YES		YES	
Bid Security				YES		YES		YES		YES	

DATE APPLICATION RECEIVED: 05-05-2026

DATE INSURANCE CERTIFICATE RECEIVED: 05-31-2026

NAME OF EVENT: CLRA 20 YEAR CELEBRATION KICK-OFF EVENT

DATE OF EVENT: MAY 31, 2026

DATE REFERRED TO DEPARTMENT: 05-05-2026

PUBLIC SAFETY COMMITTEE MEETING DATE: 05/11/2026

RECOMMENDATIONS:

POLICE CHIEF (APPROVED) (DENY) _____

TOTAL COSTS INCURRED BY POLICE DEPARTMENT: \$ 0
ESTIMATED CHARGES FOR POLICE COVERAGE (TO BE BILLED TO SPONSOR) \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DEPUTY FIRE CHIEF (APPROVED) (DENY) _____

TOTAL COSTS INCURRED BY FIRE DEPARTMENT: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DPW DIRECTOR (APPROVED) (DENY) _____

TOTAL COSTS INCURRED BY DEPARTMENT OF PUBLIC WORKS: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

PARKS, REC. & CONS. DIRECTOR (APPROVED) (DENY) _____

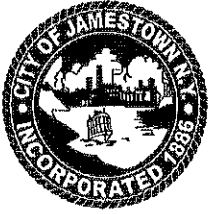
ESTIMATED CHARGES FOR CLEAN UP \$ 0
ESTIMATED CHARGES FOR BAND SHELL/BAND WAGON: \$ 0
ESTIMATED CHARGES FOR GARBAGE PICK UP/TRASH CANS: \$ 0
ESTIMATED CHARGES FOR PLACEMENT OF BOLLARDS \$ 0
PERSONNEL COSTS \$ 0

TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

CITY CLERK (APPROVED) (DENY) _____

MAYOR (APPROVED) (DENY) _____

COMMENTS: _____



CITY OF JAMESTOWN
OFFICE OF THE CITY CLERK/TREASURER

Jennifer R. John
City Clerk/Treasurer

Special Events Permit Application

All applications are due (45) days prior to the event.

All applications must be filled out completely and physically brought to the City Clerk's office.

The Public Safety Committee reserves the right to reject any applications for events less than (30) days from submission.

Applications fees – (Non-profit – \$100) (For profit – \$175 per day)

Name of Event:

CLRA 20 Year Celebration Kick-Off Event

Event Sponsor:

Chautauqua Lake Rowing Association



Non-Profit Sponsor



For-Profit Sponsor

Date/Day of Event:

05/31/2026

Series of Events – List all dates:

Event Location:

18 Jones and Gifford, Jamestown, NY CLRA Boathouse

Setup Time Start:

12:00pm

Breakdown Time Start:

3:00pm

Hours of Event Operation:

1:00pm -3:00pm

Estimated Crowd Size:

100

Fee Collected for Attendance?



Yes



No



Donation

Who will be the recipient of the proceeds if collecting donation?

Chautauqua Lake Rowing Association

FOR OFFICE USE ONLY:

Application Fee:

Departments Notified:

Insurance Certificate:

Contact Information:

- Minimum of (2) contacts for event.
- Both contacts must be readily available and reachable throughout the entire event.

Contact #1:	LJ Martin	Contact #2:	Jim Odrzywolski
Title:	Presiding Director	Title:	High School Coach and Board Member
Address:	5132 Cheneys Pt, Ashville NY 14710	Address:	18 Jones and Gifford St.
Phone:	(716) 456-5639	Phone:	(716) 499-6987
Email:	lj.martin07@gmail.com	Email:	jimo@rowchautauqua.org

Could we share the above information online so that the public can easily contact you regarding the event?

Yes No

Vendor Fees, Information & Compliance:

- All vendors must fill out and complete a Special Event Vendor Application.
- Special event vendor license fees apply. (Non-profit \$30 per day) (For-profit \$60 per day)
- There is no vendor license fee for any business principally located within the corporate limits of the City of Jamestown.

*Please check the boxes next to the type of vendor(s) below who will be participating in the Event.

- Food Vendor(s) Carnival or Amusement Ride Vendor(s)
 Non-Food Vendor(s) Bounce House Vendor(s)
 Alcohol Vendor(s)

Food Vendor(s):

- All food vendors must obtain a permit from the Chautauqua County Health Department.
- Deep fryers must be approved for commercial type use and require a type K portable fire extinguisher.
- All food vendors must have type ABC fire extinguisher
- All fire extinguishers must be inspected with the last year.
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into storm drains and sewers.
- Fuel containers must be of an approved type and properly secured.

Bounce House Vendor(s):

- Additional insurance may be required and must be obtained prior to the event.

Alcohol Vendor(s):

- A copy of the vendor(s) liquor license must be given to the Clerk's office.

Fireworks Vendor(s):

- Police & Fire security are mandatory for any event with fireworks display.
- A Special Event Vendor Application for fireworks vendor(s) is not required; however, a supplemental Fireworks Display Permit Application must be completed in its entirety for any firework display.
- Fireworks must use "low noise" as requested by the Public Safety Committee to minimize noise disturbance.

Insurance Information:

- Application must be accompanied by the application fee and an insurance certificate in order to process.
- Insurance amounts vary depending on the type of event, and event crowd size.
- Insurance amount requirements range from a minimum of \$1,000,000 to \$5,000,000. Additional insurance thresholds and minimums may apply and are required upon request.
- Please contact the Clerk's Office for additional information and event insurance requirements.
- Aggregate insurance certificate must name "The City of Jamestown".

FOR OFFICE USE ONLY:

Insurance Amount Required for Event:

Public Health Information:

- Event sponsor is responsible for garbage maintenance during event and garbage disposal after the event.
- Event sponsor may request trash services or trash cans for event; additional charges will apply.
- A \$50 fee will be charged to the event sponsor if city staff need to dispose of any trash left after the event.
- Event sponsor is responsible for any costs associated with city staff overtime.

Event Sponsor Trash Services & Trash Can Requests:

*Please check the appropriate boxes for the trash services requested for the event. Note that additional charges will apply for these services. Additionally, list how many trash cans are requested, if applicable.

Trash Can(s) Requested

No. of Trash Can(s) Requesting

Trash Pickup During Event

Trash Pickup After Event

Desired Location(s) of Trash Cans:

No Trash cans needed

Restroom Facilities:

On-Site Facilities

Portable Facilities

Accessible/ADA Compliant Facilities

Number of Facilities

Location of Facilities:

In boathouse

Smoking in City Parks & Public Lands:

The use of tobacco, tobacco products, electronic cigarettes, and cannabis or herbal cigarettes on real property owned or leased by the City of Jamestown including streets, sidewalks, parks, sporting fields, the Riverwalk System, swimming pools/splash pads and/or playgrounds, picnic facilities, parklets, parking lots, and lawn areas is prohibited.

Public Safety Information:

- Personal consumption of alcoholic beverages is not permitted in city parks. Alcohol can only be sold and consumed if it is approved by the City of Jamestown Public Safety Committee through an approved Special Events Permit Application.
- Smoking is not permitted in city parks or on public lands.
- Fire hydrants must never be blocked.
- A safety lane must be maintained at all times.
- No signage may be placed on any tress or utility poles.
- No advertisements or signs are permitted on any city terrace.
- Event sponsor is responsible for set-up & take down of event.
- Event sponsor is responsible for all maintenance necessary during event.

Police & Traffic Requests:

- The City of Jamestown reserves the right to modify street closings, barricades, and police staffing for all events.
- Event sponsor is responsible for any costs associated with police presence and officer overtime.
- Police officer presence required for closure or blocking of a main, high traffic street.
- All residents and/or property owners affected by a street closing must sign the Street Closure Sign-Off Form.

Police Security:

- Requested No. of Officers Requested
- Not Requested Police Traffic Requested

Requested Locations for Officers:

Street Closings:

*All residents and/or property owners affected by a street closing must be notified prior to the event, and sign-off on the Street Closure Sign-Off Form.

- Yes – Street Closing(s) Required No – Street Closing(s) Necessary

Will the street closing(s) be utilized for a parade, walk, or marathon/run?

- Walk Parade Marathon/Run

*A map of the desired route is required and must be included with application submission.

Brief Description:

*Including requested street closures, time requested for restrictions to street, location of barricades.

*A map with this information is required and must be included with application submission.

Event Music:

Will the Event Include Music?

Yes No

Type of Music:

Live Band Live Choir Live Acoustic
 Live DJ Recorded Music

Will the use of the bandwagon from the parks department be requested? An additional fee of \$325 is applicable for this usages and request. Please contact the parks department upon approval of the special event application.

Yes – Bandwagon requested No – Bandwagon not needed

Brief Description:

*Including location of music, performer(s), start and end times of performer(s), type(s) of music showcased.

The band will set up in the boathouse and play there for 1.5 hours.

Alcohol:

- If alcohol is being served or sold a detailed statement covering the below topics must be submitted.
- Security arrangements
- Number of security personnel on-site
- Methods of checking identifications
- Details of any wristband/ticketing system for guests of legal drinking age.
- Plan for handling medical emergencies related to alcohol consumption.
- Information on how alcohol service area will be controlled and monitored.

Will alcohol be served at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being served at the event, liquor authority approval and a site plan is required. A liquor license can be applied for once the special event permit application is approved by the City of Jamestown Public Safety Committee. In addition, a copy of the liquor license must then be brought to the Clerk's office for record and filing. The liquor license must also be clearly displayed at the event.

Will alcohol be sold at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being sold at the event, you must read & acknowledge the below disclaimer.

Disclaimer:

Please attach a diagram of the designated area to be utilized for the sale of alcohol and the letter from the New York State Liquor Authority informing you they approve of the event. All alcohol sales and distribution must be limited to a self-contained and controlled area. All alcoholic beverages must be served and consumed within this controlled area and will not be permitted to be carried out,

distributed or consumed in the adjacent public spaces. Any violation of this provision will subject the applicant to immediate revocation of its alcohol permit and subsequent notification to the New York State Alcohol Beverage Control Board. It is the responsibility of the event sponsor to adequately enforce this provision of the special event permit issued by the City of Jamestown.

I have read and acknowledge the above information.

Signature:

Date:

--	--

Statement & Additional Information:

Electric:

Temporary Electric

For temporary electric you must contact the Board of Public Utilities (BPU).

BPU – Customer Service
92 Steele Street
Jamestown, New York 14701
(716) 661-1660

*Use of electrical outlets on BPU street light poles is prohibited.

Electrical Distribution Panels

For additional information you must contact the parks department.

Parks Department
145 Steele Street
Jamestown, New York 14701
(716) 483-7523

Signature & Payment of Fees:

Chautauqua Lake Rowing Association (Event Sponsor), the organizer, sponsor, hereby certifies that the information contained within this application is accurate and complete. Any willful false statements of fact or withholding of information will be grounds for immediate denial or revocation of an events permit. Chautauqua Lake Rowing Association (Event Sponsor), the organizer/sponsor shall indemnify, hold harmless, assume liability for, and defend the City of Jamestown, its employees, officers, and

agents from any and all damages, costs and expenses, including but not limited to attorney's fees, court costs and all other sums which the City of Jamestown, its employees, officers and agents may pay or become obligates to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have risen out of the activities described in this special event application and sanctioned by the permit issued by the City of Jamestown or by any act or commission of the Chautauqua Lake Rowing Association (Event Sponsor),, the organizer/sponsor, its members, agents, employees, volunteers, officers or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

Signature:

Date:

	5/5/2026
---	----------

Print Name:

LJ Martin



CITY OF JAMESTOWN
OFFICE OF THE CITY CLERK/TREASURER

Jennifer R. John
City Clerk/Treasurer

Block Party Application

All applications are due (45) days prior to the start of the event. Application fee: \$25

Application must be returned in person to the City Clerk's office.

A safety lane for emergency vehicles must be maintained at all time.

Petition form must be submitted with application and signed by all residents that the street closing affects.

Applicant is responsible for garbage maintenance during block party and garbage disposal after the block party.

A \$50 fee will be charged to the applicant if city staff need to pick up and dispose of any trash left after the block party.

Applicant Name:	Jeff Bloomquist
Address:	32 Blanchard St.
Phone Number:	716-727-1490 ^{cell} phone, Home: 716-487-9962
Date of Event:	July 25, 2026
Rain Date:	July 26, 2026
Time of Event:	12:00 - 4:00
Street Requested to Close:	Blanchard St - between Beverly Pl. + Carely Pl
Between Street(s):	small on between Beverly Pl. + Carely Pl
Desired Date & Location of Barricades	
Type of Activities for Event:	Block party, + games as the last two years

Applicant's Signature:	Date:
Jeff Bloomquist	

FOR OFFICE USE ONLY:

Public Safety Committee Reviewed:

Approved:

Denied:

Block Party Petition Form

Petition form must be submitted with application and signed by all residents that the street closing affects.

We the undersigned, as residents of BLANCHARD ST (Name of Street), agree to blocking off the street for our annual block party on SEPT 25, 2026 (Date of Event) or SEPT 26, 2026 (Rain Date) between the hours of 4:00 - 9:30 pm (Time of Event) and 4:00 - 9:30 pm (Time of Event). A fire lane will be maintained for emergencies.

Signature:

Address:

Jeff Bloomquist	32 Blanchard St. Jamestown
Darlene, Brad, Tony Pangborn	4 Beverly Pl. Jamestown ny
David, Jim, J. Karabe	628 Winsor St.
Corey, Kristi Senck	617 Winsor St
Jim, Rosa, Stam	630 Winsor St.
Ricky & Ashley, Fortman	612 Winsor st.
Patricia LaManna	8 Alton Place
KRISTEN BRUNACINI & Family	13 ALTON PLACE
Samuel Colanni, Kay, Kelly	25 BLANCHARD ST.
Brendan McCully, Taegan, Sarah, Zoella Colley	40 Blanchard
Taegan, Malet & Angel, Brunacini	47 Blanchard St.
Colin Johnson	54 Blanchard St.
[Signature] + Family	608 Winsor
Corey Cannon	24 Blanchard

name

James Rojas

Susan J. Podz

36 Blanchard St

questown WY

11 Blanchard St.

Bob Jones + Family

28 Blanchard St

Beth, Todd, Strong + Family

62 Blanchard St.

Chassey Gilbert

30 Blanchard St.

Mary Landy

15 Alton St.

John + Sue Maurer

32 Blanchard St.

Greg Ruff + Linda

20 Blanchard St

Karen Bergs

my guest -

Pat, Toni, Matt, Franklin

12 Beverly Place

Connor, Marilyn, Ray

44 Blanchard St.

Patty + Chris Larson

12 Carly Place

Common
P. Sparrow ④

8 Beverly place