

CITY OF WATERTOWN, NEW YORK
REVISED AGENDA
Monday, August 17, 2020

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, August 17, 2020, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

The City Council meeting is now open to the public. All attendees must enter through the Sterling Street entrance. Each attendee must wear a mask while moving around, but may remove it when seated with 6-foot spacing.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Comprehensive Energy Audit Agreement, Wendel Energy Services, LLC
- Resolution No. 2 - Rejecting Bids for Fairground Baseball Stadium Bleacher Improvements Project
- Resolution No. 3 - Amending the Citizen Participation Plan for the Community Development Block Grant Program, Pursuant to the CARES Act
- Resolution No. 4 - Adopting the Amendment to the City of Watertown's Community Development Block Grant 2020 Annual Action Plan
- Resolution No. 5 - Appointment to the Transportation Commission, Jeph Smith

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

Tabled Resolution Finding That Changing the Approved Zoning Classification of 1348, 1352, and 1356 Washington St., Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business Will Not Have a Significant Impact on the Environment

Tabled Ordinance Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000 and 14-21-108.000 from Residence B to Neighborhood Business

STAFF REPORTS

1. Grant Street – Summary of Outreach
2. Sales Tax Revenue by Category – March-May Quarter Analysis
3. Sales Tax Revenue – July 2020
4. Sale of Surplus Hydro-electricity – July 2020
5. Public Hearing for the Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report (CAPER)

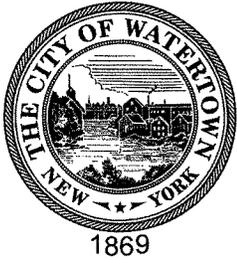
NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
SEPTEMBER 8, 2020.**



CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL DMorrow@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 782-9014

Dale Morrow
Purchasing Manager

Res No. 1

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Dale Morrow, Purchasing Manager
SUBJECT: RFQ 2020-02 – Comprehensive Energy Audit Agreement
DATE: 08/11/20

The City's Purchasing Department advertised in the Watertown Daily Times on January 15, 2020, seeking proposals for the selection of an energy service company, as per City specifications. The selected company will assist the City of Watertown to become as energy efficient as possible through the installation of energy efficiency measures and shall provide project management services for the construction of other facility improvements at the City of Watertown facilities.

The Purchasing Department issued Invitations to (4) four service companies and the City received three (3) sealed submittals. The Purchasing Department opened and read the sealed proposals on March 17, 2020, at 2:00 pm local time.

The Purchasing Department reviewed the responses to ensure that they complied with the specifications.

An interview committee comprised of City employees Vicky Murphy, Water Superintendent; Mike Delaney, City Engineer; Jeffrey Hammond, Engineer; and Dale Morrow, Purchasing Manager; and a contracted individual, John Warneck, was formed. Interviews were held on all three energy service companies (Wendel Energy Services, LLC, Johnson Controls, and Siemens) on June 4, 2020. The staff recommends that City Council award the proposal for the Energy Performance Contract to Wendel Energy Services, LLC, Williamsville, NY in the amount of \$60,800. The energy performance audit will take 6-10 weeks to complete.

Wendel presented their energy performance audit to City Council at a Work Session held on August 10, 2020. A resolution approving their Comprehensive Energy Audit Agreement is attached for Council consideration.

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

RESOLUTION

Page 1 of 1

Approving Comprehensive Energy Audit Agreement, Wendel Energy Services, LLC

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C.P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed proposals for Energy Performance Contract, and

WHEREAS proposals were sent to (4) four service companies, with (3) three proposals submitted to the Purchasing Department, and

WHEREAS on Tuesday, March 17, 2020, at 2:00 p.m., the proposals received were opened, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the proposals received with the City Engineering Department and the Water Superintendent, and it is their recommendation that the City Council accept the proposal submitted by Wendel Energy Services, LLC, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the proposal from Wendel Energy Services, LLC and approves the Comprehensive Energy Audit Agreement, a copy of which is attached and made part of this resolution, in the amount of \$60,800, and

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

Seconded by

COMPREHENSIVE ENERGY AUDIT AGREEMENT

The purpose of this Comprehensive Energy Audit Agreement (“Agreement”) is to engage Wendel Energy Services, LLC (“Wendel”), to develop a Comprehensive Energy Audit (“CEA”) in anticipation of implementing an Energy Savings Performance Contract (“ESPC”) pursuant to an RFQ issued by the City of Watertown (“Owner”) and responded to by a proposal from Wendel dated March 17, 2020 (“Proposal”). The effective date of this agreement is August 17, 2020.

The scope of the CEA work is defined below.

Comprehensive Energy Audit

Wendel agrees to undertake a Comprehensive Energy Audit (“CEA”) to determine the baseline consumption and operational characteristics of facilities selected by Owner (“Facilities”) and to identify Energy Conservation Measures (“ECM’s”). To enable the expeditious evaluation of the potential benefits of the envisioned project, a process of data collection and analysis described below will be utilized by Wendel:

- Review any applicable existing master facilities plan and/or other existing strategic planning documents to determine mission and related needs.
- Review current capital projects and asset replacement plans.
- Review any anticipated changes in Facilities structures or their heating, cooling, lighting, process, treatment or other systems, and their respective energy requirements.
- Review energy consumption data for up to three (3) years and other data as may be needed to develop a baseline for future energy use.
- Review relevant agreements with National Grid, including Power Purchase Agreement, Transmission and Distribution Services Agreement, and Agreement of Sale.
- Survey energy-consuming or energy-saving equipment used at the Facilities.
- Survey energy management and other relevant operational or maintenance procedures utilized at the Facilities.
- Install devices (e.g. light and motor loggers) that will measure actual usage hours for specific Facilities subsystems.
- Review previous Facilities assessment studies, occupancy and usage information, square footage by building, etc.

Estimated Schedule

It is the intent and commitment of Wendel and Owner to work diligently, and cause others under their direction to work diligently, toward meeting the following timeline:

<u>Task</u>	<u>Estimated Completion Time</u>
Sign Comprehensive Energy Audit Agreement	2 Weeks
Deliver Comprehensive Energy Audit	6-10 Weeks
Sign Project Development Agreement (Design Scope of Work)	4 weeks*
Deliver Draft Project Contract Documents	TBD
Deliver Final Project Contract Documents	TBD
Execute the Project Build and Assured Performance Contracts	TBD

* For work beyond the CEA, the Owner and Wendel shall execute additional agreements: (i) a Project Development Agreement (“PDA”) to be signed upon Owner’s review of the CEA and selection of ECM’s Owner wishes to pursue, and (ii) Project Build Contract and Assured Performance Contract upon completion of the PDA and Owner’s decision to proceed with implementation.

Comprehensive Energy Audit Fee

Upon receipt of this signed Agreement, it is expected that Wendel will begin work on the CEA. The CEA Fee shall be \$60,800. This fee was calculated based on the anticipated ECM's as presented in Attachment A.

Payments

The City shall have no payment obligations under this agreement, provided that Wendel and the City execute an Energy Savings Performance Contract or Project Development Agreement (PDA), within 120 days of delivery of the Comprehensive Energy Audit (CEA) to the City.

Should the City not execute an Energy Savings Performance Contract or Project Development Agreement (PDA), within 120 days after the City's receipt of CEA, the City shall pay to Wendel the full CEA lump sum fee.

The CEA work shall be considered 100% complete upon delivery of the CEA to the Owner. If the Owner chooses to cancel or reduce the scope of the CEA work for any reason at any time, Owner shall reimburse Wendel for costs incurred through the time of written notice of cancellation or reduction in scope, along with any cancellation or scope reduction related costs that cannot be mitigated.

Management

To facilitate Agreement objectives both parties will appoint a manager whose responsibility shall be to manage the parties' respective contractual responsibilities, monitor schedules and act as liaison with their respective internal personnel and management.

Terms and Conditions

This Agreement shall be subject to the attached terms and conditions.

Wendel

Owner

Signature

Signature

Joseph DeFazio

Printed Name

Printed Name

Vice President Energy Services

Title

Title

Date

Date

Acknowledgement taken in New York State

Acknowledgement taken in New York State

State of New York, County of _____, ss:

State of New York, County of _____, ss:

On the ____ day of _____, in the year 20__, before me, the undersigned, personally appeared

On the ____ day of _____, in the year 20__, before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Notary Public

TERMS AND CONDITIONS

Obligations of Owner. Owner will work in a diligent and timely manner with Wendel to facilitate the contractual services required herein. To ensure a cooperative and successful effort, Owner will commit to open disclosure of information required for the performance of services, will properly position Wendel with its staff, and will make available subject matter knowledgeable staff in a timely manner to address unforeseen circumstances or other conditions that may arise.

Obligations of Wendel. Wendel commits to work in a diligent and timely manner with Owner to deliver the contractual services. Wendel will provide adequate and qualified resources to meet the schedule, and will work with Owner's management in a manner that enables Owner's management to make informed decisions.

Design Services. Architectural and engineering services ("Design Services") shall be procured from independent design professionals licensed to provide Design Services in the geographic location of the Facilities (the "Architect/Engineer"), who shall be retained by Wendel pursuant to a separate agreement between Wendel and the Architect/Engineer. The standard of care for Design Services performed under this Agreement shall be the care and skill ordinarily used by members of the architectural and engineering professions practicing under similar conditions at the same time in the geographic location of the Facilities.

Termination. Termination of this Agreement can be effected by written notice by the terminating Party to the other Party.

Indemnity. Each Party agrees to indemnify and hold harmless the other, including their respective officers, agents, directors, and employees, from all claims, demands, or suits of any kind, including all legal costs and attorney's fees, resulting from the intentional misconduct, negligent act and/or omission of their respective officers, agents, directors or employees.

Consequential Damages. NEITHER PARTY WILL BE RESPONSIBLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES.

Non-appropriations Clause. This Agreement shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the Agreement, and no liability on account therefore shall be incurred beyond the amount of such monies. It is understood that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of this Agreement.

Confidentiality. Wendel shall not disclose or permit the disclosure of any confidential information except to its employees and other consultants who need such confidential information in order to properly prepare the Contract Documents. No information relative to the Project shall be released by Wendel for publication, advertising or for any other purpose without prior approval of the Owner.

Ownership of Documents. All documents, drawings, specifications, electronic data and information prepared, provided or procured by Wendel, its Architect/Engineer, subcontractors and consultants, including the Comprehensive Energy Audit (collectively the "Documents") under this Agreement are and remain the property of Wendel as instruments of service. Owner will receive full ownership rights in the CEA upon full payment of the fee therefore. Any use by Owner of the Documents is at Owner's sole risk, and Owner will indemnify and save harmless Wendel for any liability that may arise out of Owner's use thereof.

Force Majeure. Wendel cannot be responsible for delays occasioned by factors beyond its control, nor by factors which could not reasonably have been foreseen at the time this Agreement was prepared and executed.

Purchase Orders. Owner acknowledges and agrees that any purchase order issued by Owner in accordance with this Agreement is intended only to establish payment authority for Owner's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement.

Waiver. No waiver by either Party hereto or any failure or refusal by the other party hereto to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal by such Party to so comply.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to principles of conflict of laws.

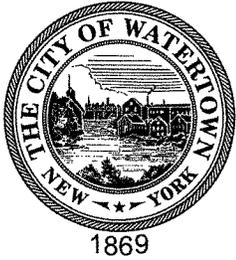
Binding. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and assigns.

Entire Agreement. This Agreement, together with the RFP and Proposal embody and constitute the entire understanding between the parties with respect to the transaction contemplated hereby.

Authority. Each Party represents and warrants to the other that it has the requisite authority to execute, deliver and perform this Agreement, and, that upon such execution and delivery, this Agreement shall constitute a valid and binding obligation of such party, enforceable against such party to the fullest extent permitted by law and in accordance with the terms and conditions hereof.

ATTACHMENT A – ENERGY CONSERVATION MEASURES (ECMS)

Energy Conservation Measures/Buildings	CitiBus	Central Garage (New)	Massey St Fire	State St Fire	Mill St Fire (+ Garage)	Ice Rink	Fair Ball Fields	Northside Flynn Pool	Thompson Park	City Hall	Muni Parking Lots
Interior LED Lighting	Y		Y	Y	Y	Y		Y	Y	Y	
Exterior LED Lighting	Y		Y	Y	Y	Y		Y	Y	Y	Y
Field / Court Lighting							Y				
Building Envelope	Y	Y	Y	Y	Y	Y				Y	
Window Replacement										Y	
Low-Emissivity Ceiling						Y					
Multi-Zone to Variable Air Volume										Y	
Perimeter Rad. Replacement										Y	
Building Control System	Y	Y	Y	Y	Y					Y	
Retro-Commissioning						Y					



CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
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Phone (315) 785-7749 Fax (315) 782-9014

Dale Morrow
Purchasing Manager

Res No. 2

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid #2020-16 – Fairgrounds Baseball Stadium Bleachers Improvement Project, Rejecting all Bids
DATE: 08/6/20

The City's Purchasing Department advertised in the Watertown Daily Times on July 1, 2020, calling for sealed bids from qualified bidders for the Fairgrounds Baseball Stadium Bleacher Improvements in Watertown, New York, as per City specifications.

The Fairgrounds Baseball Stadium Bleachers Improvement Project was part of the 2018-19 Capital Budget, page 280 budgeted at \$95,000.

The Purchasing Department issued Invitations to Bid to Bid Net. The City received three (3) sealed bid submittals. The Purchasing Department publicly opened and read the sealed bids on August 5, 2020, at 2:00 pm local time. The bid tabulation for the bids are shown below.

Fairgrounds Baseball Stadium Bleachers	Con Tech Building Systems	Northern Tier Contracting	Sierra Delta Contracting
	Gouverneur, NY	Gouverneur, NY	Sackets Harbor, NY
Total Bid Price	\$234,900.00	\$179,250.00	\$287,426.00

City Engineers and the Purchasing Department reviewed the responses to ensure that they complied with the specifications.

Staff recommends that City Council reject the bids for the Fairground Baseball Stadium Bleachers Improvement Project as these bids are over budget. If there are any questions concerning this recommendation, please contact me at your convenience. A resolution rejecting all bids is attached for Council consideration.

RESOLUTION

Page 1 of 1

Rejecting Bids for Fairground
Baseball Stadium Bleacher
Improvements Project

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for Fairgrounds Baseball Stadium Bleacher Improvements Project, as per City specifications, and

WHEREAS bid invitations were also issued to Bid Net with three (3) sealed bids submitted to the Purchasing Department, and

WHEREAS on Wednesday, August 5, 2020, at 2:00 p.m., the bids received were publicly opened and read, and

WHEREAS it is the City Manager’s recommendation that the City Council reject the bids submitted for the Fairground Baseball Stadium Bleacher Improvements Project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby rejects all bids for the Fairground Baseball Stadium Bleacher Improvements Project.

Seconded by

FISCAL YEAR 2018-2019
 CAPITAL BUDGET
 FACILITY IMPROVEMENTS
 FAIRGROUNDS

PROJECT DESCRIPTION	COST
<p>Bleacher Replacement at Grandstand</p> <p>The current bleachers at the Grandstand are 25 years old and many of the seats are broken. These bleachers are moved on a yearly basis for the Jefferson County Fair, causing additional wear and tear. Also, the structure of these bleachers is wooden and rot is occurring in several locations.</p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;">   </div> <p>This expenditure is contingent upon receiving a DASNY grant providing \$75,000 and a transfer from the General Fund (A 9950.0900-\$20,000).</p>	<p>\$95,000</p>
TOTAL	\$95,000

Res No. 3

August 11, 2020

To: The Honorable Mayor and City Council

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

Subject: Amending the Citizen Participation Plan for the Community Development Block Grant Program Pursuant to the CARES ACT

One of the requirements of the Community Development Block Grant (CDBG) Program is the adoption of a Citizen Participation Plan. The Citizen Participation Plan details how the City plans to involve residents, community organizations and agencies as the City develops its Consolidated Plan and Annual Action Plans for the CDBG Program. The City has a Citizen Participation Plan that the City Council recently readopted on May 4, 2020.

A required element of the Citizen Participation Plan is identifying the required comment periods for adopting or amending the City's Consolidated Plan, Annual Action Plans, as well as the Citizen Participation Plan itself. Normal HUD regulations require public comment periods of up to 30 days.

In March 2020, the United States Congress passed the Coronavirus Aid, Relief and Economic Security (CARES) Act. In addition to allocating supplemental CDBG funding (CDBG-CV), the CARES Act also reduces the required public comment periods for amending any of the above plans to five days when the purpose of the amendment is to expedite programming and expending CDBG-CV funds. The CARES Act also waives the requirement for these public hearings to occur in-person, and permits them to take place virtually if health authorities recommend social distancing and limited public gatherings.

City Staff has prepared an amendment to the Citizen Participation Plan that will enable the City's to utilize the expedited procedures in the CARES Act, and published the draft amendment on July 24, 2020. Staff then published a combined notice of the required five-day public comment period and public hearing for the amendment in the July 24, 2020 edition of the *Watertown Daily Times*.

The five-day public comment period took place from July 27, 2020 through July 31, 2020. During this comment period, Staff made copies of the amendment available for public viewing at City Hall, the Flower Memorial Library, at the Watertown Housing Authority main office at 140 Mechanic Street and on the City's web site as required. Staff has also attached a copy of the amendment for your review.

The City Council held the public hearing on the proposed amendment on August 3, 2020. During the five-day public comment period and during the public hearing, the City did not receive any comments on the draft Citizen Participation Plan amendment.

Staff also distributed a digital copy of the plan on July 24, 2020 to each of the local constituency groups and organizations identified within the plan and did not receive any subsequent comments.

Now that the comment period is over and the City Council has held the public hearing, the Council may adopt the amendment. Staff has prepared the attached resolution for Council consideration that adopts the amended Citizen Participation Plan for the City's CDBG Program.

RESOLUTION

Page 1 of 2

Amending the Citizen Participation Plan for the Community Development Block Grant Program, Pursuant to the CARES Act

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Section 104 (a) (3) of the Housing and Community Development Act of 1974 and Federal Regulations (24 CFR 91.105) require that the City of Watertown adopt a Citizen Participation Plan for its Community Development Block Grant (CDBG) Program, and

WHEREAS, the Citizen Participation Plan details how the City plans to involve residents, community organizations and agencies as the City develops its Consolidated Plan, Annual Action Plans and the Consolidated Annual Performance and Evaluation Report (CAPER) for the CDBG Program, and

WHEREAS the United States Congress adopted the Coronavirus Aid, Relief and Economic Security (CARES) Act, in March 2020, which allocated supplemental Community Development Block Grant (CDBG-CV) funding to grantee communities across the country, and

WHEREAS the CARES Act also contains a provision that enables grantees to amend their Citizen Participation Plans (CPP) to reduce the duration of several required public comment periods, including that for amending the CPP itself, with the intent of expediting municipalities' ability to program and spend CDBG-CV funds, and

WHEREAS the City published a draft amendment to its Citizen Participation Plan on July 24, 2020 that formalized the City's intent to utilize the expedited procedures, as authorized by the CARES Act, and made copies available for public viewing at City Hall, the Flower Memorial Library, the Watertown Housing Authority main office, and on the City's web site, and a five-day public comment period took place from July 27, 2020 to July 31, 2020, and

WHEREAS a digital copy of the draft plan amendment was distributed to local constituency groups and organizations identified in the plan on July 24, 2020 and no comments were received prior to the close of business on July 31, 2020, and

WHEREAS a public hearing notice was published in the Watertown Daily Times and the City Council held a public hearing on the proposed plan at its meeting on August 3, 2020, and

WHEREAS during the five-day public comment period and during the public hearing, the City received no public comments on the draft Citizen Participation Plan, and

RESOLUTION

Page 2 of 2

Amending the Citizen Participation Plan for the Community Development Block Grant Program, Pursuant to the CARES Act

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

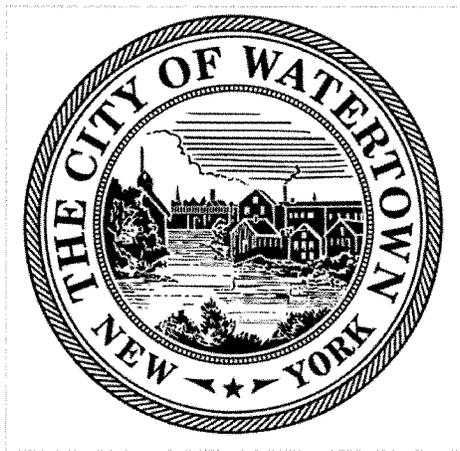
YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the attached amendment to its Citizen Participation Plan for its CDBG Program.

Seconded by

CITIZEN PARTICIPATION PLAN

City of Watertown, New York
Community Development Block Grant Program



City of Watertown
Planning and Community Development Department
245 Washington Street
Watertown, NY 13601
Phone: (315) 785-7730

Prepared by the City of Watertown Planning Office
Date of Adoption: April 6, 2020

DRAFT Amendment: July 24, 2020
Proposed amendment pursuant to the CARES Act

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**City of Watertown, New York
Community Development Block Grant Program
Citizen Participation Plan**



Introduction

This Citizen Participation Plan is adopted in accordance with Section 104 (a) (3) of the Housing and Community Development Act of 1974 and Federal regulations (24 CFR 91.105) and is intended to serve as a guide for how the City of Watertown (the City) will involve citizens in the process of developing its Community Development Block Grant (CDBG) Program. The following Citizen Participation process will ensure that residents and community organizations have ample opportunity to review and comment on the City's CDBG Program, the Consolidated Plan and the Annual Action Plans and the Consolidated Annual Performance and Evaluation Report.

The law requires that this Citizen Participation Plan outline ways in which the City will provide for and encourage citizen participation, with an emphasis on low-and-moderate income people, particularly those who reside in low-and-moderate income neighborhoods, defined as areas where at least 51 percent of households have incomes at or below 80 percent of the Area Median Income (AMI). The City will strive to exceed the U.S. Department of Housing and Urban Development's (HUD) requirements by involving its citizens and those community groups most familiar with the needs of low and moderate income people. This strategy will provide meaningful citizen participation that will improve the quality of the services and programs that the CDBG Program provides and will make the City's Consolidated Plan truly representative of the community's needs.

Targeted Groups and Populations for Citizen Participation

The City of Watertown will encourage its citizens to participate in all aspects of its Community Development Block Grant Program. In preparing the Citizen Participation Plan, Consolidated Plans, as well as all Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), the City shall contact, inform, and encourage participation by public and private agencies that provide assisted housing, health and social service agencies, homeless service providers, child welfare agencies regarding lead-based paint, and other agencies that serve the low-to-moderate income population in the City. The City will also contact adjacent units of local government for community development needs, economic development agencies, local and regional institutions and other relevant organizations.

The City has identified the following constituency groups and organizations that it will particularly target for outreach efforts when developing the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER and when providing notice of pending meetings and public hearings:

AIDS Community Resources, Inc.
Association for the Blind and Visually Impaired of NNY
Catholic Charities
Citizens Advisory Board (Advantage Watertown)
Community Action Planning Council of Jefferson County
Credo Community Center for the Treatment of Addictions
Development Authority of the North Country
Disabled Persons Action Organization
Fort Drum Regional Health Planning Organization
Jefferson County Department of Social Services
Jefferson County Industrial Development Agency
Jefferson County Office for the Aging
Jefferson County Planning Department
Jefferson County Public Health
Lewis County Opportunities, Inc.
Neighbors of Watertown, Inc.
North Country Affordable Housing, Inc.
North Country Family Health Center
Northern New York Community Foundation, Inc.
Northern Regional Center for Independent Living, Inc.
Points North Housing Coalition
The WorkPlace
Town of Leray
Town of Pamela
Town of Watertown
Transitional Living Services of NNY
Tug Hill Commission
Victims Assistance Center of Jefferson County, Inc.
Watertown Housing Authority
Watertown Local Development Corporation
Watertown Urban Mission

Citizen Comment on the Citizen Participation Plan and Amendments

The City's original Citizen Participation Plan and subsequent amendments to it are subject to full disclosure, review and public comment prior to the approval of the plan by the City Council. Prior to taking action on the Citizen Participation Plan and approving any substantial amendments to it in the future, the City shall take the following steps:

1. Full copies of the Citizen Participation Plan and amendments to it will be made available for public viewing at the following locations:

- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

The copies will be made available to the public a minimum of 15 calendar days before the City of Watertown's public hearing on the Citizen Participation Plan or subsequent amendments. Any citizen, agency or business may also request that a free copy of the plan be mailed to them. The plan will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request. There will be a 30 day comment period for citizens to comment on the Citizen Participation Plan or subsequent amendments.

2. The City Council will schedule a public hearing on the plan or any substantial amendments. The City will place an advertisement in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing and the availability of the plan or future amendments. The notice will be published a minimum of 15 days prior to the hearing and will include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan.
3. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the public hearing and that the Citizen Participation Plan or amendment is available for review and comment.
4. Planning Department Staff and the City of Watertown City Council will consider any comments or views of citizens received in writing, or orally at the public hearing. A summary of public comments will be developed and included as an appendix to the plan.
5. At a City Council meeting after the public hearing and at the conclusion of the 30 day comment period, the City Council will take action on the Citizen Participation Plan or any substantial amendments to it.

Citizen Comment on the Consolidated Plan and Annual Action Plans

The Consolidated Plan serves as a planning document as well as a vehicle for establishing project funding priorities. This section of the Citizen Participation Plan describes how the City plans to gather citizen input to inform funding priorities and projects for each fiscal year and the development of the Annual Action Plan.

The City's Consolidated Plan and Annual Action Plans are subject to full disclosure, review and public comment prior to the approval of the plan by the City Council of the City of Watertown. Prior to taking action on the Consolidated Plan and Annual Action Plans, the City shall take the following steps:

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on activities proposed for inclusion in the Consolidated Plan and/or Annual Action Plan. The public hearing will be advertised in the City's official newspaper, *Watertown Daily Times* notifying the public of the date, time and location of the public hearing. The City will publish the notice a minimum of 15 days prior to the hearing date and will hold the hearing at the start of the development of the Consolidated Plan and/or Annual Action Plan. Provisions will be available at the hearing for non-English speaking residents, upon request, in the case where a significant number of non-English speaking residents might likely participate.
2. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the planning process for drafting the Consolidated Plan and/or the Annual Action Plan is beginning.
3. The City Planning Department will then schedule meetings with any interested constituency groups and organizations to identify community needs, obtain input, determine funding priorities and develop potential projects ideas.
4. Following the public hearing and outreach to constituency groups and organizations, the City will then prepare a draft of the Consolidated Plan and/or Annual Action Plan. Following the preparation of the draft plan(s), the City will notify the public by placing an advertisement in the *Watertown Daily Times* that the draft plan(s) is available. The notice will include a summary of the proposed Consolidated Plan and/or Annual Action Plan. The notice will also include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan. There will be a 30 day comment period for citizens to comment on the Consolidated Plan and/or Annual Action Plan. The draft plan(s) will include the following:
 - The amount of CDBG funds the City expects to receive for the coming year, including the grant and anticipated program income.
 - The range of activities that the City may undertake with CDBG funds.
 - The estimated amount of funds the City proposes to use for activities that will benefit low and moderate-income person.

- Any displacement that may occur as a result of CDBG activities and the City's plans, consistent with policies developed under Section 570.606(b), for minimizing displacement of persons as a result of proposed activities.
 - The types and levels of assistance the City plans to make available (or require subrecipients to make available) to persons displaced by CDBG funded activities, even if the City expects no displacement to occur.
5. Full copies of the draft Consolidated Plan and/or Annual Action Plan will be made available for public viewing at the following locations:
- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that the City mail a free copy of the plan to them. The plan(s) will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

6. The City will record all comments received in writing or orally at the public hearing and will consider them in formulating the final plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.
7. At the conclusion of the of the 30 day comment period, the City will finalize the Consolidated Plan and/or Annual Action Plan. The City Council will then take action to adopt the plan(s). The City will then submit the adopted plan to HUD 45 days prior to the start of the next program year. The City will also make the adopted plan available to the public for viewing at the City's Planning Department, as well as on its website. Free copies of the final plan will be available to the public at anytime upon request.

Citizen Comment on the Consolidated Annual Performance and Evaluation Report

The City of Watertown will monitor all projects to determine the effectiveness of its CDBG Program in meeting the described goals in the Consolidated Plan. At the conclusion of each program year, the City will submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The CAPER is subject to full disclosure, review and public comment prior to the submission of it to HUD. Prior to taking action on the CAPER, the City shall take the following steps:

1. The City Planning Office will complete the draft CAPER and make copies of it available for public viewing at the following locations:

- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

The City will make these copies available to the public a minimum of 15 calendar days before a scheduled public hearing for review and comment. Free copies of the CAPER will be available to the public upon request.

2. The City Council will schedule a public hearing on the CAPER and will place an advertisement in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the availability of the CAPER for public viewing and comment. The City will publish the notice a minimum of 15 days prior to the public hearing date and will include information about the date, time and location of a public hearing that will be held. The advertisement will also include information on where to view the CAPER, how to request a copy and will include information on how citizens can comment on the CAPER.
3. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the CAPER is available for review and comment.
4. Planning Department Staff and the City of Watertown City Council will consider all comments or views of citizens received in writing, or orally at the public hearing. A summary of these comments or views will be developed and included in the CAPER submission to HUD.

Substantial Amendments to the Consolidated Plan and Annual Action Plan

Occasionally, it may be necessary for the City to process a "Substantial Amendment" to the Consolidated Plan or the Annual Action Plan to allow for new CDBG funded activities or to modify existing activities. The City will solicit and provide for citizen participation in all instances where a substantial amendment is necessary. The City is required in accordance with 24 CFR 91.505 (b) to define the criteria it will use for determining what constitutes a substantial amendment. The following criteria will be used by the City:

1. A substantial change in allocation priorities (any change greater than 25 percent in an individual project budget) or a substantial change in the method of distribution of funds.

2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan.
3. To change the purpose, scope, location, or beneficiaries of an activity by more than 25percent of the total funds previously authorized.

Changes that are not considered substantial amendments:

1. Changes to the CDBG budget for a project by an amount that is less than 25percent.
2. Consolidated Plan data updates such as census data, income limits and fair market rents, home subsidy limits and similar types of data shall not be considered a substantial amendment.
3. Minor change in project location. A minor change in location is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same.
4. Project budget line item change: The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line.

When the City determines that a substantial amendment to the Consolidated Plan or Annual Action Plan is necessary, the City will provide an opportunity for public comment. Amendments are subject to full disclosure, review and public comment prior to the approval of the amendment by the City Council. Prior to taking action on any substantial amendments, the City shall take the following steps:

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on the proposed amendment. The public hearing will be advertised in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing. The notice will be published a minimum of 15 days prior to the hearing date and will include information about the proposed amendment.
2. There will be a 30 day public comment period for citizens to comment on the proposed amendment to the consolidated plan. The only exception to the 30 day public comment period is such a case in which this requirement is waived by HUD.
3. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the proposed amendment.
4. The City will make full copies of the proposed amendment will available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601

- City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that a free copy of the amendment be mailed to them. The amendment will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

5. The City will record all comments received in writing or orally at the public hearing and consider them in preparing the amendment. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.
6. At the conclusion of the of the 30-day comment period, the City will finalize the amendment. The City Council will then take action to adopt the amendment. The City will make the adopted amendment available to the public for viewing at the City's Planning Department as well as on its website, and shall keep a copy on file at the locations noted above. Free copies of the final plan will be available to the public at any time upon request.
7. The City will then submit a copy of the amendment to HUD.

Standard Policies and Procedures for Citizen Participation

The City of Watertown encourages all its residents to participate and comment on proposed and actual uses of CDBG funds. The following policies and procedures are designed to encourage and accommodate such participation:

1. Availability to the Public – The City shall keep all drafts and final documents related to the City's CDBG Program including the Citizen Participation Plan, the Consolidated Plan, Substantial Consolidated Plan Amendments, the Annual Action Plan and the CAPER, and make them available at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that the City mail a free copy of any of these documents to them. The documents will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

2. Meetings, Information, and Access to Records - The City will give timely and reasonable notice of, and access to, local meetings and hearings where CDBG matters are planned for discussion. This will be accomplished through local media notification and posting of meeting and hearing notices. Furthermore, records and

information relating to CDBG plans and activities will also be available to the public (as may be limited by confidential individual statistics and New York State Freedom of Information Laws).

3. Technical Assistance - The City Planning Department will provide technical assistance to groups representing low-to-moderate-income individuals in developing supporting or alternative proposals for CDBG programming. This assistance will be considered if requested and if Staff resources are available. The level and type of assistance available will be at the City's discretion. Availability of such technical assistance shall be regularly evaluated and documented.
4. Public Hearings - The City will hold at least two public hearings annually at different stages of the CDBG process. Exact scheduling will depend on CDBG funding cycles. These hearings will address the City's housing needs, development of proposed activities, and review of program performance. One hearing will be held during the development of the City's Consolidated Plan and/or Annual Action Plan. One hearing will also address the City's Consolidated Annual Performance Evaluation Report (CAPER). All public hearings will occur during evening hours at Watertown City Hall, 245 Washington Street, Watertown, NY 13601, in the City Council Chamber, Room 303. Both City Hall and the meeting room are accessible to persons with disabilities. Notice of the hearings will conform to City Law. Materials will be provided, if requested, in formats suitable for the visually and hearing impaired.
5. Special Language Accommodations - Accommodations will be available upon request at public hearings to meet the needs of non-English speaking residents where a significant number of non-English speaking residents might likely participate. However, given the low percentage of non-English speaking residents within the City, participation in such numbers is unlikely.
6. Citizen Complaints - The City will respond to all written citizen complaints regarding the City's CDBG programs within 15 working days of receiving such complaints.
7. Citizen Participation by Low and Moderate Income Residents - To encourage participation by low and moderate-income residents, the City will provide notices of hearings and CDBG planning sessions to the non-profit housing agencies and human service organizations listed above. These agencies are representative of groups that directly assist the City's low-and-moderate-income population. Through this notification process, these agencies will be encouraged to notify beneficiaries of the CDBG planning process and the opportunities for input through this Citizen Participation Plan.
8. Publication of Consolidated Plan/Annual Action Plan - The City will publish a summary of any proposed CDBG Consolidated Plan and/or Annual Action Plan in the City's official newspaper. Such summary will briefly describe the contents of the Consolidated Plan, the proposed activities to be undertaken and their relationship to

local community objectives. The summary will inform the public when full versions of the Consolidated Plan will be available for review.

The public will have the opportunity to examine the Plan’s contents and submit comments on the Plan and the performance of the applicant. The availability of the annual Consolidated Annual Performance and Evaluation Report (CAPER) is also published to give citizens the opportunity to comment on the City’s performance with regard to its CDBG programs.

9. Preparation of Final Consolidated Plan - The final Consolidated Plan will include consideration, if appropriate, of comments and views received during the comment period for the proposed Consolidated Plan. As with all requests for Federal assistance, the final Plan will be available for public review.

Anti-Displacement Policies

The City of Watertown will administer its CDBG Program in full compliance with federal anti-displacement strategies. Before obligating or expending funds that will directly result in such demolition or conversion, the City will make public and submit to the Buffalo Field Office of HUD all required information including a description of the assisted activity, the general location on a map, number of dwelling units affected, a time schedule, the general location and number of proposed replacement units, the source of funding for replacement units, and the basis for concluding that each replacement unit will remain a low and moderate income unit for at least ten years from the date of initial occupancy.

Program Year and Citizen Participation Schedule

Start of Program Year – July 1st

Consolidated Plan and/or Annual Action Plan public hearing	Mid March
Consolidated Plan and/or Annual Action Plan 30-day public comment period	April 1 st – May 1 st
City Council vote authorizing submission of the Consolidated Plan and/or Annual Action Plan	1 st week in May
Consolidated Plan and/or Annual Action Plan submission deadline	May 15 th
End of program year	June 30 th
CAPER Available in draft form for citizen review and comment	September 1 st
Public Hearing on program performance	3 rd week in September
CAPER submission to HUD	September 30 th

Summary of Public Comments Received on the Citizen Participation Plan

A 30-day public comment period on the City's draft Citizen Participation Plan was held from February 14, 2020 through March 15, 2020. A public hearing was also held on the plan on March 16, 2020. The City made copies of the plan available for public viewing at City Hall, the Flower Memorial Library, at the Watertown Housing Authority main office at 140 Mechanic Street and on the City's web site. The City also distributed the draft plan to local constituency groups and organizations identified on page three of the plan and notified them of the hearing date.

During the 30-day public comment period and during the public hearing, the City did not receive any comments on the draft Citizen Participation Plan. Therefore, the City made no changes to the draft plan and the City Council adopted it on April 6, 2020.

CARES Act Amendment to the Citizen Participation Plan– August 2020

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) provides the United States Department of Housing and Urban Development (HUD) with the ability to grant regulatory waivers and alternative requirements to entitlement grantees. Specifically, the CARES Act provides that grantees may establish expedited procedures in their Citizen Participation Plans for amendments to the Annual Action Plan and Consolidated Plan. By adopting this amendment to the City's Citizen Participation Plan, the City plans to utilize the expedited procedures so that CARES Act CDBG Coronavirus funding can be programmed and utilized quickly and efficiently.

Expedited procedures must include reasonable opportunity to comment of no less than five days. The five-day period may run concurrently for comments on an Annual Action Plan or Consolidated Plan amendment and amended Citizen Participation Plans.

The following are the expedited procedures that will be available with this amendment:

Public Hearing Requirements: Under expedited procedures, and in the interest of public health and safety, grantees may fulfill public hearing requirements with virtual public hearings if:

1. national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and
2. virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

Additionally, a public comment notice must still include sufficient information about the purpose of the public hearing to permit informed comments from the citizen.

Notice(s) for Public Comment: Under expedited procedures, a notice of public hearing(s) on a Substantial Amendments to the Annual Action Plan or Consolidated Plan still must be advertised in a newspaper(s) of general circulation. For a Substantial Amendment to any Annual Action Plan or Consolidated Plan, citizens will now have five (5) days to review the Substantial Amendment. During the five-day comment period, citizens may send comments via e-mail to planning@watertown-ny.gov, or via U.S. Mail to 245 Washington Street, Room 305, Watertown, NY 13601.

A Substantial Amendment is now defined as one of the following (proposed changes in *italics*):

1. A substantial change in allocation priorities (any change greater than 25 percent in an individual project budget) or a substantial change in the method of distribution of funds.
2. To carry out an activity *or project*, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan.

3. To change the purpose, scope, location, or beneficiaries of an activity by more than 25 percent of the total funds previously authorized.

Due to social distancing and limits on public gatherings, the City will make full copies of any amendments to the Citizen Participation Plan, Annual Action Plan and Consolidated Plan available for review by appointment only at the following locations:

- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
- Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street

To schedule an appointment, citizens may email planning@watertown-ny.gov or call (315) 785-7741. The City will also make all proposed amendments available on its website at www.watertown-ny.gov.

Applicability of Expedited Procedures: The expedited procedures described above only apply to the planned use of supplemental Community Development Block Grant (CDBG) coronavirus funding administered to the City of Watertown through the CARES Act during City FY 2020, ending June 30, 2021.

Res No. 4

August 11, 2020

To: The Honorable Mayor and City Council

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

Subject: Adopting the Amendment to the City of Watertown's Community Development Block Grant 2020 Annual Action Plan

The 2020 Coronavirus Aid, Relief and Economic Security (CARES) Act awarded additional funds to the City's Community Development Block Grant (CDBG) program. In order to utilize the funds, the 2020 Annual Action Plan that the City Council adopted on May 4, 2020 must be amended.

The proposed amendment identifies how the City intends to use the CARES Act CDBG funds provided by the U.S. Department of Housing and Urban Development (HUD). The amendment is attached for your review.

The City proposes to utilize the grant funds to implement the following programs and activities:

Grant Street Sidewalk Replacement	\$350,000
Thompson Park ADA Ramp Construction	\$60,000
N. Hamilton Street Playground Basketball Court	\$15,000
Watertown Urban Mission Food Pantry	\$25,000
Community Action Planning Council Food Pantry	\$25,000
Watertown City Schools Food For Families Program	\$25,000
Salvation Army Food Pantry	\$25,000
Program Administration	\$16,672
Total	\$541,672

A Public Hearing on the proposed amendment was held by the City Council on August 3, 2020. In addition to the public hearing, a legal notice was published for a 5-day public comment period that was held between July 27, 2020 and July 31, 2020. The draft amendment has also been available for review on the City's website.

The City received four comments during the public hearing, all of which were in response to ADA improvements around the City. Two of the comments were commending the City's efforts at improving the accessibility of City streets and Thompson Park. The other two comments were in regard to the City's playgrounds. Specifically, one commenter requested that accessibility improvements are included in the work being done at the North Hamilton Street playground, while the other commenter requested that the substrate at the Thompson Park playground be replaced with something that makes it easier for everyone to access. Other than these comments received at the public hearing, the City did not receive any comments during the 5-day public comment period.

A summary of the comments will be included in the final version of the plan. In addition, staff will investigate the possibility of constructing a sidewalk from the main sidewalk to the playground structure to improve the accessibility as suggested. The project description for the North Hamilton Playground Basketball Project has been updated accordingly.

The next step needed to complete the amendment is for the City Council to consider the attached resolution. The resolution adopts the amendment to the City of Watertown's CDBG Program Annual Action Plan for Program Year 2020 and authorizes submitting it to HUD.

RESOLUTION

Page 1 of 1

Adopting the Amendment to the City of Watertown's Community Development Block Grant 2020 Annual Action Plan

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the 2020 Coronavirus Aid, Relief and Economic Security (CARES) Act awarded additional funds to the City's Community Development Block Grant (CDBG) program, and

WHEREAS in order to utilize the funds, the 2020 Annual Action Plan that the City Council adopted on May 4, 2020 must be amended, and

WHEREAS the proposed amendment identifies how the City intends to use the CARES Act CDBG funds provided by the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS Staff conducted outreach efforts with local constituency groups and the City Council held a public hearing on August 3, 2020, to solicit public comments regarding the proposed amendment, and

WHEREAS the draft amendment to the 2020 Annual Action Plan was completed and published on July 25, 2020, and was made available to the public for review by requesting a copy and placed on the City's website, and

WHEREAS a 5-day public comment period for the draft amendment to the 2020 Annual Action Plan was held between July 27, 2020 and July 31, 2020, after a notice of the comment period was published in the *Watertown Daily Times*,

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts the Amendment to the City of Watertown's CDBG Program Annual Action Plan for Program Year 2020, a copy of which is attached and made part of this resolution, and authorizes the submission of the amendment to HUD.

Seconded by



CITY OF WATERTOWN CARES ACT AMENDMENT

PROPOSED AMENDMENT TO THE CITY OF WATERTOWN'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2020 ANNUAL ACTION PLAN

DRAFT AMENDMENT– JULY 24, 2020

In response to the ongoing COVID-19 public health crisis, Congress recently enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). As part of the CARES Act, the United States Department of Housing and Urban Development (HUD) received funds to allocate to Community Development Block Grant (CDBG) entitlement communities to prevent, prepare and respond to the COVID-19 health crisis. HUD has allocated \$541,672 in Community Development Block Grant Coronavirus (CDBG-CV) funding to the City of Watertown.

In order for the City of Watertown to utilize these funds, a Substantial Amendment to the City's 2020 CDBG Annual Action Plan (AAP) is required. The City Council originally adopted the 2020 AAP on May 4, 2020, and the plan received HUD approval shortly thereafter. This document serves to describe the proposed amendment to the 2020 AAP and identify the proposed uses of the CDBG-CV funds.

Staff from the City's Planning and Community Development Department has discussed the special CDBG-CV allocation with the City's community partners over the course of the last two months and with the City Council at their meetings held on June 1, 2020 and July 6, 2020. During these discussions, the City Council indicated a strong desire to aid local food pantries with the funding and to allocate funding for local infrastructure projects as a way to stimulate local economic recovery. At the July 6, 2020 City Council meeting, the Council endorsed a preliminary list of CDBG-CV projects.

This amendment to the City 2020 AAP describes how the City will utilize CDBG-CV funds locally to address the urgent needs created by the COVID-19 pandemic. Community development programs and projects recommended for this funding include several infrastructure projects including the construction of new sidewalks, the replacement of non-compliant ADA ramps and the construction of playground enhancements. The amendment also includes substantial grants to four local food pantries as well as funding for the administration of the program. The proposed projects and associated budgets are as follows:

Proposed CDBG-CV Project	Proposed Budget
Grant Street Sidewalk Replacement	\$350,000
Thompson Park ADA Ramp Construction	\$60,000
N. Hamilton Street Playground Basketball Court	\$15,000
Watertown Urban Mission Food Pantry	\$25,000
Community Action Planning Council Food Pantry	\$25,000
Watertown City School District Food For Families Program	\$25,000
Salvation Army Food Pantry	\$25,000
Program Administration	\$16,672
Total	\$541,672.00

The projects proposed for implementation using the CARES Act funding are consistent with the City's Consolidated Plan and will serve to implement two of the goals identified in the plan; Neighborhood Stabilization and Revitalization and Public Services Support. The following describes the various projects that are proposed.

Grant Street Sidewalk Replacement

This project involves constructing 5' wide sidewalks on Grant Street between Main Street East and Henry Street. It would replace the existing sidewalks and would install new ones on a small portion of the east side of the 600 Block of Grant Street where there is currently a gap in the sidewalk network. Due to the nature of sidewalk construction work, the project will include the necessary removal of specific trees within the project area as well as tree replacement. The project is located in the City's Northeast CDBG Target Area and is a main route from the surrounding neighborhood to Starbuck Elementary School. The project would be very impactful in this neighborhood as it would be paired with a separate curbing and street paving project already planned by the Department of Public Works. It would implement Safe Routes to School improvements and would also complement the Tilden Street sidewalk work planned for next spring as part of our 2020 CDBG Annual Action Plan. The project responds to the Coronavirus pandemic by providing economic opportunity for local and regional businesses through contracts with the City, the purchase of materials and supplies from area vendors and job opportunities for those employed by contractors and various vendors. The project also allows the City to continue to make important infrastructure improvements as many previously planned projects have been cancelled or put on hold as a result of reduced revenues that were caused by the shutdown that occurred in response to the pandemic.

Thompson Park ADA Ramp Replacement

This project involves constructing 10-to-12 ADA ramps in Thompson Park in the Tower Square area near the 10th Mountain Division Monument and near the playground, where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. The project will ensure that the paths from the parking areas to the sidewalk network and playground are interconnected and accessible. It will help to meet an important non-housing community development need identified in the City's Consolidated Plan which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled. This project would help to enhance the work that the DPW has been completing in Thompson Park to address accessibility complaints that were received last year. Similar to the sidewalk project, this project responds to the Coronavirus pandemic by providing economic opportunity for local and regional businesses through contracts with the City, the purchase of materials and supplies from area vendors and job opportunities for those employed by contractors and various vendors. The project also allows the City to continue important infrastructure improvements that have been cancelled or put on hold as a result of reduced revenues that were caused by the shutdown that occurred in response to the pandemic.

North Hamilton Street Playground Basketball Court

This project involves installing a new asphalt pad for a basketball court at the North Hamilton Street Playground. The improvements will complement the recently completed playground replacement project that utilized 2015 CDBG funds. The new basketball court will replace an existing dirt court and will upgrade the pole and hoop. The project is located on the edge of the City's CDBG Near East Target Area; however, the service area for the playground encompasses a geographic area that has a Low to Moderate Income population greater than 51 percent, making it eligible for improvements. Although smaller in scale, this project is also similar to the sidewalk and ramp projects in that it will provide for economic opportunity for local businesses through contracts with the City and the purchase of materials and supplies from area vendors. The project also allows the City to implement infrastructure improvements that would otherwise not be possible because of the reduced local revenues that were caused by the shutdown related to the pandemic.

Food Pantries

With the CARES Act funding, the City of Watertown proposes to provide grants of \$25,000 each to four food pantries in Watertown, including the Watertown Urban Mission, the Community Action Planning Council, the Watertown City School District Food for Families (Backpack) Program and the Salvation Army. The grants to the food pantries would help cover the costs for an increased demand for food that the agencies have been seeing since the start of the pandemic. The Community Action Planning Council has seen a threefold increase in the demand for food pantry services since mid-March, which has put an unexpected strain on funding resources for providing food packages to those in need. Due to the increased demand, the agency anticipates a shortage of funds in the food pantry in the coming months. The Watertown Urban Mission has seen a similar demand and increase in their food pantry requests. The Urban Mission relies on sales from their thrift store for funding for the food pantry but the thrift store has been closed due to the pandemic, which has impacted their ability to serve those

in need. The four food pantry grants will respond immediately and directly to an urgent need that has been identified in the community that has been a direct result of the Coronavirus.

Program Administration

The proposed budget for the CDBG-CV funding includes a small amount for the administration of the grant. This allocation of approximately three percent of the grant total is less than the percentage that the City typically budgets for our annual allocation but it should be enough to adequately cover the Staff costs, based on the types of projects that are proposed.

Citizen Participation

The City's Community Development Block Grant Program has an adopted Citizen Participation Plan that outlines various steps that the City must take in order to engage the public in developing our Annual Action Plans and any amendments to them. Typically, an amendment to add the CDBG-CV funds to our 2020 Annual Action Plan would require a 30-day public comment period. However, HUD has waived this requirement provided that no less than five days are provided for public comments on the substantial amendment. The notice of the five-day public review and comment period for the AAP was published on July 25, 2020 in the *Watertown Daily Times*. The public review and written comment period begins on July 27, 2020 and concludes on July 31, 2020.

In addition to the public comment period, the City Council scheduled a public hearing on the proposed amendment for Monday, August 3, 2020 at 7:15 p.m. The public hearing will take place both in-person in the City Council Chambers, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY and virtually to allow for the widest range of public participation. The public may join the virtual meeting through the use of "GoToMeeting" and must register ahead of time using the following link: <https://attendee.gotowebinar.com/register/8425636077401820431> After a member of the public registers, a confirmation email will be sent containing information regarding how to join the webinar.

Full copies of the PY 2020 Annual Action Plan Amendment are also available for public viewing on the City's website, www.watertown-ny.gov. Any interested person may also request that a free copy of the amendment be mailed to them by contacting the Planning Department at the address below.

The City also conducted outreach to several agencies and businesses listed in our Citizen Participation Plan by email notifying them of the proposed amendment and made the draft amendment available for review by appointment at City Hall in the Planning and Community Development Department, the City Clerk's Office and at the Roswell P. Flower Memorial Library and at the Watertown Housing Authority.

The City will accept comments on the PY 2020 Annual Action Plan Amendment through July 31, 2020. Interested parties may contact the Planning Department by phone with comments or may submit them in writing. The Planning Department can be reached by phone at (315) 785-7741, by mail at 245 Washington St., Watertown, NY 13601 or by email at planning@watertown-ny.gov.

Res No. 5

August 14, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Appointment to the Transportation Commission,
Jeph Smith

At Mayor Smith's request, attached for Council consideration is a resolution appointing Mr. Jeph Smith to the Transportation Commission for a three-year term, such term expiring on April 30, 2023. Mayor Smith has discussed the Commission with him and feels he would be an excellent addition.

RESOLUTION

Page 1 of 1

Appointment to the Transportation
Commission, Jeph Smith

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C.P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is appointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2023:

Jeph Smith
142 Mechanic Street, Apt. 506
Watertown, NY 13601

Seconded by

Tabled

August 11, 2020

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business Will Not Have a Significant Impact on the Environment

At its May 5, 2020 meeting, the City Planning Board adopted a motion recommending that the City Council change the approved zoning classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business. The City Council held a public hearing on the request on Monday, June 1, 2020.

At the June 1, 2020 meeting, the City Council tabled action on the State Environmental Quality Review (SEQR) resolution citing the need for additional information to determine the environmental impact of not only the zone change, but the proposed site plan. SEQR guidance from the New York State Department of Environmental Conservation (DEC) states that proposals that are related to each other closely enough to be, in effect, a single course of action have to be evaluated as one “whole action.”

On July 21, 2020, the applicant submitted a Site Plan application, which the Planning Board considered at its August 4, 2020 meeting and voted to table. For additional context on the discussion at the Planning Board meeting, Staff has attached an excerpt from the meeting minutes to the Zone Change Ordinance report for tonight’s meeting.

The applicant plans to resubmit the application for the Planning Board’s September 1, 2020 meeting, at which time the Planning Board expects to act on the submission. Barring an unforeseen situation where the Planning Board votes to table the Site Plan Application a second time, Staff will present the Planning Board’s recommendation to City Council as part of a Site Plan Resolution at the Council’s September 21, 2020 meeting.

The most appropriate course of action would be for the Council to consider all three items (SEQR Resolution, Zone Change Ordinance and Site Plan Resolution) at the September 21, 2020 meeting. Therefore, the SEQR Resolution should remain on the table until then.

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 1348, 1352, and 1356 Washington St., Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business Will Not Have a Significant Impact on the Environment

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.
Total

YEA	NAY

Introduced by

Council Member Ryan J. Henry-Wilkinson

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance for the zone change application submitted by Michael Altieri, P.E., of BCA Architects & Engineers, on behalf of Sundus and Sarah, LLC, to change the approved zoning classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business, and

WHEREAS the applicant’s clients wish to redevelop the subject parcels into a future mixed-use retail, professional services and apartment space, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Review Act (SEQRA), and the regulations promulgated pursuant thereto, and

WHEREAS the approval of the Zone Change, as well as a Special Use Permit and Site Plan Approval for the proposed future mixed-use development, consisting of retail, professional services, apartment space and parking would all constitute such an “Action,” and

WHEREAS the City Council has determined that changing the zoning classification of this property and the proposed future mixed-use retail, professional services and apartment space constitute an Unlisted Action as that term is defined by 6NYCRR Section 617.2 (ak), and

WHEREAS there are no other involved agencies for SEQRA review as that term is defined in 6NYCRR Section 617.2 (s), and

WHEREAS to aid the City Council in its determination as to whether the proposed zone change and proposed future development will have a significant impact on the environment, Part 1 of a Short Environmental Assessment Form has been prepared by the applicant, a copy of which is attached and made part of this Resolution,

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 1348, 1352, and 1356 Washington St., Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business Will Not Have a Significant Impact on the Environment

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the zone change and the proposed future mixed-use development, consisting of mixed-use retail, professional services, apartment space and parking will not have a significant impact on the environment.
2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by Council Member Jesse C.P. Roshia

Tabled

August 11, 2020

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business

A request has been submitted by Michael Altieri, P.E., of BCA Architects & Engineers for the above subject zone change request. The Planning Board reviewed the request at its May 5, 2020 meeting and adopted a motion recommending that City Council approve the zone change request as submitted.

The City Council held a public hearing on the request on Monday, June 1, 2020. At that meeting, the City Council tabled action on the zone change ordinance and the State Environmental Quality Review (SEQR) resolution citing the need for additional information to determine the environmental impact of the entire project, which includes not only the zone change, but also the proposed site plan.

On July 21, 2020, the applicant submitted a Site Plan application, which the Planning Board considered at its August 4, 2020 meeting and voted to table. For additional context on the discussion at the Planning Board meeting, Staff has attached an excerpt from the meeting minutes to this report.

The applicant plans to resubmit the application for the Planning Board's September 1, 2020 meeting, at which time the Planning Board expects to act on the submission. Barring an unforeseen situation where the Planning Board votes to table the Site Plan Application a second time, Staff will present the Planning Board's recommendation to City Council as part of a Site Plan Resolution at the Council's September 21, 2020 meeting.

The most appropriate course of action would be for the Council to consider all three items (SEQR Resolution, Zone Change Ordinance and Site Plan Resolution) at the September 21, 2020 meeting. Therefore, the Zone Change Ordinance should remain on the table until then.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000 and 14-21-108.000 from Residence B to Neighborhood Business

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Henry J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

YEA	NAY

Total

Introduced by

Council Member Ryan J. Henry-Wilkinson

BE IT ORDAINED where Michael Altieri, P.E., of BCA Architects & Engineers, has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law, to change the approved zoning classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its May 5, 2020 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on June 1, 2020, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 shall be changed from Residence B to Neighborhood Business, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, and

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

Seconded by Council Member Lisa A. Ruggiero

**SITE PLAN APPROVAL – 1348, 1352 and 1356 WASHINGTON STREET
PARCEL NUMBERS 14-21-106.000, 14-21-107.000, and 14-21-108.000**

The Planning Board then considered a request submitted by Michael Altieri, P.E. of BCA Architects & Engineers on behalf of Sundus and Sarah, LLC to construct an 11,532 SF mixed-use building, a 28-space parking lot and associated site improvements at 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000.

Mr. Coburn then stated that since he worked for BCA Architects and Engineers, he would recuse himself from discussion on this matter. He then asked Ms. Capone to chair the meeting for this application.

Mr. Altieri and Dr. Sarah Latif attended to represent the project. Mr. Altieri began by orienting everyone as to the directions on the plan drawing, and said that Washington Street and Watertown High School were at the bottom of the page. He then said that this proposal was centered on three existing residential properties that the Latifs had acquired, that it included an approximately 11,000 square-foot (SF) building with parking in the front and to the side, and that they would make use of the existing curb cut on Washington Street.

Mr. Katzman then asked if the applicant proposed to connect the new parking lot to the existing parking lot next door at North Country Neurology. Mr. Altieri replied that they only proposed a pedestrian connection between the lots.

Mr. Altieri then said that he had previously appeared before the Planning Board to discuss rezoning the subject properties to Neighborhood Business, a request for which the Planning Board recommended approval, but which City Council had tabled, citing the need for more information about the proposed development.

Mr. Altieri said that project had green infrastructure components, including rain gardens in the front and back. He then said that other drainage practices on the site included French drains along the perimeter of the site and a series of underground pipes and retention tanks that he would discuss during the engineering review.

Mr. Altieri then discussed buffering efforts, which he said included a stockade fence along the south and west sides of the property, which he said would match the character of nearby fences, as well as a landscaped buffer and rain garden area at the rear of the property. He summarized that it was a nice, compact development, and then asked if any Planning Board Members had questions before he went through the summary items in Staff's memorandum. Not hearing any questions, Ms. Capone told Mr. Altieri that he could continue.

Mr. Altieri then addressed the first summary item, which required the applicant to clarify the envisioned future use for the second floor and the potential effects on future parking calculations. Mr. Altieri said that his clients would use the second floor like an attic, entirely for storage. Ms. Fields asked why the second floor had windows if it was to be an attic. Mr. Altieri replied that the intent of the windows was to match the architectural style of the neighborhood and give the appearance of living space.

Ms. Fields then asked what would prevent the second floor from becoming living space in the future. Mr. Altieri replied that it was not in the site plan. Dr. Latif then said that she had no intention at this point in time to make the second floor anything other than storage. She added that if you walked into her office, you would see boxes on top of boxes. She then said that she and Mr. Altieri were just trying to follow the City's rules. Mr. Altieri then said that stairs would be the only means of accessing the second floor, and that while he was not an architect, he believed that it would need an elevator to be a liveable location.

Mr. Altieri then addressed the second summary item, which required the applicant to discuss the width of the drive aisle with the Planning Board and consider finding a way to increase the width to 24 feet. Mr. Altieri said that per building code, the proposed mixed-use building would need to be 30 feet apart from the neighboring North Country Neurology building. Adherence to that requirement, he said, was the reason for the narrower drive aisle, as well as five compact car spaces.

Mr. Katzman then said that there was no such thing a compact car parking in any building code he had ever seen or anything that he had ever done. Mr. Altieri replied that compact car parking was a legitimate technique that he had seen used in other communities, but acknowledged that Watertown did not have a specific provision for it.

Mr. Katzman then said that most people today drove sport utility vehicles (SUVs) and there were not many smart cars in the area. He then questioned whether a standard car could maneuver in and out of a compact space. Mr. Altieri said that the BCA Architects and Engineers building on Mullin Street was a local example of successfully implementing compact car spaces and narrower drive aisles.

Following some further discussion on the topic, Ms. Capone said the Planning Board wanted to see a 24-foot wide drive aisle and no compact car parking. Mr. Altieri said that to accomplish that, he would need to ask his architect to shrink the building.

Mr. Altieri then addressed the third summary item, which required the applicant to confirm the intent of the shared driveway to remain at the southeast corner of the site and the benefit of the proposed easement to the neighboring property owner. Mr. Altieri said that they wanted to maintain the shared driveway cut with the neighboring property owner at 1358 Washington Street and proposed a permanent easement across the flared driveway.

Ms. Capone asked if that satisfied Staff. Mr. Urda replied that the intent of the condition was to discover whether that this proposal originated from a request that that neighboring property owner made at a previous Planning Board meeting to maintain the shared driveway. Mr. Urda also asked if the applicant had discussed preserving the entire length of the driveway. Following some additional discussion on this topic, Mr. Lumbis said that the applicant had confirmed the intent of the easement, but that filing the easement should be a condition of Site Plan Approval.

Mr. Altieri then moved on to the fourth summary item, which asked the Planning Board to determine whether the six-foot lawn area and stockade fence adequately buffer the southern property line. He said that the area was tight for vegetation, which was why the current plan only proposed a stockade fence, with the intent to match the style of nearby residential fencing. Ms. Fields then asked if any neighboring property owners in attendance had landscaping concerns.

Paula Trainham, 1355 Sherman Street, then approached the microphone. Ms. Trainham said that the area had many water problems and Sherman Street is at a lower elevation level than Washington Street. She then said that she would like to know the distance between the proposed development and her property. Mr. Altieri drew her attention to the proposed landscaped buffer on the site plan. She asked again for the distance. Mr. Urda then said that she wanted to know how wide the buffer would be. Mr. Altieri said the landscaped buffer would vary from 10-to-13 feet in width. He added that with the proposed rain garden, there would be an aggregate 25 feet of buffer immediately to the west of the proposed building and parking lot.

Ms. Trainham then asked if the building would be one or two stories. Mr. Altieri replied that it would be two stories. He then discussed the neighbors' preference, when he canvassed the area, was for the parking to be at the front of the site to reduce disturbance from overhead lighting and from cars' headlights. Mr. Altieri and Ms. Trainham then discussed lighting and parking orientation further.

Ms. Fields then asked Ms. Trainham if she was comfortable with the proposed landscaping. Ms. Trainham replied that she was still confused by the distances. Mr. Altieri said the aggregate buffer would be a little wider than the width of her house.

Ms. Capone then asked to move on to the fifth summary item, which required the applicant to discuss the rationale for making the design decision to set the building back from the street, which is inconsistent with the Comprehensive Plan. Mr. Altieri said that when he and Dr. Latif canvassed the neighborhood, they presented two site plan concepts to the neighboring property owners, one with the building at the front of the property closer to the road, and one they submitted, with the building at the rear. He said that the neighbors preferred the latter option almost unanimously because the building would screen the parking and mitigate concerns about light spillage into residential properties from overhead lights and headlights from cars.

Mr. Lumbis then said that Staff brought up the recommended land use character in the Comprehensive Plan at a previous Planning Board meeting. He elaborated that the Comp Plan is supposed to be a guide for future decision-making and it will become stronger once the new Zoning Ordinance was complete. Mr. Lumbis then said that he knew there were concerns at an earlier meeting about the building being in the rear, with a second floor overlooking the back yards of the properties on Sherman Street, and the current preference seemed to contradict that.

Scott Connell, 1357 Sherman Street, then approached the microphone. He said that his primary concern was with a two-story building was privacy. He said the proposed landscaping would not stop light spillage and would not stop a second story view into his yard. Ms. Fields then asked Mr. Connell if he thought the landscaping was acceptable. Mr. Connell

replied that he was surprised the neighborhood was all right with any of this and said that he was not polled by the applicant. He expressed a strong desire for the properties in question to remain single-family residential and that other uses represented an unknown future.

Mr. Altieri then addressed the sixth summary item, which required the applicant to have all utility easements in place prior to the issuance of any permits. Mr. Altieri acknowledged the need for this.

Mr. Altieri then addressed the seventh summary item, which required the applicant to comply with all requirements of Section 301-18 of the City Code, which governed combined water services, and questioned if that section of code applied to this building type. Mr. Altieri and Mr. Delaney discussed the issue and Mr. Delaney recommended the summary item remain for now.

Mr. Altieri then addressed the eighth summary item, which required the applicant to use a minimum six-inch diameter sewer lateral. Mr. Altieri agreed to the condition.

Mr. Altieri then addressed the ninth summary item, which required the applicant to discuss the design process and assure the Planning Board that the underground storage will adequately retain drainage and remove stormwater from the site without compromising the ability of the City's storm sewer to perform its function and without affecting adjacent properties.

Mr. Altieri said that he showed this in plan view earlier, but also had a profile view to show the Planning Board. Using the profile view, he explained every step of the stormwater collection and underground retention system running from the rear to the front of the site. He explained that the intent was to hold water back from and discharge it slowly over time into the Washington Street sewer system. He added that to perform a conservative analysis, they did not factor in the benefit of the rain gardens.

Ms. Capone then asked what role, if any, gravity played in getting the water to the storm sewer. Mr. Altieri replied that the system used gravity slowly by design, explaining that the entire underground storage tank would be available to stormwater. He said this was system was capable of handling a 100-year storm. Mr. Altieri then said that in the event of two 100-year storms in tandem, the system contained an emergency weir to provide another level of protection.

Mr. Katzman then asked how many places had rain gardens locally and if systems like this could stand the test of time. Mr. Altieri replied Samaritan Medical Center and Jefferson Community College were prominent local examples. Extended discussion then ensued between Mr. Altieri and Mr. Katzman about the technical aspects and capacity of the proposed retention system.

Following this discussion, Ms. Capone asked Staff if this was satisfactory. Mr. Delaney replied in the affirmative and said that any issue would be an existing issue with the City's current system. He said that he was comfortable that the proposed on-site system would

handle any additional runoff that the proposed development would generate, and any other issues would most likely be the result of aging City infrastructure.

Ms. Capone asked if it would successfully move water away from the Sherman Street side. Mr. Delaney replied that he was aware of concerns related to natural grade flow in that area and that the proposed system would direct water away from Sherman Street. He added that in a major rain event, flooding will occur no matter what you do, and it's not practical to design for a 500-year storm.

Mr. Katzman then said that he was getting the impression that the City's system could not handle any additional stormwater. Mr. Delaney replied that that was why the applicants proposed to retain water on site, so the City system could drain before they discharged their own runoff into it. He said he was confident this would not overtax the City's sewer system.

Mr. Connell then said that he was concerned that there was no guarantee that it would work, and although two experts were vouching for it, there was no way to know for sure. He said that the City's Department of Public Works (DPW) has to park on Sherman Street occasionally to pump the existing system out, and he was concerned the proposed development would add to that.

Ms. Trainham then added that much of the water that caused flooding was groundwater, and she did not see how that would go into the proposed system. She said that her back yard floods every spring and it comes from the ground as well as from the existing parking lot at North Country Neurology. She said that everyone she spoke with was concerned about water issues.

Mr. Delaney then said that historical drainage issues were not a problem that this proposed development could correct. He then said that he was confident that this development would not exacerbate any of those issues. He acknowledged that this neighborhood was a low point in the City, but reiterated his conclusion that this development would not increase any water flows to the back yards of Sherman Street properties.

Mr. Connell then asked if an independent evaluation was possible. Mr. Delaney replied that he did not have a stake in this project as Mr. Altieri did, and that he was looking at it from an objective technical standpoint. He then said that if someone wished to commission a third-party review, that was fine, but the City would not finance a third-party review. He added that any information submitted to the City is open to the public.

Mr. Altieri then addressed the tenth summary item, which required the applicant to supply missing invert elevation information and correct other invert elevation errors on Sheet C-103 of the design drawings. Mr. Altieri acknowledged that they had an elevation correction to make, and they would correct that in the drawings.

Mr. Altieri then addressed the eleventh summary item, which noted that while the proposed project would disturb less than one acre, the applicant must still be cognizant of and comply with any potential New York State permitting requirements for stormwater management

discharge. Mr. Altieri said that their intent when designing the site was to meet the requirements of the State's stormwater design manual.

Mr. Altieri then addressed the twelfth summary item, which required the applicant to modify the lighting plan to eliminate any more than 0.5 footcandles of spillage over the property line. Mr. Altieri said that they were very successful with limiting spillage onto neighboring residential properties; however, the spillage onto the North Country Neurology parcel was intentional to illuminate the shared pedestrian connection.

Mr. Urda then said that the intent of that summary item was that while the Latifs owned both properties right now, they could always sell one in the future and the spillage would still affect the neighboring parcel. Mr. Altieri replied that they could amend both deeds to include easements for the shared lighting.

Mr. Altieri then addressed the thirteenth summary item, which required the applicant to submit a photometric shielding plan for the entire site prior to the issuance of any permits. Mr. Altieri said that they proposed to shield a particular fixture to achieve better die-off at the side property line to the south. Mr. Delaney asked if the light contours were representative of that shielding. Mr. Altieri replied in the negative. Mr. Katzman then asked about dark sky compliance. Mr. Altieri replied that the proposed fixtures would be dimmable, but also be capable of coming on when they detected motion, such as from vehicles or pedestrians.

Mr. Altieri then addressed the fourteenth summary item, which required the applicant to fulfill all requirements related to asbestos surveying and abatement prior to the issuance of a Demolition Permit for the existing structures at 1352 and 1356 Washington Street. Mr. Altieri pledged that they would follow all required procedures.

Mr. Altieri then addressed the fifteenth summary item, which required the applicant to relocate the proposed refuse storage area to the rear yard or eliminate it from the site plan. Mr. Altieri said that this was a difficult requirement because they did not want to locate the dumpster near the residential properties. He said that they would remove it from the plans and schedule more frequent refuse collection.

Mr. Altieri then addressed the sixteenth summary item, which required the applicant to combine the three subject parcels by way of a new metes and bounds description that is filed with the County Clerk. Mr. Altieri said they would combine the parcels.

Mr. Altieri then addressed the seventeenth summary item, which identified all the required permits the applicant would need to obtain. Mr. Altieri acknowledged the need for all the listed permits. Mr. Altieri then said that they would also finalize the zone change.

Ms. Capone then said that she wanted to talk more about the building location's inconsistency with the Comprehensive Plan. Mr. Urda then acknowledged that the Comp Plan did recommend this segment of Washington Street for an Urban Mixed Use land use character area, which recommended situating buildings at the front of their sites. He then explained that although the proposed site layout was inconsistent with the plan's vision, it nonetheless met all

applicable zoning code, and while Staff could recommend in the strongest terms reversing the layout, there was no mechanism for requiring it. He added that such enforcement was something the upcoming zoning rewrite could address.

Ms. Capone then said that the proposal was acceptable for present purposes. Mr. Lumbis then said that if any modifications to the parking lot layout became necessary, Staff wanted to establish for the record that moving the building to the front was the City's preferred layout. Ms. Capone then said that from a design perspective, locating the building in the front looked better, but she did not want to go against the neighbors' wishes either.

Ms. Fields then expressed her support for sound urban design and visual appeal moving into the future. Ms. Capone then said that locating the parking in the back was a crucial part of creating visual appeal, so that parked cars aren't the first thing you see on the site. She noted that from a planning perspective, building closer to the curb should be encouraged.

Mr. Babcock then asked if translucent rear windows on the second floor would solve the privacy issue. Mr. Katzman then suggested eliminating the windows and using skylights. Following a brief discussion, the Planning Board dismissed both these ideas.

Ms. Fields then asked what type of retail the applicants proposed. Mr. Altieri replied that retail was not the priority use and that they had not yet given it significant thought. Ms. Fields then asked again about the second floor space and the potential to use it for something other than storage. Mr. Urda then explained that any future second floor use would need either to meet parking requirements or receive relief from those requirements in the form of an Area Variance. He then noted that part of the Variance process involved proving that the hardship had not been self-created.

Ms. Capone then asked if there were any other questions. Hearing none, she said she felt comfortable making a motion since the applicant had addressed all the summary items. Ms. Capone then moved to recommend that City Council approve the site plan submitted by Michael Altieri, P.E. of BCA Architects & Engineers on behalf of Sundus and Sarah, LLC to construct an 11,532 SF mixed-use building, a 28-space parking lot and associated site improvements at 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000, contingent upon the following:

1. The applicant should clarify the envisioned future use for the second floor and the potential effects on future parking calculations.
2. The applicant must widen the southern drive aisle to 24 feet in width as well as remove the compact car parking spaces and replace them with standard spaces.
3. The applicant must file proposed easement for driveway access at the southeast corner of the site, benefitting the neighboring property at 1358 Washington Street.
4. The Planning Board should determine whether or not the six-foot lawn area and stockade fence adequately buffer the southern property line.

5. The Planning Board's recorded preference is to locate the building at the front of the site, in accordance with the Comprehensive Plan.
6. The applicant must have all utility easements in place prior to the issuance of any permits.
7. The applicant must comply with all requirements of Section 301-18 of the City Code.
8. The applicant must use a minimum six-inch diameter sewer lateral.
9. The applicant should discuss the design thought process/rationale and assure the Planning Board that the underground storage will adequately retain drainage and remove stormwater from the site without compromising the ability of the City's storm sewer to perform its function and without affecting adjacent properties.
10. The applicant must supply missing invert elevation information and correct other invert elevation errors on Sheet C-103 of the design drawings.
11. While the proposed project would disturb less than one acre, the applicant must still be cognizant of and comply with any potential New York State permitting requirements for stormwater management discharge.
12. The applicant shall modify the lighting plan to eliminate any more than 0.5 footcandles of spillage over the property line.
13. The applicant must submit a photometric shielding plan for the entire site prior to the issuance of any permits.
14. The applicant must fulfill all requirements related to asbestos surveying and abatement prior to the issuance of a Demolition Permit for the existing structures at 1352 and 1356 Washington Street.
15. The applicant must relocate the proposed refuse storage area to the rear yard or eliminate it from the site plan.
16. The applicant must combine the three subject parcels by way of a new metes and bounds description that is filed with the County Clerk.
17. The applicant must obtain the following permits, minimally, prior to demolition and construction: Demolition Permit, Building Permit, General City Permit, Sanitary Sewer Connection Permit, Water Supply Permit and a Certificate of Zoning Compliance.

Mr. Babcock seconded the motion.

Mr. Lumbis then said that summary item number two, which could result in more asphalt and a smaller building footprint, had considerable potential to alter the site plan significantly. He said that the Planning Board would be recommending a different site plan than what the City Council might ultimately consider. He said that he did not want to slow the approval process down but approving the site plan is the Planning Board's main function in this instance and that they should consider and make a recommendation on the final version of the plan, not one that has the potential to change drastically.

Ms. Fields then asked again about summary item number four, and specifically if all the neighbors were satisfied with a 25-foot wide landscaped buffer. Mr. Katzman then asked where the applicant proposed to locate the air conditioners and if the noise they generated would be too loud for the neighbors. Mr. Altieri replied that the air conditioning units would face north.

Ms. Capone then said that she agreed with Mr. Lumbis that because of the potential for summary item number two to affect the size of the building and the site layout, the Planning Board should see the application again so that it recommends the same site plan that the City Council considers.

Ms. Capone then withdrew her previous motion from consideration. Mr. Babcock also withdrew his second of the motion..

Ms. Fields then moved to table the application submitted by Michael Altieri, P.E. of BCA Architects & Engineers on behalf of Sundus and Sarah, LLC to construct an 11,532 SF mixed-use building, a 28-space parking lot and associated site improvements at 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000.

Mr. Altieri then asked if moving the building line in would truly represent a significant change to the site plan. Ms. Fields replied that there were too many 'what ifs.' Ms. Capone then told Mr. Altieri that he would not need to discuss all of the items again, only the layout concerns.

Mr. Babcock then seconded the motion to table and all voted in favor.

Ms. Capone then told Mr. Altieri that she thought he would be able to come back with a revised version of the site plan that the Planning Board would be able to vote on. Mr. Lumbis added that Staff would evaluate the revised plans and eliminate any summary items that would no longer be necessary.

Mr. Katzman then moved to adjourn the meeting. Ms. Fields seconded the motion and all voted in favor. The meeting was adjourned at 4:44 p.m.

August 11, 2020

To: The Honorable Mayor and City Council

From: The Complete Streets Committee (Geoffrey Urda, Planner; Michael Delaney, City Engineer; Patrick Keenan, Superintendent of Public Works; Charles Donoghue, Police Chief; Matthew Roy, Human Resources Manager)

Subject: Grant Street – Summary of Outreach

At the July 20, 2020 City Council meeting, Staff presented City Council with a recommendation to narrow the curb-to-curb width of Grant Street from 28 to 26 feet as part of an upcoming curbing and resurfacing project. This would occur in coordination with installing new, five-foot wide sidewalks on both sides of Grant Street, including filling in a prominent gap in the sidewalk network in the immediate vicinity of Starbuck Elementary School.

The Complete Streets Committee vetted these two related projects in concert to identify improvement opportunities pursuant to the City's adopted Complete Streets Policy. The Committee noted that Grant Street is an entirely residential street that is likely to experience higher pedestrian volumes because of its presence in a school zone. It is therefore an excellent candidate for a slight reduction in width and wider sidewalks.

It is noteworthy that Grant Street has a 50-foot right-of-way, meaning that it would be possible to install five-foot wide sidewalks while maintaining a 28-foot curb-to-curb width. However, the Committee's recommendation is a 26-foot width due to the school zone context, as well as to maximize snow storage and minimize impacts to existing mature trees.

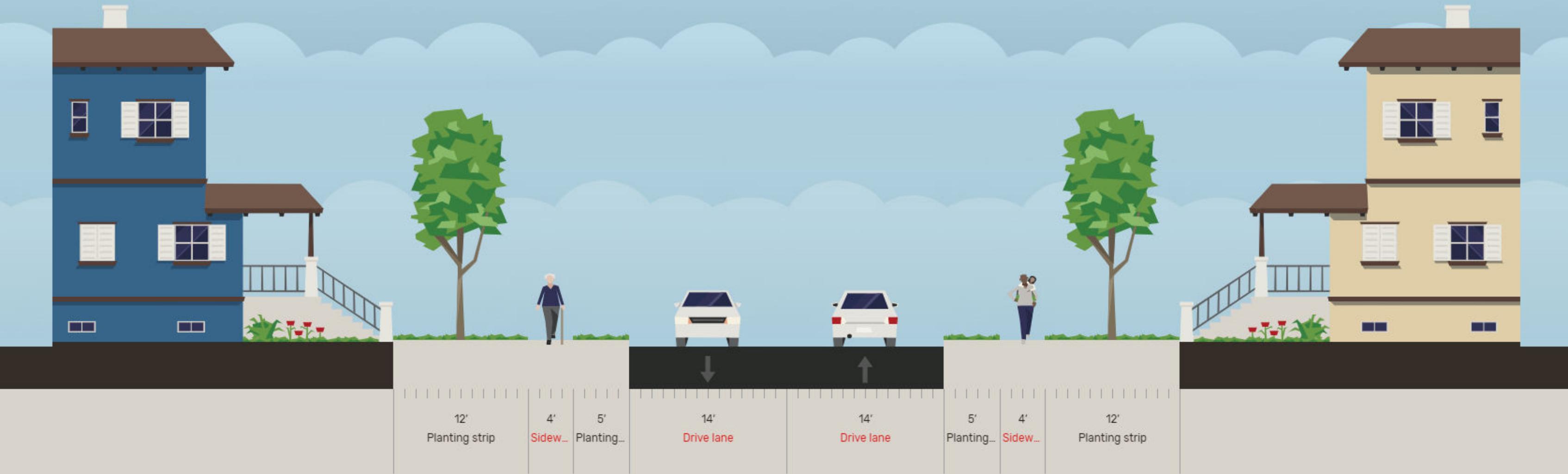
Staff mailed letters to every property owner on the street, 42 in total, and received five phone calls and two emails. A consistent theme in the feedback was that the 600-block does experience use beyond its own residents, particularly from motorists bound for New York Air Brake that are seeking to avoid the Pearl/Starbuck/Main St. intersection. Narrowing the street has potential to dissuade thru-traffic, though it is impractical to make any specific projection.

Many residents also asked about on-street parking, and Staff reassured them that all existing on-street parking would remain. Other residents noted that the current width was slightly less than 28 feet in some places, and wanted to verify that those segments would not be narrowed beyond 26 feet. Other topics discussed included the value of five-foot sidewalks and preserving existing trees. Those that reached out also expressed gratitude that the City identified Grant Street for resurfacing.

With no objections to the project, Staff now proposes moving forward with the proposed width reduction and five-foot sidewalks as part of the project.

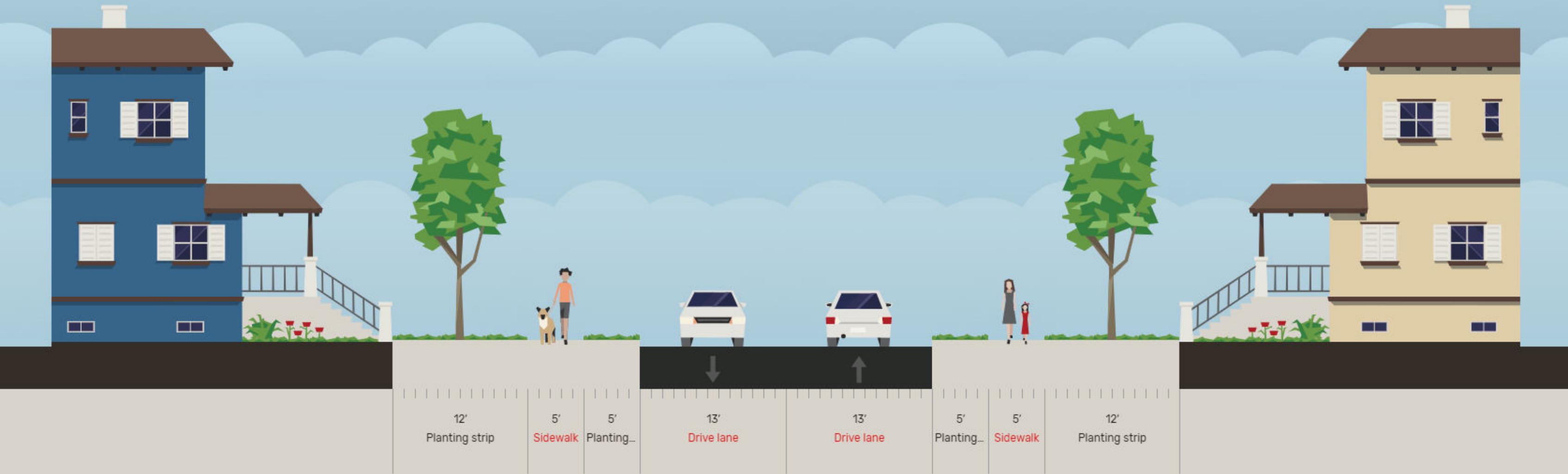
Grant Street (existing)

70' width Add location



Grant Street (proposed)

70' width Add location



August 12, 2020

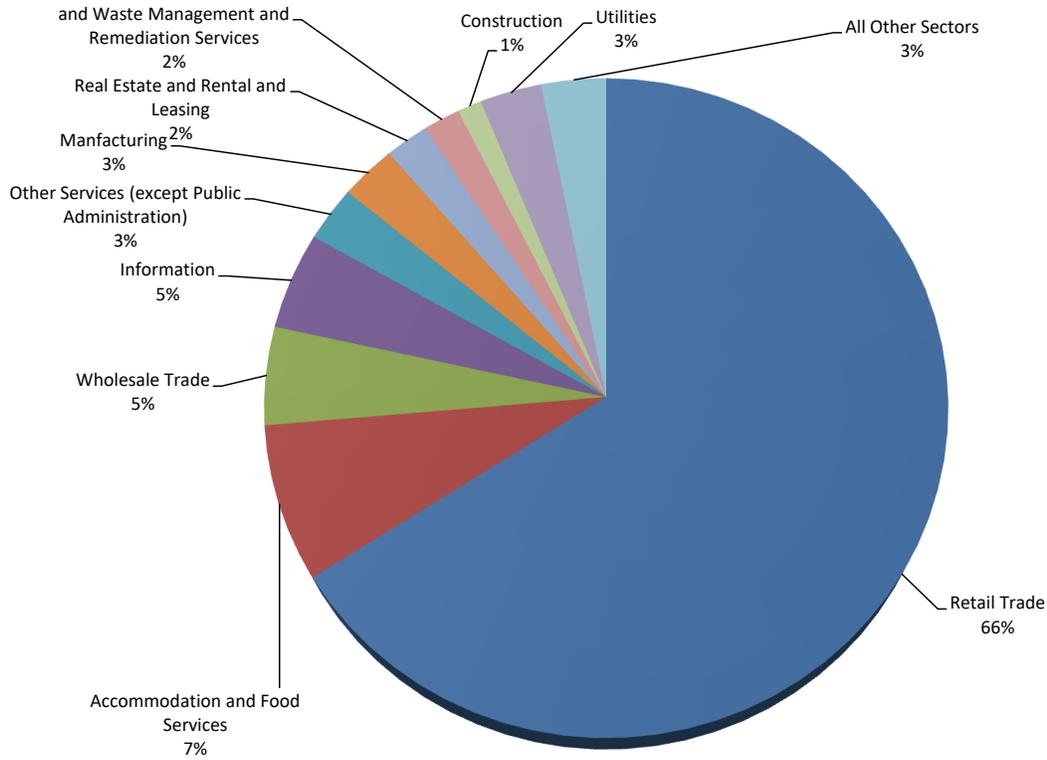
To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue by Category – March – May Quarter Analysis

The following sales tax data was obtained for NYS's quarterly taxable sales and purchases for the periods March – May 2020 and March – May 2019 to show the year-to-year changes by sales tax category primarily due to Covid.

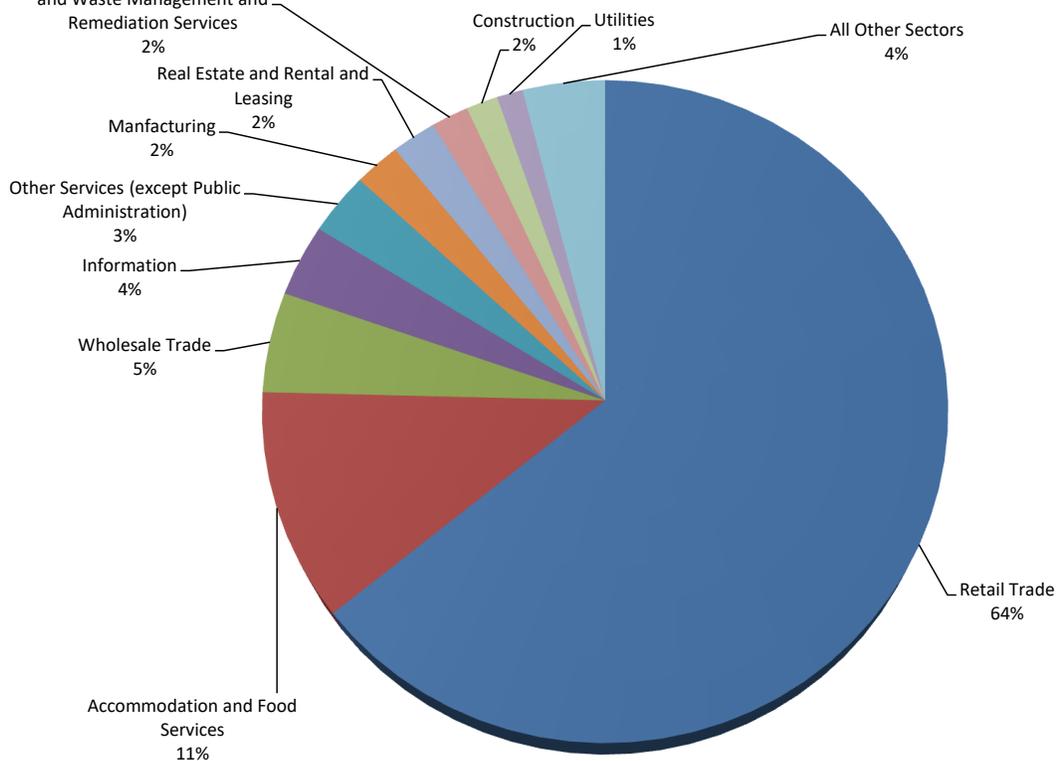
TAXABLE SALES BY SECTOR

Sector	March - May 2020		March - May 2019		\$ Variance - 2020	% Variance	
		%		%	to 2019	2020 to 2019	
11	Agriculture, Forestry, Fishing and Hunting	\$ 1,400,672	0.3263%	\$ 1,337,499	0.2754%	\$ 63,173	4.7232%
21	Mining, Quarrying, and oil and Gas Extraction	\$ 1,248,353	0.2907%	\$ 951,480	0.1958%	\$ 296,873	31.2012%
22	Utilities	\$ 12,933,491	3.0112%	\$ 6,156,822	1.2674%	\$ 6,776,669	110.0676%
23	Construction	\$ 5,085,850	1.1841%	\$ 7,526,826	1.5493%	\$ (2,440,976)	-32.4303%
31-33	Manufacturing	\$ 11,787,388	2.7444%	\$ 10,934,524	2.2506%	\$ 852,864	7.7997%
42	Wholesale Trade	\$ 20,677,961	4.8141%	\$ 23,794,654	4.8982%	\$ (3,116,693)	-13.0983%
44-45	Retail Trade	\$ 283,304,831	65.9586%	\$ 311,642,492	64.1544%	\$ (28,337,661)	-9.0930%
48-49	Transportation and Warehousing	\$ 932,614	0.2171%	\$ 917,564	0.1888%	\$ 15,050	1.6402%
51	Information	\$ 20,523,583	4.7783%	\$ 17,220,360	3.5449%	\$ 3,303,223	19.1821%
52	Finance and Insurance	\$ 773,773	0.1802%	\$ 761,974	0.1570%	\$ 11,799	1.5485%
53	Real Estate and Rental and Leasing	\$ 9,129,602	2.1254%	\$ 10,611,791	2.1847%	\$ (1,482,189)	-13.9674%
54	Professional, Scientific and Technical Services	\$ 4,405,813	1.0257%	\$ 4,754,945	0.9788%	\$ (349,132)	-7.3425%
55	Management of Companies and Enterprises	\$ 70,927	0.0165%	\$ 130,568	0.0269%	\$ (59,641)	-45.6781%
56	Administrative and Support and Waste Management and Remediation Services	\$ 7,767,421	1.8084%	\$ 8,822,744	1.8162%	\$ (1,055,323)	-11.9614%
61	Educational Services	\$ 345,070	0.0804%	\$ 112,675	0.0231%	\$ 232,395	206.2525%
62	Health Care and Social Assistance	\$ 320,026	0.0746%	\$ 534,366	0.1099%	\$ (214,340)	-40.1111%
71	Arts, Entertainment and Recreation	\$ 1,021,830	0.2380%	\$ 1,228,417	0.2528%	\$ (206,587)	-16.8173%
72	Accommodation and Food Services	\$ 32,956,160	7.6727%	\$ 54,608,121	11.2415%	\$ (21,651,961)	-39.6497%
81	Other Services (except Public Administration)	\$ 11,741,252	2.7336%	\$ 15,000,521	3.0881%	\$ (3,259,269)	-21.7277%
92	Public Administration	\$ 2,923,030	0.6805%	\$ 8,613,053	1.7731%	\$ (5,690,023)	-66.0628%
99	Unclassified	\$ 168,439	0.0392%	\$ 112,404	0.0231%	\$ 56,035	49.8514%
		\$ 429,518,086	100.0000%	\$ 485,773,800	100.0000%	\$ (56,255,714)	-11.5806%

Taxable Sales by Sector March - May 2020



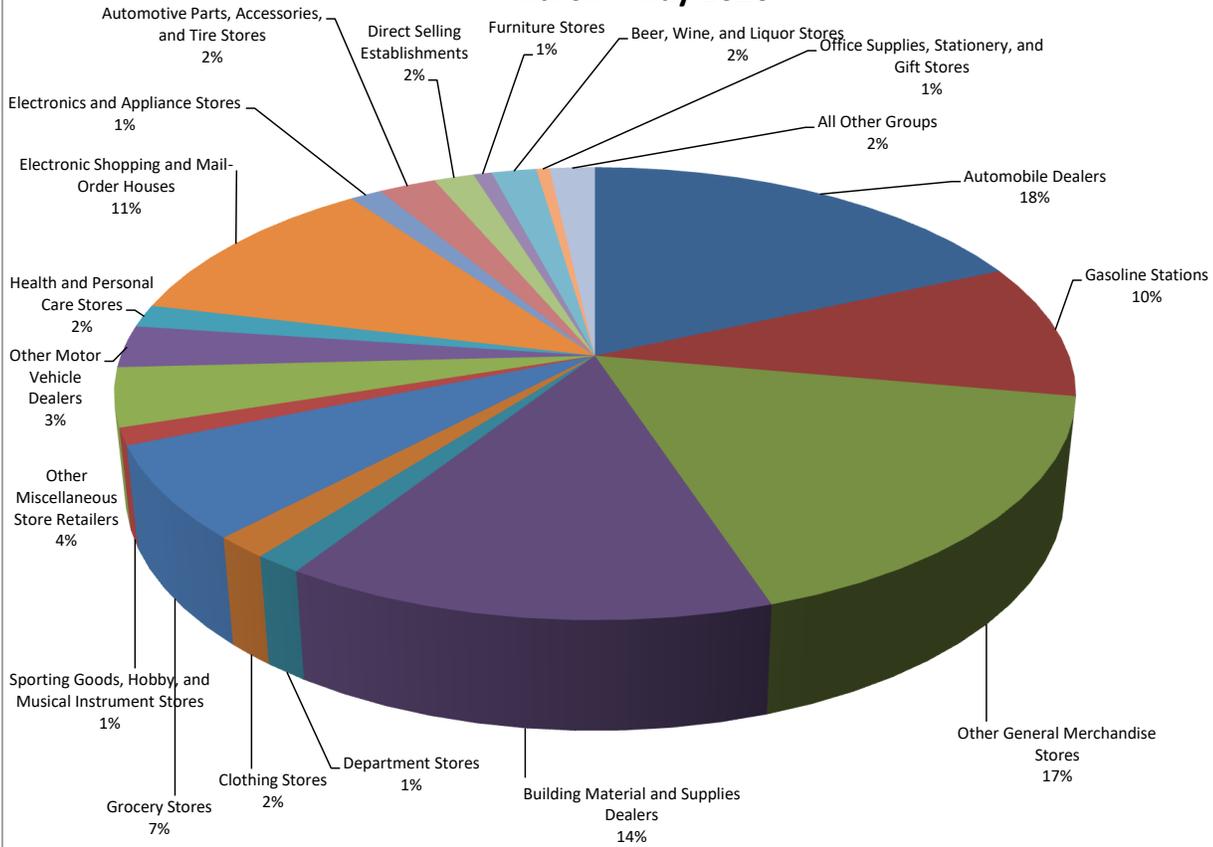
Taxable Sales by Sector March - May 2019



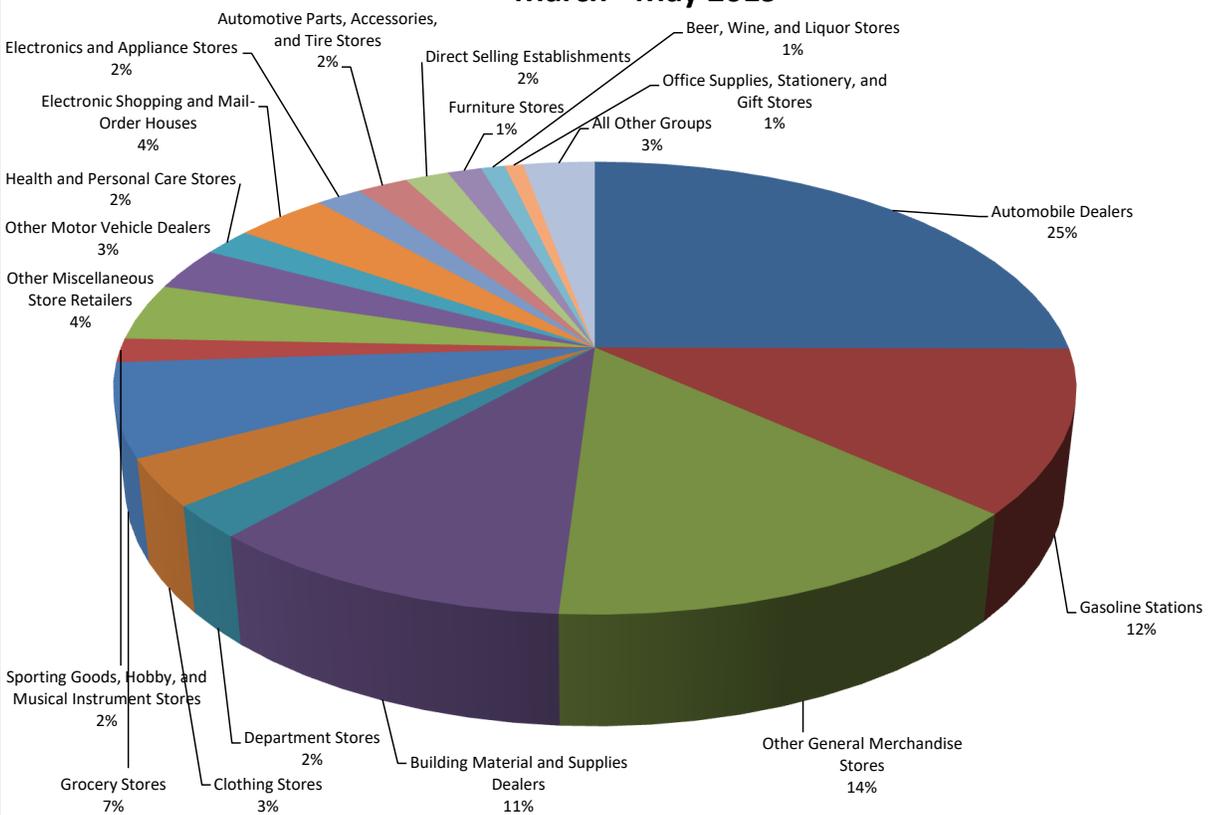
TAXABLE SALES FOR RETAIL TRADE ONLY

Group	Description	March - May 2020		March - May 2019		\$ Variance - 2020 to 2019	% Variance 2020 to 2019
			%		%		
Retail Trade							
4411	Automobile Dealers	\$ 51,674,910	18.2400%	\$ 78,110,465	25.0642%	\$ (26,435,555)	-33.8438%
4412	Other Motor Vehicle Dealers	\$ 8,512,921	3.0049%	\$ 9,666,715	3.1019%	\$ (1,153,794)	-11.9357%
4413	Automotive Parts, Accessories, and Tire Stores	\$ 6,427,927	2.2689%	\$ 6,316,747	2.0269%	\$ 111,180	1.7601%
4421	Furniture Stores	\$ 2,056,365	0.7258%	\$ 4,231,517	1.3578%	\$ (2,175,152)	-51.4036%
4422	Home Furnishings Stores	\$ 899,906	0.3176%	\$ 1,631,382	0.5235%	\$ (731,476)	-44.8378%
4431	Electronics and Appliance Stores	\$ 3,567,607	1.2593%	\$ 5,662,055	1.8168%	\$ (2,094,448)	-36.9910%
4441	Building Material and Supplies Dealers	\$ 40,157,548	14.1747%	\$ 32,981,045	10.5830%	\$ 7,176,503	21.7595%
4442	Lawn and Garden Equipment and Supplies Stores	\$ 1,996,602	0.7048%	\$ 1,484,767	0.4764%	\$ 511,835	34.4724%
4451	Grocery Stores	\$ 18,946,585	6.6877%	\$ 20,725,934	6.6505%	\$ (1,779,349)	-8.5851%
4452	Specialty Food Stores	\$ 406,404	0.1435%	\$ 533,209	0.1711%	\$ (126,805)	-23.7815%
4453	Beer, Wine, and Liquor Stores	\$ 5,016,108	1.7706%	\$ 3,007,226	0.9650%	\$ 2,008,882	66.8018%
4461	Health and Personal Care Stores	\$ 4,572,181	1.6139%	\$ 6,183,864	1.9843%	\$ (1,611,683)	-26.0627%
4471	Gasoline Stations	\$ 27,202,730	9.6019%	\$ 36,160,654	11.6032%	\$ (8,957,924)	-24.7726%
4481	Clothing Stores	\$ 4,474,768	1.5795%	\$ 10,478,659	3.3624%	\$ (6,003,891)	-57.2964%
4482	Shoe Stores	\$ 694,095	0.2450%	\$ 2,001,893	0.6424%	\$ (1,307,798)	-65.3281%
4483	Jewelry, Luggage, and Leather Goods Stores	\$ 544,795	0.1923%	\$ 1,743,665	0.5595%	\$ (1,198,870)	-68.7558%
4511	Sporting Goods, Hobby, and Musical Instrument Stores	\$ 3,460,887	1.2216%	\$ 5,329,638	1.7102%	\$ (1,868,751)	-35.0634%
4512	Book Stores and News Dealers	\$ 67,828	0.0238%	\$ 283,582	0.0910%	\$ (215,754)	-76.0817%
4522	Department Stores	\$ 3,951,543	1.3948%	\$ 7,318,436	2.3483%	\$ (3,366,893)	-46.0056%
4523	General Merchandise Stores, including Warehouse Clubs and Supercenters	\$ 48,379,652	17.0769%	\$ 44,621,729	14.3182%	\$ 3,757,923	8.4217%
4531	Florists	\$ 116,612	0.0412%	\$ 479,526	0.1539%	\$ (362,914)	-75.6818%
4532	Office Supplies, Stationery, and Gift Stores	\$ 1,470,997	0.5192%	\$ 2,281,792	0.7322%	\$ (810,795)	-35.5333%
4533	Used Merchandise Stores	\$ 158,914	0.0561%	\$ 467,054	0.1499%	\$ (308,140)	-65.9752%
4539	Other Miscellaneous Store Retailers	\$ 11,902,525	4.2013%	\$ 12,695,479	4.0737%	\$ (792,954)	-6.2460%
4541	Electronic Shopping and Mail-Order Houses	\$ 31,948,759	11.2772%	\$ 11,528,528	3.6993%	\$ 20,420,231	177.1278%
4542	Vending Machine Operators	\$ 199,438	0.0704%	\$ 291,485	0.0935%	\$ (92,047)	-31.5786%
4543	Direct Selling Establishments	\$ 4,496,224	1.5871%	\$ 5,425,446	1.7409%	\$ (929,222)	-17.1271%
Group Total		\$ 283,304,831	100.0000%	\$ 311,642,492	100.0000%	\$ (28,337,661)	-9.0930%

Retail Trade Taxable Sales by Industry Group March - May 2020



Retail Trade Taxable Sales by Industry Group March - May 2019



TAXABLE SALES BY INDUSTRY GROUP

Group	Description	March - May 2020	%	March - May 2019	%	\$ Variance - 2020 to 2019	% Variance 2020 to 2019
Agriculture, Forestry, Fishing and Hunting							
1112	Vegetable and Melon Farming	\$ 701	0.0002%	\$ 112	0.0000%	\$ 589	525.8929%
1113	Fruit and Tree Nut Farming	\$ 312	0.0001%	\$ 7,545	0.0016%	\$ (7,233)	-95.8648%
1114	Greenhouse, Nursery, and Floriculture Production	\$ 467,940	0.1089%	\$ 251,397	0.0518%	\$ 216,543	86.1359%
1119	Other Crop Farming	\$ 1,134	0.0003%	\$ 3,852	0.0008%	\$ (2,718)	-70.5607%
1121	Cattle Ranching and Farming	\$ 220	0.0001%	\$ 2,242	0.0005%	\$ (2,022)	-90.1873%
1123	Poultry and Egg Production	\$ 3,254	0.0008%	\$ 1,336	0.0003%	\$ 1,918	143.5629%
1125	Aquaculture	\$ 160	0.0000%	\$ 105	0.0000%	\$ 55	52.3810%
1129	Other Animal Production	\$ 21,492	0.0050%	\$ 9,825	0.0020%	\$ 11,667	118.7481%
1132	Forest Nurseries and Gathering of Forest Products	\$ 344	0.0001%	\$ -	0.0000%	\$ 344	#DIV/0!
1133	Logging	\$ 61,879	0.0144%	\$ 25,749	0.0053%	\$ 36,130	140.3161%
1141	Fishing	\$ 52	0.0000%	\$ 34	0.0000%	\$ 18	52.9412%
1151	Support Activities for Crop Production	\$ 829,208	0.1931%	\$ 1,007,943	0.2075%	\$ (178,735)	-17.7326%
1152	Support Activities for Animal Production	\$ 7,604	0.0018%	\$ 19,165	0.0039%	\$ (11,561)	-60.3235%
1153	Support Activities for Forestry	\$ 6,372	0.0015%	\$ 8,194	0.0017%	\$ (1,822)	-22.2358%
	Group Subtotal	\$ 1,400,672	0.3263%	\$ 1,337,499	0.2754%	\$ 63,173	4.7232%
Mining, Quarrying, and oil and Gas Extraction							
2123	Nonmetallic Mineral Mining and Quarrying	\$ 1,241,953	0.2892%	\$ 950,815	0.1957%	\$ 291,138	30.6198%
2131	Support Activities for Mining	\$ 6,400	0.0015%	\$ 665	0.0001%	\$ 5,735	862.4060%
	Group Subtotal	\$ 1,248,353	0.2907%	\$ 951,480	0.1958%	\$ 296,873	31.2012%
Utilities							
2211	Electric Power Generation, Transmission and Distribution	\$ 12,500,977	2.9105%	\$ 5,577,955	1.1483%	\$ 6,923,022	124.1140%
2212	Natural Gas Distribution	\$ 351,400	0.0818%	\$ 504,384	0.1038%	\$ (152,984)	-30.3309%
2213	Water, Sewage and Other Systems	\$ 81,114	0.0189%	\$ 74,483	0.0153%	\$ 6,631	8.9027%
	Group Subtotal	\$ 12,933,491	3.0112%	\$ 6,156,822	1.2674%	\$ 6,776,669	110.0676%
Construction							
2361	Residential Building Construction	\$ 600,830	0.1399%	\$ 1,119,021	0.2304%	\$ (518,191)	-46.3075%
2362	Nonresidential Building Construction	\$ 44,220	0.0103%	\$ 475,161	0.0978%	\$ (430,941)	-90.6937%
2371	Utility System Construction	\$ 151,350	0.0352%	\$ 43,411	0.0089%	\$ 107,939	248.6444%
2373	Highway, Street, and Bridge Construction	\$ 315,594	0.0735%	\$ 660,305	0.1359%	\$ (344,711)	-52.2048%
2379	Other Heavy and Civil Engineering Construction	\$ 10,417	0.0024%	\$ 69,947	0.0144%	\$ (59,530)	-85.1073%
2381	Foundation, Structure, and Building Exterior Contractors	\$ 378,816	0.0882%	\$ 348,360	0.0717%	\$ 30,456	8.7427%
2382	Building Equipment Contractors	\$ 1,796,485	0.4183%	\$ 2,558,732	0.5267%	\$ (762,247)	-29.7900%
2383	Building Finishing Contractors	\$ 166,865	0.0388%	\$ 372,777	0.0767%	\$ (205,912)	-55.2373%
2389	Other Specialty Trade Contractors	\$ 1,621,273	0.3775%	\$ 1,879,112	0.3868%	\$ (257,839)	-13.7213%
	Group Subtotal	\$ 5,085,850	1.1841%	\$ 7,526,826	1.5493%	\$ (2,440,976)	-32.4303%
Manufacturing							
3111	Animal Food Manufacturing	\$ 193,906	0.0451%	\$ 189,999	0.0391%	\$ 3,907	2.0563%
3112	Grain and Oilseed Milling	\$ -	0.0000%	\$ 83	0.0000%	\$ (83)	-100.0000%
3113	Sugar and Confectionery Product Manufacturing	\$ 6,423	0.0015%	\$ 4,656	0.0010%	\$ 1,767	37.9510%
3114	Fruit and Vegetable Preserving and Specialty Food Manufacturing	\$ 1,999	0.0005%	\$ 7,268	0.0015%	\$ (5,269)	-72.4959%
3115	Dairy Product Manufacturing	\$ 38,061	0.0089%	\$ 31,074	0.0064%	\$ 6,987	22.4850%
3116	Animal Slaughtering and Processing	\$ 940	0.0002%	\$ 1,246	0.0003%	\$ (306)	-24.5586%
3118	Bakeries and Tortilla Manufacturing	\$ 7,494	0.0017%	\$ 82,547	0.0170%	\$ (75,053)	-90.9215%
3119	Other Food Manufacturing	\$ 23,411	0.0055%	\$ 7,507	0.0015%	\$ 15,904	211.8556%
3121	Beverage Manufacturing	\$ 792,972	0.1846%	\$ 929,962	0.1914%	\$ (136,990)	-14.7307%
3122	Tobacco Manufacturing	\$ 2,318	0.0005%	\$ 2,430	0.0005%	\$ (112)	-4.6091%
3131	Fiber, Yarn, and Thread Mills	\$ -	0.0000%	\$ 1,286	0.0003%	\$ (1,286)	-100.0000%
3132	Fabric Mills	\$ 31	0.0000%	\$ 182	0.0000%	\$ (151)	-82.9670%
3133	Textile and Fabric Finishing and Fabric Coating Mills	\$ 103	0.0000%	\$ 199	0.0000%	\$ (96)	-48.2412%
3141	Textile Furnishings Mills	\$ 7,509	0.0017%	\$ 1,485	0.0003%	\$ 6,024	405.6566%
3149	Other Textile Product Mills	\$ 4,247	0.0010%	\$ 13,326	0.0027%	\$ (9,079)	-68.1300%
3151	Apparel Knitting Mills	\$ 1,343	0.0003%	\$ 1,272	0.0003%	\$ 71	5.5818%
3152	Cut and Sew Apparel Manufacturing	\$ 50,517	0.0118%	\$ 27,760	0.0057%	\$ 22,757	81.9777%
3159	Apparel Accessories and Other Apparel Manufacturing	\$ 13,730	0.0032%	\$ 18,084	0.0037%	\$ (4,354)	-24.0765%
3161	Leather and Hide Tanning and Finishing	\$ 1,441	0.0003%	\$ 473	0.0001%	\$ 968	204.6512%
3162	Footwear Manufacturing	\$ 26,155	0.0061%	\$ 15,771	0.0032%	\$ 10,384	65.8424%
3169	Other Leather and Allied Product Manufacturing	\$ 4,332	0.0010%	\$ 2,609	0.0005%	\$ 1,723	66.0406%
3211	Sawmills and Wood Preservation	\$ 13,967	0.0033%	\$ 13,770	0.0028%	\$ 197	1.4306%
3212	Veneer, Plywood, and Engineered Wood Product Manufacturing	\$ 85,052	0.0198%	\$ 86,960	0.0179%	\$ (1,908)	-2.1941%
3219	Other Wood Product Manufacturing	\$ 453,159	0.1055%	\$ 507,724	0.1045%	\$ (54,565)	-10.7470%
3221	Pulp, Paper, and Paperboard Mills	\$ 71	0.0000%	\$ 699	0.0001%	\$ (628)	-89.8426%
3222	Converted Paper Product Manufacturing	\$ 37,352	0.0087%	\$ 37,239	0.0077%	\$ 113	0.3034%
3231	Printing and Related Support Activities	\$ 415,174	0.0967%	\$ 545,746	0.1123%	\$ (130,572)	-23.9254%
3241	Petroleum and Coal Products Manufacturing	\$ 319,725	0.0744%	\$ 376,715	0.0775%	\$ (56,990)	-15.1281%
3251	Basic Chemical Manufacturing	\$ 11,079	0.0026%	\$ 4,103	0.0008%	\$ 6,976	170.0219%
3252	Resin, Synthetic Rubber, and Artificial Synthetic Fibers and Filaments Manufacturing	\$ 7,360	0.0017%	\$ 4,962	0.0010%	\$ 2,398	48.3273%
3253	Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing	\$ 3,682	0.0009%	\$ 1,423	0.0003%	\$ 2,259	158.7491%
3254	Pharmaceutical and Medicine Manufacturing	\$ 135,382	0.0315%	\$ 167,305	0.0344%	\$ (31,923)	-19.0807%
3255	Paint, Coating, and Adhesive Manufacturing	\$ 33,048	0.0077%	\$ 16,619	0.0034%	\$ 16,429	98.8567%
3256	Soap, Cleaning Compound, and Toilet Preparation Manufacturing	\$ 83,798	0.0195%	\$ 111,435	0.0229%	\$ (27,637)	-24.8010%
3259	Other Chemical Product and Preparation Manufacturing	\$ 344,123	0.0801%	\$ 325,528	0.0670%	\$ 18,595	5.7123%
3261	Plastics Product Manufacturing	\$ 73,265	0.0171%	\$ 42,579	0.0088%	\$ 30,686	72.0684%
3262	Rubber Product Manufacturing	\$ 12,678	0.0030%	\$ 16,322	0.0034%	\$ (3,644)	-22.3257%

Group	Description	March - May 2020	%	March - May 2019	%	\$ Variance - 2020 to 2019	% Variance 2020 to 2019
Manufacturing continued							
3271	Clay Product and Refractory Manufacturing	\$ -	0.0000%	\$ 1,836	0.0004%	\$ (1,836)	-100.0000%
3272	Glass and Glass Product Manufacturing	\$ 14,699	0.0034%	\$ 610	0.0001%	\$ 14,089	2309.6721%
3273	Cement and Concrete Product Manufacturing	\$ 885,288	0.2061%	\$ 1,002,949	0.2065%	\$ (117,661)	-11.7315%
3274	Lime and Gypsum Product Manufacturing	\$ 29,869	0.0070%	\$ 15,755	0.0032%	\$ 14,114	89.5843%
3279	Other Nonmetallic Mineral Product Manufacturing	\$ 19,614	0.0046%	\$ 67,991	0.0140%	\$ (48,377)	-71.1521%
3311	Iron and Steel Mills and Ferroalloy Manufacturing	\$ 2,223	0.0005%	\$ 2,263	0.0005%	\$ (40)	-1.7676%
3312	Steel Product Manufacturing from Purchased Steel	\$ 77,817	0.0181%	\$ 125,870	0.0259%	\$ (48,053)	-38.1767%
3313	Alumina and Aluminum Production and Processing	\$ 1,464	0.0003%	\$ 976	0.0002%	\$ 488	50.0000%
3314	Nonferrous Metal (except Aluminum) Production and Processing	\$ 1,844	0.0004%	\$ -	0.0000%	\$ 1,844	#DIV/0!
3315	Foundries	\$ 4,362	0.0010%	\$ 39	0.0000%	\$ 4,323	11084.6154%
3321	Forging and Stamping	\$ 21	0.0000%	\$ 3,177	0.0007%	\$ (3,156)	-99.3390%
3322	Cutlery and Handtool Manufacturing	\$ 8,259	0.0019%	\$ 2,452	0.0005%	\$ 5,807	236.8271%
3323	Architectural and Structural Metals Manufacturing	\$ 238,694	0.0556%	\$ 302,242	0.0622%	\$ (63,548)	-21.0255%
3324	Boiler, Tank, and Shipping Container Manufacturing	\$ 31,981	0.0074%	\$ 277	0.0001%	\$ 31,704	11445.4874%
3325	Hardware Manufacturing	\$ 146	0.0000%	\$ 3,358	0.0007%	\$ (3,212)	-95.6522%
3326	Spring and Wire Product Manufacturing	\$ 27,970	0.0065%	\$ 10,170	0.0021%	\$ 17,800	175.0246%
3327	Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing	\$ 11,482	0.0027%	\$ 13,264	0.0027%	\$ (1,782)	-13.4349%
3328	Coating, Engraving, Heat Treating, and Allied Activities	\$ 746	0.0002%	\$ 1,466	0.0003%	\$ (720)	-49.1132%
3329	Other Fabricated Metal Product Manufacturing	\$ 559,966	0.1304%	\$ 231,357	0.0476%	\$ 328,609	142.0355%
3331	Agriculture, Construction, and Mining Machinery Manufacturing	\$ 614,907	0.1432%	\$ 298,704	0.0615%	\$ 316,203	105.8583%
3332	Industrial Machinery Manufacturing	\$ 39,287	0.0091%	\$ 48,752	0.0100%	\$ (9,465)	-19.4146%
3333	Commercial and Service Industry Machinery Manufacturing	\$ 73,539	0.0171%	\$ 76,677	0.0158%	\$ (3,138)	-4.0925%
3334	Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing	\$ 57,070	0.0133%	\$ 60,885	0.0125%	\$ (3,815)	-6.2659%
3335	Metalworking Machinery Manufacturing	\$ 3,475	0.0008%	\$ 902	0.0002%	\$ 2,573	285.2550%
3336	Engine, Turbine, and Power Transmission Equipment Manufacturing	\$ 39,002	0.0091%	\$ 69,817	0.0144%	\$ (30,815)	-44.1368%
3339	Other General Purpose Machinery Manufacturing	\$ 112,110	0.0261%	\$ 225,035	0.0463%	\$ (112,925)	-50.1811%
3341	Computer and Peripheral Equipment Manufacturing	\$ 2,630,520	0.6124%	\$ 1,655,459	0.3408%	\$ 975,061	58.8997%
3342	Communications Equipment Manufacturing	\$ 59,965	0.0140%	\$ 63,336	0.0130%	\$ (3,371)	-5.3224%
3343	Audio and Video Equipment Manufacturing	\$ 7,471	0.0017%	\$ 7,993	0.0016%	\$ (522)	-6.5307%
3344	Semiconductor and Other Electronic Component Manufacturing	\$ 117,162	0.0273%	\$ 13,515	0.0028%	\$ 103,647	766.9034%
3345	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	\$ 65,960	0.0154%	\$ 44,865	0.0092%	\$ 21,095	47.0188%
3346	Manufacturing and Reproducing Magnetic and Optical Media	\$ 4,704	0.0011%	\$ 3,790	0.0008%	\$ 914	24.1161%
3351	Electric Lighting Equipment Manufacturing	\$ 3,929	0.0009%	\$ 18,693	0.0038%	\$ (14,764)	-78.9814%
3352	Household Appliance Manufacturing	\$ 48,689	0.0113%	\$ 38,478	0.0079%	\$ 10,211	26.5372%
3353	Electrical Equipment Manufacturing	\$ 58,748	0.0137%	\$ 52,712	0.0109%	\$ 6,036	11.4509%
3359	Other Electrical Equipment and Component Manufacturing	\$ 78,239	0.0182%	\$ 69,678	0.0143%	\$ 8,561	12.2865%
3361	Motor Vehicle Manufacturing	\$ 109,847	0.0256%	\$ 123,760	0.0255%	\$ (13,913)	-11.2419%
3362	Motor Vehicle Body and Trailer Manufacturing	\$ 93,208	0.0217%	\$ 20,352	0.0042%	\$ 72,856	357.9796%
3363	Motor Vehicle Parts Manufacturing	\$ 14,675	0.0034%	\$ 34,499	0.0071%	\$ (19,824)	-57.4625%
3364	Aerospace Product and Parts Manufacturing	\$ 231	0.0001%	\$ 153	0.0000%	\$ 78	50.9804%
3365	Railroad Rolling Stock Manufacturing	\$ 728,719	0.1697%	\$ 933,538	0.1922%	\$ (204,819)	-21.9401%
3366	Ship and Boat Building	\$ 1,158	0.0003%	\$ -	0.0000%	\$ 1,158	#DIV/0!
3369	Other Transportation Equipment Manufacturing	\$ 25,994	0.0061%	\$ 30,893	0.0064%	\$ (4,899)	-15.8580%
3371	Household and Institutional Furniture and Kitchen Cabinet Manufacturing	\$ 309,139	0.0720%	\$ 316,690	0.0652%	\$ (7,551)	-2.3844%
3372	Office Furniture (including Fixtures) Manufacturing	\$ 78,230	0.0182%	\$ 26,021	0.0054%	\$ 52,209	200.6418%
3379	Other Furniture Related Product Manufacturing	\$ 88,177	0.0205%	\$ 50,343	0.0104%	\$ 37,834	75.1525%
3391	Medical Equipment and Supplies Manufacturing	\$ 300,569	0.0700%	\$ 399,580	0.0823%	\$ (99,011)	-24.7788%
3399	Other Miscellaneous Manufacturing	\$ 900,372	0.2096%	\$ 865,004	0.1781%	\$ 35,368	4.0888%
Group Subtotal		\$ 11,787,388	2.7444%	\$ 10,934,524	2.2506%	\$ 852,864	7.7997%

Wholesale Trade

4231	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers	\$ 1,288,225	0.2999%	\$ 1,454,443	0.2994%	\$ (166,218)	-11.4283%
4232	Furniture and Home Furnishing Merchant Wholesalers	\$ 69,567	0.0162%	\$ 82,228	0.0169%	\$ (12,661)	-15.3974%
4233	Lumber and Other Construction Materials Merchant Wholesalers	\$ 1,205,987	0.2808%	\$ 2,007,800	0.4133%	\$ (801,813)	-39.9349%
4234	Professional and Commercial Equipment and Supplies Merchant Wholesalers	\$ 1,112,136	0.2589%	\$ 1,020,751	0.2101%	\$ 91,385	8.9527%
4235	Metal and Mineral (except Petroleum) Merchant Wholesalers	\$ 228,661	0.0532%	\$ 358,849	0.0739%	\$ (130,188)	-36.2793%
4236	Household Appliances and Electrical and Electronic Goods Merchant Wholesalers	\$ 1,284,187	0.2990%	\$ 1,455,733	0.2997%	\$ (171,546)	-11.7842%
4237	Hardware, and Plumbing and Heating Equipment and Supplies Merchant Wholesalers	\$ 1,928,619	0.4490%	\$ 2,445,194	0.5034%	\$ (516,575)	-21.1261%
4238	Machinery, Equipment, and Supplies Merchant Wholesalers	\$ 4,364,960	1.0162%	\$ 3,839,166	0.7903%	\$ 525,794	13.6955%
4239	Miscellaneous Durable Goods Merchant Wholesalers	\$ 2,912,509	0.6781%	\$ 3,178,062	0.6542%	\$ (265,553)	-8.3558%
4241	Paper and Paper Product Merchant Wholesalers	\$ 233,057	0.0543%	\$ 248,975	0.0513%	\$ (15,918)	-6.3934%
4242	Drugs and Druggists' Sundries Merchant Wholesalers	\$ 469,569	0.1093%	\$ 791,944	0.1630%	\$ (322,375)	-40.7068%
4243	Apparel, Piece Goods, and Notions Merchant Wholesalers	\$ 254,736	0.0593%	\$ 200,143	0.0412%	\$ 54,593	27.2770%
4244	Grocery and Related Product Merchant Wholesalers	\$ 637,092	0.1483%	\$ 1,392,277	0.2866%	\$ (755,185)	-54.2410%
4245	Farm Product Raw Material Merchant Wholesalers	\$ 8,093	0.0019%	\$ 35,540	0.0073%	\$ (27,447)	-77.2285%
4246	Chemical and Allied Products Merchant Wholesalers	\$ 172,863	0.0402%	\$ 193,909	0.0399%	\$ (21,046)	-10.8535%
4247	Petroleum and Petroleum Products Merchant Wholesalers	\$ 3,849,322	0.8962%	\$ 4,447,850	0.9156%	\$ (598,528)	-13.4566%

Group	Description	March - May 2020	%	March - May 2019	%	\$ Variance - 2020 to 2019	% Variance 2020 to 2019
Wholesale Trade continued							
4248	Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers	\$ 28,218	0.0066%	\$ 28,319	0.0058%	\$ (101)	-0.3567%
4249	Miscellaneous Nondurable Goods Merchant Wholesalers	\$ 517,426	0.1205%	\$ 482,263	0.0993%	\$ 35,163	7.2912%
4251	Wholesale Electronic Markets and Agents and Brokers	\$ 112,734	0.0262%	\$ 131,208	0.0270%	\$ (18,474)	-14.0799%
	Group Subtotal	\$ 20,677,961	4.8141%	\$ 23,794,654	4.8982%	\$ (3,116,693)	-13.0983%
Retail Trade							
4411	Automobile Dealers	\$ 51,674,910	12.0309%	\$ 78,110,465	16.0796%	\$ (26,435,555)	-33.8438%
4412	Other Motor Vehicle Dealers	\$ 8,512,921	1.9820%	\$ 9,666,715	1.9900%	\$ (1,153,794)	-11.9357%
4413	Automotive Parts, Accessories, and Tire Stores	\$ 6,427,927	1.4965%	\$ 6,316,747	1.3003%	\$ 111,180	1.7601%
4421	Furniture Stores	\$ 2,056,365	0.4788%	\$ 4,231,517	0.8711%	\$ (2,175,152)	-51.4036%
4422	Home Furnishings Stores	\$ 899,906	0.2095%	\$ 1,631,382	0.3358%	\$ (731,476)	-44.8378%
4431	Electronics and Appliance Stores	\$ 3,567,607	0.8306%	\$ 5,662,055	1.1656%	\$ (2,094,448)	-36.9910%
4441	Building Material and Supplies Dealers	\$ 40,157,548	9.3494%	\$ 32,981,045	6.7894%	\$ 7,176,503	21.7595%
4442	Lawn and Garden Equipment and Supplies Stores	\$ 1,996,602	0.4648%	\$ 1,484,767	0.3056%	\$ 511,835	34.4724%
4451	Grocery Stores	\$ 18,946,585	4.4111%	\$ 20,725,934	4.2666%	\$ (1,779,349)	-8.5851%
4452	Specialty Food Stores	\$ 406,404	0.0946%	\$ 533,209	0.1098%	\$ (126,805)	-23.7815%
4453	Beer, Wine, and Liquor Stores	\$ 5,016,108	1.1678%	\$ 3,007,226	0.6191%	\$ 2,008,882	66.8018%
4461	Health and Personal Care Stores	\$ 4,572,181	1.0645%	\$ 6,183,864	1.2730%	\$ (1,611,683)	-26.0627%
4471	Gasoline Stations	\$ 27,202,730	6.3333%	\$ 36,160,654	7.4439%	\$ (8,957,924)	-24.7726%
4481	Clothing Stores	\$ 4,474,768	1.0418%	\$ 10,478,659	2.1571%	\$ (6,003,891)	-57.2964%
4482	Shoe Stores	\$ 694,095	0.1616%	\$ 2,001,893	0.4121%	\$ (1,307,798)	-65.3281%
4483	Jewelry, Luggage, and Leather Goods Stores	\$ 544,795	0.1268%	\$ 1,743,665	0.3589%	\$ (1,198,870)	-68.7558%
4511	Sporting Goods, Hobby, and Musical Instrument Stores	\$ 3,460,887	0.8058%	\$ 5,329,638	1.0971%	\$ (1,868,751)	-35.0634%
4512	Book Stores and News Dealers	\$ 67,828	0.0159%	\$ 283,582	0.0590%	\$ (215,754)	-76.0817%
4521	Department Stores	\$ -	0.0000%	\$ -	0.0000%	\$ -	#DIV/0!
4522	Department Stores	\$ 3,951,543	0.9200%	\$ 7,318,436	1.5066%	\$ (3,366,893)	-46.0056%
	General Merchandise Stores, including Warehouse Clubs and Supercenters	\$ 48,379,652	11.2637%	\$ 44,621,729	9.1857%	\$ 3,757,923	8.4217%
4529	Other General Merchandise Stores	\$ -	0.0000%	\$ -	0.0000%	\$ -	#DIV/0!
4531	Florists	\$ 116,612	0.0271%	\$ 479,526	0.0987%	\$ (362,914)	-75.6818%
4532	Office Supplies, Stationery, and Gift Stores	\$ 1,470,997	0.3425%	\$ 2,281,792	0.4697%	\$ (810,795)	-35.5333%
4533	Used Merchandise Stores	\$ 158,914	0.0370%	\$ 467,054	0.0961%	\$ (308,140)	-65.9752%
4539	Other Miscellaneous Store Retailers	\$ 11,902,525	2.7711%	\$ 12,695,479	2.6135%	\$ (792,954)	-6.2460%
4541	Electronic Shopping and Mail-Order Houses	\$ 31,948,759	7.4383%	\$ 11,528,528	2.3732%	\$ 20,420,231	177.1278%
4542	Vending Machine Operators	\$ 199,438	0.0464%	\$ 291,485	0.0600%	\$ (92,047)	-31.5786%
4543	Direct Selling Establishments	\$ 4,496,224	1.0468%	\$ 5,425,446	1.1169%	\$ (929,222)	-17.1271%
	Group Subtotal	\$ 283,304,831	65.9586%	\$ 311,642,492	64.1544%	\$ (28,337,661)	-9.0930%
Transportation and Warehousing							
4811	Scheduled Air Transportation	\$ 316	0.0001%	\$ 1,102	0.0002%	\$ (786)	-71.3249%
4812	Nonscheduled Air Transportation	\$ 4,770	0.0011%	\$ 7,002	0.0014%	\$ (2,232)	-31.8766%
4821	Rail Transportation	\$ 50,581	0.0118%	\$ 40,114	0.0083%	\$ 10,467	26.0931%
4832	Inland Water Transportation	\$ 3,936	0.0009%	\$ -	0.0000%	\$ 3,936	#DIV/0!
4841	General Freight Trucking	\$ 219,653	0.0511%	\$ 211,290	0.0435%	\$ 8,363	3.9581%
4842	Specialized Freight Trucking	\$ 107,328	0.0250%	\$ 114,319	0.0235%	\$ (6,991)	-6.1153%
4852	Interurban and Rural Bus Transportation	\$ 3,600	0.0008%	\$ -	0.0000%	\$ 3,600	#DIV/0!
4853	Taxi and Limousine Service	\$ 362	0.0001%	\$ 4,871	0.0010%	\$ (4,509)	-92.5683%
4854	School and Employee Bus Transportation	\$ 11,915	0.0028%	\$ 40,360	0.0083%	\$ (28,445)	-70.4782%
4859	Other Transit and Ground Passenger Transportation	\$ -	0.0000%	\$ 139	0.0000%	\$ (139)	-100.0000%
4872	Scenic and Sightseeing Transportation, Water	\$ 3,214	0.0007%	\$ 67,090	0.0138%	\$ (63,876)	-95.2094%
4881	Support Activities for Air Transportation	\$ 335	0.0001%	\$ 478	0.0001%	\$ (143)	-29.9163%
4882	Support Activities for Rail Transportation	\$ 128	0.0000%	\$ -	0.0000%	\$ 128	#DIV/0!
4883	Support Activities for Water Transportation	\$ 21,776	0.0051%	\$ -	0.0000%	\$ 21,776	#DIV/0!
4884	Support Activities for Road Transportation	\$ 259,115	0.0603%	\$ 272,991	0.0562%	\$ (13,876)	-5.0830%
4885	Freight Transportation Arrangement	\$ 955	0.0002%	\$ 1,910	0.0004%	\$ (955)	-50.0000%
4889	Other Support Activities for Transportation	\$ 5,264	0.0012%	\$ 1,590	0.0003%	\$ 3,674	231.0692%
4921	Couriers and Express Delivery Services	\$ 60,830	0.0142%	\$ 7,162	0.0015%	\$ 53,668	749.3438%
4922	Local Messengers and Local Delivery	\$ 1,646	0.0004%	\$ -	0.0000%	\$ 1,646	#DIV/0!
4931	Warehousing and Storage	\$ 176,890	0.0412%	\$ 147,146	0.0303%	\$ 29,744	20.2139%
	Group Subtotal	\$ 932,614	0.2171%	\$ 917,564	0.1888%	\$ 15,050	1.6402%
Information							
5111	Newspaper, Periodical, Book, and Directory Publishers	\$ 136,205	0.0317%	\$ 97,094	0.0200%	\$ 39,111	40.2816%
5112	Software Publishers	\$ 2,536,097	0.5905%	\$ 2,104,653	0.4333%	\$ 431,444	20.4995%
5121	Motion Picture and Video Industries	\$ 88,194	0.0205%	\$ 616,498	0.1269%	\$ (528,304)	-85.6944%
5122	Sound Recording Industries	\$ 6,922	0.0016%	\$ 6,887	0.0014%	\$ 35	0.5082%
5151	Radio and Television Broadcasting	\$ 10,781	0.0025%	\$ 9,970	0.0021%	\$ 811	8.1344%
5152	Cable and Other Subscription Programming	\$ 793,142	0.1847%	\$ 839,858	0.1729%	\$ (46,716)	-5.5624%
5173	Wired and Wireless Telecommunications Carriers	\$ 9,757,885	2.2718%	\$ 11,540,700	2.3757%	\$ (1,782,815)	-15.4481%
5174	Satellite Telecommunications	\$ 19,186	0.0045%	\$ 26,866	0.0055%	\$ (7,680)	-28.5863%
5179	Other Telecommunications	\$ 969,935	0.2258%	\$ 929,917	0.1914%	\$ 40,018	4.3034%
5182	Data Processing, Hosting, and Related Services	\$ 329,494	0.0767%	\$ 311,379	0.0641%	\$ 18,115	5.8177%
5191	Other Information Services	\$ 5,875,742	1.3680%	\$ 736,538	0.1516%	\$ 5,139,204	697.7514%
	Group Subtotal	\$ 20,523,583	4.7783%	\$ 17,220,360	3.5449%	\$ 3,303,223	19.1821%

Group	Description	March - May 2020	%	March - May 2019	%	\$ Variance - 2020 to 2019	% Variance 2020 to 2019
Finance and Insurance							
5211	Monetary Authorities-Central Bank	\$ 2,932	0.0007%	\$ 3,237	0.0007%	\$ (305)	-9.4223%
5221	Depository Credit Intermediation	\$ 127,108	0.0296%	\$ 98,980	0.0204%	\$ 28,128	28.4179%
5222	Nondepository Credit Intermediation	\$ 326,587	0.0760%	\$ 411,029	0.0846%	\$ (84,442)	-20.5440%
5223	Activities Related to Credit Intermediation	\$ 42,830	0.0100%	\$ 26,072	0.0054%	\$ 16,758	64.2759%
5231	Securities and Commodity Contracts Intermediation and Brokerage	\$ 12,984	0.0030%	\$ 7,209	0.0015%	\$ 5,775	80.1082%
5232	Securities and Commodity Exchanges	\$ 1,100	0.0003%	\$ 756	0.0002%	\$ 344	45.5026%
5239	Other Financial Investment Activities	\$ 180,977	0.0421%	\$ 121,830	0.0251%	\$ 59,147	48.5488%
5241	Insurance Carriers	\$ 31,343	0.0073%	\$ 25,734	0.0053%	\$ 5,609	21.7961%
5242	Agencies, Brokerages, and Other Insurance Related Activities	\$ 30,890	0.0072%	\$ 61,391	0.0126%	\$ (30,501)	-49.6832%
5251	Insurance and Employee Benefit Funds		0.0000%	\$ -	0.0000%	\$ -	#DIV/0!
5259	Other Investment Pools and Funds	\$ 17,022	0.0040%	\$ 5,736	0.0012%	\$ 11,286	196.7573%
	Group Subtotal	\$ 773,773	0.1802%	\$ 761,974	0.1570%	\$ 11,799	1.5485%
Real Estate and Rental and Leasing							
5311	Lessors of Real Estate	\$ 479,031	0.1115%	\$ 699,468	0.1440%	\$ (220,437)	-31.5150%
5312	Offices of Real Estate Agents and Brokers	\$ 1,243	0.0003%	\$ 810	0.0002%	\$ 433	53.4568%
5313	Activities Related to Real Estate	\$ 399,124	0.0929%	\$ 378,310	0.0779%	\$ 20,814	5.5018%
5321	Automotive Equipment Rental and Leasing	\$ 2,891,126	0.6731%	\$ 3,920,610	0.8071%	\$ (1,029,484)	-26.2583%
5322	Consumer Goods Rental	\$ 1,402,390	0.3265%	\$ 1,273,104	0.2621%	\$ 129,286	10.1552%
5323	General Rental Centers	\$ 1,338,853	0.3117%	\$ 1,619,361	0.3334%	\$ (280,508)	-17.3221%
5324	Commercial and Industrial Machinery and Equipment Rental and Leasing	\$ 2,617,216	0.6093%	\$ 2,720,128	0.5600%	\$ (102,912)	-3.7834%
5331	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	\$ 619	0.0001%	\$ -	0.0000%	\$ 619	#DIV/0!
	Group Subtotal	\$ 9,129,602	2.1254%	\$ 10,611,791	2.1847%	\$ (1,482,189)	-13.9674%
Professional, Scientific and Technical Services							
5411	Legal Services	\$ 70,667	0.0165%	\$ 71,973	0.0148%	\$ (1,306)	-1.8146%
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	\$ 105,857	0.0246%	\$ 111,813	0.0230%	\$ (5,956)	-5.3268%
5413	Architectural, Engineering, and Related Services	\$ 274,508	0.0639%	\$ 395,728	0.0815%	\$ (121,220)	-30.6322%
5414	Specialized Design Services	\$ 102,217	0.0238%	\$ 166,630	0.0343%	\$ (64,413)	-38.6563%
5415	Computer Systems Design and Related Services	\$ 1,878,526	0.4374%	\$ 1,731,124	0.3564%	\$ 147,402	8.5148%
5416	Management, Scientific, and Technical Consulting Services	\$ 213,051	0.0496%	\$ 453,463	0.0933%	\$ (240,412)	-53.0169%
5417	Scientific Research and Development Services	\$ 4,474	0.0010%	\$ 1,150	0.0002%	\$ 3,324	289.0435%
5418	Advertising, Public Relations, and Related Services	\$ 125,615	0.0292%	\$ 167,364	0.0345%	\$ (41,749)	-24.9450%
5419	Other Professional, Scientific, and Technical Services	\$ 1,630,898	0.3797%	\$ 1,655,700	0.3408%	\$ (24,802)	-1.4980%
	Group Subtotal	\$ 4,405,813	1.0257%	\$ 4,754,945	0.9788%	\$ (349,132)	-7.3425%
Management of Companies and Enterprises							
5511	Management of Companies and Enterprises	\$ 70,927	0.0165%	\$ 130,568	0.0269%	\$ (59,641)	-45.6781%
	Group Subtotal	\$ 70,927	0.0165%	\$ 130,568	0.0269%	\$ (59,641)	-45.6781%
Administrative and Support and Waste Management and Remediation Services							
5611	Office Administrative Services	\$ 23,238	0.0054%	\$ 740,453	0.1524%	\$ (717,215)	-96.8617%
5612	Facilities Support Services	\$ 70,992	0.0165%	\$ 60,251	0.0124%	\$ 10,741	17.8271%
5613	Employment Services	\$ 176,189	0.0410%	\$ 6,640	0.0014%	\$ 169,549	2553.4488%
5614	Business Support Services	\$ 224,870	0.0524%	\$ 245,798	0.0506%	\$ (20,928)	-8.5143%
5615	Travel Arrangement and Reservation Services	\$ 111,375	0.0259%	\$ 347,226	0.0715%	\$ (235,851)	-67.9243%
5616	Investigation and Security Services	\$ 431,240	0.1004%	\$ 555,470	0.1143%	\$ (124,230)	-22.3648%
5617	Services to Buildings and Dwellings	\$ 3,787,537	0.8818%	\$ 3,845,481	0.7916%	\$ (57,944)	-1.5068%
5619	Other Support Services	\$ 39,475	0.0092%	\$ 68,092	0.0140%	\$ (28,617)	-42.0270%
5620	Waste Management & Remediation Services	\$ -	0.0000%	\$ -	0.0000%	\$ -	#DIV/0!
5621	Waste Collection	\$ 2,675,039	0.6228%	\$ 2,661,366	0.5479%	\$ 13,673	0.5138%
5622	Waste Treatment and Disposal	\$ 97,855	0.0228%	\$ 119,800	0.0247%	\$ (21,945)	-18.3180%
5629	Remediation and Other Waste Management Services	\$ 129,611	0.0302%	\$ 172,167	0.0354%	\$ (42,556)	-24.7179%
	Group Subtotal	\$ 7,767,421	1.8084%	\$ 8,822,744	1.8162%	\$ (1,055,323)	-11.9614%
Educational Services							
6111	Elementary and Secondary Schools	\$ 10,104	0.0024%	\$ 25,670	0.0053%	\$ (15,566)	-60.6389%
6113	Colleges, Universities, and Professional Schools	\$ 10,139	0.0024%	\$ 12,373	0.0025%	\$ (2,234)	-18.0554%
6114	Business Schools and Computer and Management Training	\$ 1,642	0.0004%	\$ 620	0.0001%	\$ 1,022	164.8387%
6115	Technical and Trade Schools	\$ 274,962	0.0640%	\$ 23,783	0.0049%	\$ 251,179	1056.1283%
6116	Other Schools and Instruction	\$ 8,366	0.0019%	\$ 25,980	0.0053%	\$ (17,614)	-67.7983%
6117	Educational Support Services	\$ 39,857	0.0093%	\$ 24,249	0.0050%	\$ 15,608	64.3655%
	Group Subtotal	\$ 345,070	0.0804%	\$ 112,675	0.0231%	\$ 232,395	206.2525%
Health Care and Social Assistance							
6211	Offices of Physicians	\$ 2,991	0.0007%	\$ 5,532	0.0011%	\$ (2,541)	-45.9328%
6213	Offices of Other Health Practitioners	\$ 28,251	0.0066%	\$ 69,966	0.0144%	\$ (41,715)	-59.6218%
6214	Outpatient Care Centers	\$ 38,102	0.0089%	\$ 46,035	0.0095%	\$ (7,933)	-17.2325%
6215	Medical and Diagnostic Laboratories	\$ 9,416	0.0022%	\$ 5,574	0.0011%	\$ 3,842	68.9272%
6216	Home Health Care Services	\$ 7,323	0.0017%	\$ 6,987	0.0014%	\$ 336	4.8089%
6219	Other Ambulatory Health Care Services	\$ 15,836	0.0037%	\$ 7,889	0.0016%	\$ 7,947	100.7352%
6220	Hospitals	\$ 130,177	0.0303%	\$ -	0.0000%	\$ 130,177	#DIV/0!
6221	General Medical and Surgical Hospitals	\$ -	0.0000%	\$ 178,534	0.0368%	\$ (178,534)	-100.0000%
6231	Nursing Care Facilities (Skilled Nursing Facilities)	\$ 62,809	0.0146%	\$ 68,039	0.0140%	\$ (5,230)	-7.6868%
6241	Individual and Family Services	\$ 14,123	0.0033%	\$ 33,741	0.0069%	\$ (19,618)	-58.1429%
6242	Community Food and Housing, and Emergency and Other Relief Services	\$ 10,998	0.0026%	\$ 112,069	0.0231%	\$ (101,071)	-90.1864%
	Group Subtotal	\$ 320,026	0.0746%	\$ 534,366	0.1099%	\$ (214,340)	-40.1111%

Group	Description	March - May 2020	%	March - May 2019	%	\$ Variance - 2020 to 2019	% Variance 2020 to 2019
Arts, Entertainment and Recreation							
7111	Performing Arts Companies	\$ -	0.0000%	\$ 148	0.0000%	\$ (148)	-100.0000%
7112	Spectator Sports	\$ 224	0.0001%	\$ 95,785	0.0197%	\$ (95,561)	-99.7661%
7113	Promoters of Performing Arts, Sports, and Similar Events	\$ 4,934	0.0011%	\$ 14,327	0.0029%	\$ (9,393)	-65.5615%
7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures	\$ 36	0.0000%	\$ 368	0.0001%	\$ (332)	-90.2174%
7115	Independent Artists, Writers, and Performers	\$ 6,438	0.0015%	\$ 4,847	0.0010%	\$ 1,591	32.8244%
7121	Museums, Historical Sites, and Similar Institutions	\$ 778	0.0002%	\$ 59,790	0.0123%	\$ (59,012)	-98.6988%
7131	Amusement Parks and Arcades	\$ 1,531	0.0004%	\$ 6,787	0.0014%	\$ (5,256)	-77.4422%
7139	Other Amusement and Recreation Industries	\$ 1,007,889	0.2347%	\$ 1,046,365	0.2154%	\$ (38,476)	-3.6771%
	Group Subtotal	\$ 1,021,830	0.2380%	\$ 1,228,417	0.2528%	\$ (206,587)	-16.8173%
Accommodation and Food Services							
7211	Traveler Accommodation	\$ 2,217,359	0.5162%	\$ 7,119,948	1.4657%	\$ (4,902,589)	-68.8571%
7212	RV (Recreational Vehicle) Parks and Recreational Camps	\$ 25,894	0.0060%	\$ 29,410	0.0061%	\$ (3,516)	-11.9551%
7223	Special Food Services	\$ 79,503	0.0185%	\$ 180,752	0.0372%	\$ (101,249)	-56.0154%
7224	Drinking Places (Alcoholic Beverages)	\$ 691,294	0.1609%	\$ 2,388,731	0.4917%	\$ (1,697,437)	-71.0602%
7225	Restaurants and Other Eating Places	\$ 29,942,110	6.9711%	\$ 44,889,280	9.2408%	\$ (14,947,170)	-33.2979%
	Group Subtotal	\$ 32,956,160	7.6727%	\$ 54,608,121	11.2415%	\$ (21,651,961)	-39.6497%
Other Services (except Public Administration)							
8111	Automotive Repair and Maintenance	\$ 8,999,697	2.0953%	\$ 10,894,402	2.2427%	\$ (1,894,705)	-17.3915%
8112	Electronic and Precision Equipment Repair and Maintenance	\$ 247,400	0.0576%	\$ 380,880	0.0784%	\$ (133,480)	-35.0452%
8113	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	\$ 1,000,876	0.2330%	\$ 1,275,905	0.2627%	\$ (275,029)	-21.5556%
8114	Personal and Household Goods Repair and Maintenance	\$ 508,029	0.1183%	\$ 806,197	0.1660%	\$ (298,168)	-36.9845%
8121	Personal Care Services	\$ 76,688	0.0179%	\$ 125,428	0.0258%	\$ (48,740)	-38.8589%
8122	Death Care Services	\$ -	0.0000%	\$ 4,358	0.0009%	\$ (4,358)	-100.0000%
8123	Drycleaning and Laundry Services	\$ 62,423	0.0145%	\$ 78,456	0.0162%	\$ (16,033)	-20.4357%
8129	Other Personal Services	\$ 669,058	0.1558%	\$ 831,100	0.1711%	\$ (162,042)	-19.4973%
8131	Religious Organizations	\$ 49,468	0.0115%	\$ 315,768	0.0650%	\$ (266,300)	-84.3341%
8132	Grantmaking and Giving Services	\$ -	0.0000%	\$ 130	0.0000%	\$ (130)	-100.0000%
8133	Social Advocacy Organizations	\$ 4,060	0.0009%	\$ -	0.0000%	\$ 4,060	#DIV/0!
8134	Civic and Social Organizations	\$ 56,077	0.0131%	\$ 270,732	0.0557%	\$ (214,655)	-79.2869%
8139	Business, Professional, Labor, Political, and Similar Organizations	\$ 15,980	0.0037%	\$ 14,455	0.0030%	\$ 1,525	10.5500%
8141	Private Households	\$ 51,496	0.0120%	\$ 2,710	0.0006%	\$ 48,786	1800.2214%
	Group Subtotal	\$ 11,741,252	2.7336%	\$ 15,000,521	3.0881%	\$ (3,259,269)	-21.7277%
Public Administration							
9211	Executive, Legislative, and Other General Government Support	\$ 4,441	0.0010%	\$ 16,145	0.0033%	\$ (11,704)	-72.4930%
9221	Justice, Public Order, and Safety Activities	\$ 26,324	0.0061%	\$ 96,962	0.0200%	\$ (70,638)	-72.8512%
9251	Administration of Housing Programs, Urban Planning, and Community Development	\$ 4,350	0.0010%	\$ 2,740	0.0006%	\$ 1,610	58.7591%
9261	Administration of Economic Program	\$ 2,887,915	0.6724%	\$ 8,497,206	1.7492%	\$ (5,609,291)	-66.0134%
	Group Subtotal	\$ 2,923,030	0.6805%	\$ 8,613,053	1.7731%	\$ (5,690,023)	-66.0628%
Unclassified							
9999	Unclassified	\$ 168,439	0.0392%	\$ 112,404	0.0231%	\$ 56,035	49.8514%
	Group Subtotal	\$ 168,439	0.0392%	\$ 112,404	0.0231%	\$ 56,035	49.8514%
	Grand Total	\$ 429,518,086	100.0000%	\$ 485,773,800	100.0000%	\$ (56,255,714)	-11.5806%

Attachment A

NAICS classifies all economic activities into the following twenty categories.

11 Agriculture, Forestry, Fishing and Hunting – Activities of this sector are growing crops, raising animals, harvesting timber, and harvesting fish and other animals from farms, ranches, or the animals' natural habitats.

21 Mining, Quarrying, and Oil and Gas Extraction – Activities of this sector are extracting naturally occurring mineral solids, such as coal and ore; liquid minerals, such as crude petroleum; and gases, such as natural gas; and beneficiating (e.g. crushing, screening, washing, and flotation) and other preparation at the mine site, or as part of the mining activity.

22 Utilities – Activities of this sector are generating, transmitting, and/or distributing electricity, gas steam, and water and removing sewage through a permanent infrastructure of lines, mains, and pipes.

23 Construction – Activities of this sector are erecting buildings and other structures (including additions); heavy construction other than buildings; and alterations, reconstruction, installation, and maintenance and repairs.

31-33 Manufacturing – Activities of this sector are the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

42 Wholesale Trade - Activities of this sector are selling or arranging for the purchase or sale of goods for resale; capital or durable non-consumer goods; and raw and intermediate materials and supplies used in production, and providing services incidental to the sale of the merchandise.

44-45 Retail Trade – Activities of this sector are retailing merchandise generally in small quantities to the general public and providing services incidental to the sale of merchandise.

48-49 Transportation and Warehousing – Activities of this sector are providing transportation of passengers and cargo, warehousing and storing goods, scenic and sightseeing transportation, and supporting these activities.

51 Information – Activities of this sector are distributing information and cultural products, providing the means to transmit or distribute these products as data or communications, and processing data.

52 Finance and Insurance – Activities of this sector involve the creation, liquidation, or change in ownership of financial assets (financial transactions) and/or facilitating financial transactions.

53 Real Estate and Rental and Leasing – Activities of this sector are renting, leasing, or otherwise allowing the use of tangible or intangible assets (except copyrighted works), and providing related services.

54 Professional, Scientific, and Technical Services – Activities of this sector are performing professional, scientific and technical services for the operations of other organizations.

55 Management of Companies and Enterprises – Activities of this sector are the holding of securities of companies and enterprises, for the purpose of owning controlling interest or influencing their management decisions, or administering, overseeing, and managing other establishments of the same company or enterprise and normally undertaking the strategic or organizational planning and decision-making role of the company or enterprise.

56 Administrative and Support and Waste Management and Remediation Services – Activities of this sector are performing routine support activities for the day-to-day operations of other organizations.

61 Educational Services – Activities of this sector are providing instruction and training in a wide variety of subjects.

62 Health Care and Social Assistance – Activities of this sector are providing health care and social assistance for individuals.

71 Arts, Entertainment, and Recreation – Activities of this sector are operating or providing services to meet varied cultural, entertainment, and recreational interests of their patrons.

72 Accommodation and Food Services – Activities of this sector are providing customers with lodging and/or preparing meals, snacks, or beverages for immediate consumption.

81 Other Services (except Public Administration) – Activities of this sector are providing services not elsewhere specified, including repairs, religious activities, grant-making, advocacy, laundry, personal care, death care, and other personal services.

92 Public Administration – Activities of this sector are administration, management, and oversight of public programs by Federal, State and local governments.

August 13, 2020

To: The Honorable Mayor and City Council
 From: James E. Mills, City Comptroller
 Subject: Sales Tax Revenue – July 2020

Sales tax revenue was down \$270,646 or 15.34 compared to last July. In comparison to the original budget projection for the month, sales tax was up \$317,404 or 26.99%. The year-to-date actual receipts are down \$270,646 or 15.34%, while the year-to-date receipts on a budget basis are up \$317,404 or 26.99%.

From the County’s sales tax distribution the State will withhold \$314,650 from November’s distribution and \$176,027 from May’s distribution to cover the State’s appropriation of \$490,677 for AIM related payments to Jefferson County towns and villages that was cut from the State’s budget. Therefore the, the City is now shorted \$117,762 annually (\$75,516 in November and \$42,246 in May) to fund these State AIM payments. Additionally, the State imposed with their budget a sales tax inceptor for distressed hospitals and nursing homes which is estimated to reduce the City’s sales tax revenue by \$167,000.

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,573,554	\$ 1,606,413	\$ 1,763,856	\$ 1,493,210	\$ (270,646)	(15.34%)	
August	\$ 1,498,230	\$ 1,573,047	\$ 1,763,893	\$	\$	%	
September	\$ 1,918,505	\$ 2,226,468	\$ 2,129,882	\$	\$	%	%
October	\$ 1,381,534	\$ 1,423,970	\$ 1,499,868	\$	\$	%	
November	\$ 1,435,650	\$ 1,466,279	\$ 1,410,364	\$	\$	%	
December	\$ 1,754,106	\$ 1,718,512	\$ 1,868,004	\$	\$	%	%
January	\$ 1,360,442	\$ 1,384,533	\$ 1,436,294	\$	\$	%	
February	\$ 1,163,558	\$ 1,149,846	\$ 1,203,572	\$	\$	%	
March	\$ 1,511,911	\$ 1,420,276	\$ 1,750,746	\$	\$	%	%
April	\$ 1,392,815	\$ 1,410,924	\$ 988,797	\$	\$	%	
May	\$ 1,383,659	\$ 1,501,095	\$ 925,025	\$	\$	%	
June	<u>\$ 2,051,011</u>	<u>\$ 1,864,710</u>	<u>\$ 2,258,456</u>	<u>\$</u>	<u>\$</u>	<u>%</u>	<u>%</u>
YTD	<u>\$ 18,424,974</u>	<u>\$ 18,746,071</u>	<u>\$ 18,998,780</u>	<u>\$ 1,493,210</u>	<u>\$ (270,646)</u>	<u>(15.34%)</u>	

	<u>Original Budget 2020-21</u>	<u>Actual 2020-21</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July	\$ 1,175,806	\$ 1,493,210	\$ 317,404	26.99%	
August	\$ 1,175,831	\$	\$	%	
September	\$ 1,421,044	\$	\$	%	%
October	\$ 1,343,904	\$	\$	%	
November	\$ 1,263,351	\$	\$	%	
December	\$ 1,675,227	\$	\$	%	%
January	\$ 1,358,502	\$	\$	%	
February	\$ 1,137,416	\$	\$	%	
March	\$ 1,657,232	\$	\$	%	%
April	\$ 1,334,401	\$	\$	%	
May	\$ 1,339,795	\$	\$	%	
June	<u>\$ 1,765,491</u>	<u>\$</u>	<u>\$</u>	<u>%</u>	<u>%</u>
YTD	<u>\$ 16,648,000</u>	<u>\$ 1,493,210</u>	<u>\$ 317,404</u>	<u>26.99%</u>	

August 13, 2020

To: The Honorable Mayor and City Council
 From: James E. Mills, City Comptroller
 Subject: Sale of Surplus Hydro-electricity – July 2020

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last July, the sale of surplus hydro-electric power on an actual to actual basis was down \$263,528 or 99.27%. The hydro-electric facility was initially planned to be shut down in August and September for the planned capital improvements but the work was pushed forward due to the dry conditions.

	<u>Actual</u> <u>2017-18</u>	<u>Actual</u> <u>2018-19</u>	<u>Actual</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 644,519	\$ 4,063	\$ 265,466	\$ 1,937	(\$263,528)	(99.27%)
August	\$ 308,911	\$ 1,201	\$ 13,330	\$	\$	
September	\$ 129,629	\$ 46,149	\$ 125,102	\$	\$	
October	\$ 219,082	\$ 323,260	\$ 222,218	\$	\$	
November	\$ 610,656	\$ 572,955	\$ 554,930	\$	\$	
December	\$ 332,344	\$ 249,645	\$ 406,126	\$	\$	
January	\$ 243,768	\$ 171,405	\$ 416,391	\$	\$	
February	\$ 353,929	\$ 311,149	\$ 217,222	\$	\$	
March	\$ 587,558	\$ 403,524	\$ 745,936	\$	\$	
April	\$ 728,661	\$ 673,362	\$ 752,511	\$	\$	
May	\$ 584,892	\$ 809,967	\$ 383,085	\$	\$	
June	<u>\$ 59,631</u>	<u>\$ 787,591</u>	<u>\$ 53,641</u>	<u>\$</u>	<u>\$</u>	
YTD	<u>\$4,803,579</u>	<u>\$4,354,270</u>	<u>\$4,155,958</u>	<u>\$ 1,937</u>	<u>(\$263,528)</u>	<u>(99.27%)</u>

	<u>Original</u> <u>Budget</u> <u>2020-21</u>	<u>Actual</u> <u>2020-21</u>	<u>Variance</u>	<u>%</u>
July	\$ 230,105	\$ 1,937	(\$228,168)	(99.16%)
August	\$ -	\$	\$	
September	\$ -	\$	\$	
October	\$ 344,806	\$	\$	
November	\$ 527,395	\$	\$	
December	\$ 425,379	\$	\$	
January	\$ 348,910	\$	\$	
February	\$ 260,835	\$	\$	
March	\$ 458,205	\$	\$	
April	\$ 710,561	\$	\$	
May	\$ 637,679	\$	\$	
June	<u>\$ 443,125</u>	<u>\$</u>	<u>\$</u>	
YTD	<u>\$4,387,000</u>	<u>\$ 1,937</u>	<u>(\$228,168)</u>	<u>(99.16%)</u>

August 14, 2020

To: The Honorable Mayor and City Council

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

Subject: Public Hearing for the Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report (CAPER)

As part of the City's Community Development Block Grant (CDBG) Program, the City Council is required to hold at least two public hearings annually to obtain public input and comments on our program. The first public hearing, typically held in March, is conducted as we prepare to write our Annual Action Plan.

A second public hearing must be held in September, after the conclusion of our program year, to allow the public to comment on the City's annual performance. The September public hearing coincides with the submission of the City's Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). Federal regulations require that the City submit the CAPER within 90 days of the close of the program year, which is September 28. A draft of the CAPER has to be available for public review at least fifteen days prior to the scheduled public hearing. Staff plans to complete a draft of the CAPER by September 4, 2020.

In order to meet the public hearing requirement and comply with the time frames noted above, I am requesting that the City Council **schedule a public hearing to hear public comments on the City's Community Development Block Grant Consolidated Annual Performance and Evaluation Report at 7:15 p.m. on Monday, September 21, 2020.**