

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, September 16, 2019**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, September 16, 2019, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Reappointment to the Board of Assessment Review, Shawn E. Griffin
- Resolution No. 2 - Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 09-04-123.000 known as 455 Portage Street to Joseph A. Sylvester
- Resolution No. 3- Approving Thompson Park Pool and Bathhouse Construction Phase Professional Services Agreement, C&S Engineers, Inc.
- Resolution No. 4- Re-adopting the Fiscal Year 2019-20 General Fund Budget to reflect the Civil Service Commission's reclassifying of a Parks and Recreation Crew Chief to a Parks and Recreation Maintenance Supervisor.

**ORDINANCES**

- Ordinance No. 1- Changing the Approved Zoning Classification of the Northwester Section of 723 State Street, Parcel Number 6-08-103.100, from Residence c to Neighborhood Business.

Ordinance No. 2- Bond Ordinance Amending the Ordinance dated December 15, 2014, authorizing the issuance of \$948,000 bonds of the City of Watertown to pay the cost of City Court renovations, to increase the estimated maximum cost of bonds authorization to \$2,900,000.

**LOCAL LAW**

**PUBLIC HEARING**

7:30 p.m. Public Hearing for the Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report (CAPER)

**OLD BUSINESS**

**STAFF REPORTS**

**NEW BUSINESS**

**EXECUTIVE SESSION**

1. To discuss proposed, pending or current litigation.
2. To discuss collective bargaining/labor relations.

**WORK SESSION**

**ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 7, 2019.**

Res No. 1

September 10, 2019

To: The Honorable Mayor and City Council  
From: Richard M. Finn, City Manager   
Subject: Reappointment to the Board of Assessment Review,  
Shawn E. Griffin

At the request of the City Council, Shawn E. Griffin was contacted and has agreed to serve another five-year term, such term expiring on September 30, 2024.

Attached for City Council consideration is a resolution reappointing him to the Board of Assessment Review.

# RESOLUTION

Page 1 of 1

Reappointment to the Board of Assessment Review, Shawn E. Griffin

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

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RESOLVED that the following individual is reappointed to the Board of Assessment Review for a five-year term, such term expiring on September 30, 2024:

Shawn E. Griffin  
 351 Arlington Street  
 Watertown, New York 13601

***Seconded by***

Resolution No. 2

September 5, 2019

To: Richard M. Finn, City Manager

From: James E. Mills, City Comptroller

Subject: Tax sale certificate assignment request – 455 Portage Street

The City has been approached by Joseph A. Sylvester requesting to be assigned the City's tax sale certificate on 455 Portage Street (parcel 09-04-123.000). The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 21, 2018. The current redemption price of the certificate is \$4,202.90. The owner of record for this parcel is Polly A. Dobson. Mr. Sylvester owns 457 Portage Street.

ACTION: City Manager recommends approval.



# RESOLUTION

Page 1 of 1

Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 09-04-123.000 Known as 455 Portage Street To Joseph A. Sylvester

Council Member COMPO, Sarah V.  
Council Member HENRY-WILKINSON, Ryan J.  
Council Member HORBACZ, Cody J.  
Council Member RUGGIERO, Lisa L.  
Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land known as 455 Portage Street as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 09-04-123.000 and,

WHEREAS Joseph A. Sylvester has requested the assignment of the tax sale certificate from the City for the amount of the tax sale certificate plus all subsequent property taxes paid by the City as holder of the tax sale certificate with applicable interest per City Charter Section 140,

NOW THEREFORE BE IT RESOLVED that the offer of \$4,202.90 submitted by Joseph A. Sylvester for the purchase of the tax sale certificate for Parcel No. 09-04-123.000 is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the City Comptroller is directed to assign the City's tax sale certificate for the above parcel to Joseph A. Sylvester upon the City Comptroller's receipt of certified funds in the amount of \$4,202.90.

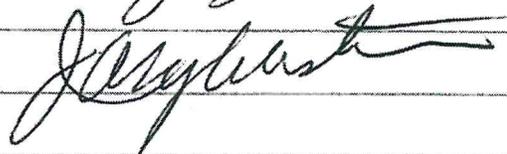
### *Seconded by*

8-2-19

TO: City Council  
FROM: Joseph A. Sylvester  
REFERENCE: purchase tax sale  
certificate for 455 Postage  
Street.

Please be advised that I  
am willing to purchase the  
tax sale certificate for 455  
Postage Street. Any further  
questions please feel free in  
contacting me at (305) 782-2100

Sincerely your





## CITY OF WATERTOWN, NEW YORK

### DEPARTMENT OF ENGINEERING

Room 305, City Hall  
245 Washington Street  
Watertown, New York 13601

Tel. (315) 785-7740  
Fax (315) 785-7829

Res No. 3

August 27, 2019

To: Richard M. Finn, City Manager  
From: Thomas Maurer, City Engineer  
Subject: Thompson Park Pool and Bathhouse Project,  
Professional Construction Management Services

Attached is a Professional Service Agreement between C&S Engineers, Inc. and the City of Watertown for the project stated above.

This Professional Service Agreement will include Professional Construction Management Services inclusive of Administration and Inspection Services as outlined and detailed in the attached exhibit A.

Due to the current staffing levels (down two positions) within the City Engineering Department it is not possible to cover the Construction Management Services for this Project.

C&S Engineers would be functioning as the Owner's representative and would be responsible for approving submittals, payments, change orders, construction meetings, as built drawings, field inspection services, materials testing, inspection reports, final inspection of the constructed facilities, close out documents as outlined in Exhibit A.

Attached for Council consideration is a resolution approving the Agreement with C&S Engineers, Inc. and authorizing the City Manager to execute the Agreement.

**ACTION:** City Manager recommends approval.

# RESOLUTION

Page 1 of 1

Approving Thompson Park Pool and Bathhouse Construction Phase Professional Services Agreement, C&S Engineers, Inc.

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS the City of Watertown owns and operates a facility known as the Thompson Park, for the purpose of promoting recreational activities for the citizens of the City of Watertown, and

WHEREAS on August 19, 2019, the City Council of the City of Watertown approved bids for the Thompson Park Pool and Bathhouse Project, and

WHEREAS the Construction Phase Services Agreement will provide contract administration and construction inspection of this project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Construction Phase Services Agreement with C&S Engineers, Inc. in the amount of \$157,100, a copy of which is attached hereto and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Richard M. Finn is hereby authorized and directed to execute this Agreement on behalf of the City of Watertown.

### *Seconded by*

# **Thompson Park Pool and Bathhouse Project**

## **AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement dated this \_\_\_ day of September, 2019, by and between the City of Watertown, New York, a New York municipal corporation with principal offices located at 245 Washington Street, Watertown, New York 13601 (the “City”), and C&S Engineers, Inc. (C&S), a New York professional corporation with principal offices located at 499 Col. Eileen Collins Blvd., Syracuse, New York 13212 (“Engineer”).

### **RECITALS**

WHEREAS, on April 15, 2019, the City requested a proposal from C&S, along with a scope of work to provide Professional Construction Management Services in connection with the Thompson Park Pool and Bathhouse Project; and

WHEREAS, C&S responded with a proposal and scope of work in a letter addressed To the City, dated August 21, 2019, containing a Not to Exceed Fee for those services; and

WHEREAS, the City and C&S desire to enter into an Agreement for the provision Of the professional services outlined in C&S's Proposal dated August 21, 2019.

WHEREAS, the provision of Construction Management Services are professional services within the meaning of the New York General Municipal Law; the parties agree as follows:

## AGREEMENT

### **1. Scope of Services.**

The scope of services to be performed by Engineer for the City in connection with the Thompson Park Pool and Bathhouse Project is as set forth in the proposal dated August 21, 2019, a copy of which is attached as Exhibit "A.", for a Not to Exceed Fee of **\$157.100.**

Services will consist of Professional Construction Management Services to include Administration and Inspection Services, and as detailed in the attached Exhibit "A."

Engineer shall provide qualified personnel to perform the assigned work. At all times relevant to this Agreement, Engineer's employees shall be regarded as its employees, and not City employees. Accordingly, Engineer shall be responsible for the payment of all wages, as well as insurances (including Workers' Compensation and disability insurance), and for any and all safety issues pertaining to its employees.

Engineer shall maintain commercial general liability coverage during its performance of the services outlined at Exhibit "A", in the minimum amount of \$1,000,000 per person/\$2,000,000 in the aggregate, naming the City as an additional insured. Engineer shall provide the City with a certificate of insurance evidencing this coverage prior to commencing work.

### **2. City Representative.**

The City Engineer of the City of Watertown shall be the City's approval authority for all services to be performed under this Agreement. The City Engineer shall designate a City representative from whom all assignments to Engineer shall be issued and to whom all reports concerning the engineering services to be performed pursuant to this

Agreement shall be provided. The City Engineer's designation of the City's representative shall be in writing.

**3. City to Provide File Documents.**

The City shall provide the Engineer with complete access to the City's file documents concerning the existing facility. It is anticipated that copies of relevant documents will be provided by City staff. When originals are provided, Engineer shall return any original documents upon completion of the task for which they were made available.

**4. City Property.**

All documents, reports, studies, recommendations, plans, and/or instruments of services prepared by Engineer and provided to the City, both written and electronic, shall become the property of the City upon provision.

**5. Term of Agreement.**

The performance of services by Engineer shall commence on signing this Agreement. All services required to be performed pursuant to this Agreement shall be performed, to the City Engineer's satisfaction as set forth in Exhibit A.

**6. Payment.**

The Engineer shall submit monthly progress payments for hours worked and reimbursable expenses incurred during that monthly period.

**7. Disputes.**

The venue of any dispute under this Agreement shall be in the New York State Supreme Court in and for Jefferson County, New York.

**8. Notices.**

To the City: Watertown City Manager  
City of Watertown  
245 Washington Street  
Watertown, New York 13601

To the Engineer: C&S Engineers, Inc.  
Ronald C. Jackson, P.E.  
499 Col. Eileen Collins Blvd.  
Syracuse, New York 13212

WHEREFORE, the parties have signed this Agreement this \_\_\_\_\_ day of  
September, 2019.

CITY OF WATERTOWN

By: \_\_\_\_\_  
Richard M. Finn  
City Manager

C&S Engineers, Inc.

By: \_\_\_\_\_  
Ronald C. Jackson, P.E.  
Principal Engineer

**EXHIBIT "A"**

**FEE PROPOSAL AND SCOPE OF SERVICES**

## EXHIBIT A

### SCOPE OF SERVICES & COMPENSATION

The OWNER (City of Watertown or the City) wishes ENGINEER (C&S Engineers, Inc. or C&S) to provide professional engineering services in connection with the Thompson Park Swimming Pool and Bathhouse (hereinafter called the Project).

OWNER and ENGINEER in consideration of their mutual covenants herein agree in respect of the performance of professional engineering services by ENGINEER and the payment for those services by OWNER as set forth below.

#### 1.0 Project Understanding

The City of Watertown has awarded the construction of the Thompson Park Pool and Bathhouse based on Drawings and Specifications (the Construction Documents) prepared by C&S Engineers, Inc. The City would like to proceed with the construction with C&S functioning and “the Owner’s Representative” as defined Construction Documents.

C&S proposes to provide the following Scope of Services.

#### 2.0 Scope of Services

##### 2.1 Construction Administration Services

- A. Review and approve shop drawings, samples and other data, instructions, schedules, guarantees, bonds, certificates of inspection, testing results, and approvals which the contractor is required to submit.
- B. Review contractor’s requests for payments and make recommendations for payment to the City.
- C. Review and process any change orders received from the contractor.
- D. Respond to contractor questions concerning design documents.
- E. Facilitate construction meetings and furnish meeting minutes.
- F. Review, verify and approve requests for monthly and final payments to contractors, based on quantities of work put in place.
- G. Review of inspection test reports.
- H. Review of contractor-provided operation and maintenance manuals.
- I. Preparation of contract close-out documents.

- J. Preparation of as-built drawings based on contractor redlines in AutoCAD format.
- K. Perform a final inspection of the constructed facilities upon completion of the work, in the company of the City to determine if the completed work is acceptable.
- L. Provide notice to the City that the work has been completed and is acceptable.
- M. C&S will provide (through a subconsultant) NYS Building Code required special inspections and construction materials testing of concrete provided by the contractor (including field testing of temperature, air content and slump), concrete cylinder preparation and compression strength testing, rebar placement, soils compaction testing, and masonry grout testing.

We have allowed a not to exceed amount of \$5,000.00 for this testing. If circumstances of construction required additional testing costing greater than \$5,000.00, C&S will request that the City provide a change to the amount to this task.

**2.2 Resident Observation Services**

- A. C&S will provide observation of the contractor’s work during construction. C&S will provide 832 hours (104 days x 8 hour / day) of construction observation. If the City determines that the circumstances of construction required additional construction observation services greater than 832 hours, C&S will request that the City provide a change to the amount to this task.
- B. Inspect all work to determine the progress, quality, quantity and conformance of the work in accordance with contract documents.
- C. Prepare inspector reports for each time the inspector visits the project site.

**3.0 Compensation.** In exchange for performance of the Engineer’s services, the City agrees to pay C&S a Lump Sum fee as follows:

Construction Phase Services	\$61,950
Resident Inspection (832 hours x \$114 / hr) Plus \$0.50 / Mile Travel Expenses	\$95,150
Total	\$157,100

**C&S ENGINEERS, INC.**



Ronald C Jackson, P.E.  
Principal Engineer

Resolution No. 4

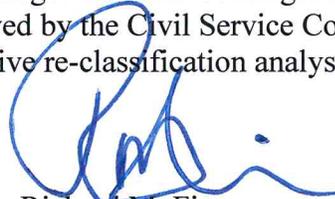
September 5, 2019

To: Richard M. Finn, City Manager  
From: James E. Mills, City Comptroller  
Subject: Fiscal Year 2019-20 General Fund Budget Re-adoption

The Fiscal Year 2019-20 General Fund Budget should be re-adopted to reflect the Civil Service Commission's reclassifying of a Parks and Recreation Crew Chief to a Parks and Recreation Maintenance Supervisor.

Mayor and City Council:

I concur with the re-adoption of the approved General Fund Budget. The total increase in the Parks and Recreation budget from the Contingency fund will be \$2,345.00. The reclassification was approved by the Civil Service Commission on June 18, 2019 after the completions of an extensive re-classification analysis.



Richard M. Finn

**RESOLUTION**

Page 1 of 2

Readopting Fiscal Year 2019-20  
General Fund Budget

Council Member COMPO, Sarah V.  
Council Member HENRY-WILKINSON, Ryan J.  
Council Member HORBACZ, Cody J.  
Council Member RUGGIERO, Lisa L.  
Mayor BUTLER, Jr., Joseph M.  
Total .....

YEA	NAY

***Introduced by***

WHEREAS on May 29, 2019 the City Council passed a resolution adopting the Budget for Fiscal Year 2019-20, of which \$44,148,031 was appropriated for the General Fund, and

WHEREAS on August 19, 2019 the City Council passed a resolution re-adopting the General Fund Budget for Fiscal Year 2019-20 in the amount of \$47,048,031 to include \$2,900,000 of funding for the Thompson Park pool and bathhouse, and

WHEREAS the Civil Service Commission has reclassified a Parks and Recreation Crew Chief to a Parks and Recreation Maintenance Supervisor,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2019-20 to abolish one Parks and Recreation Crew Chief and establish one Parks and Recreation Maintenance Supervisor, and

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

Expenditures

A.1990.0430	Contingency	(\$ 2,345)
A.7140.0130	Playgrounds – Wages	\$ 95
A.7140.0810	Playgrounds – Retirement	\$ 15
A.7140.0830	Playgrounds – Social Security	\$ 7
A.7141.0130	Outdoor Recreation – Wages	\$ 588
A.7141.0810	Outdoor Recreation – Retirement	\$ 94
A.7141.0830	Outdoor Recreation – Social Security	\$ 45
A.7180.0130	Pools – Wages	\$ 133
A.7180.0810	Pools – Retirement	\$ 21
A.7180.0830	Pools – Social Security	\$ 10
A.7265.0130	Arena – Wages	\$ 1,081

# RESOLUTION

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Readopting Fiscal Year 2019-20  
General Fund Budget

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa L.
- Mayor BUTLER, Jr., Joseph M.
- Total .....

YEA	NAY

A.7265.0810	Arena – Retirement	\$ 173
A.7265.0830	Arena – Social Security	<u>\$ 83</u>
	Total Expenditures	<u>\$ - 0 -</u>

***Seconded by***



CITY OF WATERTOWN, NEW YORK  
MUNICIPAL CIVIL SERVICE COMMISSION

CITY HALL, ROOM 201B  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
(315) 785-7733  
FAX (315) 785-7737

COMMISSION

CHARLES RUGGIERO JR., CHAIRPERSON  
YVONNE REFF, COMMISSIONER  
EDMOND THOMPSON, COMMISSIONER

AMIE MCINTYRE  
EXECUTIVE SECRETARY

June 20, 2019

Mr. Richard Finn, City Manager  
245 Washington Street  
Watertown, NY 13601

Dear Mr. Finn:

Upon receipt of a request for reclassification from Jerome Romig, Crew Chief, Parks and Recreation, I began a review of a list of his duties he provided to me in a Position Description Questionnaire (PDQ). Mr. Romig was appointed to the position of Crew Chief on October 26, 2011. I have reviewed the information presented to me in depth. Ms Gardner, Superintendent of Parks and Recreation, stated to me that Mr. Romig's responsibilities and duties are indeed more than those of a Crew Chief.

Some of Mr. Romig's essential duties include but are not limited to maintaining the Ice Arena, pools, numerous ball fields, walking trails, and playgrounds; schedule, assign tasks and supervise 5 full time and 30 part time employees, conducts interviews and makes hiring recommendations; and maintains the operation of City owned concession stand (scheduling, ordering, maintaining equipment).

At its meeting held on June 18, 2019, Ms. Romig's appeal was presented to the Commission. By unanimous vote, it was determined that Mr. Romig's position should be re-classified to that of Parks and Recreation Maintenance Supervisor. Since the Parks and Recreation Maintenance Supervisor position is a competitive position, Mr. Romig will be required to take a Civil Service examination and score among the top 3 to be permanently appointed to this title.

If I can be of further assistance, do not hesitate to contact me.

Sincerely,

Amie McIntyre  
Executive Secretary

Cc: Erin Gardner, Superintendent of Parks & Recreation  
Matt Roy, Human Resource Manager ✓  
Jerome Romig  
Members of the Civil Service Commission

Ord No. 1

September 10, 2019

To: Richard M. Finn, City Manager

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

Subject: Changing the Approved Zoning Classification of the Northwestern Section of 723 Emmett Street, Parcel Number 6-08-103.100, From Residence c to Neighborhood Business

A request has been submitted by Edward G. Olley Jr., RA, AIA for the above subject zone change request. The Planning Board reviewed the request at its September 3, 2019 meeting and adopted a motion recommending that City Council approve the zone change request as submitted. Attached is an excerpt from their meeting minutes.

As the Council will note, the zone change request only applies to a portion of the subject parcel. The proposed zone change would create uniform zoning on the parcel. The attached map, prepared by the City's GIS Department, depicts the existing split zoning and the section that the request would change.

The Staff Report prepared for the Planning Board, the zone change application, maps and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:30 p.m. on Monday, October 7, 2019. A SEQRA resolution will be presented for City Council consideration at that meeting.

Action: City Manager recommends setting a public hearing for Monday, October 7, 2019 at 7:30 p.m.



# ORDINANCE

Page 1 of 1

Changing the Approved Zoning  
Classification of the Northwestern Section of  
723 State Street, Parcel Number 6-08-103.100  
from Residence C to Neighborhood Business

Council Member COMPO, Sarah V.  
Council Member HENRY-WILKINSON, Henry J.  
Council Member HORBACZ, Cody J.  
Council Member RUGGIERO, Lisa A.  
Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

BE IT ORDAINED where Edward G. Olley, Jr., RA, AIA, of GYMO, DPC 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 the northwestern section of 723 State Street, Parcel Number 6-08-103.100 from Residence C to Neighborhood Business, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its September 3, 2019 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 October 7, 2019, 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 the northwestern section of 723 State Street, Parcel Number 6-08-103.100 shall be changed from Residence C 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***

**ZONE CHANGE – NORTHERN SECTION OF 723 STATE STREET –  
PARCEL # 6-08-103.100 – RESIDENCE C to NEIGHBORHOOD BUSINESS**

The Planning Board then considered a request submitted by Edward G. Olley Jr., RA, AIA of GYMO, DPC on behalf of The Salvation Army to change the approved zoning classification of the northern section of **723 State Street**, Parcel Number 6-08-103.100 from Residence C to Neighborhood Business.

Mr. Olley attended to represent the request.

Mr. Coburn said that he did not see any Staff comments or breakdowns and asked if there was anything that the Planning Board was about to approve that was inconsistent with existing code. Mr. Urda replied by saying that it was actually Staff that initially suggested the zone change to the applicant after reviewing the associated site plan for 723 State Street.

Mr. Urda explained that the existing Residence C Zoning would require a 15-foot landscaped buffer for a significant rear portion of the parcel that the site plan, as proposed, did not meet. He then said that Neighborhood Business Zoning would only require a five-foot buffer, which would make the site plan legal. Mr. Urda said that there were three options; shifting the proposed rear parking lot 3½ feet to the east, requiring the applicant to apply for and obtain an Area Variance from the Zoning Board of Appeals (ZBA) or have the applicant request a zone change. Mr. Urda said that the zone change was by far the easiest and cleanest of these three options, and added that the request was consistent with the 1987 Land Use Plan.

Ms. Capone then asked if the requested zone change would be consistent with the new Future Land Use Map the City was working on as part of its Comprehensive Plan process. Mr. Urda replied that the new map was still only in draft form, but noted that the proposal represented a less intense use than anything that the new plan would recommend for that segment of State Street.

Mr. Lumbis then said usually in this situation, the City recommends that applicants take the opportunity to clean up split zoning, and noted that the City had plans in the works to write a new Zoning Ordinance in the near future. He then added that the applicant was not in a rush to pave before the winter, so the extra three weeks of waiting for final approval would not set them back.

Mr. Olley then said that he wanted to introduce Bruce Irwin, Chair of the Salvation Army's advisory board and Kayla Kibling, a Design Engineer at GYMO, DPC who worked on the submitted drawings.

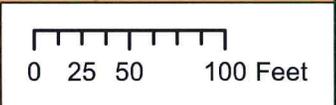
Ms. Capone then moved to recommend that City Council approve the request submitted by Edward G. Olley Jr., RA, AIA of GYMO, DPC on behalf of The Salvation Army to change the approved zoning classification of the northern section of **723 State Street**, Parcel Number 6-08-103.100 from Residence C to Neighborhood Business.

Mr. Coburn seconded the motion and all voted in favor.



- Legend**
- REQUESTED ZONE CHANGE
  - RIVER DEVELOPMENT DISTRICT
  - DOWNTOWN CORE OVERLAY
  - Open Space and Recreation
  - DOWNTOWN
  - RESIDENCE A
  - RESIDENCE B
  - RESIDENCE C
  - WATERFRONT
  - LIMITED BUSINESS
  - NEIGHBORHOOD BUSINESS
  - COMMERCIAL
  - HEALTH SERVICES
  - LIGHT INDUSTRY
  - HEAVY INDUSTRY
  - PLANNED DEVELOPMENT

6-08-103.100



CITY OF WATERTOWN, NEW YORK  
 GIS DEPARTMENT  
 ROOM 305B, MUNICIPAL BUILDING  
 245 WASHINGTON STREET  
 WATERTOWN, NEW YORK 13601  
 TEL: (315) 785-7793

Drawn By: M. Owen					
Date: 8/28/2019					
Requested By: G. Urda					
Date:					
Scale: As Noted					
Map Number:					
Revision:	Description of Revision:	Date:	By:		



Project: ZONE CHANGE MAP  
 (Residence C to Neighborhood Business)

Title: Rear 723 State St  
 (6-08-103.100)

Ordinance No. 2

September 9, 2019

To: Richard M. Finn, City Manager  
From: James E. Mills, City Comptroller  
Subject: Bond Ordinance Amendment – City Court Renovation

City staff is in the process of completing an application to the NYS Court Facilities Board for the interest subsidy on the City Court renovation project (33% maximum subsidy). One of the items in the application is identifying the funding sources of the project. Accordingly, City Council is being requested to amend the current bond ordinance to prove the project is funded. The current estimated cost of the project is \$2,900,000. The total amount spent to date on the project is \$82,656.

A summary of the project's estimated costs are as follows:

Design and construction	\$2,600,000
Construction inspection	250,000
Bonding fees and contingencies	<u>50,000</u>
	<u>\$2,900,000</u>

ACTION: City Manager recommends approval.



ORDINANCE

Page 1 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, Authorizing the Issuance of \$948,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of City Court Renovations, In and For Said City, To Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,900,000

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa A.
Mayor BUTLER, Jr., Joseph M.
Total .....

Table with 2 columns: YEA, NAY. It is a grid for recording votes from council members.

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on September 16, 2019, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

The following ordinance was offered by Council Member \_\_\_\_\_, who moved its adoption, seconded by Council Member \_\_\_\_\_, to wit:

BOND ORDINANCE DATED SEPTEMBER 16, 2019.

WHEREAS, by ordinance dated December 15, 2014, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$948,000 bonds of said City to pay the cost of City Court Renovations, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, at an estimated maximum cost of \$948,000, in and for the City of Watertown, Jefferson County, New York; and

WHEREAS, the Council now wishes to increase the estimated maximum cost of the aforesaid specific object or purpose from \$948,000 to \$2,900,000, an increase of \$2,052,000 over that previously authorized, and to authorize the issuance of bonds sufficient to pay said estimated maximum cost;

# ORDINANCE

Page 2 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, Authorizing the Issuance of \$948,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of City Court Renovations, In and For Said City, To Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,900,000

Council Member COMPO, Sarah V.  
 Council Member HENRY-WILKINSON, Ryan J.  
 Council Member HORBACZ, Cody J.  
 Council Member RUGGIERO, Lisa A.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted December 15, 2014, authorizing the issuance of \$948,000 bonds to pay the cost of City Court renovations, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, at an estimated maximum cost of \$948,000, in and for the City of Watertown, Jefferson County, New York, are hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$2,900,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF CITY COURT RENOVATIONS, IN AND FOR SAID CITY.”

.....

“Section 1. For the specific object or purpose of paying the cost of City Court renovations, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$2,900,000 bonds of said City pursuant to the provisions of the Local Finance Law.

“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$2,900,000 and that the plan for the financing thereof is by the issuance of the \$2,900,000 bonds of said City authorized to be issued pursuant to this bond ordinance, provided however, that the amount of bonds to be issued shall be reduced by the amount of any grant funds received therefor.

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

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of

ORDINANCE

Page 3 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, Authorizing the Issuance of \$948,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of City Court Renovations, In and For Said City, To Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,900,000

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa A.
Mayor BUTLER, Jr., Joseph M.
Total .....

Table with 2 columns: YEA, NAY. It contains a grid for recording votes from the council members and the mayor.

- (3) publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or Such obligations are authorized in violation of the provisions of the Constitution.

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

Section D. This ordinance is effective immediately.

Unanimous consent moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, with all voting "AYE".

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

Council Member Sarah V. Compo VOTING \_\_\_\_\_
Council Member Ryan J. Henry-Wilkinson VOTING \_\_\_\_\_
Council Member Cody J. Horbacz VOTING \_\_\_\_\_
Council Member Lisa A. Ruggiero VOTING \_\_\_\_\_
Mayor Joseph M. Butler, Jr. VOTING \_\_\_\_\_

The ordinance was thereupon declared duly adopted.

\* \* \*

APPROVED BY THE MAYOR

\_\_\_\_\_  
Mayor

ORDINANCE

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An Ordinance Amending the Ordinance Dated December 15, 2014, Authorizing the Issuance of \$948,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of City Court Renovations, In and For Said City, To Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,900,000

Council Member COMPO, Sarah V.  
Council Member HENRY-WILKINSON, Ryan J.  
Council Member HORBACZ, Cody J.  
Council Member RUGGIERO, Lisa A.  
Mayor BUTLER, Jr., Joseph M.  
Total .....

YEA	NAY

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

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on September 16, 2019, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

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

Newspaper and/or Other News Media      Date Given  
Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

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

**ORDINANCE**

Page 5 of 5

An Ordinance Amending the Ordinance Dated December 15, 2014, Authorizing the Issuance of \$948,000 Bonds of the City of Watertown, Jefferson County, New York, To Pay the Cost of City Court Renovations, In and For Said City, To Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,900,000

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

Designated Location(s) of Posted Noticed                      Date of Posting  
 Regular meeting of the City Council held in accordance with Section 14-1 of the  
 Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on September \_\_, 2019

\_\_\_\_\_  
City Clerk

(CORPORATE SEAL)

*Seconded by*

Public Hearing – 7:30 p.m.

September 11, 2019

To: Richard M. Finn, City Manager

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

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 public hearing scheduled for September 16, 2019 coincides with the City submitting its Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The CAPER serves as the year-end summary report of the CDBG activities that the City undertook during the most recent program year which was July 1, 2018 through June 30, 2019. The public hearing is being held to give the public the opportunity to comment on the CAPER and the City's annual performance.

Some of the City's accomplishments during the 2018-2019 Program Year included demolishing the dilapidated structures at 715-717-719 State Street and 549 Leray Street. Work also continued on the multi-phased sidewalk reconstruction project on Huntington Street and a new playground and swings were built at the North Hamilton Playground. Phases 2 and 3 of the ADA Accessible Ramp Construction Project were completed resulting in the construction of 16 new ADA ramps in various locations in the City.

During the 2018-2019 Program Year, the City also made significant progress on our various housing rehabilitation programs and the homebuyer program. Over the course of the year, Neighbors of Watertown rehabilitated two rental units, twenty nine owner occupied units and assisted seven homebuyers in purchasing homes.

The City assisted the Points North Housing Coalition with implementing the Point-In-Time Count Outreach and Education Initiative and also completed the Fair Housing Education Project. The Fair Housing Project included Fair Housing training sessions geared toward landlords and service providers, marketing and investigation of complaints of discrimination related to Fair Housing.

The City also supported the Watertown City School District's Food for Families Program by providing a grant to purchase food from the Central New York

Food Bank that provided under-resourced children and their families with a backpack full of food for the weekends during the school year.

On August 30, 2019, a draft of our Program Year 2018-2019 CAPER was completed and made available to the public at various City offices, at the Flower Memorial Library and at the offices of the Watertown Housing Authority. It was also published on the City's website and can be viewed with the following link: <https://www.watertown-ny.gov/DocumentView.asp?DID=1795>. Attached for your review is a copy of the narrative portion of the CAPER that describes the various accomplishments in more detail.

A legal notice announcing the availability of the draft CAPER and the date and time of the public hearing was published in the *Watertown Daily Times* on September 1, 2019. Following the public hearing, Staff will incorporate any public comments that are received into the CAPER and will submit it to HUD prior to the September 28, 2019 deadline.



# **Community Development Block Grant Entitlement Communities Program**

## **Consolidated Annual Performance Evaluation Report Program Year 2018-2019**

**Prepared by the City of Watertown  
Planning & Community Development Department  
245 Washington Street  
Watertown, NY 13601**

**Draft – September 1, 2019**

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

Program Year 2018 was the fifth year the City of Watertown (City) participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). It was also the third year of our 5-year Consolidated Plan that covers Program Years 2016-2020. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan. A large number of projects were completed this year, more than any previous year. Environmental reviews for all projects have been completed as well.

The City's current strategic plan identifies several high priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, economic development, fair housing education, targeted public services and homeless prevention. These needs are addressed by several goals including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, job support and creation, fair housing education, supporting public services and homeless assistance.

### **Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Staff made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan. The sidewalk program continued to progress as the City was able to complete Phases 2 and 3 and complete a significant portion of Phase 4 of the Near East and East Target Area Sidewalk Construction Project. The City also completed Phase 3 of the ADA Accessible Sidewalk Ramp Construction Project and the Near East Playground Improvement Project. Additionally, the Point-In-Time Count Outreach and Education Initiative and Watertown City School District Food for Families programs were both completed for another year, helping low income families with homelessness prevention and access to food. Significant progress continues to be made on the owner-occupied and renter occupied rehabilitation programs, as well as the first time homebuyer program, addressing the City's goal of providing decent affordable housing for low income residents. Further discussion on the City's progress in each of the programmatic areas is below. Projects and accomplishments are listed by program year.

#### **Goal 1. Neighborhood Stabilization and Revitalization**

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in our 2015 -2018 Annual Action Plans, many of which have been completed in previous program years. A project from the City's **PY 2015 Annual Action Plan** that was completed during PY 2018 was the Near East Playground Improvement Project. The project included upgrading the North Hamilton Street Playground with new playground equipment and surfacing. The Near East Target Area was identified in our outreach and consultation efforts as an area in which to focus our CDBG efforts.

The project allowed the City to help meet an important Non-Housing Community Development Need identified in our Consolidated Plan. That is to ensure that adequate recreational facilities are available for residents in all low to moderate income neighborhoods. LMI neighborhoods in the City contain a very low percentage of the total park land in the City. Where parkland and recreational facilities do exist, they are often inadequate in terms of the condition of the existing equipment, landscaping and access to the site. This project addressed that important need in our community.

A project from the City's **PY 2016 Annual Action Plan** that was completed during PY 2018 was the ADA Accessible Sidewalk Ramp Construction Project Phase 2. The original project scope consisted of constructing 12 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. City crews constructed two (2) additional ramps in PY 2018 and have constructed eight (8) total ramps as part of this activity across Program Years 2016, 2017 and 2018. Due to higher than expected construction costs, the project has already gone over budget and as a result of this overrun; the City will not construct any more ramps as a part of this project. We have planned to construct the four remaining unconstructed ramps as part of our PY 2019 project, entitled "North Side ADA Accessible Ramp Construction." The project helped the City 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 by installing the accessible ramps.

During PY 2018, the 2016 Bus Shelter Replacement and Improvements Project was also completed. City crews had previously replaced a dilapidated and undersized bus shelter located on Superior Street near the Kelsey Creek apartment complex. The City purchased the new shelter with CDBG funds. The remaining facet of this project consisted of the construction of two ADA sidewalk ramps to comply with the current ADA PROWAG requirements. City crews completed this construction during PY 18 creating an accessible route of travel from the east side of the street, adjacent to a large apartment complex, to the west side of the street where the shelter is located.

During the last program year, the City completed three projects from our **PY 2017 Annual Action Plan** aimed at accomplishing the goal of Neighborhood Stabilization and Revitalization, including a demolition project, a sidewalk project, and an ADA ramp replacement project. For the 2017 Program Year, the City decided to focus its efforts on the Near East Target Area. The Near East Target Area Demolition Project, which involved the demolition of three blighted structures on property located at 715 State Street, was completed in PY 2018. The three blighted structures were located adjacent to the Watertown Salvation Army and the removal of them was completed in partnership with the organization in an effort to not only remove blight and prevent it from spreading to adjacent areas, but to aid in the redevelopment of the neighborhood. The Watertown Salvation Army has future plans to improve and stabilize the neighborhood through the expansion of its existing community programs.

Construction work on the Near East (Huntington St.) Sidewalk Project-Phase 3 was also completed during the program year. Sidewalk construction and reconstruction on Huntington Street has been a multi-phase project that began in 2016. The first phase included the construction of new sidewalks and

a section of asphalt trail on the eastern end of Huntington Street that filled a gap in the pedestrian infrastructure between an existing neighborhood and Waterworks Park. The second phase of the project replaced dilapidated sidewalks to the west of phase one, also improving access for nearby residents to Waterworks Park and its internal trail system and amenities. Phase 3 included another section of sidewalk along Huntington St., between Hamilton St. North and Lee St. With the completion of Phase 4, which will be further described below, approximately 4,800 feet of new and reconstructed sidewalks and trails will have been completed along the Huntington Street corridor. These improvements are not only important to the immediate neighborhood, but they connect to previous improvements on Factory St., located to the west and improvements to the Black River Trail located to the east.

The ADA Accessible Ramp Construction Project Phase 3 was also completed in PY 2018. The project scope consisted of the construction of 14 new accessible ramps in the Near East Target Area by a contractor hired by the City. These ramps were in locations where either none currently existed or where the existing ramps did not comply with the current ADA PROWAG requirements. The project helped the City meet an important need in the community, which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled by installing the accessible ramps.

During PY 2018, the City completed one project and began work on three others that were identified in our **PY 2018 Annual Action Plan**. The Demolition of 549 Leray Street Project involved the demolition of a blighted structure located at 549 Leray St. on the City's north side in the Northwest Target Area. The building was a single family home owned by the City that was acquired through tax foreclosure. The project was completed during PY 2018 and resulted in the removal of a blighted structure from the neighborhood. The goal of the project was to prevent the spread of blight to adjacent properties.

In addition, the City made significant progress on both the Bus Shelter Installation Project 2018 and the Academy Street Playground Improvements Project. For the bus shelter project, the City purchased two bus shelters and worked to finalize the location and installation details. While the installation was not completed during PY 2018, the City expects that it will occur early in PY 2019. Similarly, the City purchased the playground equipment for the Academy Street Playground Project but was unable to complete the installation prior to the end of the program year. The City faced difficulties in obtaining acceptable quotes from contractors so the installation was delayed. It is the City's hope that the installation can occur early in PY 2019.

The City also made significant progress on the Near East (Huntington St.) Sidewalk Project Phase 4. The project consists of sidewalk reconstruction on the south side of the 800-1100 blocks of Huntington Street between Rutland St. North and McClelland St. and on the north side of the 1000-1100 blocks of Huntington St. between Hamilton St. North and California Ave. North. In PY 2018, the City was able to complete the work on the south side of the street. The City hired a contractor to complete the installation of approximately 1,280 linear feet of sidewalks in this area. With this portion of the project now complete, there is a continuous pedestrian connection in place along the length of Huntington St. from Waterworks Park to Factory St. This segment of sidewalks and trails is approximately 4,800 feet in

length and serves to connect the various neighborhoods through which the corridor passes through Factory Square Park and Waterworks Park, both riverfront parks located on each end of the project limits. The final portion of the project, the replacement of sidewalks on the north side of the 1000-1100 blocks of Huntington St. between Hamilton St. North and California Ave. North will be completed in PY 2019.

## **Goal 2. Affordable Housing Rehabilitation**

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our 2014 through 2018 Annual Action Plans, including several Owner-Occupied and Rental Housing Rehabilitation Programs. A project from the City's **PY 2014 Annual Action Plan** that was completed during PY 2018 was the 2014 Rental Rehabilitation Program. This program included the rehabilitation of 11 total units of rental housing in five separate properties. At the beginning of the program year three of the projects had been previously completed and the remaining two were finished in PY 2018. With the completion of this project, the City's 2014 CDBG Entitlement Grant has been completely expended.

The City included two projects in its **PY 2015 Annual Action Plan** to address the Affordable Housing Rehabilitation goal. The 2015 Owner-Occupied Housing Rehabilitation Program was initiated in PY 2016 and during PY 2017, 11 projects were approved by the City's Project Review Committee and construction began. A total of 8 projects were completed during PY 2017. At the beginning of PY 2018, four more projects were under construction and have since been completed. The project has a very small funding balance remaining which the City expects to expend by the fall of 2019 which will complete the last project for this program.

The City continued to make progress on the PY 2015 Rental Housing Rehabilitation Program. Neighbors of Watertown (NOW), the City's subrecipient for this program has been working to identify property owners who are interested in participating in the program. During PY 18, the applicant list was finalized and inspections were done to create the work scopes. There was a delay in getting the contracts out to bid due to the landlords financial institutions requiring additional information. At the time of writing, it is expected that all projects will be underway in the fall of 2019 with completion expected by spring 2020.

During the last program year, the City completed one remaining project from our **PY 2016 Annual Action Plan** that was aimed at accomplishing the goal of Affordable Housing Rehabilitation. This project was the **2016 Owner-Occupied Rehabilitation Program**, which the City completed. A total of 11 owner occupied properties, totaling 15 units were rehabilitated at locations throughout the City.

The **PY 2017 Annual Action Plan** also included two projects aimed at accomplishing the goal of Affordable Housing Rehabilitation. The first, a 2017 Owner-Occupied Rehabilitation Project was nearly completed during PY 2018. A total of seven owner occupied properties, totaling ten units were rehabilitated at locations throughout the City. Three additional properties, totaling four units were under construction and were scheduled to be completed early in PY 2019. Work on the 2017 Rental

Rehabilitation Project was initiated during the last program year as well. One rental property, consisting of two units had begun construction by the end of the program year. Two other properties, each with two units were progressing through the application and project development process.

During PY 2018, the City completed the rehabilitation of total of 21 owner occupied properties that consisted of 29 units using project funds from various program years. During PY 2018, the City completed the rehabilitation of one rental property that consisted of two units using project funds from various program years. The various funding sources and programs allowed the City to make significant progress towards accomplishing our goal of Affordable Housing Rehabilitation.

### **Goal 3. Homeownership Assistance**

In PY 2016 and PY 2017, one project was planned for each year to accomplish the City's goal of providing homeownership assistance. The grants are used to assist qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home along with funds for minor rehabilitation of the home after closing. During PY 2018, three first time homeowners were assisted from the 2016 Homebuyer Program, with funds used to help with down-payment assistance, totaling \$38,552. Additional funds will be used on each property to assist with minor rehabilitation before each project is complete. Once the rehabilitation is complete at each property, the program funds will be completely expended. It is anticipated that the remainder of the project funds will be spent in the fall of 2019.

During PY 2018, the 2017 Homebuyer Program assisted four first time homeowners with funds to help with down payment assistance totaling \$48,789. Additional funds will be used on each property to assist with minor rehabilitation before each project is complete. Once the rehabilitation is complete at each property, the program funds will be completely expended. It is anticipated that the remainder of the project funds will be spent in the fall of 2019.

### **Goal 4. Fair Housing Education**

The City entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to act as the City's qualified Fair Housing Enforcement Agency. This contract and all of its associated activities represent the implementation of the 2017 Fair Housing Education Project that the City included in its **PY 2017 Annual Action Plan**. The contract period ran from January 1, 2018 to December 31, 2018. The scope of services included Fair Housing Education and Marketing as well as complaint intake. CNY Fair Housing conducted training sessions geared toward landlords and service providers on October 12, 2018 at the Watertown Urban Mission, completing the education component. The marketing component consisted of billboards and other advertisements that CNY Fair Housing bought in the City of Watertown. Finally, CNY Fair Housing is also acting as the City's Qualified Fair Housing Enforcement Agency, and has the authority to investigate complaints and provide legal representation to victims of discrimination in any case where CNY Fair Housing determines that discrimination has occurred.

The City renewed its MOU with CNY Fair Housing for PY 2018, representing the implementation of the Fair Housing Education Project 2018. The scope is largely identical to the above description for PY 2017,

except with a modest funding increase from \$4,100 to \$5,000. CNY Fair housing will conduct training sessions in late October 2019 at the Watertown Urban Mission. The Urban Mission will promote the sessions among those people they assist on a regular basis, in an effort to draw tenants to attend the sessions. Typically, landlords and service providers make up the bulk of attendees.

### **Goal 5. Homeless Assistance**

Another goal of the City's Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. In an effort to continue to develop innovative strategies to address homelessness in the region and specifically expand and improve its outreach and methodology for counting the homeless, PNHC organized five "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Home of Your Own events as successful as possible, the PNHC and the City of Watertown implemented the 2019 Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a television marketing campaign was created, that included producing commercials that ran from January 11 to 24, 2019 preceding the PIT Count on January 24, 2019. The commercials' message targeted the region's non-traditional homeless population, and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

PNHC aired the commercials on four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The commercials ran for two weeks, beginning on January 11, and aired a total of 212 times.

A sixty second radio ad was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 103 spots that were on the air between January 14 and January 24, 2019.

The four Homeless No More open houses helped a total of 82 people. Thirty-five of them identified themselves in Emergency Shelters, 43 of them were in transitional shelters, and the remaining 4 were unsheltered on that date. While it is difficult to track attendees' movements once they leave the open house and therefore difficult to determine those who were provided Continuing Access to a Service or Benefit or Improved Access to a Service, this report assumes that the attendees who filled out a PIT Count survey were able to access new or existing services as they were provided information on how to do so.

### **Goal 6. Public Services Support**

A project that was identified in the City's **PY 2018 Annual Action Plan** to accomplish the goal of Public Services Support was the Watertown City School District Food for Families Program. This project was

completed during PY 2018 and provided funding for the Watertown City School District (WCSD) Food for Families Program, or Backpack Program. The Backpack Program provided under-resourced children and their families with a backpack full of food each Friday so they had food for the weekend. This enables them to be better prepared and ready to learn when the new school week starts. The long term goals of the program include improving scores, attendance, graduation rates, etc. The program used \$5,500 in CDBG funding to purchase food from the Central New York Food Bank, which provided enough to fill approximately 733 backpacks and feed 18 families per week for approximately 40 weeks.

The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 16-17, the school district reported 68 percent of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide. Beyond the CDBG funding provided by the City, the program received numerous community donations, fundraisers, as well as funding through payroll donations made to the United Way.

### **Goal 7. Economic Development**

The City's 5-year strategic plan also identified an economic development goal aimed at supporting the efforts of the Watertown Local Development Corporation (WLDC), the Jefferson County Job Development Corporation and the Jefferson County Industrial Development Agency. While there were no projects during the program year that were identified to allow the City to partner with these agencies to attract business or create new jobs, the City nonetheless continues to work with these agencies throughout the year. The City's Mayor, Joseph M. Butler, Jr. and Planning and Community Development Director, Michael A. Lumbis, both serve on the WLDC Board of Directors. Future projects and funding commitments will be determined for future program years as opportunities for projects and programs arise.

### **Goal 8. Planning and Administration**

As one can conclude from the various project descriptions noted above, the City has been actively implementing a variety of programs and projects during the last program year from our PY 2014 through PY 2018 Annual Action Plans. The City expended a total of \$70,324.83 on Planning and Administration during the Program Year. In addition to the project management for the various initiatives described above, Staff developed the City's 2019 Annual Action Plan during the program year.

The City also began work on the Comprehensive Plan Project, which was included as a project in our **PY 2018 Annual Action Plan**. The Comprehensive Plan will guide the City's development over the next 10-15 years and will help inform the development of future annual action plans as well as help to guide the City's next five-year Consolidated Plan.