

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, April 6, 2015, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PROCLAMATION

Watertown Wolves Week

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Amendment No. 102 to the Management and Management Confidential Pay Plan
- Resolution No. 2 - Appointment of Commissioner of Deeds
- Resolution No. 3 - Accepting Donation From Watertown Sunday Softball League Board
- Resolution No. 4 - Designating Mayor Jeffrey E. Graham as Responsible Local Official (RLO) for Factory Street Reconstruction Project for Equitable Business Opportunities (EBO) Software
- Resolution No. 5 - Accepting Bid for Utility Vehicle for Parks and Recreation Department, FX Caprara
- Resolution No. 6 - Accepting Bid for Thompson Park Elevated Water Storage Tank Rehabilitation Project, Amstar of WNY, Inc.

- Resolution No. 7 - Approving Amendment No. 3 to the Agreement for Professional Services with Lu Engineers Related to the Environmental Remediation of the Former Ogilvie Site
- Resolution No. 8 - Adopting the Amendment to the City of Watertown's Community Development Block Grant (CDBG) Program Consolidated Plan for Program Years 2014-2015 and Annual Action Plan for Program Year 2014
- Resolution No. 9 - Approving the 2013-2017 Collective Bargaining Agreement Between the City of Watertown and the Local CSEA Unit 7151-00
- Resolution No. 10 - Authorizing Issuance of Replacement Quit Claim Deed for 412 Stone Street, Watertown, NY 13601 To HSBC Bank USA, National Association as Trustee for PHH Alternative Mortgage Trust

ORDINANCES

- Ordinance No. 1 - Amending City Municipal Code § A320-4, Schedule of Fees

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

- Laid Over Under the Rules An Ordinance Amending the Ordinance Dated March 17, 2014, Authorizing the Issuance of \$550,000 bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost to \$10,300,000 and to Increase the Amount of Bonds Authorized by \$9,750,000

STAFF REPORTS

1. 138 Court Street Request for Proposals
2. Request for Abate – 1144-46 State Street
3. Community Development Block Grant Program Draft Annual Action Plan for Program Year 2015
4. Letter from Northern Regional Center for Independent Living
5. Sales Tax Revenue – February 2015

NEW BUSINESS

EXECUTIVE SESSION

To discuss the employment history of a particular individual.

WORK SESSION

Next Work Session is scheduled for Monday, April 13, 2015, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
APRIL 20, 2015.**

Res No. 1

April 1, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amendment No. 102 to the Management and Management Confidential Pay Plan

The position of Assistant Superintendent of Parks and Recreation has been approved by the Civil Service Commission and replaces the position of Program Manager.

Attached for Council consideration is an Amendment to the Management and Management Confidential Pay Plan to establish the salary.

RESOLUTION

Page 1 of 1

Amendment No. 102 to the Management and Management Confidential Pay Plan

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves Amendment No. 102 to the Management and Management Confidential Pay Plan, for the position listed below, as follows:

<u>Position</u>	<u>Salary</u>
Assistant Superintendent of Parks and Recreation	\$55,328

Seconded by

Res No. 2

March 19, 2015

To: The Honorable Mayor and City Council
From: Ann M. Saunders, City Clerk
Subject: Commissioner of Deeds

The City Clerk's Office has received applications for Commissioner of Deeds Appointment. Attached for City Council consideration is a resolution appointing these individuals as Commissioner of Deeds for the City of Watertown for a two-year term ending December 31, 2016.

RESOLUTION

Page 1 of 1

Appointment of Commissioner of Deeds

Introduced by

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS Commissioner of Deeds in the cities of this state shall be appointed by the common councils of such cities, and

WHEREAS Commissioner of Deeds shall hold the term of two years, and

WHEREAS Any person who resides in or maintains an office or other place of business in any such city and who resides in the county in which said city is situated shall be eligible to appointment,

NOW THEREFORE BE IT RESOLVED that the following individuals are hereby appointed Commissioner of Deeds for the term expiring December 31, 2016.

City Employee - Police Department

- Peter N. Conway
- Kristopher W. E. Cooley
- Michael G. Finster
- Matthew C. Gooshaw
- Omar R. McKoy
- Samuel R. White

Seconded by

Res No. 3

March 31, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Donation From Watertown Sunday Softball League Board

At the March 16, 2015 meeting, City Council discussed a letter received from the Watertown Sunday Softball League. Mr. Martin P. Lamon Jr. has offered to donate \$1,467.85 to the Parks and Recreation Department specifically towards the improvements and maintenance of the City-owned softball fields. He has now advised that the total amount of the financial assets left of the League is \$3,467.85.

Attached for City Council consideration is a resolution accepting these funds. The Parks and Recreation Department will use these funds for fencing and maintenance materials to upgrade Kostyk Field.

RESOLUTION

Page 1 of 1

Accepting Donation From Watertown Sunday Softball League Board

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Introduced by

Total

WHEREAS the City of Watertown Parks and Recreation Department has agreed to take over operation and management of the Watertown Sunday Softball League, and

WHEREAS the Watertown Sunday Softball League Board has agreed to transfer the balance of its financial assets to the City of Watertown in the amount of \$3,467.85, and

WHEREAS the City of Watertown accepts this donation with the intent of using these funds for the specific purpose of improvements and maintenance of the City-owned softball fields,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the financial donation from the Watertown Sunday Softball League Board in the amount of \$3,467.85, and

BE IT FURTHER RESOLVED that the Parks and Recreation Department has specifically earmarked the funds to be used for fencing and maintenance materials at Kostyk Field.

Seconded by



3/16/2015

Dear Mayor Graham and Council Members:

On behalf of the Watertown Sunday Softball League Board, the Watertown Sunday Softball League would like to make a donation in the amount of \$1467.85 to the City of Watertown Parks and Recreation Department. We would like this donation to go toward the improvements and maintenance of the City owned softball fields. Watertown Sunday Softball League would like to "thank you" for the opportunity you have given us to ensure that our league is able to continue in a professional manner as well as continue to play within the city of Watertown.

If you have you have questions or concerns, please feel free to contact me at mlamon22@hotmail.com.

Sincerely,

Martin P Lamon Jr.



3/23/2015

Dear Mayor Graham and Council Members:

On behalf of the Watertown Sunday Softball League Board, the Watertown Sunday Softball League would like to make an additional donation in the amount of \$2000.00 to the City of Watertown Parks and Recreation Department. We would like this donation to go toward the improvements and maintenance of the City owned softball fields. Watertown Sunday Softball League would like to "thank you" for the opportunity you have given us to ensure that our league is able to continue in a professional manner as well as continue to play within the city of Watertown.

If you have you have questions or concerns, please feel free to contact me at mlamon22@hotmail.com.

Sincerely,

Martin P Lamon Jr.

Res No. 4

March 31, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Factory Street Reconstruction Project, Designation of Responsible Local Official

As the Factory Street Reconstruction Project is funded in part by Federal Aid dollars, the City is required to use NYS DOT Equitable Business Opportunities (EBO) software. As detailed in City Engineer Justin Wood's attached report, we must first designate a Responsible Local Official (RLO) who will then designate a Project Manager.

Attached for City Council consideration is a resolution designating Mayor Jeffrey E. Graham as the RLO.

RESOLUTION

Page 1 of 1

Designating Mayor Jeffrey E. Graham as Responsible Local Official (RLO) for Factory Street Reconstruction Project for Equitable Business Opportunities (EBO) Software

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS a project for the reconstruction of Factory Street, PIN 7753.15, D032467 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the cost of such project to be borne at the ration of 80% Federal and 20% non-Federal funds, and

WHEREAS on April 19, 2010 and October 18, 2010, the City Council adopted resolutions authorizing the Master Federal Aid Local Agreement and the Marchiselli Agreement, respectively, which provide \$752,000 and \$141,000 respectively, for the costs of the Preliminary Engineering and Right-of-Way Incidentals, and

WHEREAS NYS DOT requires that that the Equitable Business Opportunities (EBO) software be used to track data for the project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby designates Mayor Jeffrey E. Graham as the Responsible Local Official (RLO), and

BE IT FURTHER RESOLVED that Mayor Graham is hereby authorized and directed to execute the Request for EBO System Log-in/Password, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that Mayor Graham, as the City's RLO for the Factory Street Reconstruction Project, hereby delegates City Engineer Justin L. Wood as the Project Manager (PM) as the Primary Log-in Holder for the EBO system.

Seconded by

REQUEST FOR EBO SYSTEM LOG-IN/PASSWORD

(Signature Certification for Municipalities)

APPLICANT INFORMATION

Municipality's Legal Name: City of Watertown

Name and Title of Municipality's Primary Log-in Holder: Justin L. Wood, City Engineer

E-mail Address: jwood@watertown-ny.gov

Mailing Address: Room 305, City Hall

Mailing Address: 245 Washington Street

City: Watertown State: NY Zip Code: 13601

On behalf of the above-listed municipality, I hereby agree to comply with the terms and conditions of access to and use of the Internet Government Solutions (IGS) Equitable Business Opportunities (EBO) system set forth in the System User Agreement attached to this application form.

Signature of Applicant (the Responsible Local Official (RLO)):

Jeffrey E. Graham
(Printed Name)

(Signature)

Mayor
(Title)

A copy of the municipal resolution must accompany this request.

NYSDOT EQUITABLE BUSINESS OPPORTUNITIES (EBO) SYSTEM USER AGREEMENT

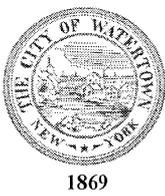
This System User Agreement forms an integral part of each application to the New York State Department of Transportation (NYSDOT) for obtaining log-in/password access to the Equitable Business Opportunities (EBO) System maintained and operated by NYSDOT. By signing and submitting such an application, you agree to be bound by the terms of this System User Agreement.

This System User Agreement governs the terms and conditions upon which your municipality, and your municipality's authorized users (referred to collectively as "User") will be allowed to access and use NYSDOT's EBO System.

NYSDOT authorizes the User, and the User agrees, to access and use the EBO System solely for official business purposes associated with the User's participation in construction, consultant engineering and professional services contracts awarded by NYSDOT or other Federal Aid sub-recipients. Such purposes include the administration of civil rights requirements associated with Federal Aid projects.

NYSDOT requires, and the User agrees, that in accessing and using the EBO System, the User will comply with NYSDOT's Information Security policies, procedures and directives, to the full extent required by NYSDOT's Information Security Officer, NYSDOT's Office of Information Services (OIS), and NYSDOT's EBO System Administrator. Such policies and requirements include the following:

- 1) The User's Primary Log-in ID Holder shall be personally responsible for usage of NYSDOT's EBO System by any and all of the User's other authorized users, including compliance with this System User Agreement and NYSDOT Information Security requirements, and shall exercise oversight over usage of the EBO System by such other authorized users.
- 2) The User will access and use the EBO System solely for the official business purposes indicated above. The User will not use access to the EBO System to access or use any other portion of NYSDOT's information technology (IT) Systems.
- 3) The User will maintain the confidentiality and security of the User's EBO System log-in ID and password, will provide such password only to authorized users within the User's business organization, and will not disclose such password to any persons other than authorized users who are officers or employees of the User.
- 4) The User's Primary Log-in Holder shall promptly deactivate the system access of any former employee, or other formerly authorized user, whom the User no longer authorizes to have access to the EBO System.
- 5) The User shall maintain the confidentiality and security of the Social Security Numbers (SSNs) of the User's employees, and any other confidential information obtained or submitted to NYSDOT in connection with use of the EBO System.



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: March 14, 2015

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Factory Street Reconstruction Project
Designation of Responsible Local Official

The Factory Street Reconstruction Project is funded in part by Federal Aid dollars. The use of NYSDOT's Equitable Business Opportunities (EBO) software is required on Federal Aid construction projects to track data such as disadvantaged business goals and attainment, minority & female employment utilization, and prompt payment. The City must designate a Responsible Local Official (RLO), and a Project Manager (PM), in order to request login credentials to the EBO system, and to perform monitoring of required goals during reconstruction of Factory Street.

In maintaining consistency with previous signature authorizations given on this project, it is advisable to designate the Mayor as the City's RLO for the Factory Street Reconstruction Project. At that point, the RLO can designate a PM, in this case the City Engineer, as the Primary Log-In Holder for the EBO system to get the City setup before construction begins.

Please prepare a resolution for City Council review and approval.

Cc: File

Res No. 5

March 31, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Utility Vehicle for Parks and Recreation Department,
FX Caprara

The City Purchasing Department has advertised and received a sealed bid for a new and unused Utility Vehicle for use at the Watertown Municipal Arena by the Parks and Recreation Department, per our specifications.

Bid specifications were sent to eight (8) area car dealers. One (1) sealed bid was received and publicly opened on Thursday, March 12, 2015 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bid received with the Central Garage and the Parks and Recreation Department, and it is their recommendation that the City accept the bid from FX Caprara as the lowest qualifying bidder meeting our specifications in the amount of \$26,348. The bids received are outlined in Ms. Pastuf's attached report.

Funding for the utility vehicle was included in the Fiscal Year 2014-15 Budget. A resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Utility Vehicle for Parks and Recreation Department, FX Caprara

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

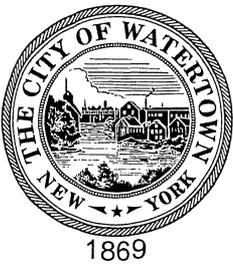
WHEREAS the City Purchasing Department has advertised and received a sealed bid for a new and unused Utility Vehicle for use at the Watertown Municipal Arena, per our specifications, and

WHEREAS bid specifications were sent to eight (8) area car dealers, with one (1) sealed bid received and publicly opened and read in the City Purchasing Department on Thursday, March 12, 2015, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bid received with the Central Garage and the Parks and Recreation Department, and it is their recommendation that the City Council accept the bid submitted by FX Caprara,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the bid submitted by FX Caprara for a Utility Vehicle as the lowest qualifying bidder meeting our specifications in the amount of \$26,348.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2015-02 – Utility Vehicle – Bid Recommendation
DATE: 3/31/2015

The City's Purchasing Department advertised in the Watertown Daily Times on February 28, 2015 calling for sealed bids for a new and unused Utility Vehicle for use at the Arena by the Parks and Recreation Department as per City Specifications.

Bid Specifications were sent to eight (8) area car dealers. One (1) sealed bid was submitted to the Purchasing Department. The sealed bids were publicly opened and read on Thursday, March 12, 2015 at 11:00 am, local time. The bid tally is provided below:

Description	FX Caprara
	Watertown, NY
Utility Vehicle	\$26,348.00

The bid, from FX Caprara, was reviewed by the Central Garage, the Parks and Recreation Department and the Purchasing Department to ensure that it met the required specifications. Although we only received one bid, analysis showed it to be commiserate with market value. The bid specifications also include options of a backup alarm and light bar for added safety. It is recommended that we accept the bid proposal from FX Caprara for \$26,348.00.

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

A7265 – Arena

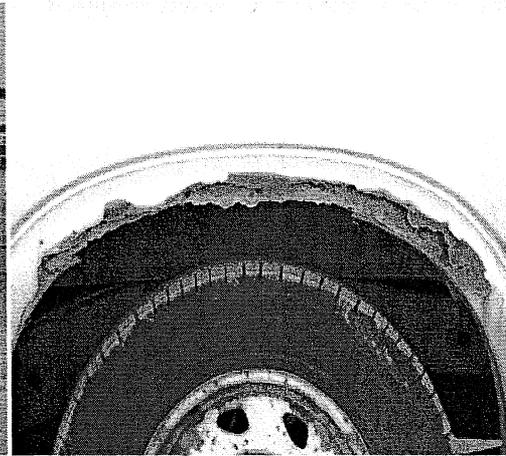
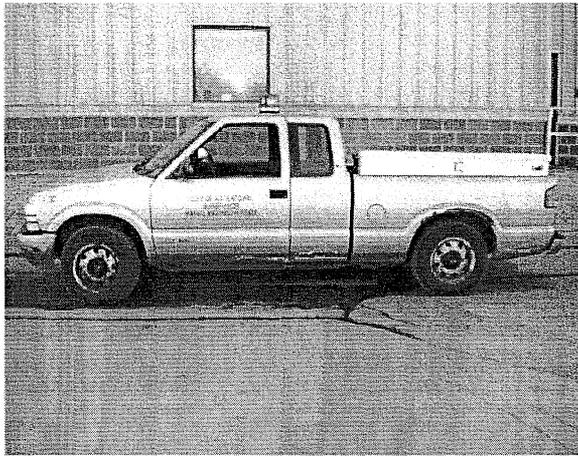
Fiscal Year 2014-15
Equipment



Jeep with plow

\$29,500

Vehicle 3-052 is a 1998 S10 extended cab 4x4 pickup truck assigned to the Athletic Programs at Parks and Recreation. The truck has 70,000+ miles. The truck has rust deterioration to the pickup bed, body, and cab sub-structure. It has had body corrosion repair in the past. The truck has had an engine replacement. It was originally assigned to Public Works. The truck will be replaced by four wheel drive utility vehicle (JEEP) with plow for cleaning up the walkways around the Arena and Fairgrounds property. A Jeep will allow for easier portability of items and can accommodate more staff for travel purposes. Vehicle 3-052 will be disposed through the City's excess vehicle auction.



Res No. 6

April 1, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Thompson Park Elevated Water Storage Tank Rehabilitation Project, Amstar of WNY, Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the Thompson Park Elevated Water Storage Tank Rehabilitation Project, per specifications.

Bid specifications were sent to eight (8) contractors and the regional plan houses, with a total of three (3) bids being received that were publicly opened and read in the City Purchasing Department on Tuesday, March 31, 2015, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Conestoga-Rovers & Associates (CRA), the Engineering Department, and the Water Department, and it is their recommendation that the City Council accept the bid submitted by Amstar of WNY, Inc. in the amount of \$829,000 as the lowest responsive responsible bidder meeting specifications.

As detailed in the attached report of Ms. Pastuf which also lists the other bids received, it was determined by the Water Department that the Additive Item AD-1, the purchase and installation of an emergency generator, should be excluded from this award as it was not considered a good value. Also attached is a report from City Engineer Justin Wood and a report from CRA, the engineering firm for this project.

On July 21, 2014 City Council approved a bond ordinance for this project in the amount of \$1,005,000 which is adequate as the design and inspection services with Conestoga-Rover & Associates are estimated to cost \$108,400 and the construction costs are estimated to be \$829,000 leaving \$67,600 for bonding expenses and contingencies.

A Resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Thompson Park Elevated Water Storage Tank Rehabilitation Project, Amstar of WNY, Inc.

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Mayor GRAHAM, Jeffrey E.

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the Thompson Park Elevated Water Storage Tank Rehabilitation Project, per our specifications, and

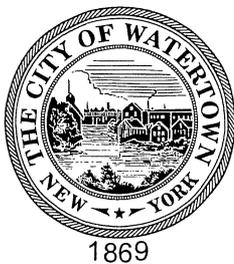
WHEREAS bid specifications were sent to eight (8) contractors and the regional plan houses with three (3) sealed bids received and publicly opened and read in the City Purchasing Department on Tuesday, March 31, 2015 at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Conestoga-Rovers & Associations (CRA), the Engineering Department and the Water Department, and it is their recommendation that the City Council accept the bid submitted by Amstar of WNY, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Amstar of WNY, Inc. for the Thompson Park Elevated Water Storage Tank Rehabilitation Project as the lowest qualifying bidder meeting our specifications in the amount of \$829,000, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all contracts associated with implementing the award to Amstar of WNY, Inc.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2015-03 – Thompson Park Water Storage Tank Rehabilitation Project – Bid Recommendation
DATE: 4/1/2015

The City's Purchasing Department advertised in the Watertown Daily Times on March 3, 2015 calling for sealed bids for the Thompson Park Water Storage Tank Rehabilitation Project. Bid Specifications were filed with the Northern New York and Syracuse Builders Exchange and the Dodge Reports.

Bid Specifications were sent to eight (8) contractors and the regional plan houses. Three (3) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Tuesday, March 31, 2015 at 11:00 am, local time. The bid tally is provided below:

Description	Amstar of WNY, Inc.	Global Contracting and Painting, Inc.	Utility Service Company, Inc.
	Cheektowaga, NY	Colden, NY	Perry, GA
Lump Sum Price	\$829,000.00	\$1,097,800.00	\$1,149,131.00
Additive Item AD-1	\$42,767.00	\$46,970.00	\$30,000.00
Total	\$871,767.00	\$1,144,770.00	\$1,179,131.00

The bids were reviewed by the consultant engineering firm CRA Infrastructure and Engineering, Inc., the Engineering Department, the Water Department and the Purchasing Department to ensure that they meet the required specifications. It was determined by the Water Department that the Additive Item AD-1, the purchase and installation of an emergency generator should be excluded from this award as it was not considered a good value. It is recommended that we accept the base bid proposal from Amstar of WNY, Inc. as the lowest responsive responsible bidder.

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



1869

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

April 1, 2015

RE: Recommendation of Bid
Thompson Park Water Storage Tank Rehab

Dear Ms. Pastuf,

On March 31, 2015, sealed bids for the rehabilitation of the Water Storage Tank at Thompson Park were received and opened. The lowest bid was Amstar of Western NY, Inc, located at 825 Rein Road, Cheektowaga, NY at \$829,000.00 for the Base Bid and \$42,767.00 for the Add Alternate A work that included the installation of an emergency generator and associated equipment.

Listed references provided by the contractor were verified and the contractor is satisfactorily qualified for the project. Contractor has completed previous work on time and on budget for similar projects. Contractor has established a good working relationship with other municipalities in the region.

After review of all received bids it is recommended that the project, including the additional alternate generator work be awarded to Amstar of Western NY, Inc. of Cheektowaga, N.Y.

Sincerely,

Justin Wood, PE
City Engineer
City of Watertown
245 Washington St
Watertown, NY 13601
315-785-7740



**CONESTOGA-ROVERS
& ASSOCIATES**

State Tower Building, Suite 220
 109 South Warren Street
 Syracuse, NY 13202
 Telephone: (315) 233-4270 Fax: (315) 425-4050
<http://www.craworld.com>

April 1, 2015

Reference No. 630957

Brian Drake, PE, LEED AP
 Engineering Department
 245 Washington Street
 Watertown, NY 13601

Dear Mr. Drake:

Re: Thompson Park Water Storage Tank Rehabilitation Project (General Contract No. 2015-03)

On Tuesday, March 31, 2015 at 11:00 a.m. local time, the City of Watertown (City) received three bids on the above-referenced project. The bids were as follows:

<u>Bidder</u>	<u>Total Amount of Base Bid</u>	<u>Total Amount of Base Bid plus Alternate Bid</u>
Amstar of WNY, Inc.	\$829,000.00	\$871,767.00
Global Contracting and Painting, Inc.	\$1,097,800.00	\$1,144,770.00
Utility Service Company, Inc.	\$1,149,131.00	\$1,179,131.00

CRA has reviewed the Bid Tabulations provided by the City and the qualifications and experience of the low bidder for the above-referenced project, Amstar of WNY, Inc. (Amstar), and have found that they have performed similar work acceptably. Amstar's Base Bid was within approximately 1 percent of CRA's opinion of project cost, and their Total Bid with Alternate was within approximately 0.5 percent of CRA's opinion of project cost. We therefore recommend award of the Thompson Park Water Storage Tank Rehabilitation Project to Amstar of WNY, Inc., in the amount of \$829,000.00 for the Base Bid, or the total combined Bid amount of \$871,767.00 for the Base Bid plus Alternate Bid, contingent upon the availability of project funding and review by the City's legal counsel.

Equal
 Employment Opportunity
 Employer



**CONESTOGA-ROVERS
& ASSOCIATES**

August 28, 2012

2

Reference No. 630885

Should you have any questions or require additional information, please advise.

Yours truly,

CRA INFRASTRUCTURE
& ENGINEERING, INC.

Jason S. Davenport, P.E.

JSD/aab/630957-Drake-001

cc: Mike Sligar, P.E., City of Watertown
Amy Pastuf, City of Watertown
Mike Marino, P.E., CRA
Eric Haslam, P.E., CRA

File: 630957, Corr

FISCAL YEAR 2014-2015
 CAPITAL BUDGET
 FACILITY IMPROVEMENTS
 THOMPSON PARK WATER TANK

PROJECT DESCRIPTION	COST
<p>Thompson Park Water Tank Rehabilitation:</p> <p>The elevated water tank in Thompson Park was constructed in 1976 to replace an open standpipe that had originally served the water storage needs in the park. In addition to the park proper, the zoo, and the golf club, the current tank also serves five residences, a church, and the new Hospice acute care facility, all located on upper Gotham Street. In July of 2000, an internal inspection of the tank indicated that there were some signs of degradation of the interior coating material, some minor rusting on the walls and floor, and minor surface rusting on the steel roof struts. The city water supply is not terribly corrosive, but the movement of ice on the water surface can be abrasive. The exterior coating of the tank has also become oxidized in the past few years and there are signs of minor rusting at some of the external welded seams.</p> <div style="text-align: center;">  </div> <p>Funding to support this project will be through the issuance of a 15 year serial bond with projected FY 2015-16 debt service of \$102,175.</p>	<p>\$1,005,000</p>
TOTAL	\$1,005,000

Res No. 7

April 1, 2015

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Approving Amendment No. 3 to the Agreement for Professional Services with Lu Engineers Related to the Environmental Remediation of the Former Ogilvie Site

The City Council approved a contract with Lu Engineers on December 19, 2011 to investigate and prepare bid specifications for the environmental cleanup of the Ogilvie Site. The Council approved Amendment No. 1 on January 22, 2013, which added design services for the foundation removal. Amendment No. 2, approved on April 15, 2013, was for a Quality Assurance Project Plan for the U.S. Environmental Protection Agency.

By their nature, the cost of environmental clean-up projects is difficult to estimate, because the extent of the work cannot truly be known until it is dug up. In this case, the amount of contamination was greater than anticipated. This meant that more soil and water had to be removed and more lab testing had to be done. Lu Engineers is requesting additional money to cover field oversight time and lab testing costs.

To a lesser extent, additional field time was also spent overseeing changes in the site grading. The reports and site management plan also took longer than anticipated.

Lu Engineers has calculated that its cost above the contract amount was \$33,846, but is requesting an amendment for only \$28,000. This will bring the total contract cost to \$152,015. The remedial oversight and lab testing are responsible for 81% of the increase, the site grading is responsible for 18%, and the reporting is responsible for 1%.

The total project will still be well under budget. This amendment will bring the total cost to approximately \$432,000. The project budget was \$640,000, so the Bond Ordinance does not have to be amended.

A resolution approving Amendment No. 3 of Lu Engineer's contract for an additional \$28,000 has been prepared for City Council's consideration.

RESOLUTION

Page 1 of 1

Approving Amendment No. 3 to the Agreement for Professional Services with Lu Engineers Related to the Environmental Remediation of the Former Ogilvie Site

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Council approved an Agreement with Lu Engineers for Professional Services related to the remediation of environmental contamination at the former Ogilvie Foods property on December 19, 2011, and amended that contract on January 22, 2013 and April 15, 2013, and

WHEREAS additional services were required during the remediation, and

WHEREAS Lu Engineers proposes a fee of \$28,000 for the additional services, and

WHEREAS Amendment No. 3 to the agreement between the City and Lu Engineers has been drafted, a copy of which is attached and made part of this resolution, to increase Lu Engineers' fee by said amount, to a total not to exceed \$152,015.00,

NOW THEREFORE BE IT RESOLVED that the City Council approves Amendment No. 3 to the Agreement for Professional Services with Lu Engineers, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to execute said Amendment on behalf of the City of Watertown.

Seconded by

AGREEMENT AMENDMENT NO. 3
Ogilvie Foods Site Environmental Remediation

The Agreement entered into on the 30th day of December, 2011 by and between the City of Watertown, a municipal corporation having its principal office located at 245 Washington Street, Watertown, New York 13601, hereinafter referred to as the "City" and Lu Engineers with its principal office at 175 Sullys Trail, Suite 202, Pittsford, New York 14534, hereinafter referred to as the "Engineer," and amended on January 22, 2013, is hereby further amended.

WITNESSETH:

WHEREAS the City required additional services during the remediation, and

WHEREAS the Engineer has provided a fee proposal for the additional services, attached herewith and made part of this Amendment,

NOW THEREFORE, the City and the Engineer do mutually agree to amend their Agreement dated the 30th day of December, 2011, and amended on January 22, 2013 and April 15, 2013, as follows:

The Engineer's fee listed in Section 2 (page 2) of the Agreement is hereby increased by \$28,000.00 to a total amount not to exceed \$152,015.00, and the Scope of Work provided in Exhibit A of the Agreement shall hereby include and incorporate the additional scope of work attached herewith.

City of Watertown:

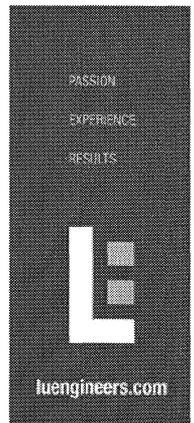
_____ Date: _____
By: Sharon Addison
City Manager

Lu Engineers:

_____ Date: _____
By:

March 23, 2015

Mr. Kenneth A. Mix
Planning and Community Development Coordinator
City of Watertown
245 Washington Street
Watertown, New York 13601-3380



**Subject: Budget Amendment Request #3
Agreement for Professional Services Related to Environmental Remediation and
Site Restoration at the Former Ogilvie Foods Site**

Dear Mr. Mix,

As discussed January 14, 2015 at your office and more recently, the current budget for the referenced work effort has been exhausted. We regret that this was not discovered until January 2015, when we identified an error in our accounting system that indicated an available remaining budget of \$38,593.26. When the project was set up in our system, \$48,480.00 was double entered. I would like to personally apologize for this error as it should have been identified much earlier.

Successful completion of the remedial and restoration work at the Ogilvie Site required additional expenditures, which were discussed with Andrew Nichols during regular Site meetings. Regrettably, the accounting error described above did not indicate any resulting budget issues relative to completing the project until recently as discussed above. The cause of the overages in the remedial oversight portion including labor and expenses is presented below with what we hope is considered adequate detail.

PAYMENT ITEM	ESTIMATED QUANTITY OR LU COST	ACTUAL QUANTITY OR LU COST	REASON (FOR CHANGE / EXTRA FEE)	LU COST IMPACT
6 - Sanitary Manhole Removal	3	4	Unknown manhole (covered by asphalt)	Additional time (1 Day = \$700)
11A – Off-site T&D of petrol. water	2,500 gal	4,340 gal	Unforeseen field conditions required additional dewatering	Additional time (2 Days = \$1,400)
12 – Removal/disposal of petrol.-impacted soil	300 tons	652 tons	DEC required that visually stained material be removed	Additional time (3 Days = \$2,100)
13 - Removal/disposal of PAH-impacted soil	50 tons	145 tons	Contamination more widespread than anticipated due to limited sampling	Additional time (3 Days = \$2,100)

March 21, 2014
 City of Watertown – Former Ogilvie Foods Site
 Budget Amendment Request #3

PAYMENT ITEM	ESTIMATED QUANTITY OR LU COST	ACTUAL QUANTITY OR LU COST	REASON (FOR CHANGE / EXTRA FEE)	LU COST IMPACT
15 – Select fill	1,400 CY	2,168 CY	Unforeseen site conditions (C&D) and extra soil removal	Additional time (2 Days = \$1,400)
17 – Site Restoration	6,500 SY	8010 SY	Request from City of Watertown	Additional time (2 Days = \$1,400)
19 – Additional T&M (Remove bldg. rubble & berm)	NA	NA	Unforeseen field conditions – significantly more bldg. rubble than anticipated	Additional time (2 Days = \$1,400)
Lu Subcontracted Sampling, Testing and Related Expenses and Labor (Includes GPS, Air and Soil Monitoring Equipt. And Per Diem)	\$17,776	\$33,268.78	Re-sampling required due to 1 st round exceedances, extra soil removal & additional test pits; Paradigm used because expedited TAT & surcharges b/c Test Am. could not provide results on-time	Additional time (In Addition to Item 12 Above) (1 Days = \$700) & \$15,493 Lab and Related Fees. Total \$16,193
Lu Subcontracted DUSR	\$1,500	\$2,500	Additional sampling conducted	Additional \$1,000 cost incurred
Additional Report and SMP Cost	\$11,050	\$25,692	Additional Data, Requirements by NYSDEC	Additional \$14,642 Labor Cost
Total Additional Cost				\$42,335.00
Offset By Reduced Costs Elsewhere in Lu Budget				\$5,134.71
Outstanding Labor and Expenses (Total Final Draft Invoice)				\$37,200.29
Amount Remaining in Lu Engineers Budget				\$3,353.91
Budget Shortfall				\$33,846.38
Requested Budget Amendment				\$28,000.00

As noted above, we are not requesting the total budget shortfall be covered as we believe that Lu Engineers should bear a portion of the additional costs described herein, especially in light of the previously described accounting issue. The Final Engineering Report (submitted to the City and NYSDEC on March 20, 2015) includes detailed discussions on all Site activities associated with the costs provided



herein. We also provided the Site Management Plan, which defines environmental requirements for the property as the City's redevelopment plans are implemented.

The overages in the remedial oversight and investigation make up the majority of the additional funds requested. In addition, the report preparation portion was underestimated and did not take into account the level of complexity resulting from in-progress scope changes and additional data/reporting the State has required.

It is noted that the additional money requested here for completion of the reporting work would have been partially off-set by savings elsewhere, had the additional field costs (remedial oversight and investigation) not been incurred. Again, it is regrettable that the additional work was not more clearly handled in the context of the available budget for this project at the time the costs were being incurred. Overall, Lu Engineer would be compelled to argue that the project was successfully completed to everyone's satisfaction.

Thank you for allowing us to submit the proposed amendment to our budget for this project. Please contact me if you have questions as you consider this request.

Sincerely,



Gregory L. Andrus, CHMM
Group Leader, Investigation/Remediation



Res No. 8

April 1, 2015

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planner

Subject: Adopting the Amendment to the City of Watertown's Community Development Block Grant (CDBG) Program Consolidated Plan for Program Years 2014-2015 and Annual Action Plan for Program Year 2014

In September of 2014, the U.S. Department of Housing and Urban Development (HUD) approved the City's Consolidated Plan and 2014 Annual Action Plan for the CDBG Program. In granting their approval, HUD recommended that the City amend the plan once locations for our proposed public improvement activities were determined.

Now that the project area for the CDBG sidewalk project and tree planting project has been established as Gaffney Drive, Staff has been preparing the required amendment.

As required by our CDBG Citizen Participation Plan, a public hearing was held on March 16, 2015, to obtain public input on the proposed amendment. In addition, the draft plan amendment was published and a 30-day public comment period was advertised and held from March 1, 2015 to March 31, 2015.

A copy of the Amended Consolidated Plan for Program Years 2014-2015 and Annual Action Plan for Program Year 2014 can be found on the City's web site in the online version of the City Council agenda. A printed copy is also available in the Planning Office.

A resolution has been drafted for City Council consideration that adopts the amendment to the Consolidated Plan and Annual Action Plan and authorizes their submission to HUD.

RESOLUTION

Page 1 of 2

Adopting the Amendment to the City of Watertown's Community Development Block Grant (CDBG) Program Consolidated Plan for Program Years 2014-2015 and Annual Action Plan for Program Year 2014

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS on July 21, 2014, the City Council adopted a resolution adopting the City's Consolidated Plan for Program Years 2014-2015 and Annual Action Plan for Program Year 2014 for its Community Development Block Grant (CDBG) Program, and

WHEREAS in their approval of City's Consolidated Plan and Annual Action Plan, the U.S. Department of Housing and Urban Development (HUD) recommended that the City amend the plan once locations for the proposed public improvement activities were determined, and

WHEREAS the location for the public improvement activities, the sidewalk project and tree planting project, have been established as Gaffney Drive for Program Year 2014, and Staff has prepared the required plan amendment for City Council consideration, and

WHEREAS the Amendment to the Consolidated Plan and Annual Action Plan have to be developed with community input and citizen participation, and

WHEREAS Staff conducted outreach efforts with local constituency groups and the City Council held a public hearing on March 16, 2015, to solicit public comments regarding the proposed amendment, and

WHEREAS the draft amendment to the Program Year 2014-15 Consolidated Plan and Program Year 2014 Annual Action Plan was completed and published on March 1, 2015 and was made available to the public for review and placed in various offices at City Hall, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority offices and on the City's website, and

April 6, 2015

RESOLUTION

Page 2 of 2

Adopting the Amendment to the City of Watertown's Community Development Block Grant (CDBG) Program Consolidated Plan for Program Years 2014-2015 and Annual Action Plan for Program Year 2014

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS a 30-day public comment period for the plan amendment was held between March 1, 2015 and March 31, 2015, 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 Consolidated Plan for Program Years 2014-2015 and the Annual Action Plan for Program Year 2014 and authorizes the submission of the amendment to HUD.

Seconded by



Community Development Block Grant Entitlement Communities Program

**AMENDMENT TO:
Adopted Consolidated Plan and Annual Action Plan
Program Years 2014 & 2015**

Prepared by the City of Watertown Planning Office
245 Washington Street
Watertown, NY 13601

Originally Adopted: July 21, 2014
Amendment Adopted:

Introduction

This substantial amendment to the City's Consolidated Plan and Annual Action Plan has been recommended by HUD to provide residents an appropriate level of detail regarding our public improvement activities. In our original plan, the City did not specify the locations of two public improvement activities; the Sidewalk Program and the Street Tree Program. The city Council desires to designate Gaffney Drive as the location for these activities so the City is completing this amendment so that residents can determine the extent to which they would or would not be affected by the program activities. The areas that have been modified are highlighted throughout this document in yellow. The changes are located primarily in Section ES-05 Executive Summary, Section PR-10 Consultation, Section PR-15 Citizen Participation, Section AP-35 Projects and Section AP-38 Project Summary.

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This document represents the City of Watertown's first Consolidated Plan. The city became an entitlement community under the Community Development Block Grant for the first time in 2014. It will not receive an annual funding allocation from any other federal grant program.

Watertown is a member of the North Country HOME Consortium, which receives annual funding from the HOME Investment Partnership program. The city may make an application to the consortium for HOME funds. This Consolidated Plan is for only a two-year period (2014 and 2015) in order to synchronize with the time period of the consortium's Consolidated Plan. After this, the plan will be for a five-year period.

With an annual allocation of funds, the city will now be able to plan for and make long-term commitments to community development in its poorer neighborhoods.

The City's Consolidated Plan for Program Year 2014 and 2015 was adopted by the City Council on July 21, 2014 and approved by HUD on September 12, 2014. In granting their approval, HUD recommended that the City amend the approved plan once locations have been determined for the City's proposed public improvement activities. Those public improvements activities include a Sidewalk Program and a Street Tree Program. The locations for those activities have been determined to be Gaffney Drive. This amended plan provides additional details and further describes the proposed location of those activities.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The City of Watertown has decided to concentrate its Community Development Block Grant program in the early years covered by this plan on three high priority needs and one need with a lower priority: decent affordable housing, public infrastructure improvements, blight elimination, and homelessness prevention.

These needs are addressed by three goals: affordable housing rehabilitation, neighborhood stabilization and revitalization, and homeless assistance.

Seven neighborhoods where the majority of the residents have low and moderate incomes (LMI) have been designated as local target areas. As the city becomes more involved in the CDBG program, revitalization plans will be developed for each neighborhood. Most of the neighborhoods are residential in nature. Some have small commercial pockets. Downtown is the one neighborhood with a completely different character. It is a mixed use area with an expanding residential component.

The neighborhood stabilization and revitalization goal will include improvements to public infrastructure and the elimination of blighting influences in target areas.

While affordable housing is also an extremely important component of neighborhood revitalization, it warrants its own goal. There is a great need for rehabilitation and it is not limited to lower income neighborhoods. In order to assist LMI persons throughout the city, housing programs and projects will not be limited to specific neighborhoods. This is also part of an effort not to increase the concentration of lower income persons in a few areas.

The City will work with Points North Housing Coalition, which is the region's Continuum of Care, on homeless issues.

3. Evaluation of past performance

Since this is the city's first year as an entitlement community, there is no performance history to judge. The city has, however, participated in the Small Cities program, first administered by HUD and then New York State, for over 35 years.

The city has operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and there were a couple of economic development projects.

Improving the city's housing stock will continue to be a priority, because of its advanced age. The activity at Fort Drum puts an even higher emphasis on this issue.

Improving the public infrastructure in residential neighborhoods will be given a higher priority. Fewer infrastructure projects have used CDBG funds in recent years, because they have been less competitive.

4. Summary of citizen participation process and consultation process

The citizen participation process for the City of Watertown's Community Development Block Grant Program included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council also held a public hearing to obtain input from citizens, involved agencies and interested persons. Staff participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning. After seeking this input a draft Consolidated Plan and Annual Action plan was published and a 30-Day public comment period was held.

The citizen participation process was extremely beneficial as it identified several community needs that were previously unknown and allowed the City to develop its Consolidated Plan and Annual Action Plan accordingly.

In February and March of 2015, the City initiated a Substantial Amendment to the approved Consolidated Plan and Annual Action Plan for PY 2014. We conducted outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City also contacted adjacent units of local government and local economic development agencies regarding the proposed amendment.

The City Council also held a public hearing on March 16, 2015 to obtain input from citizens, involved agencies and interested persons and held a 30-Day public comment period. The 30-Day public comment period lasted from March 1, 2015 to March 31, 2015.

5. Summary of public comments

Throughout the development of the Consolidated Plan and Annual Action Plan, the City received many valuable comments and suggestions from the public. The suggestions ranged from ideas for general goals and objectives to project specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Consolidated Plan included increasing housing options and improving housing conditions, improving public facilities and public services, increasing the availability of jobs, improving facilities and infrastructure and providing assistance to the Continuum of Care, Points North Housing Coalition, to help address homelessness. Specific program ideas suggested include improving the City's housing stock through owner occupied and rental rehab programs, funding emergency repairs, developing a home buyer program and housing counseling.

Other program ideas included the development of a sidewalk program, expanding the tree planting program and enhancing the bus service. There were also many suggestions for project or site specific improvements such as the redevelopment of downtown buildings, redeveloping the Sewall's Island, Ogilvie and Factory Square neighborhoods.

During the amendment process, the City did not receive any public comments either during the public hearing or during the 30-Day public comment period.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments that were received during the citizen participation process were considered in the preparation of the draft plans. The suggestions were reviewed for common and recurring themes to help establish priorities and goals. There were also several comments and suggestions that were not accepted. One such suggestion was for the City to expand our bus operations to include longer hours of service and enhanced bus routes. While this is a good idea and one that could potentially benefit low to moderate income persons, our investigation found that it would not be an eligible activity under the CDBG program. Another suggestion that was not accepted was the idea of creating an emergency mortgage payment program. While this too was a valid suggestion, Staff questioned the ability for such a program to be effective as the City would likely get involved too late in the process. Another suggestion that was not accepted was the idea of providing funding to the local CoC, Points North Housing Coalition, for planning and administration costs. Although it was also a good suggestion, our investigation found that it would not be an eligible activity under the CDBG program. As mentioned above, all of the comments and suggestions received were considered and most project specific ideas could be implemented under one or more of the City goals and/or strategies, however, the City will have to prioritize those ideas to address our greatest needs.

7. Summary

This is the City of Watertown's plan for the first and second year of its Community Development Block Grant program as an entitlement community. The city is starting out with an emphasis on residential neighborhood stabilization and revitalization. That effort will include housing rehabilitation, public infrastructure improvement, and blight elimination. Plans for these programs will be developed for each of the seven targeted neighborhoods.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Office

Table 1 – Responsible Agencies

Narrative

The lead agency for the preparation of this Consolidated Plan was the City of Watertown through its Planning Office.

Consolidated Plan Public Contact Information

Kenneth A. Mix, Planning & Community Development Coordinator

City of Watertown

245 Washington St.

Watertown, NY 13601

kmix@watertown-ny.gov

Tel: (315) 785-7730

Fax: (315) 782-9014

PR-10 Consultation - 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Watertown's consultation efforts included outreach to organizations and individuals throughout the community including citizens, municipal officials, the public housing authority, governmental agencies, non-profit agencies, economic development officials and the Continuum of Care. The City made initial contact via email with over twenty five organizations and solicited feedback with newspaper advertisements and through a public hearing prior to developing the plan. Following the initial email outreach, City Staff participated in several follow up meetings and conference calls with interested agencies and individuals to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning. **For the plan amendment, the City also contacted organizations and individuals throughout the community seeking comments. Contact was made via email, newspaper advertisements and a public hearing.**

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of this plan and provided data on tenant characteristics, waiting lists, notable deficiencies and unmet needs. This information was incorporated into the plan. Lewis County Opportunities administers the Housing Choice Voucher Program in the City and was also consulted and provided important information regarding the HCR program, number of households assisted, waiting lists and shortfalls in capacity.

Input from private and governmental health, mental health and service agencies was also sought through our outreach efforts described in the introduction. In addition, input was obtained as the City consulted with the Points North Housing Coalition (PNHC) which serves as the Continuum of Care for the City and Jefferson County. PNHC is comprised of a broad range of members including representatives from housing and health providers and mental health and service agencies. Staff has attended quarterly meetings and has participated in committee meetings of the PNHC and has gained valuable input for incorporation into the plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith based organizations, hospitals and medical service providers, veteran services, other non-profits and

previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. This coordination and the input the City received, particularly regarding homelessness needs, was extremely valuable as the City developed the consolidated plan.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

This section is not applicable as the City of Watertown does not receive ESG funds and is not responsible for the administration of HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Advantage Watertown
	Agency/Group/Organization Type	Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Advantage Watertown is a group of business and community leaders that serves in an advisory role to the City on a number of different issue and topics including community development, housing and economic development. Initial contact was made to members of Advantage Watertown via email on February 7, 2014. The email asked members to consider what they felt the City needed to improve in the areas of housing, public facilities, public services and economic development. Planning Staff then met with the Advantage Watertown Committee on March 13, 2014 and on April 10, 2014. Members felt that neighborhood specific projects that would have a high impact should be the focus of the City's CDBG plan. For the amendment, contact was made by email on March 2, 2015.
2	Agency/Group/Organization	AIDS Community Resources
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.

3	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
4	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
5	Agency/Group/Organization	Development Authority of the North Country
	Agency/Group/Organization Type	Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
6	Agency/Group/Organization	JEFFERSON COUNTY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. On March 31, 2014 a letter was received from the Jefferson County Local Development Corporation who felt that the City's CDBG efforts should include a comprehensive community development plan. For the amendment, contact was made by email on March 2, 2015.
7	Agency/Group/Organization	Jefferson County DSS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. DSS provided comments regarding homelessness in the City through a response by the Points North Housing Coalition. For the amendment, contact was made by email on March 2, 2015.
9	Agency/Group/Organization	LEWIS COUNTY OPPORTUNITIES, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Initial contact was made to Lewis County Opportunities, Inc. on January 27, 2014 as the City sought information on the Housing Choice Voucher Program in the City. Information received on the number of households that are assisted, waiting lists and shortfalls in capacity was important in the development of our plan. In addition to the email contact about this specific information, contact was also made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
10	Agency/Group/Organization	NEIGHBORS OF WATERTOWN
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Initial contact was made via email on March 11, 2014 and on March 24, 2014. In addition, a meeting with Neighbors of Watertown was held on March 26, 2014 with discussion focusing on the City's current housing program and potential changes to be implemented in the future. For the amendment, contact was made by email on March 2, 2015.

11	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
12	Agency/Group/Organization	Northern Regional Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
13	Agency/Group/Organization	Town of Pamelaia
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 12, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
14	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
15	Agency/Group/Organization	Transitional Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
16	Agency/Group/Organization	Victims Assistance Center of Jefferson County, Inc.
	Agency/Group/Organization Type	Services - Victims
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
17	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Initial contact was made to on January 24, 2014 as the City sought information regarding the Watertown Housing Authority (WHA) such as the number of units and tenants, waiting lists, notable deficiencies in the physical conditions of units, unmet needs and future plans. Feedback received from the WHA included the possibility of the future development of an additional 40-50 units to meet their needs. The City and the WHA will continue to coordinate as future plans develop. In addition to the email contact about this specific information, contact was also made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
18	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City Staff attended a Strategic Planning Session held by the Watertown Local Development Corporation (WLDC) on February 27, 2014. The meeting was held to develop goals and project ideas for the WLDC for the upcoming year. One of the goals identified was to focus on downtown redevelopment and marketing. As a result of the strategic planning session, the City plans to continue to work with the WLDC to promote and redevelop downtown with a focus on several distressed buildings. In addition to the planning session, contact was also made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
19	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
20	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on April 3, 2014. For the amendment, contact was made by email on March 2, 2015.
21	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on April 4, 2014. For the amendment, contact was made by email on March 2, 2015.
22	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on April 4, 2014. For the amendment, contact was made by email on March 2, 2015.
23	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
24	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 11, 2014 and on March 24, 2014. Through this outreach the City was able to better understand that transportation is an area of primary concern for seniors. For the amendment, contact was made by email on March 2, 2015.
25	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	On January 29, 2014, the City met with representatives of the Jefferson County Department of Planning as well as other representatives of the North Country HOME Consortium. Coordination between the two entities was discussed relative to the Citizen Participation Plan, the Consolidated Plan and Annual Action Plan. Contact was also made via email on March 11, 2014 and on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.
26	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County

What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 24, 2014. For the amendment, contact was made by email on March 2, 2015.

Identify any Agency Types not consulted and provide rationale for not consulting

The City compiled an extensive outreach list and contacted agencies on the list via email on two occasions. A public hearing was also advertised and held providing the opportunity for the agencies, citizens and other interested parties to comment on the plan. All parties were invited to submit information directly to the City for inclusion in the plan. No organizations or individuals were deliberately omitted from the consultation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Points North Housing Coalition	The City's Strategic Plan includes a priority that would assist with increasing services to homeless persons which is certainly a goal of the Points North Housing Coalition.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

As part of our consultation and outreach efforts, three adjacent units of local government, the Town of Watertown, the Town of Pamela and the Town of LeRay, were contacted via email to solicit input on the plan. Several departments within the Jefferson County government were also consulted such as the Department of Social Services, Planning Department, the Office for the Aging, and the Public Health Department. Valuable input was received via email and direct consultation from these departments which proved to be very important in the development of the plan.

Narrative (optional):

PR-15 Citizen Participation

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process for the City of Watertown's Community Development Block Grant Program included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council also held a public hearing on April 7, 2014 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan.

Along with the initial outreach and the public hearing, the City participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning. After seeking this input a draft Consolidated Plan and Annual Action plan was published and a 30-Day public comment period was held.

The citizen participation process was extremely beneficial as it identified several community needs that were previously unknown and allowed the City to develop its Consolidated Plan and Annual Action Plan accordingly.

For the proposed amendment, the City sent an email notification to the list of constituency groups identified in our Citizen Participation Plan to seek comments on our proposed amendment. The list includes numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and otherwise serve the low to moderate income population in the City.

The City Council also held a public hearing on March 16, 2015 to obtain input from citizens, involved agencies and interested persons.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	On March 11, 2014, the City sent an email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was beginning the process of preparing our Consolidated Plan and Annual Action Plan. The email requested input, either by email, by phone or in person, on the City's needs relative to housing, homelessness, public facilities, infrastructure, public services, economic development and planning. The request generated email responses from three agencies.	The comments received by the City as a result of this outreach focused on improvements for the City's senior population including increasing the availability of public transportation and the development of a senior center. Development of additional affordable housing was also suggested as was the redevelopment of historic downtown buildings to increase the availability of housing and to assist with economic development in the City's center.	All comments were considered in the preparation of the draft plan. However, it was determined that an expansion of the City's bus routes and hours of operation would not be an eligible activity under the CDBG program. Therefore, expanding the bus program was not included in the draft Consolidated Plan and Annual Action plan. The other comments were reviewed by the City to determine common and recurring themes to help establish goals and priorities for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	On March 21, 2014, the City of Watertown had an advertisement published in the Watertown Daily Times regarding a public hearing that had been scheduled for the development of our consolidated plan and annual action plan. The notice not only invited residents and agencies to participate in the public hearing but invited interested parties to submit comments prior to the hearing either by email, in writing or by phone. The City did not receive any response to this outreach effort.	No comments were received as a result of this outreach.	N/A	http://watertown-ny.gov/DocumentView.asp?DIID=876

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	<p>On March 24, 2014, the City of Watertown sent a follow up email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was beginning the process of preparing our Consolidated Plan and Annual Action Plan. The primary purpose of the email was to let the agencies know that a public hearing had been scheduled for April 7, 2014 at 7:30 p.m. to hear comments regarding the City's needs relative to housing, homelessness, public facilities, infrastructure, public services, economic development and planning and how those needs should be incorporated into our consolidated plan and annual action plan.</p>	<p>The comments received by the City as a result of this outreach focused on improvements for the City's senior population including increasing the availability of public transportation, the development of a senior center and increasing computer access for seniors. In addition, it was suggested that the City develop a comprehensive community development plan</p>	<p>All comments were considered in the preparation of the draft plan. However, it was determined that an expansion of the City's bus routes and hours of operation would not be an eligible activity under the CDBG program. Therefore, expanding the bus program was not included in the draft Consolidated Plan and Annual Action plan. The other comments were reviewed by the City to determine common and recurring themes to help establish goals and priorities for the plan.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	On April 7, 2014, the City of Watertown City Council held a public hearing to solicit citizen participation and public comment regarding the development of funding priorities and projects for the consolidated plan and annual action plan. The public hearing was advertised in the Watertown Daily Times on March 21, 2014. Notice of the public hearing was also emailed to a list of agencies identified in our Citizen Participation Plan.	During the public hearing two people spoke about the City's CDBG Program. There were a variety of suggested activities for the CDBG program including the expansion of the City's bus routes and hours of operation, continuing the City's housing rehab program to improve substandard rental housing and supporting the Points North Housing Coalition to help end homelessness.	All comments were considered in the preparation of the draft plan. However, it was determined that an expansion of the City's bus routes and hours of operation would not be an eligible activity under the CDBG program. Therefore, expanding the bus program was not included in the draft Consolidated Plan and Annual Action plan. The other comments were reviewed by the City to determine common and recurring themes to help establish goals and priorities for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Non-targeted/broad community	On February 13, 2014, City Staff met with Advantage Watertown, a group of business and community leaders that serves in an advisory role to the City on a number of different issue and topics including community development, housing and economic development. A total of 9 people were in attendance.	A variety of comments were received including several general goals and objectives as well as specific recommendations for projects. General goals included the need for a rental rehabilitation program, elimination of blight, need for a rental registration program and the need for public infrastructure improvements. Neighborhood specific projects were also identified including the Ogilvie Site, Factory Street, Sewall's Island and Meadow Street.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish goals and priorities for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Economic Development	On January 29, 2014, City Staff met with the Watertown Local Development Corporation (WLDC) during their Strategic Planning Session. 9 people were in attendance.	The meeting was held to develop goals and project ideas for the WLDC for the upcoming year. During the discussion, Staff asked the WLDC board for input in our CDBG Plan. A variety of comments were received including several general goals and objectives as well as specific recommendations for projects. General goals included redeveloping downtown buildings and continuing to identify ways to foster economic development in the City. Specific building rehabilitation projects were also identified.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish goals and priorities for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Hearing	Non-targeted/broad community	The City of Watertown City Council held a public hearing on March 16, 2015, to solicit citizen participation and public comment regarding the proposed substantial amendment for the consolidated plan and annual action plan. The public hearing was advertised in the Watertown Daily Times on March 1, 2015. Notice of the public hearing was also emailed to a list of agencies identified in our Citizen Participation Plan.	No public comments were received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	On March 2, 2015, the City sent an email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was preparing a Substantial Amendment to our Consolidated Plan and Annual Action Plan. The email requested input, either by email, by phone or in person, on the proposed amendment. The request did not generate any response.	No public comments were received.	N/A	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

Housing

The tables in this section indicate that cost burden is the most prevalent housing problem followed by overcrowding in a distant second place. The tables don't, however address the overall condition of the housing stock. It is known from the the age of the city's housing and many years of experience with rehabilitation programs that quality improvement is a great need.

There are some groups in certain income categories that have a disproportionately greater need. However, the populations of these groups are quite small.

Homeless

There are no numbers available for just Watertown, but there are approximately 147 homeless persons in Jefferson County. This is not a large number, but it is a need to be addressed.

Non-Homeless Special Needs

The elderly and persons with HIV/AIDS have been identified as special needs populations.

Non-housing Community Development

The primary need for public facilities is neighborhood parks. The need for public improvements includes water and sewer lines, streets, sidewalks, and street trees.

Public Services

Enhanced public transportation was identified as a needed public service.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The most prevalent housing problem is the high cost burden. It is also known that the housing stock is old and more likely to be in poor condition.

Demographics	Base Year: 2000	Most Recent Year: 2011	% Change
Population	26,705	26,945	1%
Households	25,600	11,585	-55%
Median Income	\$28,429.00	\$37,514.00	32%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	1,715	1,945	1,930	1,220	4,775
Small Family Households *	615	780	740	475	2,430
Large Family Households *	75	95	135	90	255
Household contains at least one person 62-74 years of age	215	215	220	120	615
Household contains at least one person age 75 or older	140	360	325	95	320
Households with one or more children 6 years old or younger *	440	410	620	110	669
* the highest income category for these family types is >80% HAMFI					

Table 6 - Total Households Table

Data Source: 2007-2011 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	45	0	30	4	79	10	0	0	0	10
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	20	0	20	35	75	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	65	95	60	0	220	0	0	0	0	0
Housing cost burden greater than 50% of income (and none of the above problems)	700	505	155	0	1,360	115	185	100	35	435
Housing cost burden greater than 30% of income (and none of the above problems)	215	445	515	135	1,310	20	100	125	85	330

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	130	0	0	0	130	110	0	0	0	110

Table 7 – Housing Problems Table

Data 2007-2011 CHAS

Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	830	605	260	40	1,735	120	185	100	35	440
Having none of four housing problems	480	945	1,120	570	3,115	40	215	450	575	1,280
Household has negative income, but none of the other housing problems	130	0	0	0	130	110	0	0	0	110

Table 8 – Housing Problems 2

Data 2007-2011 CHAS

Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	285	400	320	1,005	65	175	90	330
Large Related	35	75	60	170	10	20	55	85
Elderly	200	169	104	473	55	65	45	165
Other	530	385	255	1,170	10	30	30	70

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Total need by income	1,050	1,029	739	2,818	140	290	220	650

Table 9 – Cost Burden > 30%

Data 2007-2011 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	245	235	130	610	65	115	25	205
Large Related	35	10	15	60	10	20	45	75
Elderly	140	55	10	205	45	40	10	95
Other	415	205	25	645	0	15	20	35
Total need by income	835	505	180	1,520	120	190	100	410

Table 10 – Cost Burden > 50%

Data 2007-2011 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	85	95	60	35	275	0	0	0	0	0
Multiple, unrelated family households	0	0	0	0	0	0	0	0	0	0
Other, non-family households	0	0	20	0	20	0	0	0	0	0
Total need by income	85	95	80	35	295	0	0	0	0	0

Table 11 – Crowding Information – 1/2

Data 2007-2011 CHAS
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source
Comments:

Describe the number and type of single person households in need of housing assistance.

We have no information on the number and type of single person households in need of housing assistance.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

We have no information on the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

What are the most common housing problems?

The tables above indicate that the most prevalent problem is the high cost burden, followed by over-crowding in a distant second place. The tables don't, however address the overall condition of the housing stock. It is known from the the age of the city's housing and many years of experience with rehabilitation programs that quality improvement is a great need.

Are any populations/household types more affected than others by these problems?

See the discussions in NA-15, NA-20, and NA-25.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

We have no information on the characteristics and needs of low-income individuals and families with children who are currently housed, but are at imminent risk of either residing in shelters or becoming

unsheltered. We also have no information on the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

We have no estimates of the at-risk population(s).

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The primary cause of homelessness is the high cost of housing relative to income.

Discussion

The high cost burden of housing and the poor quality of the housing stock need to be addressed.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Some ethnic categories have a disproportionate rates of housing problems.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,185	285	240
White	1,085	255	175
Black / African American	10	30	10
Asian	0	0	45
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	45	0	15

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2007-2011 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,335	615	0
White	1,250	590	0
Black / African American	15	15	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	65	4	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2007-2011 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,005	925	0
White	820	875	0
Black / African American	65	10	0
Asian	25	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	30	30	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2007-2011 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	295	930	0
White	250	845	0
Black / African American	35	0	0
Asian	4	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	4	85	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2007-2011 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

Within the 0%-30% category, Hispanic and American Indian/Alaskan Natives both have 100% with housing problems, compared to 80% for the population as a whole.

Within the 30%-50% category, Hispanics have 94% with housing problems, compared to 68% for the population as a whole.

Within the 50%-80% category, Black/African Americans (86%) and Asians (100%) have disproportionate housing problems, compared to 52% for the population as a whole.

Within the 80%-100% category, Black/African Americans (100%) and Asians (100%) have disproportionate housing problems, compared to 24% for the population as a whole.

**NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205
(b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Some Black/African Americans, Hispanics, and Asians have disproportionate severe housing problems.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	950	520	240
White	855	485	175
Black / African American	10	30	10
Asian	0	0	45
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	45	0	15

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2007-2011 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	790	1,160	0
White	735	1,110	0
Black / African American	15	15	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Hispanic	35	35	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2007-2011 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	365	1,565	0
White	255	1,440	0
Black / African American	40	35	0
Asian	15	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	10	50	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2007-2011 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	75	1,145	0
White	75	1,020	0
Black / African American	0	35	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Asian	0	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	90	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2007-2011 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

Within the 0%-30% category, Hispanics have 100% with housing problems, compared to 64% for the population as a whole.

Within the 30%-50% category there are no disproportionate impacts.

Within the 50%-80% category, Black/African Americans (53%) and Asians (60%) have disproportionate housing problems, compared to 19% for the population as a whole.

Within the 80%-100% category there are no disproportionate impacts.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

Some Asians and American Indian/Alaskan Natives face high cost burdens.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	2,840	1,765	1,960	240
White	6,585	1,900	1,765	175
Black / African American	310	54	45	10
Asian	19	15	15	45
American Indian, Alaska Native	0	4	0	0
Pacific Islander	45	0	0	0
Hispanic	290	65	75	15

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2007-2011 CHAS

Discussion:

Percentages were calculated using the 2010 CHAS number for the "Jurisdiction as a whole, <=30%" figure, as the 2011 figure is impossibly low.

For the whole jurisdiction, 16% of households had a cost burden of 30%-50%. 18% of households had a cost burden of 50%. The total with a cost burden over 30% is 34%.

60% of Asians have a cost burden over 30%, and 30% of Asians have a cost burden over 50%.

100% of American Indian/Alaskan Natives have a cost burden over 30%.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Yes, Black/African Americans, Asians, Hispanics, and American Indian/Alaskan Natives, all showed disproportionate need in certain income categories. However, the absolute number of households for any of these categories was small. In some income categories, these groups were better off than the jurisdiction as a whole.

If they have needs not identified above, what are those needs?

In general, housing cost burden is the biggest need.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

There are no concentrations of racial or ethnic groups in any area of the city.

NA-35 Public Housing – 91.205(b)

Introduction

Public Housing is provided by the Watertown Housing Authority. Housing Choice Vouchers are provided by Lewis County Opportunities.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	633	0	0	0	0	0	0

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	14,544	0	0	0	0	0	
Average length of stay	0	0	6	0	0	0	0	0	
Average Household size	0	0	1	0	0	0	0	0	

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	0	3	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	226	0	0	0	0	0
# of Disabled Families	0	0	199	0	0	0	0	0
# of Families requesting accessibility features	0	0	633	0	0	0	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	590	0	0	0	0	0	0
Black/African American	0	0	36	0	0	0	0	0	0
Asian	0	0	1	0	0	0	0	0	0

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
American Indian/Alaska Native	0	0	5	0	0	0	0	0	0
Pacific Islander	0	0	1	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	36	0	0	0	0	0	0
Not Hispanic	0	0	597	0	0	0	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Public housing tenants and applicants tend to have low incomes compounded with other issues, such as disabilities, substance abuse problems, or chronic diseases. The Housing Authority has not completed a 504 Needs Assessment in a long time, but they report that the needs of their applicants are being met based on anecdotal evidence.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The Housing Authority has a waiting list of 279 applicants, and the local HCV provider has 814 applicants on the waiting list (in a two-county area). Social and demographic characteristics of the waiting lists are not closely tracked, but given the length of the waiting lists, the most immediate need is simply a greater number of units and vouchers.

How do these needs compare to the housing needs of the population at large

Similar, although there is likely a higher share of persons with disabilities or special needs in the waiting lists than the population at large.

Discussion

There are no immediate opportunities to improve public housing using CDBG funds, but the City will continue to consult with providers and attempt to identify opportunities.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The following information provides a general overview and assessment of the homeless population and its needs. The data provided below is derived from the Points North Housing Coalition’s (PNHC) 2014 Point-In-Time (PIT) Count which was completed on January 28, 2014. The PNHC is a HUD Certified Continuum of Care that represents a three county area consisting of Jefferson, Lewis and St. Lawrence Counties. At the present time, the PIT count data is collected by county, so data specific to the City of Watertown is not available. However, anecdotal evidence suggests that most of those people who are considered homeless in Jefferson County are from or seek services in the Watertown area. Data was also provided by PNHC from the HUD Homeless Data Exchange (HDX) system. Any blank fields indicate that the data is not available.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	3	78	0	0	0	0
Persons in Households with Only Children	0	5	0	0	0	0
Persons in Households with Only Adults	0	63	0	0	0	0
Chronically Homeless Individuals	3	3	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	3	2	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

Table 26 - Homeless Needs Assessment

The information above was provided by the North Country Behavioral Healthcare Network on behalf of the Points North Housing Coalition (PNHC). The PNHC serves as the Continuum of Care for Jefferson County. The data is derived from the Point in Time Count that was conducted on January 28, 2014 and was taken from the HUD Homeless Data Exchange (HDX) system. The data in this table was taken from the HUD HDX System and applies to agencies with HUD specific beds in their facilities.

Data Source Comments: Discussion below will describe homeless needs based on the results of the PIT count.

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," so the following is a description of various homeless population types. This information is taken from the 2014 PIT count conducted on January 28, 2014. Chronically homeless individuals and families: The 2014 PIT Count revealed that on the night of January 28, 2014, 75 people in Jefferson County reported being chronically homeless. Families with children: The 2014 PIT Count revealed that on the night of January 28, 2014, 19 families (78 individuals) in a three County area were housed in emergency shelters or transitional housing or motels paid for with vouchers. Veterans and their families: The 2014 PIT Count revealed that on the night of January 28, 2014, 1 individual was a veteran. Unaccompanied youth: The 2014 PIT Count revealed that on the night of January 28, 2014 no individuals reported as being an unaccompanied youth.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	110	3
Black or African American	11	0
Asian	0	0
American Indian or Alaska Native	26	0
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	4	0
Not Hispanic	143	3

The information above was provided by the North Country Behavioral Healthcare Network on behalf of the Points North Housing Coalition (PNHC). The PNHC serves as the Continuum of Care for Jefferson County. The data is derived from the Point in Time Count that was conducted on January 28, 2014 and was taken from the HUD Homeless Data Exchange (HDX) system. The data in this table was taken from the HUD HDX System and applies to agencies with HUD specific beds in their facilities. Discussion below will describe homeless needs based on the results of the PIT count.

Data Source
Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

There is currently no known estimate of the number and type of families in need of housing assistance for families with children and the families of veterans.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

A review of the racial and ethnic group data found in the 2014 Point In Time Study of Homelessness prepared by the North Country Behavioral Healthcare Network for the Points North Housing Coalition shows that 86% of the individuals surveyed were White, 5% were Black/African American, 4% were American Indian/Alaskan Native, 3% were Hispanic/Latino and 2% were other.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

A review of the data found in the 2014 Point In Time Study of Homelessness shows that nearly all, or greater than 99% of the individuals surveyed were classified as sheltered homeless. Most of Jefferson County's homeless population is sheltered in transitional housing, permanent housing or in emergency shelters. Only three individuals were determined to be unsheltered.

Discussion:

Since its formation in 2005, the Points North Housing Coalition has been successful in developing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. With coalition members working together, millions of dollars of grant funding have been brought to the community to address the homeless population in Jefferson, Lewis and St. Lawrence Counties. While the three county coalition is moving in the right direction, there remains much work to be done.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Estimating the needs of special populations can be challenging as specific data for each need group is often not readily available. Even when data is available, it can be difficult to determine how many persons are underserved through existing housing and services and how many persons might require services in the future. This section of the City's Consolidated Plan examines the needs of the elderly and the needs of the population with HIV/AIDS within the Jefferson County area. The information below has been provided by the Jefferson County Office for the Aging and ACR Health.

Describe the characteristics of special needs populations in your community:

One of the special needs populations in the City of Watertown and Jefferson County is the elderly population. The most recent census data clearly illustrates that the senior population in New York and nationally is the fastest growing demographic and is expected to remain that way for a number of years. The growth rate for those under 60 is only about 3% while the rate for those over 60 is over 30%.

Another special needs population in Jefferson County and the City of Watertown is those persons living with HIV/AIDS. According to the NYS Department of Health HIV/AIDS Surveillance Annual Report from 2011, there are an estimated 26 people living with AIDS and 50 living with HIV in Jefferson County.

What are the housing and supportive service needs of these populations and how are these needs determined?

The housing and supportive service needs for both the elderly population and for those living with HIV/AIDS are described below.

The Jefferson County Office for the Aging hosts an annual public hearing that allows local seniors to voice their concerns about needed services in the area. Transportation, housing, utility costs and socialization are often mentioned as needs. Elderly residents cite the somewhat limited hours of operation of the City's bus service and the availability and location of bus routes as the primary concerns. Residents also report a feeling of isolation and loneliness as significant concerns.

According to ACR Health, a not-for-profit, community-based organization providing a range of support services to individuals with chronic diseases, including HIV/AIDS, diabetes, heart disease, obesity, asthma, substance use disorders, and serious mental illnesses in the Central and Northern New York area, there are significant needs related to affordable housing, health care, transportation, mental health and substance use services.

The lack of housing dedicated for individuals living with HIV/AIDS in our region is exacerbated by a shortage of decent affordable housing units. This situation is even more difficult for families as there is a severe shortage of larger affordable housing units, leaving many families living in overcrowded and unsafe conditions. As discussed in other sections of this plan, the location of the Fort Drum military base near Watertown has an effect on rent levels in the area. Military personnel, who are provided with housing stipends when they live off base, drive up the cost of rent, which prices lower income families out of the market. Unfortunately, the wait time for Section 8 subsidy throughout our region is 2 to 6 years. Unless an individual with HIV/AIDS has a dual diagnosis, such as a mental health or substance use issue, they are not eligible for any other housing options. Without a rental subsidy, low-income individuals simply cannot afford adequate housing. Consequently, many wind up living in substandard housing, entering/remaining in unsafe living arrangements, or become and remain homeless.

The majority of HIV+ clients have chronic health issues and high medical needs while living well below the poverty line. Limited funding has led to a lack of programs in the region that provide support and referrals to services for individuals who are able to maintain a degree of stability. It is often not until an individual's situation develops into crisis that they qualify for supportive services.

Based on information gathered from HIV+ client's at regional meetings and/or consumer advisory boards, as well as information gathered during the Intake/Assessment process at ACR Health, our region's supportive service needs include access to comprehensive case management; primary and specialty health care; treatment adherence education and skill building; transportation to medical, mental health and substance use services; prevention services; nutrition education and food services; and mental health and substance use services.

At present, ACR Health is the only provider of comprehensive HIV housing support services in the region. ACR Health works closely with area mental health, substance use, and health care providers to meet the needs of individuals with HIV/AIDS; however the needs of the clients are so great that many of them are greatly impacted by the lack of supportive services in the North Country region.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to ACR Health, from data provided by the NYS Department of Health HIV/AIDS Surveillance Annual Report 2011, there are an estimated 26 people living with AIDS and 50 living with HIV in Jefferson County.

Discussion:

As a fast growing segment of the population, the elderly has been identified as a special needs population that needs attention. Particular needs include housing, transportation, other quality of life issues.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

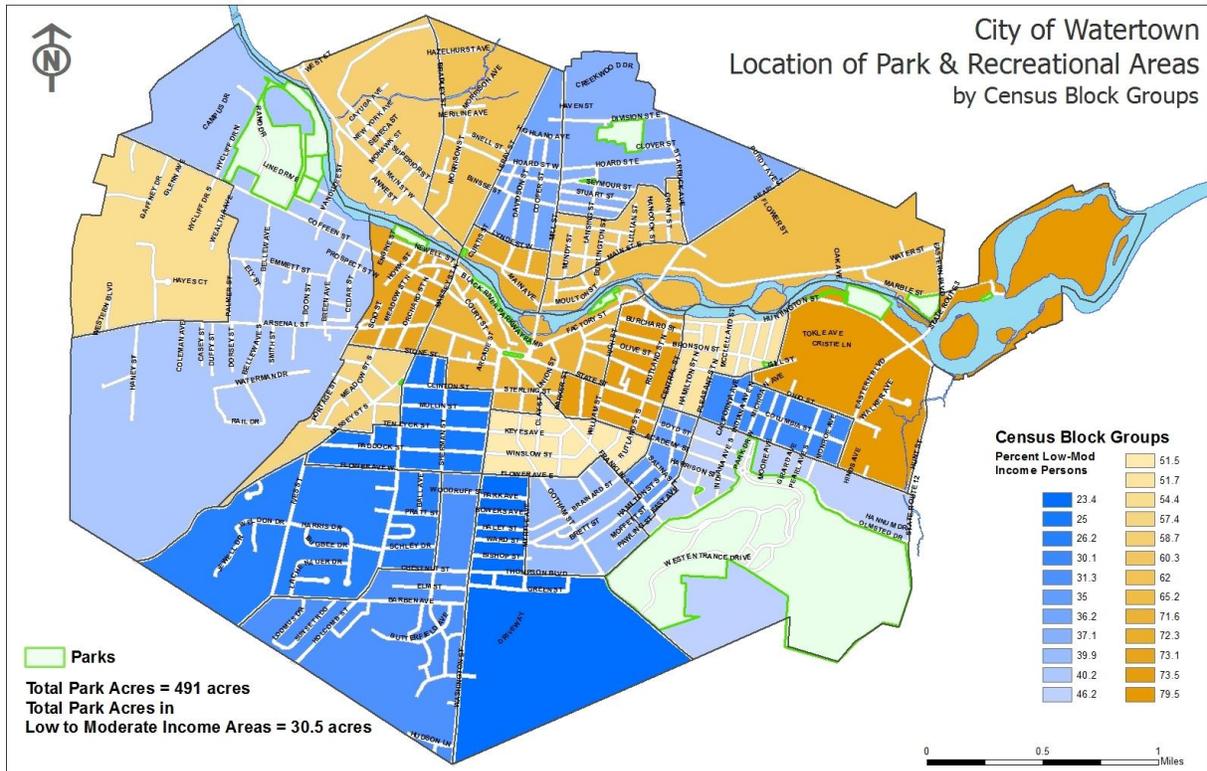
Describe the jurisdiction's need for Public Facilities:

The primary objective of the City's non-housing community development activities related to public facilities is to ensure that adequate recreational facilities are available for residents in all low to moderate income neighborhoods. LMI block groups in the City have only 6.2% of the total park land area, or approximately 30.5 acres out of the total 491 acres located throughout the City. In order to address this current unmet need, our primary public facility priorities will include the development and support of park, playground, and recreational facility projects in LMI areas, with specific emphasis placed on projects that support the Local Waterfront Revitalization Plan for the Black River. Creating new or improving existing park and recreational areas will provide relief from the urban setting for residents, will improve the aesthetic quality of neighborhoods and will provide much needed recreational opportunities in LMI areas. Many of the City's LMI areas are underserved or completely lacking in park and recreational amenities and this funding will afford the City the opportunity to address this issue.

How were these needs determined?

The priority identified above was developed with input from the public, from municipal officials as well as extensive public participation during the development of the City's draft Local Waterfront Revitalization Program (LWRP). The LWRP focuses primarily on the Black River corridor in the City and the development of the plan was a multi-year initiative aimed at revitalizing and redeveloping the Black River for recreational uses as well as a tool for economic revitalization. This riverfront corridor lies almost entirely within a LMI area, based on block group data and therefore most improvements in the LWRP boundary area will benefit LMI residents. Major goals of the LWRP include creating a diverse and continuous waterfront experience composed of a mix of uses including recreation options and appropriate commercial opportunities. As the Black River transitions from its roots as an industrialized corridor, a major component will include increasing public access and recreational use of the riverfront by transforming the corridor into a blueway or connected greenbelt of riverfront parks and recreational opportunity areas. While the City has made a significant effort to implement the LWRP in the last few years by building new parks and redeveloping or improving others, much work remains to be completed. Connecting existing residential neighborhoods to the waterfront to provide for continued long-term use and ownership of this resource is critical as we pursue the implementation of the plan.

The need for additional park and recreational space in the City's LMI areas is further demonstrated by comparing the location of our existing parks to the City's LMI neighborhoods. As is shown on the attached map, a majority of the City's park land is located outside of the LMI block group areas. The map and data show that of the 491 acres of parkland located in the City, only 30.5 acres or 6.2% are located within LMI neighborhoods. This environmental injustice is startling and creating new or improving existing park and recreational areas will greatly enhance the City by improving the aesthetic quality of neighborhoods and providing much needed recreational opportunities.



Park and Recreational Areas

Describe the jurisdiction's need for Public Improvements:

As an established community with over 200 years of history, the City has a vast need for infrastructure improvements which are important for public safety and for improving the quality of life in the City. Infrastructure improvements are needed to replace aging mains, to eliminate leaks, to separate storm water from sewer flows, to improve accessibility, ensure pedestrian safety and improve the overall aesthetic quality of the community. The primary objectives of the City's non-housing community development activities related to public improvements include the following:

- Ensure that adequate infrastructure is in place throughout all of our LMI neighborhoods and finance enhancements to proposed capital program infrastructure projects that will improve the visual character or add to the value or desirability of LMI neighborhoods.
- Ensure pedestrian safety by assisting with the construction of sidewalks where there are gaps in the system, provide for the safe movement of the elderly and disabled by installing curb ramps and by funding projects that improve accessibility or remove architectural barriers in public spaces.
- Reduce the cost of mandatory improvements to the homes or properties of LMI persons which are triggered by local legislation or regulation such as the City sidewalk program or proposed capital program infrastructure improvements.

- Support programs that facilitate access to the public transportation system. Enhancing the City's infrastructure through public improvements will enhance the aesthetic quality and visual character of neighborhoods, will increase public health and safety and will improve access and provide for the safe movement of the elderly and disabled. Many of the City's LMI areas are some of the oldest in the City and therefore have the most pressing needs to replace broken, deteriorated or damaged infrastructure. By implementing this plan the City will be able to provide a suitable living environment throughout our LMI areas and improve the overall aesthetic quality of the community.

How were these needs determined?

The priorities identified above were developed with input from the public, during meetings with local advisory boards and discussion with municipal officials. Existing data on the condition of various existing public infrastructure was also reviewed and analyzed. One of the data sets analyzed was a pavement condition survey that was completed in 2010. The condition survey was developed by analyzing thousands of digital images of City streets and assigning a pavement condition index to each of the streets throughout the City. The survey analyzed existing conditions such as pavement cracking, patching and potholes. Using the condition assessment, each street was rated and assigned a numeric value describing its condition. The pavement condition survey revealed that many of the streets in the City's LMI areas are in extremely poor condition and in need of repair.

The City's 5-Year Capital Improvement Program Plan was also analyzed to determine the feasibility of financing enhancements to proposed capital program infrastructure improvements. The plan identifies some of the most pressing infrastructure needs within the City and review of it revealed that three of the four major street reconstruction projects planned for FY 2014-2015 through FY 2017-2018 are located in LMI neighborhoods. Efforts to improve and enhance the visual character and add to the value or desirability of LMI neighborhoods will be a key strategy in our public improvement plan.

Describe the jurisdiction's need for Public Services:

Enhanced bus service was identified as a needed public service.

How were these needs determined?

This was identified through the consultation and citizen participation process.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The housing market in Watertown is in many ways typical of an upstate New York community. Watertown had a strong manufacturing sector beginning in the mid-19th century, which consistently drew people to the city until the 1970s, at which point the economy, and thus the population, began to decline. Between 1870 and 1950, the city grew from 9,336 to 34,350—but by 1980, the population had dropped to 27,861.

The depopulation of the city slowed in the late 1980s. In 1984 the Army stationed a new division at Fort Drum. The influx of military families has had a significant impact on the housing market through two mechanisms. First, the soldiers and their families increase general demand for housing units, partially filling the gap left by the manufacturing industry. Second, the Army's Basic Allowance for Housing (BAH) subsidy affects the pricing of vacant housing units.

During the peak of the Afghanistan and Iraq conflicts, the military population increased to levels that stressed the capacity of the local housing stock. In 2004 a third Brigade Combat Team was added, bringing an additional 6,000 soldiers.

In 2005, the Fort Drum Regional Liaison Organization and the Development Authority of the North Country created the Community Rental Housing Program which pooled \$9 million in subsidies to create about 594 new units in the Fort Drum market.

A regional housing study was commissioned by the Fort Drum Regional Liaison Organization in 2008, which predicted a net demand for 1,200 new housing units in the Fort Drum region. Despite hundreds of new units coming online in the intervening years, a 2011 follow-up found that demand existed for an additional 955 units.

As of 2011, over 18,000 soldiers were stationed on base.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The city has nearly 13,000 housing units, with about 11,700 occupied as of 2012. As mentioned earlier, due to the history of development in the area, a large amount of the region's privately owned rental units are located in the city. The number of units has not changed drastically since 2012, with just one major project having been completed since then, for about 200 units.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	5,366	42%
1-unit, attached structure	257	2%
2-4 units	4,007	32%
5-19 units	1,549	12%
20 or more units	1,349	11%
Mobile Home, boat, RV, van, etc	165	1%
Total	12,693	100%

Table 27 – Residential Properties by Unit Number

Data Source: 2007-2011 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0%	298	5%
1 bedroom	65	1%	1,983	30%
2 bedrooms	636	13%	2,460	37%
3 or more bedrooms	4,277	86%	1,866	28%
Total	4,978	100%	6,607	100%

Table 28 – Unit Size by Tenure

Data Source: 2007-2011 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

About 412 families receive Section 8 Housing Choice Vouchers in the city, provided by Lewis County Opportunities. These are targeted at families below 50% of the area median income.

The Watertown Housing Authority operates 642 units, targeted at low-income, disabled, and/or elderly families or individuals--with specific targets varying between properties.

Neighbors of Watertown, Inc. works with the city to perform CDBG housing rehabilitation, and also operates 51 subsidized low-income units, and 42 elderly/low-income. Since 1991, the CDBG program has provided funding for the acquisition or repair of 296 units. Depending on the specific program, these units are restricted to occupants below 80% of the area median income at the time of assistance (some projects target a lower threshold). The assistance type breakdown follows:

- Homebuyer grant: 69 units since 1991
- Owner-occupied rehab: 151 units since 1999
- Homebuyer+rehab combination grant: 26 units since 2005
- Rental rehab: 50 units since 2008

The following private developments have taken advantage of state LIHTC program, or other state or federal programs, to provide subsidized units. These are mostly mixed income developments, where the income-restricted units tend to target families below 60% of the area median income. The unit counts below are the totals for each project--the number of income limited units was not easily obtainable, but typically LIHTC requires at least 40 percent of the units to have income and rent limits.

- Creekwood Apartments - 200
- Summitwood Apartments - 100
- Starwood Apartments - 91
- Kelsey Creek Apartments - 132
- Maple Court Apartments - 92
- Curtis Apartments - 108

In addition to Neighbors of Watertown, the following properties offer subsidized units for the elderly:

- Henry Keep Home: 40 units
- Emma Schley: 101 units
- Centennial Apartments: 24 units
- Bugbee Apartments: 36 units

Without knowing the exact proportion of subsidized units in each property, at best estimate, 1,500 to 1,600 rental units in the City are currently subsidized in some form, and subject to income restrictions. This represents about 23% of all rental units in the city. If Housing Choice Vouchers are included, this number rises to about 2,000, or 30%.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

No major loss of affordable units is expected within the term of this Consolidated Plan. Section 8 HCV allocations have been frozen, and may be further reduced, across the local provider's two-county service

area, but this may or may not bring about an actual reduction in the number of vouchers available in Watertown specifically.

Does the availability of housing units meet the needs of the population?

In general, there are enough housing units for the current population. However, there are problems with pricing and quality.

Describe the need for specific types of housing:

There is not a severe shortage of any particular type of housing.

Discussion

The city's high share of rental units (57%) creates some challenges when trying to ensure that the housing stock is kept in good condition. Simply keeping track of the rentals within the city is a daunting task when there are nearly 7,000 rental units.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Watertown’s housing market is overshadowed by the Fort Drum influence, but feels the effects of that influence on rental pricing and availability more acutely than the Fort Drum region as a whole. Watertown has higher poverty levels than the region (19.8% vs. 16.5% for the three-county area), and a higher percentage of housing units in rental tenancy (57% vs. 34% for the counties).

Cost of Housing

	Base Year: 2000	Most Recent Year: 2011	% Change
Median Home Value	64,100	116,700	82%
Median Contract Rent	377	586	55%

Table 29 – Cost of Housing

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	2,532	38.3%
\$500-999	3,479	52.7%
\$1,000-1,499	513	7.8%
\$1,500-1,999	33	0.5%
\$2,000 or more	50	0.8%
Total	6,607	100.0%

Table 30 - Rent Paid

Data Source: 2007-2011 ACS

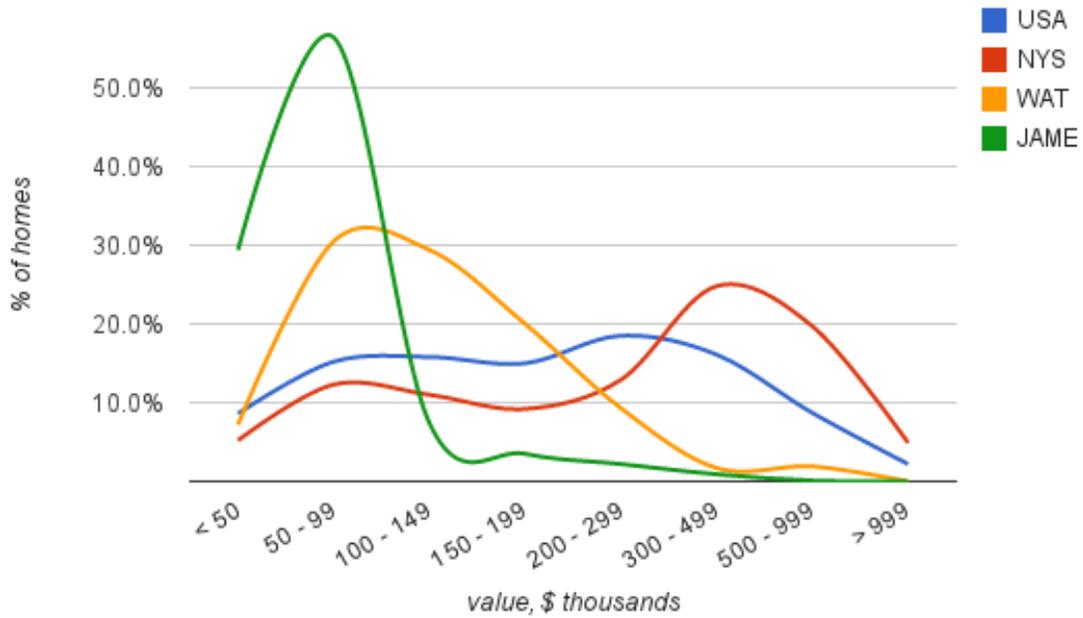
Rent Chart Analysis

The following charts compare gross rents, and their change over time, to the nation, the state, and to Jamestown, NY—a city with a similar demographic profile to Watertown.

The distribution of rental rates in Watertown, unlike home values, matches that of the nation very closely. Note that Jamestown’s low home values come with low rental rates—not the case for Watertown:

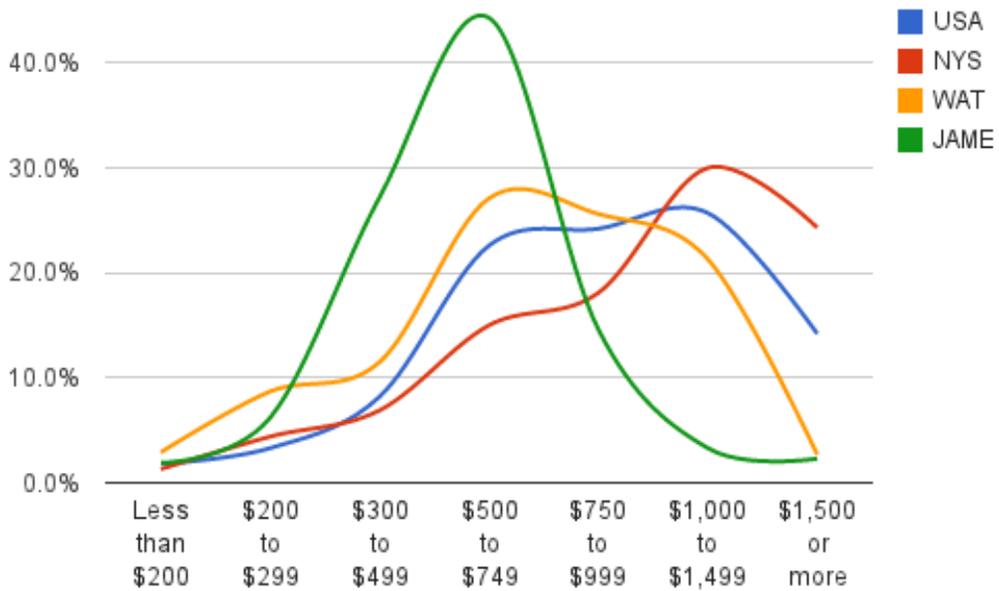
Also interesting in this chart is the apparent price “shelf” created by the BAH. Very few units rent for less than \$500 or more than \$1,500. This is likely due to the fact that the BAH tends to range from about \$945 to \$1500, and landlords may have a tendency to peg their asking price at levels affordable to the large and reliable military rental market. High ranking officers with dependents may receive over \$1500, but these households are few in number, and are more likely to purchase rather than rent. (BAH figures based on 2012 chart.)

Home Value ACS 5-year 2012



Home Value

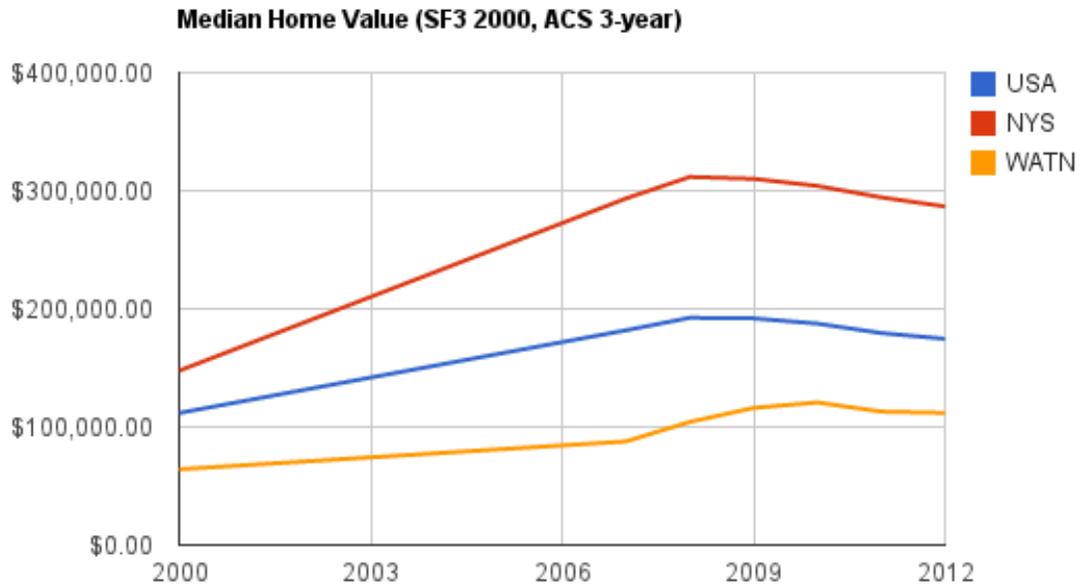
Gross Rent ACS 5-year 2012



**Gross Rent
Rent vs Home Value**

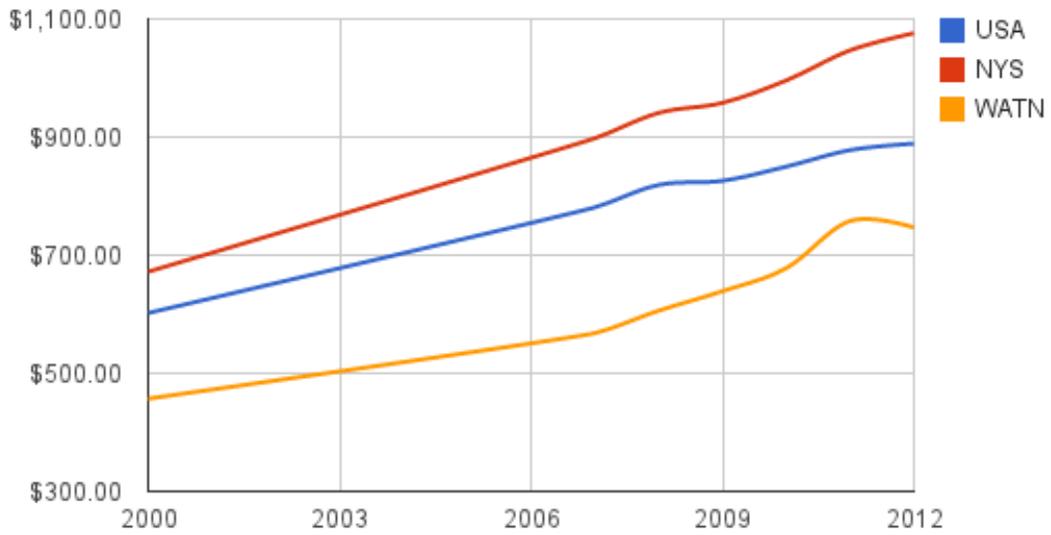
The following charts compare rental costs to home value over time. While rents continued to rise through 2011, and then leveled in 2012, home values have been declining since 2010 after substantial inflation earlier in the 2000s.

Both rents and home values remain well below the national median.



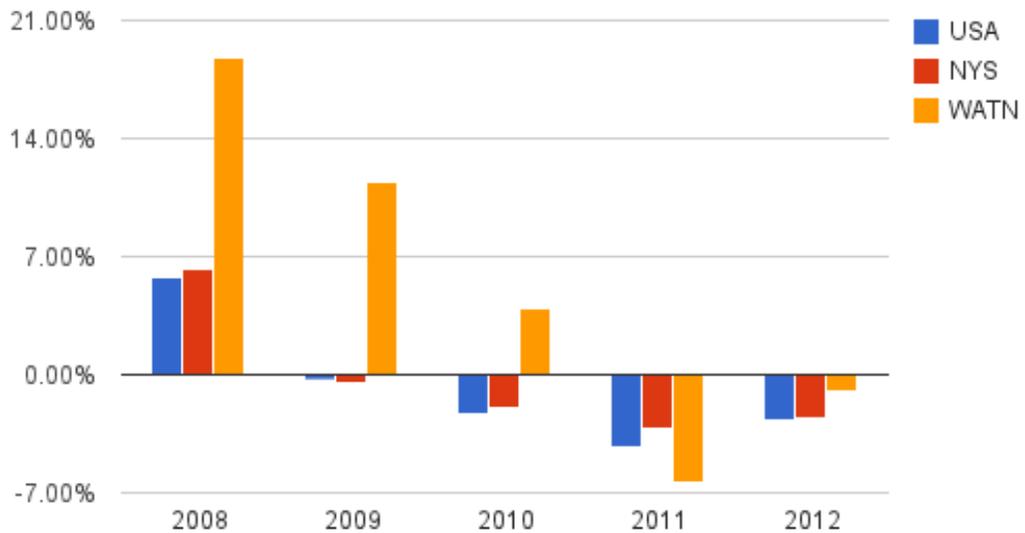
Home Values Over Time

Median Gross Rent (SF3 2000, ACS 3-year)



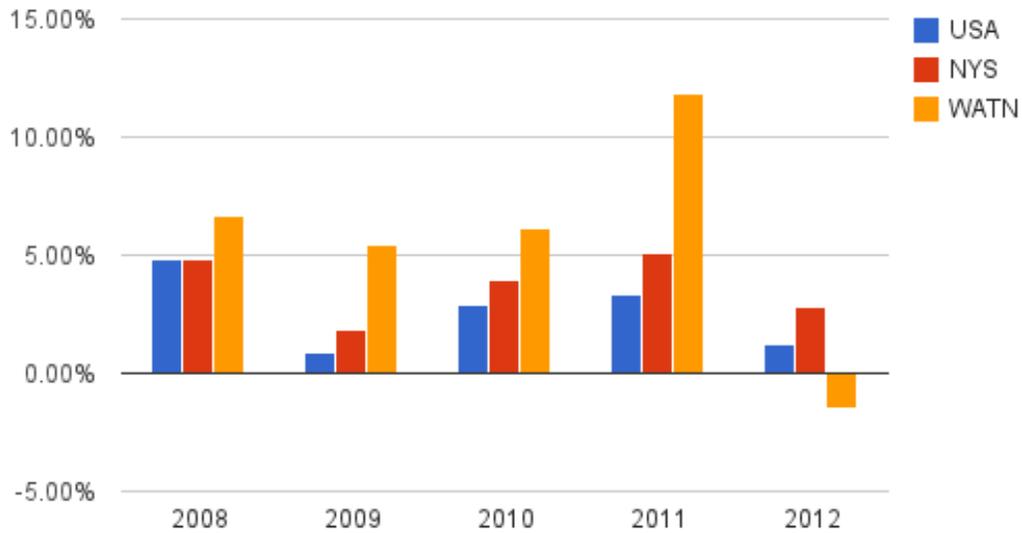
Gross Rent Over Time

Percent Change in Home Value (ACS 3-year)



Yearly Home Value Change

Yearly Change in Median Gross Rent (ACS 3-year)



Yearly Gross Rent Change

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	610	No Data
50% HAMFI	1,510	415
80% HAMFI	3,995	1,085
100% HAMFI	No Data	1,780
Total	6,115	3,280

Table 31 – Housing Affordability

Data Source: 2007-2011 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent					
High HOME Rent					
Low HOME Rent					

Table 32 – Monthly Rent

Data Source: HUD FMR and HOME Rents

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
--	------------	-----------	-----------	-----------	-----------

Fair Market Rent	500	501	602	776	815
% Change (8 years)	35.2	55.4	68.1	65.8	78.3

Table 33 - 2006 FMR for Jefferson County

Is there sufficient housing for households at all income levels?

There may be a deficiency in rental housing priced below the lowest Basic Housing Allowance. Non-military individuals earning less than about \$40,000 but more than the typical income limit for subsidized projects (\$33,050) may have difficulty finding affordable rental units.

Likewise, increasing rents have made it difficult for those with very low incomes to find housing. This is evident in the long waiting lists for low-rent subsidized units and rental assistance programs.

How is affordability of housing likely to change considering changes to home values and/or rents?

With potentially hundreds of rental units scheduled for completion over the next two years in Watertown and surrounding areas, rental prices are likely to stabilize. However, they have already exceeded levels that are affordable for many of the city's residents. The oversupply of housing and extremely low housing costs that characterized the 1990s and early 2000s are not likely to return, but housing is not likely to become less affordable in the near future, and indeed rents and home values will likely remain below the national average.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Fair Market Rents exceed the median contract rent for the city, even for efficiency units. This is likely a result of a large number of higher priced rental units located outside the city but still within the FMR calculation area.

This improves the pro-forma for potential developers of subsidized units--higher maximum rent makes the project more profitable in theory. However, it also creates a situation where subsidized, income-restricted units are just barely affordable to the target population. For example, for a family of three with a 2-bedroom apartment, their lowest possible housing cost under HUD guidelines is 28.5% of their gross income. (FMR 2-bed: \$12,144 annually, 3-person low-income limit: \$42,500)

Discussion

While rental vacancy rates have stabilized somewhat as a result of the scaling back of deployments to Afghanistan, rental price growth has outpaced inflation by a wide margin between 2007 and 2011. Meanwhile, as of 2010, home values have been on a downward trend—after seeing substantial inflation in the early 2000s. This combination of high rental rates and sliding home prices makes the Watertown market somewhat unique.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

Watertown's explosive growth between 1870 and 1950, and the relative inactivity since, means that the age of the city's housing stock is older than average. Nearly 57% of units in the city were built before 1940, compared to just 13.7% for the nation as a whole. Urban renewal projects in the 1970s removed a substantial amount of aged square footage, but most of these structures were commercial buildings in the downtown area, so relatively few housing units were removed.

The advanced age of the city's building stock is indicative of the deteriorated condition of housing units found in many parts of the city.

Definitions

"Substandard" units are those that do not meet the requirements of the NY State Residential Code, or do not meet HUD Housing Quality Standards, or have deferred maintenance needs that exceed the financial resources of the owner.

"Substandard and suitable for rehabilitation" units are those substandard units where the cost of renovation to meet the above standards does not exceed the replacement cost of the structure, or where the historical value of the structure precludes the demolition option.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,001	20%	2,861	43%
With two selected Conditions	15	0%	213	3%
With three selected Conditions	8	0%	74	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	3,954	79%	3,459	52%
Total	4,978	99%	6,607	99%

Table 34 - Condition of Units

Data Source: 2007-2011 ACS

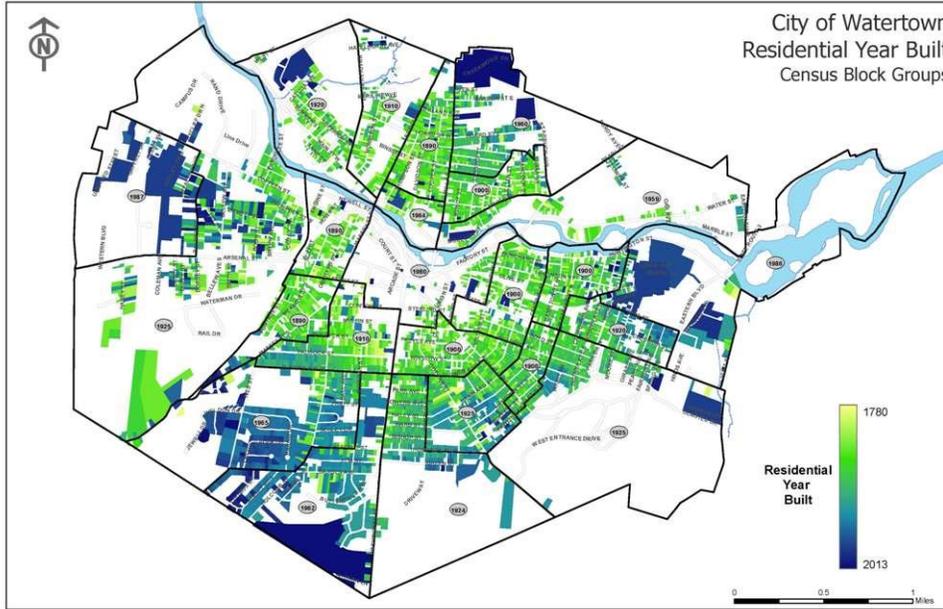
Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	88	2%	161	2%
1980-1999	282	6%	944	14%
1950-1979	843	17%	2,013	30%

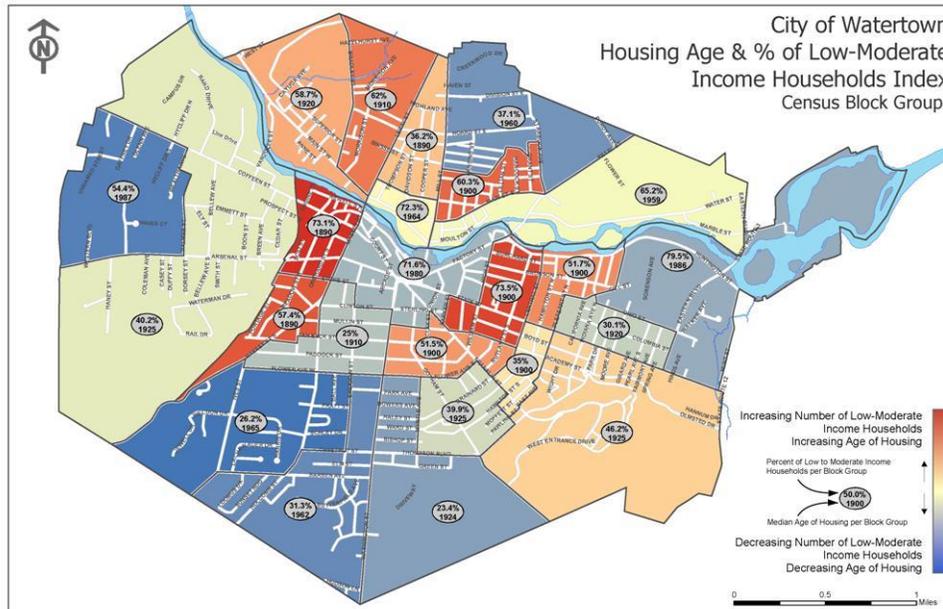
Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Before 1950	3,765	76%	3,489	53%
Total	4,978	101%	6,607	99%

Table 35 – Year Unit Built

Data Source: 2007-2011 CHAS



Housing Year Built



Housing Rehab Index

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	4,608	93%	5,502	83%
Housing Units build before 1980 with children present	24	0%	325	5%

Table 36 – Risk of Lead-Based Paint

Data Source: 2007-2011 ACS (Total Units) 2007-2011 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 37 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

The City's housing stock is older than the national median, and many of the oldest units are concentrated in areas with lower incomes. There are large number of housing units suffering from deferred maintenance or outright neglect.

The City has been offering owner-occupied and rental rehab programs for many years using New York State CDBG and HOME funds. There are 291 applicants on the waiting list for this program, as of the 2013 funding year.

The City's Code Enforcement Bureau reports that their office processed 187 Property Maintenance Code violations in 2013. There are likely substantially more properties needing repair, but that are not sufficiently deteriorated to warrant a violation.

The attached map displays a rehabilitation need index, which is a factor of the median structure age and low- to moderate-income household percentage, both by block group. Higher index values denote areas with low incomes and old housing. These areas are the locations most likely to contain deteriorated housing units in need of repairs beyond the means of the owner/occupant.

The second map shows the age of housing by parcel, which was the source for the medians displayed in the first map.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

The total number of pre-1980 housing units with children present is 1,450, and the city's overall percentage of households that have moderate incomes or lower is 50.4%, we estimate that 731 low/mod units contain lead based paint hazards.

Of those, 607 are rentals, and 124 are owner-occupied.

Discussion

It is clear that Watertown will require housing rehabilitation programs for the foreseeable future. There has been some indication recently that vacancy rates are beginning to stabilize at normal levels, and that rents are beginning to fall. However, this market normalization may actually make it more difficult for property owners to afford improvements--on account of lower rental income.

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The main provider of public housing is the Watertown Housing Authority. There are also a multitude of private organization providing assisted or subsidized housing.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			674						
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 38 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The Watertown Housing Authority (WHA) provides federally funded low-income housing in the City of Watertown. WHA operates 642 units with 1220 tenants. The waiting list as of December 2013 was 279 applicants. Each year the WHA spends approximately \$1.4 million on maintenance, renovation, and repair.

Lewis County Opportunities (LCO) is the only agency that offers Housing Choice Vouchers within the city. Their coverage area includes all of Jefferson and Lewis Counties. In Jefferson County, they currently provide voucher assistance to 1,017 households—581 of which live in the 13601 zip code.

The city comprises about 71% of the 13601 zip code by population, so we can infer that at least 412 households are receiving assistance from LCO within the city boundary. The real figure is likely to be higher, as the city has a higher poverty rate and lower median income than the zip code.

LCO reports that their waiting list currently has 814 applicants. The wait time for a voucher has historically been 18-24 months, but there is currently a moratorium on new leases due to congressional budget restraints (“sequestration”). There is no way to estimate the wait time that a current applicant faces, until the moratorium is lifted and jurisdictional voucher allotments are revised. We also cannot ascertain how many applicants on the waiting list are currently residents of the city.

With regards to the quality of the housing stock, LCO reports that they have not had trouble finding suitable dwellings within their service area. Their unmet need is due to insufficient funding.

Public Housing Condition

Public Housing Development	Average Inspection Score
Eastbrook	82
Midtown Towers	83
Northside	84

Table 39 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

WHA does not report any current deficiencies in the physical condition of their units. However, 32 units were recently demolished—giving WHA the option to construct a new 40-50 unit facility once funding is available. The length of the waiting list implies that demand exists for these additional units.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

As mentioned above, the the Housing Authority is continuously improving and renovating its facilities to ensure that its low-income residents have a high quality housing unit.

Discussion:

Public and assisted housing comprises a major portion of the rental market. In general, the quality of these units is good, but there may be a shortage in the number of units.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Watertown falls within the territory of the Points North Housing Coalition, a Continuum of Care covering Jefferson, Lewis, and St. Lawrence counties. Because these services operate on a regional level, information specific to the city is limited.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	39	11	72	20	12
Households with Only Adults	5	0	78	0	19
Chronically Homeless Households	0	0	0	8	0
Veterans	0	0	0	0	31
Unaccompanied Youth	0	0	0	0	0

Table 40 - Facilities and Housing Targeted to Homeless Households

Data Source Comments: Figures for Jefferson, Lewis, St. Lawrence CoC in CPD Maps.

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

The city has a full spectrum of mainstream services available for the homeless or potentially homeless, although capacity and funding may be limited.

Medical and mental health services are provided mainly by Samaritan Medical Center, having recently taken over from other providers like the Children's Clinic. Employment and other social services are provided by Northern Regional Center for Independent Living, Cornell Cooperative Extension, Community Action Planning Council, Watertown Urban Mission, Disabled Persons Action Organization, Jefferson Rehabilitation Center, Salvation Army, Catholic Charities, and the Jefferson County Department of Social Services.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The following organizations provide shelter and support services for the homeless:

Neighbors of Watertown, Mental Health Association of Jefferson County, Jefferson County Department of Social Services, Victims Assistance Center, Lewis County Opportunities, and the Watertown VA Clinic Homeless Program.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Special needs facilities are provided mostly by private organizations using various subsidies. The Watertown Housing Authority also serves some special needs groups.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

The elderly and frail elderly are served by Samaritan Keep Home and Samaritan Senior Village when medically necessary. There are also many subsidized housing units for low- and moderate-income elderly people--including Centennial Apartments, Bugbee Apartments, Olympic Apartments, Henry Keep Apartments, and some Watertown Housing Authority properties.

People with alcohol and drug issues can find help treatment and housing from CREDO Community Center, which offers outpatient chemical dependency treatment as well as communal residences.

ACR Health, the successor to AIDS Community Resources, offers outpatient support services for those afflicted with HIV/AIDS and other conditions. They offer limited housing services for those with multiple chronic diseases.

The Watertown Housing Authority provides supportive services to its residents, and Lewis County Opportunities does likewise to those supplied with Housing Choice Vouchers.

There are no major gaps in service, but as is common, most agencies providing these services suffer from limited funding.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Transitional Living Services is a non-profit community service organization that provides rehabilitative apartments and other residential services to people with psychiatric illnesses. They also provide case management services, and operate a homeless shelter program in St. Lawrence county.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

Not applicable.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Many of the participants in the Owner-occupied Rehabilitation Program will be elderly.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

No local public policies that have a negative impact on affordable housing and residential investment have been identified. In fact the City of Watertown has done everything possible to encourage housing development to meet the need created by Fort Drum. The state and federal government have also assisted with this though we could always use more public funding.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

Although employment has declined in the City's traditional industrial employment centers, the economy is relatively diverse and offers opportunities for growth.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	44	21	1	0	-1
Arts, Entertainment, Accommodations	1,110	1,942	15	14	-1
Construction	267	398	4	3	-1
Education and Health Care Services	2,091	4,939	28	36	8
Finance, Insurance, and Real Estate	405	807	5	6	1
Information	198	505	3	4	1
Manufacturing	649	998	9	7	-2
Other Services	399	764	5	6	1
Professional, Scientific, Management Services	386	676	5	5	0
Public Administration	0	0	0	0	0
Retail Trade	1,449	1,880	19	14	-5
Transportation and Warehousing	269	409	4	3	-1
Wholesale Trade	283	417	4	3	-1
Total	7,550	13,756	--	--	--

Table 41 - Business Activity

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	12,298
Civilian Employed Population 16 years and over	10,961
Unemployment Rate	10.87
Unemployment Rate for Ages 16-24	38.60
Unemployment Rate for Ages 25-65	5.67

Table 42 - Labor Force

Data Source: 2007-2011 ACS

Occupations by Sector	Number of People
Management, business and financial	1,984
Farming, fisheries and forestry occupations	584
Service	1,482
Sales and office	3,198
Construction, extraction, maintenance and repair	797
Production, transportation and material moving	364

Table 43 – Occupations by Sector

Data Source: 2007-2011 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	10,617	90%
30-59 Minutes	943	8%
60 or More Minutes	262	2%
Total	11,822	100%

Table 44 - Travel Time

Data Source: 2007-2011 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	430	171	684
High school graduate (includes equivalency)	2,638	229	1,288
Some college or Associate's degree	3,000	318	800

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Bachelor's degree or higher	2,654	45	342

Table 45 - Educational Attainment by Employment Status

Data Source: 2007-2011 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	24	0	36	223	301
9th to 12th grade, no diploma	322	342	338	413	474
High school graduate, GED, or alternative	1,568	1,573	952	1,840	1,292
Some college, no degree	1,230	1,210	776	1,082	490
Associate's degree	183	235	440	746	226
Bachelor's degree	216	742	553	671	358
Graduate or professional degree	50	306	375	603	127

Table 46 - Educational Attainment by Age

Data Source: 2007-2011 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	20,127
High school graduate (includes equivalency)	21,281
Some college or Associate's degree	31,858
Bachelor's degree	39,040
Graduate or professional degree	52,899

Table 47 – Median Earnings in the Past 12 Months

Data Source: 2007-2011 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest employer located within the city is Samartian Medical Center. Combined with Jefferson Community College and the local school district, this makes the education/healthcare sector one of the dominant industries in the city.

Also important are retail, entertainment, and accommodations. Combined together, tourism-based industry is the largest employment generator. A large portion of this trade is driven by Canadian tourists who take advantage of the favorable exchange rate for shopping and entertainment.

Manufacturing has declined over the last few decades, but still takes a strong 3rd place with over 600 jobs, largely due to the presence of NY Air Brake.

Describe the workforce and infrastructure needs of the business community:

The most obvious missing link for the local workforce is the lack of a nearby 4-year higher educational institution. Jefferson Community College is an excellent 2-year institution, which also offers some 4-year degrees via cooperative agreements with other school. However, the nearest 4-year colleges are at least 50 miles away.

Highway and cargo-rail infrastructure is good, but the city may face long term challenges due to a weak public transit system, and a total lack of passenger rail.

Passenger air service is relatively good, but as with many smaller airports, ticket prices can be high in comparison to nearby alternatives (Syracuse and Rochester). Air travel is also limited to a single airline, so there is no price competition locally. There is no public transit service to the airport.

Internet access is nearly ubiquitously available in the city. Businesses typically have multiple options for enterprise scale cable, DSL, or fiber. Many residential areas are limited to cable.

Nearly the entire city has sewer and water service coverage. National Grid's gas and electric system also covers the entire city.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

No major changes are expected within the planning period. There is always the threat of reduced troop levels at Fort Drum, but no specific cut has been proposed.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The "Business by Sector" chart above indicates that there is a shortage of trained personnel in the education and healthcare sector. LPNs may be trained locally, but for the most part healthcare providers must attract employees from elsewhere. Large providers like Samaritan must compete with institutions in Syracuse, which have access to locally trained MDs, PAs, and RNs.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The Workforce Investment Board for Jefferson and Lewis counties oversees a career center called the WorkPlace, with an office in the City of Watertown. The WorkPlace offers a variety of employment counseling services, including:

- Job-seeker training and application assistance
- Career fairs
- Youth employment program
- Recruitment and screening
- Testing

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

A major goal of the CEDS for Jefferson County is to improve quality of life to support the local community and attract a skilled workforce. This includes a developing a housing strategy for the county which responds to new unit demand and rehabilitation needs. The city CDBG program can support this goal through its ongoing housing rehabilitation efforts.

The CEDS also promotes downtown and neighborhood revitalization efforts. CDBG funds can support this goal through infrastructure projects.

Other cultural amenities may qualify for CDBG funding, like farmers markets and community arts programs.

CEDS Action/Objective E.6 encourages the development of a regional transit needs assessment. This planning effort might be supported by the CDBG program.

Discussion

Military employment has offset the job losses suffered by the industrial sector, but reliance on a single employer is risky. The city and the region need to continue diversifying the employment base to make sure that any future losses can be absorbed.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Our analysis indicates that housing problems are likely concentrated in a few neighborhoods. In the MA-20, Condition of Housing, we include a map that compares housing age to household income. The Near Eastside, the Near Westside, and Northeast all registered high "rehab need indices", meaning they have both old housing units and a high share of low/mod households.

Near East refers to the area just east of Public Square, spreading north and south from the 500 and 600 blocks of State Street.

Near West refers to the area between Massey Street and the railroad.

Northeast refers to the area between Main Street East and Francis Street/Cleveland Street, and also includes areas south of Main Street between the Court Street bridge and Pearl Street.

These areas coincide with Local Target Areas, which are delineated on a map included in SP-10: Geographic Priorities.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Low-income families appear to be concentrated in the center of the city. Most of the block groups within 0.75 miles of Public Square have over 70% low/mod households. The city does not have any particular concentration of racial or ethnic minorities.

"Low-income concentration" means a block group with over 70% Low/Mod households as calculated by HUD.

"Minority concentration" means a block group where more than 50% of the population identifies as a particular racial or ethnic minority, based on census data.

What are the characteristics of the market in these areas/neighborhoods?

The rental market tends to skew towards low rents, but lack amenities and can be very crowded. These areas have lower homeownership rates than the rest of the city.

Are there any community assets in these areas/neighborhoods?

The Near Eastside contains, or has within close proximity, several religious institutions that provide childcare and community services. There are also five city playgrounds in this area. A few social services

organizations have offices in this area, including the Salvation Army and the Cornell Cooperative Extension.

The Near Westside has no major religious presence, but Transitional Living Services of Northern New York has their main office on the northern end of the neighborhood. A private Catholic elementary school is located just outside the neighborhood on the southern end. The neighborhood contains two city playgrounds and a fire station, and is also home to Waterworks Park--an area that has seen substantial revitalization efforts over the past decade.

While Downtown is considered a low-income neighborhood statistically, it is also home to a substantial amount of retail and office space. Both the City, Jefferson County, and the State have offices in the area. The proximity of so many employment centers can be leveraged as an asset to improve services to the coterminous residential neighborhood.

Are there other strategic opportunities in any of these areas?

In general, the city's waterfront has been neglected. The potential amenity of a river-side location should be developed for the benefit of nearby neighborhoods.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The City of Watertown has decided to concentrate its Community Development Block Grant program in the early years covered by this plan on three high priority needs and one need with a lower priority: decent affordable housing, public infrastructure improvements, blight elimination, and homelessness prevention.

These needs are addressed by three goals: affordable housing rehabilitation, neighborhood stabilization and revitalization, and homeless assistance.

Seven neighborhoods where the majority of the residents have low and moderate incomes (LMI) have been designated as local target areas. As the city becomes more involved in the CDBG program, revitalization plans will be developed for each neighborhood. Most of the neighborhoods are residential in nature. Some have small commercial pockets. Downtown is the one neighborhood with a completely different character. It is a mixed use area with an expanding residential component.

The neighborhood stabilization and revitalization goal will include improvements to public infrastructure and the elimination of blighting influences in target areas.

While affordable housing is also an extremely important component of neighborhood revitalization, it warrants its own goal. There is a great need for rehabilitation and it is not limited to lower income neighborhoods. In order to assist LMI persons throughout the city, housing programs and projects will not be limited to specific neighborhoods. This is also part of an effort not to increase the concentration of lower income persons in a few areas.

The City will work with Points North Housing Coalition, which is the region's Continuum of Care, on homeless issues.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 48 - Geographic Priority Areas

1	Area Name:	Downtown
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This target area consists of Block Group 1 of Census Tract 621.
	Include specific housing and commercial characteristics of this target area.	It is the city's downtown area, which consists of mixed commercial and residential uses. Commercial uses consist largely of offices and restaurants, with some retail. The area contains a large number of housing units, mostly in the form of multi-level apartment buildings located above street level commercial spaces.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Downtown revitalization has been a major planning goal for the city for decades.
	Identify the needs in this target area.	There are several dilapidated structures in need of renovation, most of which included vacant housing units on the upper floors. As evidenced by the block group's 71.6% low/mod rate, there is a concentration of poverty in the area. Transportation options are limited, but access to public transit is better than other parts of the city, due to the location of the bus transfer station on Arcade Street, at the center of the target area.
What are the opportunities for improvement in this target area?	Rehabilitation of upper floor apartments, streetscape improvements, transportation facilities improvements.	
Are there barriers to improvement in this target area?	Rehabilitation projects are more complicated and costly in this setting due to the compact zero-setback lots and high traffic levels.	

2	Area Name:	East
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This neighborhood is coterminous with Block Group 1 of Census Tract 612. It includes the areas between Huntington Street and Ohio Street, and between Eastern Boulevard and the City limit. The target area also happens to include a large swath of vacant riverfront land under the city's ownership.
	Include specific housing and commercial characteristics of this target area.	This area is predominantly rental housing, with some commercial development along Eastern Boulevard. The rental housing consists of relatively new low-rise rental complexes--many of which are Watertown Housing Authority properties. Commercial development consists mostly of single level retail.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	This target area has the city's highest share of low/mod households at 79.5%, making it a natural choice for targeted improvements.
Identify the needs in this target area.	Some of the older housing developments will need renovation in the coming years. This neighborhood also has inconsistent pedestrian access.	
What are the opportunities for improvement in this target area?	Rental rehabilitation, new sidewalks or multi-use paths, streetscape improvements, new or improved public transit facilities.	
Are there barriers to improvement in this target area?	The Eastern Boulevard right-of-way is controlled by NYSDOT, and many of the locations where pedestrian connectivity could be improved are on private property.	
3	Area Name:	Near East
	Area Type:	Local Target area

	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This neighborhood encompasses the residential areas immediately south and east of downtown, between High Street and Colorado Ave North, and between Academy Street and Flower Ave East. This neighborhood is coterminous with block groups 612-03, 621-02, and 621-03.
	Include specific housing and commercial characteristics of this target area.	The area is almost entirely residential, with some retail and services clustered around Washington Street and State Street. Most housing in the area consists of detached houses divided into several rental units. There are some defunct industrial properties along the former railroad right-of-way near Olive Street, and the Ogilvie Foods brownfield site is located adjacent to this target area, just across Pleasant Street North. The aggregate low/mod percentage for the three block groups is 60.1%.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	The near east side has been the subject of revitalization efforts for some time. It contains some of the most threatened housing stock in the city, and was identified as a concern by the community.
	Identify the needs in this target area.	Housing rehabilitation, both for rentals and owner-occupied units, is a major need. Infrastructure improvements are also needed.
	What are the opportunities for improvement in this target area?	The Ogilvie brownfield, the industrial properties near Olive Street, and a few vacant commercial or mixed-use parcels along State Street offer revitalization opportunities.
	Are there barriers to improvement in this target area?	One of the major opportunities, the Ogilvie site, is not contained within the target area boundary.
4	Area Name:	Near West
	Area Type:	Local Target area

	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This target area encompasses the areas immediately west of downtown, between Massey Street and the railroad, south of the river. This includes block groups 615-01 and 615-02.
	Include specific housing and commercial characteristics of this target area.	The area contains mostly detached houses with several rental units. There is commercial and industrial development along Arsenal Street, Coffeen Street. There is some some industrial activity near the intersection of Coffeen Street and the railroad. Some retail and recreational development exists near the river. The aggregate low/mod percentage for the target area is 64.3%.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	This area was brought up at two or more meetings as needing improvements.
	Identify the needs in this target area.	Residential rehabilitation and infrastructure.
	What are the opportunities for improvement in this target area?	Infrastructure improvement to the riverfront area, improve pedestrian access to the Arsenal Street commercial area, blight removal on Waltham Street.
	Are there barriers to improvement in this target area?	Some blighted properties are not tax delinquent. The railroad right-of-way creates a barrier for accessing amenities to the west. Arsenal Street has heavy traffic and the right-of-way is not controlled by the city, but rather by NYSDOT.
5	Area Name:	Northeast
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	

	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This area consists of neighborhoods north of the river between Leray Street all the way eastward to the city line, but south of Lynd Street West and south of Francis Street. This includes block groups 614-002, 613-001, and 613-002. The aggregate low/mod percentage is 64.8%.
	Include specific housing and commercial characteristics of this target area.	The area contains a substantial number of single-family homes intermixed with multi-family structures-- including both divided houses and major developments. The major developments include three Watertown Housing Authority properties. There is substantial commercial use along Mill Street and Leray Street. There is some industrial activity along Water Street. The area also contains large tracts of vacant land, including the Sewall's Island brownfield and the city's closed landfill facility.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Redevelopment of Sewall's Island has been discussed at many meetings.
	Identify the needs in this target area.	Residential rehabilitation, development or improvement of vacant lands to eliminate blighting influence, infrastructure.
	What are the opportunities for improvement in this target area?	The Sewall's Island brownfield redevelopment (interim remediation is already complete) is a major opportunity, and the riverfront in general is under-utilized and can be improved or developed.
	Are there barriers to improvement in this target area?	Brownfield sites and former landfills are difficult or impossible to develop.
6	Area Name:	Northwest
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive

	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	The neighborhood consists of the area west of Leray Street and north of the Black River. This is coterminous with block groups 614-003 and 614-004.
	Include specific housing and commercial characteristics of this target area.	A larger portion of the target area is taken up by the North Watertown Cemetary. The remainder of the area is primarily residential, with collections of commercial and industrial uses along Main Street West and along the railroad spur. The waterfront area contains many dilapidated or under-utilized commercial and industrial structures. There is one Watertown Housing Authority property on Leray Street, and a cluster of income-restricted housing on Superior Street. The aggregate low/mod percentage for this neighborhood is 60.1%.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	The need for improvements in the Main Street West area was brought up at more than one meeting.
	Identify the needs in this target area.	Adaptive reuse and revitalization of the waterfront and the neighborhoods abutting industrial properties.
	What are the opportunities for improvement in this target area?	The largely vacant former DOT barns on Vanduzee Street, and the vacant waterfront properties between the Court Street Bridge and the railroad bridge are both good candidates for redevelopment.
	Are there barriers to improvement in this target area?	The former industrial properties are potential brownfields due to the nature of their previous uses. The Main Street West streetscape is not attractive to potential developers. Kelsey Creek causes a flood risk in a large portion of the target area.
7	Area Name:	West
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	

Revital Type:	Comprehensive
Other Revital Description:	
Identify the neighborhood boundaries for this target area.	This target area includes the neighborhood west of Palmer Street, between Arsenal Street on the south and Coffeen Street on the north. It is coterminous with block group 615-004.
Include specific housing and commercial characteristics of this target area.	<p>This area is dominated by multi-family housing developments from the 1980s, and major retail development along Coffeen and Arsenal Streets. There is a cluster of single-family homes on the eastern end of the target area.</p> <p>The residential developments are organized in clusters of 2-3 floor buildings in managed complexes. The biggest complex was formerly Section 801 military housing.</p> <p>The low/mod percentage is 54.4%.</p>
How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	It has a notable concentration of low/mod households in an otherwise well-off part of the city.
Identify the needs in this target area.	There is limited need for housing rehabilitation, but some parts of the target area have notable gaps in the pedestrian infrastructure, and there are some substandard streets as well. There is a large amount of vacant land as well, but most of it has been slated for commercial development by its respective owner.
What are the opportunities for improvement in this target area?	Fill in gaps in pedestrian infrastructure and repair substandard vehicle infrastructure, develop vacant lands.
Are there barriers to improvement in this target area?	High traffic due to the fragmented street network is an obstacle to development.

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Seven local target areas have been designated. These areas consist of census block groups that each have low and moderate income persons greater than 51% of the total population. The expenditure of CDBG funds will be concentrated within these target areas.

Housing rehabilitation programs and special needs housing will be available throughout the City, but an emphasis may be placed on projects within the target areas.

All public facility and infrastructure projects will take place within target areas.

Blight elimination funds will be spent primarily within target areas.

Planning efforts will cover target areas only.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 49 – Priority Needs Summary

1	Priority Need Name	Decent Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West West
	Associated Goals	Affordable Housing Rehabilitation Neighborhood Stabilization and Revitalization Planning & Administration
	Description	There is a great need to improve the quality of the City's housing stock, while at the same time keeping it affordable. Much of the housing is very old and in need of repair. The demand caused by Fort Drum soldiers has driven housing costs up and driven the lowest income locals into the poorest quality housing.
	Basis for Relative Priority	Housing has been a major issue for years, because of the growth of Fort Drum. While the quantity of units has almost reached the demand, the quality of the older housing still remains a problem.
2	Priority Need Name	Public Infrastructure Improvements
	Priority Level	High

	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West West
	Associated Goals	Neighborhood Stabilization and Revitalization Planning & Administration
	Description	Improve public infrastructure within low and moderate income neighborhoods.
	Basis for Relative Priority	The emphasis of this plan is on neighborhood stabilization and revitalization and public infrastructure has a major impact on the quality of a neighborhood
3	Priority Need Name	Blight Elimination
	Priority Level	High
	Population	Non-housing Community Development
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West West
	Associated Goals	Neighborhood Stabilization and Revitalization Planning & Administration
	Description	Removal of blighting influences such as delapidated buildings, derelict lots and brownfields.

	Basis for Relative Priority	Blighted properties can negatively impact entire neighborhoods and prevent their revitalization.
4	Priority Need Name	Homelessness Prevention
	Priority Level	Low
	Population	Extremely Low Low Moderate Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West West
	Associated Goals	Homeless Assistance Planning & Administration
	Description	Provide shelter for the homeless.
	Basis for Relative Priority	Preventing homelessness is a critical, immediate need for those that experience it, but it is not as pervasive as the higher priority needs identified in this plan.

Narrative (Optional)

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	The high level of cost burden among low-income households; waiting lists at existing public and subsidized housing; and the concentrations of public and subsidized housing.
TBRA for Non-Homeless Special Needs	The high level of cost burden among many low-income households, including non-homeless special needs populations; waiting lists at existing public and subsidized housing; as well as the concentrations of public and subsidized housing.
New Unit Production	The age of the housing stock; the low vacancy rate; and the waiting lists at existing public and subsidized housing.
Rehabilitation	Age of housing stock.
Acquisition, including preservation	The number of tax delinquent and foreclosed properties.

Table 50 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City of Watertown is for the first time receiving funds from the CDBG program as an entitlement community. We can also receive HOME funds through the North Country HOME Consortium. The City also still has funds to spend from its last New York State CDBG award.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	796,173	0	0	796,173	796,173	This is the City's annual allocation from HUD for the CDBG program.
Continuum of Care	public - federal	Housing	0	0	0	0	0	
Other	public - federal	Housing	459,000	0	0	459,000	0	Small Cities CDBG funds awarded by New York State from the 2013 grant round.

Table 51 - Anticipated Resources

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

These funds will leverage private equity and financing when used for one of the housing rehabilitation programs. When used for larger housing projects, state and other federal funds will also be leveraged. No matching funds are required.

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

Property currently owned by the city will be evaluated for potential improvement and use for neighborhood public facilities or housing for low and moderate income persons. Occasionally, the city obtains property through tax foreclosure. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination.

Discussion

The first year of this Strategic Plan will be unique. The City of Watertown has just become an entitlement community under the CDBG program. The city still has unspent money from the New York State CDBG program. This overlap will last for the first year and possibly part way into the second year.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
WATERTOWN	Government	Economic Development Ownership Planning Rental neighborhood improvements public facilities public services	Jurisdiction
NEIGHBORS OF WATERTOWN	Non-profit organizations	Ownership Rental	Jurisdiction
Watertown Housing Authority	PHA	Public Housing	Jurisdiction
Points North Housing Coalition	Continuum of care	Homelessness	Region

Table 52 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The housing rehabilitation delivery system is very strong. The City of Watertown has had a relationship with Neighbors of Watertown for over 20 years in delivering rehabilitation services. Before that the city had staff delivering the programs directly.

Of course, as a municipality, the city has a long history of delivering infrastructure projects using its own forces and contracting for the work.

City staff has just recently become involved with homelessness issues, so has much to learn on the subject. Points North Housing Coalition is the region's Continuum of Care and has been working on the issue for some time. Neighbors of Watertown has also converted a former federal building into homeless housing.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X		
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse	X		
Child Care	X		
Education	X		
Employment and Employment Training	X		
Healthcare	X		
HIV/AIDS	X		
Life Skills	X		
Mental Health Counseling	X		
Transportation	X		
Other			
	X		

Table 53 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The city is communicating with the Points North Housing Coalition to get a better understanding of the homeless delivery system.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The city will be studying the strengths and gaps over the term of this plan.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The city has started a closer working relationship with Points North Housing Coalition. Expending CDBG funds on homeless assistance is proposed in this plan.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2014	2015	Non-Housing Community Development	Downtown Near East East Northeast Northwest Near West West	Blight Elimination Decent Affordable Housing Public Infrastructure Improvements	CDBG: \$520,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
2	Affordable Housing Rehabilitation	2014	2015	Affordable Housing	Downtown Near East East Northeast Northwest Near West West	Decent Affordable Housing	CDBG: \$750,000 North Country HOME Consortium: \$95,000 State Small Cities CDBG: \$364,000	Rental units rehabilitated: 107 Household Housing Unit Homeowner Housing Rehabilitated: 27 Household Housing Unit
3	Homeless Assistance	2014	2015	Homeless	Downtown Near East East Northeast Northwest Near West West	Homelessness Prevention	CDBG: \$30,000	Homelessness Prevention: 10 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Planning & Administration	2014	2015	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Downtown Near East East Northeast Northwest Near West West	Blight Elimination Decent Affordable Housing Homelessness Prevention Public Infrastructure Improvements	CDBG: \$292,346	Other: 1 Other

Table 54 – Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low and moderate income neighborhoods will be improved through construction and renovation of public facilities and infrastructure, and elimination of blighting influences.
2	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and rental properties for low and moderate income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	Goal Name	Homeless Assistance
	Goal Description	Support agencies that are working to prevent homelessness.

4	Goal Name	Planning & Administration
	Goal Description	Plan for and administer the grant.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The only potential new housing units serving low and moderate income families is 7 units created in the Downtown target area through the Rental Rehabilitation Program.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Not applicable.

Activities to Increase Resident Involvements

The Watertown Housing Authority has a Resident Advisory Board whose goal is to increase resident involvement in the authority's planning and operations.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the 'troubled' designation

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

No local public policies that have a negative impact on affordable housing and residential investment have been identified. In fact the City of Watertown has done everything possible to encourage housing development to meet the need created by Fort Drum. The state and federal government have also assisted with this though we could always use more public funding.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City will continue to use its CDBG and HOME funds to increase the supply and quality of affordable housing. We will also attempt to obtain any other funding that might become available.

SP-60 Homelessness Strategy – 91.215(d)

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

The Points North Housing Coalition (PNHC) and its partner agencies will continue to address homelessness in the Jefferson County area. As part of the annual Point-In-Time (PIT) Count, PNHC conducts outreach. Not only are homeless counted, but individuals are able to ask questions and are provided with information on available resources. The City of Watertown's strategic plan goals include assisting PNHC by providing funds to expand and strengthen their annual PIT Count activities. This will allow PNHC to expand outreach efforts to identify homeless persons and will provide a better opportunity to reach out to individuals to provide information on services that they may need.

Addressing the emergency and transitional housing needs of homeless persons

The emergency shelter and transitional housing needs of homeless persons are met by a number of different local agencies that are participating partners in the Points North Housing Coalition (PNHC). As noted above, a goal of the City's strategic plan is to provide assistance to the PNHC to provide them opportunity to expand outreach to homeless persons during the PIT Count. This effort will guide individuals to services such as emergency shelter and transitional housing. In addition, emergency shelter and transitional housing needs of homeless persons will be examined and addressed as part of PNHC's continued efforts to develop programs and coordinate funding streams to end area homelessness.

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

The City's strategic plan includes a goal to address homelessness by continuing to work with and provide assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. Providing help to homeless persons, especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth to make the transition to permanent housing and independent living are cornerstones of PNHC's mission. In addition, the City will undertake a number housing rehabilitation initiatives to provide decent affordable housing for individuals and families.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving

assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The Jefferson County Department of Social Services, a member of the Points North Housing Coalition (PNHC), has had tremendous success in assisting the homeless through their ability to obtain funding for homeless programs such as the HUD Shelter Plus Care and Homeless Prevention and Rapid Rehousing programs. Being a member of the PNHC has been instrumental in the success in remaining competitive in securing grant funding for the homeless population. The City's strategic plan goal to address homelessness will help contribute to the continued success of the work being done by the PNHC to end homelessness.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City of Watertown follows a Lead Based Paint Hazard Reduction Plan in all of its housing rehabilitation activities. This requires a lead risk assessment, and the deployment of appropriate interim controls based on the amount and type of lead found. By eliminating and mitigating lead hazards in each rehabilitated unit, the City hopes to gradually reduce the number of housing units with exposed LBP hazards.

How are the actions listed above related to the extent of lead poisoning and hazards?

Due to the old average age of Watertown's housing stock, much of the city is at elevated risk for LBP hazards. The housing rehabilitation program targets areas that have older than average housing stock, and higher than average poverty levels--where lead poisoning hazards are likely to go unmitigated otherwise.

How are the actions listed above integrated into housing policies and procedures?

The City's rehabilitation coordinator collects documentation and screens contractors to ensure that they have the correct insurance and that their workers are trained in lead safe work practices.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The city has a relatively high poverty rate, currently at 19.8% (2012 ACS estimate). By definition, the only way to decrease the poverty rate is to increase incomes. The local economic development agencies are attempting to do this, but the number of jobs they can actually impact is statistically low. The poverty rate will not likely move much just because of those efforts. The city is also trying to improve the quality of life, which may attract private investment in jobs.

Another way to approach the problem is to reduce the cost of living. The city is attempting to do this with our housing programs.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Our housing programs are the city's main direct action against the poverty problem. By reducing housing costs for low-income families, the city is able to make an immediate positive impact the finances of struggling families. Housing activities are designed to compliment the work of regional development agencies.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Planning Office is responsible for monitoring activities undertaken with CDBG funds.

Subrecipient contracts will be monitored for timely expenditures and program performance by Planning staff. Subrecipients will be required to submit expense and program reports regularly in order to track program progress. There will be formal annual visits. Staff will discuss program performance, spending, and any program concerns. Concerns will be reported back to the subrecipient in writing.

Planning staff will monitor active loan funds. For housing rehabilitation loans to owner-occupants, the office will prepare a letter and a self-addressed stamped envelope requesting that the homeowner sign the letter verifying that the property is still their principal place of residence. Investor-owners will be required to provide information on rents and tenant income to ensure that no more than fair market rent is charged to eligible low or moderate income tenants during the term of the loan. For business loans, businesses will be required to provide income information on employees that have been hired to meet the job creation requirements and verify that collateral for the loan is in place.

Expected Resources

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

Introduction

The City of Watertown is for the first time receiving funds from the CDBG program as an entitlement community. We can also receive HOME funds through the North Country HOME Consortium. The City also still has funds to spend from its last New York State CDBG award.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	796,173	0	0	796,173	796,173	This is the City's annual allocation from HUD for the CDBG program.
Other	public - federal	Housing	459,000	0	0	459,000	0	Small Cities CDBG funds awarded by New York State from the 2013 grant round.

Table 55 - Expected Resources – Priority Table

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

These funds will leverage private equity and financing when used for one of the housing rehabilitation programs. When used for larger housing projects, state and other federal funds will also be leveraged. No matching funds are required.

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

Property currently owned by the city will be evaluated for potential improvement and use for neighborhood public facilities or housing for low and moderate income persons. Occasionally, the city obtains property through tax foreclosure. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination.

Discussion

The first year of this Strategic Plan will be unique. The City of Watertown has just become an entitlement community under the CDBG program. The city still has unspent money from the New York State CDBG program. This overlap will last for the first year and possibly part way into the second year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing Rehabilitation	2014	2015	Affordable Housing	Downtown Near East East Northeast Northwest Near West West	Decent Affordable Housing	CDBG: \$426,000 North Country HOME Consortium: \$95,000 State Small Cities CDBG: \$364,000	Rental units rehabilitated: 103 Household Housing Unit Homeowner Housing Rehabilitated: 16 Household Housing Unit
2	Neighborhood Stabilization and Revitalization	2014	2015	Non-Housing Community Development	Downtown Near East East Northeast Northwest Near West West	Blight Elimination Public Infrastructure Improvements	CDBG: \$207,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Homeless Assistance	2014	2015	Homeless	Downtown Near East East Northeast Northwest Near West West	Homelessness Prevention	CDBG: \$13,200	Homelessness Prevention: 5 Persons Assisted
4	Planning & Administration	2014	2015	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Downtown Near East East Northeast Northwest Near West West	Blight Elimination Decent Affordable Housing Homelessness Prevention Public Infrastructure Improvements	CDBG: \$149,973	Other: 1 Other

Table 56 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Housing units occupied by low and moderate income owners and renters will be repaired.
2	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Neighborhoods will be improved through blight elimination and public facility and infrastructure improvements.

3	Goal Name	Homeless Assistance
	Goal Description	Assistance to the local Continuum of Care with the prevention of homelessness.
4	Goal Name	Planning & Administration
	Goal Description	Planning and administration to implement grant.

Projects

AP-35 Projects – 91.220(d)

Introduction

The projects selected for this year's program emphasize the City of Watertown's primary goal of Neighborhood Stabilization and Revitalization. Blight removal, rebuilt sidewalks, and new street trees will make up the public improvements. On the private side, the housing rehabilitation programs will contribute to that primary goal. Maple Court Apartments is not in a low and moderate income neighborhood, but it will preserve 92 units receiving project based Section 8 subsidies. Assistance to Points North Housing Coalition will help prevent homelessness.

Projects

#	Project Name
1	Owner-Occupied Rehabilitation Program
2	Rental Rehabilitation Program
3	Maple Court Apartments
4	Blight Removal Program
5	Gaffney Drive Sidewalk Project
6	Gaffney Drive Street Tree Project
7	Points North Housing Coalition PIT Count Assistance
8	Planning and Administration

Table 57 – Project Information

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

The City of Watertown has only three goals for the CDBG program, in order to concentrate the impact of the funds. The majority of the funds have been allocated to the three high priority needs.

The real obstacle to addressing underserved needs is not having enough funding.

AP-38 Project Summary

Project Summary Information

1	Project Name	Owner-Occupied Rehabilitation Program
	Target Area	Downtown Near East East Northeast Northwest Near West West
	Goals Supported	Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	North Country HOME Consortium: \$95,000 State Small Cities CDBG: \$285,000
	Description	The Owner-Occupied Rehabilitation Program will provide rehabilitation assistance for substandard 1-4 family owner-occupied properties.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Loans and/or grants will be offered to low and moderate income homeowners to rehabilitate their homes.
2	Project Name	Rental Rehabilitation Program
	Target Area	Downtown Near East East Northeast Northwest Near West West
	Goals Supported	Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing

	Funding	CDBG: \$226,000 State Small Cities CDBG: \$79,000
	Description	The Rental Rehabilitation Program will rehabilitate substandard apartments city-wide and create new apartments on upper floors in the Downtown Target Area.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Grants and/or loans will be offered to property owners to rehabilitate their rental units.
3	Project Name	Maple Court Apartments
	Target Area	
	Goals Supported	Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$200,000
	Description	Fund architectural fees for renovation of Maple Court Apartments. This is a Section 8 project.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Architectural plans for the rehabilitation will be paid for.
4	Project Name	Blight Removal Program
	Target Area	Downtown Near East East Northeast Northwest Near West West

	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$100,000
	Description	The project will involve the demolition of two blighted buildings.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Two buildings will be demolished.
5	Project Name	Gaffney Drive Sidewalk Project
	Target Area	West
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$100,000
	Description	The City of Watertown is proposing to undertake public infrastructure improvements consisting of sidewalk construction on Gaffney Drive. The Gaffney Drive Sidewalk Construction Project will help meet an important need identified in the City's Consolidated Plan. This project will fill in a notable gap in the pedestrian infrastructure with the construction of the sidewalks on a street where none currently exist. The project will provide a pedestrian connection between existing sidewalks at the northern project limits at Coffeen Street to the southern project limits at Commerce Park Drive. Gaffney Drive is located in the City's West Side Target Area. The City is proposing the construction of approximately 1,927 linear feet of new sidewalks along the west side of Gaffney Drive.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	There are a total of 223 housing units located within the project area. It is estimated that 54.4% or 121 of them are low to moderate income families.

	Location Description	<p>Gaffney Drive is located in the northwest section of the City between Coffeen Street and Commerce Park Drive. It is within the City's CDBG Program West Side Target Area and is in Census Tract 615, Block Group 4. This block group is characterized by having a low to moderate income population of 54.4% and by having a mix of commercial and residential uses. Residential uses are primarily located along the Gaffney Drive corridor and in the northeast section of the block group. The southern half of the block group is dominated by commercial uses.</p> <p>Sidewalk construction will occur at the following locations:</p> <ul style="list-style-type: none"> 443 Gaffney Drive 1269 Coffeen Street (Gaffney Drive side) 1269 Coffeen Street 255 Gaffney Drive
	Planned Activities	Sidewalks will be constructed along the west side of Gaffney Drive.
6	Project Name	Gaffney Drive Street Tree Project
	Target Area	West
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$7,000
	Description	<p>The City of Watertown is proposing to undertake public infrastructure improvements consisting of tree planting on Gaffney Drive. The Gaffney Drive Street Tree Project will help meet an important need by improving the pedestrian experience and the overall aesthetics of street. This project will also enable the City to plant trees in an area where no City owned street trees currently exist and will assist with the beautification and revitalization of the area. Gaffney Drive is located in the City's West Side Target Area. The City is proposing the planting of 28 trees along the west side of Gaffney Drive.</p>
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	There are a total of 223 housing units located within the project area. It is estimated that 54.4% or 121 of them are low to moderate income families.

	Location Description	<p>Gaffney Drive is located in the northwest section of the City between Coffeen Street and Commerce Park Drive. It is within the City's CDBG Program West Side Target Area and is in Census Tract 615, Block Group 4. This block group is characterized by having a low to moderate income population of 54.4% and by having a mix of commercial and residential uses. Residential uses are primarily located along the Gaffney Drive corridor and in the northeast section of the block group. The southern half of the block group is dominated by commercial uses.</p> <p>Tree Planting will occur at the following locations:</p> <ul style="list-style-type: none"> 443 Gaffney Drive 1269 Coffeen Street (Gaffney Drive side) 1269 Coffeen Street 255 Gaffney Drive
	Planned Activities	Street trees will be planted along the west side of Gaffney Drive.
7	Project Name	Points North Housing Coalition PIT Count Assistance
	Target Area	Downtown Near East East Northeast Northwest Near West West
	Goals Supported	Homeless Assistance
	Needs Addressed	Homelessness Prevention
	Funding	CDBG: \$13,200
	Description	The Points North Housing Coalition Point In Time (PIT) Count Assistance project will be an expansion of the Annual PIT Count conducted by the local Continuum of Care. The expansion will allow for greater outreach efforts to identify homeless in the community. It will also provide for limited counseling and guidance to homeless persons to help them seek out needed services.
	Target Date	6/30/2015

	Estimate the number and type of families that will benefit from the proposed activities	An estimated five homeless families will be assisted through the project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will be an expansion of the Points North Housing Coalition's Annual Point-In-Time (PIT) Count and will involve the hiring of temporary staff. The staff persons will conduct outreach in the community and will try to identify as many homeless individuals and families as possible. Limited counseling and guidance will be provided during the count, directing homeless persons and families to shelter and needed services.
8	Project Name	Planning and Administration
	Target Area	Downtown Near East East Northeast Northwest Near West West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation Homeless Assistance Planning & Administration
	Needs Addressed	Decent Affordable Housing Public Infrastructure Improvements Blight Elimination Homelessness Prevention
	Funding	CDBG: \$149,973
	Description	This is for administration of the CDBG Program. Funds will also be used to prepare Neighborhood Plans for the local target areas.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	Covers wherever CDBG funds will be spent. Plans will be for target areas only.

	Planned Activities	The CDBG program will be administered and plans will be developed for the local target areas.
--	---------------------------	---

AP-50 Geographic Distribution – 91.220(f)

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

The sidewalk and street tree programs will be solely within the target areas. The blight removal program will be primarily within the target areas. The housing rehab programs will be city-wide, but with an emphasis on the target areas. Maple Court Apartments is not within a target area, but is a low and moderate income project.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	20
Near East	15
East	5
Northeast	10
Northwest	10
Near West	10
West	10

Table 58 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The rationale for priority allocations to the target areas is that they are low and moderate income neighborhoods. More funds will be spent in the older neighborhoods, which have the oldest housing stock and infrastructure.

Discussion

The Near East, Northeast, Northwest, and Near West target areas have the oldest housing stock, so will likely receive a good portion of the housing rehabilitation funds. A 7-unit rental rehabilitation project is expected in the Downtown target area. Maple Court Apartments is a large project that is not in a target area, but provides housing for 92 low and moderate income households. The West Target Area has newer housing stock and will therefore have fewer housing rehab projects but the Sidewalk Project and Street Tree Project will take place in this target area.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

A large portion of the funding will go toward affordable housing, particularly rehabilitation of owner-occupied and rental units.

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

Table 59 - One Year Goals for Affordable Housing by Support Requirement

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

Table 60 - One Year Goals for Affordable Housing by Support Type

Discussion

The city will continue the Owner-occupied and Rental Rehabilitation Programs. We will also contribute to the renovation of the 92-unit Maple Court Apartments.

AP-60 Public Housing – 91.220(h)

Introduction

The Watertown Housing Authority is an independent agency that does not receive any funding from the city. We do, however, communicate and work together when possible.

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

The housing authority has not requested any assistance from the CDBG program in this program year. The city will continue to work closely with the authority management to identify unmet needs.

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

While the housing authority has programs to encourage input from residents in the management of their properties, and to guide residents toward homeownership, the City does not have funding directed toward these goals in the current program year. The city will continue to work closely with the housing authority, and provide financial resources when needed and available.

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

Not applicable.

Discussion

The next possible project we may be working with the housing authority on is the construction of up to 43 new units. This has the potential for be a neighborhood revitalization catalyst project.

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

Introduction

The City will collaborate with Points North Housing Coalition (PNHC) and its partner agencies to improve services to the homeless and those with special needs.

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

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

As part of the Point-In-Time (PIT) census, PNHC conducts outreach efforts. During the count, homeless individuals are provided information about available services. The City's strategic plan includes financial assistance to PNHC to help them continue these efforts.

Addressing the emergency shelter and transitional housing needs of homeless persons

PNHC partner agencies will continue to address emergency shelter and transitional housing needs of homeless persons. The expanded outreach planned during the PIT count will enable staff persons conducting the count to provide information and assistance to homeless individuals regarding emergency shelter assistance and transitional housing.

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

The city will address homelessness by continuing to work with PNHC. The housing rehabilitation activities proposed for this program year will also increase the availability of decent affordable housing to those making the transition out of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The PNHC, and one particular partner organization—Jefferson County DSS—have had tremendous success in preventing homelessness by utilizing HUD Shelter Plus Care and other programs. The city’s support of PNHC will bolster these activities.

Discussion

While homelessness is typically approached from a regional level by Jefferson County and private nonprofits, CDBG resources will allow the city to improve access to these resources for city residents.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

As described in the Housing Market Analysis, many of the economic and public policy barriers to affordable housing take effect on a regional level. The City has very little power on its own to ameliorate the effects of these issues.

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

Affordable housing efforts will be focussed on simply increasing the availability of high quality affordable housing in the City via direct rehabilitation assistance to landlords and homeowners.

Discussion:

One barrier to affordable housing that may see some improvement is the lack of highly available public transit. Concurrently with the City's designation as an Entitlement Community, a Metropolitan Planning Organization is being formed to tackle transportation issues in the area. New resources and planning efforts may result in improved public transit service in and around the City.

AP-85 Other Actions – 91.220(k)

Introduction:

<p dir="ltr">CDBG funded activities for this program year include the following:</p>

Actions planned to address obstacles to meeting underserved needs

Funding for the local Continuum of Care, the Points North Housing Coalition, to improve and expand the annual Point-In-Time (PIT) Count to aid in homelessness prevention.

Actions planned to foster and maintain affordable housing

Owner-occupied and rental rehabilitation comprises a large portion of this program year's funding.

Actions planned to reduce lead-based paint hazards

The housing rehabilitation programs mentioned above will also serve to mitigate and remove lead based paint hazards.

Actions planned to reduce the number of poverty-level families

Housing rehabilitation will also help reduce the cost of living for poverty-level families.

Actions planned to develop institutional structure

No actions are planned to develop institutional structure

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

Funding of the Points North Housing Coalition will help improve cooperation between the public and private entities that comprise its partner organizations.

Discussion:

In addition the the actions listed above, the city will direct some funding toward infrastructure rehabilitation, including sidewalks and street trees.

Program Specific Requirements

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

Introduction:

This is the City's first year as an entitlement program, so does not have any program income yet. We also do not have proceeds from section 108 loan guarantees, surplus urban renewal funds, funds returned to the line of credit, or income from float-funded activities. We expect that almost all of our funds will benefit low and moderate income persons.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

Discussion:

We expect that the nearly all of funds will benefit low and moderate income persons. The exception will be our Blight Removal Program. We will use a 1-year period to determine the overall benefit for Program Year 2014.

Appendix - Alternate/Local Data Sources

1	Data Source Name ACS 2008-2012
	List the name of the organization or individual who originated the data set. US Census
	Provide a brief summary of the data set. ACS data from American FactFinder
	What was the purpose for developing this data set? To compare Watertown to other housing markets.
	Provide the year (and optionally month, or month and day) for when the data was collected. 2008-2012
	Briefly describe the methodology for the data collection. NA
	Describe the total population from which the sample was taken. Sampling determined by Census.
	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. NA

Res No. 9

April 1, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving the 2013-2017 Collective Bargaining Agreement
Between the City of Watertown and Local CSEA Unit 7151.

Negotiations have concluded between the City of Watertown and CSEA Local Unit 7151, for a successor contract to that which expired on June 30, 2013. CSEA has notified me that the membership supports the Contract. The principal changes to the expiring Contract are listed below:

1. Wages Increases:

- a. 2.0% effective July 1, 2013
- b. 1.5% effective July 1, 2014
- c. 2.5% effective July 1, 2015
- d. 2.5% effective July 1, 2016

2. Changes in Health Benefits:

- a. Immediately implement Cana Rx.
- b. Increase in health insurance deductible effective January 1, 2016: From \$120/\$360 to \$160/\$480. An additional increase to \$200/\$600 on January 1, 2017.
- c. Increase in prescription co-pays effective January 1, 2016: From \$5/\$10/\$30 to \$10/\$30/\$50.
- d. Increase in employee contribution effective July 1, 2016: From 12% to 13%.
- e. Increase in medical co-pays effective January 1, 2017: From \$7/\$15 to \$15/\$30.

A resolution approving the terms of the Agreement has been prepared for City Council consideration.

Approving the 2013-2017 Collective Bargaining Agreement Between the City of Watertown and the Local CSEA Unit 7151-00

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the 2010-2013 Collective Bargaining Agreement between the City of Watertown and the Local CSEA Unit 7151-00 expired on June 30, 2013, and

WHEREAS negotiations have concluded on a successor Agreement, a copy of which is attached and made a part of this resolution,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the 2013-2017 Collective Bargaining Agreement between the City and the Local CSEA 7151-00, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown, as well as City Manager Sharon Addison and Confidential Assistant to the City Manager Matthew D. Roy.

Seconded by

COLLECTIVE BARGAINING AGREEMENT

Between the

CITY OF WATERTOWN

and

CITY OF WATERTOWN UNIT 7151

OF JEFFERSON LOCAL 823

of the

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

LOCAL 1000, AFSCME, AFL-CIO

JULY 1, 2013 – JUNE 30, 2017

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE.....	3
ARTICLE 1 - RECOGNITION.....	4
ARTICLE 2 - GENERAL QUALIFYING CONDITIONS.....	4
ARTICLE 3 - TERM AND SCOPE OF AGREEMENT.....	6
ARTICLE 4 - COMPENSATION.....	6
ARTICLE 5 - ANNUAL LEAVE.....	11
ARTICLE 5 - HOLIDAYS.....	13
ARTICLE 5 - SICK LEAVE.....	13
ARTICLE 5 - BEREAVEMENT LEAVE.....	15
ARTICLE 5 - MATERNITY LEAVE.....	15
ARTICLE 5 - EMERGENCY CLOSING.....	15
ARTICLE 6 - CERTIFICATION FOR PERMANENT APPOINTMENT.....	16
ARTICLE 7 - GRIEVANCE PROCEDURES.....	16
ARTICLE 8 - RETIREMENT.....	18
ARTICLE 9 - SELF INSURANCE PROGRAM.....	19
ARTICLE 10 - SAFETY PROGRAM.....	23
ARTICLE 11 - MISC PROVISIONS.....	23
ARTICLE 12 - DEATH BENEFIT.....	26
ARTICLE 13 - REQUIREMENTS OF STATE LAW.....	27
APPENDIX A - LISTING OF HEAVY EQUIPMENT.....	29

PREAMBLE

WHEREAS, the Public Employees Fair Employment Act, Chapter 392 of the Laws of New York 1967 declares that it is the public policy of the State of New York and the purposes of the Law to promote harmonious and cooperative relationships between government and its employees and to protect the public by government and its employees and to protect the public by assuring the orderly and uninterrupted operations and functions of government; which policies and purposes are best effectuated by granting to public employees the right of organization and representation, by requiring local governments to negotiate with and enter into written agreements with employee organizations that represent public employees and which have been certified and recognized, by creating a Public Employees Relation Board to resolve disputes, and by continuing the prohibition against strikes by public employees and

WHEREAS, the City Council of the City of Watertown, New York, in accordance with the provisions of the Public Employees Fair Employment Act, Chapter 392 of the Laws of New York 1967 after determining that the City of Watertown Unit of the Jefferson County Chapter Civil Service Employees Association, Inc. met the basic requirements for recognition under the Act which include, among other factors, a community of interest among its membership, dues deduction procedures, and a no strike pledge, recognized the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO, by adopting a resolution to this effect on January 8, 1968, and

WHEREAS, collective bargaining has taken place in accord with the Public Employees Fair Employment Act's procedures, and a contract has been evolved.

RESOLVED that the City Council of Watertown, New York, on behalf of the City of Watertown, New York, hereinafter referred to as the "City," and the City Unit 7151 of the Civil Service Employees Association, Inc., Jefferson Local 823, hereinafter referred to as the "Association" enter into this agreement the ____ day of _____, 2015 as follows:

ARTICLE 1 - RECOGNITION

The City recognizes the CSEA LOCAL 1000, AFSCME, AFL-CIO, City Unit 7151 of the Civil Service Employees Association, Inc., Jefferson Local 823 as the sole and exclusive bargaining agent for and on behalf of all General Employees of the City Unit, exclusive of Police and Fire Personnel, exclusive of employees represented by the International Brotherhood of Electrical Workers (IBEW) Local 1249, and exclusive of those positions as hereinafter defined in Section 10 of Article 2.

ARTICLE 2 - GENERAL QUALIFYING CONDITIONS

- 2.1** The City recognizes that the Association represents a common community of interest among its membership.
- 2.2** The City agrees to deduct and remit to the Association regular membership dues for the members of the Association who have signed authorization cards permitting such deductions. Such payroll deductions shall be remitted to the Civil Service Employees Association, Inc., Capital Station, P.O. Box 7125, Albany, New York 12224, on a payroll period basis.
- 2.3** The City shall extend to the Association the right to membership dues deduction pursuant to Section 208 of Article 14 of the New York State Civil Service Law as long as said Association shall remain the certified bargaining agent for all general employees of the City.
- 2.4** Separate deductions will be made for membership dues, agency shop fees, group life, accident and sickness and supplemental life, dental, and vision insurances will be reflected separately on the employee's paycheck stub. An alphabetical listing of deductions should be sent to CSEA each pay period reflecting the employee's name, social security number and dollar amount deducted for dues, agency shop and for each insurance program. Checks covering the payroll deductions are to be submitted with the deduction information. Checks should be made payable as follows:

A = Dues/payable to CSEA Inc.

B = Group Life/Insurance/payable to Pearl Carroll and Associates, LLC

C = Accident & Sickness Insurance/payable to Pearl Carroll and Associates, LLC.

D = Supplemental Life Insurance/payable to Pearl Carroll and Associates, LLC.

E = Dental and Vision Insurance/payable to CSEA/EBF Inc.

2.5

- 2.5.1** The Association shall be entitled to have deducted from the wage or salaries of employees described in 2.3 of this Article, who are not members of the Association, the amount equivalent to the dues levied by the Association; and the City shall make such deductions and transmit the sum as deducted to the Association. In no event shall the fee exceed one hundred percent (100%) of the regular membership dues, which represents the employee's pro rata share of expenditures by the Association.

2.5.2 The Association shall be solely responsible for remitting back to the employee his or her pro rata share of membership dues deduction, which represents expenses in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.

2.6 The City agrees that the Association shall be the sole and exclusive representative of its membership for the purpose of the Public Employees Fair Employment Act.

2.7 The Association agrees that it will not strike against the City, nor assist or participate in any such strike, nor will it impose an obligation upon its members to conduct, assist, or participate in such a strike.

2.8 The City agrees that no member of the Association shall be discriminated against, coerced, restrained or influenced in any manner because of his/her membership in the Association or by reason of holding office in the Association.

2.9 No clause or provision of this agreement shall be construed to cause the impairment or waiver of any State Law not applicable to employees who are members of the Association.

2.10

2.10.1 Notwithstanding any other provision, this contract shall not apply to the employees occupying the following positions who are management's representatives: All department, unit and agency heads including, but not limited to:

- | | |
|---|---|
| Accounting Supervisor | Executive Secretary to the Civil Service Commission |
| All Employees in the Office of the City Manager to include Planning Dept. | Fire Chief |
| Assistant City Engineer | Information Technology Manager |
| Assistant Superintendent of Public Works | Laboratory Director |
| Automotive Mechanic Supervisor | Librarian III |
| Chief Wastewater Treatment Plant Operator | Library Director III |
| Chief Water Treatment Plant Operator | Parks and Recreation Maintenance Supervisor |
| City Assessor | Police Captain |
| City Clerk | Police Chief |
| City Comptroller | Purchasing Agent |
| City Engineer | Refuse Collection Supervisor |
| Civil Engineer I | Street and Sewer Maintenance Supervisor |
| Civil Engineer II | Superintendent of Parks and Recreation |
| Code Enforcement Supervisor | Superintendent of Public Works |
| Deputy City Clerk | Superintendent of Water |
| Deputy City Comptroller | Supervisor of Maintenance and Distribution |
| Deputy Fire Chief | Wastewater Treatment Plant Operations Supervisor |

2.10.2 Effective upon the execution of this agreement by both parties, employees occupying these positions, as specified above, must withdraw from full Association membership. Current employees who occupy such positions may, at their option, retain Association membership in the Association for insurance purposes only. New employees appointed to the positions may not enroll in the Association.

2.11 In justice and fairness to the City, all members of the Association will regard themselves as public employees and shall report to work on time, will not leave the job early unless properly relieved, will be prompt in reporting to their duties as assigned and will obey all lawful rules, regulations and orders as established by and for the departments.

ARTICLE 3 - TERM AND SCOPE OF AGREEMENT

3.1 The term of this agreement shall be for the period of July 1, 2013 through June 30, 2017.

3.2 This agreement shall cover all terms and conditions of employment as defined in the *New York State Public Employees Employment Act*. (TAYLOR LAW)

ARTICLE 4 - COMPENSATION

4.1

4.1.1 The City shall continue to provide a pay plan for general employees as established by the resolution of the City Council adopted May 8, 1967 and as subsequently amended. The rate of compensation for positions occupied by general employees shall be as provided in the attached Schedules A,B, C and D.

Schedule A reflects a two percent (2.0%) increase in grades 6-24 inclusively of the General Employees Pay Plan effective and retroactive to July 1, 2013.

Schedule B reflects a one and one-half percent (1.5%) increase in grades 6-24 inclusively of the General Employees Pay Plan effective and retroactive to July 1, 2014.

Schedule C reflects a two and one-half percent (2.5%) increase in grades 6-24 inclusively of the General Employees Pay Plan effective July 1, 2015.

Schedule D reflects a two and one-half percent (2.5%) increase in grades 6-24 inclusively of the General Employees Pay Plan effective July 1, 2016.

4.1.2 In addition to the Pay Plans described in 4.1.1 above, the City agrees to continue a Longevity Payment Plan in the following amounts:

4.1.2.1 Beginning at the end of six (6) years of service for the City, a payment of Three Hundred and Fifty Dollars (\$350).

4.1.2.2 Beginning at the end of twelve (12) years of service for the City, a payment of Seven Hundred Dollars (\$700).

4.1.2.3 Beginning at the end of eighteen(18) years of service for the City, a payment of One Thousand and Fifty Dollars (\$1050).

4.1.2.4 Beginning at the end of twenty-five (25) years of service for the City, a payment of One Thousand Four Hundred Dollars (\$1,400). (Effective 7/1/2003)

Amounts paid under the Longevity Pay Plan shall be used in determining the employee's regular rate of pay, as stipulated by the Fair Labor Standards Act.

4.1.3 Employees hired after December 23, 1993, shall not be afforded the benefit of earning longevity payments as specified in Paragraph 4.1.2 of this Section.

4.2

4.2.1 All provisions or allowances for compensatory time shall be eliminated except as provided under 4.2.3.2b & 4.2.3.2c herein.

4.2.2 Pay for work performed in excess of eight (8) hours per day or forty (40) hours per week shall be paid at the rate of time and one-half. All paid leave, to include vacation, sick and personal leave, bereavement and military reserve time, in accordance with Military Law under Section 242 of the New York State Law, will be considered as time worked when computing overtime. All overtime earned in a pay period shall be paid in the same pay period.

4.2.3 All holiday work shall be observed on the dates set forth in 5.2.

4.2.3.1 All permanent, provisional, or probationary employees will receive eight (8) hours holiday pay at the regular straight time rate. Employees who hold temporary appointments shall not be paid Holiday pay.

4.2.3.2a All employees working overtime will be paid at the rate of time and one-half the regular straight time rate, except for overtime work performed on Sundays and Holidays. Overtime work performed on Sundays will be paid at double the straight time rate.

4.2.3.2b All employees not scheduled to work on a Holiday, but who are called in to work, will receive, in addition to the Holiday Pay referred to in 4.2.3.1 above, one and one-half (1-1/2) times the regular rate for the first eight (8) hours of actual work and double time for work performed over eight (8) hours. In such instances employees shall have the option of taking the holiday pay in either cash or compensatory time at the rate of time and one half. If taken in compensatory time, such time off shall be taken within ninety (90) days of the holiday, provided that manpower strength is sufficient and supervisory approval is obtained.

4.2.3.2c Employees scheduled to work the Holiday will be paid at the regular rate for the first eight (8) hours and double time for any work performed over eight (8) hours, in addition to the Holiday pay referred to in 4.2.3.1 above.

4.2.3.2d For the terms of this contract, the phrase "scheduled to work" will mean notification at least seven (7) calendar days prior to the shift. Any notification of less than seven (7) calendar days will be considered a call-in.

4.3

4.3.1 New Appointments: New appointments shall be made at the A step of the appropriate salary grade to which a class title has been assigned. However, under special conditions and subject to the approval of the City Manager, new appointments may be made in the A, B or C step when such action is determined to be in the best interest of the City.

4.3.2 Annual Increases:

- 4.3.2.1** Increases within each appropriate salary range shall be made annually effective on the employee's anniversary date on the basis of a full twelve (12) months of work from Step A to Step F, if the work of an employee has been satisfactory for the preceding year as certified by his/her department, agency or unit head.
- 4.3.2.2** An employee returning from military leave shall be reinstated at the salary level he/she would have attained if he/she had remained in City employment continuously.
- 4.3.2.3** An employee on leave without pay for more than one (1) month during the preceding year (or the twelve (12) months immediately prior to his/her anniversary date) shall not be eligible for an increase until after completion of the equivalent period on the job.

4.3.3 Promotions and Job Classifications and Reclassifications:

4.3.3.1 Promotions

Promotions shall be made in such manner that the employee involved receives a salary increase of at least one (1) step of his/her grade prior to promotion. In special cases where the amount of increase between the employee's former pay and the new pay is not adequate, the City Manager is authorized to adjust the new pay rate by an additional step.

4.3.3.2 Job Classification and Reclassification

Employees whose positions are changed by job classification action, such as the Watertown Municipal Civil Service Commission's Classification Plan adopted April 22, 1970, and any changes thereto that may subsequently be taken shall:

- a. If the pay grade is higher, be assigned to the new grade in such manner as to give the employee the benefit of moving to the equivalent step of the new pay grade.
- b. If lower, be assigned to the equivalent step in the lower pay grade, if possible, without reduction in pay.

4.3.4 Transfers:

- 4.3.4.1** An employee who is transferred from one department, agency or unit to another and continues in the same class title shall continue at the same pay rate.
- 4.3.4.2** An employee who is transferred from one department, agency or unit to another and assumes duties of another class title of a lower rate of pay shall be reduced to a salary step within the lower pay range.

4.3.5 Demotions:

- 4.3.5.1** An employee who is demoted shall be reduced to the maximum rate for his/her new classification, or he/she shall continue at the same pay rate, whichever is the lower.

4.3.6 Grade Change:

- 4.3.6.1** When a pay grade for a class is raised, the employee in the class shall be placed at the step in the new grade which would give him/her a salary increase by moving him/her to his/her equivalent step in the new pay grade.
- 4.3.6.2** When a pay grade for a class is lowered an employee shall be retained at the same salary but shall not be eligible for subsequent raises if his/her pay is above the maximum for the grade.

4.3.7 Changes in Pay Plan:

4.3.7.1 All changes in amounts of pay grades and assignments of classes to pay grades shall be made by amendment to the pay plan by approval of the City Council.

4.3.7.2 Individual employees who are of the belief that their duties and responsibilities in their positions merit assignment of their positions to higher pay grades than those which presently exist may use the following procedure for an orderly consideration of the merits of the request for assignment to a higher pay grade.

- (a) Any regular permanent employee may request that his/her pay grade be reviewed for consideration of assignment to a higher pay grade at any time except that no more than one such consideration shall be afforded to an employee or a class of positions in a twelve (12) month period.
- (b) The employee who wishes to have his/her pay grade reviewed shall reduce his/her request to writing, preferably typed, with supporting explanation. Reasons must be stated.
- (c) The employee shall submit his/her request to his/her department head.
- (d) The department head shall review the employee's request and give a written recommendation with reasons for the recommendation to the City Manager within five (5) work days of the receipt of the request from the employee.
- (e) The City Manager shall make his/her review of the request, including but not necessarily required, an interview with the individual employee, department heads and others if the City Manager so desires, and shall submit his/her written recommendation, including reasons to the City Council within ten(10) work days of the receipt of the request.
- (f) The City Council shall review in conference the employee's request and City Manager's recommendation. The City Council shall reach its determination to deny or grant the change, or substitute any other change it wishes within ten (10) work days of the receipt of the request.
- (g) The City Council's decision shall be made known to the employee by written letter sent to the employee by the City Manager. If the employee is a member of an association, a copy of the City Council's decision shall be sent to the President of his/her association at the time the individual employee is notified. If a change in pay grade is made by the City Council, it will be made in accordance with all other rules of the Pay Plan. The Pay Plan change would be made effective the date of the adoption of the Pay Plan Amendment affecting the particular position.
- (h) Nothing herein shall preclude the City Manager from reviewing and advising the City Council on inequities that may exist in the Pay Plan, or from making proposals for changes in the Pay Plan for the City Council's consideration.
- (i) Nothing herein is intended to imply that this is a means for complete review or wholesale changes in the Pay Plan. This rule is to apply for individual situations, and will not be used as a means for wholesale changes.
- (j) Nothing herein shall preclude the City Council's right to amend or change the overall City Pay Plan, or the City Council's right to amend the Pay Plan at anytime that it sees fit.
- (k) The City agrees to provide the President of the Association with a copy of its final decision by the City Council at the time the individual employee is notified.
- (l) Method of Payment:

4.3.7.3 Employees of the City shall be paid biweekly.

- 4.4 Any employee who is required to work in a position classification which has a higher salary grade than the employee is presently assigned to, shall receive pay at the starting salary of the higher salary grade or the next step above the employee's existing salary at the higher salary grade for all hours worked in the higher classification. Any disputes shall be referred to arbitration as outlined in Article 7.
- 4.5 The City recognizes the right of employees of the Association to petition to the Municipal Civil Service Commission for reclassification of positions in accordance with Rule XXIII "Classification Plan" of the Civil Service Rules of the City of Watertown, New York.
- 4.6 When an employee is called in or ordered in to work in an emergency other than normal work hours, said employee shall be paid two (2) hours at one and one-half (1 1/2) their regular straight time rate as a minimum. The maximum shall be governed by the applicable straight time rate, overtime, Sunday or holiday rate, as the case may be. Call-ins during lunch period shall not be included in this Section as long as the employee is given time to eat his/her lunch after the emergency. When such call-in occurs on Sunday, the hourly rate for such call-in shall be at double time. The provisions of this Section shall not be construed as requiring the City to pay call-in pay in the event that an employee is called into work during a two (2) hour period for which an entitlement to call-in pay has already been earned.
- 4.7 The City and Association agree that individuals working as the wingman on a plow, or on the back of a paver will be paid as a Motor Equipment Operator.
- 4.8 Jury Duty
- 4.8.1 Employees shall be granted leave with regular pay and benefits when they are required to report to jury duty during their regularly scheduled duty time. The City will not reimburse employees when they are required to report to jury duty during their regular days off.
- 4.8.2 An employee must notify his/her immediate supervisor no later than his/her first scheduled shift following the receipt of a notice of selection for jury duty or examination and must provide proof of service to the department head.
- 4.8.3 The City shall have the right to seek a waiver from jury duty on behalf of the employee.
- 4.8.4 Employees must request telephone alert to the extent allowed by the Commissioner of Jurors or the Court.
- 4.8.5 Employees are required to work all available reasonable hours outside those actually required for jury duty or jury duty examination in accordance with the employee's regular work schedule.
- 4.8.6 If the department head or his/her designee determines, in the best interest of the City, that the employee is unable to perform his/her duties as a result of jury duty, he/she may, in his/her sole discretion, excuse the employee from their regular scheduled shift without loss of benefits.

ARTICLE 5 - LEAVES

The following Leave Rules are set for employees of the bargaining unit. The term "working day" as used in these rules shall not include Saturday, Sunday or legal holidays except for shift work.

5.1 ANNUAL LEAVES

5.1.1 For employees hired on or prior to December 23, 1993, the City agrees to provide annual leave for City employees who hold provisional, probationary, or permanent appointment as follows:

35 HOURS PER WEEK EMPLOYEES

<u>LEAVE CREDIT</u>	<u>LENGTH OF SERVICE</u>
10.50 hours for each month of service	1-3 years inclusive
12.25 hours for each month of service	4-6 years inclusive
14.00 hours for each month of service	7-11 years inclusive
15.75 hours for each month of service	12-17 years inclusive
17.50 hours for each month of service	18 or more years

40 HOURS PER WEEK EMPLOYEES

<u>LEAVE CREDIT</u>	<u>LENGTH OF SERVICE</u>
12.00 hours for each month of service	1-3 years inclusive
14.00 hours for each month of service	4-6 years inclusive
16.00 hours for each month of service	7-11 years inclusive
18.00 hours for each month of service	12-17 years inclusive
20.00 hours for each month of service	18 or more years

Effective July 1, 2005, any employee hired after December 23, 1993, shall continue to accrue annual leave in accordance with the following schedule:

35 HOURS PER WEEK EMPLOYEES

<u>LEAVE CREDIT</u>	<u>LENGTH OF SERVICE</u>
5.25 hours vacation per month (except January & December which will be 8.75 hours per month)	0-5 years inclusive 70 hours
8.75 hours vacation per month	6-12 years inclusive 105 hours
10.5 hours vacation per month (except January & December which will be 17.5 hours per month)	13-15 years inclusive 140 hours
14 hours vacation per month (except January & December which will be 17.5 hours per month)	16 or more years 175 hours

40 HOURS PER WEEK EMPLOYEES

<u>LEAVE CREDIT</u>	<u>LENGTH OF SERVICE</u>
6 hours vacation per month (except January & December which will be 10 hours per month)	0-5 years inclusive 80 hours
10 hours vacation per month	6-12 years inclusive 120 hours
12 hours vacation per month (except January & December which will be 20 hours per month)	13-15 years inclusive 160 hours
16 hours vacation per month (except January & December which will be 20 hours per month)	16 or more years 200 hours

5.1.2 Employees who hold temporary appointments shall not earn annual leave.

5.1.3 An employee may take his/her annual leave with pay at any time after it has been earned, and after his/her probationary period has been completed, with prior three (3) days notice and under a departmental schedule in such a manner as to maintain service to the public. No employee may take annual leave during this probationary period except in an extreme emergency as determined by the City Manager. Any vacation request for a duration greater than five (5) work days, requires a two (2) week notice.

5.1.4 An employee may use annual leave in one (1) hour increments without prior three day notice at the supervisor's discretion such that the request does not impede the department's ability to fulfill its mission.

5.1.5 Employees shall use their annual leave each year in the year earned. However, employees may carry over from one (1) calendar year to the next up to a maximum of ten (10) leave days if they so wish. This is effective December 31, 2002.

5.1.6 Upon retirement, resignation with two (2) weeks written notice to the City, when an employee is separated from City service through no fault of his/her own, or in a case of an employee's death, the employee, or his/her beneficiary in case of his/her death, shall be paid for unused annual leave. Such cash payment may be made on the next regular City payroll in such a manner as not to disrupt administrative pay procedures.

5.1.7 The City Manager is authorized to make adjustment in individual cases within the keeping of the general policies on annual leave stated here. He/she is authorized to make such adjustments in order to provide equitable treatment for all employees, and to avoid individual hardship.

5.1.8 Employees may use up to three (3) days of annual leave per year in one-half (1/2) day intervals without prior three (3) days notice as long as the request does not impede the department's ability to fulfill its mission. Under this provision, two (2) consecutive days will not be granted.

5.2 HOLIDAYS

City employees shall be entitled to observe legal holidays as listed below:

New Year's Day	Martin Luther King's Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans' Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

When holidays fall on Saturday, employees shall be given time off on the preceding Friday. When holidays fall on Sunday, employees shall be given time off on the following day, Monday.

5.3 SICK LEAVE

5.3.1 City employees shall earn one (1) day per month or a fraction thereof of sick leave with pay in accordance with provisions of these rules.

5.3.2 Sick leave credits shall be considered earned in full days only and are cumulative to a maximum of one hundred eighty (180) working days. Employees who had more than one hundred eighty (180) days on December 23, 1993, will not lose sick leave nor will they earn any additional sick leave until their balance drops below the one hundred eighty (180) day maximum.

5.3.3 An employee may use sick leave in one (1) hour increments.

5.3.4 Absence on sick leave shall be charged first against unused sick leave credits in an amount not exceeding five (5) days per week and then against vacation time.

5.3.5 Sick leave herein provided for shall not apply to any disability when covered by Workers' Compensation Law.

5.3.6 In case of an illness/disability which may extend beyond all sick and vacation leave time earned by and available to an employee, the employee shall be granted payments as follows:

5.3.6.1 The employee shall have been in full time employment with the City for a minimum of eight (8) weeks to qualify for this benefit. Thereafter, an employee shall receive one (1) week's payment for each week worked (or portion thereof) until a maximum of twenty-six (26) weeks. Employees who have twenty-six (26) weeks or more of full time employment with the City are entitled to receive up to the maximum of twenty-six (26) weeks of payments.

5.3.6.2 There shall be a seven (7) calendar day waiting period from the date that the last leave time was used before payments are made.

5.3.6.3 The City will pay, up to a maximum of twenty-six (26) weeks, a weekly amount equal to that provided by the New York State Disability Benefits Law. [Presently the payment is fifty (50%) percent of the average weekly earnings made in the last eight (8) weeks, with a maximum of \$170.00 per week. (9/14/98)].

- 5.3.6.4** There shall not be more than one (1) twenty-six (26) week period of payments for the same medical condition that caused the illness/disability.
- 5.3.6.5** An employee shall not be eligible for more than twenty-six (26) weeks of payment in a fifty-two (52) week consecutive period. Such fifty-two (52) week period shall start with the first day for which the employee receives any payment under this section.
- 5.3.6.6** Upon request from the City, a physician's certificate shall be provided in accordance with 5.3.9, herein.
- 5.3.7** Accumulated sick leave credits shall not form a basis for granting extra pay or extra vacation because of failure to use accumulative sick leave, but may be consumed only through absence caused by illness.
- 5.3.8** Sick leave is defined to mean absence from duty of an employee because of illness, injury, and/or exposure to a contagious disease or death in the immediate family. Sick leave with pay is not allowed for absence from duty on account of illness, or injury purposely inflicted or caused by willful misconduct. Sick leave shall be allowed for illness or disability caused by pregnancy.
- 5.3.9** In the event a leave of absence for illness is requested, the employee shall make application in writing to the Department Head and/or City Manager. The said application shall be accompanied by a certificate from the attending physician, describing the employee's condition with recommendation regarding the case. On advice of the Department Head, the City Manager may approve the application.
- 5.3.10** If absence for illness or injury extends beyond a period of one (1) week, the employee's salary is to be paid only after a certificate of disability, signed by a licensed physician or designated health official, has been filed with the Department Head or the City Manager. Additional certificates may be required in case of prolonged illness.
- 5.3.11** The Department Head or the City Manager may require a certificate of disability for absence of less than a week before salary is paid.
- 5.3.12** Any employee who claims sick leave must send notice regarding absence to his/her immediate supervisor by the time his/her work is suppose to begin in the department. Failure to do this may preclude any salary payment for such absence from duty.
- 5.3.13** Any employee who fraudulently reports illness in order to secure the benefit of sick leave with pay shall be penalized by losing all rights to sick leave for a period of one (1) year from that date.
- 5.3.14** Employees who become ill or injured while on vacation or about to go on vacation may, upon request, be placed on sick leave instead of vacation time. Employees who request this action must be under the care of a physician. A physician's statement indicating that they are incapacitated must be presented for this provision to be effective.
- 5.3.15** Pursuant to the Family and Medical Leave Act of 1993, (Available Upon Request) eligible employees who request unpaid, job protected family or medical leave of absence must first exhaust all accrued vacation or sick leave.
- 5.3.16** Vacation and sick leave reports must be filed with the City Manager at the beginning of each month by each department head showing the absence from duty during the preceding month of

all employees in the department. No correction or revision of the above reports shall be made after thirty (30) days from date of filing without approval of the City Manager's Office.

5.4 BEREAVEMENT

- 5.4.1** The City agrees to provide up to three (3) days of bereavement leave per death in the immediate family. The City agrees to provide bereavement leave to the employee for actual loss of time from their scheduled work on any of three (3) work days beginning on the day following the date of death.
- 5.4.2** The immediate family is defined as follows: Husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, grandson, granddaughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-son, step-daughter, grandparents of spouse, step-family within any of the previous listed and legal guardians.
- 5.4.3** In the event of unusual circumstances, the City Manager may in his/her sole and absolute discretion designate a different day or days, whatever the case may be, for the employee to be on bereavement leave.

5.5 MATERNITY LEAVE

- 5.5.1** The City agrees to provide that employees who become pregnant may continue working as long as their physician certifies that they can adequately perform the duties of their position. Maternity leave may be granted for a period not to exceed six (6) months at no pay. Employees who become pregnant shall be allowed to use accrued vacation during a non-disability period of maternity leave. A pregnancy-related disability shall be treated in the same manner as any other non-occupational disability in respect to the use of accrued sick leave. A pregnancy-related disability shall be certified by the attending physician prior to the payment of sick leave benefits. Employees who become pregnant and take maternity leave have the right to be reinstated in the position of equivalent pay within six (6) months of the granting of unpaid maternity leave.
- 5.5.2** The City agrees to provide that an employee who is adopting a child of five (5) years of age or less can be granted a leave of absence for a period not to exceed six (6) months at no pay. In such adoption cases, the employee will be allowed to use accrued vacation before being placed on leave without pay. The employee shall have the right to be reinstated to a position of equivalent pay within six (6) months of the granting of unpaid adoption leave. Such request for adoption leave must be submitted in writing within thirty (30) business days of when leave is to commence.
- 5.5.3** In unusual circumstances and in the best interests of the City and the employee, the initial leave of absence without pay for maternity leave may be extended on a month to month basis for a maximum leave of absence of twelve (12) months. In such cases the request for extension must be in writing to the Department Head and/or the City Manager supported by a physician's statement. On the advice of the Department Head, the City Manager may approve the extension.

5.6 EMERGENCY CLOSING

The closing of the Municipal Offices or Departments for emergency situations shall be at the sole discretion of the City Manager or his/her representative. When such time off is given to employees of the Municipal Offices or Departments for emergency situations, other general employees working or

required to work, will not receive additional compensation.

5.7 FLEX TIME

The employer offers the ability for the employee to accrue and use “flex-time” at the request of the employee and as authorized by the immediate Supervisor. Flex-time shall be accrued and used in whole hour increments exclusively within the designated two-week pay period. The use of flex-time within a Department shall be at the sole discretion of the Department Head.

ARTICLE 6 - CERTIFICATION FOR PERMANENT APPOINTMENT

Permanent appointment for the various class titles of positions shall be in conformity with the Watertown Municipal Civil Service Commission Regulations on Permanent Appointments, and shall be accomplished on satisfactory completion of not less than sixteen (16) weeks nor more than twenty-six (26) weeks of work for all positions.

ARTICLE 7 - GRIEVANCE PROCEDURES

- 7.1** The City recognizes the Association as the representative of employees in its membership to appear on their behalf for any of the purposes outlined in the Public Employees Fair Employment Act.
- 7.2** The City grants the right to representatives of the Association to visit City facilities to confer with members of the Association on conditions, policies, and procedures under the Public Employees Fair Employment Act during regular working hours. A representative of the Association shall identify himself/herself and make known his/her presence at the time of his/her visit to the responsible Department, unit or agency head prior to any discussion or conference with an employee or employees of a department, unit or agency. Such contact may be in writing, telephone or personal contact.
- 7.3** Members of the Association who have been designated individually or as a committee to represent other members on grievances or adjustments of conditions under the terms of this contract or any conditions or terms under the Public Employees Fair Employment Act shall be permitted a reasonable amount of free time from regular duties to fulfill these obligations.

7.4 GRIEVANCE PROCEDURES FOR GENERAL EMPLOYEES

7.4.1 Declaration of Policy

In order to establish a more harmonious and cooperative relationship between the City Government and its public employees, it is hereby declared to be the purpose of this procedure to provide for the settlement of certain differences between the City's employees and the City Government through provisions under which employees may present grievances, free from coercion, interference, restraint, discrimination or reprisal. The provisions of this procedure shall be liberally construed for the accomplishment of this purpose.

7.4.2 Definitions.

As used herein, the following terms shall have the following meanings:

7.4.2.1 “Government” or “employer” shall mean the City of Watertown.

- 7.4.2.2 "Public Employee" or "employee" shall mean any person directly employed and compensated by the City Government, except members of the City Council and City Judges.
- 7.4.3.3 "Supervisor" shall mean any person, regardless of title, who is assigned to exercise any level of supervisory responsibility over public employees.
- 7.4.4.4 "Grievance" shall mean any alleged or actual violation, misinterpretation or inequitable application of the terms and conditions of employment arising out of the agreement or any existing law rule, procedure or regulation, administrative order or work rule of the City; provided, however, that such terms shall not include any matter which is otherwise reviewable pursuant to law or any rule or regulations having the force and effect of law.

7.4.3 Basic Standards and Principles

- 7.4.3.1 Every public employee shall have the right to present his or her grievances to his or her employer in accordance with provisions of this procedure, free from interference, coercion, restraint, discrimination or reprisal, and the grievance provisions established under this procedure shall provide the right to be represented at any or all stages thereof if the employee so chooses.
- 7.4.3.2 It shall be a fundamental responsibility of supervisors at all levels commensurate with the authority delegated to them by their supervisors, promptly to consider and take appropriate action under grievances presented to them by employees under their supervision.
- 7.4.3.3 It shall be the responsibility of the head of each department or agency of City Government and of the City Manager to take such steps as may be necessary to give effect to the provisions of this procedure.

7.4.4 Grievances, Procedural Requirements; Appeals.

- 7.4.4.1 The first procedural stage shall consist of the employee's presentation of his or her grievance to his or her immediate supervisor who shall, to such extent as he or she may deem appropriate, consult with his or her department head. The discussion and resolution of grievances at the first stage shall be on an oral and informal basis. If such grievance is not resolved within three (3) working days at the first stage, such employee may proceed to the second stage.
- 7.4.4.2 The second procedural stage shall consist of a request by the aggrieved employee, if he or she wishes, for a review and determination of his or her grievance by the department or agency head. In such case, the aggrieved employee and his or her immediate supervisor shall each submit to the head of the department or agency concerned, a written statement setting forth the specific nature of the grievance and the facts relating thereto. Thereupon such head of the department or agency concerned shall, at the request of the employee, hold an informal hearing at which the employee, and in accordance with the provisions of the grievance procedure his or her representative, if he or she elects to have one, may appear and present oral and written statements or arguments. The department or agency head shall discuss the grievance and proceedings with the City Manager. The final determination of the second stage of such grievance proceedings shall be made by the head of the department or agency concerned within five (5) work days of the date the grievance was presented to him or her by the employee.

- 7.4.4.3 If the employee so wishes, a third procedural stage shall be held which shall consist of a request for a review and determination of his or her grievance by the City Manager. Such review, if made, shall follow the procedures described in Paragraph 2. The final determination of the third stage, if held, shall be made within five (5) working days of the date the grievance was presented to the City Manager.
- 7.4.4.4 If a grievance is not resolved as outlined in paragraphs 1, 2, and 3 above, either party may then request, within thirty (30) days of receipt of step 3 response, the New York State Public Employees Relation Board to provide arbitration service. The authority of the Arbitrator shall be limited to the interpretation and application of this agreement. He/she shall have no right to add or to subtract from the agreement. The decision of the Arbitrator shall be final and binding on both parties. Any expense incidental to arbitration shall be equally borne by the City and the Union.
- 7.4.4.5 Notwithstanding any other provision of this Agreement, if a grievance is not submitted in writing within thirty (30) calendar days of the event giving rise to the grievance, or within thirty (30) days from when the person or party should have known of the events occurrence, the grievance shall be denied upon the grounds that it was not timely submitted.
- 7.4.4.6 Class Action Grievances must be submitted within thirty (30) calendar days of the event giving rise to the grievance, or when the Association President should have known of the event.

7.5 Disagreements, disputes, and grievances which may arise over applicability of provisions of the Public Employees Fair Employment Act may also be resolved through a PERB appointed arbitrator and through the procedures as provided under the Act.

7.6 DISCIPLINE

- 7.6.1 In order to establish a more harmonious and cooperative relationship between the City Government and its employees, it is hereby agreed that all labor, non-competitive and competitive class employees, both probationary and permanent employees, covered by this agreement shall be entitled to a disciplinary hearing in accordance with the procedures specified in Section 75 of the New York State Civil Service Law. Such disciplinary hearings shall be conducted only in the event that disciplinary action taken is not acceptable to the affected employee.

ARTICLE 8 - RETIREMENT

8.1

- 8.1.1 The City agrees to provide for all employees hired prior to July 1, 1976 (Tier 1 and Tier 2 employees, covered under the contract the new improved twenty (20) year career retirement plan) 75-I of the New York State Retirement and Social Security Law.
- 8.1.2 For all Tier 3 employees hired on or after July 1, 1976, the City will provide Article 14-15 of the New York State Retirement and Social Security Law.
- 8.1.3 For all Tier 4 employees hired on or after September 1, 1983, the City will provide Article 15 of the New York State Retirement and Social Security Law.
- 8.1.4 Descriptions of these plans are prepared by the New York State Retirement System and can be

obtained in the City Comptroller's Department.

8.1.5 All employees who join the NYS Retirement System on or after January 1, 2010 will be covered by Tier V benefits and those who join on or after April 1, 2012 will be covered by Tier VI benefits. At any time that the NYS Retirement System establishes a new Tier, any employee hired on or after that date shall be covered under the new Tier.

8.2 The City agrees, in addition to the retirement benefits provided under Section 1 above, to provide for general employees the following benefits under the New York State Retirement System:

8.2.1 World War II Veteran's Service Credit under Section 41, Sub-Division k.

8.2.2 Allowance for unused sick leave credit under Section 41, Sub-Division j.

8.2.3 Guaranteed ordinary death benefit under Section 60-b.

ARTICLE 9 - SELF-INSURANCE PROGRAM

9.1 PLAN ADMINISTRATION

9.1.1 The City agrees to provide group hospitalization, surgical insurance and major medical insurance in accordance with the Amendment to the 1990-93 Employment Contract between the City and the Civil Service Employees Association, Jefferson Local 823, dated April 21, 1992.

9.1.2 Effective July 1, 1992, and until otherwise mutually agreed through Collective Negotiations and/or Interest Arbitration, the City of Watertown shall provide Group Hospitalization, Surgical Insurance, and Major Medical Insurance under a Self Funded Insurance Plan administered by a Third Party Administrator, which will be POMCO.

9.1.3 All benefits, terms, conditions and coverage under the self funded insurance plan shall, unless otherwise negotiated, duplicate each and every benefit, term, condition and coverage which was provided to the CSEA prior to the institution of the Self Funded Health Insurance Plan, through Blue Cross, Blue Select I, Option 4, with Enhancements, including all side letters thereto.

9.1.4 A separate account shall be established by the City specifically for the funding and administration of this self insurance program. This Account will consist of all deposits, interest, and withdrawals related to said Program, it being understood that interest earned will be credited to this Account. The City has agreed to absorb, in the General Fund, all service charges, and all wire transfer charges related to this Account. The City agrees that all monies in this Account will remain intact and be used for the sole purpose of the self insurance program. Unless otherwise negotiated, any surplus funds that may accumulate in this Account due to good claims experience will not be used to increase benefits or reduce premiums until a two (2) year evaluation period has passed.

9.1.5 The City agrees to charge a monthly premium equivalent to various appropriations and transfer funds on a monthly basis to the self insurance Account. This monthly premium equivalent will be calculated per the following formula:

Multiply the number of family contracts x 2.24 (this factor is used to convert individual premium to family premium). Add this to the number of individual contracts. That equals the amount of covered lives.

Multiply number of covered lives x 12 = # covered lives per year. Divide the annual projected cost (which is projected claims for the year plus administrative fees plus stop loss coverages) by the # of covered lives per year. That equals the monthly individual premium.

Multiply individual premium x 2.24 = monthly family premium. If there is a reduction in the monthly premium equivalent, then the co-pay will be adjusted accordingly.

9.1.6 An Insurance Review Advisory Committee was established on July 1, 1992, which consists of eight (8) people:

two (2) from each of the three (3) unions
two (2) from the City of Watertown

The purpose of this Advisory Committee shall be to review all activity of this self insurance fund on no less than a quarterly basis, and to make recommendations to the respective unions and the City of Watertown, of any proposed conditions and changes of common interest. All such items of common interest will be addressed in the following manner:

9.1.6.1 Discussion by Advisory Committee

9.1.6.2 Upon majority vote by the Advisory Committee, said items will go to the unions' respective memberships for approval/disapproval.

9.1.6.3 Advisory Committee will meet again to discuss the various recommendations from the unions' memberships.

9.1.6.4 If there is unanimous consent of all three (3) unions, such items go to the City Council, for approval.

9.1.6.5 If recommendations are rejected by the City Council, items of common interest will remain the same.

9.1.6.6 Nothing herein however shall preclude the CSEA from addressing with the City, during negotiations for Successor Contracts, issues of direct importance to the Association, and nothing herein shall preclude the CSEA from pursuing said issues to and through PERB's Impasse Procedures, including Interest Arbitration; nothing herein shall supersede the CSEA's sole and exclusive right to bargain for its members, in successor contract negotiations, regardless of whether the other Unions and/or the Advisory Committee agrees or disagrees with the CSEA's demands, and nothing herein shall be deemed to be a waiver, by the CSEA, of said right.

9.1.7 A Claims Appeal Committee shall also be established and shall consist of one (1) member from each union and two (2) members from the City, selected from within the Insurance Review Advisory Committee. The purpose of the Appeals Committee shall be to review unresolved claims and determine whether or not it is a covered or non-covered benefit. An appeals procedure will be established by this Committee, and provided to all employees, in due course. A majority vote of the Appeals Committee shall be final and binding on all matters within their jurisdiction. This Committee will meet as often as necessary, but no less than once a month, if appeals are pending.

9.1.8 The City of Watertown will not have access to or be entitled to review either an employee or any of his dependents' medical file/history, diagnosis/prognosis and/or records, without express written consent.

9.1.9 Should the City, during the contract year, sponsor open enrollment periods for the purposes of introducing new or alternative medical insurance coverage, employees shall have the option of changing to the new or alternative medical insurance coverage introduced.

9.2 RETIREE HEALTH COVERAGE

9.2.1 Employees hired prior to July 1, 1983 shall not be required to pay a health insurance premium in retirement. Employees hired on or after July 1, 1983 and prior to December 23, 1993 shall not be required to pay premiums for individual coverage in retirement. Effective upon the date of the last signature to this contract, any unit employee wishing to participate in retiree health insurance with the City of Watertown pursuant to this contract must retire from both the City and the NYS Retirement System, and must have at least 10 years of continuous full-time service with the City.

9.2.2 For employees hired after March 1, 1999, the City's obligation to pay the employee's share of health insurance premium shall cease when the employee attains the age of 65 or dies, whichever comes first.

9.2.3 For employees hired after March 1, 1999, retirement medical insurance paid by the City from the point in time an employee retires until he/she attains the age of 65, shall not be available if the retired employee or his/her spouse has equal or better paid medical insurance available from any other source (excepting Medicaid). The retired employee shall have the burden of proof that equal or better coverage is not available (including but not limited to copy of insurance policy, employee benefit plan or other documents as may be pertinent). In the event the insurance is not equal or better, the retired employee may, at his/her option, accept a cash payment of one thousand dollars (\$1,000) annually in lieu of the City providing the retired employee with medical insurance. This section shall not be grievable nor arbitrated by the retired employee.

9.3 BENEFITS & PREMIUMS

9.3.1 Health Insurance Premiums: The City shall provide that all employees shall be eligible to have medical insurance Effective January 1, 2010, all employees shall pay twelve (12%) percent of the premium costs. Effective July 1, 2016, all employees shall pay thirteen (13%) percent of the premium costs.

9.3.2 Employees hired after July 1, 1987, must provide the name and social security number of the spouse/guardian.

9.3.3 Medical Visit Co-Pays: Effective June 30, 2010, medical visit co-pays will be \$7.00 per visit for participating providers and \$15.00 per visit for non-participating providers. Effective January 1, 2017 medical visit co-pays will be \$15.00 per visit for participating providers and \$30.00 per visit for non-participating providers.

9.3.4 Effective upon the date of last signature of this contract, employees and retirees will be required to utilize mandatory mail order for maintenance drugs. Employees will be allowed to fill up to 90 days of a new prescription at retail before the mandatory mail requirements apply.

9.3.5 As soon as reasonably possible, the City will implement Cana Rx.

9.3.6 Retail Prescription Co-Pays: Effective July 1, 2005 retail prescription co-pays will be \$5 for a generic, \$10 for a preferred brand name drug, and \$30 for a non-preferred brand name drug. Effective January 1, 2016, retail prescription co-pays for a 30-day supply will be \$10 for a generic, \$30 for a preferred brand name drug, and \$50 for a non-preferred brand name drug. These co-pays will also apply to specialty medications.

9.3.7 Mail Order Prescription Co-Pays: Effective January 1, 2003 mail order prescription co-pays for a 90-day supply will be \$2.50 for generic and \$7.50 for brand name drugs. Effective January 1, 2016 retail prescription co-pays for a 30-day supply will be \$10 for a generic, \$30 for a preferred brand name drug, and \$50 for a non-preferred brand name drug. These co-pays will also apply to specialty medications.

9.3.8 Annual Deductibles: Effective July 1, 2005 the annual per person deductible shall be \$120 with an annual family deductible of \$360. Effective January 1, 2016 the annual per person deductible shall be \$160 with an annual family deductible of \$480. Effective January 1, 2017 the annual per person deductible shall be \$200 with an annual family deductible or \$600.

9.3.9 Out of Network Major Medical Co-Pay: Effective July 1, 2003, all persons covered will also be subject to an out-of-network Major Medical Co-Pay. Major medical expenses, after the deductibles listed above, will be reimbursed at 80% of the allowable fees for the first \$500, and thereafter, the plan will pay 100% of all allowable fees. The maximum Major Medical co-payment amount per calendar year for members of the same family is \$300.

9.4 BUYOUTS

9.4.1 Employees hired after July 1, 1987, shall not be eligible for health insurance coverage under the City of Watertown Self Insurance Program if Spouse/Guardian currently has municipal health insurance coverage under the City of Watertown plan.

9.4.2 Effective July 1, 2008, there shall be offered an annual buy-out out of \$1,500.00 for employees opting out of an individual health plan; and an annual buy-out of \$2,800 for employees completely opting out of family coverage. In order to be eligible for this buyout, the employee must provide proof of having coverage under another plan and may not be covered by another individual on the City's plan. A safe harbor right to re-enter the plan of their choice will be

provided if the employee's status changes.

9.4.3 Employees hired after July 1, 1987, and who are eligible for either individual or family health insurance coverage as specified under 9.4.1 above, will be eligible for the health insurance buyouts as defined in 9.4.2 above, after six (6) months from the date of appointment.

9.5 125 PLAN

9.5.1 A Section 125 Plan shall be offered to employees to provide for employee health care expenses. Effective January 1, 2003, Childcare expenses shall be allowable expenses for inclusion in the Section 125 Plan.

9.5.2 The City, CSEA and the other City Unions have implemented a Section 457 Plan. It was determined by this committee that the New York State Deferred Compensation Plan shall be offered to all employees. Effective July 1, 2003, employees shall have the ability to convert three (3) vacation days into dollars to be contributed to the employee's Section 457 deferred compensation plan each year. Implementation of this benefit will be defined by the labor management committee. Effective January 1, 2009, for those employees with 180 days of accrued sick time, they shall have the ability to convert three (3) sick days into dollars to be contributed to the employee's Section 457 deferred compensation plan or 125K plan each year.

9.6 Wellness Committee. In an effort to increase health and well being to aid in the reduction of health insurance costs, the City and the Union agree to jointly develop a Wellness Plan for employees covered by the terms of this Agreement. A Wellness Committee of three (3) management and three (3) union members will be formed to develop Plan options for consideration by the Labor Management Committee.

ARTICLE 10 - SAFETY PROGRAM

The City agrees to establish a program of safety inspection, education and training in its several departments and among its various employees. The City agrees to provide when needed, at no cost to the employee, safety shoes each year when requested by the employee. The City further agrees to replace safety shoes when needed. Determination of need of shoe replacement shall be made by the respective Department Head.

ARTICLE 11 - MISCELLANEOUS PROVISIONS

11.1 THE ASSOCIATION

11.1.1 Members of the Association who are designated by the Association to attend the yearly State-wide and regional delegates meetings, conferences, and meetings shall be permitted to do so without charge to leave time at the rate of four (4) employees for attendance at such meetings provided that the maximum time off shall not exceed thirty-two (32) working days. The thirty-two (32) days may be taken in any combination by the four (4) employees, but the total taken shall not exceed thirty-two (32) days. No more than two (2) employees from any functional area without prior approval from the City Manager.

11.1.2 At least five (5) days written notice shall be given by the Association to the Department Head

and the City Manager for such time off.

- 11.1.3** The City agrees to permit the authorized representatives of the Association to visit members during City work hours for the purpose of explaining and enrolling members on a continuing basis in the Association's insurance programs provided that designation of the authorized representatives is made to the City Manager in advance in a timely manner. Unless the representatives of the Association and the insurance carrier identify themselves and announce their intentions ahead of time to the City Manager in writing by at least three (3) days notice, such permission for visitation during City work hours shall not be allowed.
- 11.1.4** The Association shall have the right to post notices and other official communications on City bulletin boards.
- 11.1.5** The City agrees to provide and handle premium payments for the CSEA Master Plan Insurance program by payroll deduction for the employees and for the Association. For carrying out this program wherein the City absorbs the administrative costs of handling premium payments thereby helping the members to obtain automobile and homeowners insurance at reduced costs, it is agreed that the City shall not handle or process any claims under the program nor shall the City absorb or pay any costs of the program other than the cost of administration of the payroll deductions for premium payment.
- 11.1.6** Duly appointed representatives of the union shall be permitted to devote up to two (2) hours maximum time per week to union affairs, if needed. In any event, prior notice shall be given to the Department, Unit or Agency Head by the representative away from his duty or attending to union affairs while on duty. Such notice shall be in writing or by oral notice with at least one (1) day's notice.
- 11.1.7** When duly appointed representatives of the union wish to meet with unit employees who are working, prior notice shall be given to the immediate supervisor and/or Department Head of said employees.
- 11.2** The lunch hour of the offices in the Municipal Offices or Departments shall be one (1) hour.
- 11.3** Both parties agree that this contract constitutes the present entire Agreement between the City of Watertown and the Civil Service Employees Association, Inc. Amendment to this Agreement in written form shall be valid when agreed to by both parties and annexed to this Agreement.
- 11.4** All promotional job openings in the competitive (except where there is a certified, binding eligible list), non-competitive and labor classifications will be posted in each work facility for at least fourteen (14) calendar days prior to the filling of such position, except in emergency situations. All job postings shall contain the following: The position title, the number of vacancies, salary and current work location of the openings, and the current shift, if applicable. All notices will be forwarded to the President of the Association at the time of the posting. Any employee may submit his or her request, in writing, for any non-competitive labor classification position posted. The City agrees that it will review the credentials, including interviews, of the three (3) most senior employees who applied for and will accept the position, provided the employees meet the minimum qualifications for the position and possess the ability to perform in the position. For the purpose of this Agreement, seniority shall be defined as length of

continuous service with the City in a position(s) covered by this Agreement since the employee's last date of hire. Final determination of appointment is reserved to the Appointing Authority. All examination announcements in the competitive class will be posted in all work locations for fourteen (14) calendar days prior to the examination closing date. Each department and the President of the Association shall receive copies of all posted examination announcements at the earliest possible time prior to the posting of such notices.

- 11.5** The City of Watertown and the Association agree to meet monthly for labor/management discussions. The Committee will consist of three (3) members from each side, union and employer. Either side may submit to the other a list of items to be discussed at the time of the meeting.
- 11.6** Effective April 1, 2009, the City agrees to pay tuition for up to three (3) credit hours per semester for five (5) employees per semester at an accredited college or trade school for subjects approved by the City pertaining to the employee's job for subjects which are reasonably related to the position for an employee covered by this agreement. Such courses shall be taken on employee's time, without pay. Upon approval, a letter is to be written by the City Manager's office, notifying the college that the City will pay for tuition of an applicant when properly billed. Participation shall be on a first come, first served basis.
- 11.7** The City and Association agree that the various types of motorized equipment as defined in Appendix A are classified as heavy equipment in accordance with applicable Civil Service job descriptions and classifications.
- 11.8**
- 11.8.1** A Seniority-in-Service schedule shall be prepared and posted in a conspicuous place in each department office. The record shall be revised on or about the first (1st) day of each month when necessary.
- 11.8.2** The said Seniority-in-Service schedule shall operate in accordance with the procedure recommended by the State Department of Civil Service and the rules and regulations under which the Watertown Civil Service Commission functions.
- 11.8.3** An employee who voluntarily vacates his position, and is off the City payroll for one year or longer, except on leave of absence or ill health, and subsequently re-enters City service after one (1) year shall be considered a new employee.
- 11.8.4** In the event that an employee returns in one (1) year or less, then he/she shall retain all original benefits package.
- 11.9** The City agrees to incorporate the following seniority clause as it pertains to future reductions in work force in the non-competitive and labor class: Seniority is that factor which will prevail in the case of lay-off, recall and reduction in forces. An employee's seniority date shall be the date he/she begins his/her employ with the City. In the case of job abolishment, reduction in forces, layoff and recall, the following procedure shall prevail:
- 11.9.1** The employee involved shall have the right to replace the least senior employee providing however, that the replaced employee has the same title.
- 11.9.2** If an employee cannot replace anyone within his/her title because of lack of seniority, he/she

shall replace someone in an equal or lower title, within the same department with the least seniority, if qualified.

11.9.3 Before any lay-off occurs, the City will notify the President of the Association.

11.9.4 Recall shall be in reverse order of lay-off. A displaced employee shall remain on a recall list for four (4) years after each displacement. Refusal to accept an assignment at the same title and hours offered shall be cause for removal from a recall list.

11.9.5 For the purpose of lay-off and recall, departments shall be defined as follows:

- a. Comptroller Dept
- b. Purchasing Dept
- c. Assessment Dept
- d. City Clerk
- e. Civil Service
- f. Engineering Dept
- g. Public Works Dept, inclusive of Central Storeroom, On-Street Parking, Control of Animals, Bus Operations, Parks & Recreation and Central Garage
- h. Buildings
- i. Central Data Processing
- j. Police Dept, Civilian Employees only
- k. Fire Dept, Civilian Employees only
- l. Code Enforcement
- m. Water Dept
- n. Wastewater Treatment
- o. Library

11.10 The Association agrees to annual performance reviews for all employees covered by this contract. The City and the Association will collectively prepare an evaluation form. Upon completion and implementation the following shall occur: the employee shall have the right to discuss evaluations with his/her immediate supervisor or department head. Written evaluations shall be placed in the employee's official personnel file located in the City Manager's office. The employee being evaluated shall sign a copy of the written report and will receive a copy. It is expressly understood that signing of the evaluation does not necessarily mean that the employee agrees with the evaluation. The employee is entitled to submit a written response to be signed by the department head or supervisor and placed in the employee's official personnel file.

11.11 Mandatory Training. Individuals covered by this contract are required to attend training classes provided by and paid for by the City which are necessary to maintain any required job certification or to maintain an employee's job skills.

ARTICLE 12 - DEATH BENEFIT

12.1 If a non-retired bargaining unit member dies, the City shall pay his/her estate for all unused accrued leave time at the rate of pay the employee was earning at the time of his/her death.

ARTICLE 13 - REQUIREMENTS OF STATE LAW

13.1 "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

13.2 "THE AGREEMENT SHALL BECOME EFFECTIVE JULY 1, 2013 AND TERMINATE AT THE CLOSE OF BUSINESS ON JUNE 30, 2017."

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives this ____ day of _____, 2015 CITY OF WATERTOWN, NEW YORK

CITY OF WATERTOWN, NEW YORK

EMPLOYEES UNIT, LOCAL 823, CSEA

By: _____
Mayor

By: _____
President, CSEA, City of Watertown
Local 823, Unit 7151

By: _____
City Manager

By: _____
CSEA, City of Watertown Local 823, Unit 7151

By: _____
Confidential Assistant to the City Manager

By: _____
Labor Relations Specialist

APPENDIX A

HEAVY EQUIPMENT

The following pieces of equipment are recognized as Heavy Equipment:

1. 1-72; 1979 Champion Grader
2. 1-73; 1989 Barber Green Paver
3. 1-77; 1977 SMI Blower
4. 1-78; 1985 Vohl DV 1104 Snowblower
5. 1-64; 1986 Case Excavator
6. 1-60; 1968 Gallion Roller
7. All Municipal Street Plows, Exclusive of Wing Operators.
8. 1-10 Hydraulic Excavator
9. 1-48 Tractor Trailer
10. Effective April 1, 2009, Tree Truck 1-59. When this piece of equipment is operated in the aerial platform mode, the employee operating the equipment will be paid as a Heavy Equipment Operator.

CSEA Wage Chart
Effective July 1, 2013

Title	Grade	A	B	C	D	E	F
	6	\$ 22,195	\$ 23,153	\$ 24,170	\$ 25,231	\$ 26,340	\$ 27,516
Hourly Rate	35	\$ 12.1951	\$ 12.7214	\$ 13.2802	\$ 13.8632	\$ 14.4725	\$ 15.1187
Hourly Rate	40	\$ 10.6707	\$ 11.1313	\$ 11.6202	\$ 12.1303	\$ 12.6635	\$ 13.2288
Clerk	35						
	10	\$ 26,340	\$ 27,516	\$ 28,745	\$ 30,034	\$ 31,387	\$ 32,813
Hourly Rate	35	\$ 14.4725	\$ 15.1187	\$ 15.7940	\$ 16.5022	\$ 17.2456	\$ 18.0291
Hourly Rate	40	\$ 12.6635	\$ 13.2288	\$ 13.8197	\$ 14.4394	\$ 15.0899	\$ 15.7755
Library Clerk	35						
Records Clerk	35						
Senior Clerk	35						
Laborer I	40						
Municipal Worker I	40						
	11	\$ 27,516	\$ 28,745	\$ 30,034	\$ 31,387	\$ 32,813	\$ 34,296
Hourly Rate	35	\$ 15.1187	\$ 15.7940	\$ 16.5022	\$ 17.2456	\$ 18.0291	\$ 18.8440
Hourly Rate	40	\$ 13.2288	\$ 13.8197	\$ 14.4394	\$ 15.0899	\$ 15.7755	\$ 16.4885
Account Clerk Typist	35						
Records Clerk / Parking Enforcement Officer	35						
Secretary	35						
Senior Library Clerk	35						
Water Meter Reader	35						
Parks & Recreation Maintenance Worker	40						
	12	\$ 28,745	\$ 30,034	\$ 31,387	\$ 32,813	\$ 34,296	\$ 35,868
Hourly Rate	35	\$ 15.7940	\$ 16.5022	\$ 17.2456	\$ 18.0291	\$ 18.8440	\$ 19.7077
Hourly Rate	40	\$ 13.8197	\$ 14.4394	\$ 15.0899	\$ 15.7755	\$ 16.4885	\$ 17.2442
Building Maintenance Worker	40						
Stock Attendant	40						
Water Maintenance Mechanic	40						
	13	\$ 30,034	\$ 31,387	\$ 32,813	\$ 34,296	\$ 35,868	\$ 37,519
Hourly Rate	35	\$ 16.5022	\$ 17.2456	\$ 18.0291	\$ 18.8440	\$ 19.7077	\$ 20.6148
Hourly Rate	40	\$ 14.4394	\$ 15.0899	\$ 15.7755	\$ 16.4885	\$ 17.2442	\$ 18.0380
Bus Driver	40						
Motor Equipment Operator (Light)	40						
Refuse/Recycle Motor Equipment Operator	40						
Sign Maintenance Worker	40						
Tree Trimmer	40						
	14	\$ 31,387	\$ 32,813	\$ 34,296	\$ 35,868	\$ 37,519	\$ 39,247
Hourly Rate	35	\$ 17.2456	\$ 18.0291	\$ 18.8440	\$ 19.7077	\$ 20.6148	\$ 21.5643
Hourly Rate	40	\$ 15.0899	\$ 15.7755	\$ 16.4885	\$ 17.2442	\$ 18.0380	\$ 18.8688
Principal Library Clerk	35						
Senior Account Clerk Typist	35						
	15	\$ 32,813	\$ 34,296	\$ 35,868	\$ 37,519	\$ 39,247	\$ 41,060
Hourly Rate	35	\$ 18.0291	\$ 18.8440	\$ 19.7077	\$ 20.6148	\$ 21.5643	\$ 22.5604
Hourly Rate	40	\$ 15.7755	\$ 16.4885	\$ 17.2442	\$ 18.0380	\$ 18.8688	\$ 19.7404
Code Enforcement Aide	35						
Engineering Technician	40						
Water Meter Service Mechanic	40						
Water Treatment Plant Operator/Trainee	40						
Wastewater Treatment Plant Process Worker Trainee	40						
	16	\$ 34,296	\$ 35,868	\$ 37,519	\$ 39,247	\$ 41,060	\$ 42,964
Hourly Rate	35	\$ 18.8440	\$ 19.7077	\$ 20.6148	\$ 21.5643	\$ 22.5604	\$ 23.6066
Hourly Rate	40	\$ 16.4885	\$ 17.2442	\$ 18.0380	\$ 18.8688	\$ 19.7404	\$ 20.6558
Real Property Tax Service Aide	35						
Crew Chief	40						
Head Bus Driver	40						
Motor Equipment Operator (Heavy)	40						
Wastewater Treatment Plant Process Worker I	40						
Water Treatment Plant Operator	40						

**CSEA Wage Chart
Effective July 1, 2013**

Title	Grade	A	B	C	D	E	F
	17	\$ 35,868	\$ 37,519	\$ 39,247	\$ 41,060	\$ 42,964	\$ 44,964
Hourly Rate	35	\$ 19.7077	\$ 20.6148	\$ 21.5643	\$ 22.5604	\$ 23.6066	\$ 24.7055
Hourly Rate	40	\$ 17.2442	\$ 18.0380	\$ 18.8688	\$ 19.7404	\$ 20.6558	\$ 21.6173
Custodial & Maintenance Supervisor	35						
Information Services Technician	35						
Motor Equipment Mechanic	40						
Wastewater Treatment Plant Process Worker II	40						
Water Treatment Plant Maintenance Mechanic	40						
	18	\$ 37,519	\$ 39,247	\$ 41,060	\$ 42,964	\$ 44,964	\$ 47,066
Hourly Rate	35	\$ 20.6148	\$ 21.5643	\$ 22.5604	\$ 23.6066	\$ 24.7055	\$ 25.8604
Hourly Rate	40	\$ 18.0380	\$ 18.8688	\$ 19.7404	\$ 20.6558	\$ 21.6173	\$ 22.6279
Principal Account Clerk	35						
Senior Engineering Technician	35						
	19	\$ 39,247	\$ 41,060	\$ 42,964	\$ 44,964	\$ 47,066	\$ 49,271
Hourly Rate	35	\$ 21.5643	\$ 22.5604	\$ 23.6066	\$ 24.7055	\$ 25.8604	\$ 27.0720
Hourly Rate	40	\$ 18.8688	\$ 19.7404	\$ 20.6558	\$ 21.6173	\$ 22.6279	\$ 23.6880
GIS Technician	35						
SCADA Technician	35						
Industrial Pre-Treatment Lab Technician	40						
	20	\$ 41,060	\$ 42,964	\$ 44,964	\$ 47,066	\$ 49,271	\$ 51,589
Hourly Rate	35	\$ 22.5604	\$ 23.6066	\$ 24.7055	\$ 25.8604	\$ 27.0720	\$ 28.3456
Hourly Rate	40	\$ 19.7404	\$ 20.6558	\$ 21.6173	\$ 22.6279	\$ 23.6880	\$ 24.8024
Code Enforcement Officer	35						
Librarian I	35						
Lab Technician	40						
Wastewater Treatment Plant Lab Technician	40						
Wastewater Treatment Plant Process Worker III	40						
	21	\$ 42,964	\$ 44,964	\$ 47,066	\$ 49,271	\$ 51,589	\$ 54,019
Hourly Rate	35	\$ 23.6066	\$ 24.7055	\$ 25.8604	\$ 27.0720	\$ 28.3456	\$ 29.6808
Hourly Rate	40	\$ 20.6558	\$ 21.6173	\$ 22.6279	\$ 23.6880	\$ 24.8024	\$ 25.9707
GIS Coordinator	35						
Senior Code Enforcement Officer	35						
Water Distribution Systems Operator	40						
Water Treatment Plant Maintenance Supervisor	40						
	22	\$ 44,964	\$ 47,066	\$ 49,271	\$ 51,589	\$ 54,019	\$ 56,575
Hourly Rate	35	\$ 24.7055	\$ 25.8604	\$ 27.0720	\$ 28.3456	\$ 29.6808	\$ 31.0852
Hourly Rate	40	\$ 21.6173	\$ 22.6279	\$ 23.6880	\$ 24.8024	\$ 25.9707	\$ 27.1995
Cad Technician	35						
Librarian II	35						
Real Property Appraiser	35						
	23	\$ 46,393	\$ 48,568	\$ 50,851	\$ 53,245	\$ 55,764	\$ 58,408
Hourly Rate	35	\$ 25.4907	\$ 26.6857	\$ 27.9401	\$ 29.2555	\$ 30.6396	\$ 32.0923
Hourly Rate	40	\$ 22.3043	\$ 23.3500	\$ 24.4476	\$ 25.5986	\$ 26.8096	\$ 28.0808
	24	\$ 48,568	\$ 50,851	\$ 53,245	\$ 55,764	\$ 58,408	\$ 61,181
Hourly Rate	35	\$ 26.6857	\$ 27.9401	\$ 29.2555	\$ 30.6396	\$ 32.0923	\$ 33.6159
Hourly Rate	40	\$ 23.3500	\$ 24.4476	\$ 25.5986	\$ 26.8096	\$ 28.0808	\$ 29.4139
Transit Supervisor	40						
Wastewater Treatment Plant Maintenance Supervisor	40						

Longevity Payments	Annual	Hourly Rate for 35 Hour Per Week Title	Hourly Rate for 40 Hour Per Week Title
	After 6th Year	\$ 350	\$ 0.1923
After 12th Year	\$ 700	\$ 0.3846	\$ 0.3365
After 18th Year	\$ 1,050	\$ 0.5769	\$ 0.5048
After 25th Year	\$ 1,400	\$ 0.7692	\$ 0.6731

Any title with a 35 in the grade designation is a 35 hour per week position.
Any title with a 40 in the grade designation is a 40 hour per week position.

CSEA Wage Chart
Effective July 1, 2014

Title	Grade	A	B	C	D	E	F
	6	\$ 22,528	\$ 23,500	\$ 24,533	\$ 25,609	\$ 26,735	\$ 27,929
Hourly Rate	35	\$ 12.3780	\$ 12.9121	\$ 13.4797	\$ 14.0709	\$ 14.6896	\$ 15.3456
Hourly Rate	40	\$ 10.8308	\$ 11.2981	\$ 11.7947	\$ 12.3120	\$ 12.8534	\$ 13.4274
Clerk	35						
	10	\$ 26,735	\$ 27,929	\$ 29,176	\$ 30,485	\$ 31,858	\$ 33,305
Hourly Rate	35	\$ 14.6896	\$ 15.3456	\$ 16.0308	\$ 16.7500	\$ 17.5044	\$ 18.2995
Hourly Rate	40	\$ 12.8534	\$ 13.4274	\$ 14.0269	\$ 14.6563	\$ 15.3163	\$ 16.0120
Library Clerk	35						
Records Clerk	35						
Senior Clerk	35						
Laborer I	40						
Municipal Worker I	40						
	11	\$ 27,929	\$ 29,176	\$ 30,485	\$ 31,858	\$ 33,305	\$ 34,810
Hourly Rate	35	\$ 15.3456	\$ 16.0308	\$ 16.7500	\$ 17.5044	\$ 18.2995	\$ 19.1264
Hourly Rate	40	\$ 13.4274	\$ 14.0269	\$ 14.6563	\$ 15.3163	\$ 16.0120	\$ 16.7356
Account Clerk Typist	35						
Records Clerk / Parking Enforcement Officer	35						
Secretary	35						
Senior Library Clerk	35						
Water Meter Reader	35						
Parks & Recreation Maintenance Worker	40						
	12	\$ 29,176	\$ 30,485	\$ 31,858	\$ 33,305	\$ 34,810	\$ 36,406
Hourly Rate	35	\$ 16.0308	\$ 16.7500	\$ 17.5044	\$ 18.2995	\$ 19.1264	\$ 20.0033
Hourly Rate	40	\$ 14.0269	\$ 14.6563	\$ 15.3163	\$ 16.0120	\$ 16.7356	\$ 17.5029
Building Maintenance Worker	40						
Stock Attendant	40						
Water Maintenance Mechanic	40						
	13	\$ 30,485	\$ 31,858	\$ 33,305	\$ 34,810	\$ 36,406	\$ 38,082
Hourly Rate	35	\$ 16.7500	\$ 17.5044	\$ 18.2995	\$ 19.1264	\$ 20.0033	\$ 20.9242
Hourly Rate	40	\$ 14.6563	\$ 15.3163	\$ 16.0120	\$ 16.7356	\$ 17.5029	\$ 18.3087
Bus Driver	40						
Motor Equipment Operator (Light)	40						
Refuse/Recycle Motor Equipment Operator	40						
Sign Maintenance Worker	40						
Tree Trimmer	40						
	14	\$ 31,858	\$ 33,305	\$ 34,810	\$ 36,406	\$ 38,082	\$ 39,836
Hourly Rate	35	\$ 17.5044	\$ 18.2995	\$ 19.1264	\$ 20.0033	\$ 20.9242	\$ 21.8879
Hourly Rate	40	\$ 15.3163	\$ 16.0120	\$ 16.7356	\$ 17.5029	\$ 18.3087	\$ 19.1519
Principal Library Clerk	35						
Senior Account Clerk Typist	35						
	15	\$ 33,305	\$ 34,810	\$ 36,406	\$ 38,082	\$ 39,836	\$ 41,676
Hourly Rate	35	\$ 18.2995	\$ 19.1264	\$ 20.0033	\$ 20.9242	\$ 21.8879	\$ 22.8989
Hourly Rate	40	\$ 16.0120	\$ 16.7356	\$ 17.5029	\$ 18.3087	\$ 19.1519	\$ 20.0365
Code Enforcement Aide	35						
Engineering Technician	40						
Water Meter Service Mechanic	40						
Water Treatment Plant Operator/Trainee	40						
Wastewater Treatment Plant Process Worker Trainee	40						
	16	\$ 34,810	\$ 36,406	\$ 38,082	\$ 39,836	\$ 41,676	\$ 43,608
Hourly Rate	35	\$ 19.1264	\$ 20.0033	\$ 20.9242	\$ 21.8879	\$ 22.8989	\$ 23.9604
Hourly Rate	40	\$ 16.7356	\$ 17.5029	\$ 18.3087	\$ 19.1519	\$ 20.0365	\$ 20.9654
Real Property Tax Service Aide	35						
Crew Chief	40						
Head Bus Driver	40						
Motor Equipment Operator (Heavy)	40						
Wastewater Treatment Plant Process Worker I	40						
Water Treatment Plant Operator	40						

**CSEA Wage Chart
Effective July 1, 2014**

Title	Grade	A	B	C	D	E	F
	17	\$ 36,406	\$ 38,082	\$ 39,836	\$ 41,676	\$ 43,608	\$ 45,638
Hourly Rate	35	\$ 20.0033	\$ 20.9242	\$ 21.8879	\$ 22.8989	\$ 23.9604	\$ 25.0758
Hourly Rate	40	\$ 17.5029	\$ 18.3087	\$ 19.1519	\$ 20.0365	\$ 20.9654	\$ 21.9413
Custodial & Maintenance Supervisor	35						
Information Services Technician	35						
Motor Equipment Mechanic	40						
Wastewater Treatment Plant Process Worker II	40						
Water Treatment Plant Maintenance Mechanic	40						
	18	\$ 38,082	\$ 39,836	\$ 41,676	\$ 43,608	\$ 45,638	\$ 47,772
Hourly Rate	35	\$ 20.9242	\$ 21.8879	\$ 22.8989	\$ 23.9604	\$ 25.0758	\$ 26.2484
Hourly Rate	40	\$ 18.3087	\$ 19.1519	\$ 20.0365	\$ 20.9654	\$ 21.9413	\$ 22.9673
Principal Account Clerk	35						
Senior Engineering Technician	35						
	19	\$ 39,836	\$ 41,676	\$ 43,608	\$ 45,638	\$ 47,772	\$ 50,010
Hourly Rate	35	\$ 21.8879	\$ 22.8989	\$ 23.9604	\$ 25.0758	\$ 26.2484	\$ 27.4780
Hourly Rate	40	\$ 19.1519	\$ 20.0365	\$ 20.9654	\$ 21.9413	\$ 22.9673	\$ 24.0433
GIS Technician	35						
SCADA Technician	35						
Industrial Pre-Treatment Lab Technician	40						
	20	\$ 41,676	\$ 43,608	\$ 45,638	\$ 47,772	\$ 50,010	\$ 52,363
Hourly Rate	35	\$ 22.8989	\$ 23.9604	\$ 25.0758	\$ 26.2484	\$ 27.4780	\$ 28.7709
Hourly Rate	40	\$ 20.0365	\$ 20.9654	\$ 21.9413	\$ 22.9673	\$ 24.0433	\$ 25.1745
Code Enforcement Officer	35						
Librarian I	35						
Lab Technician	40						
Wastewater Treatment Plant Lab Technician	40						
Wastewater Treatment Plant Process Worker III	40						
	21	\$ 43,608	\$ 45,638	\$ 47,772	\$ 50,010	\$ 52,363	\$ 54,829
Hourly Rate	35	\$ 23.9604	\$ 25.0758	\$ 26.2484	\$ 27.4780	\$ 28.7709	\$ 30.1258
Hourly Rate	40	\$ 20.9654	\$ 21.9413	\$ 22.9673	\$ 24.0433	\$ 25.1745	\$ 26.3601
GIS Coordinator	35						
Senior Code Enforcement Officer	35						
Water Distribution Systems Operator	40						
Water Treatment Plant Maintenance Supervisor	40						
	22	\$ 45,638	\$ 47,772	\$ 50,010	\$ 52,363	\$ 54,829	\$ 57,424
Hourly Rate	35	\$ 25.0758	\$ 26.2484	\$ 27.4780	\$ 28.7709	\$ 30.1258	\$ 31.5516
Hourly Rate	40	\$ 21.9413	\$ 22.9673	\$ 24.0433	\$ 25.1745	\$ 26.3601	\$ 27.6077
Cad Technician	35						
Librarian II	35						
Real Property Appraiser	35						
	23	\$ 47,089	\$ 49,297	\$ 51,614	\$ 54,044	\$ 56,600	\$ 59,284
Hourly Rate	35	\$ 25.8731	\$ 27.0863	\$ 28.3593	\$ 29.6945	\$ 31.0989	\$ 32.5736
Hourly Rate	40	\$ 22.6389	\$ 23.7005	\$ 24.8144	\$ 25.9827	\$ 27.2115	\$ 28.5019
	24	\$ 49,297	\$ 51,614	\$ 54,044	\$ 56,600	\$ 59,284	\$ 62,099
Hourly Rate	35	\$ 27.0863	\$ 28.3593	\$ 29.6945	\$ 31.0989	\$ 32.5736	\$ 34.1203
Hourly Rate	40	\$ 23.7005	\$ 24.8144	\$ 25.9827	\$ 27.2115	\$ 28.5019	\$ 29.8553
Transit Supervisor	40						
Wastewater Treatment Plant Maintenance Supervisor	40						

Longevity Payments	Annual	Hourly Rate for 35 Hour Per Week Title	Hourly Rate for 40 Hour Per Week Title
	After 6th Year	\$ 350	\$ 0.1923
After 12th Year	\$ 700	\$ 0.3846	\$ 0.3365
After 18th Year	\$ 1,050	\$ 0.5769	\$ 0.5048
After 25th Year	\$ 1,400	\$ 0.7692	\$ 0.6731

Any title with a 35 in the grade designation is a 35 hour per week position.
Any title with a 40 in the grade designation is a 40 hour per week position.

**CSEA Wage Chart
Effective July 1, 2015**

Title	Grade	A	B	C	D	E	F
	6	\$ 23,091	\$ 24,088	\$ 25,146	\$ 26,249	\$ 27,403	\$ 28,627
Hourly Rate	35	\$ 12.6874	\$ 13.2352	\$ 13.8165	\$ 14.4225	\$ 15.0566	\$ 15.7291
Hourly Rate	40	\$ 11.1014	\$ 11.5808	\$ 12.0894	\$ 12.6197	\$ 13.1745	\$ 13.7630
Clerk	35						
	10	\$ 27,403	\$ 28,627	\$ 29,905	\$ 31,247	\$ 32,654	\$ 34,138
Hourly Rate	35	\$ 15.0566	\$ 15.7291	\$ 16.4313	\$ 17.1687	\$ 17.9418	\$ 18.7571
Hourly Rate	40	\$ 13.1745	\$ 13.7630	\$ 14.3774	\$ 15.0226	\$ 15.6990	\$ 16.4125
Library Clerk	35						
Records Clerk	35						
Senior Clerk	35						
Laborer I	40						
Municipal Worker I	40						
	11	\$ 28,627	\$ 29,905	\$ 31,247	\$ 32,654	\$ 34,138	\$ 35,680
Hourly Rate	35	\$ 15.7291	\$ 16.4313	\$ 17.1687	\$ 17.9418	\$ 18.7571	\$ 19.6044
Hourly Rate	40	\$ 13.7630	\$ 14.3774	\$ 15.0226	\$ 15.6990	\$ 16.4125	\$ 17.1538
Account Clerk Typist	35						
Records Clerk / Parking Enforcement Officer	35						
Secretary	35						
Senior Library Clerk	35						
Water Meter Reader	35						
Parks & Recreation Maintenance Worker	40						
	12	\$ 29,905	\$ 31,247	\$ 32,654	\$ 34,138	\$ 35,680	\$ 37,316
Hourly Rate	35	\$ 16.4313	\$ 17.1687	\$ 17.9418	\$ 18.7571	\$ 19.6044	\$ 20.5033
Hourly Rate	40	\$ 14.3774	\$ 15.0226	\$ 15.6990	\$ 16.4125	\$ 17.1538	\$ 17.9404
Building Maintenance Worker	40						
Stock Attendant	40						
Water Maintenance Mechanic	40						
	13	\$ 31,247	\$ 32,654	\$ 34,138	\$ 35,680	\$ 37,316	\$ 39,034
Hourly Rate	35	\$ 17.1687	\$ 17.9418	\$ 18.7571	\$ 19.6044	\$ 20.5033	\$ 21.4473
Hourly Rate	40	\$ 15.0226	\$ 15.6990	\$ 16.4125	\$ 17.1538	\$ 17.9404	\$ 18.7663
Bus Driver	40						
Motor Equipment Operator (Light)	40						
Refuse/Recycle Motor Equipment Operator	40						
Sign Maintenance Worker	40						
Tree Trimmer	40						
	14	\$ 32,654	\$ 34,138	\$ 35,680	\$ 37,316	\$ 39,034	\$ 40,832
Hourly Rate	35	\$ 17.9418	\$ 18.7571	\$ 19.6044	\$ 20.5033	\$ 21.4473	\$ 22.4352
Hourly Rate	40	\$ 15.6990	\$ 16.4125	\$ 17.1538	\$ 17.9404	\$ 18.7663	\$ 19.6308
Principal Library Clerk	35						
Senior Account Clerk Typist	35						
	15	\$ 34,138	\$ 35,680	\$ 37,316	\$ 39,034	\$ 40,832	\$ 42,718
Hourly Rate	35	\$ 18.7571	\$ 19.6044	\$ 20.5033	\$ 21.4473	\$ 22.4352	\$ 23.4714
Hourly Rate	40	\$ 16.4125	\$ 17.1538	\$ 17.9404	\$ 18.7663	\$ 19.6308	\$ 20.5375
Code Enforcement Aide	35						
Engineering Technician	40						
Water Meter Service Mechanic	40						
Water Treatment Plant Operator/Trainee	40						
Wastewater Treatment Plant Process Worker Trainee	40						
	16	\$ 35,680	\$ 37,316	\$ 39,034	\$ 40,832	\$ 42,718	\$ 44,698
Hourly Rate	35	\$ 19.6044	\$ 20.5033	\$ 21.4473	\$ 22.4352	\$ 23.4714	\$ 24.5593
Hourly Rate	40	\$ 17.1538	\$ 17.9404	\$ 18.7663	\$ 19.6308	\$ 20.5375	\$ 21.4894
Real Property Tax Service Aide	35						
Crew Chief	40						
Head Bus Driver	40						
Motor Equipment Operator (Heavy)	40						
Wastewater Treatment Plant Process Worker I	40						
Water Treatment Plant Operator	40						

**CSEA Wage Chart
Effective July 1, 2015**

Title	Grade	A	B	C	D	E	F
	17	\$ 37,316	\$ 39,034	\$ 40,832	\$ 42,718	\$ 44,698	\$ 46,779
Hourly Rate	35	\$ 20.5033	\$ 21.4473	\$ 22.4352	\$ 23.4714	\$ 24.5593	\$ 25.7027
Hourly Rate	40	\$ 17.9404	\$ 18.7663	\$ 19.6308	\$ 20.5375	\$ 21.4894	\$ 22.4899
Custodial & Maintenance Supervisor	35						
Information Services Technician	35						
Motor Equipment Mechanic	40						
Wastewater Treatment Plant Process Worker II	40						
Water Treatment Plant Maintenance Mechanic	40						
	18	\$ 39,034	\$ 40,832	\$ 42,718	\$ 44,698	\$ 46,779	\$ 48,966
Hourly Rate	35	\$ 21.4473	\$ 22.4352	\$ 23.4714	\$ 24.5593	\$ 25.7027	\$ 26.9044
Hourly Rate	40	\$ 18.7663	\$ 19.6308	\$ 20.5375	\$ 21.4894	\$ 22.4899	\$ 23.5413
Principal Account Clerk	35						
Senior Engineering Technician	35						
	19	\$ 40,832	\$ 42,718	\$ 44,698	\$ 46,779	\$ 48,966	\$ 51,260
Hourly Rate	35	\$ 22.4352	\$ 23.4714	\$ 24.5593	\$ 25.7027	\$ 26.9044	\$ 28.1648
Hourly Rate	40	\$ 19.6308	\$ 20.5375	\$ 21.4894	\$ 22.4899	\$ 23.5413	\$ 24.6442
GIS Technician	35						
SCADA Technician	35						
Industrial Pre-Treatment Lab Technician	40						
	20	\$ 42,718	\$ 44,698	\$ 46,779	\$ 48,966	\$ 51,260	\$ 53,672
Hourly Rate	35	\$ 23.4714	\$ 24.5593	\$ 25.7027	\$ 26.9044	\$ 28.1648	\$ 29.4901
Hourly Rate	40	\$ 20.5375	\$ 21.4894	\$ 22.4899	\$ 23.5413	\$ 24.6442	\$ 25.8038
Code Enforcement Officer	35						
Librarian I	35						
Lab Technician	40						
Wastewater Treatment Plant Lab Technician	40						
Wastewater Treatment Plant Process Worker III	40						
	21	\$ 44,698	\$ 46,779	\$ 48,966	\$ 51,260	\$ 53,672	\$ 56,200
Hourly Rate	35	\$ 24.5593	\$ 25.7027	\$ 26.9044	\$ 28.1648	\$ 29.4901	\$ 30.8791
Hourly Rate	40	\$ 21.4894	\$ 22.4899	\$ 23.5413	\$ 24.6442	\$ 25.8038	\$ 27.0192
GIS Coordinator	35						
Senior Code Enforcement Officer	35						
Water Distribution Systems Operator	40						
Water Treatment Plant Maintenance Supervisor	40						
	22	\$ 46,779	\$ 48,966	\$ 51,260	\$ 53,672	\$ 56,200	\$ 58,860
Hourly Rate	35	\$ 25.7027	\$ 26.9044	\$ 28.1648	\$ 29.4901	\$ 30.8791	\$ 32.3407
Hourly Rate	40	\$ 22.4899	\$ 23.5413	\$ 24.6442	\$ 25.8038	\$ 27.0192	\$ 28.2981
Cad Technician	35						
Librarian II	35						
Real Property Appraiser	35						
	23	\$ 48,266	\$ 50,529	\$ 52,904	\$ 55,395	\$ 58,015	\$ 60,766
Hourly Rate	35	\$ 26.5198	\$ 27.7632	\$ 29.0681	\$ 30.4368	\$ 31.8764	\$ 33.3879
Hourly Rate	40	\$ 23.2048	\$ 24.2928	\$ 25.4346	\$ 26.6322	\$ 27.8918	\$ 29.2144
	24	\$ 50,529	\$ 52,904	\$ 55,395	\$ 58,015	\$ 60,766	\$ 63,651
Hourly Rate	35	\$ 27.7632	\$ 29.0681	\$ 30.4368	\$ 31.8764	\$ 33.3879	\$ 34.9731
Hourly Rate	40	\$ 24.2928	\$ 25.4346	\$ 26.6322	\$ 27.8918	\$ 29.2144	\$ 30.6014
Transit Supervisor	40						
Wastewater Treatment Plant Maintenance Supervisor	40						

	Annual	Hourly Rate for 35 Hour Per Week Title	Hourly Rate for 40 Hour Per Week Title
Longevity Payments			
After 6th Year	\$ 350	\$ 0.1923	\$ 0.1683
After 12th Year	\$ 700	\$ 0.3846	\$ 0.3365
After 18th Year	\$ 1,050	\$ 0.5769	\$ 0.5048
After 25th Year	\$ 1,400	\$ 0.7692	\$ 0.6731

Any title with a 35 in the grade designation is a 35 hour per week position.
Any title with a 40 in the grade designation is a 40 hour per week position.

CSEA Wage Chart
Effective July 1, 2016

Title	Grade	A	B	C	D	E	F
	6	\$ 23,668	\$ 24,690	\$ 25,775	\$ 26,905	\$ 28,088	\$ 29,343
Hourly Rate	35	\$ 13.0044	\$ 13.5659	\$ 14.1621	\$ 14.7830	\$ 15.4330	\$ 16.1225
Hourly Rate	40	\$ 11.3788	\$ 11.8702	\$ 12.3918	\$ 12.9351	\$ 13.5038	\$ 14.1072
Clerk	35						
	10	\$ 28,088	\$ 29,343	\$ 30,653	\$ 32,028	\$ 33,470	\$ 34,991
Hourly Rate	35	\$ 15.4330	\$ 16.1225	\$ 16.8423	\$ 17.5978	\$ 18.3901	\$ 19.2258
Hourly Rate	40	\$ 13.5038	\$ 14.1072	\$ 14.7370	\$ 15.3981	\$ 16.0913	\$ 16.8226
Library Clerk	35						
Records Clerk	35						
Senior Clerk	35						
Laborer I	40						
Municipal Worker I	40						
	11	\$ 29,343	\$ 30,653	\$ 32,028	\$ 33,470	\$ 34,991	\$ 36,572
Hourly Rate	35	\$ 16.1225	\$ 16.8423	\$ 17.5978	\$ 18.3901	\$ 19.2258	\$ 20.0945
Hourly Rate	40	\$ 14.1072	\$ 14.7370	\$ 15.3981	\$ 16.0913	\$ 16.8226	\$ 17.5827
Account Clerk Typist	35						
Records Clerk / Parking Enforcement Officer	35						
Secretary	35						
Senior Library Clerk	35						
Water Meter Reader	35						
Parks & Recreation Maintenance Worker	40						
	12	\$ 30,653	\$ 32,028	\$ 33,470	\$ 34,991	\$ 36,572	\$ 38,249
Hourly Rate	35	\$ 16.8423	\$ 17.5978	\$ 18.3901	\$ 19.2258	\$ 20.0945	\$ 21.0159
Hourly Rate	40	\$ 14.7370	\$ 15.3981	\$ 16.0913	\$ 16.8226	\$ 17.5827	\$ 18.3889
Building Maintenance Worker	40						
Stock Attendant	40						
Water Maintenance Mechanic	40						
	13	\$ 32,028	\$ 33,470	\$ 34,991	\$ 36,572	\$ 38,249	\$ 40,010
Hourly Rate	35	\$ 17.5978	\$ 18.3901	\$ 19.2258	\$ 20.0945	\$ 21.0159	\$ 21.9835
Hourly Rate	40	\$ 15.3981	\$ 16.0913	\$ 16.8226	\$ 17.5827	\$ 18.3889	\$ 19.2356
Bus Driver	40						
Motor Equipment Operator (Light)	40						
Refuse/Recycle Motor Equipment Operator	40						
Sign Maintenance Worker	40						
Tree Trimmer	40						
	14	\$ 33,470	\$ 34,991	\$ 36,572	\$ 38,249	\$ 40,010	\$ 41,853
Hourly Rate	35	\$ 18.3901	\$ 19.2258	\$ 20.0945	\$ 21.0159	\$ 21.9835	\$ 22.9962
Hourly Rate	40	\$ 16.0913	\$ 16.8226	\$ 17.5827	\$ 18.3889	\$ 19.2356	\$ 20.1216
Principal Library Clerk	35						
Senior Account Clerk Typist	35						
	15	\$ 34,991	\$ 36,572	\$ 38,249	\$ 40,010	\$ 41,853	\$ 43,786
Hourly Rate	35	\$ 19.2258	\$ 20.0945	\$ 21.0159	\$ 21.9835	\$ 22.9962	\$ 24.0582
Hourly Rate	40	\$ 16.8226	\$ 17.5827	\$ 18.3889	\$ 19.2356	\$ 20.1216	\$ 21.0510
Code Enforcement Aide	35						
Engineering Technician	40						
Water Meter Service Mechanic	40						
Water Treatment Plant Operator/Trainee	40						
Wastewater Treatment Plant Process Worker Trainee	40						
	16	\$ 36,572	\$ 38,249	\$ 40,010	\$ 41,853	\$ 43,786	\$ 45,815
Hourly Rate	35	\$ 20.0945	\$ 21.0159	\$ 21.9835	\$ 22.9962	\$ 24.0582	\$ 25.1731
Hourly Rate	40	\$ 17.5827	\$ 18.3889	\$ 19.2356	\$ 20.1216	\$ 21.0510	\$ 22.0264
Real Property Tax Service Aide	35						
Crew Chief	40						
Head Bus Driver	40						
Motor Equipment Operator (Heavy)	40						
Wastewater Treatment Plant Process Worker I	40						
Water Treatment Plant Operator	40						

CSEA Wage Chart
Effective July 1, 2016

Title	Grade	A	B	C	D	E	F
	17	\$ 38,249	\$ 40,010	\$ 41,853	\$ 43,786	\$ 45,815	\$ 47,948
Hourly Rate	35	\$ 21.0159	\$ 21.9835	\$ 22.9962	\$ 24.0582	\$ 25.1731	\$ 26.3451
Hourly Rate	40	\$ 18.3889	\$ 19.2356	\$ 20.1216	\$ 21.0510	\$ 22.0264	\$ 23.0519
Custodial & Maintenance Supervisor	35						
Information Services Technician	35						
Motor Equipment Mechanic	40						
Wastewater Treatment Plant Process Worker II	40						
Water Treatment Plant Maintenance Mechanic	40						
	18	\$ 40,010	\$ 41,853	\$ 43,786	\$ 45,815	\$ 47,948	\$ 50,190
Hourly Rate	35	\$ 21.9835	\$ 22.9962	\$ 24.0582	\$ 25.1731	\$ 26.3451	\$ 27.5769
Hourly Rate	40	\$ 19.2356	\$ 20.1216	\$ 21.0510	\$ 22.0264	\$ 23.0519	\$ 24.1298
Principal Account Clerk	35						
Senior Engineering Technician	35						
	19	\$ 41,853	\$ 43,786	\$ 45,815	\$ 47,948	\$ 50,190	\$ 52,542
Hourly Rate	35	\$ 22.9962	\$ 24.0582	\$ 25.1731	\$ 26.3451	\$ 27.5769	\$ 28.8692
Hourly Rate	40	\$ 20.1216	\$ 21.0510	\$ 22.0264	\$ 23.0519	\$ 24.1298	\$ 25.2606
GIS Technician	35						
SCADA Technician	35						
Industrial Pre-Treatment Lab Technician	40						
	20	\$ 43,786	\$ 45,815	\$ 47,948	\$ 50,190	\$ 52,542	\$ 55,014
Hourly Rate	35	\$ 24.0582	\$ 25.1731	\$ 26.3451	\$ 27.5769	\$ 28.8692	\$ 30.2275
Hourly Rate	40	\$ 21.0510	\$ 22.0264	\$ 23.0519	\$ 24.1298	\$ 25.2606	\$ 26.4490
Code Enforcement Officer	35						
Librarian I	35						
Lab Technician	40						
Wastewater Treatment Plant Lab Technician	40						
Wastewater Treatment Plant Process Worker III	40						
	21	\$ 45,815	\$ 47,948	\$ 50,190	\$ 52,542	\$ 55,014	\$ 57,605
Hourly Rate	35	\$ 25.1731	\$ 26.3451	\$ 27.5769	\$ 28.8692	\$ 30.2275	\$ 31.6511
Hourly Rate	40	\$ 22.0264	\$ 23.0519	\$ 24.1298	\$ 25.2606	\$ 26.4490	\$ 27.6947
GIS Coordinator	35						
Senior Code Enforcement Officer	35						
Water Distribution Systems Operator	40						
Water Treatment Plant Maintenance Supervisor	40						
	22	\$ 47,948	\$ 50,190	\$ 52,542	\$ 55,014	\$ 57,605	\$ 60,332
Hourly Rate	35	\$ 26.3451	\$ 27.5769	\$ 28.8692	\$ 30.2275	\$ 31.6511	\$ 33.1495
Hourly Rate	40	\$ 23.0519	\$ 24.1298	\$ 25.2606	\$ 26.4490	\$ 27.6947	\$ 29.0058
Cad Technician	35						
Librarian II	35						
Real Property Appraiser	35						
	23	\$ 49,473	\$ 51,792	\$ 54,227	\$ 56,780	\$ 59,465	\$ 62,285
Hourly Rate	35	\$ 27.1830	\$ 28.4571	\$ 29.7951	\$ 31.1978	\$ 32.6731	\$ 34.2225
Hourly Rate	40	\$ 23.7851	\$ 24.9000	\$ 26.0707	\$ 27.2981	\$ 28.5889	\$ 29.9447
	24	\$ 51,792	\$ 54,227	\$ 56,780	\$ 59,465	\$ 62,285	\$ 65,242
Hourly Rate	35	\$ 28.4571	\$ 29.7951	\$ 31.1978	\$ 32.6731	\$ 34.2225	\$ 35.8473
Hourly Rate	40	\$ 24.9000	\$ 26.0707	\$ 27.2981	\$ 28.5889	\$ 29.9447	\$ 31.3663
Transit Supervisor	40						
Wastewater Treatment Plant Maintenance Supervisor	40						

Longevity Payments	Annual	Hourly Rate for 35 Hour Per Week Title	Hourly Rate for 40 Hour Per Week Title
After 6th Year	\$ 350	\$ 0.1923	\$ 0.1683
After 12th Year	\$ 700	\$ 0.3846	\$ 0.3365
After 18th Year	\$ 1,050	\$ 0.5769	\$ 0.5048
After 25th Year	\$ 1,400	\$ 0.7692	\$ 0.6731

Any title with a 35 in the grade designation is a 35 hour per week position.
Any title with a 40 in the grade designation is a 40 hour per week position.

Res No. 10

April 1, 2015

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Quit Claim Deed Replacement - 412 Stone Street

The City has been contacted by HSBC Bank and asked to assist in removing an ancient "cloud on title" on 412 Stone Street. The following summarizes some of the relevant background.

The City was the default bidder at a tax sale with a certificate issued on June 27, 2000 for the parcel at 412 Stone Street. The property was not timely redeemed. Former City Comptroller, James McCauley, issued a tax deed to the City on June 28, 2002 in accordance with the City's Charter.

The FDIC had previously acquired interests of Jefferson National Bank and the FDIC availed itself of a "Safe Harbor Protection" in and to any interests of former Jefferson National Bank. Some of those interests included a former Jefferson Bank mortgage against 412 Stone Street.

During this same time frame, Mortgage Funding Corporation also held a mortgage against the property. It foreclosed its mortgage, and a referee's deed was issued to Mortgage Funding Corp. on September 5, 2002.

Mortgage Funding Corporation also received consent from the FDIC to proceed and became eligible to, and did, then "redeem" the property from the City by making full payment of all amounts then due and owing the City. The City issued a Quit Claim Deed to Mortgage Funding Corporation to remove any cloud on title. Unfortunately, Mortgage Funding Corporation never filed its Quit Claim deed and that deed has become lost or misplaced by subsequent purchasers. HSBC Bank USA, N.A. is the current record owner of the property and as it does not possess the lost/misplaced Quit Claim Deed, it seeks to now remove the ancient cloud on title. Property taxes are current on the parcel.

It is recommended that the City Council authorize the Mayor to sign a replacement Quit Claim Deed from the City to HSBC Bank USA, N.A. to remove any cloud of title.

RESOLUTION

Page 1 of 1

Authorizing Issuance of Replacement Quit Claim Deed for 412 Stone Street, Watertown, NY 13601 To HSBC Bank USA, National Association as Trustee for PHH Alternative Mortgage Trust

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

Table with 2 columns: YEA, NAY. It contains empty cells for recording votes from the council members listed.

Introduced by

WHEREAS The City was default bidder on a tax sale certificate sold on June 27, 2000 for the parcel known as 412 Stone Street owned by David A. Sovie, and

WHEREAS a tax deed was issued to the City on June 28, 2002 as no party had redeemed the parcel from the tax sale certificate process prior to the expiration date, and

WHEREAS the FDIC then had interests in the same property by virtue of a mortgage previously held by former Jefferson National Bank, and

WHEREAS Mortgage Funding Corporation foreclosed on their mortgage in the same property on September 5, 2002 and received approval from the FDIC for that activity, and

WHEREAS the City was then asked to, and did, issue a quit claim deed to Mortgage Funding Corporation to that property on/about January 13, 2003 to remove any cloud on title in exchange for full payment of all outstanding taxes and interest, and

WHEREAS Mortgage Funding Corporation did not file the quit claim deed and the same has become lost or misplaced as the years have passed, and which creates a cloud on the title, and the City is willing to cooperate to remove the ancient cloud on title,

NOW THEREFORE BE IT RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a replacement Quit Claim Deed to HSBC Bank USA, National Association as Trustee for PHI-I Alternative Mortgage Trust pertaining to 412 Stone Street.

Seconded by

Ord No. 1

March 31, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Amending City Municipal Code §A320-4, Schedule of Fees

At the March 16, 2015 meeting, City Council discussed having the City Parks and Recreation Department take over the operation and management of the Watertown Sunday Softball League.

The attached Ordinance for Council consideration sets the fees for adult leagues, as well as tournaments.

ORDINANCE

Page 1 of 1

Amending City Municipal Code
§ A320-4, Schedule of Fees

Introduced by

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT ORDAINED that Section A320-4, Schedule of Fees, of the City Code of the City of Watertown is hereby amended to read as follows:

§ A320-4 (C.) (3) Baseball and softball adult leagues:

- (a) Men’s and Co-Ed Adult Softball fee is \$250 per team;
- (b) Athletic Tournaments is \$150 for City League teams and \$250 for Non-City League teams;
- (c) Sunday Softball League under operation and management of the Parks and Recreation Department is \$250 per team

and,

BE IT FURTHER ORDAINED that this amendment shall take effect as soon as it is printed as directed by the City Manager.

Seconded by

March 10, 2015

To: Sharon Addison, City Manager
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Parks and Recreation Softball Fees

The City of Watertown Parks and Recreation Department will now be responsible for the operation and management of the Sunday Softball League. I propose a fee of \$250.00 per team. Also, the current Men's and Co-ed Softball fee will be increased from \$150.00 per team to \$250.00 per team.

It is the goal of the Parks and Recreation Department to host tournaments to assist with increasing revenue for the Parks and Recreation Department. I propose tournament fees as follows: \$150.00 per team for a City league team and \$250.00 for non-City league teams.

Laid Over Under the Rules

March 31, 2015

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Arena Rehabilitation Design

At the March 30, 2015 Special City Council Meeting, Council was not able to vote unanimously on this Bond Ordinance.

At the Special Meeting City Council approved the agreements with Stantec Consulting Services, Bette & Cring and Lawman Heating and Cooling for the design and construction costs for the Arena rehabilitation project. Approval of those agreements was contingent upon approval of the attached amended bond ordinance for the project.

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

Stantec		
-Base contract	\$ 99,790	
-Change order #1	510,403	
-Change order #2	<u>78,000</u>	\$ 688,193
Bette & Cring (General Construction)		6,268,000
Lawman Heating & Cooling (Mechanical)		1,229,000
Lawman Heating & Cooling (Plumbing/Fire Protection)		668,000
Lawman Heating & Cooling (Electrical)		976,000
Furniture, fixtures and equipment (estimate)		175,000
Construction inspection (estimate)		150,000
Special inspection & testing (estimate)		50,000
Air monitoring (estimate)		20,000
Geotech services and hazardous material testing (estimate)		35,000
Bonding and contingency costs		<u>40,807</u>
Total Bond Ordinance		<u>\$ 10,300,000</u>

The following represents the estimated debt service schedules under the allowable repayment methods for municipal debt and the impact to the current year property tax levy. Municipal debt may be repaid under two different methodologies – level debt service or level principal payments. The City typically has repaid our debt under the level principal method as it results in less interest expense over the life of the bond.

Debt Service with Level Annual Debt Service

Fiscal Year	Principal Payment	Interest Payment @ 3.25%	Total Debt Service
2015 - 2016	\$ 270,000	\$ 334,750	\$ 604,750
2016 - 2017	280,000	325,975	605,975
2017 - 2018	290,000	316,875	606,875
2018 - 2019	300,000	307,450	607,450
2019 - 2020	310,000	297,700	607,700
2020 - 2021	320,000	287,625	607,625
2021 - 2022	330,000	277,225	607,225
2022 - 2023	340,000	266,500	606,500
2023 - 2024	355,000	255,450	610,450
2024 - 2025	365,000	243,913	608,913
2025 - 2026	375,000	232,050	607,050
2026 - 2027	390,000	219,863	609,863
2027 - 2028	400,000	207,188	607,188
2028 - 2029	415,000	194,188	609,188
2029 - 2030	425,000	180,700	605,700
2030 - 2031	440,000	166,888	606,888
2031 - 2032	455,000	152,588	607,588
2032 - 2033	470,000	137,800	607,800
2033 - 2034	485,000	122,525	607,525
2034 - 2035	505,000	106,763	611,763
2035 - 2036	520,000	90,350	610,350
2036 - 2037	540,000	73,450	613,450
2037 - 2038	555,000	55,900	610,900
2038 - 2039	575,000	37,863	612,863
2039 - 2040	590,000	19,175	609,175
	<u>\$ 10,300,000</u>	<u>\$ 4,910,750</u>	<u>\$ 15,210,750</u>
Projected FY 2015-16 Debt Service		<u>\$ 604,750</u>	<u>7.28%</u>

FY 2014-15 Property Tax Levy

\$ 8,302,601

Debt Service with Level Principal Payments

Fiscal Year	Principal Payment	Interest Payment @ 3.25%	Total Debt Service
2015 - 2016	\$ 412,000	\$ 334,750	\$ 746,750
2016 - 2017	412,000	321,360	733,360
2017 - 2018	412,000	307,970	719,970
2018 - 2019	412,000	294,580	706,580
2019 - 2020	412,000	281,190	693,190
2020 - 2021	412,000	267,800	679,800
2021 - 2022	412,000	254,410	666,410
2022 - 2023	412,000	241,020	653,020
2023 - 2024	412,000	227,630	639,630
2024 - 2025	412,000	214,240	626,240
2025 - 2026	412,000	200,850	612,850
2026 - 2027	412,000	187,460	599,460
2027 - 2028	412,000	174,070	586,070
2028 - 2029	412,000	160,680	572,680
2029 - 2030	412,000	147,290	559,290
2030 - 2031	412,000	133,900	545,900
2031 - 2032	412,000	120,510	532,510
2032 - 2033	412,000	107,120	519,120
2033 - 2034	412,000	93,730	505,730
2034 - 2035	412,000	80,340	492,340
2035 - 2036	412,000	66,950	478,950
2036 - 2037	412,000	53,560	465,560
2037 - 2038	412,000	40,170	452,170
2038 - 2039	412,000	26,780	438,780
2039 - 2040	<u>412,000</u>	<u>13,390</u>	<u>425,390</u>
	<u>\$ 10,300,000</u>	<u>\$ 4,351,750</u>	<u>\$ 14,651,750</u>

Interest Savings with Level Principal Payments \$ 559,000

		Percent Increase to Levy
Projected FY 2015-16 Debt Service	<u>\$ 746,750</u>	<u>8.99%</u>
FY 2014-15 Property Tax Levy	\$ 8,302,601	

The following is a comparison of the City's current Fiscal Year 2014-15 General Fund debt service expense and the projected debt service for Fiscal Year 2015-16.

Fiscal Year 2015-16

<u>DATE OF ISSUE</u>	<u>DATE OF MATURITY</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BALANCE @ END OF FY</u>
12/1/83	12/1/2017	\$ 20,000	\$ 3,840	\$ 23,840	\$ 30,000
5/1/2006	11/1/2015	25,000	579	25,579	-
2/15/2008	2/15/2023	223,000	47,385	270,385	1,078,000
2/11/2009	9/15/2018	200,500	21,293	221,793	577,500
6/15/2010	12/15/2024	91,000	22,540	113,540	617,000
4/15/2011 A	11/15/2025	130,000	58,788	188,788	1,555,000
4/15/2011 B	5/15/2020	93,425	4,616	98,041	73,384
4/15/2011 C	11/15/2022	285,000	131,035	416,035	2,380,000
6/28/2011	6/15/2021	169,500	26,160	195,660	702,500
6/12/2013	10/15/2027	61,800	21,095	82,895	651,600
4/10/2014 A	4/1/2024	117,000	14,450	131,450	642,000
6/18/2014	11/15/2023	560,618	44,724	605,342	1,776,217
<u>Projected new debt to be issued:</u>					
	Projected (@ level principal)				
Arena Rehabilitation	Projected	412,000	334,750	746,750	9,888,000
Factory Street Recon.	Projected	220,000	100,740	320,740	3,098,000
Ogilvie Site Remediation	Projected	20,000	6,000	26,000	180,000
TOTAL		<u>\$2,628,843</u>	<u>\$ 837,995</u>	<u>\$3,466,838</u>	<u>\$23,249,201</u>

Fiscal Year 2014-15

<u>DATE OF ISSUE</u>	<u>DATE OF MATURITY</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BALANCE @ END OF FY</u>
12/1/83	12/1/2017	\$ 20,000	\$ 5,760	\$ 25,760	\$ 50,000
1/15/2005	1/15/2024	435,777	83,262	519,039	1,622,835
11/15/2005	11/15/2020	164,000	33,530	197,530	714,000
5/1/2006	11/1/2015	25,000	1,719	26,719	25,000
2/15/2008	2/15/2023	223,000	54,912	277,912	1,301,000
2/11/2009	9/15/2018	205,500	27,126	232,626	778,000
6/15/2010	12/15/2024	166,000	26,555	192,555	708,000
4/15/2011 A	11/15/2025	125,000	62,138	187,138	1,685,000
4/15/2011 B	5/15/2020	118,425	7,280	125,705	166,809
4/15/2011 C	11/15/2022	275,000	141,892	416,892	2,665,000
6/28/2011	6/15/2021	167,500	31,185	198,685	872,000
6/12/2013	10/15/2027	62,800	22,963	85,763	713,400
4/10/2014 A	4/1/2024	111,000	15,911	126,911	759,000
TOTAL		<u>\$2,099,002</u>	<u>\$ 514,233</u>	<u>\$2,613,235</u>	<u>\$12,060,044</u>

Projected Increase / (Decrease) in FY 2015-16

Debt Service \$ 529,841 \$ 323,762 \$ 853,603

Other Pending Capital Projects that would impact Fiscal Year 2016-17 debt service:

City Court Renovations \$ 106,667

		\$48,000	\$154,667	\$1,493,333
Fire Engine	\$ 55,000	\$16,500	\$71,500	\$495,000

ORDINANCE

An Ordinance Amending the Ordinance Dated March 17, 2014, Authorizing the Issuance of \$550,000 bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost to \$10,300,000 and to Increase the Amount of Bonds Authorized by \$9,750,000

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

Council Member Stephen A. Jennings

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 March 30, 2015, 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 Stephen A. Jennings, who moved its adoption, seconded by Council Member Roxanne M. Burns, to wit:

BOND ORDINANCE DATED MARCH 30, 2015.

WHEREAS, by ordinance dated March 17, 2014, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$550,000 bonds of said City to pay part of the \$550,000 estimated maximum cost of the design for the reconstruction and expansion of the City's Fairgrounds Arena, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York; and

WHEREAS, no obligations have been issued under such ordinance;

WHEREAS, the Council now wishes to expand the object or purpose to include all costs of reconstruction and expansion, rather than only the design costs, to increase the estimated maximum cost from \$550,000 to \$10,300,000, an increase of \$9,750,000 over that previously authorized and to increase the amount of bonds authorized from \$550,000 to \$10,300,000;

ORDINANCE

An Ordinance Amending the Ordinance Dated March 17, 2014, Authorizing the Issuance of \$550,000 bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost to \$10,300,000 and to Increase the Amount of Bonds Authorized by \$9,750,000

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

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, 2 and 3 of the ordinance of this Council dated and duly adopted March 17, 2014 authorizing the issuance of \$550,000 bonds to pay the estimated maximum cost of the design for the reconstruction and expansion of the City's Fairgrounds Arena, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, 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 \$10,300,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE RECONSTRUCTION AND EXPANSION OF THE CITY'S FAIRGROUNDS ARENA, IN AND FOR SAID CITY.

“

“Section 1. For the specific object or purpose of paying costs of the reconstruction and expansion of the City's Fairgrounds Arena, in and for the City of Watertown, Jefferson County, New York, including design costs and incidental expenses in connection therewith, there are hereby authorized to be issued \$10,300,000 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 \$10,300,000 and that the plan for the financing thereof is by the issuance of the \$10,300,000 bonds of said City authorized to be issued pursuant to this bond ordinance. The amount of bonds to be issued will be reduced by the amount of any current funds to pay part of the cost of the aforesaid specific object or purpose.

ORDINANCE

An Ordinance Amending the Ordinance Dated March 17, 2014, Authorizing the Issuance of \$550,000 bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost to \$10,300,000 and to Increase the Amount of Bonds Authorized by \$9,750,000

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid object or purpose is twenty-five years, pursuant to subdivision twelve of paragraph a of Section 11.00 of the Local Finance Law, as the Fairgrounds Arena to be reconstructed, and the expansion thereof, is and shall be a class "A" building within the meaning of subdivision eleven of said paragraph a."

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

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

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

Section D. This resolution 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:

VOTING _____

VOTING _____

VOTING _____

VOTING _____

VOTING _____

ORDINANCE

An Ordinance Amending the Ordinance Dated March 17, 2014, Authorizing the Issuance of \$550,000 bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost to \$10,300,000 and to Increase the Amount of Bonds Authorized by \$9,750,000

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

The ordinance was thereupon declared duly adopted.
* * *

APPROVED BY THE MAYOR

_____, 2015.
Mayor

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

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on March 30, 2015, 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

ORDINANCE

An Ordinance Amending the Ordinance Dated March 17, 2014, Authorizing the Issuance of \$550,000 bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design, Reconstruction and Expansion of the City's Fairgrounds Arena, to Increase the Estimated Maximum Cost to \$10,300,000 and to Increase the Amount of Bonds Authorized by \$9,750,000

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

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

Designated Location(s) of Posted 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 March __, 2015.

City Clerk

(CORPORATE SEAL)

April 1, 2015

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning and Community Development Coordinator
Subject: 138 Court Street Request for Proposals

A draft of a request for proposals and a sales flyer for 138 Court Street are attached for City Council's review.

The basics of the proposed process are:

1. Proposals will be reviewed by a committee of staff members.
2. The staff committee will provide a summary of its review to the City Council.
3. The Council will select a Preferred Developer.
4. The Preferred Developer will have 6 months or 12 months, through a purchase option contract, to obtain financing for the rehabilitation.
5. The property will be sold after the financing is in place.
6. The Developer will have 1 year to start construction and 2 years to complete it after the sale.

If the City Council agrees with this process, the RFP will be sent to the news media, people who have indicated interest, and those that we know have done similar projects. It will also be placed on the City's Website. A tour will be scheduled for the news media. Individual access for interested parties will be scheduled by appointment.



138 Court Street Watertown, NY

COMMERCIAL PROPERTY FOR SALE
THROUGH COMPETITIVE PROPOSAL

- 13,300 ± SF on 3 floors
- Zoned Downtown
- Adjacent to Downtown Public Square
- Walking distance to government buildings, newly renovated Woolworth Apartments, Convergys Call Center, City bus transportation, and the planned redevelopment of Mercy Health Center
- Court Street traffic count: 14,858 AADT
- Some original tin ceilings and architectural elements
- Historic attached row building – built c. 1860's
- Sale price \$30,000



Proposal Deadline: May 26, 2015

For More Information Contact:

**Kenneth A. Mix, Planning & Community Development
Coordinator**

245 Washington St.

Watertown, NY 13601

(315) 785-7724

Request for Proposals
For
138 Court St.
Parcel # 7-01-126.000

Introduction

The City of Watertown is the owner of 138 Court Street. The property is also known as the Berow and Monroe Building, which is the name of the shoe store that was located there for many years. The building has been vacant for several years.

The City is seeking competitive proposals from persons who will renovate the building and put it back into productive use. The person submitting the selected proposal will be designated as the “Preferred Developer” for the property. The property will not be sold until the Preferred Developer has proof that he/she has acquired the financing needed to renovate the building in accordance with the approved proposal. The purchase price of the building is fixed at \$30,000.

Information about Property

The building was constructed circa 1860’s. It is three stories high with a full basement. The first floor has 5,150 square feet, the second floor has 5,150 square feet, and the third floor has 3,000 square feet, for a total of 13,300 square feet.

To access the building, contact Kenneth A. Mix, Planning & Community Development Coordinator at (315) 785-7724.

Review Criteria

Proposals will be judged on the following four criteria:

1. Planned use of the building,
2. Ability to finance
3. Rehabilitation experience, and
4. Time schedule.

The purchase price is fixed at \$30,000, so it will not be a review criterion.

Review Process

Proposals should be submitted on the attached form and must be received by the City Purchasing Agent by the 5:00 pm on Tuesday, May 26, 2015.

The proposals will be reviewed by a committee of City staff. The review committee will provide a summary of its review to the City Council. The City Council will then select a Preferred Developer.

Architectural drawings are not expected with your proposal. You should describe the general use proposed and how much space will be allotted to each type of use, if there is more than one. If a specific business is known, describe it.

It is realized that in most cases, a complete financing package cannot be put together without control of the building. That is why the Preferred Developer will be given time to put together a financing package before the property is sold. Provide as much financial information as possible to give the City Council confidence that you have or can obtain the necessary financing for your proposal.

The more experience you have with prior building rehabilitation the more confidence the City will have that the project will be completed. The quality of past projects will be taken into consideration.

The empty building will continue to deteriorate, so the timing of the proposed project will be considered.

Transfer Process

The City will enter into a 6-month purchase option contract with the Preferred Developer for \$3,000. The \$3,000 will be applied toward the purchase price, if the sale is completed. It will be forfeited otherwise. The City Council will consider a 6-month extension to the option if progress is being made towards obtaining financing.

The Preferred Developer may exercise the option at any time within the 6-month option period after proving to the City that the necessary financing for completion of the proposal is available. Proof should be in the form of a commitment letter from a New York banking institution.

The City shall retain the right to reacquire the property if construction does not start within one year or is completed within two years of the sale of the property. The reacquisition will be for the purchase price less any taxes, interest, and penalties payable at the time of reacquiring title. No credit will be given for taxes paid while titled to the Preferred Developer.

A building permit for the approved proposal from the City's Code Enforcement Bureau and workmen on site will be acceptable evidence that construction has begun. A certificate of occupancy for the approved proposal from the City's Code Enforcement Bureau will be acceptable evidence that construction is completed.

The Preferred Developer shall not transfer the property to another party without the express consent of the City until after the approved project is completed.

The above restrictions and conditions that will be in place after the sale of the property will be written into the deed.

Public Information

Submitted proposals will be available to the public after the deadline date. Any private financial information that is submitted as part of your proposal that you do not want to be seen by the public should be marked "Confidential Financial Information."

Estimated cost of renovation: _____

Anticipated financing sources: _____

Examples of your rehabilitation experience (attach photos of your previous projects): _____

Signature: _____

Date: _____

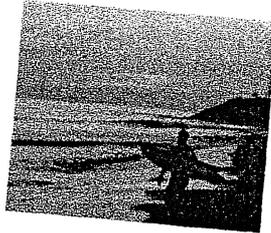
March 31, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Request for Abate – 1144-46 State Street

Attached is a letter received from The Nilhad Group, LLC requesting abate of surcharge from the City of Watertown on the cost of snow removal at the above address.

I have reviewed the facts of this request and have decided to abate the \$150.00 fee in accordance with §310-10 approved by City Council November 4, 2013.

The Nilhad Group, LLC



8941 Atlanta Avenue, #375; Huntington Beach, CA 92646, (714) 968-6221
E-mail: nilhadgroupllc@gmail.com

March 13, 2015

Sharon Addison, City Manager
City of Watertown
245 Washington Street, 3rd Floor
Watertown, New York 13601

Via Email & U.S. Mail

Re: 1144-46 State Street

Dear Ms. Addison:

We are in receipt of Invoice 2015/40/0057067 dated 3/5/2015 (enclosed) for snow removal at the above referenced property. Christine Shipley at Code Enforcement suggested that we write to you asking for forgiveness of the \$150 surcharge because Nilhad has never had any problems, never been fined on any of its nine properties in over its ten years of ownership in Watertown.

Our property manager, Kurt Freitag, and we are very diligent to keep our tenants up on the snow clearing of our properties. This winter, as you know, has been extremely severe and cold making it very difficult to accomplish clearing snow. Christine said that it has been impossible to get down to the sidewalk. Christine said that when it was inspected, it was clear that snow clearing had been done but it was "not done quite up to the standards" expected by the City.

The notice we received on February 13, 2015 was dated February 9. We called and were told not to worry about it. We also wrote a letter stating the expected 48 hour turn around time from the date of the letter is not practical when it comes via U.S. mail that takes 3-4 days to arrive in California. The local property manager is not informed until we receive the letter. The request that we be called or that our property manager receive notification is apparently being denied.

The minute we received the notification on February 9, we called our property manager. He immediately went to check on the situation and saw our tenants clearing the snow. As property owners, we exercise due diligence and strive to be in full compliance.

Page 2 – 1144-46 State Street

Seventeen days later the City of Watertown advised it cleared snow at State Street. Of course there were more snowfalls and snow storms and extreme temperatures. We were not given a notice of the need for further action or snow clearing. We were left to believe everything had been resolved. I do not think such a procedure comports with City Code and is certainly nothing that a property owner can address.

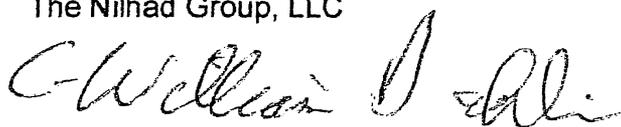
Yesterday, March 12, 2015, we received an invoice for \$303.68 for snow removal on February 26, 2015 at State Street. This was a complete surprise to us and to our property manager.

We are not new to Watertown. We are 100% available via email at nilhadgrouplic@gmail.com and telephone (714) 968-6221 to Code Enforcement and any other Watertown city offices that may need to contact us. Our property manager, Kurt Freitag, is available at (914) 844-3604 and motivatedrentals@gmail.com. There has to be a better way of helping a very conscientious property owner to stay on top of any situation that needs to be handled, be it through notification to local property management or a quicker means of contact via email or telephone.

We are requesting that the entire billing, and certainly the "surcharge" of \$150.00 be removed from the invoice. Additionally, if you can think of any way to ensure faster response time by more efficient means of notification, this would be extremely helpful for us to be able to stay on top of any situations that arise in Watertown.

Thank you for your attention to this request.

Sincere regards,
The Nilhad Group, LLC

A handwritten signature in black ink, appearing to read "C. William Dahlin". The signature is written in a cursive, flowing style.

C. William Dahlin

Cc: Christine Shipley (email); Kurt Freitag (email)

CITY OF WATERTOWN
INVOICE

Customer Id DPW00006958

Invoice Number 2015/40/0057067
 Invoice Date 3/05/2015
 Invoice Due Date 4/06/2015

DAHLIN C WILLIAM
 Attn: RE: 1144 STATE ST
 8941 ATLANTA AVE
 #375
 HUNTINGTON BEAC CA 92646

Mail Remittance To:
 CITY COMPTROLLER'S OFFICE
 ROOM 203, CITY HALL
 245 WASHINGTON STREET
 WATERTOWN NY 13601
 (315) 785-7754

Desc: SNOW REMOVAL 1144 STATE ST

Prop Loc: 1144 STATE ST



Muni/Sbl: 221800 12-0011-225.000

Service	Quantity	Unit	Unit Price	Amount
2/26/2015 SNOW REMOVAL LABOR	1.00		100.84	100.84 tx
DPW EQUIPMENT FEE	1.00		31.00	31.00 tx
CODE ENFORCEMENT SURCHARGE	1.00		150.00	150.00 tx
SALES TAX: DPW				21.84

Handwritten:
 131.84
 10.22 tax

 142.06

Total Amount Due 303.68

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance

April 1, 2015

To: The Honorable Mayor and City Council
From: Michael A. Lumbis, Planner
Subject: Community Development Block Grant Program
Draft Annual Action Plan for Program Year 2015

The Draft Annual Action Plan for Program Year 2015 for the Community Development Block Grant program was published on Tuesday, April 1, 2015. The draft plan was developed after conducting community outreach and consultations, holding a public hearing and discussing the program with the City Council at the March 9 work session and during the March 16 public hearing.

There is a required 30 day public comment period which will end on April 30, 2015. Staff expects to put the final version of the plan on the agenda for the City Council's May 4, 2015 meeting to be considered for approval, prior to sending it to HUD.

A copy of the Draft plan can be found at <http://watertown-ny.gov/DocumentView.asp?DID=975> and in the online version of the City Council agenda. Printed copies are also available for public review in the Planning Office, the City Clerk's Office, at the Flower Memorial Library and the Watertown Housing Authority main office.

As you will see in the draft plan, the proposed budget has changed slightly from what was originally proposed in the March 5, 2015 Staff report on the subject. The proposed budget breakdown is as follows:

Sources

Total Program Year 2015 Allocation \$784,662.00

Proposed Uses

Owner Occupied Rehab Program	\$370,000.00
Rental Rehab Program	\$120,000.00
Near East and East Target Area Sidewalk Project Phase 1	\$90,000.00
Near East Target Area Playground Improvement Project	\$90,000.00
Huntington Street Tree Project	\$8,000.00
ADA Accessible Sidewalk Ramp Construction Project Phase 1	\$52,000.00
Planning and Administration	\$54,662.00

Total \$784,662.00

Our original proposal targeted \$400,000 for housing rehabilitation programs, \$330,000 for infrastructure and \$54,662 for planning and administration. The revised proposal allocates \$490,000 to housing rehabilitation programs, \$240,000 to infrastructure projects and \$54,662 for planning and administration.

The housing rehabilitation programs will consist of an owner-occupied rehabilitation program totaling \$370,000 and a rental housing rehabilitation program totaling \$120,000.

The infrastructure projects consist of the following:

Near East and East Target Area Sidewalk Project Phase 1. This \$90,000 project involves the construction of sidewalks along the south side of the 1300-1600 blocks of Huntington Street and at the end of Walker Avenue.

Near East Target Area Playground Improvement Project. This \$90,000 project will provide major upgrades to the Academy Street and North Hamilton Street Playgrounds. Improvements at each site will include new sidewalks, fencing, landscaping, site amenities and a new playground structure.

Huntington Street Tree Planting Project. This \$8,000 project will coincide with the sidewalk work planned for Huntington Street and will involve the planting of 32 street trees in the 1300-1600 blocks of Huntington Street.

ADA Accessible Sidewalk Ramp Construction Project Phase 1. This \$52,000 project will provide funding for the construction/replacement of 24 ADA accessible sidewalk ramps at 7 intersections in the City. Eight of the ramps will be in the Northwest target area and twelve will be in the Near East and East target areas.



Community Development Block Grant Entitlement Communities Program

**Annual Action Plan - Draft
Program Year 2015**

**Prepared by the City of Watertown Planning Office
245 Washington Street
Watertown, NY 13601**

Draft Plan – April 1, 2015

City of Watertown Community Development Block Grant Annual Action Plan – Program Year 2015



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This document represents the City of Watertown's Annual Action Plan for Program Year 2015 for the City's Community Development Block Grant (CDBG) Program. The City became an entitlement community under the CDBG Program for the first time in 2014. This Annual Action Plan is the second and final plan that has been developed using our two-year Consolidated Plan that covered Program Years 2014 and 2015.

The focus of our 2014 plan was housing rehabilitation programs for owner occupied and rental housing units. The City also allocated funding for blight removal and public improvement activities, including sidewalk construction and tree planting.

For 2015, we plan to continue to focus on housing rehabilitation programs but will also place more emphasis on public improvements activities. The sidewalk construction work and tree planting initiatives will be expanded and we intend to improve several neighborhood playgrounds and parks areas. These efforts will be focused in the Near East and East Target Areas.

2. Summarize the objectives and outcomes identified in the Plan

The City has decided to continue to concentrate its CDBG program for Program Year 2015 on two high priority needs; decent affordable housing and public infrastructure improvements. These needs address two important goals from our Consolidated Plan: affordable housing rehabilitation and neighborhood stabilization and revitalization.

Seven neighborhoods where the majority of the residents have low and moderate incomes (LMI) have been designated as local target areas. Most of the neighborhoods are residential in nature although some have small commercial pockets. Downtown is the one neighborhood with a completely different character. It is a mixed use area with an expanding residential component.

The neighborhood stabilization and revitalization goal will include improvements to public infrastructure in target areas.

Affordable housing rehabilitation is an extremely important goal that was identified in our Consolidated Plan. There is a great need for housing rehabilitation, both within our target areas and in other areas of the City. In order to assist LMI persons throughout the city, housing programs and projects will not be limited to specific neighborhoods. This is also part of an effort not to increase the concentration of lower income persons in a few areas.

3. Evaluation of past performance

As the Annual Action Plan for Program Year 2015 is being written, the City is still in its first year as an entitlement community so we have little performance history to evaluate. The city has, however, participated in the Small Cities Community Development Block Grant (CDBG) program, first administered by HUD and then New York State, for over 35 years.

The city has operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and there were a couple of economic development projects.

Improving the city's housing stock will continue to be a priority, because of its advanced age. Recent activity at Fort Drum, a local army base, puts an even higher emphasis on this issue.

Improving the public infrastructure in residential neighborhoods will be given a higher priority. Fewer infrastructure projects have used CDBG funds in recent years, because they have been less competitive.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2015 included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council also held a public hearing to obtain input from citizens, involved agencies and interested persons. Staff participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning.

After seeking this input a draft Annual Action Plan was published and a 30-Day public comment period was held.

The citizen participation process was extremely beneficial as it identified several community needs that were previously unknown and allowed the City to develop its Annual Action Plan accordingly.

5. Summary of public comments

While the public comments on our Annual Action Plan were somewhat limited, the City did receive many valuable suggestions. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions and public facilities, improving neighborhoods and cleaning up blight. Specific project ideas suggested include improving the City's housing stock through owner occupied and rental rehab programs, continuing with a sidewalk improvement project, expanding our tree planting initiatives and improving park and playground areas.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments that were received during the citizen participation process were considered in the preparation of the draft plan. The suggestions were reviewed for common and recurring themes to help establish priorities and goals. There was only one suggestion that was not accepted. This suggestion was to provide assistance to the Watertown Industrial Center Local Development Corporation for the rehabilitation of a commercial business incubator building for the purpose of job retention and job creation. While this is a good idea and one that could potentially benefit low to moderate income persons, it does not conform to the goals that the City has outlined in its approved Consolidated Plan. When we became an Entitlement Community last year, our first Consolidated Plan only covered two years. For this first two-year period, the City decided not to include any economic development goals in our plan. This was primarily due to the existing efforts of local economic development agencies. Since our plan does not include an economic development goal at this time and due to the fact that this idea was more conceptual and not thoroughly developed, this suggestion was not accepted for inclusion in the plan.

As mentioned above, all of the comments and suggestions received were considered and most project specific ideas could be implemented under one or more of the City goals and/or strategies, however, the City will have to prioritize those ideas to address our greatest needs.

7. Summary

The City of Watertown's plan for the second year as an entitlement community in the Community Development Block Grant Program is to continue our plan from year one in which we placed an emphasis on residential neighborhood stabilization and revitalization. Our efforts will include housing rehabilitation and public infrastructure improvements. A slightly greater emphasis will be placed on public improvement activities as we expand our sidewalk construction and tree planting initiatives and also improve several neighborhood playgrounds and park areas. Public improvement activities will be

focused in the Near East and East Target Areas while our housing rehabilitation programs will cover all areas of the City.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Office

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency for the preparation of the Consolidated Plan and the Annual Action Plan is the City of Watertown through its Planning Office.

Consolidated Plan Public Contact Information

Kenneth A. Mix

Planning and Community Development Coordinator

245 Washington Street

Watertown, NY 13601

kmix@watertown-ny.gov

Tel: (315) 785-7740

Fax: (315) 782-9014

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Watertown's consultation efforts included outreach to organizations and individuals throughout the community including citizens, municipal officials, the public housing authority, governmental agencies, non-profit agencies, economic development officials and the Continuum of Care. The City made initial contact via email with over twenty five organizations and solicited feedback with newspaper advertisements and through a public hearing prior to developing the plan. Following the initial email outreach, City Staff participated in several follow up meetings and conference calls with interested agencies and individuals and attended a work session meeting with the City Council to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of the Consolidated Plan and provided data on tenant characteristics, waiting lists, notable deficiencies and unmet needs. This information was incorporated into the Consolidated Plan. Lewis County Opportunities administers the Housing Choice Voucher Program in the City and was also consulted while developing the Consolidated Plan and provided important information regarding the HCR program, number of households assisted, waiting lists and shortfalls in capacity. Both of the agencies were also contacted and were asked to provide input in the development of the 2015 Annual Action Plan.

Input from private and governmental health, mental health and service agencies was also sought through our outreach efforts described in the introduction. In addition, input was obtained as the City consulted with the Points North Housing Coalition (PNHC) which serves as the Continuum of Care for the City and Jefferson County. PNHC is comprised of a broad range of members including representatives from housing and health providers and mental health and service agencies. Staff has continued to attend quarterly meetings of PNHC and has joined the Point In Time (PIT) Committee. The PIT Committee holds a monthly meeting via conference call and City Staff has regularly participated in these meetings, gaining valuable information and knowledge that will help in the development of the plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith based organizations, hospitals and medical service providers, veteran services, other non-profits and previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. This coordination and the input the City received, particularly regarding homelessness needs, was extremely valuable as the City developed the consolidated plan and this Annual Action Plan.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	AIDS Community Resources
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
2	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

3	Agency/Group/Organization	City of Watertown Citizens Advisory Board
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 to the Citizens Advisory Board Chairman. Planning Office Staff met the Board on March 12, 2015 and discussed the development of the Annual Action Plan. Staff notified the Board of a public hearing that was scheduled for March 16, 2015 and asked for suggestions for the plan.
4	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

5	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
6	Agency/Group/Organization	Development Authority of the North Country
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the Development Authority of the North country (DANC) that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified DANC that a public hearing was scheduled for March 16, 2015.
7	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

8	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
9	Agency/Group/Organization	Jefferson County DSS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

10	Agency/Group/Organization	JEFFERSON COUNTY
	Agency/Group/Organization Type	Housing Other government - County Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
11	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
12	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
13	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
14	Agency/Group/Organization	LEWIS COUNTY OPPORTUNITIES, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

15	Agency/Group/Organization	NEIGHBORS OF WATERTOWN
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
16	Agency/Group/Organization	North Country Affordable Housing, Inc.
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
17	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business and Civic Leaders Foundation

	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
18	Agency/Group/Organization	Northern Regional Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the Northern Regional Center for Independent Living (NRCIL) that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015. A follow up call to a NRCIL disability advocate was made on March 25, 2015 to encourage participation in the development of the plan from those with disabilities. An advocate at NRCIL provided valuable insight and suggestions regarding our proposed ADA Accessible Ramp Project and other accessibility issues within the City. Many of the suggestions were incorporated in the annual action plan. The call also resulted in updated contact information from the agency.
19	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Regional organization Planning organization Continuum of Care

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the Points North Housing Coalition (PNHC) that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015. Staff participated in a conference call with PNHC's Point-In-Time Committee on March 10, 2015 and discussed the upcoming plan. Staff also attended a quarterly meeting of PNHC on March 12, 2015.
20	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the Town that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the Town that a public hearing was scheduled for March 16, 2015.
21	Agency/Group/Organization	Town of Pamela
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Community Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the Town that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the Town that a public hearing was scheduled for March 16, 2015.
22	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the Town that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the Town that a public hearing was scheduled for March 16, 2015.
23	Agency/Group/Organization	Transitional Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
24	Agency/Group/Organization	Victims Assistance Center of Jefferson County, Inc.
	Agency/Group/Organization Type	Services - Victims

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
25	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
26	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015. Planning Office Staff also met with the WLDC Board of Directors on March 19, 2015 and discussed the development of our plan and asked for suggestions for 2015.

27	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
28	Agency/Group/Organization	Watertown Industrial Center Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders Economic Development
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A meeting was held on March 11, 2015 with representatives from the Watertown Industrial Center Local Development Corporation. Economic Development projects were discussed.
29	Agency/Group/Organization	Literacy of Northern New York
	Agency/Group/Organization Type	Services - Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Literacy of Northern NY was contacted with regard to needs of those with limited English proficiency.
--	---

Identify any Agency Types not consulted and provide rationale for not consulting

The City compiled an extensive outreach list and contacted agencies on the list via email on two occasions. A public hearing was also advertised and held providing the opportunity for the agencies, citizens and other interested parties to comment on the plan. All parties were invited to submit information directly to the City for inclusion in the plan. No organizations or individuals were deliberately omitted from the consultation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Points North Housing Coalition	The City's Strategic Plan includes a priority that would assist with increasing services to homeless persons which is certainly a goal of the Points North Housing Coalition.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process for the City of Watertown’s CDBG 2015 Annual Action Plan included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council also held a public hearing on March 16, 2015 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

In an effort to encourage participation by all City residents, including minorities, non-English speaking persons and persons with disabilities, the City conducted outreach to several agencies and businesses. The Northern Regional Center for Independent Living (NRCIL) was contacted to encourage participation from those with disabilities. An advocate at NRCIL provided valuable insight and suggestions regarding our proposed ADA Accessible Ramp Project and other accessibility issues within the City. The City also contacted MASLIS Interpreting Services, LLC to discuss the availability of American Sign Language interpreters for meeting and consultations. The City also contacted Literacy of Northern NY with regard to needs of those with limited English proficiency.

Along with the initial outreach and the public hearing, the City participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning. After seeking this input a draft Annual Action plan was published and a 30-Day public comment period was held.

The citizen participation process was extremely beneficial as it helped to identify the needs and desires of the community and allowed the City to develop its Annual Action Plan accordingly.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	On March 1, 2015, the City of Watertown had an advertisement published in the Watertown Daily Times regarding a public hearing that had been scheduled for the Annual Action Plan. The notice also invited residents and agencies to participate at the hearing and to submit comments to Staff by email, in writing, in person or by phone.	The City did not receive any comments or response to this outreach effort.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Internet Outreach	Non-targeted/broad community	<p>On March 2, 2015, the City sent an email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was beginning the process of preparing our Annual Action Plan. The email requested input, either by email, by phone, in writing or in person, on the City's needs and the community's desires relative to housing, homelessness, public facilities, infrastructure, public services, economic development and planning. The email also notified the recipients that a public hearing had been scheduled for March 16, 2015. Twenty-seven agencies were contacted as part of this outreach effort.</p>	<p>Response to this email included two acknowledgement emails as well as requests for follow up meetings.</p>	<p>No specific comments were received as a result of this outreach. The follow up meetings that resulted from the outreach did, however, yield comments and are discussed below.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Meeting	Non-targeted/broad community	On March 9, 2015, Planning Office Staff met with the City Council during a work session meeting. This meeting was held at City Hall and was open to the public. The purpose of the meeting was to have a discussion about the development of the Annual Action Plan for 2015. Staff presented several ideas for potential 2015 projects including housing rehabilitation and public infrastructure projects.	City Council members were in favor of continuing the owner occupied and rental rehabilitation housing programs. Members also expressed a desire to include sidewalk and tree planting projects in the annual plan. The sidewalk project would be designed to fill in gaps in the current sidewalk system. Several areas were discussed including the Near East and East Target Areas. Other infrastructure such as drainage improvements were discussed in relation to the new sidewalks.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Conference Call	Homelessness	On March 10, 2015, Planning Office Staff participated in a conference call with the Points North Housing Coalition's Point-In-Time (PIT) Committee. Ten people representing various agencies in the community participated in the call.	The PIT Committee expressed a desire to continue having the City of Watertown involved in the Points North Housing Coalition to help address homeless needs.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Agency Meeting	Economic Development	On March 11, 2015, Planning Staff met with two representatives from the Watertown Industrial Center Local Development Corporation (WICLDC).	The WICLDC representatives inquired about the possibility of using CDBG funds for the rehabilitation of an industrial building and/or the possibility of new construction for economic development and job creation/retention opportunities.	Staff explained that while these activities can possibly be assisted with CDBG funding, it would not be possible in our 2015 Annual Action Plan since Economic Development was not a goal in our initial Consolidated Plan. Staff plans to discuss this with the WICLDC next year as we begin the development of our next Consolidated Plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Meeting	Non-targeted/broad community	On March 12, 2015, Planning Staff attended a meeting of the Citizens Advisory Board (CAB). The CAB is appointed by the City Council and studies community issues such as housing, downtown development, economic development, parks and recreation and other planning and development issues. A total of 14 business and community leaders attended the meeting.	Staff presented ideas for the 2015 Annual Action Plan including the continuation of our owner occupied and rental rehab housing program as well as additional public facility and infrastructure projects. CAB members generally concurred with this approach. It was suggested that the City continue to target the downtown area with CDBG funds by continuing the upper floor housing program.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Public Hearing	Non-targeted/broad community	On March 16, 2015, the City Council of the City of Watertown held a public hearing at 7:30 p.m. in the City Council Chamber at City Hall as part of its regularly scheduled meeting. To start the Public Hearing, Planning Staff gave an overview of the CDBG Program including the amount allocated for Program Year 2015, the use of CDBG funds and National Objectives that must be met. Staff also provided an overview of the goals from our Consolidated Plan and the types of activities that would be eligible under the plan.	A total of 5 persons spoke at the public hearing including Staff members, members of the City Council and members of the public. Suggestions included focusing the City's efforts for PY 2015 on the Near East and East Target Areas. Public infrastructure improvements such as sidewalks, playground improvements and tree planting were suggested for those areas.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City of Watertown is receiving funds from the CDBG program as an entitlement community for the second year. We have previously received HOME funds through the North Country HOME Consortium and the New York State CDBG award.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	784,662	0	0	784,662	784,662	This is the City's annual allocation from HUD for the CDBG program.

Table 5 - Expected Resources – Priority Table

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

These funds will leverage private equity and financing when used for one of the housing rehabilitation programs. When used for larger housing

projects, state and other federal funds will also be leveraged. No matching funds are required.

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

Property currently owned by the city will be evaluated for potential improvement and use for neighborhood public facilities or housing for low and moderate income persons. Occasionally, the city obtains property through tax foreclosure. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination.

Discussion

The City of Watertown is in its second year as an entitlement community under the CDBG program. The city still has unspent money from the New York State CDBG program but we are expected to use it by the end of Program Year 2015.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing Rehabilitation	2014	2015	Affordable Housing	Downtown Near East East Northeast Northwest Near West West	Decent Affordable Housing	CDBG: \$490,000	Rental units rehabilitated: 4 Household Housing Unit Homeowner Housing Rehabilitated: 13 Household Housing Unit
2	Neighborhood Stabilization and Revitalization	2014	2015	Non-Housing Community Development	Downtown Near East East Northwest	Public Infrastructure Improvements	CDBG: \$240,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7,282 Persons Assisted
3	Planning & Administration	2014	2015	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Downtown Near East East Northeast Northwest Near West West	Decent Affordable Housing Public Infrastructure Improvements	CDBG: \$54,662	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Housing units occupied by low and moderate income owners and renters will be repaired.
2	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Neighborhoods will be improved through public facility and infrastructure improvements.
3	Goal Name	Planning & Administration
	Goal Description	Planning and administration to implement grant.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

It is estimated that 17 extremely low-income, low-income and moderate income families combined will be provided affordable housing.

AP-35 Projects – 91.220(d)

Introduction

The projects selected for this year's program emphasize the City of Watertown's two primary goals of Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. Rebuilt sidewalks, ADA accessible sidewalk ramps, playground improvements and new street trees will make up the public improvements and will help to meet the Neighborhood Stabilization and Revitalization goal. On the private side, the owner occupied and rental housing rehabilitation programs will contribute to the Affordable Housing Rehabilitation goal.

#	Project Name
1	Owner-Occupied Rehabilitation Program - 2015
2	Rental Rehabilitation Program - 2015
3	Near East and East Target Area Sidewalk Construction Project - Phase 1
4	Huntington Street Tree Planting Project
5	Near East Target Area Playground Improvement Project
6	ADA Accessible Sidewalk Ramp Construction Project - Phase 1

Table 8 – Project Information

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

The City of Watertown has only three main goals in its Consolidated Plan for the CDBG program, in order to concentrate the impact of the funds. The majority of the funds for this year have been allocated to two of the highest priority needs.

The real obstacle to addressing underserved needs is not having enough funding.

Projects

AP-38 Projects Summary

Table 9 – Project Summary

1	Project Name	Owner-Occupied Rehabilitation Program - 2015
	Target Area	Downtown Near East East Northeast Northwest Near West West
	Goals Supported	Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$370,000
	Description	The Owner-Occupied Rehabilitation Program will provide rehabilitation assistance for substandard 1-4 family owner-occupied properties.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that the Owner-Occupied Rehabilitation Program will benefit thirteen (13) low and moderate income families.
	Location Description	This program will take place throughout the City of Watertown.
	Planned Activities	Loans and/or grants will be offered to low and moderate income homeowners to rehabilitate their homes.

2	Project Name	Rental Rehabilitation Program - 2015
	Target Area	Downtown Near East East Northeast Northwest Near West West
	Goals Supported	Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$120,000
	Description	The Rental Rehabilitation Program will rehabilitate substandard apartments city-wide and create new apartments on upper floors in the Downtown Target Area.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that the Rental Rehabilitation Program will benefit four (4) low and moderate income families.
	Location Description	The Rental Rehabilitation Program will take place throughout the City and in the Downtown Target Area.
	Planned Activities	Grants and/or loans will be offered to property owners to rehabilitate their rental units.

3	Project Name	Near East and East Target Area Sidewalk Construction Project - Phase 1
	Target Area	Near East East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$90,000
	Description	The City of Watertown is proposing to undertake public infrastructure improvements consisting of sidewalk construction in the Near East and East Target Areas. The intent of the project is to fill in notable gaps in the pedestrian infrastructure with the construction of sidewalks where none currently exist. This will allow the City to help address an important Non-Housing Community Development need identified in our Consolidated Plan. That is to ensure pedestrian safety by assisting with the construction of sidewalks where there are gaps in the system. A major portion of the sidewalk construction in Phase 1 will occur on the south side of 1300-1600 Blocks of Huntington Street. This will provide a pedestrian connection between existing sidewalks on Huntington Street near the intersection of North Michigan Avenue, the western limits, to an existing riverfront park, Waterworks Park, located at the eastern limits. This will also provide residents with better access to the Waterworks Park recreational facility and will expand the sidewalk network in this area. Another area planned for sidewalk construction is within the East Target Area on Walker Avenue. Sidewalk construction on Walker Avenue will be at the north end of the street and will provide for a pedestrian connection between the existing sidewalk and a proposed multi use recreational trail. The New York State Office of Parks Recreation and Historic Preservation is constructing a 1.1 mile extension of the Black River Trail in the summer/fall of 2015 which will extend an existing 3.1 mile recreational trail into the City limits, terminating at Walker Avenue. The proposed sidewalk will connect the residents of East Hills Apartments and Meadowbrook Apartments to this popular recreational facility.
	Target Date	6/30/2016

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 570 low to moderate income families will benefit from the proposed project based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers.
	Location Description	The proposed sidewalk construction will occur on the south side of the 1300-1600 Blocks of Huntington Street. This area is located in the City's Near East and East Side Target Areas in Census Tract 612, Block Groups 1 and 3. The proposed sidewalk construction on Walker Avenue is also located in Census Tract 612, Block Group 3. Block Group 1 is characterized by having a low to moderate income population of 51.7% and is predominantly residential in nature. Block Group 3 is characterized by having a low to moderate income population of 79.5%. It is primarily residential but it does contain a small area of industrial as well as commercial uses.
	Planned Activities	The City is proposing the construction of approximately 1,650 linear feet of new sidewalks along the south side of the 1300-1600 Blocks of Huntington Street and approximately 50 linear feet of sidewalk at the end of Walker Avenue.

4	Project Name	Huntington Street Tree Planting Project
	Target Area	Near East East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$8,000
	Description	The City of Watertown is proposing to undertake public infrastructure improvements consisting of tree planting in the 1300 to 1600 Blocks Huntington Street. The Huntington Street Tree Planting Project will help meet an important need identified in the City's Consolidated Plan by improving the overall aesthetic quality of the community and by improving the pedestrian experience of this section of the street. The project will coincide with sidewalk construction work planned for this area and will enable the City to plant trees in an area where very few City owned street trees currently exist. This will assist with the beautification and revitalization of the area.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 570 low to moderate income families will benefit from the proposed project based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers.
	Location Description	The proposed tree planting will occur on the south side of the 1300-1600 Blocks of Huntington Street. This area is located in the City's Near East and East Side Target Areas in Census Tract 612, Block Groups 1 and 3. Block Group 1 is characterized by having a low to moderate income population of 51.7% and is predominantly residential in nature. Block Group 3 is characterized by having a low to moderate income population of 79.5%. It is primarily residential but it does contain a small area of industrial as well as commercial uses.
Planned Activities	The City is proposing the planting of 32 street trees along this section of the road.	

5	Project Name	Near East Target Area Playground Improvement Project
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$90,000
	Description	The Near East Target Area Playground Improvement Project will involve upgrades at the North Hamilton Playground and Academy Street Playground.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 809 low to moderate income families will benefit from the proposed project based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers.
	Location Description	The Academy Street Playground is located at the intersection of Academy Street and Clay Street and is located in the Near East Target Area. It is within Census Tract 621, Block Group 3 and is characterized by having a low to moderate income population of 51.5%. The block group is predominantly residential in nature. The North Hamilton Street Playground is located within Census Tract 612, Block Group 3 and is characterized by having a low to moderate income population of 51.7%. It is primarily residential although it does contain a very small area of commercial uses in the 200 Block of North Hamilton Street.
Planned Activities	The improvements planned for the Academy Street Playground include the installation of new sidewalks, fencing, landscaping, site amenities and a new playground structure. The improvements planned for the North Hamilton Street Playground include the installation of a small basketball area, fencing, site amenities, landscaping and a new playground structure.	

6	Project Name	ADA Accessible Sidewalk Ramp Construction Project - Phase 1
	Target Area	Downtown Near East East Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$52,000
	Description	The City of Watertown is proposing to undertake public infrastructure improvements consisting of ADA sidewalk ramp construction in various locations throughout the City. Plans call for the construction of ADA sidewalk ramps at the intersections of several streets. The project will provide 24 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. This project will help to meet an important non-housing community development need identified in the City's Consolidated Plan which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled by installing the accessible ramps. The ADA Accessible Sidewalk Ramp Construction Project Phase 1 will include improvements within the Northwest Target Area as well as the Near East Target Area, which was identified in our outreach and consultation efforts as an area in which to focus our CDBG program for 2015.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 1,437 low to moderate income families will benefit from the proposed project. This is based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers. However, the primary beneficiaries of the ADA Accessible Sidewalk Ramp Project will be the elderly and severely disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to accurately estimate the number of elderly and severely disabled persons who will ultimately utilize the improvements.

<p>Location Description</p>	<p>The proposed locations for the ADA sidewalk ramps include the following intersections:</p> <ol style="list-style-type: none"> 1. Superior Street/Cayuga Street – 4 corners 2. Superior Street/Frontenac Street – 4 corners 3. Academy Street/Clay Street – 4 corners 4. Arlington Street/Boyd Street – 4 corners 5. Arlington Street /Academy Street – 4 corners 6. North Michigan Street/Huntington Street – 2 corners 7. N Colorado Avenue/Huntington Street – 2 corners <p>There are a total of 24 ADA sidewalk ramps proposed to be constructed as part of this project. The sites include, but are not limited to locations in the Northwest Target Area, the Near East Target Area and the East Target Area.</p>
<p>Planned Activities</p>	<p>The City is proposing the construction of 24 ADA accessible sidewalk ramps at 7 intersections in the City that will serve to remove barriers and enhance the mobility and accessibility for elderly and severely disabled persons. The work will consist of the ramp and landing construction, curbing, sidewalk transitions, the installation of tactile warning plates and other related work.</p>

AP-50 Geographic Distribution – 91.220(f)

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

The City will direct the grant funding for the housing rehabilitation programs throughout the City of Watertown, but with an emphasis on the target areas. The playground improvement project will focus on the Near East Target Area. The ADA Accessible Ramp Project, the Sidewalk Project and the Street Tree Project will be focused on the Near East and East Side Target Areas.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	10
Near East	35
East	15
Northeast	10
Northwest	10
Near West	10
West	10

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The rationale for priority allocations to the target areas is that they are low and moderate income neighborhoods. More funds will be spent in the older neighborhoods, which have the oldest housing stock and infrastructure.

Discussion

The Near East and East target areas will be the focus of the City's infrastructure improvements this year and will include the playground, sidewalk, ADA ramps and street tree projects. This infrastructure work, coupled with housing rehabilitation work, will mean that a large percentage of the funds will be spent in these areas. The Northwest and Near West target areas have some of the oldest housing stock in the City and will likely receive a good portion of the housing rehabilitation funds.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

A large portion of the City's CDBG allocation for Program Year 2015 will go toward affordable housing, particularly rehabilitation of owner-occupied and rental units.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	17
Special-Needs	0
Total	17

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	17
Acquisition of Existing Units	0
Total	17

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

The City will continue the Owner-Occupied and Rental Rehabilitation Programs.

AP-60 Public Housing – 91.220(h)

Introduction

The Watertown Housing Authority is an independent agency that does not receive any funding from the city. We do, however, communicate and work together when possible.

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

The housing authority has not requested any assistance from the CDBG program in this program year. The city will continue to work closely with the authority management to identify unmet needs.

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

While the housing authority has programs to encourage input from residents in the management of their properties, and to guide residents toward homeownership, the City does not have funding directed toward these goals in the current program year. The city will continue to work closely with the housing authority, and provide financial resources when needed and available.

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

Not applicable.

Discussion

The next possible project we may be working with the housing authority on is the construction of up to 43 new units. This has the potential for be a neighborhood revitalization catalyst project.

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

Introduction

The City will collaborate with Points North Housing Coalition (PNHC) and its partner agencies to improve services to the homeless and those with special needs.

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

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

The City's strategic plan does not include financial assistance to assist with homeless issues for this program year. We will, however, be working to implement a project from Program Year 2014 to assist the Points North Housing Coalition (PNHC) with their 2016 Point-In-Time (PIT) count. The City will also continue to attend the PNHC's quarterly meetings as well as the monthly conference calls of the PIT Committee.

Addressing the emergency shelter and transitional housing needs of homeless persons

Points North Housing Coalition partner agencies will continue to address emergency shelter and transitional housing needs of homeless persons. The expanded outreach planned during the 2016 Point-In-Time count will enable staff persons conducting the count to provide information and assistance to homeless individuals regarding emergency shelter assistance and transitional housing.

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

The city will address homelessness by continuing to work with the Points North Housing Coalition. The housing rehabilitation activities proposed for this program year will also increase the availability of decent affordable housing to those making the transition out of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Points North Housing Coalition (PNHC), and one particular partner organization—Jefferson County DSS—have had tremendous success in preventing homelessness by utilizing HUD Shelter Plus Care and other programs. The city’s support of PNHC will bolster these activities.

Discussion

While homelessness is typically approached from a regional level by Jefferson County and private nonprofits, previously allocated CDBG resources will allow the City to improve access to these resources for city residents.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

As described in the Housing Market Analysis in the City's Consolidated Plan, many of the economic and public policy barriers to affordable housing take effect on a regional level. The City has very little power on its own to ameliorate the effects of these issues.

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

Affordable housing efforts will be focussed on simply increasing the availability of high quality affordable housing in the City via direct rehabilitation assistance to landlords and homeowners.

Discussion

One barrier to affordable housing that may see some improvement is the lack of highly available public transit. Concurrently with the City's designation as an Entitlement Community, a Metropolitan Planning Organization is being formed to tackle transportation issues in the area. New resources and planning efforts may result in improved public transit service in and around the City.

AP-85 Other Actions – 91.220(k)

Introduction

CDBG funded activities for this program year include the following:

Actions planned to address obstacles to meeting underserved needs

The City's owner-occupied and rental rehabilitation programs will help improve the quality of the housing stock in the City by providing assistance to those who otherwise could not afford it.

Actions planned to foster and maintain affordable housing

Owner-occupied and rental rehabilitation comprises a large portion of this program year's funding.

Actions planned to reduce lead-based paint hazards

The housing rehabilitation programs mentioned above will also serve to mitigate and remove lead based paint hazards.

Actions planned to reduce the number of poverty-level families

Housing rehabilitation will also help reduce the cost of living for poverty-level families.

Actions planned to develop institutional structure

No actions are planned to develop institutional structure

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

The City will continue to strive to find ways to help improve cooperation between the public and private entities that comprise its partner organizations.

Discussion

In addition to the the actions listed above, the city will direct some funding toward infrastructure rehabilitation, including sidewalks, street trees, playgrounds and ADA sidewalk ramps.

Program Specific Requirements

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

Introduction

This is the City's second year as an entitlement program and our housing rehabilitation programs from our first year have not generated any program income yet. We also do not have proceeds from section 108 loan guarantees, surplus urban renewal funds, funds returned to the line of credit, or income from float-funded activities. We expect that almost all of our funds will benefit low and moderate income persons.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

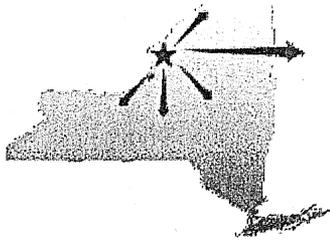
Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

We expect that the nearly all of the funds from Program Year 2015 will benefit low and moderate income persons. We will use a 1-year period to determine the overall benefit for Program Year 2015.

Annual Action Plan 49
2015

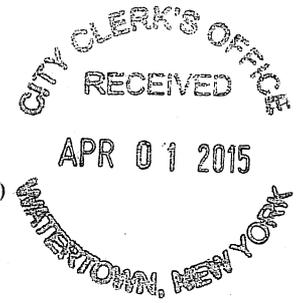


Northern Regional Center for Independent Living

210 Court Street · Suite 107
Watertown, New York 13601
315-785-8703 (V) * 315-785-8704 (TTY) * 315-785-8612 (Fax)

7632 North State Street
Lowville, New York 13367
315-376-8696 (V/TTY)
315-376-3404 (Fax)

3979 Cherry Street
PO Box 515
Lyons Falls, NY 13368
315-513-4017 (Voice)
315-513-4021 (Fax)



March 30, 2015

To: Ann Saunders, Clerk
City of Watertown
245 Washington St.
Watertown, NY 13601

For: Watertown City Council
Mayor Graham and Council Members: Burns, Butler, Jennings and Macaluso.

RE: The safety of pedestrians and the need for vehicles to go much slower along Marshall Place (or be diverted) in the City of Watertown, New York.

This is an urgent request for the City's leadership to address a safety concern on Marshall Place. This city street's route is located just a few feet from entrances/exits where numerous pedestrians travel in and out of the rear of 210 Court Street.

Among the pedestrians are children, veterans and people with disabilities. Some are blind or visually impaired and some people use wheelchairs or other devices to go in and out of the building.

The reaction (to traffic) time is short for a person exiting the building here at 210 Court Street. This is because the exit doors are just a few feet from Marshall Place. Many of the people who have signed the petition we are enclosing have said they think that 10mph is the appropriate speed limit – not the current 30mph.

A related hazard is that some vehicles will weave around other vehicles that park in the street (Marshall Place) for business loading and unloading.

An additional concern is that the sidewalk along the east end of 210 Court Street is not accessible, because it has sign posts and light posts embedded in it. This can have the effect of leading people who use mobility devices to use the city street segment located between 210 and

170 Court Street. As a result, people may face traffic as they approach the rear (north) of 210 Court Street.

On behalf of all those who have signed the attached petition, I thank you for your thoughtful and expedient attention to this matter.

Please feel free to call me at (315) 785-8703.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Curtis', with a long horizontal flourish extending to the right.

Mark Curtis

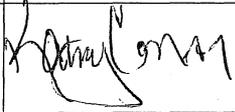
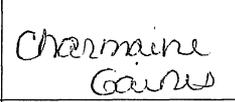
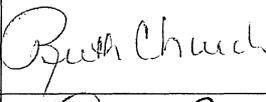
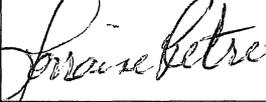
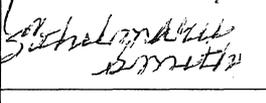
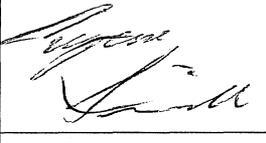
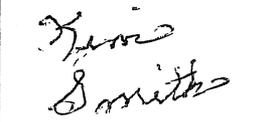
Americans with Disabilities Act Advocate

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
3/13/15	Kathy Goma		210 Court St. #107 Watertown, NY 13601	A cross walk + speed limit would help.
3/13/15	Mark Curtis		210 Court St. #107 Watertown, NY 13601	Please Consider Signage For 10-15 MPH. speed bumps wld. be excellent
3/13/15	AILEEN MARTIN		WORK ADDRESS 210 COURT ST WATERDOWN, NY 13601	sign to slow cars down would be helpful!
3/13/15	Nicole Gaines		210 Court St #107 Watertown, NY 13601	speed bumps!
3/13/15	Charmaine Gaines		210 Ct. St. Watertown, NY 13601	Speed is way too fast.
3/13/15	Marianne Dicob		210 Court St. Watertown, NY 13601	Very dangerous crossing. Cars traveling fast.
3/13/15	Ruth Church		210 Court St Suite 107 Watertown NY 13601	always to fast.
3/13/15	Lorraine Petre		210 Court St Suite 107 Watertown, NY	Speed Bumps
3/13/15	Catherine Smith		30242 Root Rd. Chauumont, N.Y.	Speed Bumps
3/13/15			30242 Root Rd Chauumont	Speed Bumps.
3/13/15	Kim Smith		210 Court St Watertown	Speed Bumps

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
3/13/15	Angel Durham	Angelica Durham	210 COURT ST SUITE 107 WATER TOWN NY 13601	SPEED BUMPS! POSTED SPEED LIMIT. SPEED PASTED
3-13-15	Joseph T Kroy	Joseph T Kroy	210 Washington WATER TOWN NY	SPEED UNREASONABLE LACK OF PEDESTRIAN SAFETY
3-13-15	David Holman	David Holman	Leel Factory ST APT. 24 WATER TOWN 13601	SPEED BUMP
3/13/15	Kristie Petrie	Kristie Petrie	651 S. Hamilton St. Watertown NY	Speed bump, pedestrian crosswalk, speed zone.
3/13/15	Jennifer Sibley	Jennifer Sibley	210 Court St. Ste 107 Watertown, NY 13601	Lower speed, legal crosswalk to parking lot, median sign
3/13/15	Melissa Dragicevich	Melissa Dragicevich	210 Court St. Watertown NY 13601	Crosswalk and lower speed
3/13/15	Amanda Bradbury	Amanda Bradbury	210 Court St. Watertown, NY 13601	lower speed and slow signs
3/13	Ron Griffin	Ron Griffin	Faichney Dr Watertown	lower speed limits, add signs to "slow" traffic. People drive too fast since road down to pipe lot
3/13	Pat Connor	Pat Connor	Apt 6383 Watertown NY	Due to many 'curb side' parked cars I almost get hit 2 days ago
3/13	Susan Gonzalez	Susan Gonzalez	210 Court St Suite 107 Watertown NY 13601	traffic driving that speed limit
3/13	Cassie Freeman	Cassie Freeman	210 COURT ST WATER TOWN NY 13601	

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

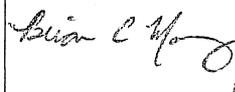
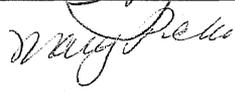
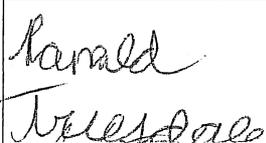
DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
3/13/15	Benjamin Abramwood	Benjamin Abramwood	710 Washington St. Watertown, NY 13601	They need to slow down and reduce speed!
3/13/15	Barbara Arthur	Barbara Arthur	238 Arsenal St Wtn 13601	slow down / parking in winter parking lot
"	Jan Gates	Jan Gates	138B Winslow St Wtn	no need for speed
"	Ryan Lyle	Ryan Lyle	138 Winslow St Wtn	
3/14/15	Wm H Nygard	Wm H Nygard	12528 Road 464 Delhi, NY 13634	mail / delivery trucks create a 'risky' situation when driving too
3/13/15	Michelle Beut	Michelle Beut	27452 Perch Lake Road Watertown, NY 13601	
3/13/15	Thomas Matthews	Thomas Matthews	210 Court St Suite 20 Watertown, NY	PASSED twice while driving here
3/13/15	ROLF MARCELLUS	Rolf Marcellus	210 Court St Watertown	YOU GUYS HAVE A GREAT ORGANIZATION
3/13/15	DOUG LEBUSO	Doug Lebuso	PO BOX 535 Alex Bay	"Ditto"
3/13/15	Elizabeth Warden	Elizabeth Warden	610 Graham St Watertown	
3/13/15	BANKS CYNTHIA	Cynthia Banks	210 Court St. Suite 20 WATERTOWN, NY 13601	They drive too fast almost get hit

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

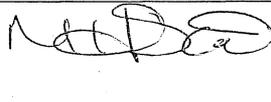
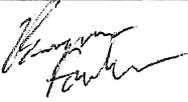
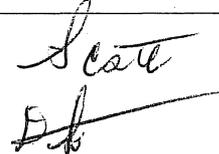
DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
03/13/15	Lynn M. Tynon		241 Goodale St. Watertown NY 13601 Upper	Very Concerned! Speed limit should be lowered for safety!
3/13/15	Jace Tirado		143 Maywood Terr. Watertown NY 13601	Please slow down! Speed Bumps should be put in place!
3/13/15	Elam Coan		24159 Co Rd 159 Watertown	Speed limit should be reduced
3/13	J Wessner		126 Monroe Ave Watertown, NY	
3-13-15	Hanlene Wessner		146 Monroe Ave. Watertown NY	
3/13/15	MB CONNOR		PO Box 6383 WATER TOWN NY	Slow it down
3/16/15	Brian Morenz		1001 Harrison St Upper Watertown NY 13601	
3-16-15	Fred Wessner		11 Public Square Apt. 208 Watertown NY	
3/16/15	Mary Piche		1216 STATE ST Watertown NY 13601	Speed limit sign
3/16/15	Ronald Truesdale		24098 NYS RTE 2 Watertown, NY	Speed limit sign
3/16/15	Joshua Stephen		857 Emerson St. Apt 2. Watertown NY	speed limit sign more safety for Bikers and boards

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

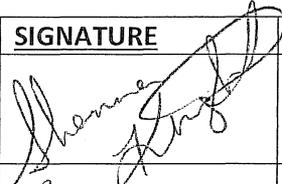
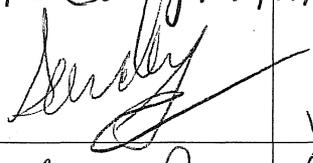
DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
3/16/5	Katrina	Katrina Watts	46 Public Sq 201 Water town N.Y. 13601	
3/16/15	Tammy	Sammy Hodgdon	1559 CR6 Hammond, NY 13646	
3/16/15	Andrew	Andrew Walsh	1559 CR6 Hammond, NY 13646	
3-16-15	Michelle Hobart		410 NRCIL 210 Court St. Watertown NY	Place of employment
3/16/15	Chris Fawcett		410 NRCIL 210 Court St. Watertown, NY	
3/17	Sue Austin	Luan M. Austin	410 NRCIL 210 Court St. Watertown	
3/17	Lucrezia	Lucrezia Johnson	410 NRCIL 210 Court St Watertown	
3/17	Albina	Rennie	NRCIL	speed bumps may help
3/17	Karen	Karen Turck	NRCIL State Street Lowville	
3/17	Patricia O'Donnell	Patricia O'Donnell	NRCIL	
3/17	Scott Scott Dantworth	Scott 	NRCIL	

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
3/17	Shanna Li		Carthage	MPH Signs
3/17	Rebecca Shamey	Rebecca Shamey	411 F Jewell Dr. Wat'n	
3/17	Melanie A	Melanie Adkins	Watertown	MPH Signs
3/16	Daryl Cornell		Carthage	MPH Signs
3/18	Rebecca Graycey	Rebecca Graycey	Calverton	mph signs
3/18	Maggie (Lynn)	Maggie (Lynn)	W. Main St. Watertown	A bit of common sense and respect of others that use the parking lot.
3/19	Steve WASHER	Steve Washer	Watertown	MPH Signs
3/19	Maria Washburn	Maria Washburn	Watertown	MPH signs Speed Bumps
3/19	Carolyn Mantle	Carolyn Mantle	Watertown	MPH signs speed Bumps
3/20	Sarah Staplin		Watertown	mph signs Speed bumps
3/23	Nanette Fullus	Nanette Fullus	Exec. Dir. Assn. FH Blind	direct traffic to rear of parking lot

PETITION

Parking Lot Safety behind 210 Court Street

PETITION SUMMARY: We have been experiencing problems in the city parking lot behind 210 Court Street Watertown N.Y. 13601. There is a general concern for the safety of the people who come in and out of the building as well as the workers.

ACTION PETITIONED FOR: We the concerned citizens urge our leaders to act now and lower the speed limit along Marshall Place for the safety of the public.

DATE	NAME	SIGNATURE	ADDRESS	COMMENTS
3/23/15	Kathy Barkley	Kathy Barkley	19790 Co. Rd. 162	
3-23-18	TRANS FESTIVAL		202 St. Mary St.	
3/23	Shanna K.		(N Rutland)	
3/23	Bobby M.		(W+V NY)	
3/23	Jorge Vera		MECHANIC ST 223	
3/26	Amy Reitz		39431 Creek Rd.	
3/26	Luke Shaughnessy		497 Newell ST, APT 108	
3/26	Anthony Bilaman		497 Newell ST, APT 109	
3/27	KISA Kinnard		201 Sterling St APT. 7	
3/30	Stephen Clement		644 Branson St #1	
3/30	Wanda Thompson		314 Gale Watertown	

March 18, 2015

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – February 2015

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to February 2014, the February 2015 sales tax revenue on an actual to actual basis is down \$16,684 or 1.55%. In comparison to the original budget projection for the month of February, sales tax is down \$46,592 or 4.21%.

The year-to-date actual receipts are up \$257,330 or 2.28% while the year-to-date receipts on a budget basis are down \$56,081 or 0.48%. Year-to-date sales tax revenue is at \$11,532,897.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2010-11, 2011-12, 2012-13 and 2013-14 have been included for historical perspective.

	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,294,030	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ (79,750)	-5.34%		
August	\$ 1,250,127	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ (215,923)	-14.75%		
September	\$ 1,777,374	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 446,402	25.36%	150,728	3.20%
October	\$ 1,147,531	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ (178,400)	-11.26%		
November	\$ 1,203,035	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 281,618	25.22%		
December	\$ 1,681,408	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ (2,699)	-0.17%	100,519	2.37%
January	\$ 1,213,795	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 22,767	1.84%		
February	\$ 984,089	\$ 1,036,230	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ (16,684)	-1.55%		
March	\$ 1,445,902	\$ 1,624,451	\$ 1,453,454	\$ 1,471,964	\$ -		0.00%	6,083	0.26%
April	\$ 1,190,708	\$ 1,217,913	\$ 1,293,493	\$ 1,271,765	\$ -		0.00%		
May	\$ 1,164,270	\$ 1,224,057	\$ 1,373,513	\$ 1,298,653	\$ -		0.00%		
June	\$ 1,654,800	\$ 2,029,525	\$ 1,609,032	\$ 1,699,052	\$ -		0.00%	-	0.00%
YTD	<u>16,007,070</u>	<u>17,215,066</u>	<u>17,247,801</u>	<u>17,017,001</u>	<u>11,532,897</u>	<u>257,330</u>	<u>2.28%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>		
	<u>2014-15</u>	<u>Actual 2014-15</u>				
July	\$ 1,534,067	\$ 1,412,829	\$ (121,238)	-7.90%		
August	\$ 1,504,566	\$ 1,247,954	\$ (256,612)	-17.06%		
September	\$ 1,809,181	\$ 2,206,655	\$ 397,474	21.97%	19,624	0.40%
October	\$ 1,628,207	\$ 1,405,774	\$ (222,433)	-13.66%		
November	\$ 1,147,826	\$ 1,398,402	\$ 250,576	21.83%		
December	\$ 1,586,326	\$ 1,540,727	\$ (45,599)	-2.87%	(17,456)	-0.40%
January	\$ 1,272,892	\$ 1,261,235	\$ (11,657)	-0.92%		
February	\$ 1,105,913	\$ 1,059,321	\$ (46,592)	-4.21%		
March	\$ 1,512,879	\$ -		0.00%	(58,249)	-2.45%
April	\$ 1,307,115	\$ -		0.00%		
May	\$ 1,334,750	\$ -		0.00%		
June	\$ 1,746,279	\$ -		0.00%	-	0.00%
YTD	<u>\$ 17,490,000</u>	<u>\$ 11,532,897</u>	<u>\$ (56,081)</u>	<u>-0.48%</u>		