

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, May 4, 2020**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, May 4, 2020, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

This meeting is being conducted in accordance with Governor Cuomo's Executive Order No. 202.1 that restricts in-person access to meetings. The public will be able to view or listen to the meeting live at: <https://livestream.com/swp/wcc>.

The public will also be allowed to participate in the public hearing portion of the agenda through the use of "GoToMeeting" and must register ahead of time using the following link:

<https://attendee.gotowebinar.com/register/836734252670435087>.

After a member of the public registers, a confirmation email will be sent containing information regarding how to join the webinar.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PROCLAMATION**

Safe Sleep Month

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- |                    |   |
|--------------------|---|
| Resolution No. 1 - | Requesting the City's Representatives to the State Assembly and State Senate to Introduce Legislation Reducing the Number of City Court Judges in the City of Watertown |
| Resolution No. 2 - | Accepting Bid for Production Services, Steve Weed Productions   |

- Resolution No. 3 - Approving Renewal of Agreement For Professional Land Surveying Services, Storino Geomatics
- Resolution No. 4 - Accepting Bid for 2020 CHIPs Sidewalk ADA Ramps Repair Project
- Resolution No. 5 - Accepting Bid for Ready Mix Concrete, Cranesville Block Company
- Resolution No. 6 - Accepting Bid for Ready Mix Concrete, Watertown Concrete
- Resolution No. 7 - Accepting Bid for Truck Rental Services, T.J. Clement Construction Company, Inc.
- Resolution No. 8 - Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2020
- Resolution No. 9 - Readopting the Citizen Participation Plan for the Community Development Block Grant Program

## **ORDINANCES**

## **LOCAL LAW**

## **PUBLIC HEARING**

- 7:30 p.m. Proposed Local Law No. 2 of 2020 - A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c
- 7:30 p.m. Fiscal Year 2020-21 Operating Budgets
- 7:30 p.m. Fiscal Year 2020-21 through 2024-25 Capital Budget

## **OLD BUSINESS**

## **STAFF REPORTS**

1. FY 2020-2021 Budget Review

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

1. To Discuss Collective Bargaining
2. To Discuss Proposed, Pending or Current Litigation

**WORK SESSION**

**ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,  
MAY 18, 2020.**

Res No. 1

April 28, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Requesting the City's Representatives to the State Assembly and the State Senate to Introduce Legislation Reducing Number of City Court Judges in the City of Watertown

Mayor Jeffrey M. Smith requested the attached resolution. It directs the Mayor to make application to the members of the New York State Assembly and the New York State Senate representing the City of Watertown for Home Rule Legislation for a special law designed to reduce the number of Watertown City Court Judges from two full-time judges to one and one-quarter positions, with the full-time position to be elective and the part-time to be appointed by the Mayor with the advice and consent of Council. It also directs the Mayor to work with the City's elected State officials to advance the Home Rule Request for a special law as soon as possible.

## RESOLUTION

Page 1 of 3

Requesting the City's Representatives  
to the State Assembly and State Senate to  
Introduce Legislation Reducing the  
Number of City Court Judges in the  
City of Watertown

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

YEA	NAY

***Introduced by***


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WHEREAS, the State Legislature amended the New York Uniform City Court Act and New York Judiciary Law to increase the number of judges in several City Courts throughout the State, which amendment took effect on April 1, 2014; and

WHEREAS, among the changes made by the Legislature was an increase in Watertown City Court Judge positions from one full-time City Court Judge and one part-time City Court Judge (1/4 time) to two full-time City Court judgeships; and

WHEREAS, the initial proposal of the ad hoc City Court Advisory Committee of the State's Chief Administrative Judge recommended, in its initial report to the State Legislature, that the City of Watertown remain at one and one-quarter judgeships; and

WHEREAS, the ad hoc Advisory Committee's report made specific findings that, in connection with municipalities where the number of judgeships would be increased, there had been a process of statewide consultation with Mayors and a review of facilities of affected cities, to include the "suitability and sufficiency of existing courtrooms and other facilities to accommodate the proposed new and expanded judgeships;" and

WHEREAS, the political process resulted in amendments to the legislation calling for two full-time Watertown City Court judgeships in lieu of the ad hoc Advisory Committee's recommended one and one-quarter judgeships; and

WHEREAS, the amended legislation was referred back to the ad hoc Committee for its comments; and

## RESOLUTION

Page 2 of 3

Requesting the City's Representatives to the State Assembly and State Senate to Introduce Legislation Reducing the Number of City Court Judges in the City of Watertown

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa L.

Mayor SMITH, Jeffrey M.

YEA	NAY

WHEREAS, the ad hoc Committee re-issued its report, recommending the assignment of two full-time judges to the Watertown City Court, but made no changes in connection with its comments that there had been a process of statewide consultation with Mayors and that the "facilities were suitable and sufficient to accommodate the proposed new and expanded judgeships, including courtrooms;" and

WHEREAS, effective April 1, 2014, the new legislation went into effect, creating two full-time elected judgeships in the City of Watertown; and

WHEREAS, the City Council of the City of Watertown believes that the original allocation of one and one-quarter judges, one of which was elected and the other was appointed by the Mayor with the advice and consent of City Council, was and is sufficient to handle the workload of Watertown City Court; and

WHEREAS, the City of Watertown's Mayor was never consulted concerning the expansion of elected judgeships and, regardless of the ad hoc Committee's claim that facilities were sufficient, the Office of Court Administration has now insisted that the City expand its facilities, to include an additional courtroom, to accommodate a judgeship which was never requested and is not necessary; and

WHEREAS, the City Council of the City of Watertown believes that it is in the best interests of the City to ask its elected officials, at the State level, to introduce legislation designed to reduce the City of Watertown City Court judgeships to one and one-quarter judgeships, to be filled in the same manner as existed prior to the 2014 legislation; and

WHEREAS, one of the City of Watertown's existing City Court Judges is running unopposed for a judgeship at the County level, the election to which, and taking of that oath of office, will create a vacancy in that position as of December 31, 2020, and the timing is appropriate to request legislation, now, to be in effect at the end of this calendar year;

## RESOLUTION

Page 3 of 3

Requesting the City's Representatives  
to the State Assembly and State Senate to  
Introduce Legislation Reducing the  
Number of City Court Judges in the  
City of Watertown

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa L.

Mayor SMITH, Jeffrey M.

YEA	NAY

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Watertown that the Mayor is hereby directed to make application to the member of the New York State Assembly representing the City of Watertown and the member of the New York State Senate representing the City of Watertown for Home Rule Legislation, pursuant to Article IX Section 3 of the New York Constitution and Section 2 of the New York Municipal Home Rule Law, for a special law designed to reduce the number of Watertown City Court Judges from two full-time judges to one and one-quarter positions, with the full-time position to be elective and the part-time to be appointed by the Mayor with the advice and consent of Council, and that the Mayor be directed to work with the City's elected State officials to advance the Home Rule Request for a special law to that effect as soon as possible.

*Seconded by*



# CITY OF WATERTOWN, NEW YORK

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

Dale Morrow  
Purchasing Manager

Res No. 2

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## MEMORANDUM

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**TO:** Honorable Mayor and City Council  
**FROM:** Dale Morrow, Purchasing Manager  
**SUBJECT:** Bid 2020-07- Production Services – Bid Recommendation  
**DATE:** 4/29/2020

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The City's Purchasing Department advertised in the Watertown Daily Times on March 18, 2020 calling for sealed bids for Production Services for the purpose of recording City Council Sessions, as per City Specifications. This is a three-year contract running from July 1, 2020 to June 30, 2023 with the option for two (2) one-year extensions.

Bid Specifications were sent to eight (8) area Production Companies. One (1) sealed bid, from Steve Weed Productions, was submitted to the Purchasing Department. The sealed bid was publicly opened and read on Wednesday, April 15, 2020, at 11:00 am, local time. The bid proposal is provided below:

Digital recording of City Council Session - Regular Session, per session	\$250.00
Digital recording of City Council Session - Short Session, per session	\$150.00
Live webcasting fee per session	No Bid
<u>Archival and publically accessible web hosting services for prior sessions</u>	
Annual fee for one month of sessions	No Bid
Annual fee for three months of sessions	No Bid
Annual fee for six months of sessions	No Bid

The City has budgeted \$11,000.00 for the Production Services in the 2019-2020 fiscal year. The City Council holds at least 36 sessions annually and this would cost the City \$9,000.00 to digitally record these sessions. This does not take into consideration any additional sessions that might be scheduled during the year. The actual expense in 2018-2019 was \$12,550.00 and one reason for additional sessions being scheduled was for the Strategic Plan.

It is recommended that the City Council award the digital recording services to Steve Weed Productions.

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



# RESOLUTION

Page 1 of 1

Accepting Bid for Production Services,  
Steve Weed Productions

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

## *Introduced by*

WHEREAS the City Purchasing Department has advertised and received a sealed bid for productions services for the purpose of recording City Council Sessions, as per City specifications, and

WHEREAS bid specifications were sent to eight (8) area Production Companies, with one (1) bid received, and

WHEREAS on Wednesday, April 15, 2020, at 11:00 a.m. the bid received was publicly opened and read, and

WHEREAS the bid received was reviewed by City Purchasing Manager Dale Morrow, and it is her recommendation that the City Council accept the bid for production services,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid received for production services for the purpose of recording City Council Sessions as per City specifications from Steve Weed Productions in the amount of \$250 for a regular session and \$150 for a short session,

BE IT FURTHER RESOLVED that City Manager Kenneth Mix is hereby authorized and directed to sign all contracts associated with implementing the award to Steve Weed Productions.

## *Seconded by*

Res No. 3

April 29, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Renewal of the Agreement for Professional Land  
Surveying Services, Storino Geomatics

The City of Watertown in the course of business routinely has a need for land surveying services. Until June 2009, these services were provided by Thomas Storino, a licensed land surveyor that worked in the City Engineering Department. On December 7, 2009, the City Council approved a non-exclusive Agreement with Storino Geomatics to provide surveying services for the City. Our current Agreement with Mr. Storino expires on June 30, 2020 with an option to renew for three additional years.

It is the City Engineer's recommendation that the City Council extend this agreement with Storino Geomatics using our three-year extension, at the rates in the attached letter.

A resolution approving renewal of the Agreement for Professional Land Surveying Services between the City of Watertown and Storino Geomatics, 179 Conger Avenue, Watertown, New York, has been prepared for City Council consideration. This agreement renewal will be in effect until June 30, 2023.

**RESOLUTION**

Page 1 of 1

Approving Renewal of the Agreement For  
Professional Land Surveying Services,  
Storino Geomatics

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

Total .....

YEA	NAY

***Introduced by***


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WHEREAS on May 1, 2017, City Council approved the City of Watertown to entered into an agreement with Storino Geomatics to provide professional surveying services within the meaning of the New York General Municipal Law, and

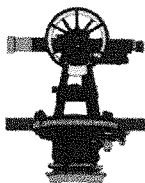
WHEREAS the agreement includes the option to extend it for a three-year term at the City's discretion, and

WHEREAS Storino Geomatics has offered to continue performing routine surveying services for the City in connection with assigned projects for identified services on a non-exclusive basis at revised rates,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the three-year extension of the Agreement for Professional Land Surveying Services, between the City of Watertown and Storino Geomatics, 179 Conger Avenue, Watertown NY, per the rates stated in the letter from Thomas Storino dated April 20, 2020, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to notify Storino Geomatics on behalf of the City of Watertown that the agreement is extended.

***Seconded by***



# STORINO GEOMATICS

LAND SURVEYING SERVICES & CONSULTING, PLLC

PROFESSIONAL LAND SURVEYORS

NEW YORK · VERMONT · PENNSYLVANIA

DEDICATION · EXPERIENCE · TECHNOLOGY

THOMAS M. STORINO, PLS, PRESIDENT  
ADAM M. STORINO, PLS, VICE PRESIDENT

April 20, 2020

Mr. Kenneth Mix, City Manager  
245 Washington St., Rm. 302  
Watertown, NY 13601

Sent via E-mail: [KMix@watertown-ny.gov](mailto:KMix@watertown-ny.gov)

**RE: Contract Renewal**

Dear Ken:


We would like to personally thank you for supporting Storino Geomatics, enabling us the opportunity to meet the City of Watertown's land surveying needs for the past ten years. As we approach the upcoming renewal date for the professional services agreement, we would like to reiterate our interest in extending our agreement and continuing our professional working relationship with the City of Watertown.

As requested, attached is a proposed fee schedule for the upcoming contract term.

If you have any questions, comments, or would like to discuss the upcoming renewal, please feel free to contact me at (T) 315-788-0287, (C) 315-783-3145, or [tmstorino@storinogeomatics.com](mailto:tmstorino@storinogeomatics.com).

Again, we thank you for the opportunity and look forward to working with you.

Sincerely,

  
Thomas Michael Storino, PLS  
President

CC: Michael Delaney, PE, City Engineer  
Adam M. Storino, PLS

# **ROUTINE RATES**

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFFECTIVE 7/1/2020)	FEE (EFFECTIVE 7/1/2021)	FEE (EFFECTIVE 7/1/2022)
0.100	City/Village/Rural Survey - Up to 1.5 Acres	Set Corners, Map, Legal Description	\$1,300.00	\$1,475.00	\$1,650.00
0.101	City/Village/Rural Survey - Up to 1.5 Acres	Set Corners (Stake-out only)	\$850.00	\$1,025.00	\$1,200.00
0.102	City/Village/Rural Subdivision - 1 Lot, 2 Acres or Less	Set Corners, Map, Legal Description	\$1,500.00	\$1,675.00	\$1,950.00
0.103	City/Village/Rural Subdivision - 1 Lot, 2 to 5 Acres	Set Corners, Map, Legal Description	\$1,750.00	\$1,925.00	\$2,100.00
0.104	City/Village/Rural Subdivision - 1 Lot, Greater than 5 Acres	Set Corners, Map, Legal Description	TBD	TBD	TBD
0.105	City/Village/Rural Subdivision - More than 1 Lot	Set Corners, Map, Legal Description	TBD	TBD	TBD
0.106	City/Village/Rural Update - 1 Lot, 5 Acres or Less (5 Years old and newer)	Reset Corners, Map, Legal Description	\$700.00 - \$800.00 + (0.111)	\$800.00 - \$900.00 + (0.111)	\$900.00 - \$1,000.00 + (0.111)
0.107	City/Village/Rural Update - 1 Lot, Greater than 5 Acres (5 Years old and newer)	Reset Corners, Map, Legal Description	TBD	TBD	TBD
0.108	Wooded Parcel Survey - Greater than 1.5 Acres	Set Corners, Map, Legal Description	\$0.95/Ft. of Total Perimeter	\$0.95/Ft. of Total Perimeter	\$0.95/Ft. of Total Perimeter
0.109	Wooded Parcel Survey - Greater than 1.5 Acres	Set Corners, Map, Legal Description, Blazing/Painting	\$1.20/Ft. of Total Perimeter	\$1.20/Ft. of Total Perimeter	\$1.20/Ft. of Total Perimeter
0.110	Open Parcel Survey - Greater than 1.5 Acres	Set Corners, Map, Legal Description	\$0.85/Ft. of Total Perimeter	\$0.85/Ft. of Total Perimeter	\$0.85/Ft. of Total Perimeter
0.111	Monument Replacement	Reset Monument (Per Monument)	\$53.00	\$55.00	\$57.00
0.112	Line Monuments (Scheduled at time of survey.)	Additional Monuments set on line. (Per Monument)	\$60.00	\$62.00	\$64.00
0.117	Topographic Survey (street corridor)	Boundary & Topographic Survey, Mapping	\$1,780.00 / Acre	\$1,790.00 / Acre	\$1,800.00 / Acre
0.118	Topographic Survey (undeveloped open)	Topographic Survey, Mapping	TBD	TBD	TBD
0.119	Topographic Survey (undeveloped wooded)	Topographic Survey, Mapping	TBD	TBD	TBD
0.120	Topographic Survey (developed land)	Topographic Survey, Mapping	TBD	TBD	TBD

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## HOURLY RATES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFFECTIVE 7/1/2020)	FEE (EFFECTIVE 7/1/2021)	FEE (EFFECTIVE 7/1/2022)
0.124	One-Man Survey Crew (Ground)	Per Hour (Billed at 1 Hour Minimum)	\$74.00	\$75.00	\$76.00
0.125	Two-Man Survey Crew (Ground)	Per Hour (Billed at 1 Hour Minimum)	\$122.00	\$123.00	\$124.00
0.126	One-Man Survey Crew (GPS)	Per Hour (Billed at 1 Hour Minimum)	\$89.00	\$90.00	\$91.00
0.127	Two-Man Survey Crew (GPS)	Per Hour (Billed at 1 Hour Minimum)	\$139.00	\$140.00	\$141.00
0.128	Two-Man Construction Crew (Ground or GPS)	Per Hour (Billed at 1 Hour Minimum)	\$172.00	\$173.00	\$174.00
0.129	NYS Prevailing Wage - Party Chief	NYS Prevailing Wage - Party Chief	TBD	TBD	TBD
0.130	NYS Prevailing Wage - Instrument Person	NYS Prevailing Wage - Instrument Person	TBD	TBD	TBD
0.131	NYS Prevailing Wage - Rod Person	NYS Prevailing Wage - Rod Person	TBD	TBD	TBD
0.132	On-Site or Court Testimony by PLS	Per Hour (Billed at 1 Hour Minimum)	\$160.00	\$161.00	\$162.00
0.133	Professional Land Surveyor	Per Hour (Billed at 1 Hour Minimum)	\$140.00	\$141.00	\$142.00
0.134	Survey Project Manager (Intermediate Rate)	Per Hour (Billed at 1 Hour Minimum)	\$94.00	\$95.00	\$96.00
0.135	Survey Technician (Routine Rate)	Per Hour (Billed at 1 Hour Minimum)	\$74.00	\$75.00	\$76.00
0.136	Administrative Assistant	Per Hour (Billed at 1 Hour Minimum)	\$39.00	\$40.00	\$41.00

## MISCELLANEOUS FEES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFFECTIVE 7/1/2020)	FEE (EFFECTIVE 7/1/2021)	FEE (EFFECTIVE 7/1/2022)
0.137	Additional Map Copies (Paper)	Price per copy. (Any Size)	\$5.00	\$5.00	\$5.00
0.138	Additional Map Copies (Paper) - Sealed	Price per copy. (Any Size)	\$12.00	\$12.00	\$12.00
0.139	Map Copies (Mylar) - Sealed	Price per copy. (8 1/2"x11" thru 11"x17")	\$45.00	\$45.00	\$45.00
0.140	Map Copies (Mylar) - Sealed	Price per copy. (18"x24" thru 30"x42")	\$80.00	\$80.00	\$80.00
0.141	Map Copies (Tyvek)	Price per copy. (Any Size)	\$20.00	\$20.00	\$20.00
0.146	Miscellaneous Line Item	Miscellaneous Line Item	TBD	TBD	TBD

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**AGREEMENT FOR PROFESSIONAL  
LAND SURVEYING SERVICES**

This Agreement dated the 8th day of May, 2017 by and between Thomas M. Storino, P.L.S., individually and doing business as Storino Geomatics Land Surveying Services & Consulting, PLLC, 179 Conger Avenue, Watertown, New York 13601 ("Storino") and the City of Watertown, New York, a municipal corporation with principal offices located at 245 Washington Street, Watertown, New York 13601 (the "City").

**WITNESSETH**

WHEREAS, the City routinely has a need for land surveying services in connection with street, sewer, water reconstruction and other projects; and

WHEREAS, the City does not have a licensed land surveyor on its staff to perform routine survey work as the need arises; and

WHEREAS, surveying services are professional services within the meaning of the New York General Municipal Law; and

WHEREAS, Storino has offered to perform routine surveying services for the City in connection with assigned projects at specified rates for identified services on a non-exclusive basis,

Now therefore the parties agree as follows:

**AGREEMENT**

1. Scope of Services.

The scope of surveying services to be performed by Storino for the City on an as-needed, non-exclusive basis is attached and made a part of this Agreement as Exhibit "A." Identified routine services are to be performed at the fixed rates described at items .100

through .120 on Exhibit "A." Non-identified, non-routine services are to be performed at the applicable hourly rates described at items .124 through .136 on Exhibit "A". Miscellaneous fees are to be performed at the applicable rates described at items .137 through .146 on Exhibit "A".

2. Surveyors.

Storino will provide qualified surveyors to perform the assigned work. At all times relevant to this Agreement, Storino's surveyors shall be Storino employees, and not City employees. Accordingly, Storino shall be responsible for the payment of all wages, withholdings, insurances (including Workers' Compensation and disability insurance) and safety issues, if any, pertaining to his employees.

Storino shall maintain full, open, and cordial communications with any applicable City contractor's representatives, and shall answer the contractor's inquiries when those answers are solely referable to work or documents provided by Storino. Any request by a contractor for additional surveying work must be referred to the City representative.

3. City Representative.

The City Engineer of the City of Watertown shall designate a representative of the Watertown Engineering Department from whom all assignments shall be made and to whom all reports concerning surveying services shall be provided. The City Engineer's designation of its representative shall be in writing.

4. Reimbursable Expenses.

The City will reimburse Storino for expenses directly attributable to performing land surveying services required by this Agreement. It is anticipated that the extent of reimbursable expenses will be detailed in the agreed-to scope for each project.



5. City to Provide File Documents.

Prior to the commencement of any surveying services set forth herein, the City shall provide Storino with complete access to the City's file documents concerning the property in question. It is anticipated that copies of relevant documents will be provided by City staff for each project. When originals are provided, Storino shall return any original documents provided, upon completion of the task for which they were made available.

6. Billing.

Storino shall submit his invoices for surveying services no more than two times per month. Reimbursable expenses should be billed with the invoice for each project in the applicable billing period.

7. City Property.

All documents and reports prepared by Storino and provided to the City, both written and electronic, shall become the property of the City.

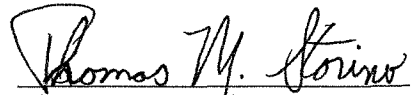
8. Term of Agreement.

This Agreement shall commence on July 1, 2017 and shall expire on June 30, 2020. The Agreement is renewable by the City, at its sole option, for a period of three (3) years upon such terms and fees as the parties may then agree.

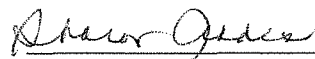
9. Entire Agreement.

This Agreement represents the entire Agreement of the parties, and the parties acknowledge that there are no other agreements, verbal or otherwise, which form a part of the parties' Agreement.

WHEREFORE, the parties have entered into this Agreement this \_\_\_\_ day of May, 2017.

A handwritten signature in black ink, appearing to read "Thomas M. Storino", written over a horizontal line.

Thomas M. Storino, P.L.S.,  
Individually and d/b/a  
Storino Geomatics Land Surveying  
Services & Consulting, PLLC

A handwritten signature in black ink, appearing to read "Sharon Addison", written over a horizontal line.

City of Watertown  
By: Sharon Addison  
City Manager

## Exhibit "A"

### ROUTINE RATES

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFFECTIVE 7/1/2017)	FEE (EFFECTIVE 7/1/2018)	FEE (EFFECTIVE 7/1/2019)
0.100	City/Village/Rural Survey - Up to 1.5 Acres	Set Corners, Map, Legal Description	\$997.00	\$1,059.00	\$1,120.00
0.101	City/Village/Rural Survey - Up to 1.5 Acres	Set Corners (Stake-out only)	\$690.00	\$730.00	\$770.00
0.102	City/Village/Rural Subdivision - 1 Lot, 2 Acres or Less	Set Corners, Map, Legal Description	\$1,380.00	\$1,430.00	\$1,480.00
0.103	City/Village/Rural Subdivision - 1 Lot, 2 to 5 Acres	Set Corners, Map, Legal Description	\$1,533.00	\$1,608.00	\$1,650.00
0.104	City/Village/Rural Subdivision - 1 Lot, Greater than 5 Acres	Set Corners, Map, Legal Description	TBD	TBD	TBD
0.105	City/Village/Rural Subdivision - More than 1 Lot	Set Corners, Map, Legal Description	TBD	TBD	TBD
0.106	City/Village/Rural Update - 1 Lot, 5 Acres or Less (5 Years old and newer)	Reset Corners, Map, Legal Description	\$590.00 - \$690.00 + (0.111)	\$630.00 - \$730.00 + (0.111)	\$670.00 - \$770.00 + (0.111)
0.107	City/Village/Rural Update - 1 Lot, Greater than 5 Acres (5 Years old and newer)	Reset Corners, Map, Legal Description	TBD	TBD	TBD
0.108	Wooded Parcel Survey - Greater than 1.5 Acres	Set Corners, Map, Legal Description	\$0.95/Ft. of Total Perimeter	\$0.95/Ft. of Total Perimeter	\$0.95/Ft. of Total Perimeter
0.109	Wooded Parcel Survey - Greater than 1.5 Acres	Set Corners, Map, Legal Description, Blazing/Painting	\$1.20/Ft. of Total Perimeter	\$1.20/Ft. of Total Perimeter	\$1.20/Ft. of Total Perimeter
0.110	Open Parcel Survey - Greater than 1.5 Acres	Set Corners, Map, Legal Description	\$0.85/Ft. of Total Perimeter	\$0.85/Ft. of Total Perimeter	\$0.85/Ft. of Total Perimeter
0.111	Monument Replacement	Reset Monument (Per Monument)	\$49.00	\$50.00	\$51.00
0.112	Line Monuments (Scheduled at time of survey.)	Additional Monuments set on line. (Per Monument)	\$56.00	\$57.00	\$58.00
0.117	Topographic Survey (street corridor)	Boundary & Topographic Survey, Mapping	\$1,750.00 / Acre	\$1,760.00 / Acre	\$1,770.00 / Acre
0.118	Topographic Survey (undeveloped open)	Topographic Survey, Mapping	TBD	TBD	TBD
0.119	Topographic Survey (undeveloped wooded)	Topographic Survey, Mapping	TBD	TBD	TBD
0.120	Topographic Survey (developed land)	Topographic Survey, Mapping	TBD	TBD	TBD

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**HOURLY RATES****Exhibit "A"**

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFFECTIVE 7/1/2017)	FEE (EFFECTIVE 7/1/2018)	FEE (EFFECTIVE 7/1/2019)
0.124	One-Man Survey Crew (Ground)	Per Hour (Billed at 1 Hour Minimum)	\$71.00	\$72.00	\$73.00
0.125	Two-Man Survey Crew (Ground)	Per Hour (Billed at 1 Hour Minimum)	\$119.00	\$120.00	\$121.00
0.126	One-Man Survey Crew (GPS)	Per Hour (Billed at 1 Hour Minimum)	\$86.00	\$87.00	\$88.00
0.127	Two-Man Survey Crew (GPS)	Per Hour (Billed at 1 Hour Minimum)	\$136.00	\$137.00	\$138.00
0.128	Two-Man Construction Crew (Ground or GPS)	Per Hour (Billed at 1 Hour Minimum)	\$169.00	\$170.00	\$171.00
0.129	NYS Prevailing Wage - Party Chief	NYS Prevailing Wage - Party Chief	TBD	TBD	TBD
0.130	NYS Prevailing Wage - Instrument Person	NYS Prevailing Wage - Instrument Person	TBD	TBD	TBD
0.131	NYS Prevailing Wage - Rod Person	NYS Prevailing Wage - Rod Person	TBD	TBD	TBD
0.132	On-Site or Court Testimony by PLS	Per Hour (Billed at 1 Hour Minimum)	\$157.00	\$158.00	\$159.00
0.133	Professional Land Surveyor	Per Hour (Billed at 1 Hour Minimum)	\$137.00	\$138.00	\$139.00
0.134	Survey Project Manager (Intermediate Rate)	Per Hour (Billed at 1 Hour Minimum)	\$91.00	\$92.00	\$93.00
0.135	Survey Technician (Routine Rate)	Per Hour (Billed at 1 Hour Minimum)	\$71.00	\$72.00	\$73.00
0.136	Administrative Assistant	Per Hour (Billed at 1 Hour Minimum)	\$36.00	\$37.00	\$38.00

**MISCELLANEOUS FEES**

CODE	PROFESSIONAL SERVICE	PROFESSIONAL SERVICE DESCRIPTION	FEE (EFFECTIVE 7/1/2017)	FEE (EFFECTIVE 7/1/2018)	FEE (EFFECTIVE 7/1/2019)
0.137	Additional Map Copies (Paper)	Price per copy. (Any Size)	\$5.00	\$5.00	\$5.00
0.138	Additional Map Copies (Paper) - Sealed	Price per copy. (Any Size)	\$12.00	\$12.00	\$12.00
0.139	Map Copies (Mylar) - Sealed	Price per copy. (8 1/2"x11" thru 11"x17")	\$45.00	\$45.00	\$45.00
0.140	Map Copies (Mylar) - Sealed	Price per copy. (18"x24" thru 30"x42")	\$80.00	\$80.00	\$80.00
0.141	Map Copies (Tyvek)	Price per copy. (Any Size)	\$20.00	\$20.00	\$20.00
0.146	Miscellaneous Line Item	Miscellaneous Line Item	TBD	TBD	TBD

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# CITY OF WATERTOWN, NEW YORK

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Phone (315) 785-7749 Fax (315) 782-9014

Dale Morrow  
Purchasing Manager

Res No. 4

---

## MEMORANDUM

---

**TO:** Honorable Mayor and City Council  
**FROM:** Dale Morrow, Purchasing Manager  
**SUBJECT:** Bid 2020-06 – 2020 CHIPS Sidewalk ADA Ramps Repair Project  
**DATE:** 04/24/20

---

The City's Purchasing Department advertised in the Watertown Daily Times on April 1, 2020, calling for sealed bids for the 2020 CHIPS Sidewalk ADA Ramps Repair Project. The project consists of repairing 42 City Sidewalk ADA ramps throughout the City. The successful contractor will be required to provide all labor, materials, machinery, tools, equipment and other means of construction necessary and incidental to the completion of the work shown, as per City specifications.

The 2020 CHIPS Sidewalk ADA Ramps Repair Project is part of the 2019-20 Capital Project, page 282 budgeted at \$280,000.

The Purchasing Department issued Invitations to Bid to Bid Net. The City received four (4) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on April 24, 2020, at 11:00 am local time. The bid tabulation for the bid is shown below.

2020 CHIPS Sidewalk ADA Ramps Repair Project	Concrete Slipform	Powis Contracting	Mellennium Construction	On Point Excavation & Consulting, LLC
	Canastota, NY	Copenhagen, NY	Niagara Falls, NY	Dexter, NY
Total Bid Price	\$264,160.00	\$432,442.00	\$348,650.00	\$141,561.72

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

Staff recommends that City Council award the bid for the 2020 CHIPS Sidewalk ADA Ramps Repair Project to **Concrete Slipform** in the amount of **\$264,160** as the most responsive responsible bidder. On Point Excavation & Consulting, LLC was the lowest bidder but they were not responsive to the bid. Key forms were not submitted with the bid packet. Concrete Slipform was awarded previous sidewalk projects with the City, and we are satisfied with their work. If there are any questions concerning this recommendation, please contact me at your convenience.

# RESOLUTION

Page 1 of 1

Accepting Bid for 2020 CHIPS  
Sidewalk ADA Ramps Repair Project

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

## *Introduced by*

WHEREAS the City Purchasing Department has advertised and received sealed bids for 2020 CHIPS Sidewalk ADA Ramps Repair Project, as per City specifications, and

WHEREAS bid invitations were also issued to Bid Net with four (4) sealed bids submitted to the Purchasing Department, and

WHEREAS on Friday, April 24, 2020, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS the City Purchasing Department reviewed the bids received with City Engineering, and it is their recommendation that the City Council accept the bid submitted by Concrete Slipform, Inc. in the amount of \$264,160,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Concrete Slipform Inc. in the amount of \$264,160 for 2020 CHIPS Sidewalk ADA Ramps Repair Project as the lowest qualified bidder meeting our specifications, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Concrete Slipform Inc.

## *Seconded by*

**CITY OF WATERTOWN  
CAPITAL BUDGET  
FY 2019/20 - FY 2023/24**

**Funding  
Source**

**FY 2019-20**

**FY 2020-21**

**FY 2021-22**

**FY 2022-23**

**FY 2023-24**

**GENERAL FUND - Infrastructure**

<b>Maintenance of Bridges</b>						
Vanduzee Street Bridge Rehabilitation	Operating Transfer	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Mill Street Bridge (South span) Rehabilitation	Operating Transfer	\$ -	\$ -	\$ 100,000	\$ -	\$ -
<b>Total Maintenance of Bridges</b>		<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Traffic Signals</b>						
Massey Street South /Stone Street Upgrade	Grant (CHIPS)	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Downtown Public Square Traffic Signal Coordination	Grant (80%) Operating Transfer (20%)	\$ 135,000	\$ 370,000	\$ -	\$ -	\$ -
Massey Street North / Coffeen Street Upgrade	Grant (CHIPS)	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Coffeen Street / Bellew Avenue Upgrade	Grant (CHIPS)	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Pearl Street/East Main Street/Starbuck Avenue Rebuild	Grant (CHIPS)	\$ -	\$ -	\$ 190,000	\$ -	\$ -
Main Street West / Leray Street Upgrade	Grant (CHIPS)	\$ -	\$ -	\$ -	\$ 90,000	\$ -
<b>Total Traffic Signals</b>		<b>\$ 205,000</b>	<b>\$ 505,000</b>	<b>\$ 190,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>

<b>Sidewalk Construction</b>						
Sidewalk Program - Special Assessment Districts	Property Owner (75%) / Operating Transfer (25%)	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Sidewalk Program - Community Development Block Grant Districts	Grant	\$ 240,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
ADA Ramps (CHIPS)	Grant	\$ 280,000	\$ -	\$ -	\$ -	\$ -
ADA Ramps (CDBG)	Grant	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Newell Street (Engine Street to Arch Street)	Debt	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 135,000	\$ -
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Total Sidewalk Construction</b>		<b>\$ 820,000</b>	<b>\$ 650,000</b>	<b>\$ 950,000</b>	<b>\$ 785,000</b>	<b>\$ 800,000</b>

<b>Storm Sewers</b>						
Newell Street (Engine Street to Arch Street)	Debt	\$ -	\$ -	\$ 410,000	\$ -	\$ -
Cooper Street Outfall Phase 2	Debt	\$ -	\$ -	\$ -	\$ 275,000	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 300,000
<b>Total Storm Sewers</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ 365,000</b>	<b>\$ 300,000</b>



# CITY OF WATERTOWN, NEW YORK

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Phone (315) 785-7749 Fax (315) 782-9014

Dale Morrow  
Purchasing Manager

Res Nos. 5 and 6

---

## MEMORANDUM

---

**TO:** Honorable Mayor and City Council  
**FROM:** Dale Morrow, Purchasing Manager  
**SUBJECT:** Bid 2020-08 – Ready Mix Concrete Products  
**DATE:** 04/18/20

---

The City's Purchasing Department advertised in the Watertown Daily Times on March 18, 2020, calling for sealed bids for the Ready Mix Concrete Products, as per City specifications.

The Purchasing Department issued Invitations to Bid to (4) prospective bidders and the City received two (2) sealed bid submittals. The Purchasing Department publicly opened and read the sealed bids on April 16, 2020, at 2:00 pm local time. The bid tabulation for the bid is shown below.

Description	Cranesville	Watertown Concrete
	Felts Mills, NY	Watertown, NY
4000 lb. Coarse Mix	\$112.00	\$125.00
4000 lb. Fine Mix	\$113.00	\$125.00
5000 lb. Fine Mix	\$119.00	\$129.00
4000 lb. Coarse Mix / Heated Concrete	\$122.00	\$135.00
4000 lb. Fine Mix / Heated Concrete	\$123.00	\$135.00
5000 lb. Fine Mix / Heated Concrete	\$129.00	\$139.00
733.0102 - Controlled Low Strength Material	\$94.00	\$100.00
Minimum Delivery Amount	7 cubic yards	3 cubic yards



City Engineering, Department of Public Works, and the Purchasing Department reviewed the responses to ensure that they complied with the specifications.

It is my recommendation that we split the award to each bid respondent as follows:

Cranesville Block Co., Inc. - All requirements (7) cubic yards and more for entire bid  
23903 Cemetery Rd.  
Felts Mills, NY 13638

Watertown Concrete - All requirements (3) cubic yards up to (7) cubic yards for entire bid  
24471 Route 12  
Watertown, NY 13601

If you have any questions regarding this recommendation, please feel free to contact me at your convenience.

**RESOLUTION**

Page 1 of 2

Accepting Bid for Ready Mix Concrete,  
Cranesville Block Company

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ready Mix Concrete products for use by various City Departments during Fiscal Year 2020-2021, and

WHEREAS invitations to bid were also sent to (4) prospective bidders with (2) bids received and publicly opened and read in the City Purchasing Department on Thursday, April 16, 2020, at 2:00 p.m., and

WHEREAS City Purchasing reviewed the bids received with the Engineering Department and the Department of Public Works, and it is their recommendation that the City Council accept the bid from Cranesville Block Company, Inc. as the lowest qualifying bidder for all requirements seven cubic yards and more:

Description	Cranesville Block Company, Inc.
	Felts Mills, NY
4000 lb. Coarse Mix	\$112.00
4000 lb. Fine Mix	\$113.00
5000 lb. Fine Mix	\$119.00
4000 lb. Coarse Mix / Heated Concrete	\$122.00
4000 lb. Fine Mix / Heated Concrete	\$123.00
5000 lb. Fine Mix / Heated Concrete	\$129.00
733.0102-Controlled Low Strength Material	\$94.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Cranesville Block Company, Inc. of Felts Mills, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Ready Mix Concrete products for use by various City Departments during Fiscal Year 2020-2021 for all requirements 7 cubic yards and more, and

## RESOLUTION

Page 2 of 2

Accepting Bid for Ready Mix Concrete,  
Cranesville Block Company

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Cranesville Block Company, Inc.

***Seconded by***

**RESOLUTION**

Page 1 of 2

Accepting Bid for Ready Mix Concrete,  
Watertown Concrete

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ready Mix Concrete products for use by various City Departments during Fiscal Year 2020-2021, and

WHEREAS invitations to bid were also sent to (4) prospective bidders with (2) bids received and publicly opened and read in the City Purchasing Department on Thursday, April 16, 2020, at 2:00 p.m., and

WHEREAS City Purchasing reviewed the bids received with the Engineering Department and the Department of Public Works, and it is their recommendation that the City Council accept the bid from Watertown Concrete as the lowest qualifying bidder for all requirements three cubic yards and less than seven cubic yards:

Description	Watertown Concrete
	Watertown, NY
4000 lb. Coarse Mix	\$125.00
4000 lb. Fine Mix	\$125.00
5000 lb. Fine Mix	\$129.00
4000 lb. Coarse Mix / Heated Concrete	\$135.00
4000 lb. Fine Mix / Heated Concrete	\$135.00
5000 lb. Fine Mix / Heated Concrete	\$139.00
733.0102-Controlled Low Strength Material	\$100.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Watertown Concrete of Watertown, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Ready Mix Concrete products for use by various City Departments during Fiscal Year 2020-2021 for all requirements 3 cubic yards and less than 7 cubic yards, and

## RESOLUTION

Page 2 of 2

Accepting Bid for Ready Mix Concrete,  
Watertown Concrete

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

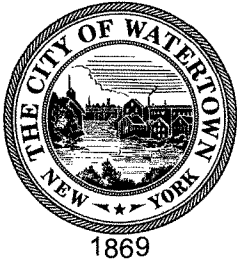
Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Watertown Concrete.

*Seconded by*



## CITY OF WATERTOWN, NEW YORK

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Dale Morrow  
Purchasing Manager

Res No. 7

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### MEMORANDUM

---

**TO:** Honorable Mayor and City Council  
**FROM:** Dale Morrow, Purchasing Manager  
**SUBJECT:** Bid 2020-09 – Truck Rental – Bid Recommendation  
**DATE:** 4/29/2020

---

The City's Purchasing Department advertised in the Watertown Daily Times on March 18, 2020, calling for sealed bids for a truck rental services for use by the Public Works Department as per City Specifications.

Bid Specifications were sent to three (3) area trucking companies. One (1) sealed bid was submitted to the Purchasing Department. The sealed bids were publicly opened and read on Thursday, April 16, 2020, at 11:00 am, local time. The bid tally is provided below:

Description	TJ Clement Construction Company, Inc.
	Watertown, NY
Hourly Rate	\$90.00

The bid, from TJ Clement Construction Company, Inc., was reviewed by the Public Works Department and the Purchasing Department to ensure that it met the required specifications. Although we only received one bid, research shows it to be reasonable. TJ Clement was awarded the Truck Rental Bid in 2015 for \$85.00 an hour. Council approved a CPI (Consumer Price Index) increase of 2.2% in June 2017 increasing their rate to \$86.70 per hour. It is recommended that we accept the bid proposal from TJ Clement Construction Company, Inc. for \$90.00 per hour.

This is a two-year contract will begin July 1, 2020 and end June 30, 2022, with the ability to renew the contract for three additional one-year contracts.

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

**RESOLUTION**

Page 1 of 1

Accepting Bid for Truck Rental Services,  
T.J. Clement Construction Company, Inc.

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***


---

WHEREAS the City Purchasing Department has advertised and received sealed bid for truck rental services for use by the Public Works Department, per City specifications, and

WHEREAS bid invitations were sent to three (3) area trucking companies, with one (1) sealed bid received and publicly opened and read in the City Purchasing Department on Wednesday, April 16, 2020, at 11:00 a.m., and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bid received with the Public Works Department, and it is their recommendation that the City Council accept the bid submitted by T.J. Clement Construction Company, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the bid submitted by T.J. Clement Construction Company, Inc. for truck rental services for use by the Public Works Department as the lowest qualifying bidder meeting our specifications in the amount of \$90.00 per hourly rate, and

BE IT FURTHER RESOLVED that the two-year contract will begin July 1, 2020 and end June 30, 2022, with the ability to renew the contract for three additional one-year contracts, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to T.J. Clement Construction Company, Inc.

***Seconded by***

April 27, 2020

To: The Honorable Mayor and City Council

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

Subject: Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2020

Each year, the City is required by the U.S. Department of Housing and Urban Development (HUD) to submit an Annual Action Plan that details the proposed uses of the City's Community Development Block Grant (CDBG) funding. The plan is required to be submitted by May 15, which is 45 days prior to the start of the new fiscal year. HUD has informed the City that our annual funding allocation for Program Year (PY) 2020 will be \$920,779.

The proposed Annual Action Plan was developed with extensive community outreach and input. Staff conducted outreach efforts with local constituency groups and presented an overview of the program and discussed project priorities at the February 11, 2020 City Council work session. Staff also discussed the program with Council members at the February 18, 2020 City Council meeting. The City Council held a public hearing on March 2, 2020 to solicit public comments regarding the development of funding priorities and projects to be included in the plan. In addition to the public hearing, Staff sent email correspondence to the partner agencies identified in our CDBG Citizen Participation Plan and discussed the proposed plan with our Citizens Advisory Board, Advantage Watertown, on February 13, 2020.

Based upon the consultation with local organizations and agencies, community outreach, and priorities of the City Council, Staff prepared the draft plan and published it March 24, 2020. A 30-day public comment period for the plan was held between March 24, 2020 and April 24, 2020 after a notice of the comment period was published in the *Watertown Daily Times*. Staff received no comments during the 30-day comment period.

A copy of the plan can be viewed in the online version of the City Council Agenda Package and on the City's website at the following address:  
<https://www.watertown-ny.gov/DocumentView.asp?DID=1903>

The budget allocation in the plan is as follows:



## **CDBG Program Year 2020 Proposed Budget**

### **Sources**

Program Year 2020 Entitlement Grant	\$920,779.00
-------------------------------------	--------------

<b>Total Funds Available for Allocation</b>	<b>\$920,779.00</b>
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### **Uses**

Tilden Street/Starbuck Avenue Sidewalk Project	\$250,000.00
North Side ADA Ramp Replacement Project Phase 2	\$100,000.00
Owner-Occupied Housing Rehab Program	\$215,000.00
Homebuyer Program	\$150,000.00
NDC Housing Stabilization Program	\$45,000.00
Homeless Assistance Point-In-Time Outreach & Education	\$8,500.00
Fair Housing Education	\$5,000.00
WCSD Food 4 Families Program	\$6,500.00
CDBG Target Area Smoke Detector Program	\$5,000.00
Planning – Zoning Ordinance Rewrite Phase 2	\$75,000.00
Program Administration	\$60,779.00

<b>Total Funds Proposed for Allocation</b>	<b>\$920,779.00</b>
--	---------------------

Now that the public comment period has concluded and the Annual Action Plan has been finalized, the City Council must adopt the plan so that Staff can submit it to HUD prior to May 15, 2020, which is our deadline for submission.

A resolution has been drafted for City Council consideration that adopts the Annual Action Plan for Program Year 2020 and authorizes its submission to HUD.

**RESOLUTION**

Page 1 of 2

Adopting the City of Watertown's  
Community Development Block  
Grant (CDBG) Program Annual Action  
Plan for Program Year 2020

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS on August 5, 2013, the City Council adopted a resolution authorizing the City of Watertown to become an Entitlement Grantee under the rules and regulations of the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG), and

WHEREAS, as an Entitlement Grantee, the City must adopt Annual Action Plans for its Housing and Community Development Program, and

WHEREAS Annual Action Plans have to be developed with community input and citizen participation, and

WHEREAS Staff conducted outreach efforts with local constituency groups and presented an overview of the program and discussed project priorities at the February 11, 2020 City Council work session and discussed the program with Council members at the February 18, 2020 City Council meeting, and

WHEREAS the City Council held a public hearing on March 2, 2020 to solicit public comments regarding the development of funding priorities and projects to be included in the plan, and

WHEREAS a draft of the Program Year 2020 Annual Action Plan was completed and published on March 24, 2020, and

WHEREAS the draft plan was made available to the public for review and was placed on the City's website, and

WHEREAS a 30-day public comment period for the plan was held starting on March 24, 2020, after a notice of the comment period was published in the *Watertown Daily Times*, and

WHEREAS the plan was finalized after the 30-day public comment period,

**RESOLUTION**

Page 2 of 2

Adopting the City of Watertown's  
Community Development Block  
Grant (CDBG) Program Annual Action  
Plan for Program Year 2020

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts the City of Watertown's CDBG Annual Action Plan for Program Year 2020 and authorizes the submission of the plan to HUD which allocates the CDBG funds as follows:

Tilden Street/Starbuck Avenue Sidewalk Project	\$250,000.00
North Side ADA Ramp Replacement Project Phase 2	\$100,000.00
Owner-Occupied Housing Rehab Program	\$215,000.00
Homebuyer Program	\$150,000.00
NDC Housing Stabilization Program	\$45,000.00
Homeless Assistance Point-In-Time Outreach & Education	\$8,500.00
Fair Housing Education	\$5,000.00
WCSD Food 4 Families Program	\$6,500.00
CDBG Target Area Smoke Detector Program	\$5,000.00
Planning – Zoning Ordinance Rewrite Phase 2	\$75,000.00
Program Administration	\$60,779.00
<b>Total Funds Proposed for Allocation</b>	<b>\$920,779.00</b>

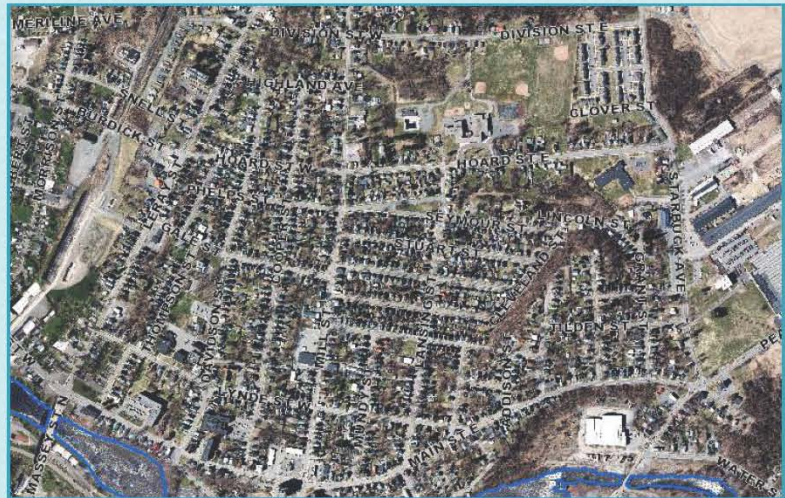
*Seconded by*

# Community Development Block Grant (CDBG) Entitlement Communities Program



Annual Action Plan  
Program Year 2020

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



## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

#### **1. Introduction**

This document represents the City of Watertown's Annual Action Plan for Program Year 2020 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 and developed a two-year Consolidated Plan to start the program. In 2016, the City developed its first five-year Consolidated Plan, which was written in conjunction with the North Country Home Consortium's (NCHC) Consolidated Plan. The NCHC represents a three county area consisting of Jefferson, Lewis and St. Lawrence counties and receives annual funding from the HOME Investment Partnership program. This plan is the fifth and final Annual Action Plan that has been developed using the five-year Consolidated Plan that covers Program Years 2016-2020.

The City's 2016-2020 Consolidated Plan goals include neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, fair housing education, homeless assistance, support of public services and job support and creation. The plan was developed through extensive public outreach and citizen participation that included two public meetings, a public hearing and individual outreach to numerous partner agencies identified in our Citizen Participation Plan.

The City's 2016 Annual Action Plan emphasized the City's three primary goals of neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership assistance. The projects identified to meet these goals included reconstructing sidewalks and ADA accessible sidewalk ramps as well as owner-occupied and rental housing rehabilitation programs along with a homebuyer program.

The City's 2017 Annual Action Plan continued to emphasize the three primary goals while still supporting the City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support. The projects identified to meet these goals included reconstructing sidewalks and ADA accessible sidewalk ramps, owner-occupied and rental housing rehabilitation programs, a homebuyer program, a Fair Housing Education project and assistance to the Watertown City School District's Backpack program, among others.

The City's 2018 Annual Action Plan emphasized two of the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. The projects identified for the year included the reconstruction of sidewalks, demolition of blighted property, owner-occupied and renter occupied rehabilitation of homes, installation of bus shelters, and a playground improvement project. The City's lower priority goals of Fair Housing

Education, Homeless Assistance and Public Services Support were also addressed through a variety of projects such as assisting the homeless with the Point-In-Time Outreach and Education Initiative, providing Fair Housing Education and assisting the Watertown City School District's Food4Families (Backpack) program that helps feed families in need .

Planning and Administration was also included in the 2018 plan. The City included funding for the overall administration of the CDBG Program and for the development of a Comprehensive Plan for the City. The City of Watertown received a grant from Empire State Development Corporation to fund a Comprehensive Plan for the City that will guide the City's development over the next 15-20 years. The City will use CDBG funds to complete the plan which will aid in the development of future annual action plans as well as help to guide the City's next five-year Consolidated Plan, which will be written soon after the completion of the Comprehensive Plan.

The City's 2019 Annual Action Plan emphasized the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation and Homeownership Assistance. The projects identified for the year to implement these goals included the reconstruction of sidewalks and ADA ramps, demolition of blighted property, rehabilitation of owner-occupied homes and homebuyer assistance. The City's lower priority goals of Homeless Assistance and Public Services Support were also addressed by assisting the homeless with the Point-In-Time Outreach and Education Initiative and assisting the Watertown City School District's Food4Families (Backpack) program that helps feed families in need.

Planning and Administration was also included in the 2019 plan. The City included funding for the overall administration of the CDBG Program and funding to begin a rewrite of our Zoning Ordinance. As noted above, the City used 2018 CDBG funds, along with other grant funding, to develop a Comprehensive Plan for the City that will guide the City's future development. The Zoning Ordinance is the primary tool to implement the Comprehensive Plan and the City's current zoning ordinance is extremely outdated. The City will use CDBG funds to complete Phase 1 of the rewrite, which will develop a new set of land use regulations that will aid in implementing the plan's vision, guiding principles and goals.

For 2020, the City will continue to work on many of the goals stated in the Consolidated Plan, including neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, Fair Housing, homeless assistance, and support of public services. The projects that have been identified to fulfill our neighborhood stabilization and revitalization goal will include a sidewalk project and an ADA ramp replacement project. The sidewalk and ramp programs have made significant positive impacts in terms of accessibility and walkability in the neighborhoods in which they have been completed to date and the proposed projects will continue that improvement in our CDBG target areas. Continuing the owner-occupied housing rehabilitation program and the NDC Housing Program will enable the City to meet the affordable housing rehabilitation goal while a homebuyer program will enable us to meet our homeownership assistance goals. The rehabilitation of homes and the purchase of homes by first time homebuyers throughout the City have made a tremendous impact by helping to eliminate blight and providing stability in our neighborhoods.



Our Planning and Administration goal will also be included in the 2020 Annual Action Plan with funding being allocated for the overall administration of the CDBG Program as well as additional funds for Phase 2 of the Zoning Ordinance Rewrite Project.

The City will concentrate its CDBG Program this year on three high priority needs; decent affordable housing, homeownership, and public infrastructure improvements. These needs address three important goals from our Consolidated Plan: neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership. The City will also address several of our lower priority needs including fair housing, support of public services and homeless prevention.

**City of Watertown CDBG Target Areas**

**CDBG Target Areas**

- Downtown
- East
- Near East
- Near West
- Northeast
- Northwest

0 0.5 1 Miles

### **3. Evaluation of past performance**

The City of Watertown is beginning its seventh year of being a CDBG Entitlement Community. During the first six years as a CDBG Entitlement Community, the City has had success with implementing a number of neighborhood stabilization and revitalization initiatives and affordable housing rehabilitation projects. The City has completed several infrastructure improvements including sidewalk construction projects and the replacement of ADA ramps. Our owner-occupied and rental housing rehabilitation programs have been very successful at helping local property owners rehabilitate their homes and we have assisted with the rehabilitation of two large multi-family housing developments as well. In addition, the City has worked to stop the spread of blight by demolishing a number of blighted structures and has implemented several public service programs and projects.

### **4. Summary of Citizen Participation Process and consultation process**

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2020 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 also 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 held a public hearing on March 2, 2020 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. Staff also presented an overview of the CDBG program and discussed the proposed Annual Action Plan with our Citizens Advisory Board, Advantage Watertown on February 13, 2020.

The citizen participation process also involved Staff participating in meetings and phone calls to continue to seek input and discuss the needs of the community related to housing, infrastructure improvements, public services, homelessness and planning.

After seeking this input, a draft Annual Action plan was published and a 30-Day public comment period was scheduled in order to gather additional input from citizens. The 30-Day public comment period was held from March 24, 2020 to April 24, 2020.

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**

During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations with individuals and organizations and through our meetings with the City Council. 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 transportation, improving neighborhoods and cleaning up blight. Specific project ideas suggested included improving the City's housing stock through an owner occupied rehabilitation program and providing funding assistance for rehabilitation of foreclosed homes. Neighborhood improvement suggestions included sidewalk and other infrastructure improvements. During the public hearing, a citizen made a request for infrastructure (paving) improvements to streets along the various CitiBus routes, to improve the ride while patrons are on the bus. Other specific project ideas included providing assistance to the Watertown City School District Food4Families Program and assisting the Points North Housing Coalition with the Point-In-Time Count of homeless in the area. As noted above, the City's 2020 Annual Action Plan was available for public comments during a 30-day public comment period that was held March 24, 2020 to April 24, 2020, after a notice of the comment period was published in the *Watertown Daily Times*.

## **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. Many of the comments and project idea suggestions were incorporated into the City's Annual Action plan, but there was one suggestion that was not accepted.

The suggestion not accepted was a request from a local citizen who requested infrastructure improvements in the form of repaving streets along the various bus routes throughout the City. While this is an excellent suggestion and one that would be eligible for CDBG funding, the City is not recommending allocating any funding for paving projects as part of the plan. Street paving and reconstruction projects can be extremely expensive and even just one small street reconstruction project could easily utilize all of the City's annual CDBG allocation. Given the other high priority needs identified in our Consolidated Plan, funding a street reconstruction that would utilize all or most of our annual CDBG resources would not be consistent with the plan. The City does however, have other sources of funding such as the New York State Consolidated Highway Improvement Program (CHIPS) that are utilized for paving and reconstruction throughout the City on an annual basis.

As mentioned above, all of the comments and suggestions that were received were considered by the City and most of the specific project ideas were incorporated into our Annual Action Plan, except one that was considered to be too expensive to be consistent with our annual spending goals for public infrastructure projects.

## **7. Summary**

The City of Watertown's plan for our seventh year as an entitlement community in the Community Development Block Grant Program is to focus on three high priority needs; decent affordable housing, homeownership, and public infrastructure improvements. These needs address three important goals from our Consolidated Plan: neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership. The City will also address several of our lower priority needs including fair housing, support of public services and homeless prevention.

The projects that have been identified to fulfill the three primary goals include an owner-occupied housing rehabilitation program, a foreclosed property rehabilitation program, a first time homebuyer program, sidewalk reconstruction and ADA ramp replacement. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, purchase smoke detectors for homes in our Target Area neighborhoods, conduct Fair Housing education and assist the Watertown City School District's Food 4 Families (backpack) Program that helps feed families in need.

Planning and Administration will also be included in the plan to provide funding for the overall administration of the program, as well as the second phase of a re-write of the City's Zoning Ordinance.

The City does not plan to designate a specific Target Area as its focus area for Program Year 2020, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

Several of the proposed projects for 2020 will be Citywide. The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, First Time Homebuyer and Owner-Occupied housing rehab, and Food 4 Families will all have citywide benefits.

## **PR-05 Lead & Responsible Agencies - 91.200(b)**

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

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	WATERTOWN	Planning Department

**Table 1 – Responsible Agencies**

### **Narrative**

The lead agency responsible for preparing the City of Watertown's Consolidated Plan and Annual Action Plans is the City of Watertown through its Planning and Community Development Department.

### **Consolidated Plan and Annual Action Plan Public Contact Information**

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## **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 HCV 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 2020 Annual Action Plan.

Input from private and governmental health, mental health and service agencies were 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 is a member of the Operations Committee, which has oversight of the Point in Time count. The Operations Committee holds a monthly meeting via conference call and City Staff has regularly participated in these meetings, gaining valuable information and knowledge that helped in developing this Annual Action 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, social agencies 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 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**

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. Agencies, groups, organizations and others who participated in the process and consultations**

See Table 2 below for a list of Agencies, groups, organizations and others who participated in the process and consultations.

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	ACR Health
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
2	<b>Agency/Group/Organization</b>	Advantage Watertown (Citizens Advisory Board)
	<b>Agency/Group/Organization Type</b>	Business Leaders Civic Leaders Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Advantage Watertown is a group of business and community leaders that serves in an advisory role to the City on a number of different issues and topics including community development, housing and economic development. Planning Staff gave a presentation to the members of the committee on February 13, 2020, asking for input on the 2020 program. Members were asked to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Members felt very strongly that projects should focus on neighborhood revitalization.

3	<b>Agency/Group/Organization</b>	Catholic Charities - Diocese of Ogdensburg
	<b>Agency/Group/Organization Type</b>	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
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
4	<b>Agency/Group/Organization</b>	Community Action Planning Council of Jefferson County
	<b>Agency/Group/Organization Type</b>	Housing Services-Health Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
5	<b>Agency/Group/Organization</b>	Development Authority of the North Country (DANC)
	<b>Agency/Group/Organization Type</b>	Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City regularly meets with representatives of DANC to coordinate efforts of the CDBG and North Country HOME Consortium programs. Contact was made via email on February 24, 2020 asking for additional input on the upcoming program.
6	<b>Agency/Group/Organization</b>	Jefferson County
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
7	<b>Agency/Group/Organization</b>	Jefferson County Public Health
	<b>Agency/Group/Organization Type</b>	Services-Health Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.



8	<b>Agency/Group/Organization</b>	Jefferson County DSS
	<b>Agency/Group/Organization Type</b>	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
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
9	<b>Agency/Group/Organization</b>	Jefferson County Office for the Aging
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
10	<b>Agency/Group/Organization</b>	Lewis County Opportunities, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
11	<b>Agency/Group/Organization</b>	Jefferson County Planning Department
	<b>Agency/Group/Organization Type</b>	Other government - County Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City regularly coordinates with representatives of the Planning Department as part of the North Country HOME Consortium program and CDBG programs. Contact was made via email on February 24, 2020.
12	<b>Agency/Group/Organization</b>	Neighbors of Watertown
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Neighbors of Watertown is the subrecipient for the City's CDBG housing programs. Regular contact is made with them on the status of those projects as well as future needs. Numerous meetings were held and emails exchanged to discuss the 2020 program and needs for the coming year.
13	<b>Agency/Group/Organization</b>	Northern New York Community Foundation
	<b>Agency/Group/Organization Type</b>	Business Leaders Civic Leaders Business and Civic Leaders Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
14	<b>Agency/Group/Organization</b>	Northern Regional Center for Independent Living
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
15	<b>Agency/Group/Organization</b>	Town of Pamela
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
16	<b>Agency/Group/Organization</b>	Transitional Living Services of Northern NY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.

17	<b>Agency/Group/Organization</b>	Watertown Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
18	<b>Agency/Group/Organization</b>	Watertown Local Development Corporation
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
19	<b>Agency/Group/Organization</b>	Watertown Urban Mission
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
20	<b>Agency/Group/Organization</b>	North Country Family Health Center
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
21	<b>Agency/Group/Organization</b>	Fort Drum Regional Health Planning Organization
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
22	<b>Agency/Group/Organization</b>	Town of LeRay
	<b>Agency/Group/Organization Type</b>	Other government – Local
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
23	<b>Agency/Group/Organization</b>	Credo Community Center for the Treatment of Addiction
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
24	<b>Agency/Group/Organization</b>	Disabled Persons Action Organization
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
25	<b>Agency/Group/Organization</b>	Points North Housing Coalition
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City regularly attends the Points North Housing Coalition meetings. Once again this year, the City received a request for assistance in a joint Point in Time outreach and education initiative. The initiative would involve a small marketing campaign consisting of television and newspaper advertisements in the weeks preceding the annual Point in Time Count of the homeless population. The advertising would raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of the PIT events being sponsored by the PNHC. It would also offer those attending a chance to find out about homeless services in addition to being included in the PIT count.
26	<b>Agency/Group/Organization</b>	Jefferson County Industrial Development Agency
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.
27	<b>Agency/Group/Organization</b>	Town of Watertown
	<b>Agency/Group/Organization Type</b>	Other government – Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on February 24, 2020.

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

The City compiled an extensive outreach list and contacted each of agencies on the list via email. 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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	HUD	The annual homeless persons count helps to better inform the number homeless individuals in the surrounding areas.
LWRP	City of Watertown	Strengthening pedestrian connectivity within the City's six LMI Target Areas as well as between the City's river parks overlaps with the goals of both the Local Waterfront Revitalization Program to build continued interesting the Black River and the City's goals of improving connectivity of the overall pedestrian network.

**Table 3 - Other local / regional / federal planning efforts**

## **AP-12 Participation - 91.401, 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 2020 Annual Action Plan included extensive outreach to several 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 City's low-to-moderate income population. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

On the evening of February 11, 2020, the City Planning Department presented to the City Council during a Work Session. The presentation updated the Council members on CDBG accomplishments over the last year and encouraged participation in the planning process for the City's Community Development Block Grant program 2020 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, explained the role of locating projects in target areas to meet a national objective, and encouraged the Council members to share their ideas and help identify priorities and areas of concern.

The Council expressed interest in continuing the housing and sidewalk programs that have been funded in the past through CDBG. The Council also asked questions about potentially using CDBG funds to pay for community policing and discussion ensued about how that would only be a permissible activity in target areas and would be limited to foot patrols.

Three weeks later, the City Council held a public hearing on March 2, 2020 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan. One resident spoke to inquire if the City could use CDBG funds for street maintenance and repair and said that road conditions along one particular bus route was particularly bad. Staff explained that although street reconstruction was an eligible use, it would be an inefficient way to spend the money, as such projects are very expensive and reconstructing even a small segment of road would use the majority of funding in a given program year. Discussion ensued about other infrastructure projects the City undertakes with CDBG funds; specifically sidewalk and ADA curb ramp reconstruction, which cost less and enable the City to make impactful improvements each year.

In addition to the initial outreach and the public hearing and public meetings, City Staff participated in further 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 obtaining as much input as possible, the City published a draft Annual Action plan and held a 30-Day public comment period.



The citizen participation process was extremely beneficial to Staff as it reinforced findings from previous years' public meetings and allowed the City to develop its Annual Action Plan accordingly. It also allowed City Council members and citizens to learn more about the CDBG program.

## 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	Local Public Agencies	On February 24, 2020, 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 2, 2020. Over 25 agencies were contacted as part of this outreach effort.	The City of Watertown did not receive any responses to this email.	The City of Watertown did not receive any responses to this outreach. As such the City did not reject any comments.	

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	City Council Work session	Members of City Council and meeting attendees	On the evening of February 11, 2020, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2020 Annual Action Plan. Attendance included City Council members, the City Manager, Deputy City Clerk and various City staff.	The City Council expressed interest in continuing the housing and sidewalk programs that have been funded in the past through CDBG. The Council also asked questions about potentially using CDBG funds to pay for community policing and discussion ensued about how that would only be a permissible activity in target areas and would be limited to foot patrols. Discussion also took place regarding the City's obligations to HUD as a condition of receiving the funds, such as completing a Consolidated Plan every five years, completing a Consolidated Annual Performance and Evaluation Report (CAPER) every year and spending CDBG funding in a timely manner. Further discussion took place regarding certain limits on the percentages of funding the City could spend on certain activities, such as 15 percent on Public Facilities and 20 percent on Planning and Administration.	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)
3	Public Hearing	Non-targeted/ broad community	On the evening of March 2, 2020, City Council held a public hearing in Council Chambers at City Hall to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.	One resident spoke to inquire if the City could use CDBG funds for street maintenance and repair and said that road conditions alone one particular bus route was particularly bad. No other comments were received.	The City only received one comment at this Public Hearing. The expensive nature of street reconstruction made it impractical to address given the amount of funds available to budget within a 12-month Annual Action 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	Advisory Board	Citizen Community Leaders	On February 13, 2020, Planning Staff gave a presentation on the CDBG program to members of Advantage Watertown, a group of private and public sector community leaders that serve as an advisory board to the City Council. Staff requested input from members on the program. Approximately 12 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the projects proposed for the 2020 Annual Action Plan.	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 – 91.420(b), 91.220(c) (1, 2)

#### Introduction

The City of Watertown is receiving funds from the CDBG program as an Entitlement Community for the seventh year. Program Year 2020 will be the fifth and final year of funding under our 2016-2020 Consolidated Plan. The City has been notified by HUD that the annual allocation for our CDBG program will be \$920,779.

#### 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	\$920,779	\$0	0	\$920,779	\$0	This is the City's annual allocation from HUD for the CDBG program.

**Table 4 - 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 undergo evaluation for potential improvement and use as neighborhood public facilities or housing for low and moderate income persons. Occasionally, the City obtains property through the tax foreclosure process. 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. The City is also including a project that will provide funding specifically for tax-foreclosed properties. The City will use this funding to help stabilize the properties until a full redevelopment plan is developed and to assist with needed environmental remediation.

**Discussion**

The City of Watertown will be starting its seventh year as an Entitlement Community under the CDBG program. The city still has unspent funds from the previous years but expects to continue to draw down that funding and complete several projects by the end of Program Year 2020. For 2020, the City expects to be awarded \$920,779 in CDBG Entitlement funding from HUD.

## 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	Neighborhood Stabilization and Revitalization	2016	2020	Non-Housing Community Development	Near East Northwest	Public Infrastructure Improvements Blight Elimination	CDBG: \$350,000	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 1606 Persons Assisted.
2	Affordable Housing Rehabilitation	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing	CDBG: \$260,0000	Homeowner Housing Rehabilitated: 8 Household Housing Units  Foreclosure stabilization: 5 units
3	Homeownership Assistance	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing  Homeownership	CDBG: \$150,000	Direct Financial Assistance to Homebuyers:  6 Households Assisted



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Fair Housing Education	2016	2020	Fair Housing	Downtown Near East East Northeast Northwest West	Fair Housing Education	CDBG: \$5,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
5	Homeless Assistance	2016	2020	Homeless	Downtown Near East East Northeast Northwest West	Homeless Prevention	CDBG: \$8,500	Homelessness Prevention: 10 Persons Assisted
6	Public Services Support	2016	2020	Non-Homeless Special Needs	Downtown Near East East Northeast Northwest West	Support of Public Services	CDBG: \$11,500	Public service activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted
7	Planning and Administration	2016	2020	Planning and Administration	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership Pub. Infrastructure Blight Elimination Economic Dev. Fair Housing Public Services Homeless Prev.	CDBG: \$135,779	Other: 1 Other

**Table 5 - Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Neighborhood Stabilization and Revitalization
	<b>Goal Description</b>	Low and moderate income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Examples of public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, utilities, neighborhood facilities, facilities for persons with special needs and handicapped accessibility projects.
2	<b>Goal Name</b>	Affordable Housing Rehabilitation
	<b>Goal Description</b>	Rehabilitate owner-occupied and vacant foreclosed properties for low and moderate income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	<b>Goal Name</b>	Homeownership Assistance
	<b>Goal Description</b>	Provide homeownership assistance to low and moderate income families to increase the number of owner occupied households and to help stabilize and revitalize neighborhoods throughout the City. Priority will be given to first responders who meet the income requirements.
4	<b>Goal Name</b>	Fair Housing Education
	<b>Goal Description</b>	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.
5	<b>Goal Name</b>	Homeless Assistance
	<b>Goal Description</b>	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness.

<b>6</b>	<b>Goal Name</b>	Public Services Support
	<b>Goal Description</b>	Support agencies that are working to address social issues and concerns within the community.
<b>7</b>	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	Planning and administration of the grant.

**Table 6 – Goal Descriptions**

## **AP-35 Projects - 91.420, 91.220(d)**

### **Introduction**

For Program Year 2020, the City plans to address the three primary goals identified in our Consolidated Plan; Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation and Homeownership Assistance. The City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support will also be addressed in our plan through a variety of projects, but at a much smaller funding level than the higher priority needs.

The City has identified the following projects to fulfill the three primary goals that the City plans to address this year: an owner-occupied housing rehabilitation program, a homebuyer program, a housing stabilization program, sidewalk and ADA ramp reconstruction. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, conduct Fair Housing education, implement a target area smoke detector program and assist the Watertown City School District's Food4Families program that helps feed families in need.

Planning and Administration will also be included in the plan and will provide funding for the overall administration of the CDBG Program and the second phase of a re-write of the City's Zoning Ordinance.

#	Project Name
1	Owner-Occupied Housing Rehabilitation 2020
2	Homebuyer Program 2020
3	Tilden St./Starbuck Ave. Sidewalk Project
4	North Side ADA Ramp Replacement Project Phase 2
5	Point-In-Time Outreach and Education Initiative 2020
6	Fair Housing Education
7	WCSD Food4Families 2020
8	Planning – Zoning Ordinance Update Phase 2
9	Program Administration
10	NDC Housing Stabilization Program
11	Target Area Smoke Detector Program

**Table 7 – Project Information**

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

In developing the projects for our Annual Action Plan, the City put the most emphasis on the three highest-priority needs that were identified during our citizen participation and outreach initiatives. The three highest-priority needs that were identified include decent affordable housing, homeownership and neighborhood stabilization and revitalization. Approximately 83 percent of our available funding for this program year has been allocated to address these top priorities. The City will use the remaining funding for planning and administration and addressing our lower priority needs, including Fair Housing, supporting public services and homeless assistance.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Owner-Occupied Housing Rehabilitation Program 2020
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	<b>Needs Addressed</b>	Decent Affordable Housing
	<b>Funding</b>	CDBG: \$215,000
	<b>Description</b>	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4 unit owner-occupied properties within the City.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates that 2020 Owner-Occupied Rehabilitation funds will assist approximately eight low to moderate income families.
	<b>Location Description</b>	The project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	The Owner-Occupied Housing Rehabilitation Program will offer loans and/or grants to low and moderate income homeowners to rehabilitate their 1-to-4 unit homes.

2	<b>Project Name</b>	Homebuyer Program 2020
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization Homeownership Assistance
	<b>Needs Addressed</b>	Homeownership
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	This project will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for home-ownership throughout the City, with an emphasis on our CDBG target areas. Priority for funding will be given to City police officers and firemen that meet the income qualifications.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist approximately six low to moderate income families.
	<b>Location Description</b>	The project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	The Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home.

3	<b>Project Name</b>	Tilden Street - Starbuck Avenue Sidewalk Project 2020
	<b>Target Area</b>	Northwest
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$250,000
	<b>Description</b>	The City will reconstruct approximately 1,300 linear feet of dilapidated sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. As part of this work, the City will install approximately 800 linear feet of new sidewalks along the project limits where walks currently do not exist. The City will reconstruct approximately 620 linear feet of sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. Reconstruction and installation of sidewalks will improve pedestrian travel in the City's Northwest Target Area. Due to the nature of sidewalk construction work, the necessary removal of specific trees along the project area has been identified. The City will include tree planting where appropriate.
	<b>Target Date</b>	06/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates that 738 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Groups and the LMI percentage for the Block Groups that the project covers.
	<b>Location Description</b>	The City will reconstruct approximately 1,300 linear feet of dilapidating sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. As part of this work, the City will install approximately 800 linear feet of new sidewalks along the project limits where walks currently do not exist. The City will reconstruct approximately 620 linear feet of sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. This project is located in Census Tract 613, characterized as having a low to moderate income population of 83.97 percent.

	<b>Planned Activities</b>	The City will reconstruct approximately 1,300 linear feet of dilapidated sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. As part of this work, the City will install approximately 800 linear feet of new sidewalks along the project limits where walks currently do not exist. The City will reconstruct approximately 620 linear feet of sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. Reconstruction and installation of sidewalks will improve pedestrian travel in the City's Northwest Target Area. Due to the nature of sidewalk construction work, the necessary removal of specific trees along the project area has been identified. The City will include tree planting where appropriate.
<b>4</b>	<b>Project Name</b>	North Side ADA Ramp Replacement Project Phase 2
	<b>Target Area</b>	Northwest Northeast
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction. The project will provide 31 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. 24 of the 31 proposed ramps will be in Census Tract 614, in the northwest quadrant of the City, which has an estimated Disability Rate of 21.9 percent, the highest of any Census Tract in the City according to 2013-2017 American Community Survey (ACS) 5-year Estimates. The remaining seven will go along Meadow Street South in a Block Group that was formerly part of the Near West Target Area. 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.
	<b>Target Date</b>	6/30/2021



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates that 868 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages across the four Block Groups where the new ramps will be installed. However, the primary beneficiaries of the 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 estimate accurately the number of elderly and severely disabled persons who will ultimately utilize the improvements.
	<b>Location Description</b>	The project will mostly take place at various intersections along Leray Street and Gale Street on the City's north side, with the remainder taking place at various intersections along Meadow Street South on the City's south side.
	<b>Planned Activities</b>	The City proposes to construct 31 ADA accessible sidewalk ramps that will serve to remove barriers and enhance the mobility of, and accessibility to, severely disabled persons. The work will consist of constructing ramps, landings, curbing, sidewalk transitions, as well as installing tactile warning plates and other related work.

5	<b>Project Name</b>	Point-in-Time Outreach and Education Initiative 2020
	<b>Target Area</b>	Downtown, Near East, East, Northeast, Northwest, West
	<b>Goals Supported</b>	Homeless Assistance
	<b>Needs Addressed</b>	Homeless Prevention
	<b>Funding</b>	CDBG: \$8,500
	<b>Description</b>	The Point-In-Time Outreach and Education Initiative involves the implementation of a small marketing campaign consisting of television and newspaper advertising to be run through the month of January 2021, in the weeks preceding the annual Point-In-Time (PIT) Count of homeless. The PIT Count is conducted annually by the Points North Housing Coalition (PNHC). The advertising campaign would raise awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to being included in the PIT Count.
	<b>Target Date</b>	1/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates that this project will assist ten homeless families.
	<b>Location Description</b>	The project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	This project involves conducting a small marketing campaign consisting of television, radio, newspaper and internet advertising in advance of the annual Point-in-Time (PIT) count. The PIT is done by the Points North Homeless Housing Coalition (PNHC) to count the number of persons homeless on the HUD selected date in January. The advertising campaign will raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to be included in the PIT count.

6	<b>Project Name</b>	Fair Housing Education 2020
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Fair Housing Education
	<b>Needs Addressed</b>	Fair Housing Education
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	The City of Watertown proposes to undertake a Fair Housing Education Project aimed at informing citizens of their Fair Housing rights and educating staff. This informational campaign will include, but not necessarily be limited to advertising and outreach, as well as in-person and/or online teaching sessions. Lack of knowledge of Fair Housing rights on the part of both tenants and housing providers was identified as an impediment in the City's Analysis of Impediments to Fair Housing. This education and outreach program will help to increase awareness and understanding of Fair Housing rights in the community.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates that 25 families will benefit from the proposed project.
	<b>Location Description</b>	The project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	The project will consist of an informational campaign to include advertising and outreach, as well as in-person teaching sessions.

7	<b>Project Name</b>	Watertown City School District Food 4 Families Program 2020
	<b>Target Area</b>	Downtown, Near East, East, Northeast, Northwest, West
	<b>Goals Supported</b>	Public Services Support
	<b>Needs Addressed</b>	Support of Public Services
	<b>Funding</b>	CDBG: \$6,500
	<b>Description</b>	This project will provide funding for the Watertown City School District (WCSD) backpack program, Food 4 Families. The Program provides impoverished children and their families with a backpack full of food each Friday so they have food to eat over the weekend. This enables them to be better prepared and ready to learn when the new school week starts. The long term goals of the program include improving scores, attendance, graduation rates, etc. The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 16-17, the school district reported 68% of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 140 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	<b>Target Date</b>	4/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist approximately 42 low to moderate income families, over the course of 40 weeks.
	<b>Location Description</b>	The program will service all schools in the Watertown City School.
	<b>Planned Activities</b>	The Watertown City School District Food 4 Families Program will provide food for approximately 42 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.

8	<b>Project Name</b>	Zoning Ordinance Re Write Phase 2
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	The City of Watertown proposes to apply CDBG funds towards Re-Writing the City's Zoning Ordinance. The City's current Zoning Ordinance dates to 1959 and is in critical need of replacement. Last year, the City programmed PY 2019 CDBG funds toward re-writing the Zoning Ordinance, and this funding will complete the project. This proposed Zoning re-write represents the primary means to implement the Comprehensive Plan.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	This project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	The City will use CDBG funds to retain a consultant for the purpose of re-writing the City's outdated Zoning Ordinance.

9	<b>Project Name</b>	Program Administration 2020
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention
	<b>Funding</b>	CDBG: \$60,779
	<b>Description</b>	This project is for the administration of the CDBG Program.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	This covers wherever the CDBG funds will be spent.
	<b>Planned Activities</b>	The City will administer the CDBG Program.

<b>10</b>	<b>Project Name</b>	NDC Housing Program 2020
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	<b>Needs Addressed</b>	Decent Affordable Housing
	<b>Funding</b>	\$45,000
	<b>Description</b>	Occasionally, the city obtains property through the tax foreclosure process. 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. This project that would provide funding specifically for tax foreclosed properties. The funding would be utilized to help stabilize the properties until a full redevelopment plan is put in place and to assist with needed environmental remediation.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist approximately five low to moderate income families.
	<b>Location Description</b>	This project will take place throughout the City of Watertown
	<b>Planned Activities</b>	The City will use funds to stabilize tax-foreclosed properties until a redevelopment plan is put in place.

<b>11</b>	<b>Project Name</b>	Target Area Smoke Detector Program
	<b>Target Area</b>	Downtown Near East East Northeast Northwest West
	<b>Goals Supported</b>	Public Services Support
	<b>Needs Addressed</b>	Support of Public Services
	<b>Funding</b>	\$5,000
	<b>Description</b>	The funds will be used to purchase smoke detectors, and then will be installed by members of the City of Watertown Fire Department, in homes that do not have working smoke detectors that are within one of the City's Target Area neighborhoods. The Fire Department personnel will educate the occupants on the importance of having working smoke detectors in their home after they have installed them.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 50 families will be assisted.
	<b>Location Description</b>	This project will take place in the City of Watertown, in Target Area neighborhoods where LMI is 51% or greater.
	<b>Planned Activities</b>	The City will use funds to purchase smoke detectors.



## **AP-50 Geographic Distribution - 91.420, 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 does not plan to designate a specific Target Area as its focus area for Program Year 2020, instead giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

The majority of the proposed projects for 2020 will be Citywide. The Owner-Occupied housing rehabilitation, Homebuyer Program, Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, the Food 4 Families Program, Zoning Ordinance Update Phase 2, NDC Housing Program will all have citywide benefits. The City anticipates that Target Area Smoke Detector Program will have benefits across all six Target Areas.

The North Side ADA Accessible Ramp Replacement Project Phase 2 will focus on Census Tracts 614 (north side), as 24 of the 31 ramps proposed for replacement are in this Census Tract. The remaining seven ramps are in the southwest section of the City. Since Target Areas align with Block Groups and not entire Census Tracts, many of the proposed ramp locations are outside of Target Areas. Some of these are immediately adjacent to Target Areas and will still benefit residents of those Target Areas while many are further away in non-targeted parts of the City.

As such, the City is designating that approximately 60 percent of funds for this project will pay for ramps in non-targeted areas and that the Northeast and Northwest Target Areas will each receive 20 percent of its distribution. The money allocated to replace ADA ramps in non-targeted areas represents approximately 7 percent of the total Annual Action Plan expenditures. Therefore the values in the “Percentage of Funds” table immediately below will only add up to 93 percent, as it only tabulates spending within Target Areas.

Finally, the Tilden Street/Starbuck Avenue Sidewalk Project will take place within the Northeast Target Area, and has the largest budget of any project in Program Year 2020; accounting for that area’s much larger percentage of funds than the other five.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Downtown	10
Near East	10
East	10
Northeast	40
Northwest	13
Near West	10

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

In Program Year 2017, the City decided to focus on the Near East Target Area in an effort to make our CDBG Program efforts more impactful and visible. In PY 2018 and PY 2019, the City selected projects based upon maximum impact, and will continue that strategy in PY 2020.

In addition, Neighbors of Watertown, the City's sub-recipient responsible for implementing the Owner-Occupied Rehabilitation and Homebuyer Programs, has a long waitlist of applicants for this assistance. Many applicants have been on this list for over a year or more, and position on the waitlist will take precedence over geographic location when selecting recipients of this assistance.

This strategy also allows greater flexibility in selecting the most appropriate ADA ramps and sidewalks for reconstruction.

### **Discussion**

Although the City will again not designate a focus area for PY 2020, the City anticipates spending the majority of funds in the Northeast and Northwest Target Areas, as these are where the City has identified the most impactful potential projects, particularly sidewalks and ADA ramps.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

CDBG funded activities for this program year will address the following:

#### **Actions planned to address obstacles to meeting underserved needs**

The City's owner-occupied housing program will help to improve the quality of the housing stock in the City by providing assistance to those who otherwise could not afford it. The Food4Families Program will provide food to students and families in some of the City's poorest areas.

#### **Actions planned to foster and maintain affordable housing**

The owner-occupied housing program will also help to maintain affordable housing in the community. The owner-occupied program will help rehabilitate ten homes. The homebuyer program will allow families to purchase a home that otherwise would not be able to afford to own a home of their own.

#### **Actions planned to reduce lead-based paint hazards**

The housing rehabilitation program 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 help to reduce the cost of living for poverty level families.

#### **Actions planned to develop institutional structure**

The City of Watertown Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the program requires constant communication and coordination with numerous City departments and agencies. Within the Planning and Community Development Department, CDBG duties and program areas (housing, public improvements and public services) have been divided among all staff members. This provides staff the ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the department is not left in a difficult position in the event of staff changes.

Planning Staff has also involved members of the City's GIS Department in spatial analyses related to planning efforts for the CDBG program. Planning Staff works closely with GIS Staff to educate them about the CDBG program so that the GIS Department can continue to contribute to the City's administration of the CDBG program.

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

As part of our 2020 Annual Action Plan, the City is collaborating with the Points North Housing Coalition on the Point-In-Time Outreach and Education Initiative to bring awareness to and to help end homelessness in the community. The City will also collaborate with CNY Fair Housing to provide Fair Housing services. The City has a sub-recipient agreement with Neighbors of Watertown, a not-for profit housing agency, to administer the housing programs funded with CDBG funds.

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 actions listed above, the City will direct funding toward infrastructure replacement and new infrastructure construction, including new sidewalks and ADA ramps.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

The City's rental rehabilitation program is the only source of program income for our entitlement community. The payments received to date have been spent with our next drawdown and we do not anticipate having any program income on hand at the end of this program year that has not been reprogrammed.

#### 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
<b>Total Program Income:</b>	<b>\$0</b>

#### 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.	85.00%

#### Discussion

We expect that approximately 85 percent of the available funds for the program year will benefit low and moderate income persons. We will use a 1-year period to determine the overall benefit for Program Year 2020.

April 28, 2020

To: The Honorable Mayor and City Council

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

Subject: Readopting the Citizen Participation Plan for the Community Development Block Grant Program

One of the requirements of the Community Development Block Grant (CDBG) Program is the adoption of a Citizen Participation Plan. The Citizen Participation Plan details how the City plans to involve residents, community organizations and agencies as the City develops its Consolidated Plan and Annual Action Plans for the CDBG Program. The City has a Citizen Participation Plan that the City Council adopted on March 17, 2014

The United States Department of Housing and Urban Development (HUD) recently performed a monitoring visit of the City's CDBG program and one of the tasks that HUD identified for the City was to amend the City's adopted Citizen Participation Plan to include language defining a Low-to-Moderate Income (LMI) Neighborhood. Planning Staff added that language and subsequently took the opportunity to review the plan in its entirety and make other minor updates and edits where appropriate.

The draft version of the City's updated Citizen Participation Plan was published on February 12, 2020. Staff then published a notice of the required 30-day public comment period for the plan in the February 13, 2020 edition of the Watertown Daily Times. The 30-day public comment period took place from February 14, 2020 through March 15, 2020.

During this comment period, Staff made copies of the plan available for public viewing at City Hall, the Flower Memorial Library, at the Watertown Housing Authority main office at 140 Mechanic Street and on the City's web site as required. A copy of the plan is attached for your review.

Staff also published a public hearing notice in the February 28, 2020 edition of the Watertown Daily Times. The City Council held the public hearing on the proposed plan on March 16, 2020. During the 30-day public comment period and during the public hearing, the City did not receive any comments on the draft Citizen Participation Plan.

Staff also distributed a digital copy of the plan on March 25, 2020 to each of the local constituency groups and organizations identified within the plan and did not receive any subsequent comments.

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

**RESOLUTION**

Page 1 of 1

Readopting the Citizen Participation Plan for the  
Community Development Block Grant Program

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

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

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

WHEREAS the United States Department of Housing and Urban Development (HUD), during a recent monitoring visit to the City of Watertown, identified the need to amend the City's adopted Citizen Participation Plan for the program to include language defining a Low-to-Moderate Income (LMI) Neighborhood, and

WHEREAS the City's draft Citizen Participation Plan was published on February 12, 2020 and copies were made available for public viewing at City Hall, the Flower Memorial Library, the Watertown Housing Authority main office, and on the City's web site, and a 30-day public comment period took place from February 14, 2020 to March 15, 2020, and

WHEREAS a public hearing notice was published in the *Watertown Daily Times* and the City Council held a public hearing on the proposed plan at its meeting on March 16, 2020, and

WHEREAS during the 30-day public comment period and during the public hearing, the City received no public comments on the draft Citizen Participation Plan, and

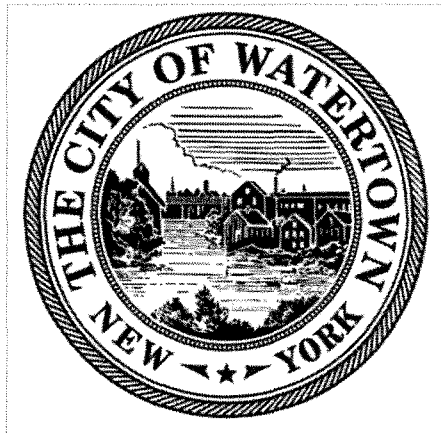
WHEREAS a digital copy of the draft was distributed to local constituency groups and organizations identified in the plan on March 25, 2020 and no comments received in the 30 days thereafter,

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

***Seconded by***

# CITIZEN PARTICIPATION PLAN

City of Watertown, New York  
Community Development Block Grant Program



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

Prepared by the City of Watertown Planning Office  
Published: February 12, 2020  
Date of Adoption:



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



**Introduction**

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

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

**Targeted Groups and Populations for Citizen Participation**

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

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

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

#### Citizen Comment on the Citizen Participation Plan and Amendments

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

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

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

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

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

### **Citizen Comment on the Consolidated Plan and Annual Action Plans**

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

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

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

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

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

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

### **Citizen Comment on the Consolidated Annual Performance and Evaluation Report**

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

1. The City Planning Office will complete the draft CAPER and make copies of it available for public viewing at the following locations:
  - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
  - City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
  - City of Watertown's website at [www.watertown-ny.gov](http://www.watertown-ny.gov)
  - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
  - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

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

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

### **Substantial Amendments to the Consolidated Plan and Annual Action Plan**

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

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

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

Changes that are not considered substantial amendments:

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

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

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



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

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

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

### **Standard Policies and Procedures for Citizen Participation**

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

1. Availability to the Public – The City shall keep all drafts and final documents related to the City's CDBG Program including the Citizen Participation Plan, the Consolidated Plan, Substantial Consolidated Plan Amendments, the Annual Action Plan and the CAPER, and make them available at the following locations:

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

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

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

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

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

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

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

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

### **Anti-Displacement Policies**

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

### **Program Year and Citizen Participation Schedule**

Start of Program Year – July 1<sup>st</sup>

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

### **Summary of Public Comments Received on the Citizen Participation Plan**

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

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

Public Hearings – 7:30 p.m.

April 29, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Public Hearings for 2020-21 Operating Budgets and 2020-21 Through  
2024-25 Capital Budget

As part of the Budget review process, the City provides the public with an opportunity to voice their opinions about the Proposed Budgets, both Operating and Capital. Public Hearings on the Proposed Budgets, as well as the Proposed Local Law to override the tax levy limit, have been scheduled as follows:

Monday, May 4, 2020

7:30 p.m.	2020-21 Operating Budgets
7:30 p.m.	2020-21 through 2024-25 Capital Budget
7:30 p.m.	Proposed Local Law No. 2 of 2020 - A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c

## LOCAL LAW

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A Local Law Overriding the Tax  
Levy Limit Established by New York  
General Municipal Law §3-c

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by*** Council Member Ryan J. Henry-Wilkinson

A local law to override the tax levy limits established by New York General Municipal Law §3-c.

WHEREAS, the City Council of the City of Watertown desires to override the limit on the amount of real property taxes that may be levied by the City of Watertown pursuant to General Municipal Law §3-c, and to allow the City of Watertown to adopt a budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c; and

WHEREAS, such override is authorized by the provisions of subdivision 5 of General Municipal Law §3-c, which expressly authorizes the City Council to override the tax limit by adoption of a local law approved by a vote of at least sixty percent (60%) of the City Council.

WHEREAS a public hearing on this was held on May 4, 2020, at 7:30 p.m. in the City Council Chambers;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF WATERTOWN, NEW YORK AS FOLLOWS:

**Tax Levy Limit Override:** The City Council of the City of Watertown, County of Jefferson is hereby authorized to adopt a budget for the fiscal year 2020-2021 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

**Severability:** If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, individual, firm or corporation, or circumstance, shall be adjudicated by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**Effective Date:** This local law shall take effect immediately upon filing with the Secretary of State.

***Seconded by*** Council Member Jesse C. P. Roshia

April 28, 2020

To: The Honorable Mayor and City Council  
From: Kenneth A. Mix, City Manager  
Subject: FY 2020-2021 Budget Review

Staff is at the City Council's disposal to meet at anytime you wish to review the Proposed Budget.