

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, May 3, 2021

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, May 3, 2021, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

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

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Halting Demolition of the Alteri Pool and Directing Staff to Open the Pool for the 2021 Season
- Resolution No. 2 - Authorizing the Sale of Various Surplus Equipment
- Resolution No. 3 - Accepting Bid for Chemicals at the Waste Water Treatment Plant, Slack Chemical Co., Inc.
- Resolution No. 4 - Accepting Bid for Harrison Street Sewer Rehabilitation Project, JL Excavation LLC
- Resolution No. 5 - Readopting Fiscal Year 2020-21 Sewer Fund Budget
- Resolution No. 6 - Authorizing Supplemental Agreement #3 Contract No. D035666, Massey Street, Coffeen Street, & Court Street Bridges, PIN 775362, Project Engineering, Design, ROW Incidentals, ROW Acquisition

- Resolution No. 7 - Approving the 2021-2024 Collective Bargaining Agreement Between the City of Watertown and the Watertown Police Benevolent Association, Inc.
- Resolution No. 8 - Adopting the City's Community Development Block Grant Program Consolidated Plan for Program Years 2021-2025 and Annual Action Plan for Program Year 2021
- Resolution No. 9 - Finding That Changing the Approved Zoning Classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, From Light Industrial to Residence B Will Not Have a Significant Impact on the Environment

ORDINANCES

LOCAL LAW

PUBLIC HEARING

- 7:15 p.m. Fiscal Year 2021-22 Operating Budgets
- 7:15 p.m. Fiscal Year 2021-22 through 2025-26 Capital Budget
- 7:15 p.m. Proposed Local Law No. 1 of 2021 - A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c
- 7:15 p.m. Ordinance on Changing the Approved Zoning Classification of 933 Morrison Avenue, Parcel Number 1-10-414.000 From Light Industrial to Residence B

OLD BUSINESS

- Laid Over Under the Rules An Ordinance Authorizing the Issuance of \$400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Tilden Street, in and for Said City

STAFF REPORTS

1. Zoo Master Plan Meeting Request
2. County Mobility Management

NEW BUSINESS

EXECUTIVE SESSION

To discuss Collective Bargaining

WORK SESSION

Next Work Session is scheduled for Monday, May 10, 2021, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
MAY 17, 2021.**

Res No. 1

April 28, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Halting Demolition of Alteri Pool and Directing Staff to Open the Pool for the 2021 Season

At the request of Council Member Ruggiero, the attached resolution has been prepared for Council consideration.

RESOLUTION

Page 1 of 1

Halting Demolition of the
Alteri Pool and Directing Staff
to Open the Pool for the 2021
Season

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS at the May 16, 2020 Budget Session the City Council determined that Alteri Pool would be permanently closed, and

WHEREAS at the May 18, 2020 Budget Session the City Council confirmed that Alteri Pool would be permanently closed, and

WHEREAS at the August 10, 2020 Work Session the City Council determined that Alteri Pool would be demolished, and

WHEREAS at the March 8, 2021 Work Session the City Council determined that Alteri Pool would not be demolished and would be renovated for the 2022 season based on new information about the condition of the Flynn Pool,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby formally rescinds any previous decision to demolish Alteri Pool and that work will continue to refurbish it, and

BE IT FURTHER RESOLVED that the City Council hereby directs staff to open and operate Alteri Pool for the 2021 season.

Seconded by

Res No. 2

April 21, 2021

To: The Honorable Mayor and City Council
From: Dale Morrow, Purchasing Manager
Subject: Authorizing the Sale of Various Surplus Equipment

The Department of Public Works, the Parks & Recreation Department, and the Codes Department have submitted a listing of surplus equipment to the Purchasing Department that is either no longer useful or beyond repair and therefore no longer of value to the City.

Staff is recommending that the above equipment be sold through Auctions International's online website.

A resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Various
Surplus Equipment

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has various surplus equipment, the description of which is attached and made a part of this resolution, and

WHEREAS this equipment may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of the various surplus equipment as described in the attached listing, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

Seconded by

SURPLUS ITEMS—SPRING 2021

DPW

Stihl chain saw

Weed trimmers

Window air conditioner units (2)

Multiquip pumps (2)

Tires—various sizes

Bus seats

2009 Mack w/VAC-CON sewer cleaner

Orion bus parts

20' Pace America enclosed trailer

Multiquip plate compactor (2)—parts units

1" high pressure sewer cleaner hose

AERO truck tarp system

1987 Mack snowplow

One each; oxygen and acetylene tanks

Dump box spreader apron

Work zone signage "Men Working, etc."

Obsolete parts

PARKS & REC

1996 Jacobsen Turfcut Mower

Codes

1989 Husqvarna LTH 130 Riding Lawn Mower

Two (2) MTD 20" Push Mowers



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. 3

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid 2021-17 – Process Chemicals – Dry Polymer – WWTP (Rebid)
DATE: 4/23/21

The City's Purchasing Department advertised in the Watertown Daily Times on March 30, 2021, calling for sealed bids for Process Chemicals – Dry Polymer for WWTP, as per City specifications.

Invitations to bid were also issued to eight (8) prospective bidders. The City received nine (9) sealed bid submittals by two (2) bidders. The Purchasing Department publicly opened and read the sealed bids on April 22, 2021, at 2:00 pm local time.

City Council rejected the resolution for Dry Polymer in March 2021 as the bidder failed to send samples for testing, per City specifications.

I have reviewed the bid submittals and Mark Crandall, WWTP Chief Operator, has recommended the following in which I concur:

Dry Polymer – 50,000 lbs.

Slack Chemical Co., Inc.	Sta Flocc 6532 - \$1.84/# - \$92,000.00 – 55# Bags
465 S. Clinton St.	Sta Flocc 8627 - \$1.98/# - \$99,000.00 – 2300# Tote - Emulsion
Carthage, NY 13619	

See attached bid tab and see attached letter of recommendation from Mark Crandall, WWTP Chief Operator.

A resolution is attached for Council consideration.

May 3, 2021

RESOLUTION

Page 1 of 1

Accepting Bid for Chemicals at the
Waste Water Treatment Plant,
Slack Chemical Co., Inc.

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of process and disinfection chemicals for use at the City's Waste Water Treatment Plant, for the City's 2021-2022 fiscal year's requirements, and

WHEREAS invitations to bid were also issued to eight (8) prospective bidders with a total of nine (9) bids submitted by two bidders, and

WHEREAS on April 22, 2021, at 2:00 p.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing reviewed the bids received with the Waste Water Treatment Plant, and it is their recommendation that the City Council accept the bids from Slack Chemical Co., Inc. as detailed below:

Description	Company	2021-2022
		Unit Price
Dry Polymer – Stac Floc 6532	Slack Chemical Co., Inc.	\$92,000
Dry Polymer – Stac Floc 8627	Slack Chemical Co., Inc.	\$99,000

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Slack Chemical Co., Inc. as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Dry Polymer for use at the City's Waste Water Treatment Plant.

Seconded by



CITY OF WATERTOWN, NEW YORK

CITY HALL

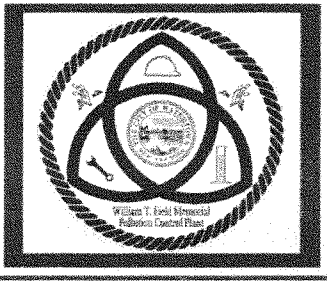
245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Bid Project:	WWTP Process Chemicals - Dry Polymer
Bid Number:	Bid #2021-17
Bid Opening Date:	4/22/21 @ 2:00 PM

The following results are bids as presented at the bid opening and do not represent an award.

Chemical - Dry Polymer	Unit	Est. Annual Usage	Type	Atlantic Coast Polymers, Inc.			Slack Chemical						
				Lauderdale By The Sea, FL			Carthage, NY						
				Unit Price	Total Price	Type	Unit Price	Total Price					
Dry Polymer 50,000 lbs.	LB	50,000 lbs	ACP 315 FL	\$2.05	\$102,500.00								
			ACP 300	\$2.05	\$102,500.00								
			ACP 305	\$2.15	\$107,500.00								
			ACP 315	\$2.35	\$117,500.00								
						Sta Flocc 6532	\$1.84	\$92,000.00	55# Bags				
						Sta Flocc 6552	\$1.83	\$91,500.00	55# Bags				
						Sta Flocc 6345	\$1.82	\$91,000.00	55# Bags				
						Sta Flocc 6562	\$1.91	\$95,500.00	55# Bags				
						Sta Flocc 8627	\$1.98	\$99,000.00	2300# Tote-Emulsion				
Total													



INTER-OFFICE MEMORANDUM

TO: Dale Morrow, Purchasing Agent

DATE: April 26, 2021

CC: Vicky Murphy, Superintendent Department of Water

FROM: Mark Crandall, WWTP Chief Operator

SUBJECT: Polymer Bids FY 2021 – 2022

Cationic Dry Polymer Bids were opened in your office at 2:00 PM, on April 22, 2021. The following were read:

Laboratory testing of polymer performances were conducted at the City's facility on April 20, 2021. A Polymers performance must be considered when evaluating the cost effectiveness of a particular bid. Eight polymers had been bid by two companies; all were subsequently tested.

The most cost-effective choice is the Stafloc Floc 6532 and Sta Floc 8627 Emulsion product. The polymer had the best window of performance and the cost per dry pound was the lowest.

It is my recommendation that we award the bid to Slack Cooperation for a 1-year bid at \$1.84 (6532) and \$1.89 (8627) per pound delivered.



CITY OF WATERTOWN, NEW YORK

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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. 4

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid #2021-02 – Harrison Street Sewer Rehabilitation Project - Letter of Recommendation
DATE: 04/23/21

The City's Purchasing Department advertised in the Watertown Daily Times on April 2, 2021, calling for sealed bids from qualified bidders for the Harrison Street Sewer Rehabilitation Project in Watertown, New York, as per City specifications.

The Harrison Street Sewer Rehabilitation Project was part of the 2018-19 Capital Budget, page 307 budgeted at \$3,185,000. The original project was budgeted at \$3,185,000 for reconstruction of all the utilities in the ROW. After further exploration of the underground infrastructure, we determined that the project goal of reducing infiltration into the sanitary sewer from the storm sewer could still be accomplished by scaling back the reconstruction of the entire street. The project now includes replacing the sanitary and storm sewer on the first block and spot repairing some areas on the rest of the street. The engineers estimate as designed is roughly \$648,000.

The Purchasing Department issued Invitations to Bid to BidNet and area plan houses. The City received three (3) sealed bid submittals. The Purchasing Department publicly opened and read the sealed bids on April 22, 2021, at 11:00 am local time. The bid tabulation for the bids is shown below.

Harrison Street Sewer Rehabilitation	Sparacino Construction	JL Excavation LLC	Starks Gravel & Excavation
	Rodman, NY	Chaumont, NY	Constable, NY
Total Price	\$1,069,582.75	\$451,461.18	\$540,220.00

City Engineers 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 Harrison Street Sewer Rehabilitation Project to JL Excavation LLC as the lowest responsive responsible bidder at \$451,461.18.

A resolution for Council consideration is attached. Approval of this resolution is contingent upon approval of the Sewer Fund Budget Re-adoption also in tonight's agenda to fund the project.

RESOLUTION

Page 1 of 1

Accepting Bid for Harrison Street
Sewer Rehabilitation Project,
JL Excavation LLC

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total.....

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for Harrison Street Sewer Rehabilitation Project, as per City specifications, and

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

WHEREAS on Thursday, April 22, 2021, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bids received with the Engineering Department, and it is their recommendation that the City Council accept the bid submitted by JL Excavation LLC,

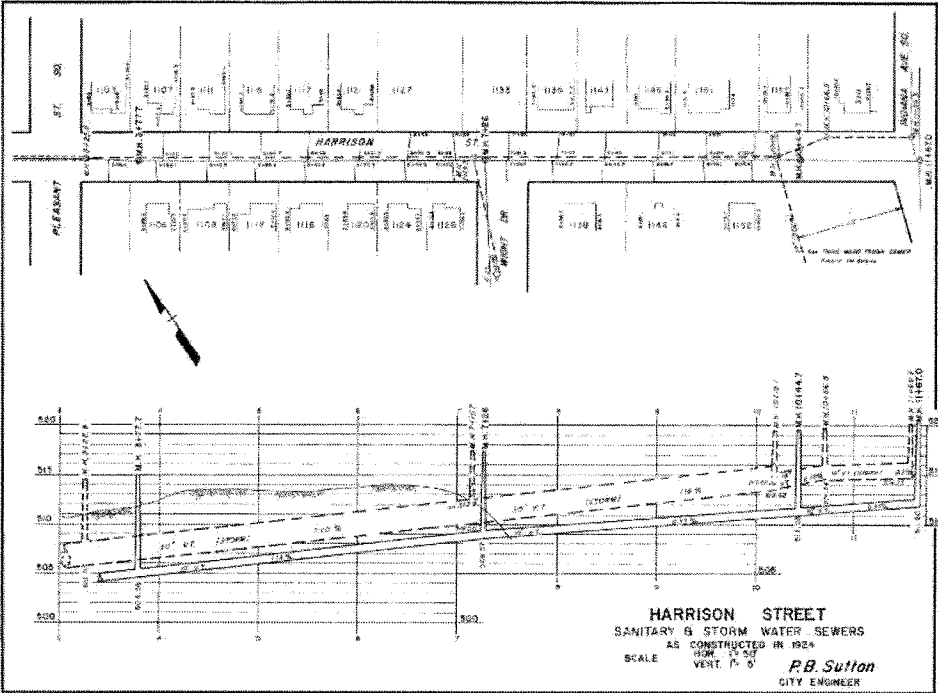
NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of JL Excavation LLC in the amount of \$451,461.18 for Harrison Street Sewer Rehabilitation Project as the lowest qualified bidder meeting our specifications, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to JL Excavation LLC, and

BE IT FURTHER RESOLVED that approval of this resolution is contingent upon approval of the Sewer Fund Budget Re-adoption also in tonight's agenda to fund the project.

Seconded by

FISCAL YEAR 2018-2019 CAPITAL BUDGET INFRASTRUCTURE STREET, SIDEWALK AND STORM SEWER

PROJECT DESCRIPTION	COST
<p>Harrison Street Reconstruction (100, 200, 300 blocks)</p> <p>Reconstruction of 1,100 feet of Harrison Street from Indiana Ave. South to Hamilton Street South. This project will reduce massive amounts of infiltration into the sanitary sewer system, by replacing the storm sewer sitting above the sanitary sewer. It also includes water main and sidewalk construction.</p>  <p>Sidewalk \$ 210,000 Projected FY 2019-20 debt service of \$ 20,300 Storm Sewer \$ 1,100,000 Projected FY 2019-20 debt service of \$ 106,333 Street \$ 435,000 Projected FY 2019-20 debt service of \$ 42,050 Water \$ 700,000 Projected FY 2019-20 debt service of \$ 67,667 Sanitary \$ 740,000 Projected FY 2019-20 debt service of \$ 71,533</p>	<p>\$3,185,000</p>
TOTAL	\$3,185,000

Res No. 5

April 26, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Fiscal Year 2020-21 Sewer Fund Budget Re-adoption

Earlier in tonight's agenda, City Council was presented with a resolution to accept the bid submitted by JL Excavation in the amount of \$451,461. This project was originally planned to be funded with debt but due to the American Rescue Plan Act of 2021, it is recommended that City Council re-adopt the Fiscal Year 2020-21 Sewer Fund Budget and pay for this project from that award.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2020-21
Sewer Fund Budget

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS on June 1, 2020 the City Council passed a resolution adopting the Budget for Fiscal Year 2020-21, of which \$6,925,556 was appropriated for the Sewer Fund, and

WHEREAS the reconstruction of the Harrison Street sanitary sewer was included in the Fiscal Year 2019-20 Capital Budget and intended to be paid for through the issuance of debt, and

WHEREAS the City has been awarded approximately \$23,000,000 from the American Rescue Plan Act of 2021 for which investing in sewer infrastructure is an allowable use,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the Sewer Budget for Fiscal Year 2020-21 to fund the Harrison Street sanitary sewer reconstruction project from the American Rescue Plan of 2021 funding in the amount of \$475,000, and

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

SEWER FUND**Revenues:**

G.0000.4960	Federal Aid – American Rescue Plan Act	<u>\$475,000</u>
Total Revenue		<u>\$475,000</u>

Expenditures

G.9950.0900	Transfer to Capital Fund	<u>\$475,000</u>
Total Expenditures		<u>\$475,000</u>

Seconded by



CITY OF WATERTOWN, NEW YORK

DEPARTMENT OF ENGINEERING

MEMORANDUM

Res No. 6

DATE: April 26, 2021

TO: The Honorable May and City Council

FROM: Thomas Maurer, CE 2

SUBJECT: Authorizing Marchiselli Supplemental Aid Project Agreement –
Supplemental #3, Contract No. D035666 : Massey Street, Coffeen Street
& Court Street Bridges, PIN 775362, ROW Incidentals

At the October 2, 2017 meeting, the City Council of the City of Watertown authorized Standard Federal Aid Highway and Marchiselli Aid Project Agreement, Massey Street, Coffeen Street and Court Street Bridge Rehabilitation Project, PIN 775362; D035666, Preliminary Engineering Design Phase. The project is now expected to be bid this Fall with construction beginning in the Spring of 2022. A schedule is attached.

This Supplemental Agreement adds additional Design, ROW, and Marchiselli Funds funding for the Project. It adds \$139,200 in Federal funds, and \$18,000 in State Marchiselli Funds, and requires \$16,800 more from the City.

Attached for City Council consideration is a Resolution approving Supplement #3. Funding is provided by the Bond Ordinance approved by City Council at the July 15, 2019 meeting.

775362 - Massey, Coffeen, Court St Bridge Schedule Baseline

CHANGED BASELINE 3/9/2021

IPP APPROVED	7/24/2017
PRELIMINARY DESIGN AUTHORIZED	9/7/2017
ROW INCIDENTALS AUTHORIZED	3/15/2019
DETAILED DESIGN AUTHORIZED	4/14/2020
DESIGN APPROVAL GRANTED	4/10/2020
ROW ACQUISITION AUTHORIZED	5/21/2020
PS&E SUBMITTED	8/31/2020
ADP SUBMITTED	8/31/2020
ROW CLEARANCE CERTIFICATION	9/15/2021
CONSTRUCTION PHASE AUTHORIZED	9/24/2021
LETTING HELD	10/20/2021
CONTRACT COMPLETION DATE	12/20/2022

This is the last baseline saved to move the letting held from 3/16/21 to 10/26/21

RESOLUTION

Page 1 of 2

Authorizing Supplemental Agreement #3
 Contract No. D035666, Massey Street,
 Coffeen Street, & Court Street Bridges,
 PIN 775362, Project Engineering, Design,
 ROW Incidentals, ROW Acquisition

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS a project for the reconstruction of Massey Street, Coffeen Street & Court Street Bridge, PIN 7755362, (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the cost of such program to be borne at the ratio of eligible costs at 80% federal funds and 20% non-federal funds, and

WHEREAS the City of Watertown desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of the Design, Right-of-Way Incidentals and Right-of-Way Acquisition in the amount of \$703,000, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown authorizes the City Comptroller to pay in the first instance 100% of the federal and non-federal share of the costs of Design, Right-of-Way Incidentals and Right of Way Acquisition, and

BE IT FURTHER RESOLVED that the sum of \$703,000 is hereby appropriated from the existing Bond and made available to cover the local cost of participation in the above phase of the Project, and

BE IT FURTHER RESOLVED that the City Comptroller is hereby authorized to pay in the first instance 100% of the federal and non-federal share of the costs associated with the phase of the projects listed above in the amount of \$703,000 from the Bond, and

BE IT FURTHER RESOLVED that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the City Council of the City of Watertown shall convene as soon as possible to appropriate said excess amount immediately upon notification by the City Manager, and

RESOLUTION

Page 2 of 2

Authorizing Supplemental Agreement #3
 Contract No. D035666, Massey Street,
 Coffeen Street, & Court Street Bridges,
 PIN 775362, Project Engineering, Design,
 ROW Incidentals, ROW Acquisition

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

BE IT FURTHER RESOLVED that the City Manager of the City of Watertown, Kenneth A. Mix, is hereby authorized and directed to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and Marchiselli Aid on behalf of the City of Watertown with the New York State Department of Transportation in connection with the advancement or approval of the project and providing for the administration of the project and the municipality's first instance funding of project costs and permanent funding for the local share of federal aid eligible project costs and all project costs within appropriations that are not eligible, and

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the project, and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

Seconded by



Department of Transportation

ANDREW M. CUOMO
Governor

MARIE THERESE DOMINGUEZ
Commissioner

MEMORANDUM

April 22, 2021

Mr. Kenneth Mix, City Manager
Watertown City Hall
245 Washington Street, Room 302
Watertown, NY 13601

RE: PIN 775362 – SUPPLEMENTAL AGREEMENT #3
CONTRACT #: D035666
PROJECT: Massey Street, Coffeen Street, & Court Street Bridges
PHASE: Final Design and ROW Acquisition
MUNICIPALITY: City of Watertown

Dear Mr. Mix:

Attached is Supplemental Agreement #3 which is required to add additional Final Design and ROW Acquisition Phase funding. Also, we are pleased to announce that the City received \$18,000 in Marchiselli Funds for the ROW Phase.

Enclosed are two (2) complete copies of the Supplemental Agreement, titled: **Supplemental Agreement No. 3 to D035666**. Each text package contains the following:

- Schedule "A" (**Design and ROW Phases**)
- Sample Resolution

To complete the Enclosed Agreement

The City completes the agreement by:

1. Sign and date 7 copies of the Signature Sheet (**page 2**) and have notarized the affirmation statement on the same page.
2. A Resolution authorizing 100% first instance payment of the Design and ROW Phase costs must be enacted by the City and contain the Municipal Seal. Either embossed or foil self-adhesive seals are acceptable. Signatures on all copies of both the Signature Page and the Resolution should be in original ball point pen (*Blue Ink*).

Mr. Kenneth Mix, City Manager
Page 2
April 22, 2021

The Signature Sheet (page 2) requires the signature of the local official authorized to act on the City's behalf, and the signature of the City Attorney, each at the place indicated. The Acknowledgment Statement on Page 2 requires a Notary's signature and stamp affixed as indicated.

Return to my office:

1. One signed complete agreement.
2. Seven (7) signed signature sheets.
3. Eight (8) copies of the resolution.

Questions concerning this project should be addressed to Barbara R. Cadwell, Regional Local Program Liaison at 315-785-2499.

Sincerely,



For Scott A. Docteur, P.E.
Director, Regional Planning & Program Mgmt.

Copy with Attachment:

Mr. Michael Delaney, City Engineer, City of Watertown
Mr. James E. Mills, City Comptroller, City of Watertown
Kristopher H. Reff, Acting Program & Project Management Supervisor (Center File)
Barbara R. Cadwell, Regional Local Program Liaison

Sponsor: **City of Watertown**
 PIN: **775362** BIN: **2220220**
 Comptroller's Contract No. **D035666**
 Supplemental Agreement No. **3** Date
 Prepared: **4/22/2021** By: **BRC**
 Initials

Press F1 for instructions in the blank fields:

SUPPLEMENTAL AGREEMENT No. 3 to D035666 (Comptroller's Contract No.)

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State");

and

City of Watertown (the Sponsor)
 Acting by and through the **the City Council**
 with its office at **the Municipal Building, 245 Washington St., Watertown, NY 13601.**

This amends the existing Agreement between the parties in the following respects only (check applicable categories):

☒ Amends a previously adopted Schedule A by (check as applicable):

- ☐ amending a project description
- ☐ amending the contract end date
- ☒ amending the scheduled funding by:
 - ☒ adding additional funding (check and enter the # phase(s) as applicable):
 - ☐ adding phase **122** which covers eligible costs incurred on/after / /
 - ☐ adding phase **222** which covers eligible costs incurred on/after / /
 - ☒ increasing funding for a project phase(s) (.122 & .222)
 - ☐ adding a pin extensions
 - ☐ change from Non-Marchiselli to Marchiselli
 - ☐ deleting/reducing funding for a project phase(s)
 - ☒ other (**Added 20/21 SFY Marchiselli**)

☐ Amends a previously adopted Schedule "B" (Phases, Sub-phase/Tasks, and Allocation of Responsibility)

☐ Amends a previously adopted Agreement by replacing the Appendix A dated January 2014 with the Appendix A dated October 2019

☐ Amends the text of the Agreement as follows (insert text below):

Sponsor: City of Watertown
 PIN: 775362 BIN: 2220220
 Comptroller's Contract No. D035666
 Supplemental Agreement No. 3 Date
 Prepared: 4/22/2021 By: BRC
 Initials

Press F1 for instructions in the blank fields:

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

SPONSOR:

SPONSOR ATTORNEY:

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF Jefferson

On this _____ day of _____, 20____ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipal/Sponsor Corporation described in and which executed the above instrument; (except New York City) that it was executed by order of the _____ of said Municipal/Sponsor Corporation pursuant to a resolution which was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

 Notary Public

APPROVED FOR NYSDOT:

APPROVED AS TO FORM:
STATE OF NEW YORK ATTORNEY GENERAL

BY: _____
 For Commissioner of Transportation

Agency Certification: In addition to the acceptance of this contract I also certify that original copies of this signature page will be attached to all other exact copies of this contract.

By: _____
 Assistant Attorney General

Date: _____

COMPTROLLER'S APPROVAL:

By: _____
 For the New York State Comptroller
 Pursuant to State Finance Law '112

SCHEDULE A

OSC Municipal Contract #: <u>D035666</u>	Contract Start Date: <u>9/17/2017</u> (mm/dd/yyyy) Contract End Date: <u>6/20/2022</u> (mm/dd/yyyy) <input type="checkbox"/> Check, if date changed from the last Schedule A
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Purpose:	<input type="checkbox"/> Original Standard Agreement	<input checked="" type="checkbox"/> Supplemental Schedule A No. 3
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Agreement Type: ☒ Locally Administered Municipality/Sponsor (Contract Payee):
Other Municipality/Sponsor (if applicable):

☐ State Administered *List participating Municipality(ies) and the % of cost share for each and indicate by checkbox which Municipality this Schedule A applies.*

<input type="checkbox"/> Municipality:	% of Cost share
<input type="checkbox"/> Municipality:	% of Cost share
<input type="checkbox"/> Municipality:	% of Cost share

Authorized Project Phase(s) to which this Schedule applies: ☒ PE/Design ☒ ROW Incidentals
☒ ROW Acquisition ☐ Construction/CI/CS

Work Type: HWY RESURF	County (If different from Municipality): Jefferson
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Marchiselli Eligible ☒ Yes ☐ No (Check, if Project Description has changed from last Schedule A): ☐

Project Description: Massey Street, Coffeen Street & Court Street Bridge (2220220)

Marchiselli Allocations Approved FOR All PHASES *All totals will calculate automatically.*

Check box to indicate change from last Schedule A	State Fiscal Year(s)	Project Phase			TOTAL
		PE/Design	ROW (RI & RA)	Construction/CI/CS	
<input type="checkbox"/>	Cumulative total for all prior SFYs	\$60,000.00	\$6,000.00	\$759,000.00	\$825,000.00
<input checked="" type="checkbox"/>	Current SFY 20/21	\$0.00	\$18,000.00	\$300,000.00	\$318,000.00
Authorized Allocations to Date		\$60,000.00	\$24,000.00	\$1,059,000.00	\$1,143,000.00

A. Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES For each PIN Fiscal Share below, show current costs on the rows indicated as "Current." Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

PIN Fiscal Share	"Current" or "Old" entry indicator	Federal Funding	Total Costs	FEDERAL Participating Share	STATE MARCHISELLI Match	LOCAL Matching Share	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
7753.62.121	Current	NHPP (80%)	\$243,000.00	\$194,400.00	\$36,450.00	\$12,150.00	\$0.00
	Old	NHPP (80%)	\$243,000.00	\$194,400.00	\$36,450.00	\$12,150.00	\$0.00
7753.62.122	Current	Other (see footn (80%))	\$260,000.00	\$208,000.00	\$17,250.00	\$34,750.00	\$0.00
	Old	Other (see footn (80%))	\$115,000.00	\$92,000.00	\$17,250.00	\$5,750.00	\$0.00
7753.62.221	Current	NHPP (80%)	\$156,000.00	\$124,800.00	\$23,400.00	\$7,800.00	\$0.00
	Old	NHPP (80%)	\$156,000.00	\$124,800.00	\$6,000.00	\$25,200.00	\$0.00
7753.62.222	Current	Other (see footn (80%))	\$44,000.00	\$35,200.00	\$600.00	\$8,200.00	\$0.00
	Old	Other (see footn (80%))	\$15,000.00	\$12,000.00	\$0.00	\$3,000.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$703,000.00	\$562,400.00	\$77,700.00	\$62,900.00	\$ 0.00

NYSDOT/State-Local Agreement – Schedule A

B. Summary of Other (including Non-allocated MARCHISELLI) Participating Costs FOR ALL PHASES For each PIN Fiscal Share, show current costs on the rows indicated as "Current." Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

Other PIN Fiscal Shares	'Current' or 'Old' entry indicator	Funding Source	TOTAL	Other FEDERAL	Other STATE	Other LOCAL
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

C. Local Deposit(s) from Section A:	\$ 0.00
Additional Local Deposit(s)	\$
Total Local Deposit(s)	\$ 0.00

D. Total Project Costs All totals will calculate automatically.				
Total FEDERAL Cost	Total STATE MARCHISELLI Cost	Total OTHER STATE Cost	Total LOCAL Cost	Total ALL SOURCES Cost
\$562,400.00	\$77,700.00	\$ 0.00	\$62,900.00	\$703,000.00

E. Point of Contact for Questions Regarding this Schedule A (Must be completed)	Name: <u>Barbara R. Cadwell</u> Phone No: <u>315-785-2499</u>
--	--

See Agreement (or Supplemental Agreement Cover) for required contract signatures.

NYSDOT/State-Local Agreement – Schedule A

Footnotes: (See LPB's website for link to sample footnotes)

- D035666; PIN 775362 Massey, Coffeen, and Court Street Bridge (2220220)
- Preliminary Design is funded with 80% Federally funded by National Highway Performance Program (NHPP) for NHS Sections and 80% Surface Transportation Block Grant Program (STBG) funds for Non-NHS Sections.
- This Supplemental #3 has been amended to include SFY 20/21 approved Marchiselli funds for the ROW phase.
- This Supplemental #3 adds additional Surface Transportation Block Grant Program (STBG) funds for Final Design and ROW Acq.
- *Marchiselli funding hereunder is limited by the amount authorized on the Comprehensive List. Additional Marchiselli funding is contingent on appropriate increase(s) to the Comprehensive List and the execution of a Supplemental Schedule A providing such additional funds.
-
-
-
-
-
-

Res No. 7

May 3, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving the 2021-2024 Collective Bargaining Agreement
Between the City of Watertown and the Watertown
Police Benevolent Association, Inc.

Negotiations have concluded between the City of Watertown and the Watertown Police Benevolent Association, for a successor contract to that which will expire on June 30, 2021. I have been notified that the membership supports the Contract. The principal changes to the expiring Contract are listed below:

1. Wages Increases:
 - a. 2.75% effective July 1, 2021
 - b. 2.75% effective July 1, 2022
 - c. 2.75% effective July 1, 2023
2. Sick Time Change
 - a. Employees will be allowed to accumulate up to 240 sick days versus the current 180 sick days.
3. Other Changes
 - a. Increase in shoe/boot allowance to \$200 per year.
 - b. Increase in clothing allowance for plainclothes division to \$750 per year.

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

RESOLUTION

Page 1 of 1

Approving the 2021-2024 Collective Bargaining Agreement Between the City of Watertown and the Watertown Police Benevolent Association, Inc.

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the 2017-2021 Employment Contract between the City of Watertown and the Watertown Police Benevolent Association, will expire on June 30, 2021, and

WHEREAS negotiations have been concluded on a successor Contract,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Collective Bargaining Agreement between the City of Watertown and the Watertown Police Benevolent Association, Inc., a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that Mayor, Jeffrey M. Smith., and City Manager Kenneth A. Mix are hereby authorized and directed to execute the Agreement on behalf of the City.

Seconded by



2021-2024

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF WATERTOWN

AND

THE WATERTOWN POLICE BENEVOLENT
ASSOCIATION, INC.

WATERTOWN, NEW YORK

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**2021-2024 CONTRACT
BETWEEN
THE CITY OF WATERTOWN
AND
THE WATERTOWN POLICE BENEVOLENT ASSOCIATION, INC.
WATERTOWN, NEW YORK**

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

WHEREAS, the City Council of Watertown, New York in accord with the provisions of the Public Employees Fair Employment Act, Chapter 392 of the Laws of New York 1967, after determining the Watertown Police Benevolent Association, Inc. met the basic requirements for recognition under the Act, which include among other factors a community of interest among its membership, dues deduction procedures, and a no strike pledge, recognized the Watertown Police Benevolent Association, Inc. by adopting a resolution to this effect on January 8, 1968; and

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

RESOLVED, that the City Council of Watertown, New York on behalf of the City of Watertown, New York hereinafter referred to as the "City", and the Watertown Police Benevolent Association, Inc., hereinafter referred to as the "Association", enter into this agreement the ____ day of May 2021, as follows:

ARTICLE 1 - RECOGNITION

Effective upon the date of execution of this Agreement, the City recognizes the Association as the sole and exclusive representative of all employees of the Police Department as described herein: Police Officers; Sergeants; and Lieutenants.

ARTICLE 2 - GENERAL QUALIFYING CONDITIONS

SECTION 1. The City recognizes that the Association represents a common community of interest among its membership.

SECTION 2. The City agrees to deduct and remit to the Association regular membership dues for the members of the Association who have signed authorization cards permitting such payroll deductions; however, after a one-month period of open change just prior to the new contract year, there will be no dues change permitted during the contract year. If there is a change, the Association will bear the expense of the program change.

SECTION 3. Effective upon the date of execution of this Agreement, the City shall extend to the Association the right to membership dues deduction, pursuant to Section 208 of Article 14 of the New York State Civil Service Law, so long as said Association shall remain the certified bargaining agent for all employees of the Police Department as described herein: Police Officers; Sergeants; Detectives and Lieutenants.

SECTION 4. The Association shall be entitled to have deducted from the wages or salaries of employees described in Section 3 of this Article, who are not members of the Association, the amount equivalent to the dues levied by the Association; and the City shall make such deductions and transmit the sum as deducted to the Association. In no event shall the fee exceed ninety percent (90%) of the regular membership dues, which represents the employee's pro-rata share of expenditures by the Association, less expenses in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.

SECTION 5. Notwithstanding any other provision, Sections 3 and 4 of Article 2 shall only apply to new employees of the Department and members of the Association who withdraw from the Association as of July 1, 1983. Employees of the Department who, as of July 1, 1983, are not members of the Association shall be exempt from membership dues deduction.

SECTION 6. The City agrees that the Association shall be the sole and exclusive representative of its membership for the purposes of the Public Employees Fair Employment Act.

SECTION 7. The Association agrees that it will not strike against the City, nor assist or participate in any such strike, nor will it impose an obligation upon its members to conduct, assist or participate in such a strike.

SECTION 8. The City agrees that no member of the Association shall be discriminated against, coerced, restrained or influenced in any manner because of its membership in the Association or by reason of holding office in the Association.

SECTION 9. No clause or provision of this agreement shall be construed to cause the impairment or waiver of any State law now applicable to employees who are members of the Association.

SECTION 10. Effective upon the date of execution of this Agreement, notwithstanding any other provision, this contract shall not apply to the Police Chief and the Police Captain who are management's representatives in the Police Department.

ARTICLE 3 - TERM AND SCOPE OF AGREEMENT

SECTION 1. The term of this agreement shall be for the period July 1, 2021 through June 30, 2024.

SECTION 2. This agreement shall cover all terms and conditions of employment as defined in the New York State Public Employees Fair Employment Act.

ARTICLE 4 - COMPENSATION

SECTION 1.

- A.** The City shall continue to provide a separate Police Pay Plan as established by resolution of the City Council adopted June 18, 1973. The rate of compensation for the positions of Police Officer, Police Detective, Police Sergeant, and Police Lieutenant, shall be as provided in the attached Schedules A,B C, and D.

Schedule A reflects a two and three quarters percent (2.75%) pay increase in the grades and steps for Police Officers, Detectives, Sergeants, and Lieutenants in the Police Pay Plan effective July 1, 2021.

Schedule B reflects a two and three quarters percent (2.75%) pay increase in the grades and steps for Police Officers, Detectives, Sergeants, and Lieutenants in the Police Pay Plan effective July 1, 2022.

Schedule C reflects a two and three quarters percent (2.75%) pay increase in the grades and steps for Police Officers, Detectives, Sergeants, and Lieutenants in the Police Pay Plan effective July 1, 2023.

- B.** In addition to the Pay Plan described in "A" above, the City agrees effective July 1, 2018 to a longevity payment plan in the following amounts:
1. Beginning at the commencement of seven years of service in the Police Department, a payment of \$700.
 2. Beginning at the commencement of twelve years of service in the Police Department, a payment of \$1,050.
 3. Beginning at the commencement of seventeen years of service in the Police Department, a payment of \$1,400
 4. Beginning at the commencement of twenty one years of service in the Police Department, a payment of \$2,000

Payments for longevity became effective July 1, 1985. Amounts paid under the longevity payment plan shall be used in determining the employee's regular rate of pay as stipulated in the Fair Labor Standards Act. Longevity payments shall be paid in pro-rata amounts on the regular City payroll.

Employees hired after July 1, 2019 will not be eligible for, nor entitled to, longevity payments.

C. For employees hired after July 1, 1994:

1. Salaries for Academy pay rate and Academy Completion Pay Rate are as established in Schedules A, B, & C. After the first year of employment, officers shall enter the existing wage step scale.
2. Effective July 1, 2001, the negotiated percentage increase as set forth in paragraph A above shall be applied to said schedule, and thereafter.

SECTION 2. As provided in the 1968-69 Contract, the City has amended the Rules of Administration of the Pay Plan to provide for a regular procedure for the review of pay grades assigned to class titles of positions. The City agrees to provide the President of the Association with a copy of the final decision by the City Council at the time the individual employee is notified.

SECTION 3.

- A.** A Police Officer, Sergeant, or Lieutenant assigned to perform duties out of title in rank higher than his permanent rank shall be compensated for such performance on a per diem basis, which increased pay shall reflect the differential between the employee's regular pay and the pay which would be received in the higher position in accord with the provisions of 3 a. of the Rules for Administration of the Police Pay Plan.
- B.** Assignment under this provision shall, insofar as practical, be made on a monthly shift basis.
- C.** In those cases of vacation, illness, or emergency conditions, assignment may be for shorter periods.
- D.** Assignment under this section shall be made by the Police Chief.

SECTION 4. All uniformed members of the Police Department shall be paid their accumulated time, overtime and holiday pay when earned. All members of the bargaining unit shall be paid their overtime in the first paycheck after the first full pay period following submission of their overtime slips.

SECTION 5. Overtime shall be paid at time and one-half for work performed beyond the employee's defined work shift/period. Members of the bargaining unit assigned to eight-hour days shall have a defined work period of 40 hours per week. Those members of the bargaining unit assigned to 12-hour shifts shall have a defined work period of 84 hours every two weeks. These agreed-upon work periods

are designed to comply with the permissive establishment of a work period for police personnel under section 7(k) of the Fair Labor Standards Act. Overtime for personnel assigned to 12-hour shifts will be limited to two hours before the beginning of, or after the conclusion of, a scheduled 12-hour shift. Exceptions may be made during an emergency situation at the discretion of the Chief or his designee.

SECTION 6. At retirement, a member shall be paid for unused sick leave at the rate of twenty-five percent (25%) of his unused sick leave balance, up to a maximum of 45 days. If a member receives a benefit from the State Retirement System outlined under Article 10, Section 4(2) of the Contract, he or she shall not be eligible to receive cash for unused sick leave as described in this Section.

SECTION 7. Effective June 30, 1992, any officer who is ordered to return to duty after having completed his/her regular tour of service shall be guaranteed compensation at the rate of time and one-half of his/her regular hourly rate for a minimum period of two (2) hours. When an officer is ordered to report to duty prior to his/her scheduled shift, he/she will be paid overtime only for that time worked prior to the start time of the scheduled shift.

SECTION 8. Effective July 1, 2014, all members of the bargaining unit, assigned to the evening (3:00 p.m. – 11:00 p.m.) or night shift (11:00 p.m. – 7:00 a.m.), shall be guaranteed, and shall receive, line-up pay in the amount of \$1,700 per year; all other members of the bargaining unit shall be guaranteed, and shall receive, line-up pay in the amount of \$1,300 per year. Effective on July 1, 2015, for those members of the bargaining unit assigned to 12-hour shifts, the lineup pay for days (6:00 a.m. – 6:00 p.m.) shall be \$300 per year and the lineup pay for nights (6:00 p.m. – 6:00 a.m.) shall be \$700 per year. Lineup pay is payable on or before December 1st in the year for which it was earned. The parties further agree that pro-ration of the payment of line-up pay may be made if an employee fails to report to line-up for thirty (30) consecutive days.

SECTION 9. Effective July 1, 2001, officers required to carry a pager or other electronic device, and who do not have the option of refusing to a page, shall receive one thousand (\$1,000) dollars per year, to be paid with line-up pay. Effective July 1, 2012, I.D. Technicians shall receive an additional one thousand (\$1,000) dollar per year, to be paid with line-up pay. Said payment will be prorated based on date employee assumes I.D. Technician duties.

SECTION 10. Effective July 1, 2012, Field Training Officers shall receive compensation of one (\$1.00) dollar per hour for each hour that a Field Training Officer works with a recruit.

SECTION 11. A minimum compensation of two hours for court appearances required by City, County, State or Federal Agencies by subpoena shall be paid at the rate of time and one-half.

SECTION 12.

- A. The assignment of a Sergeant or Lieutenant to the Criminal Investigation Division (CID) shall be at the discretion of the Chief of Police.
- B. Upon the assignment to CID, the Sergeant's or Lieutenant's pay rate shall be increased to the next higher step. The assignment date to CID shall not affect the Sergeant's or Lieutenant's promotion anniversary date.

- C. The Sergeant or Lieutenant assigned to CID shall retain his/her current step if assigned to a non-CID position. If the Sergeant or Lieutenant assigned to CID is re-assigned to the Patrol Division at his/her request or due to disciplinary action, he/she shall forfeit the step increase.
- D. If the Sergeant assigned to CID is promoted to Lieutenant, he/she shall advance to the next higher step on the Lieutenant's pay scale. In the event the CID Sergeant is promoted to Lieutenant and is immediately re-assigned to CID, he/she shall advance to the next higher step on the Lieutenant's pay scale for the promotion and an additional step on the Lieutenant's pay scale for the assignment to CID.

ARTICLE 5 - WORK DAY AND WORK WEEK

SECTION 1. For members of the bargaining unit assigned to eight-hour shifts, the work day shall consist of eight consecutive hours and a work week shall consist of five consecutive work days. The work week shall be scheduled such that the Officer shall receive two (2) consecutive rest days, including during periods of required training. However, this rule of scheduling is modified as follows:

There is no guarantee of two (2) consecutive rest days:

1. At the time of mid-year shift changes due to promotions, retirements, hirings, and/or separations;
2. When a Police Officer attends in-service training; and,
3. When a Police Officer voluntarily attends training.

SECTION 2. For members of the bargaining unit assigned to eight-hour shifts, all other conditions relating to work day and work week shall be as presently exists, except that the time of shift change shall be:

A-Shift - 11:00 P.M. to 7:00 A.M.

B-Shift - 7:00 A.M. to 3:00 P.M.

C-Shift - 3:00 P.M. to 11:00 P.M.

SECTION 3. For members of the bargaining unit assigned to 12-hour shifts, a shift shall consist of twelve consecutive hours, with seven shifts being assigned during each two week pay period. As set forth at Article 4, Section 5, the defined work period for those personnel shall be 84 hours every two weeks.

There is no guarantee of two (2) consecutive rest days:

1. At the time of annual shift changes;
2. At the time of mid-year shift changes due to promotions, retirements, hirings, and/or separations;
3. When a Police Officer attends in-service training; and,
4. When a Police Officer voluntarily attends training.

SECTION 4. Effective July 6, 2015, for members of the bargaining unit assigned to 12-hour shifts:

Days - 6:00 A.M. to 6:00 P.M.

Nights - 6:00 P.M. to 6:00 A.M.

SECTION 5. The bargaining unit shall be responsible for maintaining two lists for overtime for the purpose of covering manpower shortages on patrol 12-hour shifts. A mandatory list shall provide for an available officer for each twelve-hour shift and shall be published on a monthly basis. The available officer shall be on call during the first hour of the shift, after which time their obligation shall end. A separate voluntary list shall be published on a monthly basis containing the names of officers wishing to be called into work for full or partial shifts.

ARTICLE 6 - LEAVE

SECTION 1.

A. Annual leave shall continue as presently stated in the existing leave rules of the City as follows:

LEAVE CREDIT	LENGTH OF SERVICE
12 hours for each month of service	3 years inclusive
14 hours for each month of service	4 - 6 years inclusive
16 hours for each month of service	7 - 11 years inclusive
18 hours for each month of service	12 - 17 years inclusive
20 hours for each month of service	18 years or more

B. For those employees hired after July 1, 1994, the annual leave schedule shall be as follows:

LEAVE CREDIT	LENGTH OF SERVICE
80 hours	Year 1
80 hours	Year 2
96 hours	Year 3
96 hours	Year 4
120 hours	Year 5
144 hours	Year 6

Thereafter, the regular contract leave schedule shall apply. Annual leave is available for use by the employee in hourly increments.

- C.** The City agrees to amend the Leave Rules to provide up to 80 hours carryover of annual leave from calendar year to calendar year.
- D.** Sick leave shall accrue at 8 hours each month and shall be used as presently stated in the existing Leave Rules of the City. The use of sick leave is available for use by the employee in hourly increments. Effective July 1, 2021 employees shall be allowed to accumulate up to 240 days on a rolling basis of sick leave.
- E.** Each full-time employee of the Watertown Police Department shall be entitled to take one (1) day of personal leave with pay per year to attend to pressing personal matters. In addition, each full-time employee may convert two vacation days into personal days, each year. Such personal days may be used in either half day or full day increments, as long as the request does not impede the department's ability to fulfill its mission. Personal days will be granted on a first come, first serve basis. Personal days may not be used on July 4th, Thanksgiving or

Christmas.

- F. Effective July 6, 2015, employees assigned to eight-hour shifts shall be entitled to 16 hours of personal leave with pay per year to attend to pressing personal matters which may be used in four-hour increments. Employees assigned to 12-hour shifts shall be entitled to 12 hours of personal leave with pay per year which may be used in six-hour increments. Personal days will be granted on a first come, first serve basis. Personal days may not be used on July 4th, Thanksgiving or Christmas.
- G. Effective July 6, 2015, the swap of shift assignments shall only occur between patrol officers or between supervisors such that the swap is with a member of the Platoon that works the same shift hours. Exceptions may be granted with BOTH Platoon Lieutenant's authorization.

SECTION 2. HOLIDAYS

- A. Holidays shall be granted as presently stated in the Leave Rules of the City. If a holiday falls within an assigned vacation period of a member, he is to be paid for eight additional hours for the holiday.
- B. Except as provided under Paragraph "c" of this Section, members shall be paid in cash at double time rate for holiday time and shall not be credited with compensatory time off.
- C. Effective January 1, 1986, members shall have the option of taking up to 88 hours in compensatory time off in lieu of cash payments at double time rate for holidays. Such compensatory time must be taken in the calendar year earned and may not be carried over from calendar year to calendar year. Such compensatory time can be used in either daily or hourly increments, provided manpower strength is sufficient and supervisory approval is obtained. At least two weeks prior to January 1st, all members must use the number of holidays from one to eleven for which they elect to receive compensatory time off in lieu of double time rate. Any unused balances of compensatory time existing at the end of the calendar year shall be lost.

SECTION 3. Members of the Association who are designated by the Association to represent it at the yearly State-wide convention and monthly meetings of the Association shall be permitted to do so without charge to leave time provided that no more than three members shall be off duty at any one time and provided that the maximum time off for the year in any combination shall be no more than thirty-two days.

SECTION 4.

- A. The City agrees to continue its rules for sick leave to provide that employees who become ill or injured while on vacation or about to go on vacation may, upon request, be placed on sick leave instead of vacation time. Employees who request this action must be under the care of a physician. A physician's statement indicating that they are incapacitated for at least three days must be presented for this provision to be effective.

- B.** The City agrees to amend its Leave Rules to provide 24 hours of bereavement leave per death in the immediate family. "Death in the immediate family" is defined as follows: husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, grandson, granddaughter, grandfather or grandmother of spouse, son-in-law, daughter-in-law, mother or father-in-law, and brother or sister-in-law.

SECTION 5. Vacations will be assigned on a seniority basis. For members of the bargaining unit assigned to an eight-hour shift, the member must sign up for not less than five days of continuous vacation to hold his/her place in the vacation or leave roster. For those assigned to a twelve-hour shift, the member must sign up for all scheduled work days within a vacation week to hold his/her place in the vacation or leave roster.

SECTION 6. When time off is given to employees of the Municipal Building and the offices of such building are closed on special occasions, members of the Police Department will be given a credit of equivalent time. This time is to be compiled at the employee's regular hourly rate of pay. Under the provisions of this Section, the special occasion shall not include or apply to the closing of the offices in the Municipal Building for holidays, the day before a holiday or the day after a holiday, or closings due to an emergency situation. The closing of the Municipal Building for emergency situations shall be the sole discretion of the City Manager or his/her representatives.

ARTICLE 7 - SENIORITY

SECTION 1. Vacation time off shall be governed by seniority. Compensatory time off shall be granted on a first come first served basis.

SECTION 2. Permanent appointments shall be made in conformity with New York State Civil Service, Regulations of the Watertown Municipal Civil Service Commission and New York State Law.

ARTICLE 8 - GRIEVANCE PROCEDURES

SECTION 1. The City recognizes the Association as the representative of its members to appear in their behalf for any of the purposes outlined in the Public Employees Fair Employment Act.

SECTION 2. The City grants the right of representatives of the Association to visit City facilities and to visit and confer with members of the Association for purposes of conferring on conditions, policies and procedures under the Public Employees Fair Employment Act during regular working hours.

SECTION 3. The City grants the Association the privilege of posting notices and communications on the existing bulletin board, or on an appropriate bulletin board to be provided by the City for that purpose in the Squad Room of the Police Department.

SECTION 4. Members of the Association who have been designated individually or as a committee to represent other members on grievances or adjustments of conditions under the terms of this contract or any conditions or terms under the Public Employees Fair Employment Act shall be permitted a reasonable amount of time free from regular duties to fulfill these obligations.

SECTION 5.

- A.** Grievance Procedures as adopted by resolution of the City Council on September 30, 1963, shall be applicable to the handling of grievances under its conditions and terms as set forth in that resolution as modified by this Agreement in Paragraph "B" of this Section. A copy of this resolution and procedures is attached and made a part of this agreement.
- B.** The Grievance Procedure as adopted by the resolution of the City Council on September 30, 1963 is modified by the deletion of Section 4 and the substitution of the following: In the event of a disagreement between a unit employee and the City, or between the Association and the City, as to the interpretation or performance of the express terms of this Agreement, or as to the benefits provided thereunder, said disagreement, unless specifically excluded by this Agreement, shall be resolved in accordance with the dispute resolution procedure hereinafter set forth.

STEP 1. In the event of a disagreement between a unit employee and the City or between the Association and the City, such a grievance shall be reduced to writing by the aggrieved employee or the Association, and presented by the Association to the Chief of Police within ten (10) calendar days of when the grievance occurred or when the person or party reducing the grievance to writing reasonably should have known of its occurrence. The Chief of Police shall, within ten (10) calendar days of his receipt of any such grievance, present his response in writing to the Association.

STEP 2. If the Chief's response is not satisfactory to the Association, the Association shall, within ten (10) calendar days of the receipt of the Chief's response, present the grievance, the Chief's response and any reply thereto, to the City Manager. The City Manager shall, within ten (10) calendar days of his receipt of any such grievance, present his response in writing to the Association.

STEP 3. If the City Manager's response is not satisfactory to the Association, the Association shall, within ten (10) calendar days of the receipt of the City Manager's response, submit a Demand for Arbitration to the New York State Public Employment Relations Board in accordance with PERB's Voluntary Dispute Resolution Procedure. The Arbitrator's decision shall be final and binding upon the City, the Association and all unit employees.

- C.** The Arbitrator will have no power to amend, modify, or delete any provision of this Agreement.
- D.** Expenses for the Arbitrator's services shall be shared equally by the City and the Association.
- E.** Each party, however, shall be responsible for the expenses of its own witnesses. Either party may have a transcript made at its own expense.
- F.** Time limits within which a particular grievance has to be processed and/or responded to may

be extended by the Association and the City, by mutual agreement, in writing.

SECTION 6. No grievance shall be initiated after the close of the contract year in which the alleged grievance occurred, except that alleged grievances occurring in June may be instituted within thirty days after the close of the contract year in which the grievance is alleged to have occurred.

SECTION 7. Any disputes arising in the administration and/or interpretation of this Agreement will be first addressed through the procedures as set forth herein. Both parties agree that this provision shall be binding on their respective members. Further, both parties agree to mutually pay any or all costs resulting from violation of this section.

SECTION 8. Disagreements, disputes, and grievances which may arise over applicability of provisions of the Public Employees Fair Employment Act may also be resolved through appointment of a board and through the procedures as provided under the Act.

SECTION 9. All practices, policy, customs and/or terms and conditions of employment beneficial to employees which are not specifically provided for elsewhere in this Agreement and which are the subject of mandatory negotiations shall remain in effect for the duration of this Agreement, unless mutually agreed to otherwise between the City and the Association. It is expressly understood by both parties that such past practices shall be only those in effect from the date of February 10, 1986. It is expressly understood by both parties that this clause shall not in any way apply to management's rights to administer the department.

ARTICLE 9 - DISCIPLINARY PROCEDURES

In lieu of Section 75 of the Civil Service Law, a disciplinary proceeding shall be brought in front of a neutral third party mutually selected by the parties from a list supplied by the New York State Public Employment Relations Board.

ARTICLE 10 - RETIREMENT

SECTION 1. The City agrees to provide the State non-contributory retirement plan for Police Officers generally termed the 1/60th non-contributory plan.

SECTION 2. The City agrees to provide for Police Officers a 25-year Retirement Plan at one-half pay.

SECTION 3. The City agrees in addition to the retirement benefits provided under Sections 1 and 2 above to provide for Police Officers the benefits provided under the provisions of subdivision F of Section 384 of the Retirement and Social Security Law as added by Chapter 1000 in the Laws of 1966.

SECTION 4. The City agrees in addition to the retirement benefits provided under Sections 1, 2 and 3 above to provide for Police Officers the following benefits under the New York State Policemen's and Firemen's Retirement System:

1. World War II veterans' service credit under Section 341, subdivision K.

2. Allowance for unused sick leave credit, Section 341, subdivision J.
3. Guaranteed ordinary death benefit under Section 360-B.
4. The twelve month final average salary provision for computation of retirement benefits under Section 302, subdivision 9 D.

SECTION 5. The City agrees, in addition to the retirement benefits provided under Sections 1, 2, 3, and 4 above, to provide for Police Officers the benefits under the New York State Policemen's and Firemen's Retirement System:

1. Twenty-year Retirement under Section 384-D.
2. Non-contributory improved career plan under Section 375-I.

SECTION 6. All employees who join the NYS Retirement System on or after January 1, 2010 will be covered by Tier V benefits and those who join on or after April 1, 2012 will be covered by Tier VI benefits. At anytime that the NYS Retirement System establishes a new Tier, any employee hired on or after that date shall be covered under the new Tier.

ARTICLE 11 - SELF-INSURANCE PROGRAM

- A.** Effective July 1, 1992, and until otherwise mutually agreed through collective negotiations and/or Interest Arbitration, the City of Watertown shall provide Group Hospitalization, Surgical Insurance, and Major Medical Insurance under a Self-Funded Insurance Plan administered by a Third Party Administrator, which will be POMCO.
- B.** All benefits, terms, conditions and coverages under the self-funded insurance plan shall, unless otherwise negotiated, duplicate each and every benefit, term, condition and coverage currently provided to the PBA through Blue Cross, Blue Select I, Option 4, with Enhancements, including all side letters thereto.
- C.** A separate Account shall be established by the City specifically for the funding and administration of this self-insurance program.

This Account will consist of all deposits, interest, and withdrawals related to said Program, it being understood that interest earned will be credited to this Account.

The City has agreed to absorb, in the General Fund, all service charges and all wire transfer charges related to this Account.

The City agrees that all moneys in this Account will remain intact and be used for the sole purpose of the self-insurance Program. Unless otherwise negotiated, any surplus funds that may accumulate in this Account due to good claims experience will not be used to increase benefits or reduce premiums until a two (2) year evaluation period had passed.

- D.** The City agrees to charge a monthly premium equivalent to various appropriations and transfer funds on a monthly basis to the self-insurance Account. This monthly premium equivalent will be calculated per the following formula:

1. Multiply the number of family contracts x 2.24 (this factor is user to convert individual premium to family premium).
2. Add this to the number of individual contracts.
3. That equals the amount of covered lives.
4. Multiply # of covered lives x 12 = # of covered lives per year.
5. Divide the annual projected cost (which is projected claims for the year plus administrative fees plus stop loss coverages) by the # of covered lives per year.
6. That equals the monthly individual premium.
7. Multiply individual premium x 2.24 = monthly family premium.
8. If there is a reduction in the monthly premium equivalent, then the co-pay will be adjusted accordingly.

The PBA agrees that all references to 2.24 in Article 11 Section 4 will be changed to 2.88 if agreed upon by all of the remaining bargaining units.

- E. 1. Effective and retroactive to July 1, 2012, the Health Insurance Premium Payments shall be thirteen (13%) percent of the premium costs. Effective upon the date of the last signature on this contract, the Health Insurance Premium Payments shall be fourteen (14%) percent of the premium costs. Effective July 1, 2019 the Health Insurance Premium Payments shall be fourteen and one half (14.5%) percent of the premium costs. Effective July 1, 2020 the Health Insurance Premium Payments shall be fifteen (15%) percent of the premium costs.
2. Effective December 22, 2003, the duty to contribute to health insurance premiums, now and in the future, is in accordance with the following schedule:
- a. All employees hired on or before June 30, 1983, will not be required to make contributions toward premium costs of their individual or family coverage in their retirement.
 - b. All employees hired on or after July 1, 1983 shall be obligated to contribute while an active employee and throughout retirement toward the premium costs of their individual and family coverage, which shall be in the same amount that active employees are obligated to pay which has been the City's past practice.
3. That in consideration of the PBA's acquiescence to this Program, the City agrees that the Association shall have the unfettered right to seek the elimination of co-pay through Interest Arbitration.
- F. An Insurance Review Advisory Committee will be established no later than July 1, 1992, which shall consist of eight (8) people:

two (2) from each of the three (3) unions
two (2) from the City of Watertown.

The purpose of this Advisory Committee shall be to review all activity of this self-insurance fund on no less than a quarterly basis, and to make recommendations to the respective unions and the City of Watertown, of any proposed conditions and changes of common interest. All such items of common interest will be addressed in the following manner:

1. Discussion by Advisory Committee
2. Upon majority vote by the Advisory Committee, said items will go to the unions' respective memberships for approval/disapproval.
3. Advisory Committees will meet again to discuss the various recommendations from the unions' memberships.
4. If there is unanimous consent of all three unions, such items go to the City Council, for approval.
5. If recommendations are rejected by the City Council, items of common interest will remain the same.

Nothing herein however shall preclude the PBA from addressing with the City, during negotiations for successor Contracts, issues of direct importance to the Association, and nothing herein shall preclude the PBA from pursuing said issues to and through PERB's Impasse Procedures, including Interest Arbitration; nothing herein shall supersede the PBA's sole and exclusive right to bargain for its members, in successor Contract negotiations, regardless of whether the other unions and/or the Advisory Committee agrees or disagrees with the PBA's demands, and nothing herein shall be deemed to be a waiver, by the PBA, of said right.

- G.** A Claims Appeal Committee shall also be established and shall consist of one (1) member from each union and two (2) members from the City, selected from within the Insurance Review Advisory Committee.

The purpose of the Appeals Committee shall be to review unresolved claims and determine whether or not it is a covered or a non-covered benefit.

An appeals procedure will be established by this Committee, and provided to all employees, in due course.

A majority vote of the Appeals Committee shall be final and binding on all matters within their jurisdiction.

This Committee will meet as often as necessary, but no less than once a month, if appeals are pending.

- H.** The City of Watertown will not have access to or be entitled to review either an employee or any of his dependents' medical file / history / diagnosis / prognosis and/or records, without express written consent.
- I.** Effective July 9, 1998, the health insurance program applicable to this bargaining unit shall be modified to reflect the inclusion of usual, customary and reasonable charges (UCR). In the event a unit member obtains covered medical services from a non-participating provider, reimbursement will be allowed for charges denied by the Claims Administrator in excess of \$1,500 per year only when balance billed by the provider. The enrollee must provide evidence of balance bill payments for the base \$1,500 and the amount over \$1,500 (which is eligible for

reimbursement).

- J.** Effective January 1, 2015, the co-pay for a retail 30-day prescription, a 30-day specialty prescription, and a mail-order prescription shall be \$10 for a generic, \$30 for a preferred brand, and \$50 for a non-preferred brand. Effective upon the date of the last signature on this contract the co-pay for a retail 30-day prescription or a 90-day mail-order prescription shall be \$10 for a generic, \$35 for a preferred brand, and \$60 for a non-preferred brand.
- K.** Effective upon the date of the last signature on this contract, employees will be required to utilize mandatory mail order for maintenance drugs. Employees will be allowed to fill up to 90 days of a new prescription at retail before the mandatory mail requirements apply.
- L.** Effective upon the date of the last signature on this contract, specialty drugs will be subject to a 10% co-insurance.
- M.** Effective upon the date of the last signature on this contract, the parties agree that the pharmacy benefit manager will implement and maintain the drug formulary.
- N.** The City offers a Section 125 payment plan for health insurance expenses for all unit members who contribute towards health insurance coverage. Effective December 22, 2003, Child Care expenses will also be included in this plan.
- O.** For all employees hired on or after June 9, 1998, the City's obligation to pay the employees' share of health insurance premium shall cease when the employee attains the age of 65 or dies, whichever comes first.
- P.** For employees hired after June 9, 1998, retirement medical insurance paid for by the City from the point in time an employee retires until he/she attains the age of 65, shall not be available if the retired employee or his/her spouse has equal or better paid medical insurance available from any other source (excepting Medicaid). The retired employee shall have the burden of proof that equal or better coverage is not available (including but not limited to copy of insurance policy, employee benefit plan or other documents as may be pertinent). In the event the insurance is not equal or better, the retired employee may, at his/her option accept a cash payment of \$1,000 annually in lieu of the City providing the retired employee with medical insurance. This section shall not be grievable nor arbitrated by the retired employee.
- Q.** Major Medical Deductible: There shall be a deductible of \$100 per person covered by the employee's plan; calculated and deducted based on 80/20 percent; total annual deductible shall be up to \$300 per family plan.
- R.** Health Insurance Buy-Out: There shall be offered an annual buy-out of \$1,250 for employees opting out of an individual health plan; and an annual buy-out of \$2,500 for employees completely opting out of family coverage. In order to be eligible for this buyout, the employee must provide proof of having coverage under another plan and may not be covered by another individual on the City's plan. A safe harbor right to re-enter the plan of their choice will be provided if the employee's status changes. Payment of this annual buy-out will be made on a

bi-weekly basis. Amounts paid for the Health Insurance Buy-out shall not be used in determining the employee's regular rate of pay.

- S. Medical Visit Co-pays: Effective January 1, 2017, co-payments for medical visits to participating providers shall be (\$15) dollars per visit. Co-payments for medical visits to non-participating providers shall be (\$30) dollars per visit. Effective July 1, 2019 co-payments for medical visits to participating providers shall be (\$20) dollars per visit. Co-Payments for medical visits to non-participating providers shall be (\$30) dollars per visit.
- T. Effective December 22, 2003, the health insurance program applicable to this bargaining unit shall be modified to reflect the inclusion of a 30-day limit on inpatient psychiatric and mandatory pre-certification of inpatient admissions.
- U. Deductibles: Effective January 1, 2016, the annual per person deductible shall be \$200. However, the maximum number of annual deductibles per calendar year for members of the same family is limited to three, for an annual family deductible of \$600. Effective upon the date of the last signature on this contract, the annual per person deductible shall be \$250. However, the maximum number of annual deductibles per calendar year for members of the same family is limited to three, for an annual deductible of \$750.

ARTICLE 12 - NOTICE OF CHANGE IN CONDITIONS

The City shall notify the Association at least seven days in advance of any change in working methods or conditions except when such change is unavoidable or required because of an emergency or major disaster.

ARTICLE 13 - SAFETY PROGRAM

An Advisory Safety Committee shall be established within the Police Department consisting of three persons appointed as follows:

1. One member appointed by the Watertown Police Benevolent Association, Inc.
2. One member appointed by the Police Chief
3. One member appointed jointly by the Police Benevolent Association and the Police Chief

The Committee shall review, study and make recommendations to the Police Chief and the City Manager on activities within the Department relating to safety, such as but not limited to vehicular safety, building safety and building security.

Periodic meetings shall be held by the Committee within regular work hours. The frequency of meetings shall be determined by the Committee. The suggestions of the Committee shall be stated in writing to the Police Chief for his review and for the consideration of the City Manager.

ARTICLE 14 - MISCELLANEOUS PROVISIONS

SECTION 1. Police Officers shall not be required to pick up dead, sick, lost or stray animals in patrol cars.

SECTION 2.

- A.** Effective July 1, 1990, the city implemented a Quarter Master System for the purchase and replacement of uniform items. Effective July 1, 1990 the City shall be responsible for purchasing initial uniform acquisition for new employees employed by the City Police Department
- B.** Effective July 1, 2021 the City shall provide to each full-time employee of the Plainclothes Division a Seven Hundred and Fifty Dollar (\$750) per year clothing allowance for the purchase and maintenance of his/her uniform, which shall be paid no later than the last pay check dated in July of each year.
- C.** Effective July 1, 2021 the City shall provide to each full-time employee \$200 per year allowance for the purchase of shoes, which shall be paid no later than the last pay check dated in July of each year.
- D.** Effective July 1, 2001, the uniform cleaning allowance of Five Hundred Dollars (\$500) has been incorporated into the Police Pay Schedules. Each employee shall be responsible to maintain his or her uniform in a suitable fashion. Non-compliance with this section shall be the determination of the Police Chief and shall be subject to appropriate disciplinary action.
- E.** Uniform articles shall be replaced by the City if damaged in any way while in the course of duty, or for normal wear and tear.
- F.** The City shall replace eyeglasses and dentures of Police Officers, lost or broken in the line of duty, upon approval of the Chief of Police.

SECTION 3.

- A.** Except as provided under Paragraph B of this Section, all vacancies in the Department shall be filled from appropriate eligible lists as provided by the Watertown Civil Service Commission.
- B.** The City, at its option, shall have the right to fill vacancies for the entry level position of Police Officer through transfers of Bureau of Municipal Police Certified, Civil Service Police Officers in accordance with Section 58 of the New York State Civil Service Law. Such transfers shall be for entry level positions of Police Officer only and shall not apply to supervisory positions covered under this Agreement. Vacancies for supervisory positions shall be filled from appropriate eligible lists as provided by the Watertown Civil Service Commission.

SECTION 4. It is agreed by and between the parties hereto that this Agreement may be reopened for the purpose of considering any new matters and issues which may arise during the life of the Contract.

SECTION 5. Within annual budget appropriations of the Police Department; the City agrees to pay tuition at the rate of one course per semester at an accredited college for any Police Officers taking police related training subjects in the event that Federal L.E.E.P. Funds are exhausted. In no event shall payment be made by the City for tuition for a course without approval prior to enrollment obtained from the City Manager.

SECTION 6. Correspondence from the Watertown Police Benevolent Association, Inc. to the City Manager shall be answered by the City Manager within ten days of its receipt.

SECTION 7. Both parties agree that this Contract constitutes the present entire Agreement between the City of Watertown and the Watertown Police Benevolent Association, Inc. Amendment to this Agreement in written form shall be valid when agreed to by both parties and annexed to this Agreement.

SECTION 8. Should new or future revisions to the Disciplinary Rules of the Watertown Police Department become necessary, it is agreed that such revisions shall be accomplished through work of a committee made up of members from the Association and members appointed by the City Manager.

SECTION 9. Both parties agree that this Contract constitutes the full and entire agreement between the City of Watertown and the Watertown Police Benevolent Association, Inc. No verbal statement or other agreement in whatever form except as an amendment to this Agreement specifically designated as an amendment thereto shall supersede or vary as the case may be, any provisions of this Contract. Any prior written or verbal commitments between the City and the Watertown Police Benevolent Association, Inc. or any individual employees in the bargaining unit is hereby superseded.

SECTION 10.

- A. Effective July 1, 1987 the City shall make available a five thousand dollar (\$5,000) bonus retirement plan for employees with the Department who have twenty (20) years of time in the New York State Police Retirement System. Every officer who reaches his or her twentieth year in the Retirement System shall also be entitled to take advantage of this five thousand dollar (\$5,000) bonus plan. For the purpose of the 1987-88 Fiscal Year, all employees who have twenty (20) or more years of time in the Police Retirement System shall be considered to have twenty (20) years of time. The City shall provide a bonus schedule as follows:

First Year -	\$5,000
Second Year -	\$4,000
Third Year -	\$3,000

Employees hired on or after July 1, 2012 will not be eligible to receive this Retirement bonus.

- B. Police Officers who wish to participate in the bonus retirement plan must notify the City and the New York State Retirement System by January 1st of the calendar year. Police Officers who elect to participate in the bonus retirement plan and who notify the City by the first of the calendar year may not retire from active employment until after July 1st of the following fiscal year (July 1 through June 30).

SECTION 12. GML Section 207-c: The parties incorporate by reference the attached City of Watertown Section 207-c Procedures as negotiated between the parties hereto, during the course of negotiations for this agreement. Reference APPENDIX I.

SECTION 13. The parties agree to establish a joint advisory committee to review and streamline departmental rules and regulations.

SECTION 14. Deferred Compensation – Upon the completion of five years of service, individuals covered by this contract shall, annually, be entitled to sell up to twenty-four (24) vacation hours and sixteen (16) holiday hours and convert them into the City's 457 Plan.

SECTION 15. The parties agree to the immediate implementation of the City's Travel Reimbursement Policy, a copy of which has been included with this contract.

SECTION 16. Light Duty. From time to time the Department is in a position to accommodate requests for assignment to duties to be performed by persons who are, for various reasons, medically determined to be temporarily unable to perform the rigorous duties of a patrol officer. Such "light duty" positions are not guaranteed, and if available shall first be filled by those officers who are receiving benefits under Section 207-c of the General Municipal Law. At anytime, the assignment of a 207-c recipient to light duty may require the displacement of another officer who, for any number of reasons, may be temporarily disabled from the full performance of his or her duties and who had previously, at the direction of the Police Chief, been performing light duty.

The availability of light duty work shall be governed by the availability of work and budget constraints, and in the sole direction of the Police Chief.

ARTICLE 15 - COMPENSATORY LEAVE TIME

- A.** Unit members may opt to earn compensatory leave time in lieu of overtime, as detailed below. Such compensatory leave time shall be earned and calculated at the overtime rate of 1.5 times regular pay. Members of the bargaining unit assigned to transfer to 12-hour shifts will not be eligible to earn compensatory time.
- B.** Officers entitled to compensatory time shall be permitted to continuously accumulate up to forty (40) working hours of compensatory leave time per year, to a maximum of 60 hours (40 x 1.5), per year. As time is taken, said totals may be replenished throughout the year on a rolling basis, but must be cashed out if not used by June 30 of each year. Such compensatory time shall be cashed out or paid at the salary rate in effect at the time it was actually earned. The granting of this time off shall be at the discretion of the Chief; and shall not generate additional overtime or 'pyramiding.' Subject to such constraints, approval of use of compensatory leave time shall not be unreasonably withheld by the Chief or his designee.

ARTICLE 16 - REQUIREMENTS OF STATE LAW

SECTION 1. "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

DATED: _____

CITY OF WATERTOWN, NEW YORK

BY: _____
Mayor

BY: _____
City Manager

DATED: _____

WATERTOWN POLICE BENEVOLENT
ASSOCIATION, Inc.

BY: _____
President

SCHEDULE A (8-HOUR SHIFTS)
CITY OF WATERTOWN
POLICE DEPARTMENT WAGE CHART
July, 1 2021

Annual Wage

Title	Grade	A	B	C	D	E	F	G*
Police Officer	P6	58,598	61,301	64,131	67,113	70,240	73,519	
Police Detective	P8		67,113	70,240	73,519	76,677	79,978	
Police Sergeant	P10		73,519	76,677	79,978	83,469	87,122	90,958
Police Lieutenant	P14	81,910	85,421	89,109	92,982	97,048	101,319	105,804
Academy Pay Rate	P6AAA	50,819						

*Effective 7/1/2014: "G" step added to wage chart to replace the previously known "F+1" step used only for the Police Sergeant and Police Lieutenant assigned to the Criminal Investigation Division. When a Police Sergeant or Police Lieutenant is assigned to CID, he/she will move to the next step in their respective pay grade. The anniversary date for step increases will remain the date of promotion to the title of Police Sergeant or Police Lieutenant.

Hourly Wage

Title	Grade	A	B	C	D	E	F	G*
Police Officer	P6	28.1721	29.4715	30.8321	32.2659	33.7690	35.3454	
Police Detective	P8		32.2659	33.7690	35.3454	36.8640	38.4509	
Police Sergeant	P10		35.3454	36.8640	38.4509	40.1292	41.8856	43.7296
Police Lieutenant	P14	39.3798	41.0680	42.8409	44.7031	46.6578	48.7110	50.8672
Academy Pay Rate	P6AAA	24.4323						

Longevity Table

Years of Service	Annual Amount	Hourly Rate	Hourly Overtime Rate
After 6th Year	700	0.3365	0.5048
After 11th Year	1,050	0.5048	0.7572
After 16th Year	1,400	0.6731	1.0096
After 20th Year	2,000	0.9615	1.4423

SCHEDULE A (12-HOUR SHIFTS)

CITY OF WATERTOWN

POLICE DEPARTMENT WAGE CHART

July, 1 2021

Annual Wage

Title	Grade	A	B	C	D	E	F
Police Officer	P6	61,528	64,366	67,337	70,469	73,751	77,195
Police Sergeant	P10		77,195	80,512	83,977	87,642	91,479
Police Lieutenant	P14	86,005	89,692	93,564	97,631	101,901	106,384
Academy Completion Rate	P6AA	55,742					

Hourly Wage

Title	Grade	A	B	C	D	E	F
Police Officer	P6	28.1719	29.4714	30.8322	32.2659	33.7688	35.3456
Police Sergeant	P10		35.3456	36.8643	38.4511	40.1291	41.8859
Police Lieutenant	P14	39.3798	41.0678	42.8408	44.7029	46.6578	48.7108
Academy Completion Rate	P6AA	25.5227					

Longevity Table

Years of Service	Annual Amount	Hourly Rate	Hourly Overtime Rate
After 6th Year	700	0.3205	0.4808
After 11th Year	1,050	0.4808	0.7212
After 16th Year	1,400	0.6410	0.9615
After 20th Year	2,000	0.9158	1.3736

SCHEDULE B (8-HOUR SHIFTS)
CITY OF WATERTOWN
POLICE DEPARTMENT WAGE CHART
July, 1 2022

Annual Wage

Title	Grade	A	B	C	D	E	F	G*
Police Officer	P6	60,209	62,987	65,894	68,959	72,171	75,540	
Police Detective	P8		68,959	72,171	75,540	78,786	82,177	
Police Sergeant	P10		75,540	78,786	82,177	85,764	89,518	93,459
Police Lieutenant	P14	84,162	87,770	91,560	95,539	99,717	104,105	108,713
Academy Pay Rate	P6AAA	52,217						

*Effective 7/1/2014: "G" step added to wage chart to replace the previously known "F+1" step used only for the Police Sergeant and Police Lieutenant assigned to the Criminal Investigation Division. When a Police Sergeant or Police Lieutenant is assigned to CID, he/she will move to the next step in their respective pay grade. The anniversary date for step increases will remain the date of promotion to the title of Police Sergeant or Police Lieutenant.

Hourly Wage

Title	Grade	A	B	C	D	E	F	G*
Police Officer	P6	28.9468	30.2820	31.6800	33.1532	34.6977	36.3174	
Police Detective	P8		33.1532	34.6977	36.3174	37.8778	39.5083	
Police Sergeant	P10		36.3174	37.8778	39.5083	41.2327	43.0375	44.9322
Police Lieutenant	P14	40.4627	42.1973	44.0191	45.9324	47.9409	50.0506	52.2661
Academy Pay Rate	P6AAA	25.1042						

Longevity Table

Years of Service	Annual Amount	Hourly Rate	Hourly Overtime Rate
After 6th Year	700	0.3365	0.5048
After 11th Year	1,050	0.5048	0.7572
After 16th Year	1,400	0.6731	1.0096
After 20th Year	2,000	0.9615	1.4423

SCHEDULE B (12-HOUR SHIFTS)
CITY OF WATERTOWN
POLICE DEPARTMENT WAGE CHART
July, 1 2022

Annual Wage

Title	Grade	A	B	C	D	E	F
Police Officer	P6	63,220	66,136	69,189	72,407	75,779	79,318
Police Sergeant	P10		79,318	82,726	86,287	90,052	93,994
Police Lieutenant	P14	88,371	92,159	96,137	100,316	104,703	109,310
Academy Completion Rate	P6AA	57,274					

Hourly Wage

Title	Grade	A	B	C	D	E	F
Police Officer	P6	28.9467	30.2818	31.6801	33.1532	34.6974	36.3176
Police Sergeant	P10		36.3176	37.8780	39.5085	41.2327	43.0377
Police Lieutenant	P14	40.4627	42.1972	44.0189	45.9322	47.9409	50.0504
Academy Completion Rate	P6AA	26.2246					

Longevity Table

Years of Service	Annual Amount	Hourly Rate	Hourly Overtime Rate
After 6th Year	700	0.3205	0.4808
After 11th Year	1,050	0.4808	0.7212
After 16th Year	1,400	0.6410	0.9615
After 20th Year	2,000	0.9158	1.3736

SCHEDULE C (8-HOUR SHIFTS)
CITY OF WATERTOWN
POLICE DEPARTMENT WAGE CHART
July, 1 2023

Annual Wage

Title	Grade	A	B	C	D	E	F	G*
Police Officer	P6	61,865	64,719	67,706	70,855	74,156	77,618	
Police Detective	P8		70,855	74,156	77,618	80,952	84,437	
Police Sergeant	P10		77,618	80,952	84,437	88,123	91,980	96,029
Police Lieutenant	P14	86,477	90,184	94,078	98,167	102,459	106,968	111,703
Academy Pay Rate	P6AAA	53,653						

*Effective 7/1/2014: "G" step added to wage chart to replace the previously known "F+1" step used only for the Police Sergeant and Police Lieutenant assigned to the Criminal Investigation Division. When a Police Sergeant or Police Lieutenant is assigned to CID, he/she will move to the next step in their respective pay grade. The anniversary date for step increases will remain the date of promotion to the title of Police Sergeant or Police Lieutenant.

Hourly Wage

Title	Grade	A	B	C	D	E	F	G*
Police Officer	P6	29.7428	31.1147	32.5512	34.0649	35.6519	37.3162	
Police Detective	P8		34.0649	35.6519	37.3162	38.9194	40.5948	
Police Sergeant	P10		37.3162	38.9194	40.5948	42.3666	44.2210	46.1678
Police Lieutenant	P14	41.5755	43.3578	45.2296	47.1956	49.2592	51.4270	53.7034
Academy Pay Rate	P6AAA	25.7946						

Longevity Table

Years of Service	Annual Amount	Hourly Rate	Hourly Overtime Rate
After 6th Year	700	0.3365	0.5048
After 11th Year	1,050	0.5048	0.7572
After 16th Year	1,400	0.6731	1.0096
After 20th Year	2,000	0.9615	1.4423

SCHEDULE C (12-HOUR SHIFTS)**CITY OF WATERTOWN****POLICE DEPARTMENT WAGE CHART****July, 1 2023****Annual Wage**

Title	Grade	A	B	C	D	E	F
Police Officer	P6	64,958	67,954	71,092	74,398	77,863	81,499
Police Sergeant	P10		81,499	85,001	88,659	92,529	96,579
Police Lieutenant	P14	90,801	94,693	98,781	103,075	107,582	112,316
Academy Completion Rate	P6AA	58,850					

Hourly Wage

Title	Grade	A	B	C	D	E	F
Police Officer	P6	29.7427	31.1146	32.5513	34.0649	35.6516	37.3164
Police Sergeant	P10		37.3164	38.9197	40.5950	42.3666	44.2213
Police Lieutenant	P14	41.5755	43.3576	45.2294	47.1954	49.2593	51.4268
Academy Completion Rate	P6AA	26.9458					

Longevity Table

Years of Service	Annual Amount	Hourly Rate	Hourly Overtime Rate
After 6th Year	700	0.3205	0.4808
After 11th Year	1,050	0.4808	0.7212
After 16th Year	1,400	0.6410	0.9615
After 20th Year	2,000	0.9158	1.3736

APPENDIX I - 207-c Procedures

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CITY OF WATERTOWN § 207-c PROCEDURES

Article I – Definitions:

(a) Benefits. The full amount of regular salary or wages, and the cost of medical treatment and hospital care necessitated by a disability arising from an injury sustained in the performance of an officer's duties or a sickness resulting from the performance of those duties payable to or on behalf of an eligible claimant pursuant to N.Y. General Municipal Law Section 207-c ("Section 207-c")

(b) Claimant. Any City of Watertown police officer applying for benefits under Section 207-c.

(c) Disability. The inability of a claimant to perform his/her duties as a police officer in the City of Watertown Police Department due to injuries sustained in the performance of those duties or due to sickness resulting from the performance of those duties.

(d) Police Chief. The Police Chief of the City of Watertown.

(e) Administrator. The individual or company designated by the City of Watertown as holding this title.

(f) Business Days. Monday through Friday, excluding holidays.

Article II – Construction, Separability, and Compliance:

(a) If any provision of these procedures shall be held wholly or partially invalid or inapplicable to any person or situation, all other provisions of these procedures shall nonetheless remain fully effective. Furthermore, any provisions held to be invalid with respect to any particular person or situation shall not serve to invalidate that provision with respect to other persons or situations.

(b) These procedures shall in no way be construed to limit or otherwise affect any requirements for receiving benefits that are not covered herein, whether those requirements are imposed by statute, regulation, or court decision.

(c) The failure of any claimant to comply with the provisions of Section 207-c and these procedures may result in the delay of approval or denial of benefits.

Article III – Application Procedures for Section 207-c Benefits.

(a) Filing of Report of Accident and Medical Authorization.

1. Within five (5) business days of an on-the-job incident causing injuries or within the same period of having been taken sick as a result of the performance of duties, an injured or sick police officer seeking Section 207-c benefits, or anyone acting on his or her behalf, shall file with the Police Chief: (a) a completed current form denominated as an "Employer's Report of Work-Related Accident or Occupational Disease" of the New York State Workers' Compensation Board; and (b) a signed, fully completed, HIPAA-Compliant Authorization for Release of Health Information as approved by the New York State Department of Health. The Police Chief shall, within an additional two (2) business days, forward the same to the City Manager's Office. The failure of the Police Chief to comply with this provision shall not be used to prejudice or curtail any of the claimant's rights under this Article.

2. The Employee's Report of Work Related Injury⁽¹⁾ serves as an incident report, and shall contain, as additional information, names and addresses of witnesses to any injury-causing incident.

3. Any Medical records provided to the City will be duplicated and provided to the police officer, at the City's expense, upon request.

4. The police officer or his or her representative shall be entitled to a receipt signed by the Police Chief upon the filing of the "Employer's Report of Work-Related Accident or Occupational Disease" form and authorization for release of health information described above.

(b) Payment of Benefits Prior to Determination of Eligibility.

1. If a police officer is disabled due to an alleged on-the-job incident and is thereby caused to miss work, and a form "Employer's Report of Work-Related Accident or Occupational Disease" and authorization for health information have been filed with the Police Chief within five (5) business days of the incident, the police officer will receive his or her benefits pursuant to Section 207-c, including regular salary and wages, from the first missed day of work. If a police officer or his or her representative have not filed the required Employee's Report of Work Related Injury and medical authorization within five (5) business days of the incident, the police officer will be considered to be on sick leave until such time as the Employee's Report of Work Related Injury and medical authorization are filed with the Police Chief.

2. If a police officer is ultimately determined to not be entitled to Section 207-c benefits, the City shall be entitled to recoupment of all Section 207-c benefits paid as set forth in Article VIII of these procedures.

3. Payment of a claimant's medical treatment and hospital care expenses shall not constitute an admission by the City of the claimant's eligibility for Section 207-c benefits.

(c) Preliminary Determination by Administrator.

1. Within fourteen (14) calendar days of submission of the Employee's Report of Work Related Injury and medical authorization to the Police Chief, the administrator shall issue a preliminary determination of eligibility in accordance with Article IV of these procedures. If the police officer's 207-c claim is preliminarily denied, then, within ten (10) days of receipt of the Administrator's preliminary determination, the police officer or any interested party on his or her behalf, may complete the claim for benefits (see Appendix A-4) form provided to the police officer by the Administrator with the preliminary denial letter (see Appendix A-3) and then may submit it and a Request for Reconsideration and Hearing (see Appendix A-5) to the Administrator.

2. If the claim for Section 207-c benefits is preliminarily accepted by the Administrator as a Section 207-c claim, then the police officer or his or her representative shall, within ten (10) days of receipt of the City's acceptance letter, complete and submit the application for 207-c benefits form (see Appendix A-4) provided with the preliminary acceptance letter.

3. The forms to be completed and submitted by the claimant, whether a claim is preliminarily denied, or accepted, shall be accompanied by the signed letter or certification of the police officer's treating physician that the claimed injury or sickness is causally related to the police officer's performance of duties. A completed current form known as "Doctor's Initial Report" of the NYS Workers' Compensation Board shall be sufficient for this requirement.

¹The filing of an Employee's Report of Work Related Injury form in support of a claim for benefits under Section 207-c as a report of accident shall not serve as an admission that an injury or illness is governed by Workers' Compensation in lieu of Section 207-c.

(d) Hearing Procedures.

1. Within thirty (30) calendar days of the police officer's submission of the Request for Reconsideration and Hearing and submission of a physician's certificate or letter or C-4 to the Administrator as provided for in the previous paragraph, a hearing date will be agreed upon between the parties. A police officer has the right to be represented by an attorney at the hearing. Unless impractical, the hearing will be held within sixty (60) days of the police officer's submission of the Request for Reconsideration and Hearing and submission of physician's certificate or letter or C-4.

2. The parties will select an independent hearing officer mutually agreed upon by the parties or their attorneys. If the parties cannot agree, then the parties shall jointly apply to PERB for a list of hearing officers from which a selection shall be made according to PERB rules.

3. Within thirty (30) calendar days of the closing of the hearing record, the hearing officer shall issue a written recommendation to the City Manager, based upon his or her findings of fact, limited to the police officer's eligibility to receive benefits under Section 207-c. Costs of the hearing shall be the sole responsibility of the City.

4. Within thirty (30) calendar days of receiving the hearing record, findings of fact and recommendation of the hearing officer, the City Manager shall make a final determination of the police officer's eligibility to receive benefits under Section 207-c. This final determination shall be in writing, and is reviewable pursuant to Article 78 of the CPLR.

5. If the police officer prevails in an Article 78 Proceeding challenging the City Manager's determination, he or she is entitled to reimbursement of attorneys' fees actually paid in prosecuting the proceeding, not to exceed the amount of the attorneys' fees paid to the City's attorneys for defending the proceeding. Each party is entitled to disclosure sufficient to insure the reasonableness of the attorneys' fees charged.

Article IV – Authorities and Duties of the Administrator.

(a) The Administrator shall have the sole and exclusive authority to make a preliminary determination as to whether a claimant is entitled to Section 207-c benefits. In making this decision, the Administrator shall examine the facts and circumstances of the case, evaluate the incident report and medical records provided pursuant to the claimant's authorization, and shall have the right to conduct an investigation to preliminarily determine whether the claim should be paid under Section 207-c.

(b) In making the preliminary determination, the Administrator shall have the authority to: (1) require the production of any book, document, or other record that pertains to the incident; (2) require the claimant to submit to one or more medical examinations at the City's expense; (3) require the attendance of the claimant to give a statement upon reasonable notice (claimant's counsel may be present); (4) require the claimant to sign HIPAA-compliant forms for the release medical information; and (5) employ any expert or specialist that may be helpful in reaching a determination upon a Section 207-c application.

Article V – Clothing Allowance/Vacation Days/Sick Leave/Line-up Pay.

(a) A Section 207-c eligible police officer shall have his or her clothing allowance prorated in that year for the time worked if the police officer is off duty for a total period greater than six (6) months.

(b) A Section 207-c eligible police officer's accumulated vacation days will be preserved, but no new days will be accumulated after six (6) months of disability. During the first six (6) months of disability, vacation days will accumulate only based upon time in service. A police officer on Section 207-c benefits shall be permitted to carry over all accumulated vacation days from one year to the next.

(c) Sick leave days will be preserved unless it is determined that the police officer is not entitled to Section 207-c benefits, at which time they will be applied to the City's recoupment of benefits paid as provided in Article VIII. There will be no sick leave day accumulation while a police officer is receiving Section 207-c benefits.

(d) A Section 207-c eligible police officer shall have his or her line-up pay prorated in that year for the time worked if that officer is off duty for a total period greater than six (6) months.

(e) The City will continue to provide individual/spousal/family healthcare coverage to officers who have been determined to be either injured in the performance of duty and/or taken sick as the result of the performance of duty for the duration of their disability, as long as the officer continues to contribute his/her portion of the premium should contribution be required.

Article VI – Medical Treatment, Reports and Payments.

(a) Medical Treatment. The City may require any recipient of Section 207-c benefits to be treated for his or her injury or illness by a physician or physicians appointed by the City for this purpose in accordance with Section 207-c(1).

(b) Medical Inspections. The City may, from time to time, require any claimant to submit to one or more examinations by a physician or physicians chosen by the City for this task, at City's expense.

Article VII – Light Duty Assignments.

Police officers may be assigned to light duty as provided in Section 207-c (3). Police officers will be given written notice of their assignment to light duty by the Police Chief. The Police Chief shall notify the City Manager when any employee of the Police Department is assigned to light duty.

Article VIII – Recoupment of Benefits Paid.

(a) The City shall be permitted to recoup Section 207-c benefits paid when no timely request for a hearing is made after the Administrator's preliminary determination denies Section 207-c eligibility. The City shall also be entitled to recoup Section 207-c benefits paid after a final determination by the City Manager that the police officer was not eligible for Section 207-c benefits and the police officer does not seek Article 78 review. Finally, recoupment will be

permitted against a police officer after an Article 78 Proceeding which is adverse to the police officer once all rights of appeal are exhausted or waived.

(b) The recoupment of lost wages will be first pursued through the police officer's sick leave unless the City agrees to an alternative at the City's sole discretion.

(c) If the police officer's sick leave is insufficient, then recoupment of lost wage benefits shall be sought through the police officer's vacation leave.

(d) If the police officer's sick leave and vacation leave are insufficient for recoupment of lost wage benefits paid, the City has a right to recoupment through the following garnishing techniques after demand for payment and no tender of payment is forthcoming from the police officer: (i) If the police officer is still employed by the City, up to 10% of their gross income may be garnished; (ii) For police officers who are about to retire, their "close out" pay will be used toward satisfaction of Section 207-c recoup obligations.

If the police officer is covered by the City's health insurance plan, recoupment of medical expenses shall first be sought from that plan. While the City is self-insured for health insurance, the City will accept a police officer's Section 207-c claim or Workers' Compensation Claim as notice for health insurance benefits purposes. If the City commences health insurance with a separate carrier, the parties agree that separate notice by the police officer to that carrier may be required.

Article IX – Changes in the Condition of a Section 207-c Recipient.

It is acknowledged that any Section 207-c recipient should notify the Administrator of any change affecting eligibility for benefits. To that end, the City may require certification by the 207-c recipient and his or her physician as frequently as every six (6) months that the recipient has been and continues to be disabled. If the City determines that any change of condition has occurred which enables the recipient to return to normal duties, and, if challenged, that determination is upheld, the recipient shall be liable to the City for all 207-c benefits received on or after the date of said change arose, which date shall be either the date of certification by the City's physician or the date it was proved to have arisen.

Article X – Right to Perpetual Review and Examination.

(a) Police officers receiving Section 207-c benefits shall submit to medical examinations and inspections as required by the City. The number, time, place and manner of the medical examinations or inspections shall be reasonable. The City shall pay all costs associated with attending any medical exam required by the Administrator. For purposes of calculating such costs, the police officer's residence shall be considered the City of Watertown.

(b) Based upon the medical examinations and inspections, or other factual information coming to the knowledge of the City, the City may require a hearing to determine the police officer's continued eligibility to receive Section 207-c benefits. The City shall notify the Section 207-c recipient by certified letter of its desire to hold such a hearing to contest continued eligibility or to otherwise change eligibility for Section 207-c benefits. The hearing shall be conducted by one of the Hearing Officers selected by the parties to hear claims for 207-c benefits, who shall make recommendations to the City Manager as outlined in Article III of this Agreement.

Article XI – Exclusivity of Procedures.

These procedures are the sole exclusive procedures for determining a police officer's eligibility for benefits under Section 207-c. As such, a police officer shall have no right to challenge decisions of the Administrator or City Manager regarding eligibility or continued eligibility for Section 207-c benefits under the grievance machinery included in any collective bargaining agreement to which the police officer or his or her collective bargaining representatives are a party.

Either party may file a grievance for a violation of these procedures. The scope of the arbitrator's authority will be solely to determine whether the procedures were complied with or violated.

Res No. 8

April 27, 2021

To: The Honorable Mayor and City Council

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

Subject: Adopting the City's Community Development Block Grant Program Consolidated Plan for Program Years 2021-2025 and Annual Action Plan for Program Year 2021

Every five years, the City of Watertown is required to submit a Consolidated Plan for the Community Development Block Grant (CDBG) Program to the U.S. Department of Housing and Urban Development (HUD). In addition, the City must submit an Annual Action Plan that details how the City plans to spend its annual allocation awarded by HUD.

This year, both the five-year Consolidated Plan and Annual Action Plan were developed with extensive community outreach and input. Staff discussed the proposed plans at a City Council Work Session, at a meeting of the Citizens Advisory Board and held numerous public meetings over the course of the last two years as part of the development of the City's Comprehensive Plan and Strategic Goals and Objectives.

In addition, Staff conducted outreach efforts with local constituency groups, and the City Council held a public hearing on March 1, 2021, to solicit public comments regarding the development of funding priorities and projects to be included in the plans. Based upon Council's input, the community outreach and consultation with local organizations and agencies, Staff prepared both plans.

Drafts of the Program Year 2021-2025 Consolidated Plan and Program Year 2021 Annual Action Plan were completed and published on March 24, 2021 and a 30-day public comment period for the plans was held between March 27, 2021 and April 26, 2021. Staff did not receive comments on either plan. Now that the comment period has ended, the City Council must adopt both plans so that Staff can submit them to HUD prior to the May 15, 2021 deadline.

Attached are excerpts from the plans including the executive summary, the five-year goals along with the annual project summary information. A complete 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=2033>

A resolution has been drafted for City Council consideration that adopts the CDBG Program Consolidated Plan for Program Years 2021-2025 and Annual Action Plan for Program Year 2021 and authorizes its submission to HUD.

RESOLUTION

Page 1 of 2

Adopting the City's Community
Development Block Grant Program
Consolidated Plan for Program
Years 2021-2025 and Annual
Action Plan for Program Year 2021

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

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) under the Community Development Block Grant Program (CDBG), and

WHEREAS as an Entitlement Grantee, the City must adopt a Consolidated Plan and Annual Action Plan(s) for its Housing and Community Development Program, and

WHEREAS the Consolidated Plan and Annual Action Plan must be developed with community input and citizen participation, and

WHEREAS Staff discussed the proposed plans at a City Council work session, at a meeting of the Citizens Advisory Board and held numerous public meetings over the course of the last two years as part of the development of the City's Comprehensive Plan and Strategic Goals and Objectives, and

WHEREAS Staff conducted outreach efforts with local constituency groups, and the City Council held a public hearing on March 1, 2021, to solicit public comments regarding the development of funding priorities and projects to be included in the plans, and

WHEREAS drafts of the Program Year 2021-2025 Consolidated Plan and Program Year 2021 Annual Action Plan were completed and published on March 24, 2021, and

WHEREAS the draft plans were made available to the public for review and placed in various offices at City Hall, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority offices and on the City's website, and

WHEREAS a 30-day public comment period for the plans was held between March 27, 2021 and April 26, 2021 after a notice of the comment period was published in the *Watertown Daily Times*,

RESOLUTION

Page 2 of 2

Adopting the City's Community
Development Block Grant Program
Consolidated Plan for Program
Years 2021-2025 and Annual
Action Plan for Program Year 2021

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts and authorizes the submission of the City of Watertown's CDBG Program Consolidated Plan for Program Years 2021-2025 and the Annual Action Plan for Program Year 2021, which allocates the CDBG funds as follows:

CDBG Program Year 2021 Proposed Budget**Sources**

Program Year 2021 Entitlement Grant	\$930,085
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Total Funds Available for Allocation	\$930,085
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Proposed Uses

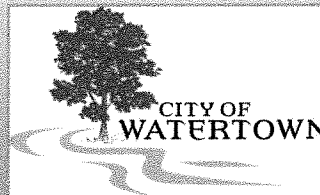
Grant Street Sidewalk Project	\$350,000
Thompson Park ADA Ramps	\$75,000
North Hamilton Playground Basketball Court	\$12,500
535 Olive Street Demolition Project	\$35,000
Northeast Target Area Tree Planting Project	\$10,000
Owner Occupied Housing Rehabilitation	\$196,000
Homebuyer Program	\$140,000
Homeless Assistance	\$10,000
Fair Housing Education	\$5,000
WCSD Food for Families Program	\$6,500
Smoke Detector Program	\$5,000
Seward Street Reconstruction Design	\$25,000
Program Administration	\$60,085
Total Funds Proposed for Allocation	\$930,085

Seconded by

Community Development Block Grant– Entitlement Communities Program

Consolidated Plan

Program Years 2021-2025



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

DRAFT March 26, 2021

Executive Summary

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

1. Introduction

This document represents the City of Watertown's Consolidated Plan for the Community Development Block Grant (CDBG) Program for Program Years 2021-2025. It also includes the City's Annual Action Plan for Program Year 2021. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan followed by a five-year plan covering Program Years 2016-2020. The City wrote this Consolidated Plan in conjunction with the North Country Home Consortium's 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.

The City's first two Consolidated Plans focused on neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership, job support and creation, fair housing education, homeless assistance, and support of public services. The City's 2021-2025 Consolidated Plan also includes these same goals but modified slightly to reflect current needs more accurately. The plan includes an additional goal focused on the environment and quality of life. The plan has been developed through extensive public outreach and citizen participation that included numerous public meetings which were conducted over the last two years as the City developed its first ever Comprehensive Plan as well as a set of Strategic Goals and Objectives to help guide operations. A public hearing was also held in addition to outreach to numerous partner agencies identified in our Citizen Participation Plan and a City Council work session dedicated to the development of this plan.

2. Summary of the objectives and outcomes identified in the Plan

As is noted above, the City developed its 2021-2025 Consolidated Plan following an extensive citizen participation and community outreach process that has enabled the City to develop a wide-ranging plan to address the community development needs of our City. The plan identifies several high-priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, environmental and quality of life enhancements, economic development, fair housing education, targeted public services, and homeless prevention.

The Strategic Plan includes several goals to address these needs including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, environment and quality of life enrichment, job support and creation, fair housing education, supporting public services and homeless assistance.

Our Annual Action Plans will support these goals with specific projects such as improvements to public infrastructure, environmental initiatives, owner-occupied housing rehabilitation, homebuyer assistance, fair housing education initiatives, homeless assistance and projects that support the social needs identified by the community through our public outreach process.

3. Evaluation of past performance

The City has participated in the CDBG Entitlement Program for the last seven years, successfully completing numerous projects that implemented the goals and objectives identified in our first two Consolidated Plans. The City focused most of its resources on addressing the primary goals of neighborhood stabilization and revitalization, affordable housing rehabilitation and increasing homeownership opportunities. Our success in implementing the neighborhood stabilization and revitalization goal over the last seven years has included the construction of multiple sidewalk replacement projects in our target areas including the multi-year Huntington Street sidewalk project, and projects on Gaffney Drive and Rutland Street North. It has also included several demolition projects that resulted in the removal of seven dilapidated residential structures. To date, the City has also replaced 70 substandard ADA ramps throughout the City that helped to improve accessibility and replaced four bus shelters at various locations. The City's neighborhood stabilization and revitalization efforts also included several tree planting projects and the replacement of two playground structures in target areas that improved recreational opportunities in their service areas.

To address our affordable housing rehabilitation goal, the City has implemented several owner-occupied housing rehabilitation and rental housing rehabilitation programs in the last several years. Since becoming an entitlement community, the City has assisted in rehabilitating 41 owner-occupied homes consisting of 49 total units and 6 rental properties consisting of 14 total units.

To increase homeownership opportunities within the community, the City has included four homebuyer assistance projects in the last five years that, to date, has resulted in 11 families becoming homeowners.

The City also partnered with developer Evergreen Partners on two large scale rental rehabilitation projects, the Maple Court Apartments Project and the Black River Apartments Project, by providing funding for a portion of the architectural and engineering design fees associated with the projects. This funding helped to leverage millions of dollars in financing including funding from the State of New York, Federal low-income housing tax credits and private funds. The Maple Court Project resulted in the rehabilitation of 92 units that make up the complex. The Black River Apartments project was comprised of seven buildings at six different locations in and around downtown Watertown. Within the seven buildings, 115 residential units were rehabilitated.

In addition, prior to becoming an Entitlement Community, the City participated in the Small Cities program, first administered by HUD and then New York State, for over 35 years. The City operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and implemented a couple of economic development projects.

4. Summary of citizen participation process and consultation process

The development of the City's Consolidated Plan and 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 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. In addition, the City met with representatives from the North Country HOME Consortium to discuss needs and priorities for both organizations.

During the development of our last Consolidated Plan, the City held two neighborhood meetings to obtain input from residents. While the Coronavirus pandemic did not allow for the City to hold similar meetings during the development of this plan, the City was fortunate that we had just adopted two important documents: the City's first ever Comprehensive Plan and a Strategic Goals and Objectives Plan. The citizen participation processes for these plans were extensive and included multiple public meetings and public hearings to obtain input and feedback from the community. The planning process for both documents began in late 2018 and the City Council adopted them in December 2019, just prior to the start of the pandemic. The Comprehensive Plan was funded in part with CDBG funds with the idea that the input obtained from the public during the development of the plan, along with the visions, goals and recommendations would directly tie to our 2021-2025 Consolidated Plan.

Staff also participated in 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.

The City Council held a public hearing on March 1, 2021 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan. To provide for the widest possible range of public participation, the public hearing had a virtual option in addition to the in-person public hearing held during the Council meeting.

After seeking this input, a draft Consolidated Plan and Annual Action plan was published and a 30-Day public comment period was held in order to gather additional input from citizens. The 30-Day public comment period lasted from March 27, 2021 to April 26, 2021.

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

5. Summary of public comments

Throughout the development of the Consolidated Plan and Annual Action Plan, as well as during our public outreach process for the Comprehensive Plan and Strategic Goals and Objectives, the City received many valuable comments and suggestions from the public. The suggestions ranged from ideas

for general goals and objectives to project specific ideas for particular neighborhoods or geographic areas.

Goals included strengthening community building efforts, investing in neighborhoods, creating and improving public spaces, capitalizing on the Black River, making Watertown more attractive to developers, investors and businesses to promote economic development, ensuring the City's infrastructure is modern, safe and well maintained, taking pride in the City's appearance and preserving and enhancing the City's natural, cultural and scenic resources.

More specific project ideas included promoting a variety of housing types, forms and affordability levels, improving housing conditions by supporting city-wide and long-term housing reinvestment, improving ADA accessibility along streets, expanding and enhancing the City's park and trail system, eliminating blight and improving facilities and infrastructure.

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 for the Comprehensive Plan, the Strategic Goals and Objectives, the Consolidated Plan and Annual Action Plan were considered in the preparation of the draft plans. The suggestions were reviewed for common and recurring themes to help establish priorities and goals.

There were not any ideas, comments and suggestions that were not accepted. Most of the comments and suggestions received were considered and most project specific ideas could be implemented under one or more of the City goals and/or strategies, however, the City will have to prioritize those ideas to address our greatest needs.

While no public comments were received at the public hearing held on March 1, 2021 or during the 30-day public comment period, the City received valuable input during many public meetings as previously described.

7. Summary

The City of Watertown developed its Consolidated Plan for Program Years 2021-2025 with an extensive citizen participation and community outreach process that has enabled the City to develop a comprehensive plan that addresses the community development needs of our City. The plan focuses on neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership, environmental enrichment, job support and creation, fair housing education, support of public services and homeless assistance.

Our 2021 Annual Action Plan includes several housing initiatives including an owner-occupied rehabilitation program, a homebuyer program and a fair housing education program. Public infrastructure improvements include sidewalk reconstruction, ADA sidewalk ramp replacement, playground improvements and tree planting. We will be expanding our efforts to address homelessness in the community and have also placed a strong emphasis on other social needs of the City by including programs to address food insecurity and hunger in the schools.

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low- and moderate-income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, complete streets improvements, utilities, lighting, technology, neighborhood facilities, historic preservation, facilities for persons with special needs and handicapped accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas in order to stop the spread of blighting influences throughout the City.
2	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and rental properties for low- and moderate-income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	Goal Name	Homeownership Assistance
	Goal Description	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.
4	Goal Name	Environment and Quality of Life Enrichment
	Goal Description	Improve environmental conditions by addressing environmental equity and environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, implementing renewable energy initiatives, eliminating combined sewer overflows, narrowing streets to provide increased greenspace, tree planting, tree pit expansion and enhancements, and other urban forestry initiatives such as hazardous tree removal and invasive species management.
5	Goal Name	Fair Housing Education
	Goal Description	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.

6	Goal Name	Homeless Assistance
	Goal Description	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness through support of the Annual Point-In-Time Count, services for homeless persons, and long-term planning to address homelessness in the community.
7	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community including, but not limited to, crime prevention and public safety, health services, substance abuse services, education programs, services for senior citizens and recreational services.
8	Goal Name	Economic Development
	Goal Description	Support the efforts of the Watertown Local Development Corporation, the Jefferson County Job Development Corporation, the Jefferson County Industrial Development Agency and other local economic development agencies by partnering with these organizations on various initiatives to advance the reuse and adaptive reuse of strategic development sites, including brownfields, to retain key industries, attract businesses and create jobs.
9	Goal Name	Planning and Administration
	Goal Description	Conduct planning studies as needed to develop neighborhood revitalization strategies and to inform the development of consolidated plans and annual action plans and administer the City's CDBG Program including project management and the development of annual plans and reports.

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

During the 2021-2025 time period covered by this Consolidated Plan, the City intends to assist residents with homeownership with homebuyer grants. The City anticipates providing five grants per year for an aggregate total of 25 over the five-year period. Of the 25, the City anticipates that five low-income families and 20 moderate-income families will be supported by the homebuyer grant program.

AP-38 Project Summary Information

1	Project Name	Grant Street Sidewalk Replacement Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$350,000
	Description	This project involves constructing approximately 2,900 linear feet of 5' wide sidewalks on Grant St. between Main St. East and Henry St. It would replace the existing sidewalks and would install new walks on a small portion of the east side of the 600 Block of Grant St. where there is currently a gap in the sidewalk network. 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.
	Target Date	06/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 159 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Group and the LMI percentage for the Block Group that the project covers.
	Location Description	The project is located in the City's Northeast CDBG Target Area and is a main route from the surrounding neighborhood to Starbuck Elementary School. The project includes the 600 block of Grant Street between Main Street East and Henry Street. This project is located in Census Tract 613, Block Group 2 which is characterized as having a low to moderate income population of 61.44 percent.
	Planned Activities	Planned activities include replacing existing sidewalk and constructing new sidewalks where none currently exist, ADA ramp replacement, tree removal and tree planting.

2	Project Name	Thompson Park ADA Ramp Replacement Project
	Target Area	None
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$75,000
	Description	This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction. Eight to ten ADA ramps will be replaced in Thompson Park in the Tower Square area near the 10 th Mountain Division Monument and near the playground, where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. The project will ensure that the paths from the parking areas to the sidewalk network and playground are interconnected and accessible. It will help to meet an important non-housing community development need identified in the City's Consolidated Plan which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled. This project would help to enhance the work that the Department of Public Works has been completing in Thompson Park to address accessibility complaints that were received in recent years. The proposed ramps will be in Census Tract 622, in the southeast quadrant of the City, which has an estimated Disability Rate of 12.0 percent, according to 2015-2019 American Community Survey (ACS) 5-year Estimates.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	ACS estimates indicate that 4,440 people with a disability among Watertown's total civilian noninstitutionalized population, approximately 18.3 percent of the City. Thompson Park is Watertown's signature recreational resource, and its service area extends well outside the City boundaries. As the ACS measures disability data by individual and not by family, it is difficult to estimate how many families this project will help. The City estimates that at least 1,000 families will benefit from the proposed project, at least 500 of which would be LMI families.
	Location Description	The project will take place in the Tower Square area of Thompson Park, in the City's southeast quadrant.

	Planned Activities	The City proposes to construct eight to ten ADA accessible 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.
3	Project Name	North Hamilton Playground Basketball Court Project
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$12,500
	Description	This project involves public infrastructure improvements consisting of a small, paved basketball court, a new walkway, and other amenities at the North Hamilton Street Playground. The improvements will complement the recently completed playground replacement project that utilized 2015 CDBG funds. The new basketball court will replace an existing dirt court in addition to upgrades of the hoop and pole. The project will also include an approximately sixty (60) feet of sidewalk on the interior of the playground property. The new sidewalk will provide an accessible connection from the existing City sidewalk network directly to the playground equipment.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 241 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages across the two Block Groups where City will install the new court. However, the primary beneficiaries of the project will be younger members of the community and disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to estimate accurately the number of young individuals and severely disabled persons who will ultimately utilize the improvements.

	Location Description	The project is located on the edge of the City's CDBG Near East Target Area; however, the service area for the playground encompasses a geographic area that has a Low to Moderate Income population greater than 51 percent, making it eligible for improvements.
	Planned Activities	The City proposes to construct a small basketball court and a new walkway at the North Hamilton Street Playground.
4	Project Name	Northeast Target Area Tree Planting Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$10,000
	Description	This project involves public infrastructure improvements consisting of the planting of trees in the City's Northeast Target area.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 354 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages across the three Block Groups where the new trees will be planted. Tree planting will benefit those who reside in or utilize the areas where the improvements are proposed especially in areas with limited access to street trees, parks, or green space.
	Location Description	The project will take place within the City's Northeast target area.

	Planned Activities	The City proposes to use its recently completed tree inventory and management plan to identify potential planting spaces in the Northeast target area. Priority locations for tree planting will exhibit one or more of the following site conditions: Previously identified planting locations, recent tree removal, proximity to existing ash trees, and/or stormwater susceptibility. Based on current inventory data, the Northeast target area currently has 294 potential planting locations within City street margins, parks, and playgrounds. Planting locations are based on minimum street margin widths and recommended proximity to above ground features including (driveways aprons, utility poles, intersections, fire hydrants, street signs, etc.).
5	Project Name	535 Olive Street Demolition
	Target Area	Downtown
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$35,000
	Description	This project will involve the demolition of a blighted structure located at 535 Olive Street in the City's Downtown Target Area. The project will remove a blighted structure and will aid in the prevention of blight spreading to adjacent properties.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	The project will take place at 535 Olive Street.
	Planned Activities	A two-unit residential building located on the parcel will be demolished.

6	Project Name	Owner-Occupied Housing Rehabilitation Program 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$196,000
	Description	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4-unit owner-occupied properties within the City.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 2020 Owner-Occupied Rehabilitation funds will assist approximately seven low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	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.

7	Project Name	Homebuyer Program 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$140,000
	Description	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 homeownership throughout the City, with an emphasis on our CDBG target areas.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately five low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	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.

8	Project Name	Point-in-Time Outreach and Education Initiative 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$10,000
	Description	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 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 will be staffed by volunteers and partner agencies from the PNHC and will offer those attending a chance to find out about homeless services in addition to being included in the PIT Count. A similar event will also be held in July to count the homeless population during the summer months.
	Target Date	1/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that this project will assist twenty-five homeless families.
	Location Description	The project will take place throughout the City of Watertown.

	Planned Activities	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. A second event will be held in July. 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 will be staffed by volunteers and partner agencies from the PNHC and will offer those attending a chance to find out about homeless services in addition to be included in the PIT count.
9	Project Name	Fair Housing Education 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Fair Housing Education
	Needs Addressed	Fair Housing Education
	Funding	CDBG: \$5,000
	Description	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.
	Target Date	12/31/2021

	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 25 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will consist of an informational campaign to include advertising and outreach, as well as in-person teaching sessions.
10	Project Name	Watertown City School District Food 4 Families Program 2021
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$6,500
	Description	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.
	Target Date	6/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately 42 low to moderate income families, over the course of 40 weeks.
	Location Description	The program will service all schools in the Watertown City School.
	Planned Activities	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.
11	Project Name	Target Area Smoke Detector Program
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	\$5,000
	Description	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.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 families will be assisted.

	Location Description	This project will take place in the City of Watertown, in Target Area neighborhoods where LMI is 51% or greater.
	Planned Activities	The City will use funds to purchase smoke detectors.
12	Project Name	Seward Street Reconstruction - Design
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$25,000
	Description	This project will provide funding for the design of a street reconstruction project on Seward Street. Infrastructure improvements that will be designed include water, sanitary sewer, storm sewer, street, sidewalks, curbs, lighting, green infrastructure, and tree planting.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 159 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Group and the LMI percentage for the Block Group that the project covers.
	Location Description	The project will involve the design of future improvements on the 400 and 500 Blocks of Seward Street between Starbuck Avenue and Hancock Street in the Northeast target area.
	Planned Activities	The Seward Street Reconstruction Project will be designed and prepared to go out to bid.

13	Project Name	Program Administration 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Environment and Quality of Life Enrichment Blight Elimination Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$60,085
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This covers wherever the CDBG funds will be spent.
	Planned Activities	The City will administer the CDBG Program.

Community Development Block Grant– Entitlement Communities Program

Consolidated Plan

Program Years 2021-2025



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

DRAFT March 26, 2021

Executive Summary

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

1. Introduction

This document represents the City of Watertown's Consolidated Plan for the Community Development Block Grant (CDBG) Program for Program Years 2021-2025. It also includes the City's Annual Action Plan for Program Year 2021. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan followed by a five-year plan covering Program Years 2016-2020. The City wrote this Consolidated Plan in conjunction with the North Country Home Consortium's 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.

The City's first two Consolidated Plans focused on neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership, job support and creation, fair housing education, homeless assistance, and support of public services. The City's 2021-2025 Consolidated Plan also includes these same goals but modified slightly to reflect current needs more accurately. The plan includes an additional goal focused on the environment and quality of life. The plan has been developed through extensive public outreach and citizen participation that included numerous public meetings which were conducted over the last two years as the City developed its first ever Comprehensive Plan as well as a set of Strategic Goals and Objectives to help guide operations. A public hearing was also held in addition to outreach to numerous partner agencies identified in our Citizen Participation Plan and a City Council work session dedicated to the development of this plan.

2. Summary of the objectives and outcomes identified in the Plan

As is noted above, the City developed its 2021-2025 Consolidated Plan following an extensive citizen participation and community outreach process that has enabled the City to develop a wide-ranging plan to address the community development needs of our City. The plan identifies several high-priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, environmental and quality of life enhancements, economic development, fair housing education, targeted public services, and homeless prevention.

The Strategic Plan includes several goals to address these needs including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, environment and quality of life enrichment, job support and creation, fair housing education, supporting public services and homeless assistance.

Our Annual Action Plans will support these goals with specific projects such as improvements to public infrastructure, environmental initiatives, owner-occupied housing rehabilitation, homebuyer assistance, fair housing education initiatives, homeless assistance and projects that support the social needs identified by the community through our public outreach process.

3. Evaluation of past performance

The City has participated in the CDBG Entitlement Program for the last seven years, successfully completing numerous projects that implemented the goals and objectives identified in our first two Consolidated Plans. The City focused most of its resources on addressing the primary goals of neighborhood stabilization and revitalization, affordable housing rehabilitation and increasing homeownership opportunities. Our success in implementing the neighborhood stabilization and revitalization goal over the last seven years has included the construction of multiple sidewalk replacement projects in our target areas including the multi-year Huntington Street sidewalk project, and projects on Gaffney Drive and Rutland Street North. It has also included several demolition projects that resulted in the removal of seven dilapidated residential structures. To date, the City has also replaced 70 substandard ADA ramps throughout the City that helped to improve accessibility and replaced four bus shelters at various locations. The City's neighborhood stabilization and revitalization efforts also included several tree planting projects and the replacement of two playground structures in target areas that improved recreational opportunities in their service areas.

To address our affordable housing rehabilitation goal, the City has implemented several owner-occupied housing rehabilitation and rental housing rehabilitation programs in the last several years. Since becoming an entitlement community, the City has assisted in rehabilitating 41 owner-occupied homes consisting of 49 total units and 6 rental properties consisting of 14 total units.

To increase homeownership opportunities within the community, the City has included four homebuyer assistance projects in the last five years that, to date, has resulted in 11 families becoming homeowners.

The City also partnered with developer Evergreen Partners on two large scale rental rehabilitation projects, the Maple Court Apartments Project and the Black River Apartments Project, by providing funding for a portion of the architectural and engineering design fees associated with the projects. This funding helped to leverage millions of dollars in financing including funding from the State of New York, Federal low-income housing tax credits and private funds. The Maple Court Project resulted in the rehabilitation of 92 units that make up the complex. The Black River Apartments project was comprised of seven buildings at six different locations in and around downtown Watertown. Within the seven buildings, 115 residential units were rehabilitated.

In addition, prior to becoming an Entitlement Community, the City participated in the Small Cities program, first administered by HUD and then New York State, for over 35 years. The City operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and implemented a couple of economic development projects.

4. Summary of citizen participation process and consultation process

The development of the City's Consolidated Plan and 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 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. In addition, the City met with representatives from the North Country HOME Consortium to discuss needs and priorities for both organizations.

During the development of our last Consolidated Plan, the City held two neighborhood meetings to obtain input from residents. While the Coronavirus pandemic did not allow for the City to hold similar meetings during the development of this plan, the City was fortunate that we had just adopted two important documents: the City's first ever Comprehensive Plan and a Strategic Goals and Objectives Plan. The citizen participation processes for these plans were extensive and included multiple public meetings and public hearings to obtain input and feedback from the community. The planning process for both documents began in late 2018 and the City Council adopted them in December 2019, just prior to the start of the pandemic. The Comprehensive Plan was funded in part with CDBG funds with the idea that the input obtained from the public during the development of the plan, along with the visions, goals and recommendations would directly tie to our 2021-2025 Consolidated Plan.

Staff also participated in 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.

The City Council held a public hearing on March 1, 2021 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan. To provide for the widest possible range of public participation, the public hearing had a virtual option in addition to the in-person public hearing held during the Council meeting.

After seeking this input, a draft Consolidated Plan and Annual Action plan was published and a 30-Day public comment period was held in order to gather additional input from citizens. The 30-Day public comment period lasted from March 25, 2021 to April 25, 2021.

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

5. Summary of public comments

Throughout the development of the Consolidated Plan and Annual Action Plan, as well as during our public outreach process for the Comprehensive Plan and Strategic Goals and Objectives, the City received many valuable comments and suggestions from the public. The suggestions ranged from ideas

for general goals and objectives to project specific ideas for particular neighborhoods or geographic areas.

Goals included strengthening community building efforts, investing in neighborhoods, creating and improving public spaces, capitalizing on the Black River, making Watertown more attractive to developers, investors and businesses to promote economic development, ensuring the City's infrastructure is modern, safe and well maintained, taking pride in the City's appearance and preserving and enhancing the City's natural, cultural and scenic resources.

More specific project ideas included promoting a variety of housing types, forms and affordability levels, improving housing conditions by supporting city-wide and long-term housing reinvestment, improving ADA accessibility along streets, expanding and enhancing the City's park and trail system, eliminating blight and improving facilities and infrastructure.

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 for the Comprehensive Plan, the Strategic Goals and Objectives, the Consolidated Plan and Annual Action Plan were considered in the preparation of the draft plans. The suggestions were reviewed for common and recurring themes to help establish priorities and goals.

There were not any ideas, comments and suggestions that were not accepted. Most of the comments and suggestions received were considered and most project specific ideas could be implemented under one or more of the City goals and/or strategies, however, the City will have to prioritize those ideas to address our greatest needs.

While no public comments were received at the public hearing held on March 1, 2021, the City received valuable input during many public meetings as previously described.

7. Summary

The City of Watertown developed its Consolidated Plan for Program Years 2021-2025 with an extensive citizen participation and community outreach process that has enabled the City to develop a comprehensive plan that addresses the community development needs of our City. The plan focuses on neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership, environmental enrichment, job support and creation, fair housing education, support of public services and homeless assistance.

Our 2021 Annual Action Plan includes several housing initiatives including an owner-occupied rehabilitation program, a homebuyer program and a fair housing education program. Public infrastructure improvements include sidewalk reconstruction, ADA sidewalk ramp replacement, playground improvements and tree planting. We will be expanding our efforts to address homelessness in the community and have also placed a strong emphasis on other social needs of the City by including programs to address food insecurity and hunger in the schools.

The Process

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Office

Table 1– Responsible Agencies

Narrative

The lead agency for the preparation of this Consolidated Plan was the City of Watertown through its Planning and Community Development Department.

Consolidated Plan Public Contact Information

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PR-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 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.

From the winter of 2018 through winter of 2019, staff representing all City departments worked with City Council, City Manager, local stakeholders, and members of the public to create a Strategic Goals and Objectives document with the intent of improving City operations over the next decade. Elected officials and City staff invited all members of the public to attend multiple public outreach meetings in addition to a final public hearing to share thoughts and discuss strategies for improved communication, customer service, beautification, public safety and more. Through these efforts, the City's 2020 Strategic Goals and Objective Plan was produced.

As with the Strategic Goals and Objective Plan, staff worked with a wide range of individuals including City Council, City Manager, local stakeholders, and members of the public to create the City's Comprehensive Plan. Groundwork for public input began in March of 2019 through December 2019, which included robust public information planning, outreach, and neighborhood research to gain insight on how the City currently functions at the neighborhood level. Citizen input was the compass used to help set a course for the City's future.

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 City consulted the WHA while developing this plan and provided data on tenant characteristics, waiting lists, notable deficiencies, and unmet needs, which the City incorporated into the plan. Lewis County Opportunities administers the Housing Choice Voucher (HCV) Program in the City and was also consulted and provided important information regarding the HCV program, number of households assisted, waiting lists and shortfalls in capacity. Much of this information was integrated into the City's Analysis of Impediments to Fair Housing.

The City also sought input from private and governmental health, mental health, and human service agencies. In addition, the City obtained input from 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 attends quarterly meetings and has participated in committee meetings of the PNHC and has gained valuable input for incorporation into the plan.

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

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith-based organizations, hospitals and medical service providers, veteran services, other non-profits, and previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. This coordination and the input the City received, particularly regarding homelessness needs, was extremely valuable as the City developed the Consolidated Plan.

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

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

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

Table 2– Agencies, groups, organizations who participated

1	Agency/Group/Organization	ACR Health
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

2	Ag Agency/Group/Organization	Association for the Blind and Visually Impaired of NNY
	Agency/Group/Organization Type	Services – Blind and visually impaired
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
3	Agency/Group/Organization	Advantage Watertown
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Board is a group of business and community leaders that serves in an advisory role to the City on several different issue and topics including community development, housing, and economic development. Initial contact was made to members of Advantage Watertown via email on February 10, 2021. The email asked members to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Planning Staff then met with the Advantage Watertown Committee on February 11, 2021. Members felt that neighborhood specific projects that would have a high impact should be the focus of the City's CDBG plan. Some of the topics discussed at this meeting included economic development, accessibility, improvements to technology such as public internet access.

4	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
5	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

6	Agency/Group/Organization	Development Authority of the North Country
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
7	Agency/Group/Organization	JEFFERSON COUNTY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
8	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

9	Agency/Group/Organization	Jefferson County Department of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
10	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
11	Agency/Group/Organization	Lewis County Opportunities, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
12	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021. In addition, Staff participated in a conference call on February 26, 2021 with County Planning representatives as well as representatives from the Development Authority of the North Country to discuss our Consolidated Plan efforts, including scheduling and priorities for the two plans.
13	Agency/Group/Organization	Neighbors of Watertown
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021. In addition, Staff is regularly in contact with NOW Staff to discuss ongoing programs and long-range program goals.

14	Agency/Group/Organization	North Country Affordable Housing, Inc
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
15	Agency/Group/Organization	North Country Family Health Center
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
16	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

17	Agency/Group/Organization	Northern Regional Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Services-Persons with Disabilities
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
18	Agency/Group/Organization	Town of Pamelaia
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
19	Agency/Group/Organization	Tug Hill Commission Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
20	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
21	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
22	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
23	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
24	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
25	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
26	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

27	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
28	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
29	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

30	Agency/Group/Organization	The WorkPlace
	Agency/Group/Organization Type	Services – Employment Services-Education
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.
31	Agency/Group/Organization	Victims Assistance Center of Jefferson County, Inc.
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Services – abuse response and counseling Services - Housing Services - Children Services - Elderly Persons Services - homeless
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 19, 2021.

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

The City compiled an extensive outreach list and contacted all 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

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

Table 3– Other local / regional / federal planning efforts**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

As part of our consultation and outreach efforts, the City contacted three adjacent units of local government via email to solicit input on the plan: the Town of Watertown, the Town of Pamela and the Town of LeRay. The City also consulted several departments within the Jefferson County government, such as the Department of Social Services, Planning Department, the Office for the Aging, and the Public Health Department, and received valuable input which proved to be very important in developing the plan.

PR-15 Citizen 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 Community Development Block Grant Program included extensive outreach to several different organizations and individuals throughout the community. Through an email sent on February 19, 2021, the City contacted 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 1, 2021 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan.

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

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

From the early winter of 2018 through December of 2019, staff representing all City departments worked with City Council, City Manager, local stakeholders, and members of the public to create a Strategic Goals and Objectives document with the intent of improving City operations over the next decade. Elected officials and City staff invited all members of the public to attend multiple public outreach meetings in addition to a final public hearing to share thoughts and discuss strategies for improved communication, customer service, beautification, public safety and more. Through these efforts, the City's 2020 Strategic Goals and Objective Plan was produced.

In addition to the Strategic Goals and Objective Plan, City staff, with the help a contracted planning firm, worked with a wide range of individuals including City Council, City Manager, local stakeholders, and members of the public to create the City's first ever Comprehensive Plan. Groundwork and implementation of the City's public outreach efforts began in January 2019 and carried through December 2019. These efforts included robust public information planning, outreach, and neighborhood research to gain a better understanding of how the City currently functions at the neighborhood level. Citizen input was used as essential information to help set a course for the City's future.

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	Public Meeting – Strategic Plan	Neighborhood targeted/broad community	On June 11, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Community Action Planning Council located at 518 Davidson Street in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	
2	Public Meeting – Strategic Plan	Neighborhood targeted/broad community	On June 11, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Northern New York Philanthropy Center located at 131 Washington Street in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	
3	Public Meeting – Strategic Plan	Neighborhood targeted/broad community	On June 12, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Cornell Cooperative Extension located at 203 Hamilton Street N in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting – Strategic Plan	Neighborhood targeted/broad community	On June 12, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting North Elementary School located at 171 Hoard Street in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	
5	Public Meeting – Strategic Plan	Neighborhood targeted/broad community	On June 13, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting Watertown Municipal Arena located at 600 William T. Field Drive in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	
6	Public Meeting – Strategic Plan	Neighborhood targeted/broad community	On June 13, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Sherman Elementary School located at 836 Sherman Street in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Public Hearing – Strategic Plan	Neighborhood targeted/broad community	On October 28, 2019 - Watertown City Mayor, City Council and City Staff held a public meeting at Watertown High School located at 1335 Washington Street in Watertown.	Citizens provided input on the Goals and Objectives that the City Council has created to set a plan of action for the City for the next 5-10 years. Goals for comment included: Communication, Customer Service, Economic Development, Fiscal Sustainability, Infrastructure, Partnership, Pride in City Appearance, Public Safety.	None.	
8	Public Meeting – Comp Plan	Neighborhood targeted/broad community	On January 29, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Watertown Municipal Arena located at 600 William T. Field Drive in Watertown.	Citizens provided insight to the current condition of their neighborhood/community, anticipated needs, and what they would like to their community to be in the future. Citizens also included thoughts on how to accomplish and sustain their vision.	None.	
9	Public Meeting – Comp Plan	Neighborhood targeted/broad community	On January 29, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Immaculate Heart Central located 1316 Ives Street, Watertown, NY	Citizens provided insight to the current condition of their neighborhood/community, anticipated needs, and what they would like to their community to be in the future. Citizens also included thoughts on how to accomplish and sustain their vision.	None.	

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)
10	Public Meeting – Comp Plan	Neighborhood targeted/broad community	On January 30, 2019 – Watertown City Mayor, City Council and City Staff held a public meeting at Community Action Planning Council located at 518 Davidson Street in Watertown.	Citizens provided insight to the current condition of their neighborhood/community, anticipated needs, and what they would like to their community to be in the future. Citizens also included thoughts on how to accomplish and sustain their vision.	None.	
11	Public Meeting – Comp Plan	Neighborhood targeted/broad community	On February 26, 2019 - City Staff held a public meeting at Ohio Street School located at 1537 Ohio Street in Watertown.	Citizens provided insight to the current condition of their neighborhood/community, anticipated needs, and what they would like to their community to be in the future. Citizens also included thoughts on how to accomplish and sustain their vision.	None.	
12	Public Meeting – Comp Plan	Neighborhood targeted/broad community	On February 28, 2019 - City Staff held a public meeting at Watertown Urban Mission located at 247 Factory Street in Watertown.	Citizens provided insight to the current condition of their neighborhood/community, anticipated needs, and what they would like to their community to be in the future. Citizens also included thoughts on how to accomplish and sustain their vision.	None.	

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)
13	Public Meeting – Comp Plan	Neighborhood targeted/broad community	On February 28, 2019 - Watertown City Mayor, City Council and City Staff held a public meeting at Watertown High School located at 1335 Washington Street in Watertown.	Citizens provided insight to the current condition of their neighborhood/community, anticipated needs, and what they would like to their community to be in the future. Citizens also included thoughts on how to accomplish and sustain their vision.	None.	
14	Public Meeting – Comp Plan	Broad community	On September 24, 2019 - City Staff held a public meeting at Northern New York Community Foundation located at 131 Washington Street in Watertown.	Citizens provided reactions and comments on the draft plan.	None.	
15	Public Meeting – Comp Plan	Broad community	On September 25, 2019 - City Staff held a public meeting at the Italian American Club located at 192 Bellevue Avenue in Watertown.	Citizens provided reactions and comments on the draft plan.	None.	
16	Public Hearing – Comp Plan	Broad community	On December 2, 2019 - City Staff held a public hearing at the Watertown City Hall located at 245 Washington Street in Watertown.	One member of the public questioned if the plan would be used to expand Citibus service and/or allow digital billboards in the downtown district.	None.	

Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

Housing

Cost burden is a prevalent housing problem. The City's housing stock is split between affordable (means tested) and too expensive. The presence of Fort Drum, the nearby military base, has driven up property values and made much of the housing options too expensive for many residents in the area. The majority of new housing stock within the City that has been created or rehabilitated within the last 20 years has been for the low to median income population, leaving many of those above median income with a high housing cost burden.

A rising number of owners have abandoned their properties because they cannot afford the high costs of the mortgage and maintenance. To combat this issue, the City has been working on a program to identify these at-risk properties and connect the owners with housing counseling and pre-foreclosure programs.

Additionally, a majority of the City's housing stock was built prior to 1939 and is in need of maintenance, which many owners cannot afford. It is known from the many years of experience with rehabilitation programs that quality improvement of the housing stock is a great need.

Homeless

When it conducted the most recent Point In Time count, the Points North Housing Coalition estimated that the City's homeless population was about 60 persons. The City works in conjunction with the Coalition to combat the homeless problem and create programs to help those in need. While the City's homeless are not traditional on-the-street homeless, there are a rising number of people that do not have permanent housing, attributable in large part to the high cost of housing options within the City.

Non-housing Community Development

The primary need for public facilities is the lack of neighborhood parks and connectivity between parks. Additionally, improved accessibility for those with disabilities was identified as a need during the City's recent Comprehensive Plan public meetings. Other public improvement needs discussed were safe bike and pedestrian routes throughout the City, particularly within Public Square, and improved sidewalk and ADA ramps.

The City has been working on creating a coordinated strategy for infrastructure improvements. Staff from the Planning, Engineering, Department of Public Works and Water departments meet monthly to

discuss upcoming capital projects and needs in order to coordinate and better serve the City's residents by replacing aging infrastructure.

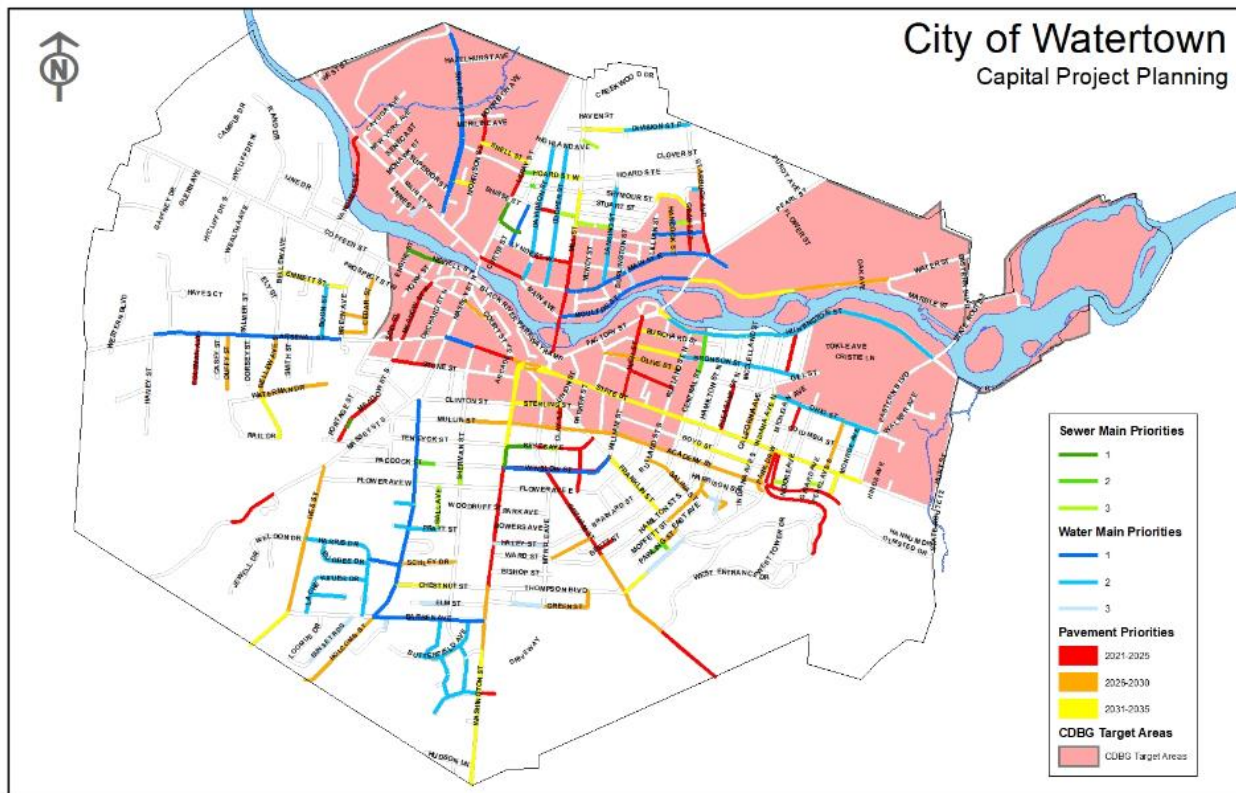
Public Services

One of the biggest public service needs identified during the recent Comprehensive Planning process was the need for an enhanced public transportation through expanding the Citibus system's hours and routes. Many City residents lack transportation to get to work, medical appointments and basic life needs, so an expansion of the current bus system could greatly increase the quality of life for them. The planning process also identified food insecurity as a needed public service, given the high poverty level throughout the City. The City's food pantries report high levels of usage, especially over the last year.

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

The primary objective of the City's non-housing community development activities related to public facilities is to ensure that adequate facilities are available for residents in all low to moderate income neighborhoods. This includes streets, sidewalks, ADA ramps, adequate sewer and water service, as well as park improvements and elimination of slums and blight. The City's Water, DPW, Engineering and Planning Departments have implemented a capital projects monthly planning session to work together to create complete infrastructure improvement projects that will enhance neighborhoods most in need. The intention of these capital project meetings is to share capital project plans between departments and create a plan moving forward to pair projects together in each area, to maximize available funding sources and complete projects that involve all department's infrastructure in each area. The map below shows the City's infrastructure priorities overlaid on the CDBG Target Areas. The City used data from the recent ADA Transition Plan surveys, as well as a pavement condition index study done in 2010 to set priorities in the areas most in need of repair. The map will be used to create a long-range capital projects plan.



Capital Project Planning Map

LMI block groups in the City have only 7.2% of the total parkland area, or approximately 36.3 acres out of the total of 506 acres of parkland in the City. To address this current unmet need, one of our primary public facility priorities will include developing and supporting park, playground, and recreational facility projects in LMI areas. Additional efforts will be made to connect LMI areas that are isolated from public facilities via the addition of recreational trails and sidewalks, with specific emphasis placed on projects that support the Local Waterfront Revitalization Program for the Black River. Creating new or improving existing park and recreational areas, as well as providing connections to these recreational areas through both pedestrian and public transportation, will provide relief from the urban setting for residents, will improve the aesthetic quality of neighborhoods and will provide much needed recreational opportunities in LMI areas. Many of the City's LMI areas are underserved or completely lacking in park and recreation amenities and this funding will give the City the opportunity to address this issue.

How were these needs determined?

The priorities identified above were developed with input from the public and municipal officials as well as extensive public participation during the development of the City's Comprehensive Plan and Strategic Goals and Objectives Plan. While the Coronavirus did not allow for the City to hold public meetings during the development of this plan, staff was able to use input collected during the two recent planning processes, both of which included numerous public meetings. An in-person and virtual public hearing was also held in addition to outreach to numerous partner agencies identified in our Citizen Participation Plan and as well as a City Council work session dedicated to the development of this plan.

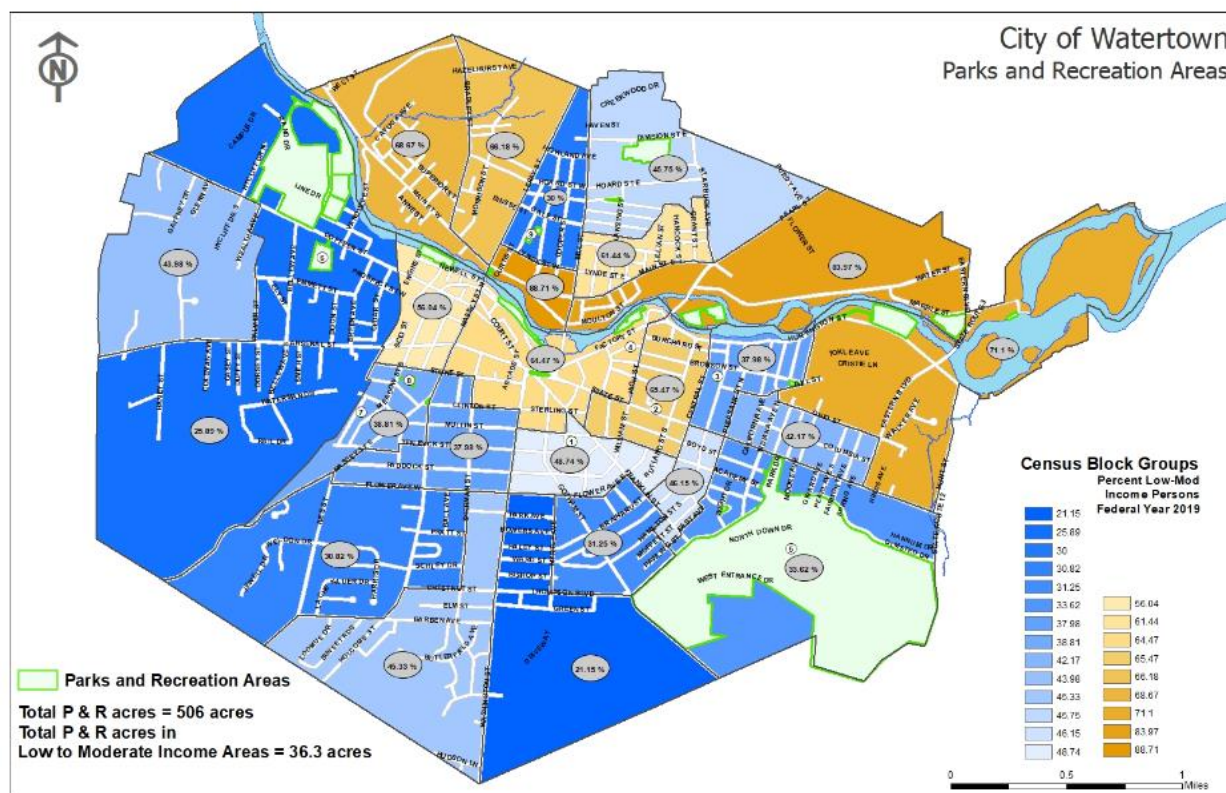
Staff participated in meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development, and planning.

Additionally, Planning Staff also used input from the City's draft LWRP and Sewall's Island and Factory Square Revitalization and Redevelopment Plan, which both focus primarily on the Black River corridor in the City. Both plans aim at revitalizing and redeveloping the Black River for recreational uses as well as a tool for economic revitalization. The riverfront corridor lies almost entirely within LMI areas, based on block group data, and therefore most riverfront improvements will benefit LMI residents. Major goals of the plans include creating a diverse and continuous waterfront experience composed of a mix of uses including recreation options and appropriate commercial opportunities. As the Black River transitions from its roots as a source of industrial power to a recreational resource, a major component will include increasing public access and recreational use of the riverfront by transforming the corridor into a connection of riverfront parks, trails and recreational opportunity areas.

These priorities were also confirmed through the recommendations identified in the City's public meetings that were held as a part of the planning process for the Comprehensive Plan. Since the City funded the Plan in part with CDBG funds, Citizens received an overview of the CDBG program during the public meetings, discussing what activities were eligible and ineligible for CDBG funding. City Staff facilitated discussion and encouraged members of the public to share their own ideas and help identify

priorities. The City's public meetings showed that the one of the largest challenges impeding community development within the City of Watertown, in relation to public facilities and amenities, are trail systems. Park trails were also a popular project idea.

The need for additional parkland and recreational space in the City's LMI areas is further demonstrated by comparing the location of our existing parks to the City's LMI neighborhoods. As shown on the attached map, a majority of the City's parkland is located outside of the LMI block group areas. The map and data show that of the 506 acres of parkland located in the City, only 36.3 acres, or 7.2%, are located within LMI neighborhoods. Creating new (or improving existing) park and recreational areas, as well as connecting those which already exist, will greatly enhance the City by improving the aesthetic quality of neighborhoods and providing much needed recreational opportunities.



Park and Recreation Areas Map

Project Ideas

Describe the jurisdiction's need for Public Improvements:

As an established community with over 200 years of history, the City has a vast need for infrastructure improvements, which are important for public safety and for improving the quality of life in the City. Infrastructure improvements are needed to replace aging water mains, to eliminate leaks, to separate storm water from sewer flows, to improve accessibility, ensure pedestrian safety and improve the

overall aesthetic quality of the community. The primary objectives of the City's non-housing community development activities related to public improvements include the following:

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

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

How were these needs determined?

The priorities identified above were developed with input from the public, feedback obtained during meetings with local advisory boards and discussion with municipal officials and public meetings held during the Comprehensive Plan and Strategic Plan processes. The City also reviewed and analyzed the existing conditions of various public infrastructure assets.

One of the data sets analyzed was a pavement condition survey, which the City completed in 2010 by analyzing thousands of digital images of City streets and assigning a pavement condition index to each of the streets throughout the City. The survey analyzed existing conditions such as pavement cracking, patching and potholes. Using the condition assessment, each street received a numeric value describing its condition. The pavement condition survey revealed that many of the streets in the City's LMI areas are in extremely poor condition and in need of repair.

During public meetings held as part of the Comprehensive Planning process, an increase in City sidewalks was heavily mentioned as a needed public improvement.

City Staff constantly analyzes the City's 5-Year Capital Improvement Plan to determine the feasibility of financing enhancements to proposed capital program infrastructure improvements. The plan identifies some of the most pressing infrastructure needs within the City. Efforts to improve and

enhance the visual character of the streetscapes and add to the value or desirability of LMI neighborhoods will be a key strategy in our public improvement plan.

Describe the jurisdiction's need for Public Services:

Enhanced public transportation, food insecurity, crime prevention, and fair housing education were identified as a needed public services.

How were these needs determined?

Improved bus routes were one of the most popular and recurring project ideas identified during public meetings held for the Comprehensive Plan and the Strategic Goals and Objectives. It has also been consistently identified as part of the planning process for past Consolidated Plans and Annual Action Plans. Food insecurity, crime prevention and fair housing education needs were determined through outreach and subsequent feedback from our partners as well as through feedback from the City Council.

Based on the needs analysis above, describe the State's needs in Colonias

Not applicable.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

Watertown, like many other Rust Belt communities, has experienced a decades-long trend of population loss mirroring the decline of the manufacturing sector. The City's estimated population is 25,622 according to 2019 American Community Survey (ACS) five-year estimates. This represents a 25.4 percent decline since 1950, when the City's population was 34,350.

In 1984, the U.S. Army garrisoned the new 10th Mountain Division at nearby Fort Drum, which caused a slight population rebound in the mid-to-late 1980s before the decline resumed in the 1990s. Another modest population rebound in the late 2000s coincided with recent U.S. Military campaigns in Afghanistan and Iraq, with the City's population reaching 27,023 at the time of the 2010 Decennial Census. During the peak of these campaigns, the military population increased to levels that stressed the local housing stock.

However, since then, troop reductions have had the opposite effect. In August of 2014, the 10th Mountain Division's 3rd Brigade Combat Team was inactivated as a part of the Base Relocation and Closure (BRAC) process, which resulted in the net reduction of 1,500 uniformed positions at Fort Drum.

In total, troop levels at Fort Drum have fallen 22.1 percent from their peak a decade ago, when 19,447 soldiers were stationed on post. The last official count at Fort Drum was 15,154 soldiers, as identified in Fort Drum's Fiscal Year 2019 Economic Impact Statement, which also stated that 3,994 civilians worked on or near the post. Future troop levels are difficult to forecast, as it is uncertain whether the Base Relocation and Closure (BRAC) process will further affect Fort Drum over the five years covered by this Consolidated Plan.

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

In addition, private developers have also constructed six major apartment complexes in the Greater Watertown-Fort Drum area during the period from 2005 to 2015 in response to the troop surge and subsequent need for housing stock at the time, all of them either at the edge of the City or outside the City boundaries.

This led to a surplus of available housing units in the late 2010s once the troop levels began dropping and a housing market in which supply exceeded demand. The 2019 five-year ACS estimates that there are 2,319 vacant housing units out of an estimated total of 13,186 housing units in the City of Watertown, a vacancy rate of 17.6 percent. While this vacancy rate may be partially attributed to a reduction of troop levels, it is also likely due to the age and condition of the City's housing stock.

Breaking down the above data into more detail, the ACS estimates that the 2,319 vacant units break down as follows:

• For rent:	835
• Rented, not occupied:	244
• For sale only:	233
• Sold, not occupied:	202
• For seasonal, recreational, or occasional use:	108
• For migrant workers:	0
• Other vacant:	697

While the ACS by its nature has a high margin of error, these are still high numbers, particularly the rental vacancy number, which pushes up the mean vacancy rate significantly given that Watertown is a majority-renter community. Of the estimated 10,867 occupied housing units in the City of Watertown, the ASC 2019 five-year ACS estimates that 6,163 of them, or 56.7 percent, are renter-occupied. This type of tenure ratio is not uncommon among military communities across the nation.

Varying troop levels that cause fluctuations in the demand for housing are one way that Fort Drum influences the Watertown housing market. Another is the U.S. Army’s Basic Allowance for Housing (BAH), a stipend that military personnel receive in addition to their regular paycheck.

The BAH is a lurking variable that influences the market price of real estate even if supply exceeds demand at any given moment. Given that there are more renter-occupied households in the City of Watertown than owner-occupied households, the BAH will always hold some sway over the area’s housing market.

Another challenge that Watertown has faced in recent years is the proliferation of houses that are both foreclosed and abandoned, colloquially called “zombie” houses, which can become financial burdens on a municipality.

Finally, the 2020 Analysis of Impediments to Fair Housing Choice (AI) also discussed a dichotomy in Watertown’s housing market between houses that are move-in ready and those that need significant work. The AI observed that houses that are move-in ready may sell quickly and for a high price, while houses that need work may sit on the market longer, creating the perception of a slow housing market.

While the above has generally been true over the last five years, the market in Watertown has gotten significantly hotter over the last 6-to-12 months. Houses are now selling quickly in all segments of the market, with only a few exceptions where a house might need too much work to be a worthwhile investment opportunity. A hot market likely creates its own barrier to homeownership, as not all prospective homebuyers are able react with the necessary speed when inventory moves so quickly or have the means to participate in bidding wars.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Although military employment is not recorded in the tables below, the jobs that Fort Drum generates in the area are evident in local employment data. The full relationship between Fort Drum and the local economy is examined in detail in the Major Employment Sectors and Discussion sections below. While Watertown's economy is not entirely dependent on the military, increasing the diversity of the economic base should be a goal moving forward.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	44	2	1	0	-1
Arts, Entertainment, Accommodations	1,146	1,825	15	14	-1
Construction	217	219	3	2	-1
Education and Health Care Services	1,954	4,662	26	36	10
Finance, Insurance, and Real Estate	320	584	4	5	0
Information	172	457	2	4	1
Manufacturing	633	1,118	8	9	0
Other Services	373	714	5	6	1
Professional, Scientific, Management Services	381	610	5	5	0
Public Administration	0	0	0	0	0
Retail Trade	1,350	1,422	18	11	-7
Transportation and Warehousing	205	145	3	1	-2
Wholesale Trade	268	361	4	3	-1
Total	7,063	12,119	--	--	--

Table 5 - Business Activity

Data 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)
Source:

Labor Force

Total Population in the Civilian Labor Force	12,485
Civilian Employed Population 16 years and over	11,175
Unemployment Rate	10.59
Unemployment Rate for Ages 16-24	36.62
Unemployment Rate for Ages 25-65	6.60

Table 6 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	2,070
Farming, fisheries and forestry occupations	480
Service	1,595
Sales and office	2,830
Construction, extraction, maintenance and repair	850
Production, transportation and material moving	705

Table 7 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	10,715	90%
30-59 Minutes	955	8%
60 or More Minutes	295	2%
Total	11,965	100%

Table 8 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	410	200	745
High school graduate (includes equivalency)	2,090	315	1,330
Some college or Associate's degree	3,610	315	980
Bachelor's degree or higher	2,330	70	365

Table 9 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	12	100	20	180	230
9th to 12th grade, no diploma	405	300	215	540	345
High school graduate, GED, or alternative	1,375	1,245	905	1,770	1,430
Some college, no degree	1,335	1,605	730	1,200	615
Associate's degree	315	500	495	865	200
Bachelor's degree	225	835	400	560	335
Graduate or professional degree	35	420	260	530	235

Table 10 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	13,045
High school graduate (includes equivalency)	22,424
Some college or Associate's degree	30,391
Bachelor's degree	45,511
Graduate or professional degree	52,554

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Basic Industries – Two Digit Level

Rank	NAICS Code - Industry	Location Quotient
1	44-45 - Retail Trade	1.85
2	22 - Utilities	1.46
3	62 - Health Care and Social Assistance	1.37
4	72 – Accommodation and Food Services	1.23
5	53 – Real Estate and Rental and Leasing	1.18
Source: County Business Patterns Data (2018)		

Table 12 - Watertown-Fort Drum MSA - Top Five Basic Industries (NAICS Code Two-digit level data)

Largest Industries – Two Digit Level

Rank	NAICS Code - Industry	Employees
1	44-45 - Retail Trade	6,522
2	62 - Health Care and Social Assistance	6,322
3	72 - Accommodation and Food Services	3,989
4	31-33 - Manufacturing	2,290
5	23 - Construction	1,686
Source: County Business Patterns Data (2018)		

Table 13 - Watertown-Fort Drum MSA - Top Five Largest Industries (NAICS Code Two-digit level data)

Basic Industries – Three Digit Level

NAICS Code – Industry	Location Quotient
447 - Gasoline Stations	3.00
322 – Paper Manufacturing	2.98
444 - Building Material and Garden Equipment and Supplies Dealers	2.70
488 – Support Activities for Transportation	2.52
485 – Transit and Ground Passenger Transportation	2.38
452 – General Merchandise Stores	2.15
Source: County Business Patterns Data (2018)	

Table 14 – Noteworthy Basic Industries (NAICS Code Three-digit level data)

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

In terms of number of jobs, Health Care is the largest employment sector in the City, and Samaritan Medical Center is the City's largest employer. This is not surprising due to Samaritan's unique relationship with Fort Drum.

Fort Drum is the only military installation of its size and type in the nation that does not have its own inpatient hospital on post. Samaritan fills this role for all soldiers and their families stationed at Fort Drum. This provides a major boost to the local health care sector, but also reveals one of the local economy's several underlying dependencies on the military.

Education (which the table lumps in with Health Care) as well as Retail Trade, Manufacturing and Arts, Entertainment, Accommodations are also all large sectors in the City in terms of numbers of jobs. Some of the latter can be attributed to tourism in the summer. Fort Drum-related visits also drive the hotel industry in the area. Additionally, Watertown acts as a retail center serving an expansive surrounding rural area that conservatively encompasses a 30-mile radius and likely extends farther than that to the east.

Some limitations to the Business Activity table, however, are that it considers only employment with the City Boundaries, aggregates some sectors together, such as health care and education, and only measures raw employment without looking at Location Quotient. A more detailed analysis with additional data helps to create a more complete picture of the Watertown economy and provide a clearer understanding of the area's economic base.

Location Quotient Analysis at the MSA Level

Measuring employment at the City level is imperfect because many people commute across municipal boundaries from home to work, creating an inconsistency between the number of workers and the number of jobs in the study area, making it appear as if jobs are unfilled, when in reality they are filled by non-City residents. The City's Comprehensive Plan, completed in 2019, used 2015 Census data to capture commuter patterns across the municipal boundary. According to this data, there are more than twice as many people that live outside the City and commute to work in the City as there are reverse commuters (City residents that work at jobs outside the City).

A more accurate way to obtain a snapshot of a community's economy is to measure employment data at the Metropolitan Statistical Area (MSA) level. Employment data at this level is available from the division of the U.S. Census Bureau known as County Business Patterns. This Census data also classifies this employment data by North American Industrial Classification System (NAICS) Code industry definitions. NAICS Codes are organized at five levels, from the two-digit (broadest) level that considers an entire industry, to the six-digit (most specific) level that considers very particular and specialized subsectors. This analysis will only go as specific as the three-digit level.

Finally, in addition to raw employment numbers, the analysis below considers Location Quotient (LQ) to identify what industries the Watertown area is specialized in. Location Quotient is calculated by dividing the percent of jobs within each industry by the percent of jobs in the same industry nationally. The higher the location quotient for an industry, the more specialized the MSA is in that industry.

For example, the second highest LQ in the Watertown-Fort Drum MSA at the three-digit level is Gasoline Stations, which accounts for 2.22% of local employment compared to 0.74% nationally. Thus, Gasoline Stations in the Watertown MSA have an LQ of 3.00 ($0.02232 \div 0.00744 = 3.00$).

There are limitations to this, as some industries are so small that even a small number of employees can yield an outlier Location Quotient. For example, the highest LQ in the Watertown-Fort Drum MSA at the three-digit level is Fishing, Hunting and Trapping, which only employs 7,221 people nationwide, meaning that six local employees in this sector still yields an LQ of 3.69.

However, measuring Location Quotient at the MSA level is still an effective way to identify what products and services an area is exporting. The higher an industry's local LQ, the more specialized in that industry the area is, and the more likely this industry is bringing wealth into the local economy from outside. The industries with the highest LQs generally make up an area's economic base and are thus called "Basic Industries." These are the industries that contribute to an area's "Employment Multiplier."

Many, though notably not all, of the industries with high local LQs are inexorably linked to the presence of Fort Drum. A detailed analysis of local basic industries is below in the "Discussion" section of this chapter and is essential to understanding the Watertown economy.

Describe the workforce and infrastructure needs of the business community:

The most obvious missing link for local workforce development is the lack of a nearby four-year higher educational institution. SUNY Jefferson is an excellent two-year institution, which also offers some Bachelor's and Master's Degrees at the Jefferson Higher Education Center, located on the SUNY Jefferson campus, via cooperative agreements with other schools.

However, the nearest four-year colleges are at least 50 miles away. A disadvantage of this for local employers is the absence of a source of interns and more importantly, a lack of Bachelor's or Master's level educated professionals ready to enter the workforce in higher level positions. Any business in Watertown seeking to hire an intern or graduates for positions requiring advanced degrees may have to compete with businesses from other communities that have local four-year universities.

Interstate 81 has three exits that provide immediate access to the City of Watertown, providing strong highway connectivity north to Canada and south to Syracuse where I-81 connects to the New York State Thruway. The CitiBus system, operated by the City's Department of Public Works provides transit service within the City and some destinations just outside the City limits. However, CitiBus has limited operating hours that in many cases will require a potential rider to leave work prior to 5:00 p.m. if they use the bus as a means of commuting.

A freight rail line that connects Syracuse to Montreal, Québec passes through the City and contains three spurs within the City. One of these spurs is in active use, with another planned to become active within this planning cycle after having recently undergone a realignment. A freight rail company known as Canadian National purchased this line from CSX since the City's last Consolidated Plan. The City of Watertown has no passenger rail, and the nearest Amtrak station is in Syracuse, where there are two daily departures in each direction along a line providing service between New York City and Buffalo.

Watertown International Airport (ART) serves the City and surrounding areas. Prior to the Coronavirus pandemic, airfares were typically high in comparison to nearby alternatives (Syracuse, Toronto, Montreal), and in many cases, the Canadian airports offered direct flights to longer-range destinations for a lower airfare. By comparison, Watertown is served by a single airline, so not only is there no price competition locally, but only one hub airport (Philadelphia) is accessible from Watertown. Airfares from ART have been lower within the last 12 months. However, once air-travel returns to pre-pandemic passenger levels, it is reasonable to anticipate that airfares will again become more expensive than other regional alternatives.

Internet access is widely available within the City. Businesses typically have multiple options for enterprise-scale cable, DSL or fiber. Most residential areas are limited to cable.

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

In 2017, the City was the North Country region winner for Round Two of New York State's Downtown Revitalization Initiative (DRI) award. As a DRI recipient, the City received \$10 million in grant funding to invest into its downtown. Following a five-month planning process, a local planning committee approved a slate of projects that the award would fund.

The DRI project with the most potential for economic impact is the Masonic Temple Performing Arts Center Development because of its potential multiplier effect. This project, which would convert an upper floor auditorium in Watertown's Masonic Temple building into a theatre space, carries the potential to create demand for pre-event dining in the downtown area.

Other notable DRI projects with economic impact potential are a Streetscape project to improve walkability downtown, a Commercial Rent Assistance and Façade Program fund, as well as the recently completed Historic Lincoln Building Co-Working Innovation Center, which created a collaborative co-working space downtown for entrepreneurs and artists.

The City's Downtown Business Association (DBA) is also exploring the potential to establish a Business Improvement District (BID) in downtown Watertown. The DBA envisions the BID playing a primary role in marketing and branding downtown Watertown, as well as serving as a liaison between constituent business owners and City Hall. The BID would also undertake beautification efforts and maintenance tasks such as snow and garbage removal.

There is also an omnipresent threat looming over Watertown's economy: the uncertainty regarding sequestration and future garrison levels at Fort Drum. If BRAC ever were to produce deep cuts at Fort Drum, then employment in many of the industries identified below as basic would also decline as a result. Impacts of a dramatic troop reduction at Fort Drum would likely include, but not be limited to, the following.

The health care industry would lose jobs locally due to decreased demand for patient care. Demand for new construction on post would likely cease and would be severely curtailed off post. There would be a decreased demand for retail goods in the area, putting local retailers at risk. There would be a decreased demand for commercial air travel to and from the region. Hotels would still see healthy business during the summer tourism season, but the year-round demand would likely drop. Enrollment in local school districts would plummet, necessitating the consolidation of some schools and the elimination of teacher positions. The Watertown City School District would feel this impact less than Indian River and Carthage, but it would not be insignificant.

Finally, the employment losses across all these basic sectors and the subsequent population loss that would result would only further decrease discretionary spending in the area.

The Greater Watertown metro area should continue its efforts to diversify the local economy and reduce dependence on national defense spending. The highest priority should be retention of major basic employers in non-military dependent industries. Any workforce development, business support or infrastructure needs that the City can fulfill to keep these major employers should receive precedence.

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

According to the Educational Attainment by Employment Status table, only 25.7 percent of the labor force in the City of Watertown has a Bachelor's degree or higher. In addition, 32.3 percent of the labor force in the City of Watertown has a High School degree or less. The remaining approximately 42 percent hold some college or an Associate's degree.

Retail trade positions typically do not require a Bachelor's degree and on-the-job training is the best qualifier. Jobs in the Accommodation and Food Services sector, with the exception of management also do not typically require a Bachelor's degree.

Where the dearth in qualified workers is felt most acutely is in the Health Care and Social Assistance sector. Licensed Practical Nurses and Registered Nurses may be trained locally, but for the most part health care providers must attract employees from elsewhere, particularly for Medical Doctors and Physician Assistants.

Local health care providers report difficulty in attracting qualified professionals to Watertown. Particular challenges that were cited included difficulty in finding a job for the candidate's spouse and a desire to live in a bigger city with more amenities than Watertown. In recent years, the Health Care and Social

Service sectors have been attempting to overcome this challenge with the help of the Jefferson Higher Education Center (JHEC) at SUNY Jefferson.

Competition with larger cities is not limited to the health care field. Local media outlets experience frequent turnover as their employees leave for positions in bigger markets. Local business leaders across several professional fields report that it is difficult to attract young professionals to Watertown unless they already have a personal connection to the area.

It is still uncertain if the increase in virtual and remote work during the Coronavirus pandemic that has caused a temporary exodus from larger metros might become a permanent shift that would potentially make smaller metros more competitive.

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

As mentioned above, SUNY Jefferson now offers a limited number of Bachelor's and Master's Degrees at its Jefferson Higher Education Center, which opened in 2010 on the SUNY Jefferson Campus. JHEC currently offers six program-specific Bachelor's Degrees, eight program-specific Master's Degrees and two program-specific advanced certificates via its cooperative agreements with other schools.

The degrees offered at JHEC include both Nursing and Social work degrees at the B.S. and M.S. levels, as well as a Family Nurse Practitioner (M.S.) program and a Family Psychiatric Mental Health Nurse Practitioner (M.S.) program. This has helped the Health Care and Social Work sectors to create a local talent pipeline rather than having to recruit from outside and has made a significant difference in the last 11 years.

Local health care providers must still typically recruit Medical Doctors from outside the area. To aid in this endeavor, if a medical student does a clinical rotation in Watertown, the Fort Drum Regional Health Planning Organization will pay for their housing and travel during their rotation.

In addition, BOCES collaborates with local High Schools to provide occupational training for juniors and seniors. Classrooms are set up to resemble typical workplaces in their respective industries and students spend much of their time performing the same work that they would be expected to perform on the job. BOCES reports that many local employers in blue-collar industries will approach them directly when they are seeking to hire entry-level positions.

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

- Career counseling and job search assistance
- Career fairs
- Open Interviews

- Resume assistance and interviewing skills workshops
- A dedicated veterans services office
- Classroom and on-the-job training
- Youth and young adult programs, workshops and activities

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

Yes

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

Jefferson County is in the process of updating its CEDS and expects to publish a new update before the end of 2021. A major goal of the 2014 CEDS for Jefferson County was to improve quality of life to support the local community and attract a skilled workforce. This included developing a housing strategy for the County that responds to new unit demand and rehabilitation needs, a goal that the City supported with its CDBG program through its ongoing housing rehabilitation efforts.

Early work performed towards the 2021 CEDS update indicates a recommended focus on opportunities within industry clusters, which is best defined as a regional concentration of related industries in a particular location. Identifying upcoming trends in sectors where the Watertown region has existing clusters and readiness to capitalize on those trends will be a point of emphasis.

The City of Watertown is also working on updating and formalizing its Local Waterfront Revitalization Program (LWRP). All six of the City's CDBG Target Areas bound the shore of the Black River and are within the defined boundaries of the LWRP. There is a distinct possibility for overlap of the recommendations in the LWRP with CDBG National Objectives, specifically the LMI Area Benefit.

Discussion

This analysis continues the examination of major employment sectors from above and focuses on the significance of Location Quotient.

A high LQ, such as 1.5 or above suggests that the MSA is specialized in that industry and is exporting that product or service. The higher the LQ, the more specialized the MSA is in that industry. If LQ is at or around 1.0, then the MSA and the nation are equally specialized in that industry. If LQ is below 0.8, then the MSA is likely a net importer of that good or service. Basic industries are the drivers of the employment multiplier, meaning they lead to further job creation in non-basic industries.

The tables above identify the industries with the highest Location Quotients at the two-digit NAICS Code level in the Watertown-Fort Drum MSA, as well as six significant basic industries at the three-digit level.

Total numbers of employees in each sector are also identified at the MSA using two-digit level NAICS Code classifications.

At the two-digit level, the three largest industries by number of jobs are all among the top four in Location Quotient, meaning that the Watertown MSA's largest industries are also more concentrated in the region compared to the Nation. The exception is Utilities, which has an LQ of 1.46 and employs 213 people locally, the overwhelming majority of which work for National Grid. Retail trade is significantly concentrated with an LQ of 1.85 meaning that Retail Trade is nearly twice as concentrated in the Watertown MSA compared to the United States.

Health Care is also concentrated at the two-digit level with an LQ of 1.37. Samaritan Medical Center, Carthage Area Hospital and River Hospital in Alexandria Bay are all located within the Watertown MSA, meaning that the metro area has three major hospitals contributing to employment in the health care sector. Samaritan Medical Center's unique relationship with the Fort Drum stemming from the lack of on-post inpatient services also drives this number.

Accommodation and Food Services, modestly concentrated with an LQ of 1.23, reflects both Fort Drum related travel and a robust summer tourism season during which local hotels see their highest occupancy rates and the ability to command higher prices than the rest of the year. Tourism should not be overlooked as an export industry, as much the consumer spending that drives this industry comes from outside the MSA, meaning it brings money into the region and grows the local economy.

At the three-digit level, it is sometimes possible to see the impact of major local employers that it is crucial to retain. Paper Manufacturing has an LQ of 2.98, meaning that the Watertown MSA is nearly three times as specialized in this industry as the nation. This high LQ is most likely due to the presence of Knowlton Technologies, LLC within the City of Watertown, as well as Ox Specialty Paper which is also located within the MSA.

Other times, a high LQ will be the result of an industry cluster, as described above in the CEDS section. Noteworthy LQs at the three-digit level that do not have a single large employer driving the concentration are Building Material and Garden Equipment and Supplies Dealers with an LQ of 2.70 and Support Activities for Transportation with an LQ of 2.52.

New York Air Brake, which produces brakes, control systems and other equipment for railroads, employs 355 people in the MSA, and the LQ for Transportation Equipment Manufacturing is 1.71. Over half the local employees in this sector work for New York Air Brake. This is significant, because even though it does not rank the top ten LQs locally among three-digit sectors, it is a large source of export employment that is not dependent on the military.

Finally, not accounted for in the Largest Industries table are the 15,154 uniformed positions garrisoned at Fort Drum, which is the largest single-site employer in New York State. The Census only counts civilian employees. Therefore, while the 3,994 civilians working on post are accounted for within their respective industrial sectors, the soldiers are not. The collective spending power of these soldiers and

the demand they create for certain goods that are not available on the installation is reflected in the 1.85 LQ for Retail Trade.

In summary, the Watertown area's economic base has some diversity, with local employers such as Knowlton Technologies and New York Air Brake contributing to basic industries that are not related to the military, and summer tourism boosting the Accommodation and Food Services industry. However, the Watertown area is still very reliant on Fort Drum and deep cuts at the installation would prove catastrophic to the area's economy. The Greater Watertown area should continue making every effort to diversify its economy. Revitalizing the tourism sector following the Coronavirus pandemic will also be crucial for the region.

MA-50 Needs and Market Analysis Discussion

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

HUD identifies four commonly defined housing problems:

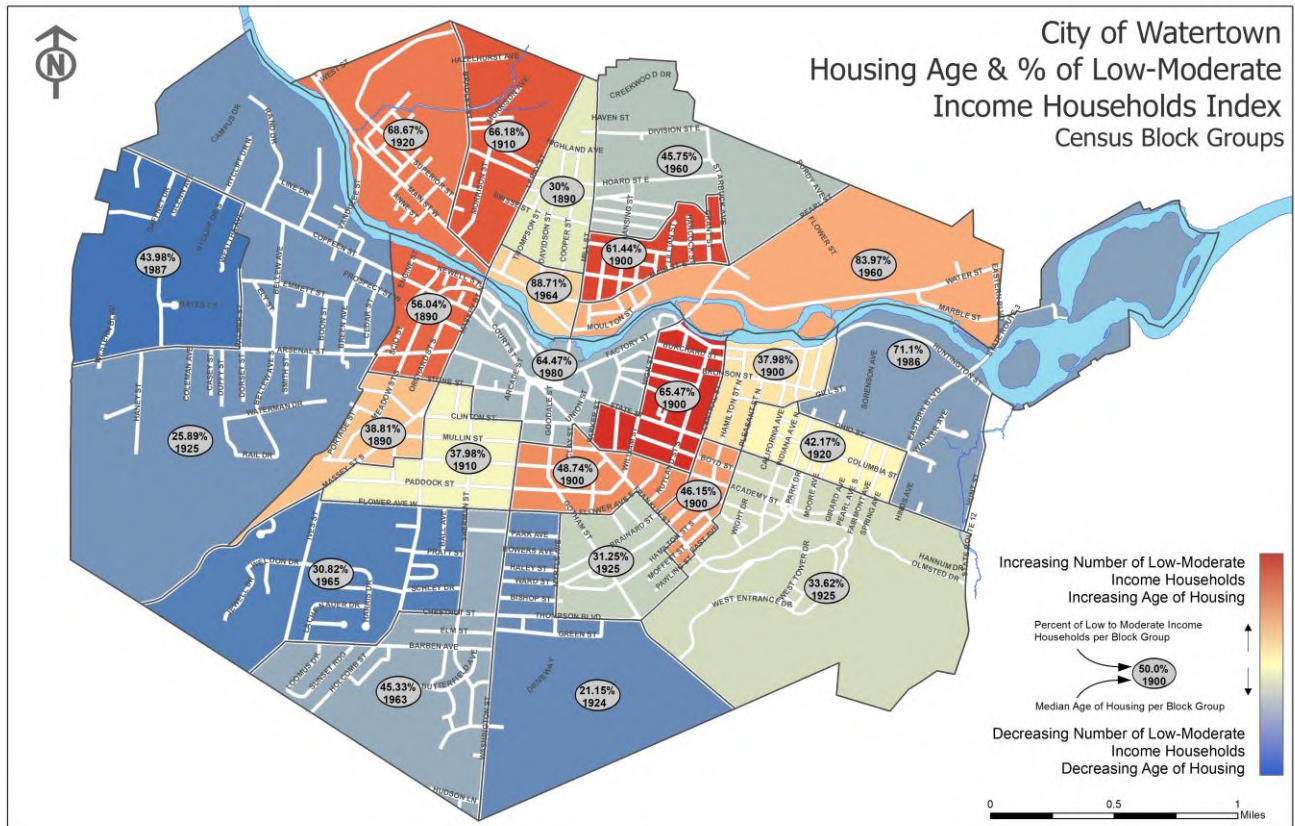
- 1) Housing unit lacks complete kitchen facilities.
- 2) Housing unit lacks complete plumbing facilities.
- 3) Household is overcrowded.
- 4) Household is cost burdened.

Any household with one of the four problems above has a housing problem. A household with two or more of these problems has multiple housing problems. If a geographic area has several units with multiple housing problems in proximity to one another, then that area has a concentration.

At least one of the four defined housing problems, Cost Burden, is a significant problem across the City of Watertown, partially due to the effects of the BAH. The other three problems are more difficult to identify. The City adopted a Rental Registration law in 2016 that contains a voluntary inspection requirement. According to the law, "After July 1, 2018, upon the request of any rental unit owner, managing agent, or tenant, the Code Enforcement Official shall have authority to inspect the subject rental property/rental dwelling unit(s)." However, the City Code Enforcement Bureau reports that they have yet to perform any inspections requested under this law.

While New York State law has mandated inspections in some situations, the volume of inspections is insufficient to identify areas with a concentration of households with multiple housing problems.

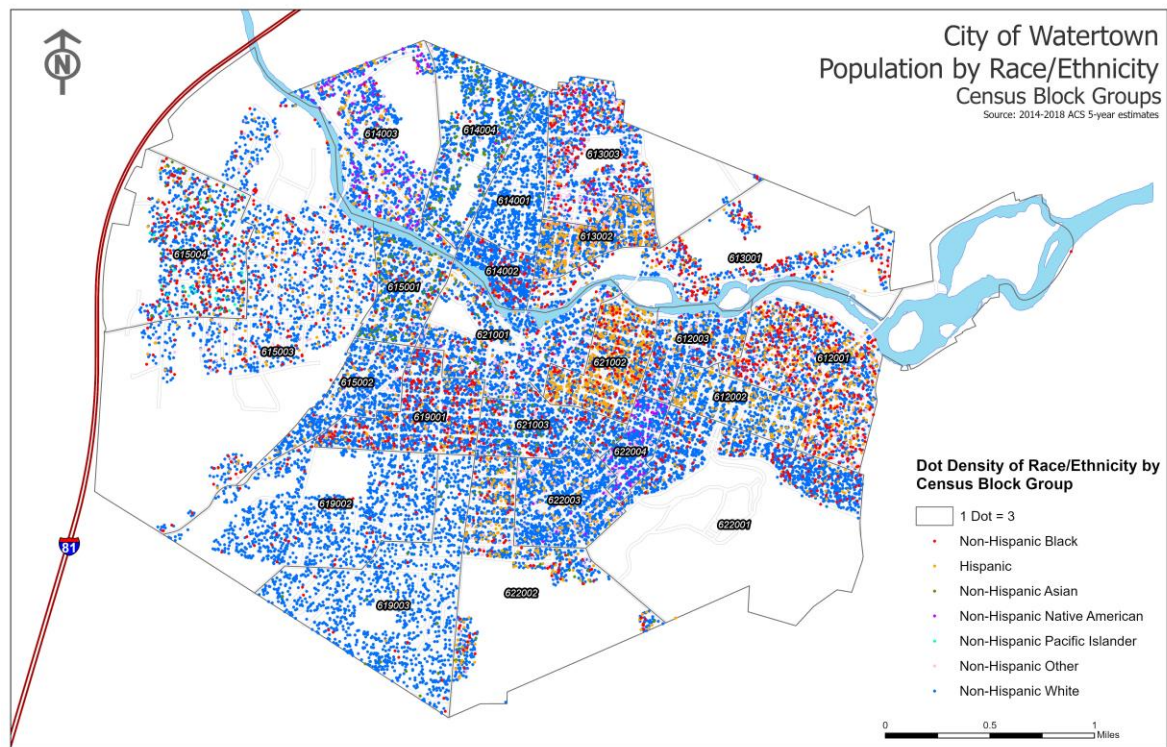
Prior to its last Consolidated planning cycle, the City of Watertown developed a Rehab Need Index, which considers housing age to household income. Areas with high indices have both old housing units and a high share of LMI households. A map in this section depicts all the Rehab Need Index by block group for the entire City, updated with HUD's most recent LMI data. Areas with the highest rehab need indices include the block groups to the immediate east and west of downtown Watertown, as well as several block groups on the City's north side.



Rehab Need Index

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

The City of Watertown's population is approximately 79 percent Non-Hispanic White, 8 percent Non-Hispanic Black and 8 percent Hispanic or Latino. However, there are block groups with significant diversity, particularly on the City's east side. This is observable on the Population by Race/Ethnicity map shown below.



Population by Race/Ethnicity map

Given the small minority population in Watertown, this analysis will consider any block group within the City where more than 15 percent of the population identifies as a particular racial or ethnic minority would as having a concentration. By this metric, there are six block groups within the City that meet the 15 percent threshold.

For the following geographic breakdown, this Analysis uses 2014-2018 American Community Survey (ACS) five-year estimates, the same dataset used for the City's recently completed 2020 Analysis of Impediments to Fair Housing Choice (AI).

In Census Tract 612 at the far east end of the City, Block Group 1 is 18 percent Non-Hispanic Black and 17 percent Hispanic or Latino. Block Group 2, to its immediate west, is 18 percent Hispanic or Latino.

In Census Tract 613, on the eastern half of the City's north side, Block Group 1 is 23 percent Non-Hispanic Black and Block Group 2 is 17 percent Hispanic or Latino.

In Census Tract 615, Block Group 4 at the far west end of the City is 21 percent Non-Hispanic Black.

Finally, to the immediate east of downtown and prominent on the map, Census Tract 621, Block Group 2 is 35 percent Hispanic or Latino. Given that this percentage is significantly higher than any other minority concentration in the City, it is important to consider the high margin of error in ACS data.

The downtown area and the far eastern end of the City are the lowest income areas. “Low-income concentration” means a block group with over 70 percent LMI households as calculated by HUD. By this metric, Census Tract 613, Block Group 1 and Census Tract 614, Block Group 2, the two Block Groups on the north shore of the Black River, from downtown to the eastern City boundary, contain the highest concentration of low-income families. They also have the two lowest median incomes of any Block Groups in the City.

Census Tract 613, Block Group 1 is made up of 83.97 percent LMI households and its median household income is \$17,234 per year. Census Tract 614, Block Group 2 is made up of 88.71 LMI households and its median income is \$17,308 per year. As noted above, the former is also 23 percent Non-Hispanic Black. Combined, these metrics suggest a potential area of racial concentration of poverty.

Census Tract 621, Block Group 1, which contains almost all of downtown Watertown, is made up of 64.47 percent LMI households. However, it is important to discuss the median household income in this Block Group, as it is another example of the margin of error in ACS data. Below is the estimated annual median income household in this downtown Block Group over the last five iterations of the ACS.

2015: \$14,839

2016: \$14,772

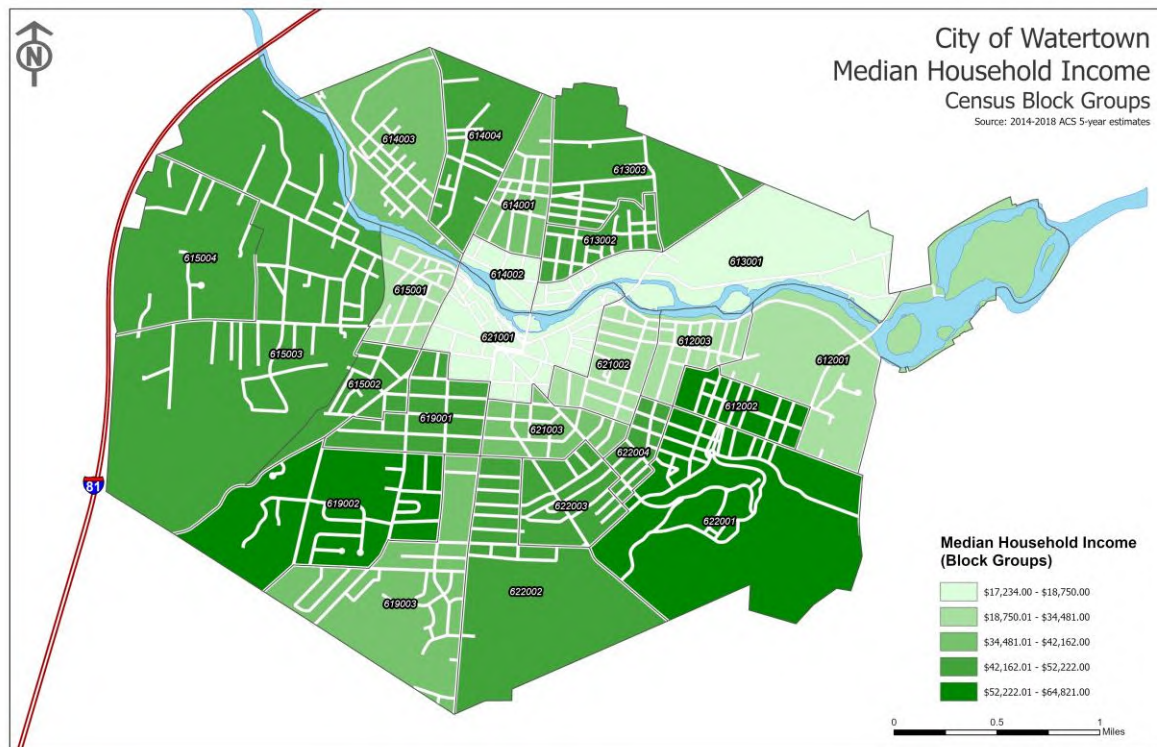
2017: \$14,661

2018: \$18,750

2019: \$11,236

In every year but 2018, this downtown Block Group had the lowest estimated median household income in the City according to the ACS. In 2018, it was third lowest behind the two north side Block Groups. Moreover, HUD data in 2016 indicated an LMI percentage of 87.8 for this downtown Block Group. It is unlikely that the median income downtown truly leapt so significantly in 2018. What is more likely is that a sampling error produced the increase.

The 2020 Analysis of Impediments identified a potential cause of this concentration of poverty downtown noting that it may be “an unintended consequence of apartment income limits, as downtown has many older buildings that have been rehabilitated using federal and state grant funding and must remain affordable for a certain number of years.” The lack of market rate apartments downtown precludes it from achieving a healthier mix of incomes that characterizes more resilient neighborhoods.



Median Annual Household Income

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

Most of these areas stand out for having lower homeownership rates than the rest of the City. There are more renter-occupied households (56.7 percent) than owner-occupied households (43.3 percent) in the City of Watertown, which is typical of a military community, so there are significant amounts of renters across the City.

Still, of the seven block groups discussed in Section MA-50 as having a racial or ethnic concentration, low-income concentration, or in both, five have a level of homeownership at 16 percent or below.

Are there any community assets in these areas/neighborhoods?

There are several religious institutions within close proximity to the downtown area that provide childcare and community services. Several social service organizations, such as the Watertown Urban Mission and the Department of Social Services, also have offices in the downtown area. Downtown also contains two parks: Veterans Memorial Riverwalk Park and Factory Square Park, both of which are along the south shore of the Black River. The most noteworthy asset missing from downtown is a grocery store.

The westernmost quadrant of Census Tract 613, Block Group 1, which is directly across the Black River from downtown contains two large multifamily public housing properties (one high-rise and one garden-style). This is a dense area where the majority of the Block Group's population resides. Moving east, most of the remaining land is either occupied by industrial uses or is undeveloped. A second high-rise is directly across Mill Street from the one mentioned above, although it is located within Census Tract 614, Block Group 2.

The area immediately across the Black River from downtown, despite containing a cluster of three multifamily public housing properties (the two mentioned above in Census Tract 613, Block Group 1 as well as one directly across Mill Street in Census Tract 614, Block Group 2) contains few community assets. While the area contains several churches of various sizes and faiths, it also lacks a grocery store. Additionally, despite high residential density, it also contains a fair amount of vacant industrial land. The only recreational asset in this area is a small playground in the garden-style public housing complex.

Moving farther east in Census Tract 613, Block Group 1, much of the remaining land is industrial or undeveloped, with a small amount of low density residential. A riverfront park, Marble Street Park, is located at the far east end of the Block Group near the City boundary, approximately 1.5 miles from the three public housing properties, and connected only by Water Street, which despite being a City street functions more like a rural collector, with sporadic development along a straightaway that encourages high speeds.

The area east of downtown and directly south of the Black River, a neighborhood identified in the City's Comprehensive Plan as "Ohio" as it largely makes up the footprint of the service area of Ohio Elementary School, contains three block groups identified above for diversity (612-01, 612-02 and 621-02). Census Tract 621, Block Group 2, which the ACS estimated was one-third Hispanic or Latino, is immediately east of downtown. The Salvation Army is located in this Block Group. However, its only grocery store closed in 2019. One block east of the Block Group boundary, but still within the "Ohio," neighborhood is North Hamilton Street Playground as well as the offices for Cornell Cooperative Extension of Jefferson County.

Census Tract 612, Block Group 1, located at the far east end of the City, contains four large garden-style apartment complexes, two of which are public housing. This Block Group also contains a large shopping plaza with a Save-A-Lot grocery store, Kinney Drugs and several takeout style restaurants. A Walgreen's is immediately across the street from this plaza. All but one of the apartment complexes also offer immediate access to the Black River Trail, a 5.4-mile recreational trail that connects Watertown to the Village of Black River. The trail's current western terminus is at Waterworks Park, a riverfront park that is also in this block group.

Census Tract, 612, Block Group 2, which sits between the above two Block Groups is almost entirely residential.

Finally, Census Tract 615, Block Group 4, at the western end of the City, is almost entirely characterized by commercial development with garden-style apartment complexes.

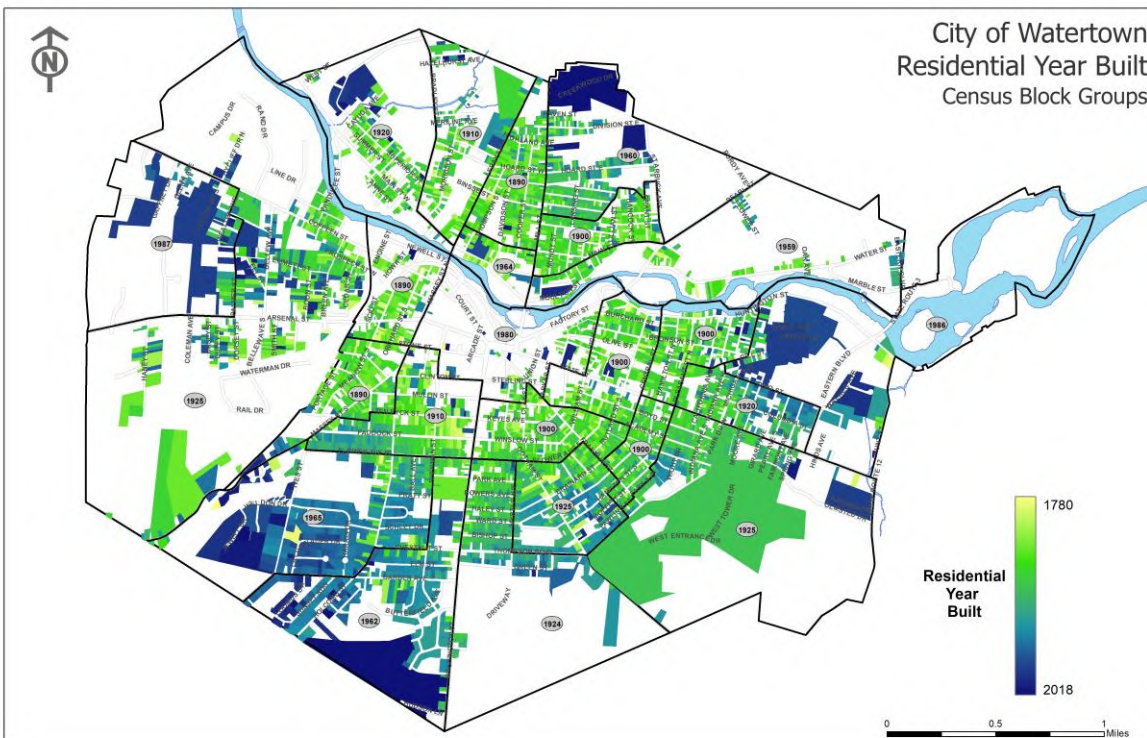
Are there other strategic opportunities in any of these areas?

Ongoing downtown revitalization is a priority as a more vibrant downtown would significantly improve the quality of life for downtown residents. A grocery store is the most notable missing asset. The DRI award booklet originally included funding for a downtown grocery store, but the project did not materialize. Riverfront amenities would benefit residents in both the downtown and eastern neighborhoods, both of which have underutilized riverfront park spaces.

The greatest strategic opportunity exists within Census Tract 613, Block Group 1, which spans the north shore of the Black River all the way from the area directly across from downtown to the eastern edge of the City. This Block Group is discussed at length above for a having a dense cluster of public housing at its western end and its only significant recreational resource 1.5 miles away at its eastern end. The City owns an abandoned railbed that spans almost the entirety of this Block Group before it crosses the river and terminates at the western edge of downtown.

A rails-to-trails project in this location would greatly expand recreational opportunities for many LMI residents. Beyond providing a recreational resource in Census Tract 613, Block Group 1, its western terminus would be within walking distance of downtown (621-01) and eastern “Ohio” (621-02). Such a trail would also link Factory Square Park with Marble Street Park, both riverfront parks in majority LMI neighborhoods.

Finally, as Watertown’s housing stock is substantially older than the national average, with over half of the City’s housing units predating World War II, continued housing rehabilitation will always be a significant strategic opportunity.



Housing Year Built

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Internet availability within the City of Watertown is almost universal. According to Broadband Now, a website that tracks network reach, cable lines and DSL have 97.79 and 88.61 percent network reach within the city limits.

Spectrum is the dominant cable and internet provider in New York State, and as part of Spectrum's agreement with the state to obtain approval of its merger with Time Warner, Spectrum had promised to expand service into underserved rural areas, and news reports over the last two years have indicated that such expansion is still incomplete. However, this has not been an issue within the City.

The larger local issue with broadband is affordability, as Spectrum has an effective monopoly, and the market price for internet access is beyond the means of many LMI families.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction

As in much of New York State, Spectrum is the leading internet provider in Watertown, and likely possesses a dominant market share locally. Broadband Now identifies four potential competitors to Spectrum: King Street Wireless, Frontier Communications, Viasat Internet and HughesNet. However, none of these providers offer residential service. Nor do any of them offer speeds that are even remotely competitive with Spectrum, which has the added competitive advantage of bundling their service with cable television if a customer chooses.

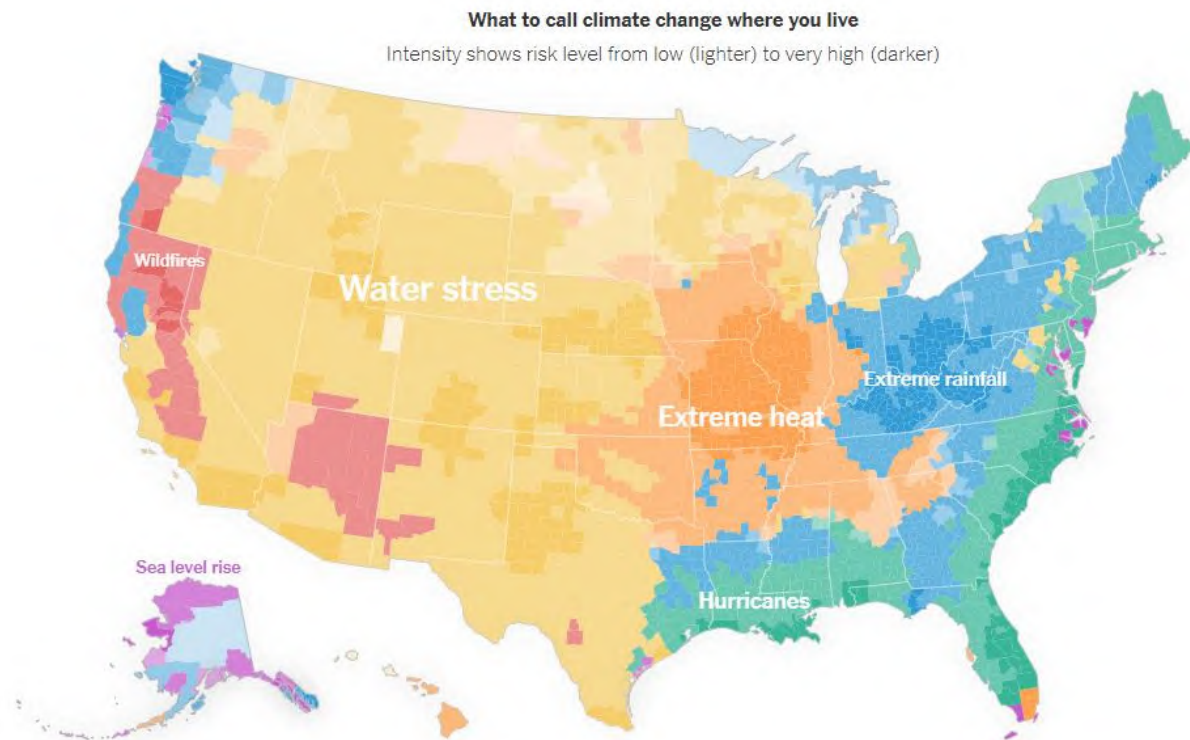
A local company known as Westelcom offers competitive business internet access via fiber. However, Westelcom's fiber network only covers 25 percent of the City.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

The map below, which was originally published in the *New York Times*, identifies the greatest climate threat in every county in the United States, drawing from a list of six categories: hurricanes, extreme rainfall, water stress, heat stress, wildfire and sea level rise. For Jefferson County, NY, the map identifies hurricanes as the most significant risk associated with climate change, as it does for all four counties in

New York State that share a border with Canada. However, for much of the rest of Upstate New York, extreme rainfall is a greater risk.



Greatest Climate Threat by County (Source: New York Times)

Although it seems paradoxical, another natural hazard that may increase in the Watertown metro area as a result of climate change is a rise in unmanageable lake effect snow events. The National Oceanic and Atmospheric Administration has noted that warming temperatures will reduce the ice cover on the Great Lakes during winter, which will in turn provide more available moisture to produce lake snows when cold air moves over warmer waters. When the lake surface freezes, there is no moisture reaching the air to generate lake effect snow. However, with climate change, the surface of Lake Ontario will freeze less often, if at all, meaning that cold Arctic air will more often move over warm waters, creating the potential for more frequent intense snow events for Northern New York.

Watertown is already one of the snowiest communities in the nation east of the Rocky Mountains. A significant increase in average annual snowfall will increasingly stress the City's snow removal operations and affect mobility within the region.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Within the City of Watertown, 19.6 percent of occupied households lack access to a personal vehicle, meaning they must rely on alternate means of transportation, such as walking, biking, public transit, taxis or rideshare (Uber, Lyft, etc.). Although lack of access to a vehicle in and of itself does not prove that a household is low-to-moderate income (LMI), it is fair to infer that there is some overlap.

More frequent and intense lake effect snow events during the winter would only make mobility even more challenging for these households. Contributing factors include inconsistency among local property owners in removing snow from the sidewalks that abut their property, snow-related bus system delays, the discomfort of waiting for a bus in a snowstorm, as well as the potential for surge pricing among rideshare apps during major snow events that would make an Uber or Lyft ride prohibitively expensive.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The City of Watertown developed its 2021-2025 CDBG Strategic Plan with an extensive citizen participation and community outreach process that has enabled the City to develop a comprehensive plan to address the community development needs of our City. The strategic plan identifies several high priority needs including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, economic development, fair housing education, targeted public services, and homeless prevention.

Several goals address these needs, including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, job support and creation, fair housing education, supporting public services, environment and quality of life enrichment and homeless assistance.

The neighborhood stabilization and revitalization goal will include improvements to public infrastructure and the elimination of blighting influences in target areas. Examples of public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, complete streets improvements, utilities, lighting, technology, neighborhood facilities, historic preservation, facilities for persons with special needs and handicapped accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas to stop the spread of blighting influences throughout the City.

While affordable housing rehabilitation is an extremely important component of neighborhood revitalization, it warrants its own goal. There is a great need for housing rehabilitation, and it is not limited to lower income neighborhoods. In order to assist LMI persons throughout the city, housing programs and projects will generally be implemented City wide and not limited to specific neighborhoods.

Homeownership is also an important goal of neighborhood stabilization and revitalization. As a City close to a military base, Watertown has a somewhat transient population, with 51% of housing units renter occupied. While the rental market is an important piece of the housing picture in the City, especially in relation to providing adequate housing options for soldiers and their families, there is a desire to increase home ownership to help stabilize neighborhoods throughout the City.

As a means of addressing environmental justice issues in low-and-moderate income neighborhoods, one of the City's goals is environment and quality of life enrichment. The City will achieve this goal through such projects as the construction of physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, the elimination of combined sewer overflows, renewable energy initiatives, tree planting, and other urban forestry initiatives and invasive species control.

With relatively high unemployment rates in the region, the City recognizes the importance of economic development efforts within the community. Our Strategic Plan includes an economic development goal that includes supporting the efforts of the Watertown Local Development Corporation and Jefferson County Economic Development, our local economic development agencies. This support may include partnering with these agencies on various initiatives to attract businesses, working with developers through approval processes, providing employment training or by providing financial assistance to create jobs.

Public Service Support is another goal that was identified during the planning process for the strategic plan. This goal will include supporting agencies that are working to address social issues and concerns within the community including, but not limited to, crime prevention and public safety, health services, substance abuse, education programs, services for senior citizens and recreational services.

Fair housing education is another important goal in our strategic plan. Our recently completed Analysis of Impediments to Fair Housing identified that there is a general lack of knowledge about fair housing rights among tenants, housing providers and City Staff. The City plans to work with fair housing providers to increase knowledge about fair housing rights within the community.

To support social agencies in the community who are working to address and prevent homelessness, the City is also including a goal to provide homeless assistance. The City will continue to work with the Points North Housing Coalition, the region's Continuum of Care, through support of the annual Point-In-Time Count, services for homeless persons, and long-range planning to address homelessness in the community.

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

Geographic Area

Table 12 - Geographic Priority Areas

1	Area Name:	Downtown
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This target area consists of Block Group 1 of Census Tract 621.
	Include specific housing and commercial characteristics of this target area.	It is the city's downtown area, which consists of mixed commercial and residential uses. Commercial uses consist largely of offices and restaurants, with some retail. The area contains a large number of housing units, mostly in the form of multi-level apartment buildings located above street level commercial spaces.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Downtown revitalization has been a major planning goal for the city for decades.
	Identify the needs in this target area.	There are several dilapidated structures in need of renovation, most of which included vacant housing units on the upper floors. As evidenced by the block group's 64.47% low/mod rate, there is a concentration of poverty in the area. Transportation options are limited, but access to public transit is better than other parts of the city, due to the location of the bus transfer station on Arcade Street, at the center of the target area.
	What are the opportunities for improvement in this target area?	Rehabilitation of upper floor apartments, streetscape improvements, transportation facilities improvements.
	Are there barriers to improvement in this target area?	Rehabilitation projects are more complicated and costly in this setting due to the compact zero-setback lots and high traffic levels.

2	Area Name:	East
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This neighborhood is coterminous with Block Group 1 of Census Tract 612. It includes the areas between Huntington Street and Ohio Street, and between Eastern Boulevard and the City limit. The target area also happens to include a large swath of vacant riverfront land under the city's ownership.
	Include specific housing and commercial characteristics of this target area.	This area is predominantly rental housing, with some commercial development along Eastern Boulevard. The rental housing consists of relatively new low-rise rental complexes--many of which are Watertown Housing Authority properties. Commercial development consists mostly of single level retail.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	This target area has one of the city's highest share of low/mod households at 71.1%, making it a natural choice for targeted improvements.
	Identify the needs in this target area.	Some of the older housing developments will need renovation in the coming years. This neighborhood also has inconsistent pedestrian access.
	What are the opportunities for improvement in this target area?	Rental rehabilitation, new sidewalks or multi-use paths, streetscape improvements, new or improved public transit facilities.
	Are there barriers to improvement in this target area?	The Eastern Boulevard right-of-way is controlled by NYSDOT, and many of the locations where pedestrian connectivity could be improved are on private property.

3	Area Name:	Near East
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This neighborhood encompasses the residential areas immediately east of downtown, between High Street and Central Street and between Academy Street and the Black River. This neighborhood is coterminous with Block Group 2 of Census Tract 621.
	Include specific housing and commercial characteristics of this target area.	The area is almost entirely residential, with some retail and services clustered around State Street. Most housing in the area consists of detached houses divided into several rental units. There are few defunct and active industrial properties along the former railroad right-of-way near Olive Street, and the Ogilvie Foods Brownfield site is located just east this target area, between Pleasant Street N. and California Ave. The low/mod percentage for this block group is 64.47%.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	The near east side has been the subject of revitalization efforts for some time. It contains some of the most threatened housing stock in the city and was identified as a concern by the community.
	Identify the needs in this target area.	Housing rehabilitation, both for rentals and owner-occupied units, is a major need. Infrastructure improvements are also needed.
	What are the opportunities for improvement in this target area?	The Ogilvie Brownfield, the industrial properties near Olive Street, and a few vacant commercial or mixed-use parcels along State Street offer revitalization opportunities.
	Are there barriers to improvement in this target area?	One of the major opportunities, the Ogilvie site, is not contained within the target area boundary.

4	Area Name:	Near West
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This target area encompasses the area immediately west of downtown, between Massey Street and the railroad, and between Stone Street and the Black River. The neighborhood is comprised of Block Group 1 in Census Tract 615.
	Include specific housing and commercial characteristics of this target area.	The area contains mostly detached houses with several rental units. There is commercial development along Arsenal Street and Coffeen Street and some industrial activity near the intersection of Coffeen Street and the railroad. Some retail and recreational development exists near the river. The low/mod percentage for the target area is 56.04%.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	This area has been brought up at previous public meetings as an area needing improvements.
	Identify the needs in this target area.	Residential rehabilitation and infrastructure.
	What are the opportunities for improvement in this target area?	Infrastructure improvement to the riverfront area, improve pedestrian access to the Arsenal Street commercial area, blight removal on Waltham Street.
	Are there barriers to improvement in this target area?	Some blighted properties are not tax delinquent. The railroad right-of-way creates a barrier for accessing amenities to the west. Arsenal Street has heavy traffic, and the right-of-way is not controlled by the City, but rather by NYSDOT.

5	Area Name:	Northeast
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	This area consists of neighborhoods north of the Black River between Leray Street all the way eastward to the city line, but south of Lynde Street West and south of Francis Street. This includes block groups 614-002, 613-001, and 613-002. The aggregate low/mod percentage is 76.3%.
	Include specific housing and commercial characteristics of this target area.	The area contains a substantial number of single-family homes intermixed with multi-family structures-- including both divided houses and major developments. The major developments include three Watertown Housing Authority properties. There is substantial commercial use along Mill Street and Leray Street. There is some industrial activity along Water Street. The area also contains large tracts of vacant land, including the Sewall's Island brownfield and the city's closed landfill facility.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Redevelopment of Sewall's Island, including commercial and recreational amenities has been discussed at many meetings and is part of the Sewall's Island and Factory Square Redevelopment Plan.
	Identify the needs in this target area.	Residential rehabilitation, development or improvement of vacant lands to eliminate blighting influence, recreational amenities and infrastructure.
	What are the opportunities for improvement in this target area?	The Sewall's Island brownfield redevelopment (interim remediation is already complete) is a major opportunity, and the riverfront in general is under-utilized and can be improved or developed.
	Are there barriers to improvement in this target area?	Brownfield sites and former landfills are difficult or impossible to develop.

6	Area Name:	Northwest
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	The neighborhood consists of the area west of Leray Street and north of the Black River. This is coterminous with block groups 614-003 and 614-004.
	Include specific housing and commercial characteristics of this target area.	A larger portion of the target area is taken up by the North Watertown Cemetery. The remainder of the area is primarily residential, with collections of commercial and industrial uses along Main Street West and along the railroad spur. The waterfront area contains many dilapidated or under-utilized commercial and industrial structures. There is one Watertown Housing Authority property on Leray Street, and a cluster of income-restricted housing on Superior Street. The aggregate low/mod percentage for this neighborhood is 67.5%.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	The need for improvements in the Main Street West area has been brought up at more than one meeting.
	Identify the needs in this target area.	Adaptive reuse and revitalization of the waterfront and the neighborhoods abutting industrial properties.
	What are the opportunities for improvement in this target area?	The vacant 424 Vanduzee Street site, and the vacant waterfront properties between the Court Street Bridge and the railroad bridge are both good candidates for redevelopment.
	Are there barriers to improvement in this target area?	The former industrial properties are potential brownfields due to the nature of their previous uses. The Main Street West streetscape is not attractive to potential developers. Kelsey Creek causes a flood risk in a large portion of the target area.

General Allocation Priorities

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

Housing rehabilitation programs and special needs housing will be available throughout the City, but an emphasis may be placed on projects within the target areas. All public facility and infrastructure projects will take place within target areas. Blight elimination funds will be spent primarily within target areas.

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 13 – Priority Needs Summary

1	Priority Need Name	Decent Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Affordable Housing Rehabilitation Homeownership Assistance Planning and Administration
	Description	There is a great need to improve the quality of the City's housing stock, while at the same time keeping it affordable. Much of the housing is very old and in need of repair. As a result of deferred maintenance, the City has been left with many vacant substandard units. This has driven the lowest income individuals into the poorest quality housing.
	Basis for Relative Priority	Housing has been a major issue for years, because of the proximity of Fort Drum and the housing allowance given to soldiers that drives up local housing prices. Additionally, the quality of the older housing stock remains a problem, as many units are substandard and in need of repair and deferred maintenance.

2	Priority Need Name	Homeownership
	Priority Level	High
	Population	Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Homeownership Assistance Planning and Administration
	Description	There is a strong need to make homeownership opportunities available to low- and moderate-income persons within the City. A large demand for housing in the City and the influence of Fort Drum's Basic Allowance for Housing has inflated home prices in many areas of the City, making homeownership often unattainable. An increase in homeownership will serve to help stabilize and revitalize neighborhoods throughout the City.
	Basis for Relative Priority	As a military community, Watertown has a somewhat transient population and has a large number of renters in the city with 58.4% of the housing units being renter-occupied. A large demand for housing in the City and the influence of Fort Drum's Basic Allowance for Housing has inflated home prices in many areas, making homeownership often unattainable. While the rental market is an important piece of the housing picture in the City, especially in relation to providing adequate housing options for soldiers, there is a desire to increase home ownership to help stabilize neighborhoods.

3	Priority Need Name	Public Infrastructure Improvements
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Neighborhood Stabilization and Revitalization Planning and Administration
	Description	As an older community that was first settled over 200 years ago, Watertown has an overwhelming need for public infrastructure improvements. These needs are extremely evident in many of our target areas, as these areas are some of the oldest sections of the City. Needs include public facility improvements, neighborhood facilities, blight elimination, and handicapped accessibility improvements.
	Basis for Relative Priority	One of the main points of emphasis of this plan is on neighborhood stabilization and revitalization and public infrastructure has a major impact on the quality of a neighborhood.
4	Priority Need Name	Blight Elimination
	Priority Level	High
	Population	Non-housing Community Development
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West

	Associated Goals	Neighborhood Stabilization and Revitalization Planning and Administration
	Description	Removal of blighting influences such as dilapidated buildings, derelict lots and brownfields.
	Basis for Relative Priority	Blighted properties can negatively impact entire neighborhoods and prevent their revitalization.
5	Priority Need Name	Economic Development
	Priority Level	Low
	Population	Extremely Low Low Moderate Middle Other
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Economic Development Planning and Administration
	Description	With high unemployment rates in the region, the City recognizes the importance of economic development efforts within the community. There is a need to support the efforts of our local economic development agencies to attract businesses and to create jobs.
	Basis for Relative Priority	While economic development is an important need in the City, it has a slightly lower priority in this Consolidated Plan. Our local economic development agencies, including the Watertown Local Development Corporation, the Jefferson County Industrial Development Agency and the Jefferson County Job Development Corporation, take the lead on economic development within the City and Jefferson County. Our strategic plan includes providing support to these organizations by partnering on various initiatives to attract businesses, assisting developers through approval processes and by providing financial assistance to create jobs.

6	Priority Need Name	Fair Housing Education
	Priority Level	Low
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Other
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Fair Housing Education Planning and Administration
	Description	Within the City there is a general lack of knowledge about Fair Housing rights among tenants, housing providers and City Staff. There is a need to provide educational opportunities throughout the community to improve the understanding of this issue.
	Basis for Relative Priority	While Fair Housing Education is an important need in the City, it has a slightly lower priority in this Consolidated Plan. While our strategic plan will include Fair Housing goals and will provide resources to address this need, the need overall has a slightly lower priority than some of the others.
7	Priority Need Name	Support of Public Services
	Priority Level	Low

	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Other
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Public Services Support Planning and Administration
	Description	Address the social issues and concerns in the community by supporting various public services.
	Basis for Relative Priority	While the support of public services is an important need, there are many agencies that address social issues and concerns throughout the community. Our strategic plan will include resources to supplement and expand some of the services provided, but overall, the need has a slightly lower priority than some of the others.
8	Priority Need Name	Homeless Prevention
	Priority Level	Low
	Population	Extremely Low Low Moderate Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth

	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Homeless Assistance Planning and Administration
	Description	Outreach and education to help prevent homelessness and provide assistance to those experiencing homelessness, as well as long-range planning to address homelessness in the community.
	Basis for Relative Priority	While outreach and education to help prevent homelessness is an important need, there are many agencies that address homelessness throughout the community. The Points North Housing Coalition is a network of the agencies that are working together to address this issue. While the City will continue assist the Coalition and other agencies, the overall need has a slightly lower priority than some of the others.
9	Priority Need Name	Environment and Quality of Life Enrichment
	Priority Level	Medium
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Downtown Near East East Northeast Northwest Near West
	Associated Goals	Environment and Quality of Life Enrichment Neighborhood Stabilization and Revitalization

	Description	Improve environmental conditions and address environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, eliminating combined sewer overflows, renewable energy initiatives, tree planting, other urban forestry initiatives and invasive species removal.
	Basis for Relative Priority	Many of the City's neighborhoods lack basic quality of life amenities. Providing these improvements while also improving the physical environments will address environmental justice issues in low-and-moderate income neighborhoods.

Narrative (Optional)

The City of Watertown developed its 2021-2025 CDBG Strategic Plan with an extensive citizen participation and community outreach process that has enabled the City to develop a comprehensive plan to address the community development needs of our City. The strategic plan identifies several high priority needs including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, economic development, fair housing education public services support, environment and quality of life enrichment and homeless prevention.

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c) (1,2)

Introduction

The City of Watertown will receive funds from the CDBG program as an Entitlement Community for the eighth year. The City's Annual Action Plan will emphasize several of our primary goals including Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation and Homeownership. The City has also allocated funding for Public Services Support and Environment and Quality of Life Enrichment which will improve several neighborhood playgrounds and parks areas and provide funding for various public service projects including the Watertown City School District Food 4 Families program.

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	930,085	0	0	930,085	3,740,000	This is the City's annual allocation from HUD for the CDBG program. Years 2-5 assume funding levels of \$935,000 per year.

Table 14 - Anticipated Resources

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

These funds will leverage private equity and financing when used for one of the housing rehabilitation or first-time homebuyer programs. When used for larger housing projects and infrastructure projects, State and other Federal funds will also be leveraged. No matching funds are required.

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

All of the projects proposed for the Neighborhood Stabilization goal, such as blight elimination, sidewalk improvements, ADA ramps and other infrastructure projects will occur on City owned property. Additionally, playgrounds, parks, trails and tree planting will also occur on City owned property. These improvements will be done in the City's Target Areas to benefit the low- and moderate-income residents of the area.

Discussion

For 2021, the City expects to receive \$930,085 in CDBG Entitlement funding from HUD. The City will use the funding to advance the goals identified in the 5-Year Consolidated Plan and to benefit low- and moderate-income City residents.

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

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

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Watertown	Government	Economic Development Ownership Planning Rental Neighborhood Improvements Public Facilities Public Services	Jurisdiction
NEIGHBORS OF WATERTOWN	Non-profit organizations	Ownership Rental	Jurisdiction
Watertown Housing Authority		Public Housing Neighborhood Improvements	Jurisdiction
Points North Housing Coalition	Continuum of care	Homelessness	Region
Watertown City School District	Public institution	Public Services	Jurisdiction
CNY Fair Housing	Non-profit organizations	Public Services	Region

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Neighbors of Watertown - The housing rehabilitation delivery system is very strong. The City of Watertown has had a relationship with Neighbors of Watertown for over 25 years in delivering rehabilitation services. Before that, the City had Staff delivering the program directly.

As a municipality, the City has a long history of delivering infrastructure projects both using its own forces and contracting for the work.

Points North Housing Coalition is the region's Continuum of Care and collaborates with area service providers with the goal of ending homelessness. The Coalition participates in HUD's annual Point In Time Count to get a census of the number of homeless individuals within the community. As part of this Count, PNHC markets and holds a "Homeless No More" event, where it invites homeless individuals in

for food and conversation, so area agencies can connect the individuals with housing and needed services.

The Watertown Housing Authority is a New York State public housing authority that manages and maintains public housing developments in order to provide low-income individuals decent, affordable, well-maintained housing in safe and secure environments while encouraging economic self-sufficiency.

Watertown City School District carries out a 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.

CNY Fair Housing is a private, non-profit organization based in Syracuse that works to ensure equal access to housing opportunity for all people in Central and Northern New York.

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

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

Table 16 - Homeless Prevention Services Summary

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

The City works with the Points North Housing Coalition annually to advertise the Point-In-Time Outreach and Education Initiative. The project involves a marketing campaign consisting of television, internet and newspaper advertising to be run through the month of January, in the weeks preceding the annual Point-In-Time Count of homeless. The advertising raises awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several “Homeless No More” events sponsored by the PNHC. The events are staffed by volunteers and partner agencies from the PNHC and offers those attending a chance to find out about homeless services in addition to being included in the PIT Count.

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

The most significant gap of service for special needs population and persons experiencing homelessness in the City of Watertown is that there is no homeless shelter for men in the City of Watertown.

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

The City has been working more closely with Points North Housing Coalition in the last 5-7 years and is expending CDBG funds on homeless assistance.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2021	2025	Non-Housing Community Development	Downtown East Near East Near West Northeast Northwest	Public Infrastructure Improvements Blight Elimination	CDBG: \$2,035,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6,250 Persons Assisted Buildings Demolished: 5 Buildings
2	Affordable Housing Rehabilitation	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing	CDBG: \$1,148,000	Homeowner Housing Rehabilitated: 37 Household Housing Unit Rental units rehabilitated: 4 Household Housing Unit
3	Homeownership Assistance	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing Homeownership	CDBG: \$560,000	Direct Financial Assistance to Homebuyers: 25 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Environment and Quality of Life Enrichment	2021	2025	Non-Housing Community Development	Downtown East Near East Near West Northeast Northwest	Public Infrastructure Improvements	CDBG: \$337,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4,250 Persons Assisted
5	Fair Housing Education	2021	2025	Fair Housing	Downtown East Near East Near West Northeast Northwest	Fair Housing Education	CDBG: \$25,000	Other: 125 Other
6	Homeless Assistance	2021	2025	Homeless	Downtown East Near East Near West Northeast Northwest	Homeless Prevention	CDBG: \$40,000	Homelessness Prevention: 50 Persons Assisted
7	Public Services Support	2021	2025	Non-Homeless Special Needs	Downtown East Near East Near West Northeast Northwest	Support of Public Services	CDBG: \$144,000	Public service activities other than Low/Moderate Income Housing Benefit: 850 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Economic Development	2021	2025	Economic Development	Downtown East Near East Near West Northeast Northwest	Economic Development	CDBG: \$25,000	Jobs created/retained: 5
9	Planning and Administration	2021	2025	Planning and Administration	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention	CDBG: \$355,585	Other: 1 Other

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low- and moderate-income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, complete streets improvements, utilities, lighting, technology, neighborhood facilities, historic preservation, facilities for persons with special needs and handicapped accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas in order to stop the spread of blighting influences throughout the City.
2	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and rental properties for low- and moderate-income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	Goal Name	Homeownership Assistance
	Goal Description	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.
4	Goal Name	Environment and Quality of Life Enrichment
	Goal Description	Improve environmental conditions by addressing environmental equity and environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, implementing renewable energy initiatives, eliminating combined sewer overflows, narrowing streets to provide increased greenspace, tree planting, tree pit expansion and enhancements, and other urban forestry initiatives such as hazardous tree removal and invasive species management.
5	Goal Name	Fair Housing Education
	Goal Description	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.

6	Goal Name	Homeless Assistance
	Goal Description	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness through support of the Annual Point-In-Time Count, services for homeless persons, and long-term planning to address homelessness in the community.
7	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community including, but not limited to, crime prevention and public safety, health services, substance abuse services, education programs, services for senior citizens and recreational services.
8	Goal Name	Economic Development
	Goal Description	Support the efforts of the Watertown Local Development Corporation, the Jefferson County Job Development Corporation, the Jefferson County Industrial Development Agency and other local economic development agencies by partnering with these organizations on various initiatives to advance the reuse and adaptive reuse of strategic development sites, including brownfields, to retain key industries, attract businesses and create jobs.
9	Goal Name	Planning and Administration
	Goal Description	Conduct planning studies as needed to develop neighborhood revitalization strategies and to inform the development of consolidated plans and annual action plans and administer the City's CDBG Program including project management and the development of annual plans and reports.

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

During the 2021-2025 time period covered by this Consolidated Plan, the City intends to assist residents with homeownership with homebuyer grants. The City anticipates providing five grants per year for an aggregate total of 25 over the five-year period. Of the 25, the City anticipates that five low-income families and 20 moderate-income families will be supported by the homebuyer grant program.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

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

Because of the age of Watertown's housing stock, most of the City's housing units were built prior to lead-based paint regulations. HUD considers any unit built prior to 1978 to be at risk for having lead-based paint; and 82 percent of housing units in Watertown were built in 1979 or earlier.

As such, the vast majority of units rehabilitated by the City's housing rehabilitation program are likely to have lead-based paint, which will subsequently be treated or abated as a part of the rehabilitation. Therefore, the greatest action the City can take to increase access to housing without lead-based paint hazards is to continue the renter and owner-occupied housing rehab programs. The homebuyer program has a rehabilitation component as well which addresses lead-based paint issues.

The City follows a Lead Based Paint Hazard Reduction Plan in all its housing rehabilitation activities. This ensures compliance with HUD Lead-Based Paint regulations on every property built prior to 1978. The regulations require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted. By eliminating and mitigating lead hazards in each rehabilitated unit, the City hopes gradually to reduce the number of housing units with exposed lead-based paint hazards.

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

The City's rehabilitation coordinator collects documentation and screens contractors to ensure they are trained and certified in lead-safe work practices.

In addition, language regarding lead-based paint is included in the City of Watertown's Subrecipient Agreement with Neighbors of Watertown, which performs housing rehab on behalf of the City.

The agreement requires the Subrecipient to take steps to ensure compliance with Lead-Based Paint regulations in 24 CFR Part 35, including but not limited to testing of painted surfaces to identify lead based paint hazards, a plan for addressing any identified hazards in the work plan, assurance that work that disturbs painted surfaces where lead-based paint is identified is performed by contractors who are trained to use "safe work practices" and performance of a "clearance inspection" at the completion of the project to assure that no dust is present that is contaminated with lead based paint.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

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

The City has a relatively high poverty rate, currently at 22.9 percent (2015-2019 ACS 5-year estimate) for the entire population for whom poverty status is determined. When that statistical universe is confined to families, the number drops to 18.0 percent (2015-2019 ACS 5-year estimate).

By definition, the only way to decrease the poverty rate is to increase incomes. The local economic development agencies are attempting to do this, but the number of jobs they can impact is statistically low. The poverty rate will not likely move much just because of those efforts.

Another way to approach the problem is to reduce the cost of living. As discussed in the housing section, Watertown has relatively high housing costs for a City of its size. Non-military households with lower incomes may be spending a much greater percentage of their income on rent than they can afford.

If there is a mismatch between wages and housing costs in an area's housing market, and wages cannot be increased, then another strategy is to reduce housing costs. The City is attempting to do this with its housing programs.

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

The City's housing programs are its main direct action against the poverty problem. By reducing housing costs for low-income families, the city is able to make an immediate positive impact on the finances of struggling families. Housing-related expenditures are not limited to monthly rent or mortgage payments. The repair and rehabilitation of substandard housing also costs money and is typically beyond the economic means of individuals and families living in poverty. To address the above, the City will continue to make rehabilitating owner-occupied housing and homebuyer assistance high priorities in upcoming Annual Action Plans.

The City's recently completed Analysis of Impediments to Fair Housing Choice (AI) identified five significant impediments facing the Watertown region:

- Lack of quality, affordable housing limits housing options for protected class members.
- Vacant housing and zombie properties undermine neighborhood stability and revitalization efforts.
- There are significant disparities in homeownership rates by race and ethnicity, limiting the ability of people of color to build household wealth.
- A large percentage of the population has disabilities, particularly ambulatory disabilities, which creates a need for accessible housing.
- Housing discrimination and lack of knowledge of fair housing rights continues to limit housing opportunities.

Prominent among the above is the fourth impediment, which references a high disability rate. The interrelatedness of disability and poverty looms large over the Watertown housing market, given that a greater percentage (18.3%) of Watertown's population has at least one disability than the nationwide percentage (12.1%), and a percentage of disabled seniors (40.0%), defined as ages 65 and up, that is significantly higher than the nationwide percentage (34.5%).

To combat this impediment, the AI identifies the following policy recommendations:

- Identify and support scattered site housing options that promote integration of people with disabilities into the community.
- Develop incentives for creating accessible housing or modifying homes to be more accessible.
- Assure that all new construction or substantial rehabilitation complies with required accessibility guidelines. Monitor new construction prior to completion to identify accessibility violations while they are easier to correct.
- Explore passage of a visitability regulation that requires that all new construction of both multi and single-family homes conform with basic accessibility requirements.

SP-80 Monitoring - 91.230

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

The City's Planning Department is responsible for monitoring all activities undertaken with CDBG funds. This includes ensuring that all such activities are eligible uses of said funds and meet a National Objective. The City of Watertown Planning Department is responsible for ensuring that no choice-limiting actions are performed prior to the completion of all required environmental reviews, whether the proposed activity being reviewed is being carried out by City staff or by a Subrecipient. City staff will prepare all official HUD environmental review forms for the activity or activities. For tiered reviews, this will include both the broad-level environmental review and all site-specific reviews that follow.

The City has a written Subrecipient Monitoring Plan which is used to ensure that all those that enter into a subrecipient agreement with the City comply with HUD CDBG regulations. The plan identifies the actions that will be taken during the monitoring process, such as an assessment of the subrecipient's performance, the type of monitoring review (e.g., desk or on-site), the programs/functions to be monitored, expected dates, identifying deficiencies and designing corrective actions to determine compliance. Monitoring is an ongoing process, which involves continuous communication and evaluation to assess the quality of the subrecipient's performance over a period.

In addition to subrecipients, Planning Staff will monitor progress of all CDBG grant recipients to ensure timely expenditures and track program performance. Staff will also require recipients to submit expense and program reports regularly to monitor program performance against goals and performance standards as defined in the Grant Agreement. Any concerns identified by Planning staff will be communicated to the grant recipient in writing.

For housing rehabilitation and first-time homebuyer loans to owner-occupants, the Subrecipient will prepare a letter and a self-addressed stamped envelope requesting that the homeowner sign the letter verifying that the property is still their principal place of residence during the affordability period required in the Loan Agreement.

The City will require landlords receiving rental rehabilitation loans to provide information on rents and tenant income to ensure that no more than fair market rent is charged to eligible low or moderate-income tenants during the term of the loan.

For business loans, the City will require businesses to provide income information on employees that have been hired to meet the job creation requirements and verify that collateral for the loan is in place.

The City will ensure that all recipients of CDBG funding will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of the project.

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 eighth year. Program Year 2021 will be the first year of funding under our 2021-2025 Consolidated Plan. The City has been notified by HUD that the annual allocation for our CDBG program will be \$930,085.

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	\$930,085	\$0	\$0	\$930,085	\$3,740,000	This is the City's annual allocation from HUD for the CDBG program. Years 2-5 assume funding levels of \$935,000 per year.

Table 2118 - 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 publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

City-owned property 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. In the past the City has also included funding in our annual action plans specifically for tax-foreclosed properties. The funding was allocated to help stabilize properties until a full redevelopment plan was developed and to assist with needed environmental remediation in certain locations.

Discussion

The City of Watertown will be starting its eighth 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 2021. For 2021, the City expects to receive \$930,085 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	2021	2025	Non-Housing Community Development	Northeast	Public Infrastructure Improvements	CDBG: \$485,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1250 Persons Assisted
2	Affordable Housing Rehabilitation	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing	CDBG: \$196,000	Homeowner Housing Rehabilitated: 7 Household Housing Unit
3	Homeownership Assistance	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Homeownership	CDBG: \$140,000	Direct Financial Assistance to Homebuyers: 5 Households Assisted
4	Environment and Quality of Life Enrichment	2021	2025	Non-Housing Community Development	Near East Northeast	Public Infrastructure Improvements	CDBG: \$22,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Fair Housing Education	2021	2025	Fair Housing	Downtown East Near East Near West Northeast Northwest	Fair Housing Education	CDBG: \$5,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
6	Homeless Assistance	2021	2025	Homeless	Downtown East Near East Near West Northeast Northwest	Homeless Prevention	CDBG: \$10,000	Homelessness Prevention: 10 Persons Assisted
7	Public Services Support	2021	2025	Non-Homeless Special Needs	Downtown East Near East Near West Northeast Northwest	Support of Public Services	CDBG: \$11,500	Public service activities other than Low/Moderate Income Housing Benefit: 90 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Planning and Administration	2021	2025	Planning and Administration	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention	CDBG: \$60,085	Other: 1 Other

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low- and moderate-income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, complete streets improvements, utilities, lighting, technology, neighborhood facilities, historic preservation, facilities for persons with special needs and handicapped accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas in order to stop the spread of blighting influences throughout the City.
2	Goal Name	Affordable Housing Rehabilitation
	Goal Description	Rehabilitate owner-occupied and rental properties for low- and moderate-income persons, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
3	Goal Name	Homeownership Assistance
	Goal Description	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.
4	Goal Name	Environment and Quality of Life Enrichment
	Goal Description	Improve environmental conditions by addressing environmental equity and environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, implementing renewable energy initiatives, eliminating combined sewer overflows, narrowing streets to provide increased greenspace, tree planting, tree pit expansion and enhancements, and other urban forestry initiatives such as hazardous tree removal and invasive species management.
5	Goal Name	Fair Housing Education
	Goal Description	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.

6	Goal Name	Homeless Assistance
	Goal Description	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness through support of the Annual Point-In-Time Count, services for homeless persons, and long-term planning to address homelessness in the community.
7	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community including, but not limited to, crime prevention and public safety, health services, substance abuse services, education programs, services for senior citizens and recreational services.
8	Goal Name	Planning and Administration
	Goal Description	Conduct planning studies as needed to develop neighborhood revitalization strategies and to inform the development of consolidated plans and annual action plans and administer the City's CDBG Program including project management and the development of annual plans and reports.

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2021, the City plans to address the four primary goals identified in our Consolidated Plan: Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation, Homeownership Assistance and Environment and Quality of Life Enrichment. 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 four primary goals that the City plans to address this year: a sidewalk replacement project, ADA ramp reconstruction, playground improvements, tree planting, a demolition project, an owner-occupied housing rehabilitation program and a homebuyer program. 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, continue 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.

#	Project Name
1	Grant Street Sidewalk Replacement Project
2	Thompson Park ADA Ramp Replacement Project
3	N. Hamilton Playground Basketball Court
4	Northeast Target Area Tree Planting
5	535 Olive Street Demolition
6	Owner-Occupied Housing Rehabilitation 2021
7	Homebuyer Program 2021
8	Point-In-Time Outreach and Education Initiative 2021
9	Fair Housing Education
10	WCSD Food4Families 2021
11	Target Area Smoke Detector Program
12	Seward Street Reconstruction Design
13	Program Administration

Table 20 – 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 four highest priority needs that were identified during our citizen participation and outreach initiatives, which were decent affordable housing, homeownership, environmental enhancement and neighborhood stabilization and revitalization. Approximately 90 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 Information

1	Project Name	Grant Street Sidewalk Replacement Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$350,000
	Description	This project involves constructing approximately 2,900 linear feet of 5' wide sidewalks on Grant St. between Main St. East and Henry St. It would replace the existing sidewalks and would install new walks on a small portion of the east side of the 600 Block of Grant St. where there is currently a gap in the sidewalk network. 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.
	Target Date	06/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 159 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Group and the LMI percentage for the Block Group that the project covers.
	Location Description	The project is located in the City's Northeast CDBG Target Area and is a main route from the surrounding neighborhood to Starbuck Elementary School. The project includes the 600 block of Grant Street between Main Street East and Henry Street. This project is located in Census Tract 613, Block Group 2 which is characterized as having a low to moderate income population of 61.44 percent.
	Planned Activities	Planned activities include replacing existing sidewalk and constructing new sidewalks where none currently exist, ADA ramp replacement, tree removal and tree planting.

2	Project Name	Thompson Park ADA Ramp Replacement Project
	Target Area	None
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$75,000
	Description	This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction. Eight to ten ADA ramps will be replaced in Thompson Park in the Tower Square area near the 10 th Mountain Division Monument and near the playground, where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. The project will ensure that the paths from the parking areas to the sidewalk network and playground are interconnected and accessible. It will help to meet an important non-housing community development need identified in the City's Consolidated Plan which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled. This project would help to enhance the work that the Department of Public Works has been completing in Thompson Park to address accessibility complaints that were received in recent years. The proposed ramps will be in Census Tract 622, in the southeast quadrant of the City, which has an estimated Disability Rate of 12.0 percent, according to 2015-2019 American Community Survey (ACS) 5-year Estimates.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	ACS estimates indicate that 4,440 people with a disability among Watertown's total civilian noninstitutionalized population, approximately 18.3 percent of the City. Thompson Park is Watertown's signature recreational resource, and its service area extends well outside the City boundaries. As the ACS measures disability data by individual and not by family, it is difficult to estimate how many families this project will help. The City estimates that at least 1,000 families will benefit from the proposed project, at least 500 of which would be LMI families.
	Location Description	The project will take place in the Tower Square area of Thompson Park, in the City's southeast quadrant.

	Planned Activities	The City proposes to construct eight to ten ADA accessible 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.
3	Project Name	North Hamilton Playground Basketball Court Project
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$12,500
	Description	This project involves public infrastructure improvements consisting of a small, paved basketball court, a new walkway, and other amenities at the North Hamilton Street Playground. The improvements will complement the recently completed playground replacement project that utilized 2015 CDBG funds. The new basketball court will replace an existing dirt court in addition to upgrades of the hoop and pole. The project will also include an approximately sixty (60) feet of sidewalk on the interior of the playground property. The new sidewalk will provide an accessible connection from the existing City sidewalk network directly to the playground equipment.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 241 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages across the two Block Groups where City will install the new court. However, the primary beneficiaries of the project will be younger members of the community and disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to estimate accurately the number of young individuals and severely disabled persons who will ultimately utilize the improvements.

	Location Description	The project is located on the edge of the City's CDBG Near East Target Area; however, the service area for the playground encompasses a geographic area that has a Low to Moderate Income population greater than 51 percent, making it eligible for improvements.
	Planned Activities	The City proposes to construct a small basketball court and a new walkway at the North Hamilton Street Playground.
4	Project Name	Northeast Target Area Tree Planting Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$10,000
	Description	This project involves public infrastructure improvements consisting of the planting of trees in the City's Northeast Target area.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 354 low-to-moderate income families will benefit from the proposed project based on the total number of families and LMI percentages across the three Block Groups where the new trees will be planted. Tree planting will benefit those who reside in or utilize the areas where the improvements are proposed especially in areas with limited access to street trees, parks, or green space.
	Location Description	The project will take place within the City's Northeast target area.

	Planned Activities	The City proposes to use its recently completed tree inventory and management plan to identify potential planting spaces in the Northeast target area. Priority locations for tree planting will exhibit one or more of the following site conditions: Previously identified planting locations, recent tree removal, proximity to existing ash trees, and/or stormwater susceptibility. Based on current inventory data, the Northeast target area currently has 294 potential planting locations within City street margins, parks, and playgrounds. Planting locations are based on minimum street margin widths and recommended proximity to above ground features including (driveways aprons, utility poles, intersections, fire hydrants, street signs, etc.).
5	Project Name	535 Olive Street Demolition
	Target Area	Downtown
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$35,000
	Description	This project will involve the demolition of a blighted structure located at 535 Olive Street in the City's Downtown Target Area. The project will remove a blighted structure and will aid in the prevention of blight spreading to adjacent properties.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	The project will take place at 535 Olive Street.
	Planned Activities	A two-unit residential building located on the parcel will be demolished.

6	Project Name	Owner-Occupied Housing Rehabilitation Program 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$196,000
	Description	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4-unit owner-occupied properties within the City.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 2020 Owner-Occupied Rehabilitation funds will assist approximately seven low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	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.

7	Project Name	Homebuyer Program 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$140,000
	Description	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 homeownership throughout the City, with an emphasis on our CDBG target areas.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately five low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	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.

8	Project Name	Point-in-Time Outreach and Education Initiative 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$10,000
	Description	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 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 will be staffed by volunteers and partner agencies from the PNHC and will offer those attending a chance to find out about homeless services in addition to being included in the PIT Count. A similar event will also be held in July to count the homeless population during the summer months.
	Target Date	1/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that this project will assist twenty-five homeless families.
	Location Description	The project will take place throughout the City of Watertown.

	Planned Activities	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. A second event will be held in July. 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 will be staffed by volunteers and partner agencies from the PNHC and will offer those attending a chance to find out about homeless services in addition to be included in the PIT count.
9	Project Name	Fair Housing Education 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Fair Housing Education
	Needs Addressed	Fair Housing Education
	Funding	CDBG: \$5,000
	Description	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.
	Target Date	12/31/2021

	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 25 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will consist of an informational campaign to include advertising and outreach, as well as in-person teaching sessions.
10	Project Name	Watertown City School District Food 4 Families Program 2021
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$6,500
	Description	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.
	Target Date	6/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately 42 low to moderate income families, over the course of 40 weeks.
	Location Description	The program will service all schools in the Watertown City School.
	Planned Activities	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.
11	Project Name	Target Area Smoke Detector Program
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	\$5,000
	Description	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.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 families will be assisted.

	Location Description	This project will take place in the City of Watertown, in Target Area neighborhoods where LMI is 51% or greater.
	Planned Activities	The City will use funds to purchase smoke detectors.
12	Project Name	Seward Street Reconstruction - Design
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$25,000
	Description	This project will provide funding for the design of a street reconstruction project on Seward Street. Infrastructure improvements that will be designed include water, sanitary sewer, storm sewer, street, sidewalks, curbs, lighting, green infrastructure, and tree planting.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 159 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Group and the LMI percentage for the Block Group that the project covers.
	Location Description	The project will involve the design of future improvements on the 400 and 500 Blocks of Seward Street between Starbuck Avenue and Hancock Street in the Northeast target area.
	Planned Activities	The Seward Street Reconstruction Project will be designed and prepared to go out to bid.

13	Project Name	Program Administration 2021
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Environment and Quality of Life Enrichment Blight Elimination Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$60,085
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This covers wherever the CDBG funds will be spent.
	Planned Activities	The City will administer the CDBG Program.

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 an official Target Area as its focus area for Program Year 2021. However, the Grant Street Sidewalk Replacement, which accounts for over one-third of the City's PY 2021 Entitlement award, is located in the Northeast Target Area. Other activities in the Northeast Target Area include the Seward Street construction Design and the Northeast Target Area Tree Planting. The City estimates that the Northeast Target Area will receive nearly 50 percent of the City's CDBG Entitlement spending in PY 2021.

Many proposed projects for 2021 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 will all have citywide benefits. The City anticipates that Target Area Smoke Detector Program will have benefits across all six Target Areas.

The Thompson Park ADA Ramp Replacement project takes place outside of a Target Area, but still meets an important need by removing barriers to accessibility to the mobility of elderly or disabled persons within the City's signature recreational resource. The North Hamilton Street Playground Basketball Court also takes place just outside of a Target Area but has a service area within the Near East Target Area.

For the purposes of calculating the percentage of funds spent in each Target Area, the City took different approaches to each project. For the single-location projects within Target Areas, the City assigned those funds to the appropriate Target Areas. For the Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, the Food 4 Families Program, the City divided the total amount programmed by seven (the six Target Areas plus Non-Target Area spending). For the Owner-Occupied Housing Rehabilitation and Homebuyer programs, the City divided the amount programmed by six (the five Target Areas excluding Downtown plus Non-Target Area locations). The City excluded downtown because the amount of owner-occupied units downtown is not statistically significant. Finally, for the Target Area Smoke Detector Program, the City divided the programmed amount evenly across the six Target Areas.

Since some spending will occur outside of Target Areas, the values in the "Percentage of Funds" table immediately below will only add up to 87 percent, as it only tabulates spending within Target Areas.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	5
Near East	9
East	8
Northeast	49
Northwest	8
Near West	8

Table 21 - 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 to make its CDBG Program efforts more impactful and visible. In all subsequent Program Years, the City selected projects based upon the most urgent needs and maximum impacts; and will continue that strategy in PY 2021.

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 locations for ADA ramps and sidewalk reconstruction.

Discussion

Although the City will again not designate a focus area for PY 2021, the City anticipates spending the majority of funds in the Northeast Target Area, as this are where the City has identified the most impactful potential projects, particularly the Grant Street Sidewalk Reconstruction, which is along a main route to an elementary school.

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

Introduction

CDBG funded activities for this program year will address improvements to public infrastructure, owner-occupied housing rehabilitation, homebuyer assistance, fair housing education initiatives, homeless assistance and projects that support the social needs identified by the community through our public outreach process.

Actions planned to address obstacles to meeting underserved needs

The City's owner-occupied housing rehabilitation 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 seven 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. The homebuyer program will help five families purchase a home.

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 2021 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(l) (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 are typically 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(l)(1)

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

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

Other CDBG Requirements

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

Discussion: We expect that approximately 90 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.

Appendix - Alternate/Local Data Sources

1	Data Source Name ACS 2014-2018
	List the name of the organization or individual who originated the data set. US Census
	Provide a brief summary of the data set. ACS data from data.census.gov
	What was the purpose for developing this data set? To obtain demographic data about the City of Watertown for the analyses contained in this plan. The 2014-2018 dataset was specifically used in Section MA-50 to match the dataset used in the 2020 Analysis of Impediments to Fair Housing Choice.
	Provide the year (and optionally month, or month and day) for when the data was collected. 2014-2018
	Briefly describe the methodology for the data collection. N/A
	Describe the total population from which the sample was taken. Sampling determined by the United States Census Bureau.
	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. N/A
2	Data Source Name ACS 2015-2019
	List the name of the organization or individual who originated the data set. United States Census Bureau
	Provide a brief summary of the data set. ACS Data from data.census.gov
	What was the purpose for developing this data set? To obtain demographic data about the City of Watertown for the analyses contained in this plan.
	Provide the year (and optionally month, or month and day) for when the data was collected. 2015-2019

	<p>Briefly describe the methodology for the data collection.</p> <p>N/A</p>
	<p>Describe the total population from which the sample was taken.</p> <p>Sampling determined by Census</p>
	<p>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</p> <p>N/A</p>
3	<p>Data Source Name</p> <p>County Business Patterns (CBP) (2018)</p>
	<p>List the name of the organization or individual who originated the data set.</p> <p>United States Census Bureau</p>
	<p>Provide a brief summary of the data set.</p> <p>CBP Employment data from the U.S. Census Bureau across different industries and sectors at the local and national levels.</p>
	<p>What was the purpose for developing this data set?</p> <p>To analyze the Watertown Metropolitan Statistical Area's (MSA) economic base and calculate Location Quotients for the analyses contained in this plan.</p>
	<p>Provide the year (and optionally month, or month and day) for when the data was collected.</p> <p>2018</p>
	<p>Briefly describe the methodology for the data collection.</p> <p>N/A</p>
	<p>Describe the total population from which the sample was taken.</p> <p>All known employers with paid employees.</p>
	<p>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</p> <p>N/A.</p>

Res No. 9

April 27, 2021

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of 933 Morrison Avenue, Parcel Number 1-10-414.000 from Light Industrial to Residence B Will Not Have a Significant Impact on the Environment

At its April 6, 2021 meeting, the City Planning Board adopted a motion recommending that the City Council change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B. The City Council has scheduled a public hearing on the request for 7:15 p.m. on Monday, May 3, 2021.

The City Council must complete Part 2, and Part 3 if necessary, of the Short Environmental Assessment Form (EAF) and adopt the attached resolution before it may vote on the Zone Change Ordinance. The resolution states that the proposed zone change will not have a significant impact on the environment.

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning
Classification of 933 Morrison Avenue, Parcel Number
1-10-414.000, From Light Industrial to Residence B
Will Not Have a Significant Impact on the Environment

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member RUGGIERO, Lisa A.
Council Member SPAZIANI, Leonard G.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance for the zone change application of Jeffrey R. Ostland to change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B and

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

WHEREAS the approval of the zone change constitutes such an "Action," and

WHEREAS the City Council has determined that changing the zoning classification of this property is an "Unlisted Action" as that term is defined by 6NYCRR Section 617.2 (al), and

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

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

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

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the zone change will not have a significant impact on the environment.

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning
Classification of 933 Morrison Avenue, Parcel Number
1-10-414.000, From Light Industrial to Residence B
Will Not Have a Significant Impact on the Environment

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member RUGGIERO, Lisa A.
Council Member SPAZIANI, Leonard G.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

2. The Mayor of the City of Watertown is authorized to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

Short Environmental Assessment Form

Part 1 - Project Information

MAR 19 2021

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Jeffrey R Ostlund			
Name of Action or Project: 933 Morrison Avenue			
Project Location (describe, and attach a location map): 933 Morrison Avenue, Watertown, NY13601			
Brief Description of Proposed Action: Change zoning from Light Industrial to Residence B.			
Name of Applicant or Sponsor: Jeffrey R Ostlund		Telephone: 315 778 0790	
		E-Mail: jeffrey.r.ostlund@gmail.com	
Address: PO Box 125			
City/PO: Three Mile Bay		State: NY	Zip Code: 13693
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: City Council of the City of Watertown		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		.1446 acres	
b. Total acreage to be physically disturbed?		.1446 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.1446 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: <u>The property is in a 100 year flood plan.</u> _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? <i>THE INDIANA BAT AND THE NORTHERN LONG EAR BAT.</i>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: <hr/> <hr/>		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Jeffrey R Ostlund</u> Date: <u>03/18/2021</u> Signature: <u><i>Jeffrey R Ostlund</i></u> Title: <u>Owner</u>		

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Agency Use Only [If applicable]	
Project:	
Date:	

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

Public Hearings – 7:15 p.m.

April 28, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Public Hearings for 2021-22 Operating Budgets and 2021-22 Through
2025-26 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 3, 2020

7:15 p.m.	2021-22 Operating Budgets
7:15 p.m.	2021-22 through 2025-26 Capital Budget
7:15 p.m.	Proposed Local Law No. 1 of 2021 - A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c

LOCAL LAW

Page 1 of 1

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 RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

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, 2021 and ending June 30, 2022 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 3, 2021, at 7:15 p.m. in the City Council Chambers;

NOW THEREFORE 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 2021-2022 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 Lisa A. Ruggiero

Public Hearing – 7:15 p.m.

April 27, 2021

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 933 Morrison Avenue,
Parcel Number 1-10-414.100, From Light Industrial to Residence B

A request has been submitted by Jeffrey R. Ostland for the above subject zone change request. The Planning Board reviewed the request at its April 6, 2021 meeting and adopted a motion recommending that City Council approve the zone change request as submitted.

Attached is a copy of the zone change application, the Staff Report on the request prepared for the Planning Board and an excerpt from their meeting minutes.

The City Council has scheduled a public hearing on the zone change request for 7:15 p.m. on Monday, May 3, 2021. After the public hearing, the City Council must approve the SEQRA resolution before voting on the attached ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of
933 Morrison Avenue, Parcel Number
1-10-414.000 from Light Industrial to
Residence B

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Henry J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by Council Member Ryan J. Henry-Wilkinson

BE IT ORDAINED where Jeffrey R. Ostland has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000 from Light Industrial to Residence B, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its April 6, 2021 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on May 3, 2021, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000 shall be changed from Light Industrial to Residence B, and

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

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

Seconded by Council Member Lisa A. Ruggiero

City of Watertown

Planning and Community Development Dept

245 Washington Street Room 305

Watertown, NY 13601

Jeffrey R Ostlund

PO Box 125

Three Mile Bay

NY 13693

03/18/2021

MAR 19 2021

Subject: Request for Zone Change form Light Industrial to Residence B:

To Whom It May Concern:

When I bought 933 Morrison Avenue in January of 1986 it was a two family home with an attached garage. I rented it as a two family for several years. About 1995 I converted it to a single family, taking out the upstairs kitchen. It was rented to a family with several children. In the summer of 1999 it accidentally burnt. Luckily, no one was hurt but the house was a total loss. I had the remaining structure torn down and removed. I also had the basement filled in and planted grass over the entire property. I had decided not to rebuild.

The property still had a detached garage that was not damaged by the fire. I used the garage to store two classic cars and a small boat. After several years I sold both cars and moved the boat to our waterfront property in Three Mile Bay. In 2020 I decided to put the property up for sale. There were some interested parties, but they found out that they could not build because it was zoned Light Industrial and not Residential. After talking to the City Code Enforcement Office, I found out that I only had one year after the fire to rebuild as a residential property. After that it would be zoned back to Light Industrial.

What I am requesting that my property at 933 Morrison Avenue be rezoned from Light Industrial to Residence B.

Reasons:


1. The property was Residential at one time.
2. The properties on the other side of the street are zoned Residence B.
3. The remaining properties on my side of the street are Residential.
4. A Light Industrial business would not go well in the neighborhood.

Thank you for your consideration.


Jeffrey R Ostlund

charge stamps \$80.00 to R. Avery
 mail Mr. Ostlund
 149 Peabody Ave. Watertown, N.Y. 13154

FORM 5534 N. Y. DEED—WARRANTY with Lien Covered Rev. 4/84
 00135

 JUTELANE REGISTERED N. Y. NOTARY OFFICE
 JUTELANE LAW FIRM, PUBLISHED, OUTLAND, VT 05701

This Indenture,

Made the 30th day of December
 Nineteen Hundred and Eighty-five
 Between ROY AVERY and ROXANNE AVERY, residing at 1944 Groveland Road, Palm Harbor, Florida 33563,

parties of the first part, and
 JEFFREY R. OSTLUND, residing at 149 Peabody Road,
 Shirley, Massachusetts 01464,

Witnesseth that the parties of the first part, in consideration of part y of the second part,
 ONE Dollar (\$1.00 ---)
 lawful money of the United States, and other good and valuable consideration
 paid by the part y of the second part, do hereby grant and release unto the
 part y of the second part, his heirs and assigns forever, all
 THAT TRACT OR PARCEL OF LAND situate in the City of Watertown,

County of Jefferson and State of New York, being lots designated
 One Hundred Forty Six (146), one hundred forty seven (147) and one
 hundred forty eight (148) on a Map or Plan of Watertown Terrace
 dated September 19, 1906 made by A. L. Eliot, Civil Engineer, and
 filed in the Office of the Clerk of Jefferson County in Book 2 at
 page 83 and more particularly described as follows Bounded:
 Southeasterly by Morrison Avenue ninety (90) feet; southwesterly by
 lot 149 on said plan seventy (70) feet; northwesterly by land owners
 unknown to me ninety (90) feet; northeasterly by lot 145 on said
 Plan seventy (70) feet, containing, according to said Plan, six
 thousand three hundred (6300) square feet more or less.

Together with the fee, in so far as I have the right so to
 convey the same, of all the streets and ways shown on said Plan, in
 common with the owners of the other lots shown on said Plan, and
 subject to the right of all of said lot owners to make any customary
 use of said streets and ways.

Being the same premises conveyed by Dorothy Piper Hart,
 Frederick Hart and Cora Jane Avery to Roy Avery and Roxanne Avery
 by Warranty Deed dated March 2, 1978 and recorded in the Jefferson
 County Clerk's Office on March 2, 1978 in Liber 888 of Deeds at
 page 657.

Subject to all easements, covenants, rights of way, restrictions
 and rights of record, if any.

1009-00000313

MAR 19 2021

1009 314

Together with the appurtenances and all the estate and rights of the part les of the first part in and to said premises.
 To have and to hold the premises herein granted unto the part y of the second part, his heirs and assigns forever.

And said part les of the first part

covenant as follows:

First, That the part y of the second part shall quietly enjoy the said premises;

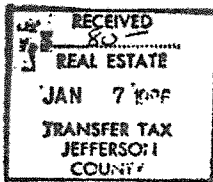
Second, That said parties of the first part

will forever warrant the title to said premises.

Third, That, in Compliance with Sec. 13 of the Lien Law, the grantors will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

In Witness Whereof, the part les of the first part have hereunto set their hands and seals the day and year first above written.

In Presence of



2064

[Signature]
 ROY AVERY

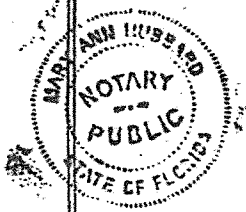
[Signature]
 ROXANNE AVERY

FLORIDA
 State of ~~FLORIDA~~ On this 30th day of December
 County of Pinellas m. Nineteen Hundred and Eighty-Five
 before me, the subscriber, personally appeared
 ROY AVERY and ROXANNE AVERY

to me personally known and known to me to be the same persons described in and who executed the within Instrument and the y duly acknowledged to me that the y executed the same.

[Signature]
 Notary Public

Notary Public, State of Florida at Large,
 My Commission Expires Jan. 2, 1989



STATE OF NEW YORK
 COUNTY OF JEFFERSON SS
 Recorded on the 7th day of
 Jan. 1986 at 1:25 o'clock
 P.M., in Book No. 1009-00000313
 at Page 313
[Signature]
 Clerk

RECORDED

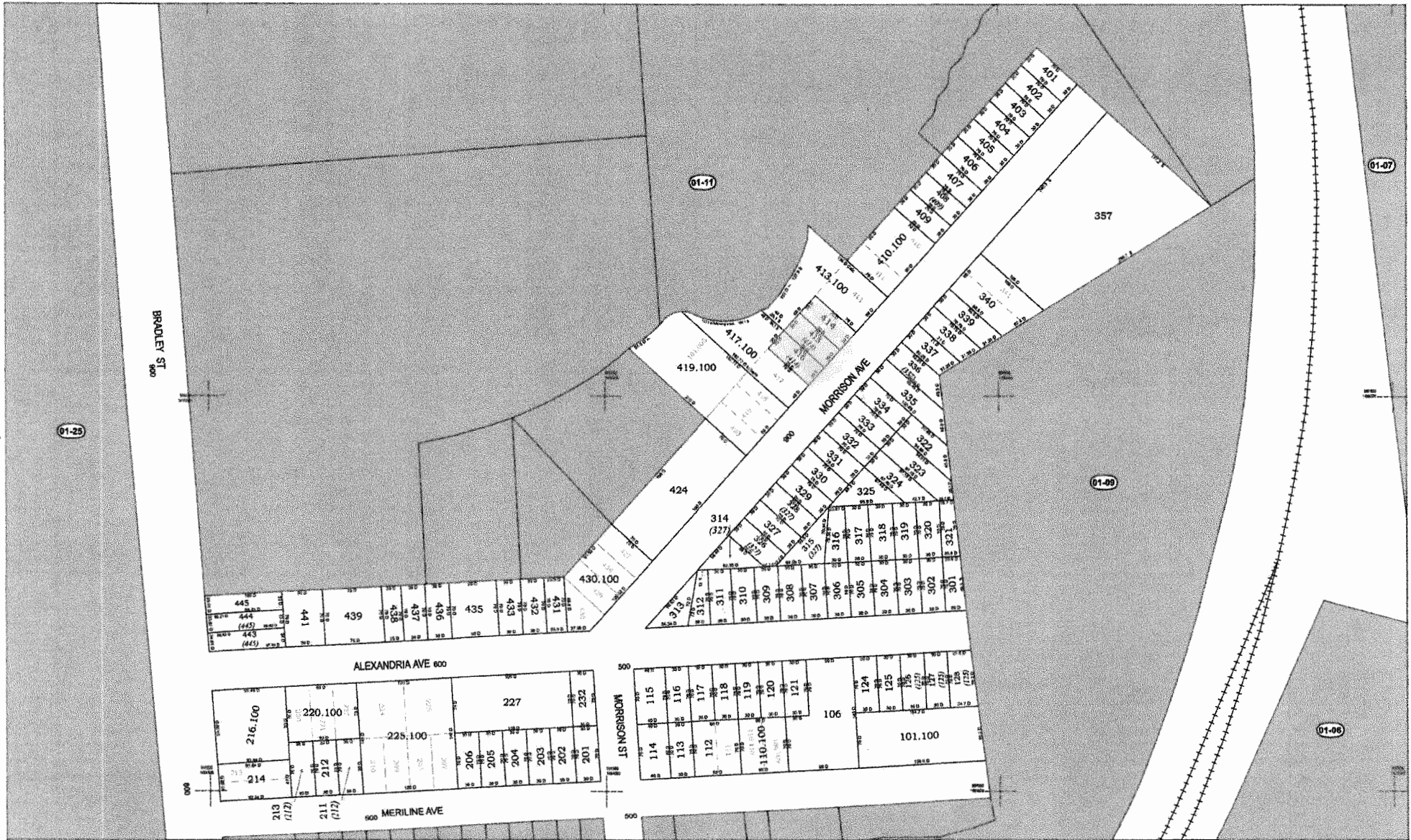
JAN 7 1 25 PM '86

RENEE L. RENZI, Esq.
 1201 Washington Street
 Watertown, New York 13601
 Telephone: 315-788-2514



ROY AVERY
 and
 ROXANNE AVERY
 TO
 JEFFREY R. OSTLUND

Dated, January 6, 1986



Prepared by
City of Watertown GIS
For
City of Watertown
Assessment Department

For Tax Purposes Only
Not to be Used for Conveyance

Map to State Plane
Coordinate System (NAD 83)

Parcel ID	Address	Area (sq. ft.)	Area (sq. m.)	Volume (cu. ft.)	Volume (cu. m.)
101	101.100	10,000	929	100,000	2,832
102	102.100	10,000	929	100,000	2,832
103	103.100	10,000	929	100,000	2,832
104	104.100	10,000	929	100,000	2,832
105	105.100	10,000	929	100,000	2,832
106	106.100	10,000	929	100,000	2,832
107	107.100	10,000	929	100,000	2,832
108	108.100	10,000	929	100,000	2,832
109	109.100	10,000	929	100,000	2,832
110	110.100	10,000	929	100,000	2,832
111	111.100	10,000	929	100,000	2,832
112	112.100	10,000	929	100,000	2,832
113	113.100	10,000	929	100,000	2,832
114	114.100	10,000	929	100,000	2,832
115	115.100	10,000	929	100,000	2,832
116	116.100	10,000	929	100,000	2,832
117	117.100	10,000	929	100,000	2,832
118	118.100	10,000	929	100,000	2,832
119	119.100	10,000	929	100,000	2,832
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149	149.100	10,000	929	100,000	2,832
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Parcel ID	Address	Area (sq. ft.)	Area (sq. m.)	Volume (cu. ft.)	Volume (cu. m.)
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152	152.100	10,000	929	100,000	2,832
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178	178.100	10,000	929	100,000	2,832
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1 Inch = 50 Feet *
0 50 100 200 Feet

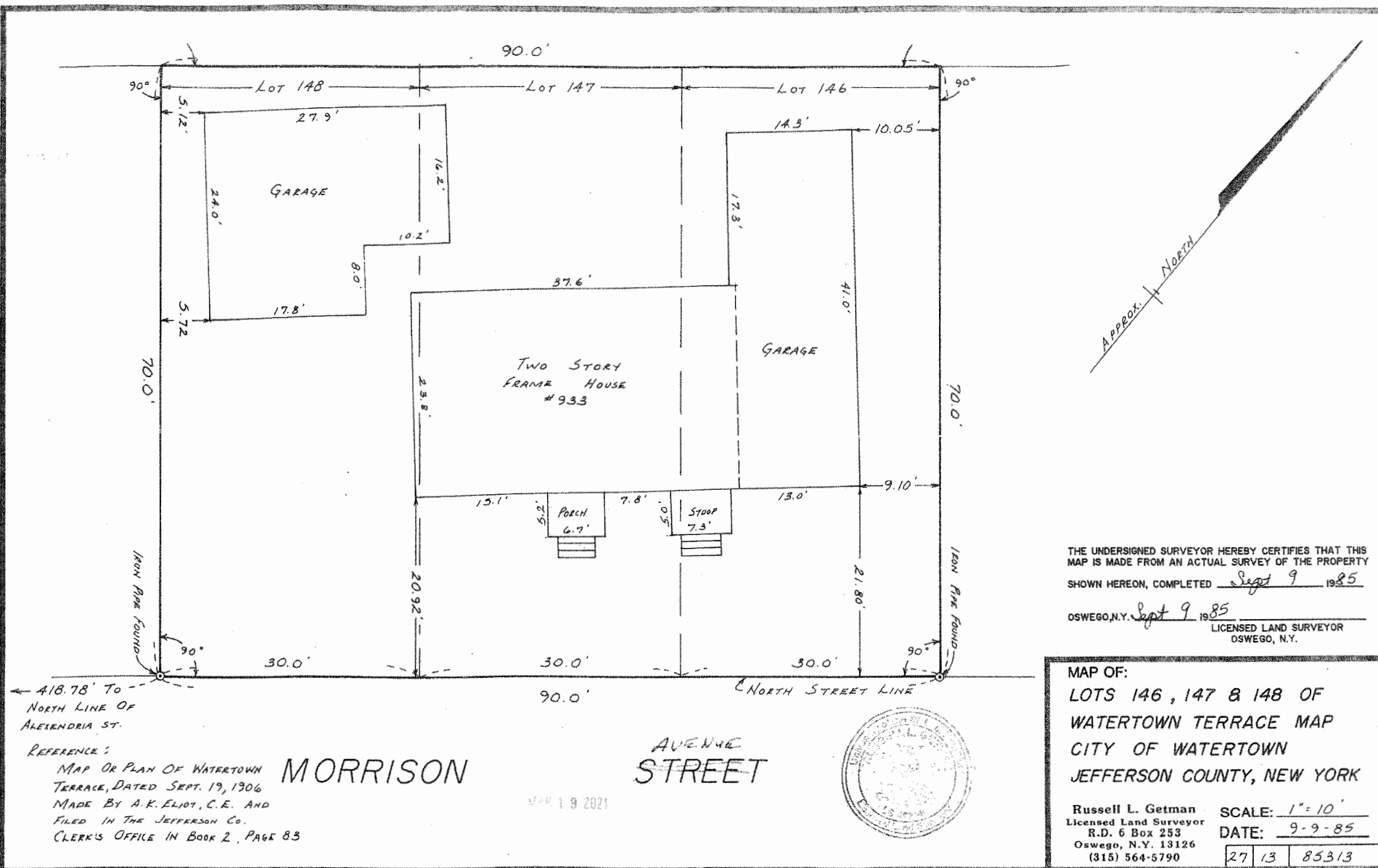


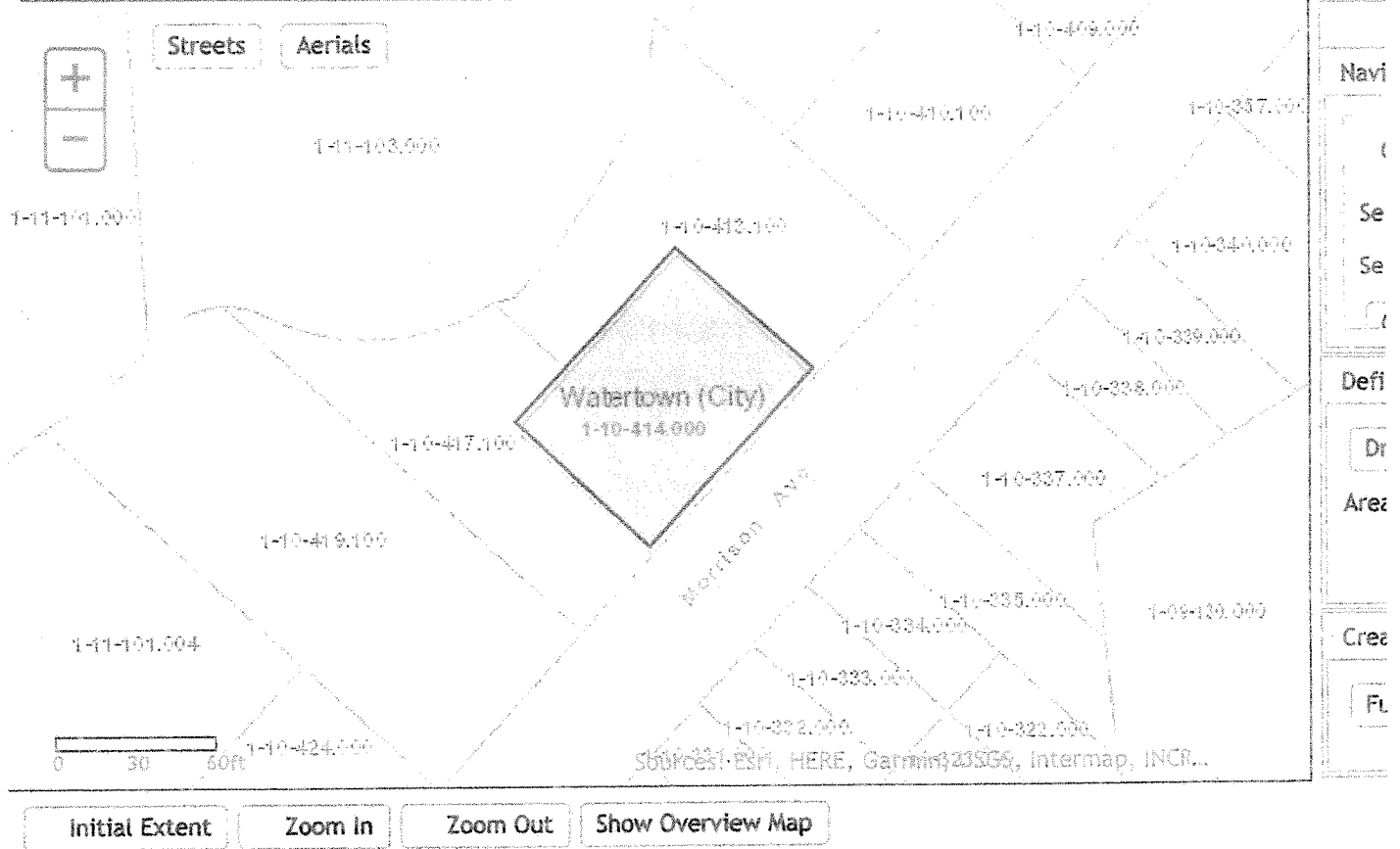
Tax Map
City of Watertown
Jefferson County, NY

Section 01 Block 10

Printed Date: 3/27/2019

MAR 19 2021





MAR 19 2021



City of Watertown
ZONE CHANGE APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:

MAR 19 2021

PROPERTY INFORMATION:

PROPERTY ADDRESS: 933 Morrison Ave, Watertown, NY

TAX PARCEL NUMBER(S): 1-0010-414.000

CURRENT ZONING DISTRICT: Light Industrial PROPOSED ZONING DISTRICT: Residence B

APPLICANT INFORMATION:

APPLICANT NAME: Jeffrey R Ostlund

APPLICANT MAILING ADDRESS: PO Box 125, Three Mile Bay, NY 13693

PHONE NUMBER: 315-778-0790 E-MAIL: jeffrey.r.ostlund@gmail.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: _____

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): PO Box 125, Three Mile Bay, NY 13693

PHONE NUMBER: 315-778-0790 E-MAIL: jeffrey.r.ostlund@gmail.com

CHECKLIST (please include all of the following in addition to this application form):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter* | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted* |
| <input checked="" type="checkbox"/> Site Drawing (if applicable)* | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form* |
| <input checked="" type="checkbox"/> Metes and Bounds description | <input type="checkbox"/> Written Support of Adjoining Property Owners (if applicable) |
| <input checked="" type="checkbox"/> \$125 application fee* | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

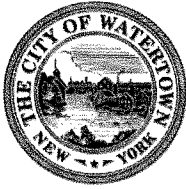
*See appendices for further information

Applicant Signature: Jeffrey R Ostlund Date: 03/18/2021

Property Owner Signature (if different) _____ Date: _____

Appendix A: Checklist Instructions

- Cover Letter:** The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Zone Change (e.g. the intended future use of the property) and should include any other information that will aid the Planning Board and City Council in comprehending the request. The cover letter should also address whether the proposed rezoning is consistent with the City of Watertown's adopted Comprehensive Plan, and if it is not, the rationale for why the Planning Board and City Council should grant the request. A digital version of the Comprehensive Plan is available at: <https://www.watertown-ny.gov/DocumentView.asp?DID=1840>
- Tax Map:** A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: <https://www.watertown-ny.gov/imo/search.aspx>. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.
- Drawing:** If applicable, the applicant should submit a sketch/site plan of the proposed development or construction that is prompting the Zone Change Request.
- SEQR:** The applicant must submit a completed Part I of a SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: <https://qisservices.dec.ny.gov/efmapper/>.
- Description:** A legal description of the boundaries of the subject parcel, measured in angles, bearings and distances. Typically, a property deed will contain such a description.
- Written Support:** While not required, if the applicant has the support of neighboring property owners, the applicant should include their written letters of support as supplemental materials with the application.
- Info for PDDs:** If an applicant is requesting to rezone any land as part of a Planned Development District, the application must contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance. This section of Code is available as part of the City's online Code Book at: <https://www.ecode360.com/10498649>.
- Required Sets:** The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting 15 complete collated "sets" to the City Planning Department. If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.
- Submittal Instructions:** Submit all required materials to:
Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601
- Meeting Information:** The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant a Zone Change. Zone Change Requests carry a legal requirement for the City Council to hold a Public Hearing prior to voting on the Ordinance.
- Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov. The Zone Change application process typically takes six-to-eight weeks.



MEMORANDUM

CITY OF WATERTOWN, NEW YORK

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601

PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – 933 Morrison Avenue

DATE: March 31, 2021

Request: To Change the Approved Zoning Classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B

Applicant: Jeffrey R. Ostland

Owner(s): Jeffrey R. Ostland

SEQRA: Unlisted

County review: No

Comments: The applicant seeks to rezone the subject parcel from Light Industrial to Residence B prior to selling it to a prospective buyer that wishes to build a new single-family dwelling on the property. Light Industrial Districts do not allow residential uses.

The applicant states in his cover letter that a house once stood on the lot, but that a fire in 1999 destroyed it completely. Section 310-43 of the Zoning Ordinances only allows the restoration of a nonconforming building or structure within one year after its destruction.

Existing Conditions: Presently, the centerline of Morrison Avenue forms the boundary between a Light Industrial District and a Residence B District, as depicted on the attached zoning map. The subject property is on the Light Industrial (northwest) side of the street. However, most properties on Morrison Avenue, regardless of which side they are on, are existing residential properties, as depicted on the attached property classification map.

Morrison Avenue has no curbs or sidewalks for its entire length and there are several vacant lots interspersed among the built lots, many of them still wooded or vegetated. Despite the presence of overhead power lines, the street maintains a largely rural residential character.

Future Plans: The applicant has communicated to Staff that a prospective buyer wishes to construct a single-family dwelling on the property. The applicant has attached a survey drawing from 1985 that depicts the footprint of the original house, prior to the aforementioned fire, for conceptual purposes only.

It is important to note that even if the City rezones the property to Residence B, there would still be Zoning restrictions that would create challenges to building on the lot and from which any prospective buyer would need to obtain relief. The issue stems from the presence of an existing garage in the rear left corner of the lot.

Section 310-35 of the Zoning Ordinance stipulates that “Accessory buildings may not occupy any required open space other than a rear yard.” This means that the rear face of any proposed primary structure (i.e., a house) could not extend further back on the lot than the front face of the accessory garage. In addition, Section 310-16 of the Zoning Ordinance requires a minimum 20-foot front-yard setback and a minimum 25-foot rear yard setback for any principal structure in a Residence B district.

Taken together, the above two Zoning regulations mean that any new house on the lot could only be 13 feet in depth, since the front face of the garage is only 33 feet off the front property line. Such a restricted footprint would make new construction impractical without relief.

Any prospective buyer wishing to build a new house would have three options:

1. Seek a Use Variance to provide relief from Section 310-35 that allows an accessory use in a side yard. If granted, this would allow any future property owner to construct a new house on the right side of the lot, with a rear face that extended past the front face of the detached garage, as long as it met all other applicable setback requirements. The Use Variance would allow the garage to occupy a side yard legally.
2. Seek an Area Variance to provide relief from Section 310-16 that reduces the required rear setback for principal structures to four feet. If granted, this would allow any future property owner to construct a new house that physically connects to the existing garage by shared wall or enclosed breezeway, making the garage part of the principal structure.
3. Demolish the garage and construct a new house from scratch on the resultant vacant lot that meets all applicable setback requirements.

The applicant, and any prospective buyer, should note the above Zoning regulations and potential avenues for relief. While this information need not impede the requested Zone Change, it is important to establish for the record prior to any proposed future construction. The applicant was informed of all the above during recent Staff communication regarding the project.

Zoning and the Comprehensive Plan: The Comprehensive Plan recommends Industrial land use for the entire wedge of the City between Bradley Street and the CSX/Canadian National railroad tracks from Main Street West all the way to the City boundary with the Town of Pamela. Under a strict interpretation of that recommendation, this proposed Zone Change would not be in harmony with the Comprehensive Plan.

However, this land use recommendation largely centers around access to the railroad tracks. Any future industrial use requiring rail access would likely occur further south in the above-identified wedge where the future industrial occupant could retrofit the earlier industrial uses that once occupied the area adjacent to the tracks. Additionally, there is a wetland that wraps around Morrison Avenue that most of the parcels on the northwest side of the street back up to, as depicted on the attached map, that makes Morrison Avenue more conducive to lower-impact residential development.

The City of Watertown is presently undertaking a complete Zoning Ordinance rewrite, including a new Zoning map. Given the above factors, the City anticipates that the new map will maintain residential zoning for this, and other existing residential enclaves located between the business district along Bradley Street and the industrial areas along the railroad track parcels. The applicant's request is consistent with that future vision.

While it may seem logical for the Planning Board to recommend rezoning the entire northwest side of Morrison Avenue to Residence B to create uniform zoning on the street, Planning Staff has recommended a moratorium on *large scale City-initiated* Zone Changes while the Zoning Ordinance rewrite process remains under way. This need not impede the requested rezoning of 933 Morrison Avenue, however.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the lead agency, will complete Part 2 of the EAF.

cc: City Council Members

Michael Delaney, City Engineer

Jeffrey R. Ostland, P.O. Box 125, Three Mile Bay, NY 13693

**ZONE CHANGE - 933 MORRISON AVENUE
PARCEL NUMBER 1-10-414.000**

The Planning Board then considered a request submitted by Jeffrey R. Ostland to change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B.

Mr. Ostland said when he bought the property, he had tenants living there, and unfortunately the house burned down in 1999. He then said he still used the existing detached garage, which had survived the fire, and had stored a couple cars and a boat in it. He said he had since sold the cars and purchased some property on Lake Ontario, so that is where he stored his boat now. He said he had no more use for the property and the only way he could sell it now was to have it rezoned to Residence B so a potential buyer could build a house.

Ms. Capone asked Mr. Ostland to confirm that the only reason for the rezoning was for resale purposes. Mr. Ostland replied in the affirmative. Ms. Capone then asked if Mr. Ostland had tried selling the parcel as a commercial lot. Mr. Ostland said he had a potential buyer to use the property as an auto repair shop, which he turned down as he said it would destroy the neighborhood feel of the street.

Ms. Capone said that according to the Staff Memorandum, changing the zoning would not be in harmony with the City's Comprehensive Plan. She said the Planning Board is trying to be sensitive to making any changes to remain consistent with the Comp Plan, and she wanted some background on Staff's vision.

Mr. Lumbis said the future land use map in the Comprehensive Plan recommends, in a general way, industrial land use for the entire wedge of the City between Bradley Street and the CSX/Canadian National railroad tracks from Main Street West all the way to the City boundary with the Town of Pamelia. Under a strict interpretation of that recommendation, this proposed Zone Change would not be in harmony with the Comprehensive Plan.

Mr. Lumbis then said that the land use recommendations painted broad strokes throughout the City. He said that Staff is currently working on a zoning rewrite that will look at zoning down at the neighborhood level. He said generally speaking, this area has an industrial history because of the rail spur, but when you look at a street-by-street level, there were pockets of established residential. He then noted that this section of Morrison Avenue was zoned Residence B on one side and Light Industrial on the other.

Mr. Lumbis then said that the Planning Board should look at the finer detail when considering the change. He said, for instance, the proposed land use map in the area near the proposed dentist's office on Washington Street recommended Urban Mixed use extending back several blocks from Washington Street. A strict interpretation of proposed land use plan would call for rezoning that entire area, however the proposed land use map did not get too particular because if it did, then in a sense it would be creating a Zoning map, which he said was not the intent. The intent was to demonstrate generally, the proposed land use in various areas of the City.

He reiterated that the Zoning Rewrite process would get into the finer detail at the block or neighborhood level and make recommendations accordingly.

Mr. Pierce asked if Mr. Ostland purchased the property as Residence B, and then the City went thru and changed the zone to Light Industrial or if it was always zoned Light Industrial. Mr. Lumbis said to his knowledge it was always zoned Light Industrial. Mr. Pierce said as he was looking at the maps all the neighboring properties were residential.

Mr. Urda pointed out that Staff had provided two maps; a zoning map that depicted the Residence B Zoning on one side of the street and Light Industrial Zoning on the other, and a property classification map that depicted existing uses. He said that all the brown or beige properties on the northwest side of the street were classified as one-family residential, and he then pointed out a few one-family residential properties on the other side of the street. He said the parcels colored light blue were residential vacant land.

Ms. Capone said she wanted to be sure the proposed zoning and classification of Mr. Ostland's property fit in with the new zoning rewrite.

Mr. Urda said that the historic industrial land use is a wedge shape, centered around access to the railroad tracks for industry. He said as you move further South in that wedge of land you find more rail adjacent historic parcels. He said the property in question has a more rural feel within the City limits. He said he had spent some time last week on Morrison Avenue, and it had an 'outside of town' feel. He said in the sense of preserving the rural residential character of that street and based on all the residential uses on that street, the applicant's request was in harmony with the zoning rewrite.

Ms. Capone then said that as she understood it, while the request was not consistent with the Comp Plan, it was consistent with the zoning rewrite. Mr. Lumbis said the Staff was working on a draft zoning map. Ms. Capone said she did not want the board to approve something now that would completely throw off the intent of the zoning rewrite. Mr. Lumbis said this is in line with what Staff is currently working on.

Mr. Katzman said he understood both sides, but wondered if someone would buy that lot and build a new house if the board granted the zone change to Residence B. He said it might not make sense economically and said he did not see why the Board would rezone the property before there was a buyer.

Mr. Ostland said he had a current purchase offer, contingent on the zone change to Residence B. Mr. Katzman asked if this buyer planned to build a house on the lot. Mr. Ostland said yes. Ms. Fields said as a fellow realtor she had to disagree with Mr. Katzman, and she said she felt any residential improvements to that area would be a benefit, and a lot like this could be a perfect fit for a potential buyer. She said she was supportive and said this zone change is in perfect harmony with what the City was trying to accomplish. Ms. Capone said that Staff indicated this zone change was compatible with the rewrite and she agreed.

Mr. Babcock made a motion to recommend City Council approve the request submitted by Jeffrey R. Ostland to change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B.

Ms. Fields seconded the motion, all voted in favor.

Mr. Urda said the zone change request would go to City Council on Monday, April 19, 2021, and they will set the public hearing for May 3, 2021. He said Staff would be sending him correspondence during the process before the meeting on May 3rd.

Mr. Pierce then moved to adjourn the meeting. Mr. Katzman seconded the motion, and all voted in favor. The meeting was adjourned at 3:41 p.m.

City of Watertown
Planning and Community Development Dept
245 Washington Street Room 305
Watertown, NY 13601

Jeffrey R Ostlund

PO Box 125

Three Mile Bay

NY 13693

03/18/2021

MAR 19 2021

Subject: Request for Zone Change form Light Industrial to Residence B:

To Whom it May Concern:

When I bought 933 Morrison Avenue in January of 1986 it was a two family home with an attached garage. I rented it as a two family for several years. About 1995 I converted it to a single family, taking out the upstairs kitchen. It was rented to a family with several children. In the summer of 1999 it accidentally burnt. Luckily, no one was hurt but the house was a total loss. I had the remaining structure torn down and removed. I also had the basement filled in and planted grass over the entire property. I had decided not to rebuild.

The property still had a detached garage that was not damaged by the fire. I used the garage to store two classic cars and a small boat. After several years I sold both cars and moved the boat to our waterfront property in Three Mile Bay. In 2020 I decided to put the property up for sale. There were some interested parties, but they found out that they could not build because it was zoned Light Industrial and not Residential. After talking to the City Code Enforcement Office, I found out that I only had one year after the fire to rebuild as a residential property. After that it would be zoned back to Light Industrial.

What I am requesting that my property at 933 Morrison Avenue be rezoned from Light Industrial to Residence B.

Reasons:

1. The property was Residential at one time.
2. The properties on the other side of the street are zoned Residence B.
3. The remaining properties on my side of the street are Residential.
4. A Light Industrial business would not go well in the neighborhood.

Thank you for your consideration.


Jeffrey R Ostlund

FORM 58314 N. Y. DEED-WARRANTY with Lira Covenant Rev. 4/84
00135TUTTLEMAN REGISTERED U. S. PAT. OFFICE
TUTTLEMAN PRINT, PUBLISHERS, BUTLAND, VT 05701**This Indenture,**December
Between

Made the 30th day of

Nineteen Hundred and Eighty-five
ROY AVERY and ROXANNE AVERY, residing at 1944 Groveland
Road, Palm Harbor, Florida 33563,

parties of the first part, and

JEFFREY R. OSTLUND, residing at 149 Peabody Road,
Shirley, Massachusetts 01464,

Witnesseth that the parties of the first part, in consideration of part y of the second part,
 ONE Dollar (\$1.00 ---)
 lawful money of the United States, and other good and valuable consideration
 paid by the part y of the second part, do hereby grant and release unto the
 part y of the second part, his heirs and assigns forever, all
 THAT TRACT OR PARCEL OF LAND situate in the City of Watertown,

County of Jefferson and State of New York, being lots designated
 One Hundred Forty Six-(146), one hundred forty seven (147) and one
 hundred forty eight (148) on a Map or Plan of Watertown Terrace
 dated September 19, 1906 made by A. L. Eliot, Civil Engineer, and
 filed in the Office of the Clerk of Jefferson County in Book 2 at
 page 83 and more particularly described as follows Bounded:
 Southeasterly by Morrison Avenue ninety (90) feet; southwesterly by
 lot 149 on said plan seventy (70) feet; northwesterly by land owners
 unknown to me ninety (90) feet; northeasterly by lot 145 on said
 Plan seventy (70) feet, containing, according to said Plan, six
 thousand three hundred (6300) square feet more or less.

Together with the fee, in so far as I have the right so to
 convey the same, of all the streets and ways shown on said Plan, in
 common with the owners of the other lots shown on said Plan, and
 subject to the right of all of said lot owners to make any customary
 use of said streets and ways.

Being the same premises conveyed by Dorothy Piper Hart,
 Frederick Hart and Cora Jane Avery to Roy Avery and Roxanne Avery
 by Warranty Deed dated March 2, 1978 and recorded in the Jefferson
 County Clerk's Office on March 2, 1978 in Liber 888 of Deeds at
 page 657.

Subject to all easements, covenants, rights of way, restrictions
 and rights of record, if any.

1009-1009 PAGE 313

Charge stamps \$80.00 to Roy & Roxanne Avery
 Mail in Ostlund
 149 Peabody Rd. Shirley, Mass 01464

MAR 19 2021

LIB 1009 JAN 314

Together with the appurtenances and all the estate and rights of the part ies of the first part in and to said premises,
To have and to hold the premises herein granted unto the part y of the second part, his heirs and assigns forever.

And said part ies of the first part

covenant as follows:

First. That the part y of the second part shall quietly enjoy the said premises;

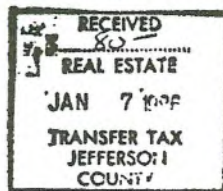
Second. That said parties of the first part

will forever warrant the title to said premises.

Third. That, in Compliance with Sec. 13 of the Lien Law, the grantors will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

In Witness Whereof, the part ies of the first part have hereunto set their hands and seal s the day and year first above written.

In Presence of



Roy Avery
ROY AVERY

Roxanne Avery
ROXANNE AVERY

FLORIDA
State of ~~FLORIDA~~
County of Pinellas

before me, the subscriber, personally appeared

ROY AVERY and ROXANNE AVERY

to me personally known and known to me to be the same person s described in and who executed the within Instrument and the y duly acknowledged to me that the y executed the same.

Mary Ann Hubbard
Notary Public

Notary Public, State of Florida at Largo,
My Commission Expires Jan. 2, 1989



STATE OF NEW YORK
COUNTY OF JEFFERSON SS

Recorded on the...7...day of

Jan. 1986 at 1:25 o'clock

P.M., in Book No. 1009

at Page 313

Clerk

RECORDED

JAN 7 1 25 PM '86

RENEE L. RENZI, Esq.
1201 Washington Street
Watertown, New York 13601
Telephone: 315-788-2514

Deed

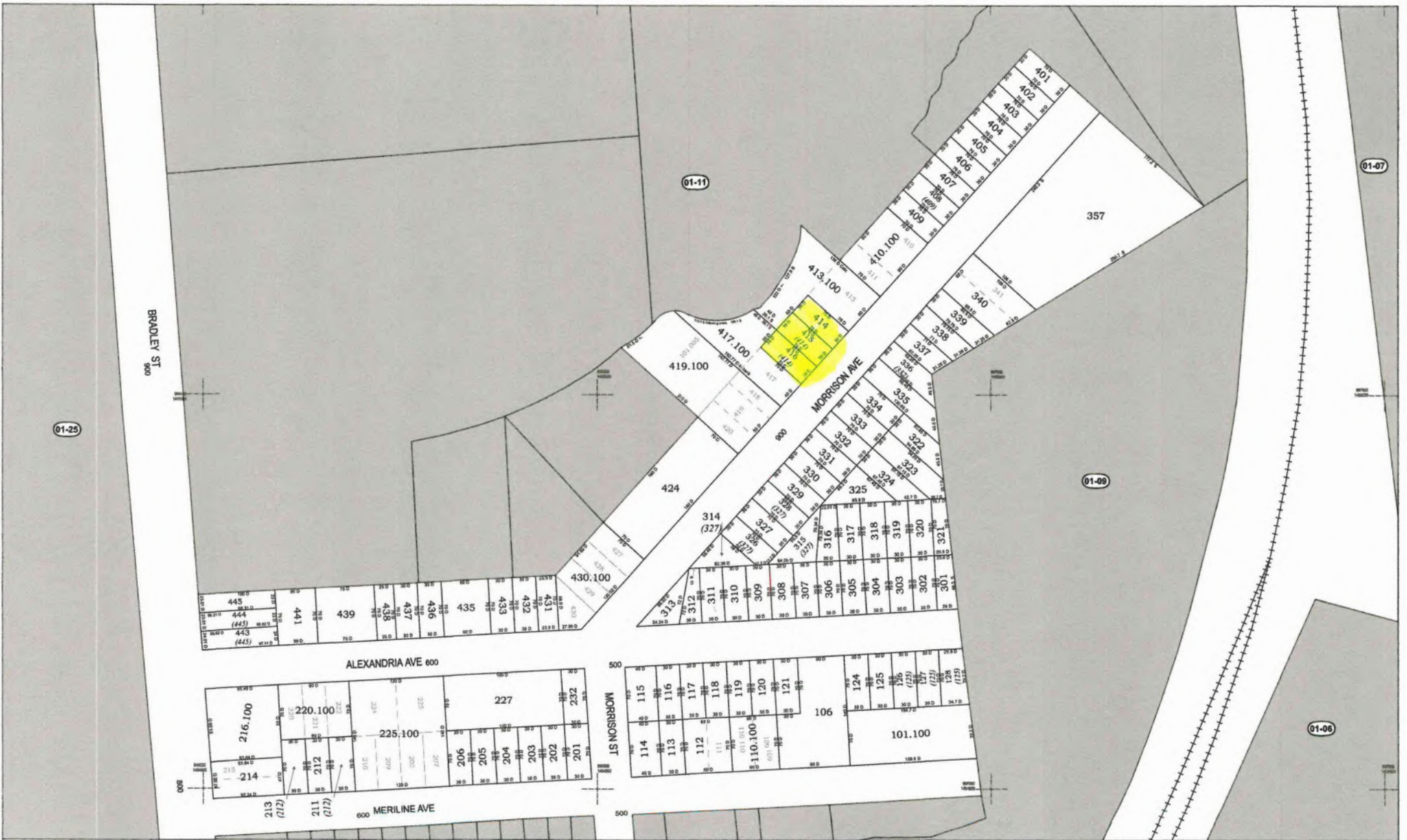
WARRANTY WITH LIEN COVENANT

ROY AVERY
and
ROXANNE AVERY

TO

JEFFREY R. OSTLUND

Dated, January 6, 1986



Prepared by
City of Watertown GIS
For
City of Watertown
Assessment Department

For Tax Purposes Only
Not to be Used for Conveyance

MADE BY BRUCE PLAZA
COPYING, JUNE 18, 1997

Parcel Key	Area	Parcel Key	Area	Parcel Key	Area
121-100-000	121-100-000	121-100-000	121-100-000	121-100-000	121-100-000
121-100-001	121-100-001	121-100-001	121-100-001	121-100-001	121-100-001
121-100-002	121-100-002	121-100-002	121-100-002	121-100-002	121-100-002
121-100-003	121-100-003	121-100-003	121-100-003	121-100-003	121-100-003
121-100-004	121-100-004	121-100-004	121-100-004	121-100-004	121-100-004
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121-100-020	121-100-020	121-100-020	121-100-020	121-100-020	121-100-020

Property Line
Heavily Property Line
Building Outline
Railroad
City Boundary
School District Boundary

Coordinate Grid
133 Parcel ID
1734,000
Assessment ID
Building
Information
continued partially

1 Inch = 50 Feet *

0 50 100 200 Feet

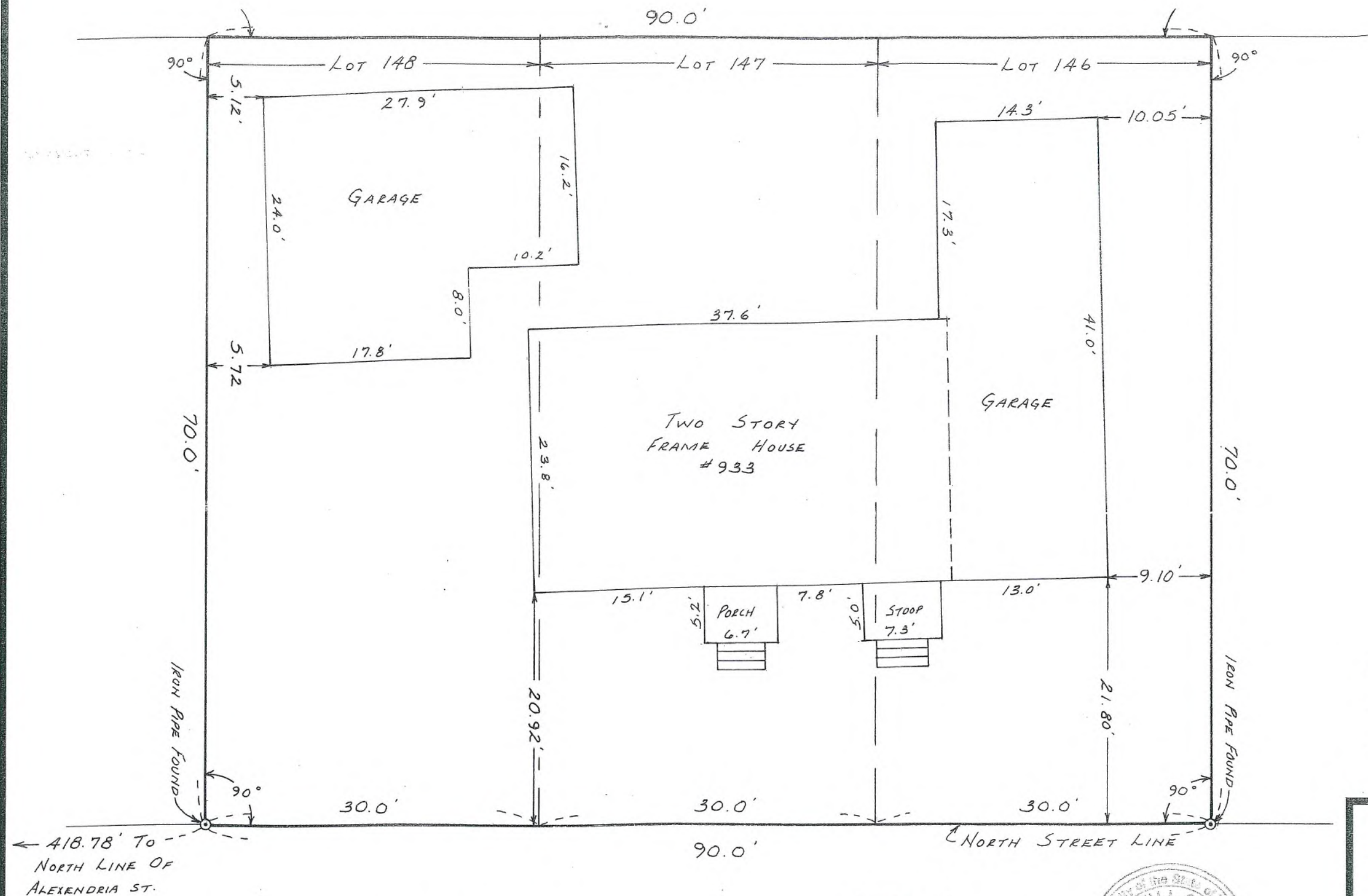
* When plotted on 11" x 17" paper

Tax Map
City Of Watertown
Jefferson County, NY

Section 01 Block 10

Printed Date: 3/27/2019

MAR 19 2021



Approx. NORTH

THE UNDERSIGNED SURVEYOR HEREBY CERTIFIES THAT THIS MAP IS MADE FROM AN ACTUAL SURVEY OF THE PROPERTY SHOWN HEREON, COMPLETED Sept 9 1985

OSWEGO, N.Y. Sept 9 1985
 LICENSED LAND SURVEYOR
 OSWEGO, N.Y.

MAP OF:
 LOTS 146, 147 & 148 OF
 WATERTOWN TERRACE MAP
 CITY OF WATERTOWN
 JEFFERSON COUNTY, NEW YORK

Russell L. Getman
 Licensed Land Surveyor
 R.D. 6 Box 253
 Oswego, N.Y. 13126
 (315) 564-5790

SCALE: 1" = 10'
 DATE: 9-9-85
 27 13 85313

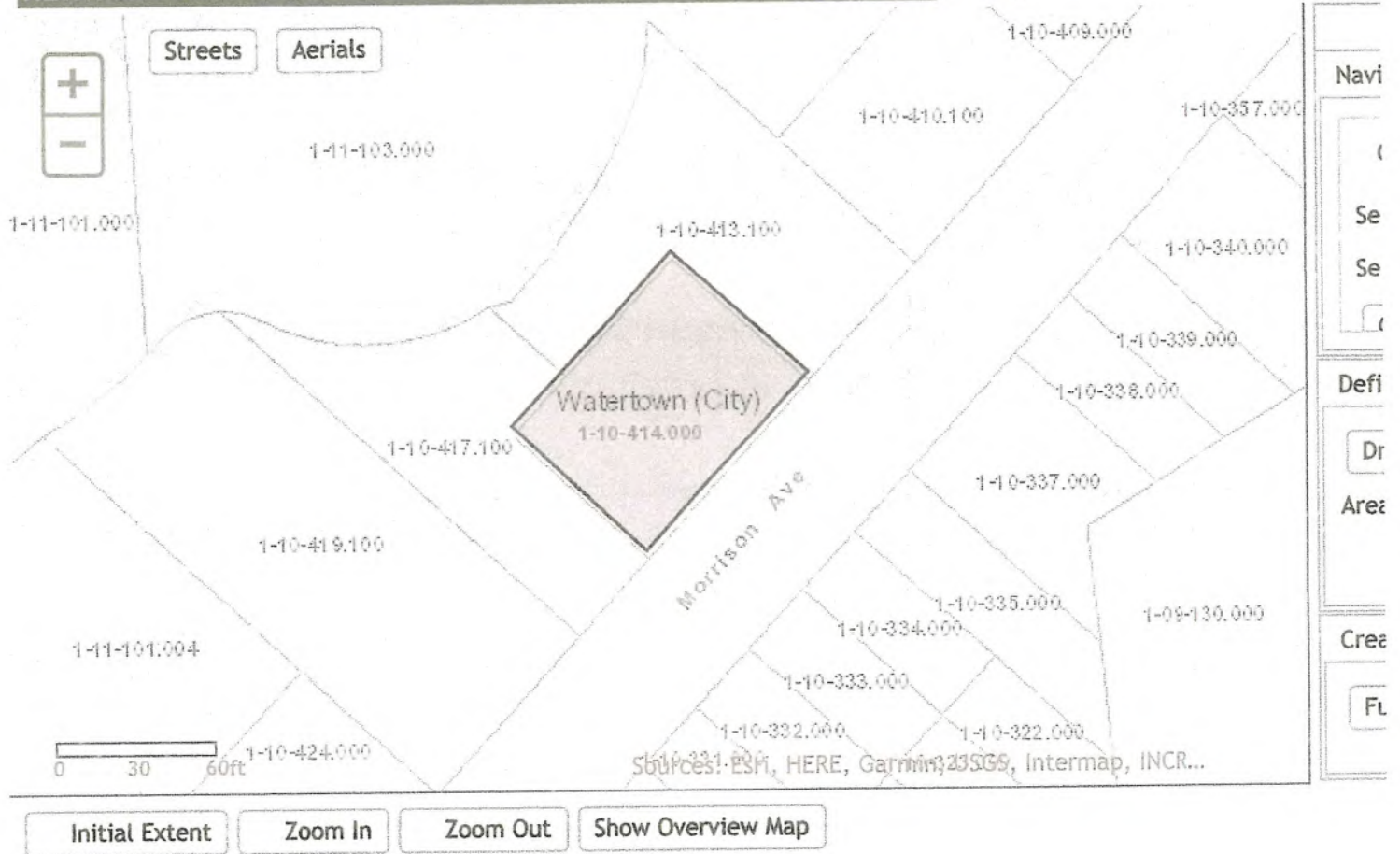


AVENUE
 STREET

MAR 19 2021

MORRISON

REFERENCE:
 MAP OR PLAN OF WATERTOWN
 TERRACE, DATED SEPT. 19, 1906
 MADE BY A.K. ELIOT, C.E. AND
 FILED IN THE JEFFERSON CO.
 CLERK'S OFFICE IN BOOK 2, PAGE 83



MAR 19 2021



City of Watertown
ZONE CHANGE APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:

MAR 19 2021

PROPERTY INFORMATION:

PROPERTY ADDRESS: 933 Morrison Ave, Watertown, NY
TAX PARCEL NUMBER(S): 1-0010-414.000
CURRENT ZONING DISTRICT: Light Industrial PROPOSED ZONING DISTRICT: Residence B

APPLICANT INFORMATION:

APPLICANT NAME: Jeffrey R Ostlund
APPLICANT MAILING ADDRESS: PO Box 125, Three Mile Bay, NY 13693

PHONE NUMBER: 315-778-0790 E-MAIL: jeffrey.r.ostlund@gmail.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME:
PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): PO Box 125, Three Mile Bay, NY 13693

PHONE NUMBER: 315-778-0790 E-MAIL: jeffrey.r.ostlund@gmail.com

CHECKLIST (please include all of the following in addition to this application form):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter* | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted* |
| <input checked="" type="checkbox"/> Site Drawing (if applicable)* | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form* |
| <input checked="" type="checkbox"/> Metes and Bounds description | <input type="checkbox"/> Written Support of Adjoining Property Owners (if applicable) |
| <input checked="" type="checkbox"/> \$125 application fee* | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

*See appendices for further information

Applicant Signature: Jeffrey R Ostlund Date: 03/18/2021
Property Owner Signature (if different) Date:

Appendix A: Checklist Instructions

- Cover Letter:** The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Zone Change (e.g. the intended future use of the property) and should include any other information that will aid the Planning Board and City Council in comprehending the request. The cover letter should also address whether the proposed rezoning is consistent with the City of Watertown's adopted Comprehensive Plan, and if it is not, the rationale for why the Planning Board and City Council should grant the request. A digital version of the Comprehensive Plan is available at: <https://www.watertown-ny.gov/DocumentView.asp?DID=1840>
- Tax Map:** A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: <https://www.watertown-ny.gov/imo/search.aspx>. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.
- Drawing:** If applicable, the applicant should submit a sketch/site plan of the proposed development or construction that is prompting the Zone Change Request.
- SEQR:** The applicant must submit a completed Part I of a SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: <https://giservices.dec.ny.gov/eaformatter/>.
- Description:** A legal description of the boundaries of the subject parcel, measured in angles, bearings and distances. Typically, a property deed will contain such a description.
- Written Support:** While not required, if the applicant has the support of neighboring property owners, the applicant should include their written letters of support as supplemental materials with the application.
- Info for PDDs:** If an applicant is requesting to rezone any land as part of a Planned Development District, the application must contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance. This section of Code is available as part of the City's online Code Book at: <https://www.ecode360.com/10498649>.
- Required Sets:** The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting 15 complete collated "sets" to the City Planning Department. If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.
- Submittal Instructions:** Submit all required materials to:
Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601
- Meeting Information:** The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant a Zone Change. Zone Change Requests carry a legal requirement for the City Council to hold a Public Hearing prior to voting on the Ordinance.
- Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov. The Zone Change application process typically takes six-to-eight weeks.



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – 933 Morrison Avenue

DATE: March 31, 2021

Request: To Change the Approved Zoning Classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B

Applicant: Jeffrey R. Ostland

Owner(s): Jeffrey R. Ostland

SEQRA: Unlisted

County review: No

Comments: The applicant seeks to rezone the subject parcel from Light Industrial to Residence B prior to selling it to a prospective buyer that wishes to build a new single-family dwelling on the property. Light Industrial Districts do not allow residential uses.

The applicant states in his cover letter that a house once stood on the lot, but that a fire in 1999 destroyed it completely. Section 310-43 of the Zoning Ordinances only allows the restoration of a nonconforming building or structure within one year after its destruction.

Existing Conditions: Presently, the centerline of Morrison Avenue forms the boundary between a Light Industrial District and a Residence B District, as depicted on the attached zoning map. The subject property is on the Light Industrial (northwest) side of the street. However, most properties on Morrison Avenue, regardless of which side they are on, are existing residential properties, as depicted on the attached property classification map.

Morrison Avenue has no curbs or sidewalks for its entire length and there are several vacant lots interspersed among the built lots, many of them still wooded or vegetated. Despite the presence of overhead power lines, the street maintains a largely rural residential character.

Future Plans: The applicant has communicated to Staff that a prospective buyer wishes to construct a single-family dwelling on the property. The applicant has attached a survey drawing from 1985 that depicts the footprint of the original house, prior to the aforementioned fire, for conceptual purposes only.

It is important to note that even if the City rezones the property to Residence B, there would still be Zoning restrictions that would create challenges to building on the lot and from which any prospective buyer would need to obtain relief. The issue stems from the presence of an existing garage in the rear left corner of the lot.

Section 310-35 of the Zoning Ordinance stipulates that “Accessory buildings may not occupy any required open space other than a rear yard.” This means that the rear face of any proposed primary structure (i.e., a house) could not extend further back on the lot than the front face of the accessory garage. In addition, Section 310-16 of the Zoning Ordinance requires a minimum 20-foot front-yard setback and a minimum 25-foot rear yard setback for any principal structure in a Residence B district.

Taken together, the above two Zoning regulations mean that any new house on the lot could only be 13 feet in depth, since the front face of the garage is only 33 feet off the front property line. Such a restricted footprint would make new construction impractical without relief.

Any prospective buyer wishing to build a new house would have three options:

1. Seek a Use Variance to provide relief from Section 310-35 that allows an accessory use in a side yard. If granted, this would allow any future property owner to construct a new house on the right side of the lot, with a rear face that extended past the front face of the detached garage, as long as it met all other applicable setback requirements. The Use Variance would allow the garage to occupy a side yard legally.
2. Seek an Area Variance to provide relief from Section 310-16 that reduces the required rear setback for principal structures to four feet. If granted, this would allow any future property owner to construct a new house that physically connects to the existing garage by shared wall or enclosed breezeway, making the garage part of the principal structure.
3. Demolish the garage and construct a new house from scratch on the resultant vacant lot that meets all applicable setback requirements.

The applicant, and any prospective buyer, should note the above Zoning regulations and potential avenues for relief. While this information need not impede the requested Zone Change, it is important to establish for the record prior to any proposed future construction. The applicant was informed of all the above during recent Staff communication regarding the project.

Zoning and the Comprehensive Plan: The Comprehensive Plan recommends Industrial land use for the entire wedge of the City between Bradley Street and the CSX/Canadian National railroad tracks from Main Street West all the way to the City boundary with the Town of Pamela. Under a strict interpretation of that recommendation, this proposed Zone Change would not be in harmony with the Comprehensive Plan.

However, this land use recommendation largely centers around access to the railroad tracks. Any future industrial use requiring rail access would likely occur further south in the above-identified wedge where the future industrial occupant could retrofit the earlier industrial uses that once occupied the area adjacent to the tracks. Additionally, there is a wetland that wraps around Morrison Avenue that most of the parcels on the northwest side of the street back up to, as depicted on the attached map, that makes Morrison Avenue more conducive to lower-impact residential development.

















The City of Watertown is presently undertaking a complete Zoning Ordinance rewrite, including a new Zoning map. Given the above factors, the City anticipates that the new map will maintain residential zoning for this, and other existing residential enclaves located between the business district along Bradley Street and the industrial areas along the railroad track parcels. The applicant's request is consistent with that future vision.

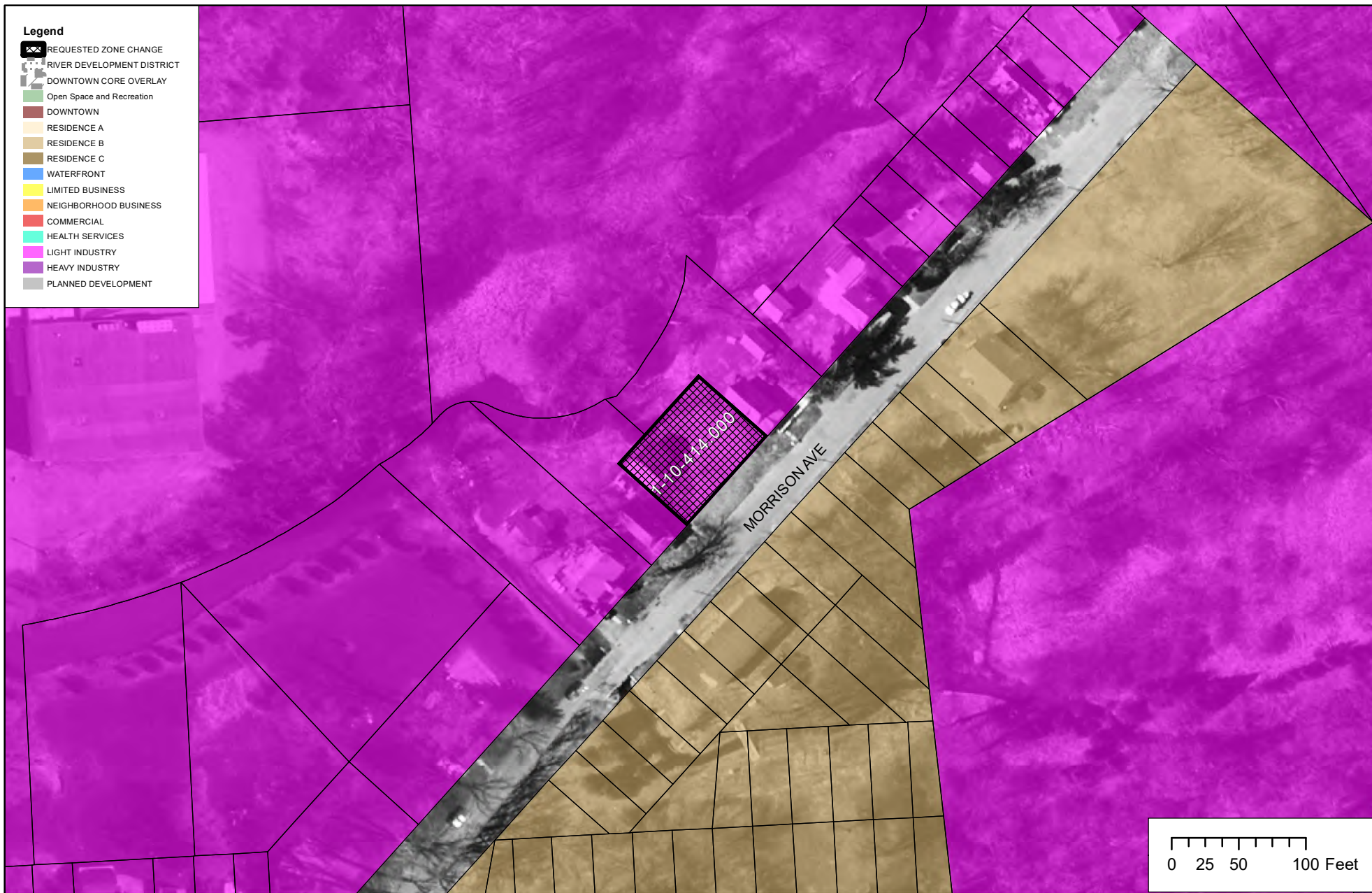
While it may seem logical for the Planning Board to recommend rezoning the entire northwest side of Morrison Avenue to Residence B to create uniform zoning on the street, Planning Staff has recommended a moratorium on *large scale City-initiated* Zone Changes while the Zoning Ordinance rewrite process remains under way. This need not impede the requested rezoning of 933 Morrison Avenue, however.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the lead agency, will complete Part 2 of the EAF.

cc: City Council Members
Michael Delaney, City Engineer
Jeffrey R. Ostland, P.O. Box 125, Three Mile Bay, NY 13693

Legend

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



CITY OF WATERTOWN, NEW YORK GIS DEPARTMENT



ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793

Drawn By: G.Jeronimo

Date: 3/31/2021

Requested By: G.Urda

Date:

Scale: As Noted

Map Number:

Revision:

Description of Revision:

Date:

By:



Project:

ZONE CHANGE MAP
(Light Industry to Residence B)


Title:

933 Morrison Avenue

(1-10-414.000)

Legend

 REQUESTED ZONE CHANGE

 210 - 1 Family Residential


 311 - Residential Vacant Land

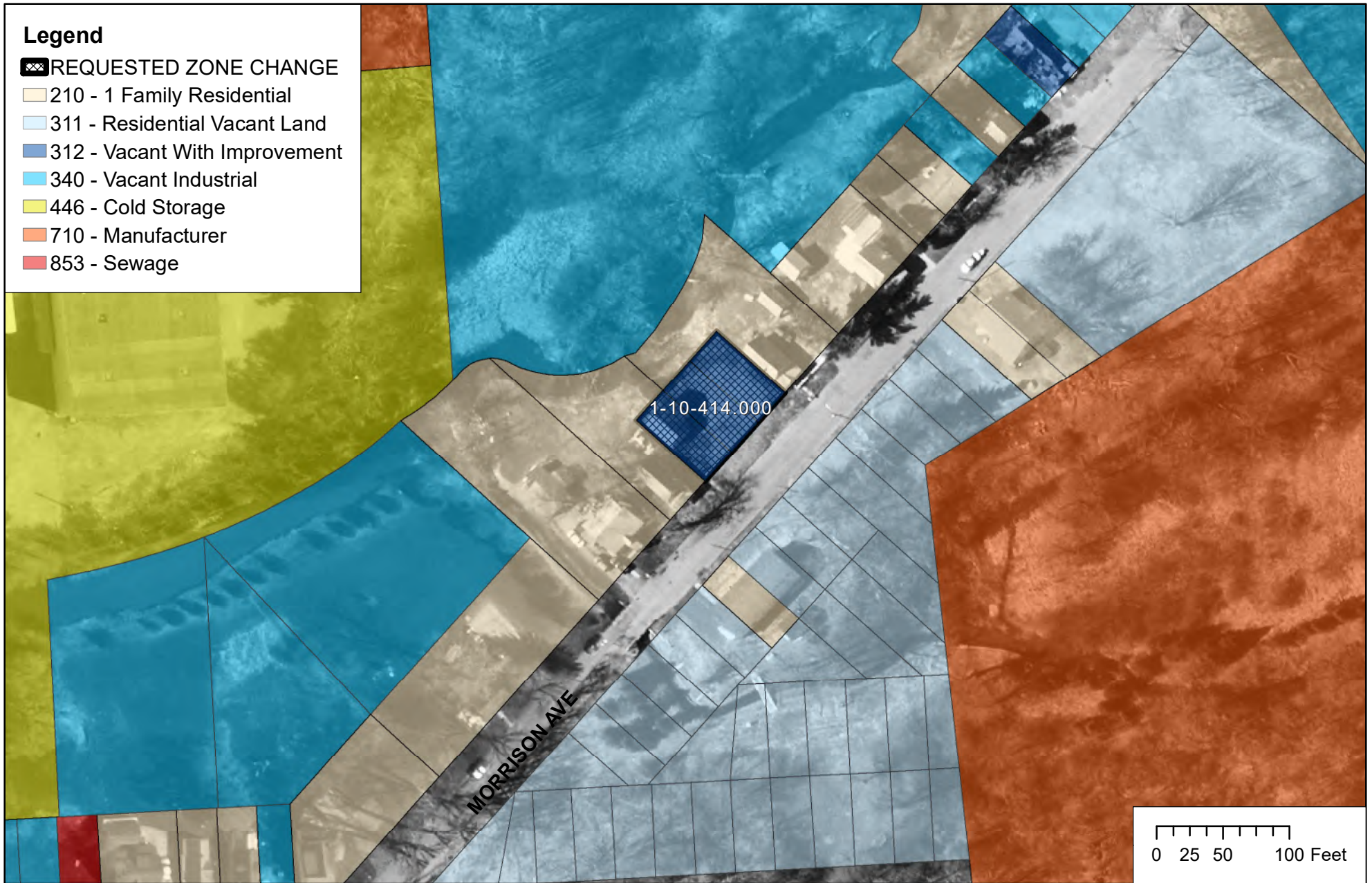
 312 - Vacant With Improvement

 340 - Vacant Industrial

 446 - Cold Storage

 710 - Manufacturer

 853 - Sewage



CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT

ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793
EMAIL: gis@watertown-ny.gov

Drawn By: G.Jeronimo

Date: 3/31/2021

Approved By:

Date:

Scale: 1 inch = 100 feet

Map Number: XX-XX

Revision:

Description of Revision:

Date:

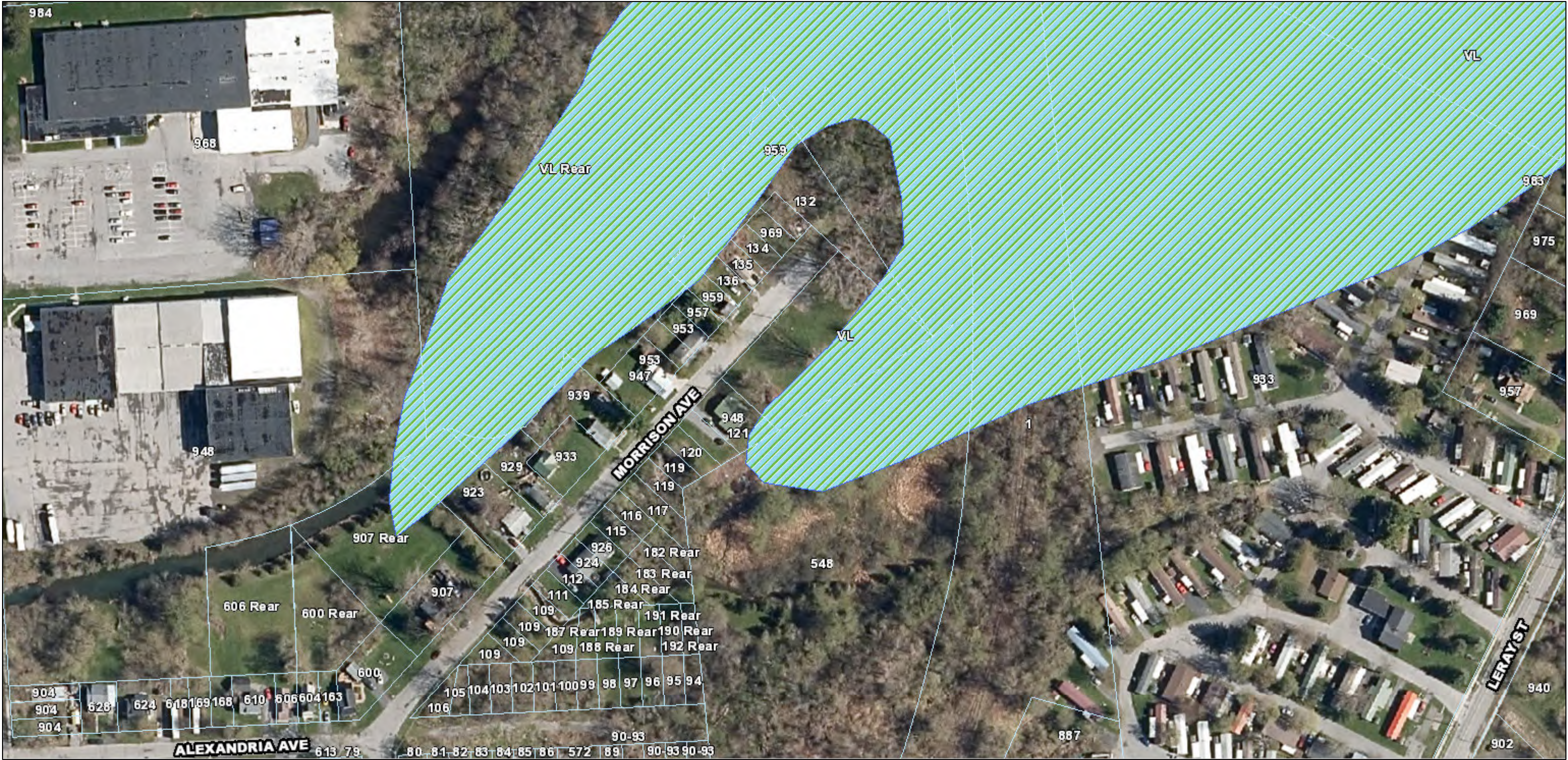
By:



Project: ZONE CHANGE MAP
(Light Industry to Residence B)

Title: Property Classification Map
933 Morrison Avenue
(1-10-414.000)

ArcGIS Web Map

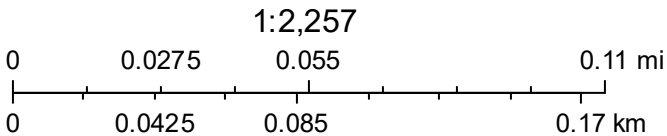


3/30/2021, 10:48:54 AM

ROADS

Parcels

-  Parcels
-  City Boundary
-  Black River
-  Wetlands



**ZONE CHANGE - 933 MORRISON AVENUE
PARCEL NUMBER 1-10-414.000**

The Planning Board then considered a request submitted by Jeffrey R. Ostland to change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B.

Mr. Ostland said when he bought the property, he had tenants living there, and unfortunately the house burned down in 1999. He then said he still used the existing detached garage, which had survived the fire, and had stored a couple cars and a boat in it. He said he had since sold the cars and purchased some property on Lake Ontario, so that is where he stored his boat now. He said he had no more use for the property and the only way he could sell it now was to have it rezoned to Residence B so a potential buyer could build a house.

Ms. Capone asked Mr. Ostland to confirm that the only reason for the rezoning was for resale purposes. Mr. Ostland replied in the affirmative. Ms. Capone then asked if Mr. Ostland had tried selling the parcel as a commercial lot. Mr. Ostland said he had a potential buyer to use the property as an auto repair shop, which he turned down as he said it would destroy the neighborhood feel of the street.

Ms. Capone said that according to the Staff Memorandum, changing the zoning would not be in harmony with the City's Comprehensive Plan. She said the Planning Board is trying to be sensitive to making any changes to remain consistent with the Comp Plan, and she wanted some background on Staff's vision.

Mr. Lumbis said the future land use map in the Comprehensive Plan recommends, in a general way, industrial land use for the entire wedge of the City between Bradley Street and the CSX/Canadian National railroad tracks from Main Street West all the way to the City boundary with the Town of Pamela. Under a strict interpretation of that recommendation, this proposed Zone Change would not be in harmony with the Comprehensive Plan.

Mr. Lumbis then said that the land use recommendations painted broad strokes throughout the City. He said that Staff is currently working on a zoning rewrite that will look at zoning down at the neighborhood level. He said generally speaking, this area has an industrial history because of the rail spur, but when you look at a street-by-street level, there were pockets of established residential. He then noted that this section of Morrison Avenue was zoned Residence B on one side and Light Industrial on the other.

Mr. Lumbis then said that the Planning Board should look at the finer detail when considering the change. He said, for instance, the proposed land use map in the area near the proposed dentist's office on Washington Street recommended Urban Mixed use extending back several blocks from Washington Street. A strict interpretation of proposed land use plan would call for rezoning that entire area, however the proposed land use map did not get too particular because if did, then in a sense it would be creating a Zoning map, which he said was not the intent. The intent was to demonstrate generally, the proposed land use in various areas of the City.

He reiterated that the Zoning Rewrite process would get into the finer detail at the block or neighborhood level and make recommendations accordingly.

Mr. Pierce asked if Mr. Ostland purchased the property as Residence B, and then the City went thru and changed the zone to Light Industrial or if it was always zoned Light Industrial. Mr. Lumbis said to his knowledge it was always zoned Light Industrial. Mr. Pierce said as he was looking at the maps all the neighboring properties were residential.

Mr. Urda pointed out that Staff had provided two maps; a zoning map that depicted the Residence B Zoning on one side of the street and Light Industrial Zoning on the other, and a property classification map that depicted existing uses. He said that all the brown or beige properties on the northwest side of the street were classified as one-family residential, and he then pointed out a few one-family residential properties on the other side of the street. He said the parcels colored light blue were residential vacant land.

Ms. Capone said she wanted to be sure the proposed zoning and classification of Mr. Ostland's property fit in with the new zoning rewrite.

Mr. Urda said that the historic industrial land use is a wedge shape, centered around access to the railroad tracks for industry. He said as you move further South in that wedge of land you find more rail adjacent historic parcels. He said the property in question has a more rural feel within the City limits. He said he had spent some time last week on Morrison Avenue, and it had an 'outside of town' feel. He said in the sense of preserving the rural residential character of that street and based on all the residential uses on that street, the applicant's request was in harmony with the zoning rewrite.

Ms. Capone then said that as she understood it, while the request was not consistent with the Comp Plan, it was consistent with the zoning rewrite. Mr. Lumbis said the Staff was working on a draft zoning map. Ms. Capone said she did not want the board to approve something now that would completely throw off the intent of the zoning rewrite. Mr. Lumbis said this is in line with what Staff is currently working on.

Mr. Katzman said he understood both sides, but wondered if someone would buy that lot and build a new house if the board granted the zone change to Residence B. He said it might not make sense economically and said he did not see why the Board would rezone the property before there was a buyer.

Mr. Ostland said he had a current purchase offer, contingent on the zone change to Residence B. Mr. Katzman asked if this buyer planned to build a house on the lot. Mr. Ostland said yes. Ms. Fields said as a fellow realtor she had to disagree with Mr. Katzman, and she said she felt any residential improvements to that area would be a benefit, and a lot like this could be a perfect fit for a potential buyer. She said she was supportive and said this zone change is in perfect harmony with what the City was trying to accomplish. Ms. Capone said that Staff indicated this zone change was compatible with the rewrite and she agreed.

Mr. Babcock made a motion to recommend City Council approve the request submitted by Jeffrey R. Ostland to change the approved zoning classification of 933 Morrison Avenue, Parcel Number 1-10-414.000, from Light Industrial to Residence B.

Ms. Fields seconded the motion, all voted in favor.

Mr. Urda said the zone change request would go to City Council on Monday, April 19, 2021, and they will set the public hearing for May 3, 2021. He said Staff would be sending him correspondence during the process before the meeting on May 3rd.

Mr. Pierce then moved to adjourn the meeting. Mr. Katzman seconded the motion, and all voted in favor. The meeting was adjourned at 3:41 p.m.

Laid Over Under the Rules

April 28, 2021

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Tilden Street Water Main

The attached Bond Ordinance was Laid Over Under the Rules at the April 19, 2021 City Council Meeting. Included in the Fiscal Year 2020-21 Capital Budget was a project to replace the Tilden Street water main at an estimated cost of \$400,000. At the April 19, 2021 meeting, City Council was presented with a resolution to accept the bid from Edge Civil Corporation for the project. Although funding for this project may ultimately be provided for by the City's share of the American Rescue Plan Act of 2021, a bond ordinance has nonetheless been prepared for City Council consideration to finance the project in the event this project does not qualify or City Council decides not to use part of those funds for this project.

Edge Civil Corporation	\$ 363,582
Estimated bonding fees (approximately 1%)	4,000
Contingency for change orders	<u>32,418</u>
Total Bond Ordinance	<u><u>\$ 400,000</u></u>

ORDINANCE

Page 1 of 6

An Ordinance Authorizing the Issuance of \$400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Tilden Street, in and for Said City

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by Council Member Ryan J. Henry-Wilkinson

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on April 19, 2021, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Jeffrey M. Smith, and upon roll being called, the following were

PRESENT: Council Member Sarah V. Compo, Council Member Ryan J. Henry-Wilkinson, Council Member Lisa A. Ruggiero, Mayor Jeffrey M. Smith

ABSENT:

The following ordinance was offered by Council Member Ryan J. Henry-Wilkinson, who moved its adoption, seconded by Council Member Lisa A. Ruggiero, to wit:

BOND ORDINANCE DATED APRIL 19, 2021.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

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

Section 1. For the specific object or purpose of paying the cost of the replacement of a water main at Tilden Street, in and for the City of Watertown, Jefferson County, New York, including demolition, surfacing, and incidental expenses in connection therewith, there are hereby authorized to be issued \$400,000 bonds of said City pursuant to the provisions of the Local Finance Law.

ORDINANCE

Page 2 of 6

An Ordinance Authorizing the Issuance of \$400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Tilden Street, in and for Said City

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$400,000 and that the plan for the financing thereof is by the issuance of the \$400,000 bonds of said City authorized to be issued pursuant to this bond ordinance.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years, pursuant to subdivision one of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City of Watertown, Jefferson County, New York, by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of

ORDINANCE

Page 3 of 6

An Ordinance Authorizing the Issuance of \$400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Tilden Street, in and for Said City

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at his or her sole discretion, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this ordinance is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Council.

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges

ORDINANCE

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An Ordinance Authorizing the Issuance of \$400,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Tilden Street, in and for Said City

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member RUGGIERO, Lisa A.

Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 13. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 14. This ordinance, which takes effect immediately, shall be published in summary in a Watertown Daily Times the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent could not be obtained so the foregoing ordinance was laid over under the rules.

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on May 3, 2021, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Jeffrey M. Smith, and upon roll being called, the following were

PRESENT: Council Member Sarah V. Compo, Council Member Ryan J. Henry-

ORDINANCE

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Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Wilkinson, Council Member Lisa A. Ruggiero, Council Member Leonard G. Spaziani, Mayor Jeffrey M. Smith

ABSENT:

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

Council Member Sarah V. Compo	VOTING _____
Council Member Ryan J. Henry-Wilkinson	VOTING _____
Council Member Lisa A. Ruggiero	VOTING _____
Council Member Leonard G. Spaziani	VOTING _____
Mayor Jeffrey M. Smith	VOTING _____

The ordinance was thereupon declared duly adopted.

* * * * *

APPROVED BY THE MAYOR

_____, 2021
Mayor

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

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on April 19, 2021, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

ORDINANCE

Page 6 of 6

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Council Member SPAZIANI, Leonard G.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

I FURTHER CERTIFY that, [please check one below]

 X (1) pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, or

 (2) due to the COVID-19 pandemic, said meeting was held remotely by conference call, video conference, or other similar means in accordance with the requirements set forth in Executive Order 202.1, as amended.

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

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

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

Designated Location(s) of Posted Notice	Date of Posting
---	-----------------

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on April _____, 2021

City Clerk
(CORPORATE SEAL)

Seconded by Council Member Lisa A. Ruggiero

April 28, 2021

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, City Manager
Subject: Zoo Master Plan Meeting Request

Larry Sorel has requested a meeting sometime soon with the City Council to present a draft of the Zoo's master plan as the first step in the public process of soliciting input.

The regular Work Session scheduled for May 10 has already been dedicated for budget discussions. Does the City Council wish to schedule a time to meet with Mr. Sorel sometime in May? Mayor Smith has suggested May 24th.

INTEROFFICE MEMORANDUM

To: Ken Mix, City Manager
From: Pat Keenan, Superintendent of Public Works
Date: April 27, 2021
Subject: County Mobility Management.

Mr. Mix; In reference to Council Member Ruggiero's request for an update on the County Wide Mobility Management project, I have the following to offer.

By resolution dated March 16, 2020, the City accepted the administrative rights to section 5311 rural funding to establish Mobility Management in Jefferson County. An application to NYS DOT was submitted and approved which eventually led to the transfer of \$87,446.00 of 5311 funds to section 5307 for the City of Watertown.

Moving forward, the City will include a project in our upcoming FTA award application for establishment of a County Wide Mobility Management function. Once approved, the City will issue an RFP for County Wide Mobility Management services.

Currently, The Mobility Manager for the Greater Watertown Area, Brandi Smith, has been working with key stake holders in Jefferson, St. Lawrence and Lewis Counties to update the Jefferson County Coordinated Transportation Plan. This Plan is a requirement from the FTA to have in place and is updated every three years.

This plan will be presented to the City, County and MPO boards for review and comment. A public comment section will also be part of this process. The time frame for the completion of this report is early September. Looking ahead, County Mobility Management will use this report as well as the Network Refinement Study completed by the MPO as a guide in developing a plan and financial model for creation of County wide transit.

I have also attached the 1st quarter Mobility Management report from Brandi Smith outlining several of the projects she has been working on for the City.

Please advise if there are any other questions or concerns.

Regards, Pat.

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Part 1 Grantee Information

Reporting Qtr./Calendar Year	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
Circle and Report Year	Year: 2021	Year: 2021	Year: 2021	Year: 2021
Contract Number				

List Project Identification Number
(PIN)

Grantee Name	City of Watertown
Project Title	Mobility Management Greater Watertown Area
Report Prepared by: Brandi Smith (Start date August 31, 2020) Date Prepared: April 1, 2021 Contact Information: Brandi Smith (Email & Phone) brandi@volunteertransportation.org (315)778-5217	
Type of Project:	Mobility Management

Notes:

Project Goals

- Secure 12-month advertising contracts for external advertising on Watertown CitiBuses to include 3 buses with curb side and street side and 1 with curb side, street side and the tail.
- Secure twenty (20) 12-month advertising contracts for interior advertising on Watertown CitiBuses.
- Ensure all Title VI and ADA forms are complete and updated in the TrAMS system for the City of Watertown.
- Work with other public and private entities to develop routes and stops at Thompson Park and areas outside the city of Watertown in the MPO area.
- Installation of bus stop signs at each 60 bus stop locations.
- Develop and implement marketing campaign and rebranding of public transportation for the city of Watertown.
- Develop a regular audit system of the paratransit system for compliance and in accordance with FTA rules and regulations.
- I will continue to review and assist on any documentation that is required by the FTA and collaborating with FTA employees to gain the knowledge needed to excel at this position.
- Assist CitiBus employees with solutions to barriers met on daily basis and working with the public to improve their commutes using public transportation.
- Continue to facilitate a push for the AVL/Annunciator System for CitiBus with the Public Works Supervisor P. Keenan.
- Develop a regular audit system of the paratransit system for compliance and in accordance with FTA rules and regulations
- Assist the city of Watertown with developing efficient and sustainable routes.

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- Assist the city of Watertown with accurate reporting of ridership through continued conversations with Genfare and looking for opportunities to improve the reporting system.
- Assist the city of Watertown with finding technological solutions for reporting, efficiency, and sustainability.
- Collaborate with Human Resource Service Agencies, Employers, Educators, and Medical professionals to develop and update a Coordinated Transportation Plan for Jefferson County.
- Operating Authority Expansion to include outer Arsenal Street (BOCES), Coffeen Street (Industrial Park), and outer Washington Street.
- Complete professional development and training.
- Assist the City of Watertown by contacting area bus stop locations to have Bus Stop signs installed.
- Collaborate with G. Urda (Planning) and P. Keenan (Public Works) on installation of a bus shelter at the Walmart bus stop.
- Coordinate the installation of a camera on bus #4037.
- Assist the city of Watertown with implementation and review of procedures for the Triennial Review and, if required, follow up with corrective measures.

Further, mobility management makes visible improvements to the effectiveness, efficiency and quality of the transit in a community while assisting with the design and promotion of transit oriented developments. This will in turn create livable cities.

Additionally, the mobility manager in a transportation organization serves the general public through conceptualizing, planning, developing and operating programs that respond to and influence the demands of the market. These actions and supportive strategies are performed directly or in collaboration with others in order to provide a full range of travel options that are more effective in meeting needs and more efficient through reasonable pricing.

Part 2 Accomplishments / Successes – Challenges / Opportunities

2.1 Please provide a brief narrative for each of the following:

Accomplishments/Successes:

- Secured 90% of 12-month interior advertising on CitiBus and 100% 12-month exterior advertising for total yearly revenue of \$13,581.00; exceeding the budgeted amount of \$12,750.00.
- Create new CitiBus routes and/or stops to improve efficiency and rider experience.
- Researched and developed best practices for the Paratransit Standard Operating procedures; created and submitted to P. Keenan/City of Watertown for approval and application.
- Secured a quote and a purchase order has been placed for the on bus #4037 (Arsenal Street bus); Installed on March 25, 2021.
- Detailed review of Paratransit procedures and required documentation for Triennial Review (April 27, 2021)
- Triennial Review preparedness steps on going.
- Coordinated with Jefferson Community College a new Customer Service training date to have have in-person training in place of on-line virtual training due to the pandemic; May 5, 2021.

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- Worked directly with community members to assist with barriers faced using public and paratransit modes of transportation and came up with solutions that work for both the individual and transit.
- Organize and manage the Transportation Commission quarterly meetings.
- In the past 7 months I have met or continue to work toward the assigned goals set for me upon my hiring.
- Solidified approval from Walmart for installation of a bus shelter at their location.
- Through creative thinking (outside of the box) I secured 12-month advertising contracts for all 9 external spaces and 50% to date of internal spaces for a total revenue of \$11,358 with an estimated additional \$2700 revenue expected in 2021.
- Developed relationships around the city with partnering agencies (Volunteer Transportation Center, Victims Assistance Center, PIVOT, Planned Parenthood, Samaritan Medical Center) and local businesses. These relationships enable open dialogue about transportation barriers businesses, customers, clients and employees are having and possible solutions.

Challenges/Opportunities:

- Seek continuous knowledge of Mobility Management position and solution ideas on how to help eliminate barriers being brought to my attention by the public and area businesses.
- Continued Public and Professional awareness of the Mobility Management position needs to emphasize the distinction between Volunteer Transportation Center and my position with/for the City of Watertown.
- Training opportunities have been put on hold due to the current pandemic.
- Completion of work done to final approval and implementation by the city of Watertown.

2.2 Describe the *ongoing* coordinated planning efforts, and list outreach efforts to various agencies and organizations.

- Initiated contact and created relationships with numerous human service agencies in Jefferson County and surrounding counties to develop a large scope of transportation barriers and ideas for corrective action for the Jefferson County Coordinated Transportation Plan while introducing myself, the Mobility Management position, and the virtual work session for the Coordinated Plan I am holding on April 21, 2021.
- Continued communications and problem-solving techniques with area businesses, human service agencies, educators, employers and local individuals to break down barriers on a daily basis.
- Increase awareness among the public and various city agencies and organizations of the availability of the Mobility Manager as a resource to assist with transportation needs.
- Coordinated and implanting a virtual work session on April 21, 2021 for the Jefferson County Coordinated Transportation Plan.

2.3 Identify milestones accomplished or planned for this report cycle:

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- Set up a regular audit system of the paratransit system for compliance and in accordance with FTA rules and regulations.
- Identify and implement a feasible solution for Human Service agencies to purchase public transit ride passes for clients for the Watertown CitiBus.
- Identify ideas and get approvals to spend remaining funds from fiscal years 2015-2017 and written into grants in the FTA TrAMS system.
- Complete review of the City website; changes and additions for the new website being launched by Evogov for the City of Watertown.
- Continue to foster Public professional relationships and promote Mobility Management and the benefits of the position for the City of Watertown.
- Working with Oswego County Mobility Manager and the Regional mobility manager to create an engaging and informative Coordinated Transportation Work Session for the Jefferson County Coordinated Transportation Plan.
- Continued education in the FTA TrAMS system to best assist the City of Watertown with management of grants and fund distribution.

Identify Milestone	Original Estimated Completion Date	Revised Estimated Completion date	Actual / Projected Completion Date
Advertising for Citibus (Exterior)	December 31, 2020	November 30, 2020	November 30, 2020 completed
Advertising for Citibus (Interior)	December 31, 2020	March 1, 2021	April 1, 2021
SOP for Paratransit	December 31, 2020	March 31, 2021 Draft completed 12/16/2020; additional information received on January 5, 2021 to be updated. Final DRAFT submitted to P. Keenan; awaiting Council approval.	
Jeff Co Coordinated Transportation updated Plan	June 1, 2021 (Draft)		
Triennial Review Assistance	Ongoing	April 27, 2021 Triennial Review (scheduled)	
Camera on Arsenal Street Bus	March 1, 2021		March 25, 2021
AVL Annunciator System	March 31, 2021	June 1, 2021	
Create procedure to Audit Paratransit System	March 1, 2021	June 1, 2021	

Part 3

Mobility Management Assistance *(Information based)*

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Quarterly Narrative Report Form

SERVICE TYPE	REPORT	Month 1	Month 2	Month 3	Total
<ul style="list-style-type: none"> • Mobility Manager (MM) • One stop center/customer referrals • Trip/Itinerary Planning • One-on-One Travel training • Group training • Internet based information • Information materials/marketing • OTHER (describe) 	Community Outreach Sessions (number)also via phone/web due to Covid 19	136	218	137	491
	Individual Customer Contacts (number)phone/web due to Covid	43	35	131	209
	Persons Trained (number)	0	0	0	0
	Coordination w/other Providers (number)	2	3	3	8
	Marketing Activities (number)	3	6	5	14
	Jobs targeted - <i>If applicable</i> (number)	0	0	0	0
	Web hits (number)	0	0	0	0
	Vehicles added (number)	0	0	0	0
	Jefferson County Coordinated Plan Virtual Work Session; Human Service Agencies, Employers, Educators, Medical and Disability Services	3	8	129	140
	Human service agency (s) contacted, food pantries, public task force, meal sites	3	5	9	18
	Other (Colleges) Jefferson Community College	3	3	1	7
	Other (Mobility Management) Jefferson, St. Lawrence, Oswego Counties, Lewis County.	6	8	5	19
List service type below for all that apply to this project report: Human Service Agencies Public transit agencies Colleges					

Part 4 Financial Information

The Mobility Management position is paid for as follows: 80% 5311 grant funding, 10% NYSDOT . those funds were transferred to MPO and 10% Volunteer Transportation Center match local match.