

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, July 7, 2025
7 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, July 7, 2025, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

7:15 p.m.	A Local Law to Create an Exception to the Residency Requirement Under Section 3 of the New York State Public Officers Law as Applied to the Current Holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works
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RESOLUTIONS

- | | |
|--------------------|--|
| Resolution No. 1 - | Accepting Bids for Ready Mix Concrete – Products |
| Resolution No. 2 - | Accepting Bid for Road Striping & Pavement Marking Services – K &T Striping, LLC |
| Resolution No. 3 - | Adopting the City of Watertown’s Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2025 |
| Resolution No. 4 - | Sponsoring an Application for Brownfield Opportunity Areas (BOA) Funding to Write a Brownfield Opportunity Area Nomination |

ORDINANCES

LOCAL LAW

OLD BUSINESS

Tabled Resolution

Adopting Rules of Conduct for Public Meetings of the City Council

Proposed Local Law of 2025

A Local Law to Create an Exception to the Residency Requirement Under Section 3 of the New York State Public Officers Law as Applied to the Current Holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works

STAFF REPORTS

NEW BUSINESS

EXECUTIVE SESSION

The proposed acquisition, sale or lease of real property when publicity would affect the value thereof.

To discuss proposed, pending or current litigation.

To discuss the employment history of a particular corporation.

To discuss Collective Bargaining

ADJOURNMENT

WORK SESSION

Next Work Session is scheduled for Monday, July 14, at 7:00 p.m.

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JULY 21, 2025.

Res No. 1

July 7, 2025

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bids for Ready Mix Concrete – Products

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for Ready Mix Concrete Products, per City specifications, and publicly opened and read the sealed bids on June 18, 2025, at 11:00 a.m. EST. Invitation to bids were provided to seven (7) plan houses and four (4) potential vendors.

The Purchasing Department received two (2) sealed bid submittals, and the bid tabulations are attached.

The Purchasing Manager and Department of Public Works Superintendent, Brian MacCue reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the bid for Ready Mix Concrete Products for the fiscal period of July 1, 2025 – June 30, 2026, to both vendors as shown below:

Vendor Name, Address, Point of Contact and Email address		Cranesville Block Co., Inc.		Watertown Concrete	
		1250 Riverfront Center Amsterdam, NY 12010		24471 Route 12 Watertown, NY 13601	
		James K. Buckley Jr., Sales/QC Manager jbuckley@cranesville.com		Jason J. Belcher, President jason@watertownconcrete.net	
Item Description	UOM	Per Unit Price	Delivery min amt.	Per Unit Price	Delivery min amt.
4,000 lb Coarse Mix	Yd	\$156.00	7 cubic yard	\$179.00	3 cubic yards
4,000 lb Fine Mix	Yd	\$158.00	7 cubic yard	\$179.00	3 cubic yards
4,000 lb. Fine Mix w/Fiber	Yd	\$167.25	7 cubic yard	\$189.00	3 cubic yards
5,000 lb Fine Mix	Yd	\$162.00	7 cubic yard	\$184.00	3 cubic yards
4,000 lb Coarse Mix/ Heated Concrete	Yd	\$168.00	7 cubic yard	\$194.00	3 cubic yards
4,000 lb Fine Mix/Heated Concrete	Yd	\$170.00	7 cubic yard	\$194.00	3 cubic yards
5,000 lb Fine Mix/Heated Concrete	Yd	\$174.00	7 cubic yard	\$199.00	3 cubic yards
733.0102 - Controlled Low Strength Material	Yd	\$130.00	7 cubic yard	\$140.00	3 cubic yards
		* Under 7 cubic yard (cy), short load charges apply: 1.5 cy \$250.00; 2.5 cy \$220.00; 3.5 cy \$180.00; 4 cy \$160.00; 4.5 cy \$150.00; 5 cy \$130.00; \$5.5 cy \$120.00; 6 cy \$75.00; 6.5 cy \$45.00		Delivery to one location. Each additional stop \$100.00 each.	

The vendor chosen will be based upon the cubic yards needed for the job as Cranesville Block Co., Inc. will calculate short load charges if the job is less than 7 cubic yards, thereby making them more costly compared to Watertown Concrete.

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

RESOLUTION

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Accepting Bids for Ready Mix Concrete –
Products

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to purchase Ready Mix Concrete Products on an as needed basis for the fiscal period of July 1, 2025 – June 30, 2026, and

WHEREAS the Purchasing Department advertised and received two (2) sealed bids for Ready Mix Concrete Products, and

WHEREAS on June 18, 2025, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Public Works Department and it is their recommendation that the City Council accept the bids submitted by Cranesville Block Co. Inc. and Watertown Concrete, and

WHEREAS the lowest responsive responsible bid and vendor selected for each job will be based upon the cubic yards needed for the job as Cranesville Block Co., Inc. will calculate short load charges if the job is less than 7 cubic yards, thereby making them more costly compared to Watertown Concrete,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bids received from Cranesville Block Co., Inc. and Watertown Concrete per the pricing schedule proposed, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown or their designee is hereby authorized and directed to execute any contracts associated with implementing the award on behalf of the City of Watertown.

Seconded by _____



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Ready Mix Concrete Products

Bid / RFP Number:

Bid #2025-13

Opening Date:

Wednesday, June 18, 2025 @ 11:00 AM

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

Vendor Name, Address, Point of Contact and Email address

Cranesville Block Co., Inc.

Watertown Concrete

1250 Riverfront Center

24471 Route 12

Amsterdam, NY 12010

Watertown, NY 13601

James K. Buckley Jr., Sales/QC Manager

Jason J. Belcher, President

jbuckley@cranesville.com

jason@watertownconcrete.net

Item Description

UOM

Per Unit Price

Delivery min amt.

Per Unit Price

Delivery min amt.

Per Unit Price

Delivery min amt.

4,000 lb Coarse Mix

Yd

\$156.00

7 cubic yard

\$179.00

3 cubic yards

4,000 lb Fine Mix

Yd

\$158.00

7 cubic yard

\$179.00

3 cubic yards

4,000 lb. Fine Mix w/Fiber

Yd

\$167.25

7 cubic yard

\$189.00

3 cubic yards

5,000 lb Fine Mix

Yd

\$162.00

7 cubic yard

\$184.00

3 cubic yards

4,000 lb Coarse Mix/ Heated Concrete

Yd

\$168.00

7 cubic yard

\$194.00

3 cubic yards

4,000 lb Fine Mix/Heated Concrete

Yd

\$170.00

7 cubic yard

\$194.00

3 cubic yards

5,000 lb Fine Mix/Heated Concrete

Yd

\$174.00

7 cubic yard

\$199.00

3 cubic yards

733.0102 - Controlled Low Strength Material

Yd

\$130.00

7 cubic yard

\$140.00

3 cubic yards

* Under 7 cubic yard (cy), short load charges apply: 1.5 cy \$250.00; 2.5 cy \$220.00; 3.5 cy \$180.00; 4 cy \$160.00; 4.5 cy \$150.00; 5 cy \$130.00; \$5.5 cy \$120.00; 6 cy \$75.00; 6.5 cy \$45.00

Delivery to one location. Each additional stop \$100.00 each.

Addendum Acknowledgement (if any)

N/A

N/A

Bid Bond or Check (B / C)

N/A

N/A

Non-Collusive Bidding Certificate

Y

Y

Certificate of Compliance with the Iran Divestment Act

Y

Y

Sexual Harassment Form

Y

Y

Certificate of Contractor Registry


N/A

N/A

SAM's & NYS Debarred

N

N

	<h1>MEMORANDUM</h1>		Brian MacCue
			Superintendent
	<h2>Dept. Public Works</h2>		Date: 06-26-25
			Ref: Bid 2025-13
To:	Eric Wagenaar, City Manager		
Subject:	Ready Mix Concrete Products Recommendation for Approval		

On Wednesday June 18th, 2025, two (2) sealed “Ready Mix Concrete Product” bid packages were publicly opened by Tina Bartlett-Bearup, Purchasing Manager, Room 205, Municipal Building, 245 Washington Street, Watertown, New York.

This was a unit bid requesting prices for Ready Mix Concrete Products as described by the City of Watertown Public Works Department. The results of the bid opening are as follows:

Vendor Name, Address, Point of Contact and Email address		Cranesville Block Co., Inc.		Watertown Concrete	
		1250 Riverfront Center		24471 Route 12	
		Amsterdam, NY 12010		Watertown, NY 13601	
		James K. Buckley Jr., Sales/QC Manager		Jason J. Belcher, President	
		jbuckley@cranesville.com		jason@watertownconcrete.net	
Item Description	UO M	Per Unit Price	Delivery min amt.	Per Unit Price	Delivery min amt.
4,000 lb Coarse Mix	Y d	\$156.00	7 cubic yard	\$179.00	3 cubic yards
4,000 lb Fine Mix	Y d	\$158.00	7 cubic yard	\$179.00	3 cubic yards
4,000 lb. Fine Mix w/Fiber	Y d	\$167.25	7 cubic yard	\$189.00	3 cubic yards
5,000 lb Fine Mix	Y d	\$162.00	7 cubic yard	\$184.00	3 cubic yards
4,000 lb Coarse Mix/Heated Concrete	Y d	\$168.00	7 cubic yard	\$194.00	3 cubic yards
4,000 lb Fine Mix/Heated Concrete	Y d	\$170.00	7 cubic yard	\$194.00	3 cubic yards
5,000 lb Fine Mix/Heated Concrete	Y d	\$174.00	7 cubic yard	\$199.00	3 cubic yards
733.0102 - Controlled Low Strength Material	Y d	\$130.00	7 cubic yard	\$140.00	3 cubic yards
		* Under 7 cubic yard (cy), short load charges apply: 1.5 cy \$250.00; 2.5 cy \$220.00; 3.5 cy \$180.00; 4 cy \$160.00; 4.5 cy \$150.00; 5 cy \$130.00; 5.5 cy \$120.00; 6 cy \$75.00; 6.5 cy \$45.00		Delivery to one location. Each additional stop \$100.00 each.	

It is my recommendation, as Superintendent of Public Works, that the award for Ready Mix Concrete Products go to both Watertown Concrete and Cranesville, qualified bid submittals meeting all of the City's specification requirements: Watertown Concrete, 22850 County Route 51, Watertown, NY 13601 and Cranesville Block Co., 1250 Riverfront Center, Amsterdam, NY 12010.

Should you have any questions concerning this recommendation, please do not hesitate to contact me at your convenience.

Brian MacCue

cc: Eric Wagenaar – City Manager
Jim Mills, City Comptroller
Tina Barlett-Bearup, City Purchasing Manager
Brian MacCue, Superintendent of Public Works
DPW file: Ready Mix Concrete Products

Res No. 2

July 7, 2025

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Road Striping & Pavement Marking Services – K &T Striping, LLC

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for Road Striping & Pavement Marking Services, per City specifications and publicly opened and read the sealed bids on June 26, 2025, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and eight (8) potential vendors.

The Purchasing Department received three (3) sealed bid submittals, and the bid tabulations are shown below:

Vendor Name, Address, Point of Contact and Email Address		K & T Striping LLC	O.H. Striping, Inc.	Seneca Pavement Marking, Inc. DBA: spm
		18249 Hazelwood Lane, PO Box 33	1023 West Broad St.	3526 Watkins Road
		Adams Center, NY 13606	Horseheads, NY 14845	Horseheads, NY 14845
		Kayle Tiffany, Owner	Jeffrey Bly, President	Matthew Sena, President
		kandtstriping@gmail.com	jbly@ohstriping.net	msenecapave@yahoo.com
Description	UOM	Price	Price	Price
Survey of Passing and No-Passing Zones				
Indexing passing and no-passing zones from existing log sheets	per mile	\$150.00	\$200.00	\$525.00
Spotting centerline on new pavement	per mile	\$100.00	\$200.00	\$495.00
Item 1: Waterborne (15 mil)				
Centerline application includes materials	per mile	\$690.00	\$651.00	\$795.00
Edge line application includes materials	per side	\$390.00	\$448.00	\$650.00
Item 2: Waterborne (20 mil)				
Centerline application includes materials	per mile	\$850.00	\$700.00	\$975.00
Edge line application includes materials	per side	\$475.00	\$490.00	\$825.00
Item 1: Waterborne (15 mil)				
Yellow traffic line paint	per gallon	\$13.28	\$16.00	\$16.00
White traffic line paint	per gallon	\$13.28	\$16.00	\$16.00
Item 2: Waterborne (20 mil)				
Yellow traffic line paint	per gallon	\$13.28	\$21.00	\$16.00
White traffic line paint	per gallon	\$13.28	\$21.00	\$16.00
Item 3: Pavement Symbols & Letters				
STOP BARS, with Text	per each	\$250.00	\$250.00	\$250.00
Turn Arrows, Right, Left or combos, w/Text	per each	\$250.00	\$250.00	\$375.00
Crosswalks, 12" wide margins only	per SF	\$2.75	\$2.20	\$5.00
Channelize Islands, hatching only	per SF	\$2.75	\$2.20	\$5.00
Additional Notes				Stipulations: No bonds shall be provided for this project. No imposed deadlines - work will be completed by 9/15/25. No damages shall apply. Single Mobilization. Minimum of 30 Center Line miles to mobilize to site. A detailed and highlighted map along with a list shall be provided, prior to SPM arrival. Night shift shall be allocated at SPM direction.

The Purchasing Manager and Public Works Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the bid proposal for the Road Striping & Pavement Marking Services to K & T Striping, LLC, Inc. as the lowest responsive responsible bidder at the rates listed above.

This is a one-year contract commencing on date of contract signing through June 30, 2026, with the ability to renew for three (3) additional one-year contracts.

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

RESOLUTION

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Accepting Bid for Road Striping & Pavement
Marking Services – K & T Striping, LLC

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City’s Public Works Department desires to contract with a qualified firm to provide all labor, equipment, materials, and supervision required to perform all operations necessary in connection with the striping of roads, parking lots, interior approach roads, and special markings along City roads at various locations as well as a bid alternate item for road striping as needed for the City, and

WHEREAS the Purchasing Department advertised and received three (3) sealed bids for road striping and pavement marking services, and

WHEREAS on June 26, 2025, at 11:00 a.m. the bids received were publicly opened and read, and


WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Superintendent of Public Works and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by K & T Striping, LLC,


NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from K & T Striping, LLC, per the pricing schedule proposed, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown or their designee is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by _____



		CITY OF WATERTOWN, NEW YORK		
		CITY HALL		
		245 WASHINGTON STREET		
		WATERTOWN, NEW YORK 13601-3380		
		Project: Road Striping & Pavement Marking Services		
		Bid / RFP Number: Bid #2025-14		
Opening Date:		Thursday, June 26, 2025 @ 11:00 AM		
The following results are bids as presented at the bid opening and do not represent an award.				
Vendor Name, Address, Point of Contact and Email Address		K & T Striping LLC	O.H. Striping, Inc.	Seneca Pavement Marking, Inc. DBA: spm
		18249 Hazelwood Lane, PO Box 33	1023 West Broad St.	3526 Watkins Road
		Adams Center, NY 13606	Horseheads, NY 14845	Horseheads, NY 14845
		Kayle Tiffany, Owner kandtstriping@gmail.com	Jeffrey Bly, President jbly@ohstriping.net	Matthew Sena, President msenecapave@yahoo.com
Description	UOM	Price	Price	Price
Survey of Passing and No-Passing Zones				
Indexing passing and no-passing zones from existing log sheets	per mile	\$150.00	\$200.00	\$525.00
Spotting centerline on new pavement	per mile	\$100.00	\$200.00	\$495.00
Item 1: Waterborne (15 mil)				
Centerline application includes materials	per mile	\$690.00	\$651.00	\$795.00
Edge line application includes materials	per side	\$390.00	\$448.00	\$650.00
Item 2: Waterborne (20 mil)				
Centerline application includes materials	per mile	\$850.00	\$700.00	\$975.00
Edge line application includes materials	per side	\$475.00	\$490.00	\$825.00
Item 1: Waterborne (15 mil)				
Yellow traffic line paint	per gallon	\$13.28	\$16.00	\$16.00
White traffic line paint	per gallon	\$13.28	\$16.00	\$16.00
Item 2: Waterborne (20 mil)				
Yellow traffic line paint	per gallon	\$13.28	\$21.00	\$16.00
White traffic line paint	per gallon	\$13.28	\$21.00	\$16.00
Item 3: Pavement Symbols & Letters				
STOP BARS, with Text	per each	\$250.00	\$250.00	\$250.00
Turn Arrows, Right, Left or combos, w/Text	per each	\$250.00	\$250.00	\$375.00
Crosswalks, 12" wide margins only	per SF	\$2.75	\$2.20	\$5.00
Channelize Islands, hatching only	per SF	\$2.75	\$2.20	\$5.00
Additional Notes				Stipulations: No bonds shall be provided for this project. No imposed deadlines - work will be completed by 9/15/25. No damages shall apply. Single Mobilization. Minimum of 30 Center Line miles to mobilize to site. A detailed and highlighted map along with a list shall be provided, prior to SPM arrival. Night shift shall be allocated at SPM direction.
Addendum Acknowledgement (if any)		N/A	N/A	N/A
Bid Bond or Check (B / C)		N/A	N/A	N/A
Non-Collusive Bidding Certificate		Y	Y	Y
Certificate of Compliance with the Iran Divestment Act		Y	Y	Y
Sexual Harassment Form		Y	Y	Y
Certificate of Contractor Registry		Y	Y	Y
SAM's & NYS Debarred		N	N	N

	MEMORANDUM		Brian MacCue
			Superintendent
	Dept. Public Works		Date: 06/30/2025
			Ref: Bid 2025-14
To:	Eric Wagenaar, City Manager		
Subject:	Road striping & pavement marking services Recommendation to Approve		

On Thursday, June 26th, 2025, three (3) sealed "" bid packages were publicly opened at 11:00 A.M. by Tina Bartlett-Bearup, Purchasing Manager, Room 206, Municipal Building, 245 Washington Street, Watertown, New York.

This was a multi-item bid requesting prices for road striping & pavement marking services as described by the City of Watertown Public Works Department. The results of the bid opening are as follows:

Vendor Name, Address, Point of Contact and Email Address		K & T Striping LLC	O.H. Striping, Inc.	Seneca Pavement Marking, Inc. DBA: spm
		18249 Hazelwood Lane, PO Box 33	1023 West Broad St.	3526 Watkins Road
		Adams Center, NY 13606	Horseheads, NY 14845	Horseheads, NY 14845
		Kayle Tiffany, Owner	Jeffrey Bly, President	Matthew Sena, President
		kandtstriping@gmail.com	jbly@ohstriping.net	msenecapave@yahoo.com
Des crip tion	UO M	Price	Price	Price
Survey of Passing and No-Passing Zones				
Indexing passing and no-passing zones from existing log sheets	per mile	\$150.00	\$200.00	\$525.00
Spotting centerline on new pavement	per mile	\$100.00	\$200.00	\$495.00
Item 1: Waterborne (15 mil)				
Centerline application includes materials	per mile	\$690.00	\$651.00	\$795.00
Edge line application includes materials	per side	\$390.00	\$448.00	\$650.00
Item 2: Waterborne (20 mil)				
Centerline application includes materials	per mile	\$850.00	\$700.00	\$975.00
Edge line application includes materials	per side	\$475.00	\$490.00	\$825.00
Item 1: Waterborne (15 mil)				
Yellow traffic line paint	per gallon	\$13.28	\$16.00	\$16.00
White traffic line paint	per gallon	\$13.28	\$16.00	\$16.00
Item 2: Waterborne (20 mil)				
Yellow traffic line paint	per gallon	\$13.28	\$21.00	\$16.00
White traffic line paint	per gallon	\$13.28	\$21.00	\$16.00
Item 3: Pavement Symbols & Letters				
STOP BARS, with Text	per each	\$250.00	\$250.00	\$250.00
Turn Arrows, Right, Left or combos, w/Text	per each	\$250.00	\$250.00	\$375.00
Crosswalks, 12" wide margins only	per SF	\$2.75	\$2.20	\$5.00
Channelize Islands, hatching only	per SF	\$2.75	\$2.20	\$5.00

It is my recommendation, as Superintendent of Public Works, that the award for road striping & pavement marking services be awarded to the lowest qualified bidder: K&T Striping LLC, 18249 Hazelwood Lane, PO Box 33, Adams Center, NY 13606.

Should you have any questions concerning this recommendation, please do not hesitate to contact me at your convenience.

Brian M

cc: Eric Wagenaar – City Manager
Jim Mills, City Comptroller
Tina Barlett-Bearup, City Purchasing Manager
Brian MacCue, Superintendent of Public Works
DPW file: Road striping & pavement marking services

July 7, 2025

To: The Honorable Mayor and City Council

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

Subject: Adopting the City of Watertown's Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2025

Each year, the City is required by the U.S. Department of Housing and Urban Development (HUD) to submit an Annual Action Plan that details the proposed uses of the City's Community Development Block Grant (CDBG) funding. Typically, the plan is required to be submitted by May 15, which is 45 days prior to the start of the new fiscal year. HUD was delayed in announcing CDBG funding allocations until mid-May and advised the City not to submit our finalized plan until our exact funding allocation was known. In a letter dated May 14, 2025, HUD informed the City that our annual funding allocation for Program Year (PY) 2025 would be \$860,088.

The proposed Annual Action Plan was developed with extensive community outreach and input. Staff conducted outreach efforts with local constituency groups and presented an overview of the program and discussed project priorities at the February 10, 2025, City Council work session. The City Council also held a public hearing on March 3, 2025, to solicit public comments regarding the development of funding priorities and projects to be included in the plan. In addition to the public hearing, Staff sent email correspondence to the partner agencies identified in our CDBG Citizen Participation Plan and discussed the proposed plan with our Citizens Advisory Board, Advantage Watertown, on January 9, 2025. Finally, a Staff report was prepared for the City Council for the June 2, 2025, meeting which outlined the proposed projects and their estimated budgets.

Based upon the consultation with local organizations and agencies, community outreach, and priorities of the City Council, Staff prepared the draft Annual Action Plan and published it on June 4, 2025. A 30-day public comment period for the plan was held between June 4, 2025, and July 4, 2025, after a notice of the comment period was published in the *Watertown Daily Times*. Staff received no comments during the 30-day comment period.

A 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/CDBGPublicCommentOpportunities>

The budget allocation in the Annual Action Plan for Program Year 2025 is as follows:

CDBG Program Year 2025 Budget

<u>Project</u>	<u>Amount</u>
Homebuyer Program	\$ 215,000.00
Division Street East Sidewalk Project	\$ 125,000.00
Black River Trail Western Ext.	\$ 450,000.00
Fair Housing Education	\$ 5,000.00
Watertown Urban Mission Food Pantry	\$ 8,000.00
WCSD Food for Families (Backpack) Program	\$ 8,000.00
Program Administration	\$ 49,088.00
Total Funds Proposed for Allocation	\$ 860,088.00

Now that the public comment period has concluded and the Annual Action Plan has been finalized, the City Council must adopt the plan so that Staff can submit it to HUD prior to July 13, 2025, which is our deadline for submission.

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

RESOLUTION

Page 1 of 2

Adopting the City of Watertown's
Community Development Block
Grant (CDBG) Program Annual Action
Plan for Program Year 2025

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

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

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

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

WHEREAS Staff conducted outreach efforts with local constituency groups and presented an overview of the program and discussed project priorities at the February 10, 2025, City Council work session, and

WHEREAS the City Council held a public hearing on March 3, 2025, to solicit public comments regarding the development of funding priorities and projects to be included in the Program Year 2025 Annual Action Plan, and

WHEREAS a draft of the Program Year 2025 Annual Action Plan was completed and published on June 4, 2025, and

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

WHEREAS a 30-day public comment period for the plan was held starting on June 4, 2025, after a notice of the comment period was published in the *Watertown Daily Times*, and

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

RESOLUTION

Page 2 of 2

Adopting the City of Watertown's
Community Development Block
Grant (CDBG) Program Annual Action
Plan for Program Year 2025

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

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

CDBG Program Year 2025 Budget**Project****Amount**

Homebuyer Program	\$	215,000.00
Division Street East Sidewalk Project	\$	125,000.00
Black River Trail Western Extension	\$	450,000.00
Fair Housing Education	\$	5,000.00
Watertown Urban Mission Food Pantry	\$	8,000.00
WCSD Food for Families (Backpack) Program	\$	8,000.00
Program Administration	\$	49,088.00
Total Funds Proposed for Allocation	\$	860,088.00

Seconded by _____

City of Watertown



Community Development Block Grant Annual Action Plan — Program Year 2025

Prepared by the City of Watertown
Planning and Community Development Department
Adopted July 7, 2025

City of Watertown

2025 CDBG Annual Action Plan

July 7, 2025

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

1. Introduction

This document represents the City of Watertown's Annual Action Plan for Program Year 2025 for the City's Community Development Block Grant (CDBG) Program. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan to start the program. The City wrote its first five-year Consolidated Plan in 2016 and in 2021 wrote its second five-year Consolidated Plan that covers Program Years 2021-2025. This plan is the fifth and final Annual Action Plan that has been developed using our current five-year Consolidated Plan.

The City's 2021-2025 Consolidated Plan goals include neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, environment and quality of life enrichment, fair housing education, homeless assistance, support of public services and economic development. The Consolidated Plan was developed through extensive public outreach and citizen participation that included numerous public meetings which were conducted 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. A City Council work session dedicated to the development of the Consolidated Plan was also held.

The City's 2024 Annual Action Plan emphasized two of the City's three primary goals including neighborhood stabilization and revitalization and homeownership assistance. The projects identified to meet these goals included a water main replacement project, an ADA accessible sidewalk ramp replacement project, a demolition project and a homebuyer program. The 2024 Annual Action Plan also addressed several of the City's lower priority/secondary goals including environment and quality of life enrichment, fair housing education, homeless assistance, support of public services and planning and administration. Projects included to implement these goals included tree planting, fair housing education, homeless assistance, and support of public services.

Additionally, the City has placed a strong emphasis on infrastructure projects as part of our Annual Action Plans during the past several years. We have included several sidewalk projects along with street

reconstruction projects such as the Grant St./Seward St./Henry St. project and the reconstruction of Burlington St.

For 2025, the City will continue to work on many of the goals stated in the Consolidated Plan, including neighborhood stabilization and revitalization, homeownership assistance, environment and quality of life enrichment, fair housing education, homeless assistance, and support of public services.

The main project that has been identified to accomplish our neighborhood stabilization and revitalization goal will include a sidewalk construction project on Division Street East. This project will connect a large housing complex located in one of the City's target areas with a City owned recreational complex that includes a pool and several playing fields. It will also provide an improved connection to a local elementary school. Past sidewalk projects have made significant improvements in our target area neighborhoods and our proposed Division Street East Sidewalk Project will do the same by constructing sidewalks that currently do not exist, providing a safe connection for pedestrians.

The City will once again implement a homebuyer program that will enable us to meet our homeownership assistance goal. The purchase of homes by first time homebuyers throughout the City have made a tremendous impact by helping to eliminate blight and providing stability in our neighborhoods.

The City will address its environment and quality of life enrichment goal with the proposed Black River Trail Western Extension Project. The project, which is located primarily in the Northeast Target Area, includes the construction of an extension of a popular off-road recreational trail from the City's east side to downtown. CDBG funding will be used to match a Transportation Alternative Program grant that the City received from the New York State Department of Transportation (NYSDOT) for the project. The project begins in the City's East Target Area, which has one of the highest LMI percentages of any our target areas. The trail will follow the Black River along our Hydroelectric plant property and along an abandoned rail line, ultimately crossing the Black River at Sewall's Island and connecting to downtown at Factory Square Park. The project will provide increased recreational access to an area of the City that is currently lacking those amenities.

The City will also address its lower priority goals such as fair housing and support of public services through several projects including a Fair Housing education program, assistance to the Watertown City School District Food for Families Program and assistance to the Watertown Urban Mission for their food pantry.

Our Planning and Administration goal will also be included in the 2025 Annual Action Plan with funding being allocated for the overall administration of the CDBG Program.

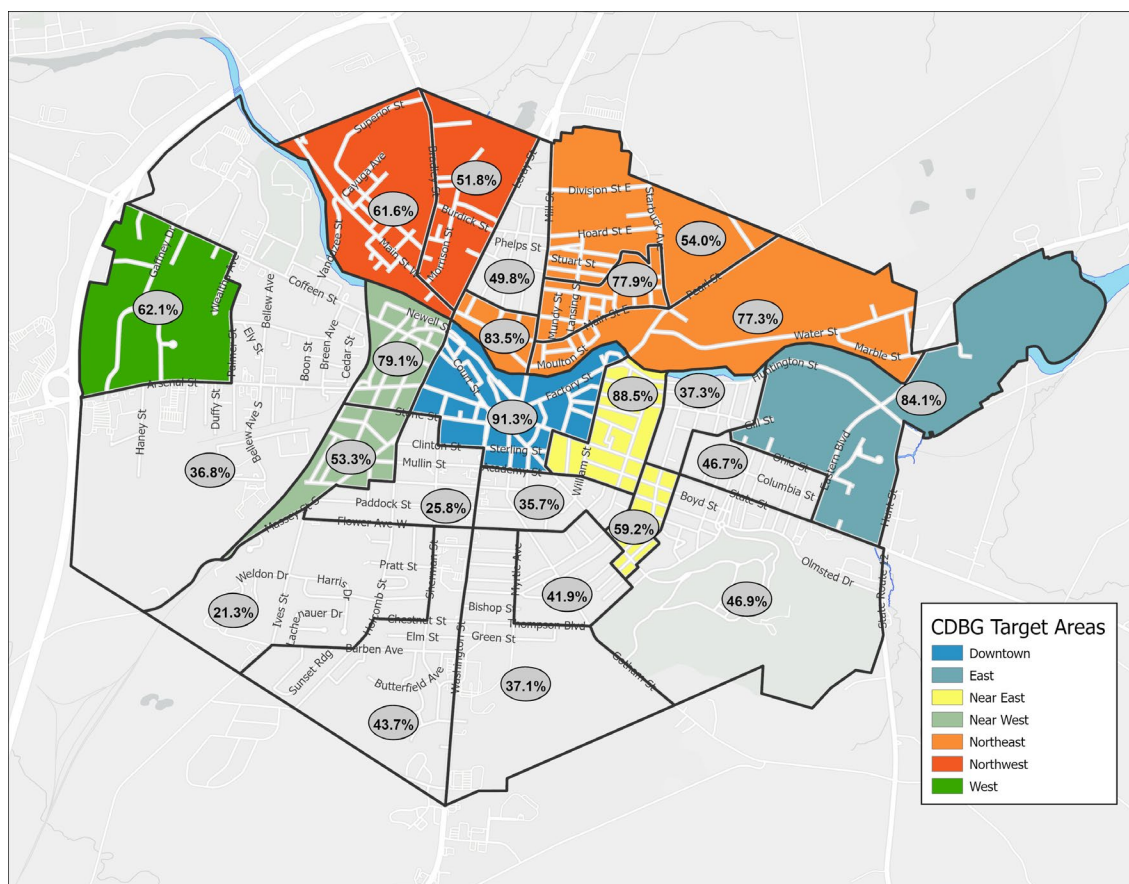
2. Summarize the objectives and outcomes identified in the Plan

The City will concentrate its CDBG Program this year on three high priority needs: affordable housing, improving public infrastructure and addressing a lack of recreational opportunities in LMI areas. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and

revitalization and environment and quality of life enrichment. The City will also address several of our lower priority needs and goals including fair housing education and support of public services.

The City has identified seven neighborhoods where a majority of the residents have low and moderate incomes (LMI) and have designated these areas as local target areas. Most of the neighborhoods are residential in nature although some have small commercial pockets. Our efforts this year will have a primary focus on the Northeast Target Area. Both the Division Street East Sidewalk Project and the Black River Trail Western Extension Project will take place in the Northeast Target Area. Other efforts such as the homebuyer program will be widespread this year and will occur throughout the City. It is important to note that our target areas still make up a relatively compact geographic area, which is centered around downtown and extends to the northeast and northwest sides of the City.

The map shown below depicts the City's CDBG Target Areas.



3. Evaluation of past performance

The City of Watertown is beginning its twelfth year as a CDBG Entitlement Community. During the first eleven years as a CDBG Entitlement Community, the City has had success with implementing a number of neighborhood stabilization and revitalization initiatives and affordable housing rehabilitation projects. The City has completed several infrastructure improvements including street and sidewalk

construction projects and the replacement of ADA ramps. Our owner-occupied housing rehabilitation program has been very successful in helping local property owners rehabilitate their homes and we have assisted with the rehabilitation of two large multi-family housing developments as well. In addition, the City has worked to stop the spread of blight by demolishing a number of blighted structures and has implemented several public service programs and projects.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2025 included outreach to several different organizations and individuals throughout the community. The City began by providing an overview of the CDBG program and discussing the proposed Annual Action Plan with our Citizens Advisory Board, Advantage Watertown, on January 9, 2025.

An overview of the CDBG program and discussion of funding and project priorities with the City Council was then held during a Council work session held on February 10, 2025.

Staff also 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 reached out to 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 3, 2025, to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

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

After seeking this input, the City's Draft Annual Action plan was published on June 4, 2025, and a 30-Day public comment period was scheduled in order to gather additional input from citizens. The 30-Day public comment period was held between June 4, 2025, and July 4, 2025.

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

5. Summary of public comments

During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations with individuals and organizations and through our meetings with the City Council. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions, addressing homelessness, improving public facilities and neighborhoods, and cleaning up blight. Specific project ideas included increasing opportunities for homeownership by providing funding for a homebuyer program. Neighborhood

improvement suggestions included sidewalk and other infrastructure improvements. Specific project ideas and requests included providing funding for the Watertown City School District's Food 4 Families Program, funding for the Watertown Urban Mission's food pantry and funding for the Thompson Park Conservancy, Inc. (Zoo New York) Membership Initiative.

A public hearing was held on March 3, 2025. At the public hearing, a citizen spoke in support of using CDBG funding for the proposed Black River Trail Western Extension Project.

The City's 2025 Annual Action Plan was available for public comments during a 30-day public comment period that was held from June 4, 2025, to July 4, 2025. A notice of the comment period was published in the *Watertown Daily Times* on June 4, 2025. The City did not receive any comments during the 30-day public comment period.

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

All comments that were received during the citizen participation process were considered in the preparation of the draft plan. The suggestions were reviewed for common and recurring themes to help establish priorities and goals. Many of the comments and project idea suggestions were incorporated into the City's Annual Action plan, but there was one suggestion that was not accepted.

The request was from the Chairman of the Board of Directors of the Thompson Park Conservancy, Inc., (Zoo New York) who requested that the City use CDBG funds to pay for memberships for LMI individuals to Zoo New York. During budget deliberations for the City's fiscal year 2025-2026 operating budget, the City Council decided to provide operating assistance to the zoo through the City's general fund. Therefore, CDBG funding has not been included for Zoo New York in the draft Annual Action Plan.

As mentioned above, all the comments and suggestions that were received were considered by the City and two of the three specific project ideas were incorporated into our Annual Action Plan.

7. Summary

The City of Watertown's plan for our twelfth year as an entitlement community in the Community Development Block Grant Program is to focus on three high priority needs: affordable housing, improving public infrastructure and addressing a lack of recreational opportunities in LMI areas. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and revitalization and environment and quality of life enrichment. The City will also address several of our lower priority needs and goals including fair housing education and support of public services.

The projects that have been identified to fulfill the primary goals include a first-time homebuyer program, a sidewalk construction project and a trail construction project. To accomplish our lower priority goals, the City plans to assist by providing education regarding fair housing and supporting public services. This will be accomplished by funding three initiatives including a Fair Housing Education Project and supporting two local food pantries, the Watertown City School District's Food for Families Program and the Watertown Urban Mission's food pantry.

Planning and Administration will also be included in the plan to provide funding for the overall administration of the program.

The City will designate the Northeast Target Area as its focus area for Program Year 2025 with the inclusion of the Division Street East Sidewalk Project and the Black River Trail Western Extension Project.

Several of the proposed projects for 2025 will be Citywide including the Fair Housing Education Project, the food pantry projects and the Homebuyer Program which will all have citywide benefits.

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Department

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Watertown's consultation efforts included outreach to organizations and individuals throughout the community, including citizens, municipal officials, the public housing authority, governmental agencies, non-profit agencies, economic development officials and the Continuum of Care. The City made initial contact via email with over twenty-five organizations and solicited feedback with newspaper advertisements and through a public hearing prior to developing the plan. Following the initial email outreach, City Staff participated in several follow-up meetings, emails, and phone 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.

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

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of the Consolidated Plan and provided data on tenant characteristics, waiting lists, notable deficiencies, and unmet needs, which the City incorporated into the plan. Lewis County Opportunities administers the Housing Choice Voucher (HCV) Program in the City and was also consulted during the development of the Consolidated Plan 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. Both agencies were also contacted and were asked to provide input in the development of the 2025 Annual Action Plan.

The City also sought input from private and governmental health, mental health, and human service agencies. In addition, the City sought 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.

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

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

agencies, and previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. During the last year, Jefferson County has developed several initiatives to address homelessness within the County. They have proposed providing assistance to several local churches for the operation of warming centers during the winter and have partnered with the Northern Regional Center for Independent Living to conduct street outreach to individuals experiencing homelessness to help them obtain service and shelter.

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025
2	Agency/Group/Organization	Advantage Watertown (Citizens Advisory Board)
	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Advantage Watertown is a group of business and community leaders that serves in an advisory role to the City on a number of different issues and topics including community development, housing, and economic development. Planning Staff gave a presentation to the members of the committee on January 9, 2025, asking for input on the 2025 program. Members were asked to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Members agreed with the preliminary list of projects proposed by staff and suggested looking into a job training program for high school graduates who would be interested in working with the Department of Public Works. Block parties and similar outdoor activities were also suggested as a way to market the downtown area.

3	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
4	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
5	Agency/Group/Organization	Development Authority of the North Country (DANC)
	Agency/Group/Organization Type	Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly meets with representatives of DANC to coordinate efforts of the CDBG and North Country HOME Consortium programs. An additional email was sent on February 21, 2025, asking for additional input on the upcoming program.
6	Agency/Group/Organization	Jefferson County (WorkPlace)
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
7	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.

8	Agency/Group/Organization	Jefferson County DSS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
9	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
10	Agency/Group/Organization	Lewis County Opportunities, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
11	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly coordinates with representatives of the Planning Department as part of the North Country HOME Consortium program and CDBG programs. Contact was made via email on February 21, 2025.
12	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 Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Neighbors of Watertown is the subrecipient for the City's CDBG housing programs. Regular contact is made with them on the status of those projects as well as future needs. An email was sent on February 21, 2025, and a phone call was made on February 19, 2025, to discuss funding priorities for the year.
13	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
14	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?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
15	Agency/Group/Organization	Town of Pamela
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
16	Agency/Group/Organization	Transitional Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.

17	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff met with WHA representatives to discuss a proposed housing project on February 14, 2025. Contact was also made via email on February 21, 2025.
18	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
19	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City has been meeting and emailing regularly with the Watertown Urban Mission (WUM) to coordinate efforts of our CDBG-CV programs. Contact was also made via email on February 21, 2025, asking for additional input on the upcoming Annual Action Plan. Mayor Sarah Pierce also met with representatives of the WUM in mid-March to discuss the agency's needs. The meeting led to further discussions about potential funding assistance for the 2025 program year.

20	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
21	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
22	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
23	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
24	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
25	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 Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
26	Agency/Group/Organization	Jefferson County Industrial Development Agency
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
27	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
28	Agency/Group/Organization	Tug Hill Commission
	Agency/Group/Organization Type	Other government – State
	What section of the Plan was addressed by Consultation?	Natural Resource Management Land Use Planning Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.
29	Agency/Group/Organization	Victims Assistance Center
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Services - Victims of Domestic Violence Services - Victims of Sexual Assault Services – Victims of Child Abuse Services – Education Homeless Needs - Females with Children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 21, 2025.

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

The City compiled an extensive outreach list and contacted each of the 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.
Comprehensive Plan	City of Watertown	<p>The purpose of the City's Comprehensive Plan was to create a vision for the City and capitalize on community assets and recreation opportunities, guide redevelopment and help attract new investments and businesses, as well as identify transformational projects.</p> <p>Watertown's Comprehensive Plan is also a guide for development and redevelopment within the community. The Comprehensive Plan will assist in decision-making regarding the natural and built environment that is used by the City Council, Planning Board, Zoning Board of Appeals, and others. It is also a guide for City Staff and the public to use in the planning process.</p>

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Sewall's Island – Factory Square Revitalization Plan	City of Watertown	The City's Strategic Plan includes a priority objective that overlaps with the Sewall's Island – Factory Square Revitalization Plan to assist in the redevelopment of Sewall's Island and Factory Square in order to create a vision and capitalize on community assets and recreation opportunities, guide redevelopment and help attract new investments and businesses, and identify transformational projects for this area.
Tree Management Plan	City of Watertown	The City's Tree Management Plan overlaps with the goals of our Strategic Plan and Comprehensive Plan through recommendations for the planting and proactive maintenance of city-owned tree assets. A diverse and resilient urban forest through continued planting and maintenance of trees enhances public safety, quality of life, and overall livability of our neighborhoods. Proactive tree planting and maintenance improves the character and quality of recreational opportunities through increased shade and aesthetic beauty, increasing livability for residents, and provides a backdrop to assist in economic development by creating public spaces that are attractive to investors and redevelopment opportunities.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
ADA Transition Plan	City of Watertown	<p>The City's Strategic Plan priority objectives overlap with the ADA Transition Plans vision and goals. The City of Watertown has completed data collection for ADA curb ramps and City facilities. Data collection for sidewalks is incomplete, but a future task. Once all data is collected, an ADA transition plan will go into the works with improvements being prioritized as urgent, moderate, or low. The purpose of making the City of Watertown more ADA compliant is to improve the quality of life for individuals with disabilities.</p>
Complete Streets Policy	City of Watertown	<p>The City's Strategic Plan priority objectives overlap with the Complete Streets Policy's vision and goals. The Complete Streets Policy's vision is to design, provide and maintain a safe accessible, and well-connected multimodal surface transportation network that meets the needs of all users, regardless of age or ability level, including drivers of automobiles, emergency and freight vehicles, bicyclists, pedestrians, transit users and those with disabilities. The City's inclusive transportation network will play a crucial role in ensuring the health, safety, economic vitality, and quality of life in the City of Watertown.</p>

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Local Waterfront Revitalization Plan (Draft)	City of Watertown	<p>The City's Strategic Plan priority objectives overlap with the LWRP visions and goals. The LWRP will guide coordinated efforts by the City, State, and private interests to manage this important resource in a manner that protects its environmental integrity and maximizes its contribution to the City's quality of life and economic vitality. The program will help maintain and protect water quality, the environment, enhance access to the river, provide new recreational opportunities, restore and revitalize formerly industrial land on the water, and stimulate economic development for the City. The LWRP will serve as a voluntary, community-based guide for future land and water use.</p>

Table 3 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

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

The citizen participation process for the City of Watertown's Community Development Block Grant Program included extensive outreach to several different organizations and individuals throughout the community. Through an email sent on February 21, 2025, 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.

On the evening of February 10, 2025, the City Planning Department presented to the City Council during a council work session. The presentation updated the Council members on CDBG accomplishments over the last year and encouraged participation in the planning process for the City's Community Development Block Grant program 2025 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, explained the role of locating projects in target areas to meet a national objective, and encouraged the Council members to share their ideas and help identify priorities and areas of concern. The City Council expressed a desire to focus on sidewalk, infrastructure projects and housing rehabilitation programs.

The City Council held a public hearing on March 3, 2025, to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan. One individual spoke at the public hearing in support of the Black River Trail Western Extension Project.

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	City Council Work Session	Members of City Council and meeting attendees	On the evening of February 10, 2025, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2025 Annual Action Plan. Attendance included City Council members, the City Manager, Deputy City Clerk, and various City staff.	The City Council generally supported the preliminary list of projects proposed for the 2025 Annual Action Plan. Council members reaffirmed their commitment to continue allocating CDBG funding for infrastructure projects in our target areas such as house rehabilitation, street reconstruction, utility replacement and sidewalk projects. The Council also asked questions about reallocating trail funding and expressed their desire for a sidewalk policy. Their questions and ideas helped identify priorities and areas of concern.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	https://rumble.com/v6j82tm-wcc021025.html?e9s=src_v1_ucp

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Advisory Board Meeting	Citizens, Community Leaders	On January 9, 2025, Planning Staff gave a presentation on the CDBG program to members of Advantage Watertown, a group of private and public sector community leaders that serve as a Citizens Advisory Board to the City Council. Staff requested input from members on the program. Approximately 10 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the preliminary list of projects proposed for the 2025 Annual Action Plan. An individual from the Committee suggested a job training program for high school graduates who are not interested in pursuing a college education. Block parties and similar outdoor activities were also suggested as a way to market the downtown area.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Local Public Agencies	On February 21, 2025, the City sent an email to several local agencies, previously identified in our Citizen Participation Plan, notifying them that the City was beginning the process of preparing our Annual Action Plan. The email requested input, either by email, by phone, in writing or in person, on the City's needs and the community's desires relative to housing, homelessness, public facilities, infrastructure, public services, economic development and planning. The email also notified the recipients that a public hearing had been scheduled for March 3, 2025. Over 25 agencies were contacted as part of this outreach effort.	The City of Watertown received several emails in response to this outreach. The Watertown Urban Mission contacted the City's Mayor, Sarah V.C. Pierce, about potential projects, including providing funding for their food pantry. In addition, the City received feedback from the Watertown City school district regarding funding for their Food for Families (backpack) Program.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/ broad community	On the evening of March 3, 2025, City Council held a public hearing in Council Chambers at City Hall to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.	At the public hearing, a citizen voiced his support of the funding for the Black River Trail Expansion project, stating he supports it as a member of the public and as a former Council Member. He stated that the project is to be fully funded through grant money.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	https://rumble.com/v6puixi-wcc030325.html?e9s=src_v1_ucp

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Members of City Council and meeting attendees	For the June 2, 2025, City Council meeting, Planning Staff provided a Staff Report for the City Council that summarized the Annual Action Plan process that had taken place to date. The report provided a list of project ideas and funding requests that the City had received since starting the development of the plan. Attendance included City Council members, the City Manager, the City Clerk, various City staff and members of the public.	The Council generally supported the finalized draft project list proposed for the 2025 Annual Action Plan. Council members did not have any questions or comments on the priorities for the draft Annual Action Plan.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	https://rumble.com/v6tykeb-wcc060225.html?e9s=src_v1_ucp

Table 4 Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

Introduction

The City of Watertown is receiving funds from the CDBG program as an Entitlement Community for the twelfth year. Program Year 2025 will be the fifth and final year of funding under our 2021-2025 Consolidated Plan. The City was informed on May 14, 2025, that the funding allocation for Program Year 2025 will be \$860,088.

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	Admin Housing Public Improvements Public Services	\$860,088	\$0	0	\$860,088	\$0	This is the City's annual allocation from HUD for the CDBG program.

Table 4 - Expected Resources – Priority Table

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

These funds will leverage private equity and financing when used for one of the housing rehabilitation or homebuyer programs. In addition, New York State funding from various housing programs, such as the Targeted Housing Improvement Program, will also be leveraged. When used for larger multi-family housing projects, state and other federal funds will also be leveraged. For the Black River Trail Western Extension Project, the CDBG funds will leverage a \$1,663,764 Transportation Alternatives Program grant from the New York State Department of Transportation.

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 some of our previous 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 twelfth year as an Entitlement Community under the CDBG Program. The city still has unspent funds from previous years but expects to continue to draw down that funding and complete several projects by the end of Program Year 2025.

Annual Goals and Objectives - GU

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	Downtown Northeast	Public Infrastructure Improvements Homeownership	CDBG: \$125,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 400 families assisted
2	Affordable Housing Rehabilitation	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing	CDBG: \$0	Homeowner Housing Rehabilitated: 0 Household Housing Unit
3	Homeownership Assistance	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Homeownership	CDBG: \$215,000	Direct Financial Assistance to Homebuyers: 5 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	Northeast	Public Infrastructure Improvements	CDBG: \$450,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 559 Families Assisted
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: \$0	Homelessness Prevention: 0 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: \$16,000	Public service activities other than Low/Moderate Income Housing Benefit: Approximately 150 Families 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: \$49,088	Other: 1 Other

Table 5 - 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, tree planting, 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 attendance at quarterly meetings, discussing services for homeless persons, and long-term planning to address homelessness in the community. Support local efforts to address homelessness in the City by providing funds to assist with the operation of a transitional single-room occupancy facility.
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.

Table 6 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

The City expects to provide 5 families with affordable housing through our Homeownership Assistance Program.

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2025, the City plans to address three high priority needs: affordable housing, improving public infrastructure and addressing a lack of recreational opportunities in LMI areas. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and revitalization and environment and quality of life enrichment. The City will also address several of our lower priority needs and goals including fair housing education and support of public services at a much smaller funding level than the higher priority needs.

The City has identified the following projects to address the highest priority needs and goals: a trail extension project, a sidewalk construction project and a homebuyer program. To accomplish our lower priority goals, the City plans to conduct Fair Housing education and provide support for two food pantries.

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	Black River Trail Western Extension Project
2	Division Street East Sidewalk Project
3	Project Homebuyer Program 2025
4	Fair Housing Education 2025
5	Watertown Urban Mission Food Pantry
6	WCSD Food for Families (Backpack) Program
7	Program Administration

Table 7 – Project Information

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

In developing the projects for our Annual Action Plan, the City put the most emphasis on the highest priority needs that were identified during our citizen participation and outreach initiatives, which were homeownership, environment and quality of life enrichment and neighborhood stabilization and revitalization. Approximately 92 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.

AP-38 Project Summary – ALL

1	Project Name	Black River Trail Western Extension Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enrichment
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$450,000
	Description	The Black River Trail Western Extension Project consists of constructing an extension to an existing bicycle and pedestrian trail that connects the City of Watertown to the Village of Black River. The proposed extension would lengthen the trail by 1.4 miles within the City’s Northeast Target Area and create a new western terminus at the periphery of downtown Watertown.
	Target Date	10/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 559 low to moderate-income (LMI) families will benefit from the proposed project based on the estimated number of families in the Census Tract that the project will occur in and the LMI percentages for Block Groups within that Census Tract. Since 2023 ACS data on total families in a geography is only available at the Census Tract level, the City averaged the LMI percentages for the purposes of this calculation.
	Location Description	The project roughly parallels Water Street and Marble Street in the City’s Northeast Target Area.
	Planned Activities	Planned activities include paving approximately 1.4 miles of asphalt trail.

2	Project Name	Division Street East Sidewalk Construction Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enrichment
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$125,000
	Description	The Division Street East Sidewalk Construction Project consists of installing new sidewalks to fill in a prominent gap in the City's sidewalk network within the Northeast Target Area. The existing gap is approximately 925 feet and spans the frontage of Adams Recreational Park, which has five baseball/softball diamonds, two basketball courts, two tennis courts, a playground area and a popular public swimming pool. The park is also in the vicinity of two elementary schools.
	Target Date	10/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 400 low to moderate-income (LMI) families will benefit from the proposed project based on the estimated number of families in the Block Group and the LMI percentage for the Block Group that the project covers. Since 2023 ACS data on total families in a geography is only available at the Census Tract level, the City divided the number of families evenly across the Block Groups when estimating the number of families.
	Location Description	The project will take place within the Division Street East Right-of-Way (ROW) on the south side of the street. It is located in the Northeast Target Area.
	Planned Activities	Planned activities include installing approximately 925 feet of new five-foot-wide sidewalk.

3	Project Name	Homebuyer Program 2025
	Target Area	Downtown, East, Near East, Near West, Northeast, Northwest, West
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$215,000
	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	12/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately five low-to-moderate 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.

4	Project Name	Fair Housing Education 2025
	Target Area	Downtown, East, Near East, Near West, Northeast, Northwest, West
	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 information activities. 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	12/31/2026
	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 other educational/information activities aimed at informing people of their Fair Housing rights.

5	Project Name	Watertown Urban Mission Food Pantry
	Target Area	Downtown, East, Near East, Near West, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$8,000
	Description	This project will provide funding for the Watertown Urban Mission's (WUM) Food Pantry. The grant would help cover the costs for an increased demand for food and supplies that the WUM has been seeing in recent months. The increased demand has put unexpected strain on funding resources for providing food packages to those in need. Due to the increased demand, the agency anticipates a shortage of funds in the food pantry in the coming months.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately 100 low to moderate income families.
	Location Description	The project will serve residents located throughout the City of Watertown.
	Planned Activities	The Watertown Urban Mission Food Pantry Project will provide food and needed supplies for approximately 100 families throughout the City of Watertown.

6	Project Name	WCSD Food for Families (Backpack) Program
	Target Area	Downtown, East, Near East, Near West, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$8,000
	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 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 allocated based on school population and need. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately 50 low to moderate income families, over the course of 40 weeks.
	Location Description	The program will service all schools in the Watertown City School District.
	Planned Activities	The Watertown City School District Food 4 Families Program will provide food for approximately 50 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.

7	Project Name	Program Administration 2025
	Target Area	Downtown, East, Near East, Near West, Northeast, Northwest, West
	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: \$49,088
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2026
	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 of Watertown is designating the Northeast Target Area as its focus area for Program Year 2025. The Black River Trail Western Extension and the Division Street East Sidewalk Project will both occur in the Northeast Target area and make significant pedestrian connections. These two projects together will account for approximately 67 percent of the spending in the City's Program Year 2025 Annual Action Plan. With its anticipated share of Citywide projects, the Northeast Target area will receive approximately 73 percent of the City's CDBG spending in PY 2025.

The Black River Trail Western Extension will occur in Census Tract 613, Block Group 1, which has an estimated LMI percentage of 77.3 percent, according to HUD's LMI Area Data Map Application. This project will extend the Black River Trail from its existing terminus at the eastern periphery of the City to the edge of downtown Watertown. This project will expand trail access to the City's north side, where six of the seven block groups are majority LMI. Additionally, as the existing trail passes through the East Target area, where there are multiple trail access points, including from two large multifamily apartment complexes, this extension will provide Eastbrook residents of those complexes with a dedicated bike/ped route to travel to downtown Watertown.

The Division Street East Sidewalk project will occur in Census Tract 613, Block Group 3, which has an estimated LMI percentage of 51.4 percent, according to HUD's LMI Area Data Map Application. This project will fill in a prominent sidewalk gap in the Right-of-Way (ROW) in front of Adams Recreational Park, which has five baseball/softball diamonds, two basketball courts, two tennis courts, a playground area and a popular public swimming pool. Filling in this sidewalk gap will provide a direct pedestrian connection to this park where one previously did not exist. This park is also in the vicinity of two elementary schools.

Many proposed projects for Program Year 2025 will be citywide. The Homebuyer Program, WCSO Food for Families (Backpack) Program, Urban Mission Food Pantry, Fair Housing Education Project Calendar Year 2025 will all have citywide benefits, including locations outside of Target Areas.

For the purpose 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 Backpack Program, Urban Mission Food Pantry and Fair Housing Education, the City divided the total amount programmed by eight (the seven Target Areas plus Non-Target Area spending). For CDBG Program Administration and the Homebuyer Program, the City divided the amount programmed by seven (the six Target Areas excluding Downtown plus Non-Target Area locations). The City excluded downtown because the number of homes available for purchase downtown is not statistically significant.

Since some spending will occur outside of Target Areas, the values in the "Percentage of Funds" table immediately below do not add up to 100 percent, as it only tabulates spending within Target Areas and

does not account for the spending anticipated to occur outside of Target Areas, which is likely to be at least 2 percent.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	1
Near East	5
East	5
Northeast	72
Northwest	5
Near West	5
West	5

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically.

The City has selected projects based upon the most urgent needs and maximum impacts; and will continue that strategy in PY 2025. Over the three of the last four preceding program years, that prioritization strategy led to an unofficial focus on the Northeast Target Area, as that is where the City had identified the most impactful projects. This year, the two major infrastructure projects in the Northeast Target Area make it a natural focus area.

Discussion

As discussed earlier, six of the seven block groups on the City's north side are majority LMI, with four of those six comprising the Northeast Target Area and the other two falling in the Northwest Target Area. Additionally, according to 2019-2023 Five-Year ACS Estimates, the two Census Tracts on the north side also have poverty rates of 33.7 percent and 21.0 percent, which respectively are the highest and third highest of the seven Census Tracts in the City. Finally, in Census Tract 613, all of which is within the Northeast Target Area, 27.8 percent of the population is under 18 years of age, the second highest of the City's seven Census tracts, underscoring the importance of pedestrian access to recreational amenities in this Target Area.

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

Introduction

CDBG funded activities for this program year will address improvements to public infrastructure and environmental and quality of life improvements, homebuyer assistance, fair housing education initiatives, 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 first-time homebuyer program will help to improve the quality of the housing stock in the City by providing first-time homebuyer assistance along with assistance for moderate rehabilitation to those who otherwise could not afford it. Additionally, the Food 4 Families program will provide weekend meals for low-income families that struggle with being able to afford food. The Watertown Urban Mission Food Pantry Project will also provide meals for low-income families that are food insecure.

Actions planned to foster and maintain affordable housing.

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 funds will also allow the families to perform minor rehabilitation on their home to make it safer and more affordable to live in. The homebuyer program will help five families purchase a home.

Actions planned to reduce lead-based paint hazards.

The homebuyer program mentioned above will also serve to mitigate and remove lead-based paint hazards.

Actions planned to reduce the number of poverty-level families

The Food 4 Families Program and Watertown Urban Mission Food Pantry Project will provide food and nutrition for families, which will help ease their food cost burden.

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 2025 Annual Action Plan, the City will collaborate with CNY Fair Housing to provide Fair Housing services. The City will also be working with the Watertown City School District, by providing assistance to fund the Food 4 Families program and the Watertown Urban Mission to provide funding for their food pantry. 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 the Black River Trail Western Extension.

Program Specific Requirements

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

Introduction

The City's previous 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 program administration drawdown and we do not anticipate having any program income on hand at the end of this program year that has not been reprogrammed.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5. The amount of income from float-funded activities	\$0
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.	94.29%

Discussion: We expect that approximately 94 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 2025.

July 7, 2025

To: The Honorable Mayor and City Council

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

Subject: Sponsoring an Application For Brownfield Opportunity Areas (BOA)
Funding to Write a Brownfield Opportunity Area Nomination

New York State's Brownfield Opportunity Areas (BOA) program assists municipalities that seek to revitalize areas where abandoned and/or blighted properties inhibit new development and redevelopment. Once a specific geographic area receives a BOA designation, revitalization projects within the BOA's boundaries may become more competitive for New York State grant assistance under the BOA program.

However, to receive a BOA designation of any land within its borders, municipalities must first submit a BOA Nomination that establishes precise boundaries for the proposed BOA and a Plan that identifies strategic brownfield sites or areas and potential redevelopment opportunities for those sites.

The City is eligible to apply for a planning grant under the BOA program to hire a consulting firm to prepare these BOA Nomination documents. Applying for this grant is within the scope of services under the City's grant-writing contract with LaBella Associates.

The attached resolution formalizes the City Council's support for applying for a planning grant to retain a consultant that will research and write a BOA Nomination and Plan for an approximately 1,000-acre part of the City. If the City Council agrees to pursue this opportunity, then LaBella, at Staff's direction will write the grant application.

Under the BOA program, there is a 10 percent local match. The Resolution also affirms the City's commitment to fund this local match. The City is applying for \$300,000 in grant funding, meaning the local match would be a maximum of \$30,000. In-kind services in the form of Staff time are eligible to count toward the local match.

A map depicting the proposed draft BOA boundaries is also attached. Although this is currently only a draft and the final boundaries may change during the process of researching and writing the Nomination.

RESOLUTION

Page 1 of 2

Sponsoring an Application For Brownfield Opportunity Areas (BOA) Funding to Write a Brownfield Opportunity Area Nomination

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS §970-r of the General Municipal Law authorizes State assistance to eligible parties for Brownfield Opportunity Areas (BOA) Program grants by means of a State Assistance Contract, and

WHEREAS the City of Watertown deems it to be in the public interest and benefit to enter into a contract therewith, and

WHEREAS a successful BOA Nomination and Plan will support grant applications for future projects, and

WHEREAS the BOA Program will fund planning grants to assist cities in developing a BOA Nomination, which is a plan for a neighborhood or area affected by historical disinvestment or the presence of known or suspected brownfields that will culminate in a nomination for State BOA Designation, and

WHEREAS it is within the scope of services in the City’s contract with LaBella Associates for LaBella to prepare an application on behalf of the City for a BOA planning grant,

NOW THEREFORE BE IT RESOLVED that the City of Watertown intends to complete a BOA Plan (BOA Nomination) for an approximate 1,000-acre area characterized with nine known or suspected brownfield sites that are located primarily in the vicinity of the Black River, where a series of rapids powered the mills and factories of prior decades, as well as historically industrial parts of downtown and the northeast corner of the City, an area hereafter to be referred to as the “Black River Rapids Corridor,” and

BE IT FUTHER RESOLVED that the City of Watertown will request up to \$300,000 in BOA funds, representing no more than 90 percent of project costs, and

BE IT FURTHER RESOLVED that the City of Watertown commits to providing the required 10 percent local share of any project costs if the BOA application is successful, and

RESOLUTION

Page 2 of 2

Sponsoring an Application For Brownfield Opportunity Areas (BOA) Funding to Write a Brownfield Opportunity Area Nomination

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

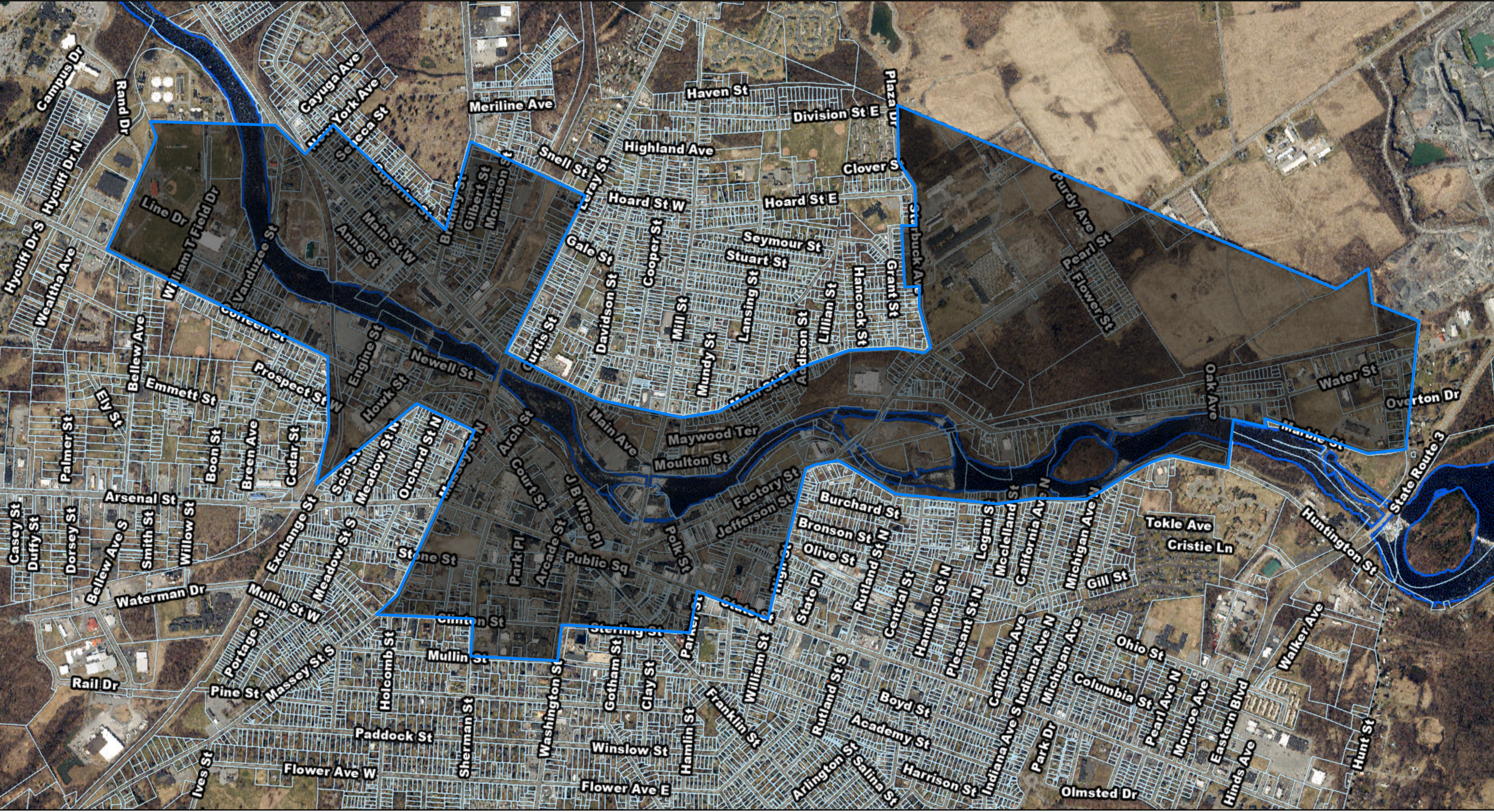
Total

YEA	NAY





BE IT FURTHER RESOLVED that the City of Watertown agrees to complete the BOA Plan in a timely manner and to seek official Designation of the Brownfield Opportunity Area by the Secretary of State upon completion of the BOA Nomination and Plan, and

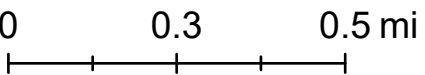
BE IT FURTHER RESOLVED that the City Manager is the representative authorized to act on behalf of all applicants in all matters related to State assistance under §970-r of the General Municipal Law for the Project. The representative is also authorized to: sign and submit the application; execute the contract; request payment advances and reimbursements; redistribute contract reimbursements as appropriate; submit Project documentation; and otherwise act for all applicants in all matters related to the Project and to State assistance.

Seconded by _____



Legend

-  Proposed BOA Boundary
-  City Boundary
-  Black River
-  Parcels



Author: Web AppBuilder
Date: 7/1/2025
Title:

Tabled Resolution

July 7, 2025

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Adopting Rules of Conduct for Public Meetings of the City Council

To support a respectful, safe, and orderly environment during City Council meetings, City staff have developed a set of Rules of Conduct for Public Meetings. These guidelines are intended to supplement the existing regulations outlined in Watertown City Code §A3221-3(B), regarding Privilege of the Floor, and to establish clear expectations for the behavior of all attendees throughout the duration of public meetings.

The proposed Rules of Conduct prohibit disruptive behaviors such as heckling, interrupting, excessive movement, and the display of signs or banners. Additionally, they promote public safety by restricting certain items and actions, in accordance with New York Penal Law §265.01-e, which prohibits weapons in designated sensitive locations, including City Hall.

This resolution was originally introduced to the City Council on June 16, 2025. At that time, the Council chose to table the resolution. Staff is now requesting that the Council reconsider adoption of the proposed Rules of Conduct.

Adopting these rules by resolution will provide a clear and consistent framework for conduct during Council meetings. It will also empower City staff and security personnel with the authority needed to enforce these standards uniformly when necessary.

City staff recommend that the City Council adopt the attached resolution formally approving the Rules of Conduct for Public Meetings, and direct that they be posted publicly and enforced at all Council sessions.

RESOLUTION

Page 1 of 1

Adopting Rules of Conduct for Public
Meetings of the City Council

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

WHEREAS the City Council of the City of Watertown recognizes the importance of maintaining order and decorum during public meetings to ensure a safe, respectful, and productive environment for all participants, and

WHEREAS the Council affirms the public's right to participate in City government and express opinions, including criticism of City officers, employees, and policies, while also maintaining standards that discourage disruptive conduct and preserve the integrity of Council proceedings, and

WHEREAS the City Council has reviewed and finalized the Rules of Conduct to be observed during Privilege of the Floor and throughout the duration of all City Council meetings, and

WHEREAS these Rules of Conduct shall apply in conjunction with the existing procedures outlined in the Watertown City Code §A3221-3(B),

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Rules of Conduct for Public Meetings as attached to and made part of this resolution, and

BE IT FURTHER RESOLVED that these rules shall be enforced during all regular and special meetings of the City Council held in Council Chambers or any other designated meeting location, and

BE IT FURTHER RESOLVED that the City Clerk is directed to retain a copy of the Rules of Conduct in the official record and ensure the rules are publicly posted and made available to meeting attendees.

Seconded by Council Member Clifford G. Olney III



City of Watertown City Council Rules of Conduct for Public Meetings

Pursuant to the City of Watertown Resolution [name] adopted on [date], the City Council sets forth the following rules of conduct to be followed by attendees during Privilege of the Floor and the duration of all City Council meetings:

Please note: the existing rules regarding Privilege of the Floor, as outlined in Watertown City Code §A3221-3(B), remain in full effect and shall apply in conjunction with the rules below.

These rules do not prohibit public criticism of City officers or employees, including criticism of any act, omission, policy, procedure, program, or service.

- Profane, vulgar, or threatening language is not permitted.
- Conduct which disrupts another speaker's presentation, such as interrupting, heckling or clapping, is not permitted.
- Banners, flyers, or signage are not permitted.
- Backpacks, large bags, and sharp objects are not permitted.
- Food and beverages are not permitted, except for water.
- Cell phones and any other electronic devices must be placed on silent prior to entering Council Chambers.
- Attendees should minimize disruptions by limiting movement in and out of the room when possible. Reasonable accommodations will be made for medical or accessibility needs.
- Attendees are expected to remain seated. Standing is permitted if all seats are occupied or if an individual is addressing the Council.
- Attendees are expected to remain behind the barrier before, during, and after the meeting.

Individuals or groups failing to adhere to these rules will be asked to cease such disruptive conduct and failure to comply will result in their being subject to removal from the meeting.

Pursuant to New York Penal Law §265.01-e, weapons – are strictly prohibited in this building, which is designated as a sensitive location.

Proposed Local Law of 2025

July 7, 2025

To: The Honorable Mayor and City Council

From: Eric Wagenaar, City Manager

Subject: A Local Law to Create an Exception to the Residency Requirement Under Section 3 of the New York State Public Officers Law as Applied to the Current Holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works.

City Council is being asked to consider adopting a local law to create an exception to the residency requirement under Section 3 of the New York State Public Officers Law as applied to the current holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works.

This local law would allow for the current above-mentioned City Officers who hold these positions to reside in Jefferson County, as well as abutting or adjacent counties, during their employment with the City of Watertown. This law will only apply to current employees holding the above-mentioned City Officer titles, not new hires.

During the June 16, 2025 City Council Meeting, a motion was put forth and carried to schedule a public hearing regarding the law mentioned above on July 7, 2025.

A local law has been prepared for consideration by the City Council.

LOCAL LAW

Page 1 of 2

A Local Law to Create an Exception to the Residency Requirement Under Section 3 of the New York State Public Officers Law as Applied to the Current Holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C..

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

A local law to create an exception to the residency requirement under Section 3 of the New York State Public Officers Law as applied to the current holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works.

WHEREAS, the offices of City Manager, City Engineer, and Superintendent of Public Works are local offices subject to the provisions of Section 3 of the Public Officers Law, which requires that holders of such offices be a resident of the municipal corporation within which their official functions are exercised; and

WHEREAS, Section 10(1)(ii)(a)(1) of the Municipal Home Rule Law empowers a city to adopt local laws that are not inconsistent with the constitution or any general law related to the residency of its officers and employees; and

WHEREAS, the City of Watertown can supersede Section 3 of the Public Officers Law in that it has become a special rather than general law due to the exemption of local offices of other municipal corporations from its terms; and

WHEREAS, the City Council has determined that it is in the City's best interest to enact a limited exception to the residency requirement of the Public Officers Law insofar as it relates to the current holder of the offices of City Manager, City Engineer, and Superintendent of Public Works of the City of Watertown to insure that persons with exceptional qualifications may hold such offices so long as they reside in Jefferson County or an abutting or adjacent county; and

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

Authority: This local law is adopted pursuant to the provisions of § 10(1)(ii)(a)(1) of the Municipal Home Rule Law of the State of New York, which grants to local governments the authority to enact local laws regarding the qualifications of local officers which are not inconsistent with the constitution or general state statutes.

Supersession of State Law: This Local Law shall supersede Public Officers Law § 3 in its application to the current holders of the offices City Manager, City Engineer, and Superintendent of Public Works of the City of Watertown.

LOCAL LAW

Page 2 of 2

A Local Law to Create an Exception to the Residency Requirement Under Section 3 of the New York State Public Officers Law as Applied to the Current Holders of the Offices of City Manager, City Engineer, and Superintendent of Public Works

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C..

Total

YEA	NAY

Residency Requirement: Any person currently holding the offices of City Manager, City Engineer, or Superintendent of Public Works of the City of Watertown as of the effective date of this Local Law need not be a resident of the City of Watertown so long as such person resides in the County of Jefferson or an abutting or adjacent county. This exception to Public Officers Law § 3 does not apply to future holders of the offices of City Manager, City Engineer, or Superintendent of Public Works, who must comply with the requirements of Public Officers Law § 3.

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.

State Environmental Quality Review Act (SEQRA): The City Council has considered the provisions of Article 8 of the Environmental Conservation Law (“SEQRA”) and the regulations adopted thereunder at 6 NYCRR Part 617 and finds this Local Law to be a Type II Action as defined therein. Therefore, no further review is required under SEQRA.

,and

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon being filed with the New York Secretary of State.

Seconded by Council Member Clifford G. Olney III