

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, March 20, 2017**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, March 20, 2017, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Authorizing the Sale of Surplus Vehicle, Water Department
- Resolution No. 2 - Adopting Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program
- Resolution No. 3 - Approving the Site Plan for the Construction of Two 282 Square-Foot Greenhouses, a 5,300 Square-Foot Asphalt Expansion and a 3,600 Square Foot Crushed Stone Area at 834 Arsenal Street, Parcel Number 8-02-107.000

**ORDINANCES**

- Ordinance No. 1 - Changing the Approved Zoning Classification of 313 Sterling Street, Parcel Number 12-02-110.000, From Residence C to Commercial
- Ordinance No. 2 - Amending the Code of the City of Watertown, Section 310-1, Paragraph B, Terms Defined; Word Usage, to Add a Definition for “Microbrewery” and to Amend Section 310-9.1, Paragraph B Downtown Districts to Add “Microbrewery” as a Permitted Principal Use

**LOCAL LAW**

**PUBLIC HEARING**

**OLD BUSINESS**

**STAFF REPORTS**

1. Community Development Block Grant (CDBG) Program Year 2017 Annual Action Plan -Update
2. Sales Tax Revenue by Category
3. Sales Tax Revenue – February 2017

**NEW BUSINESS**

**EXECUTIVE SESSION**

1. To Discuss Collective Bargaining
2. To discuss the employment history of a particular individual

**WORK SESSION**

**ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, APRIL 3, 2017.**

Res No. 1

March 14, 2017

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Authorizing the Sale of Surplus Vehicle, Water Department

The City of Watertown has a surplus 2001 Ford Ranger vehicle from the Water Department.

As stated in the attached report of Purchasing Manager Amy M. Pastuf, this vehicle has been replaced with a dependable new model. Therefore, the vehicle no longer has value to the City and could be sold through Auctions International's online website.

A Resolution is attached for City Council consideration.

# RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus Vehicle,  
Water Department

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

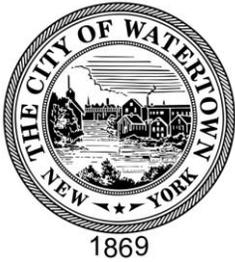
WHEREAS the City of Watertown has a surplus 2001 Ford Ranger vehicle from the Water Department, the details of which are attached and made a part of this resolution, and

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of the surplus 2001 Ford Ranger vehicle, and

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

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf  
Purchasing Manager

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## MEMORANDUM

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**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Surplus Sale of Vehicles and Equipment  
**DATE:** 3/8/2017

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The Purchasing Department is requesting City Council's permission to auction a surplus Water Department 2001 Ford Ranger. The Department has replaced the vehicle with a dependable new model, and therefore the vehicle no longer has value to the City. The Fleet Manager, Pete Monaco, has also determined that there is no use for this vehicle in any other department. This request is for the City Council to authorize the Purchasing Department to accept the highest offer at time of sale.

Thank you for your consideration in this matter.

Copy: Jim Mills, City Comptroller

**Water Department 2-27;** 2001 Ford Ranger 4x4 extended cab pickup. The truck has approximately 88,000 miles and the body is in real rough shape. It needs a driver door and the driver side third door to the extended cab is not functional. The pickup box mounting brackets are literally nonexistent. It is not worth recycling to another department. It can be disposed of through an online auction service.



Res No. 2

March 15, 2017

To: The Honorable Mayor and City Council

From: Jennifer L. Voss, Senior Planner

Subject: Adopting Guidelines and Administrative Procedures for the  
Community Development Block Grant Owner Occupied Rehabilitation  
Program

On March 6, 2017, the City Council approved a Sub-Recipient Agreement with Neighbors of Watertown, Inc. for the 2015 Community Development Block Grant (CDBG) Owner Occupied Rehabilitation Program. This grant will provide funds for a City-wide housing rehabilitation program that will fund renovations to fourteen (14) substandard housing units.

Guidelines and Administrative Procedures must be adopted to implement the program. Enclosed with each City Council Member's agenda package is a copy of the proposed Guidelines and Administrative Procedures. This document is intended to cover the 2015 funded program, as well as future owner occupied rehabilitation programs supported with CDBG funds.

A resolution has been prepared for City Council consideration that adopts the Guidelines and Administrative Procedures for the City's Owner Occupied Rehabilitation Program.

# RESOLUTION

Page 1 of 1

Adopting Guidelines and Administrative Procedures for the Community Development Block Grant Owner Occupied Rehabilitation Program

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

### ***Introduced by***

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WHEREAS the City of Watertown’s Community Development Block Grant (CDBG) Annual Action Plan for the Program Year 2015 includes the Owner Occupied Rehabilitation Program which provides funding for the rehabilitation of fourteen (14) substandard housing units within the City of Watertown, and

WHEREAS the City approved a Sub-Recipient Agreement with Neighbors of Watertown, Inc. to serve as the program administrator for the 2015 Owner Occupied Rehabilitation Program, and

WHEREAS Guidelines and Administrative Procedures have to be developed for this and subsequent CDBG owner occupied rehabilitation programs, and

WHEREAS Guidelines and Administrative Procedures have been drafted to govern the operation of the Owner Occupied Rehabilitation Program, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED that Guidelines and Administrative Procedures for the City of Watertown’s CDBG Owner Occupied Rehabilitation Program are hereby adopted and shall become effective immediately for all owner occupied rehabilitation activities conducted with CDBG funding in the City of Watertown.

### **Seconded by**

**City of Watertown  
Owner Occupied Rehabilitation Program  
Program Guidelines**

**1.0 General Provisions**

**1.1 Statement of Purpose/Project Area**

The purpose of this program is to improve living conditions in the City of Watertown by promoting repair and rehabilitation of the local housing stock. The primary objective is to eliminate conditions that might become hazardous to the health or safety of local residents.

Technical assistance will be provided to help property owners identify eligible improvements in their residential properties, to help determine the best way to complete the necessary improvements, to help find local contractors to perform the work, and to assure that all rehabilitation activities are completed in a satisfactory manner in compliance with applicable federal, state and local regulations.

Financial assistance will be available to help qualified applicants pay the cost of eligible improvements that are completed under this program. Federal funding will be used to provide financing for improvements in 1-3 family owner occupied properties. The financing will be in the form of a deferred payment loan that will not be repaid if the applicant complies with all program guidelines for a period of five years after the work is completed.

A Project Review Committee will be established to review the project recommendations selected by Neighbors of Watertown, Inc. (NOWI), serving as the project administrators. The Committee will consist of applicable staff from NOWI as well as staff from the City of Watertown Planning Department. A project will not be able to proceed prior to being approved by the Project Review Committee. A project will be considered approved when the Application for Assistance and Project Agreement have been signed by staff from the City of Watertown Planning Department.

**2.0 Eligibility for Assistance**

**2.1 General Eligibility**

Assistance is available under this program for eligible improvements in any owner occupied 1-3 family residential property located in the City of Watertown. All applications for assistance must be filed by the property owner with the following documentation:

- a. Proof of ownership in the form of a deed or land contract or life tenancy agreement recorded in the Jefferson County Clerk's Office;
- b. Proof of income for each household member occupying the property;
- c. Proof of payment of real estate taxes and any local service charges (i.e. water & sewer) that are currently due for all properties owned by the applicant in the City of Watertown; and
- d. Proof of adequate insurance, including flood insurance, if applicable.

Note: Income determination need not be provided for any housing unit where no work will be done or no financial assistance is being requested.

## **2.2 Eligibility for Rehabilitation Financing**

Financial assistance is available to help pay the cost of eligible improvements in all residential units that are occupied by households who qualify as low or moderate income (see income limits in Appendix A).

Vacant apartments are eligible for assistance if the property owner agrees to rent those units to households that qualify as low or moderate income at rents that do not exceed the limits for the HUD Section 8 Housing Choice Voucher Program (see rent limits in Appendix A).

Financial assistance cannot be provided for improvements in housing units occupied by households that are not low or moderate income.

## **2.3 Property Liens**

The City of Watertown will place a lien on each property where improvements are completed with assistance under this program to assure that the property owner complies with all applicable regulations during a five year regulatory period that begins when the work is completed.

- a. The property owner will sign a note and mortgage for the full amount of the CDBG financing that is provided for their property.
- b. The note and mortgage will be filed at the Jefferson County Clerk's Office to establish a lien on the property to guarantee any repayment that might be required under Section 5 of these guidelines.

- c. The mortgage will be self-amortizing at the rate of 1/60<sup>th</sup> per month as long as the applicant retains ownership of the property and complies with all other requirements of the program.

The note will be satisfied and the mortgage will be discharged when the five year regulatory period expires provided the applicant has complied with all requirements of the program or repaid a portion of the CDBG financings as required by Section 5 of these guidelines. All documents that are required to discharge the mortgage will be prepared by the property owner, with the assistance of NOWI, for review and approval by the City Planning Department.

### **3.0 Eligible Improvements**

#### **3.1 Priority 1: Health and Safety Improvements**

Generally, Priority 1 improvements are those work items necessary to make the property safe and bring it into compliance with applicable Building Codes. When any financial assistance is provided under this program, the scope of work for that project must include all Priority 1 improvements needed in the property. Those items include the following:

- a. Code Compliance – any work items required to comply with the NYS Uniform Fire Prevention Code, the NYS Building Code and all local codes for existing construction.
- b. Model Rehabilitation Standards – any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in Appendix B of these guidelines.
- c. Plumbing Systems – any work items required to comply with the NYS Uniform Fire Prevention and Building Codes.
- d. Electrical Wiring – any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in Appendix B of these guidelines.
- e. Heating Systems – installation or upgrading of heating systems to maintain a temperature of 68° F. (75° F for elderly).
- f. Structural – repair or replacement of any defective structural elements, including porches, foundations, support columns, bearing walls, roofs, subflooring, masonry, etc.
- g. Windows & Doors – repair or replacement of damaged windows or doors as required assuring comfort, safety, and security.
- h. Stairs & Platforms – repair or replacement of any elements of stairs or platforms that might create hazardous conditions.

- i. Lead-Based Paint – appropriate treatment of lead-based paint hazards to comply with HUD regulations at 24 CFR Part 35.
- j. Warning Systems – all residential units must be equipped with adequate smoke detectors and carbon monoxide detectors.

### **3.2 Priority 2: Energy Related Improvements**

Energy conservation and weatherization improvements are eligible for assistance if all conditions that might lead to health or safety problems (Priority 1) are being corrected or if none exist. Some of this work can be financed through the local Weatherization Assistance Program or by EmPower New York; and all cases should be referred to those agencies in order to maximize the funding available for each project and to avoid duplication of efforts. Any energy related improvements that cannot be funded through the Weatherization Assistance Program or by EmPower can be considered as Priority 2 improvements under this program.

#### **a. Weatherization Referral:**

The Weatherization Assistance Program in Watertown is administered by the Community Action Planning Council of Jefferson County (CAPC). That agency will accept referrals and place them on its waiting list. Priority is given to lower income home owners who are elderly or handicapped and families with small children. Special consideration can also be given to applicants who are without heat and to other referrals from the Department of Social Services.

#### **b. EmPower New York Referral:**

The EmPower New York Program is administered by private contractors with funding through the NYS Energy Research and Development Authority (NYSERDA) under an agreement with the Public Service Commission. Those contractors can provide energy-related services and improvements at no cost for income-qualified households, including attic and/or wall insulation, draft reduction measures, replacement of old inefficient appliances, installation of high-efficiency lighting and tips on how to save energy.

#### **c. Energy Audit:**

An energy audit should be conducted on each property where improvements are to be completed with CDBG financing under this

program. When assistance is also being provided through the Weatherization Assistance Program, staff from CAPC will perform an energy audit. The EmPower contractor may use the results of that energy audit or perform his/her own tests to identify energy related improvements that are needed in the property.

### **3.3 Priority 3: Other Necessary Improvements**

The following improvements are eligible for assistance only if all conditions outlined in Priorities 1 and 2 are being corrected or if none exist.

- a. Exterior Protection – repair of and painting or covering of exterior surfaces, except existing wood siding and trim may not be covered with aluminum or vinyl unless no cost-effective alternative exists.
- b. Exterior Wood Surfaces – repair of damaged or deteriorated exterior wood surfaces, including siding and trim around windows and doors, roof fascia and cornices, porches (including supports, decks, steps, and railings), etc. All rotted or broken materials should be replaced with similar materials milled and shaped to match the existing.
- c. Interior Walls and Ceilings – repair or covering of interior walls and ceilings that are damaged or deteriorated. Use of vapor barrier paints is encouraged to prevent moisture condensation within walls and ceilings adjacent to unheated spaces.
- d. Floors – repair of damaged or deteriorated floors and replacement of floor coverings that have worn out and cannot be maintained.
- e. Bathroom Fixtures – repair or replacement of bathroom fixtures, including bathtub, shower, toilet, sink and medicine cabinet and waterproof surfaces to prevent water damage to adjacent areas.
- f. Kitchen equipment – repair or replacement of cooking equipment, refrigeration equipment and work and storage areas if the existing facilities are missing, inadequate or inoperable.
- g. Exterior Walkways – repair or replacement of existing paved walkways between the structure and the street, driveway or a public sidewalk adjacent to the property. The sidewalk may be repaired or replaced if necessary to eliminate existing hazardous conditions.
- h. Utility Laterals – repair or replacement of existing water, sewer or gas laterals provided that such work is limited to the section of lateral that is the responsibility of the property owners.

### **3.4 Applicable Standards**

The following standards will apply to all properties where work is to be done with assistance under the Rental Rehabilitation Program.

- a. Code Compliance – when the rehabilitation work is completed, each property must comply with all applicable codes, including the NYS Uniform Fire Prevention Code, the NYS Building Code and all local codes and ordinances.
- b. Lead-Based Paint – any activities that disturb painted surfaces must comply with the regulations at 24 CFR Part 35, Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards, unless the work qualifies under the de minimis limitations detailed in §35.1350 of those regulations.
- c. Model Rehabilitation Standards – the guidelines in the Model Rehabilitation Standards produced by the National Center for Healthy Housing are the minimum standards for all improvements to be completed with assistance under this program.
- d. Energy Conservation – the results of an energy audit conducted by the local Weatherization Assistance Office or by the EmPower NY may be used to qualify work as Priority 2 improvements under this program.
- e. Historic Preservation – properties identified by the State Historic Preservation Office as having historic, architectural or cultural significance will be rehabilitated in accordance with the Secretary of Interior’s “Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”

### **3.5 Ineligible Improvements**

The following improvements are not eligible for financial assistance under this Program. They may be included in a project only if the property owner contributes cash to pay the full cost of this work.

- a. Replacement of any building systems, fixtures or equipment that are determined by Neighbors of Watertown, Inc. (NOWI) to be adequate.
- b. Expansion of or addition to existing structures (including expansion into non-living space) unless required to eliminate overcrowding.
- c. Subdivision of existing space into additional dwelling units.

### **3.6 Contract Method**

Generally, rehabilitation activities will be completed by local tradesmen working under contract to the property owner based on a detailed work write up that has been prepared by NOWI and approved by the property owner, as follows:

- a. All contractors, and any subcontractors who they retain for this work, must be approved by NOWI as qualified to participate in this program.
- b. A statement of Contractor Qualifications must be filed for each contractor or subcontractor before any contract is made for work to be completed under this program
- c. Each contractor or subcontractor must provide proof of adequate insurance coverage and must maintain such coverage as long as any work is being performed under this program.
- d. The property owner will decide with contractors are invited to submit proposals and may select any qualified contractor for the work to be performed under this program. However, financial assistance will be calculated based on the lowest cost from all acceptable proposals received for the work.

### **3.7 Self-Help Method**

The property owner may provide the labor for some or all of the improvements to be made with assistance under this program subject to the following conditions:

- a. NOWI must be satisfied that the owner can complete the work in a competent manner and on a timely basis.
- b. The eligible cost will be limited to the actual cost of materials used on the job with no allowance for labor by the owner or others.

### **3.8 Combination Self-Help & Contract Method**

The property owner may choose to combine the self-help and contract methods with some work items performed by contractors and other by the owner. In that case, however, all self-help work must be completed before any CDBG funds are advanced and before any contractor is permitted to begin working on the property.

## **4.0 Financial Assistance**

CDBG financing will be available to help pay the cost of eligible improvements in owner occupied 1-3 family residential properties that have been identified as substandard and

are occupied by households that qualify as low or moderate income. The current income limits are listed in Appendix A.

Applications will generally be considered when all of the required eligibility documentation is provided. However, since the available funds are limited, preference will be given to those applicants who demonstrate special needs in terms of housing deficiencies or the resources they have to deal with those problems.

CDBG financing may not be provided for improvements in residential units occupied by households that do not qualify as low or moderate income or the non-residential portion of eligible properties, including garages, storage sheds or other outbuildings. However, improvements may be needed in those areas to satisfy the requirements of Section 3.1 or 3.4; and that work must be completed if any assistance is provided under this program. However, the cost of that work will be Excess Cost which is included in the Minimum Owner Contribution required by Section 4.4 of these guidelines.

#### **4.1 Rehabilitation of Owner-Occupied Homes**

For residential properties that are occupied by the owner as their primary residence, CDBG financing will be available to cover 100% of the cost of eligible improvements up to a maximum of \$25,000 per housing unit.

Rental apartments in owner-occupied properties will be eligible for assistance if they are occupied by households that qualify as low or moderate income and the rent for those apartments does not exceed the applicable rent limits. Vacant rental units can also be eligible for assistance if the property owner agrees to rent those apartments to tenants who qualify as low or moderate income with rent not to exceed the current rent limit for each unit (see Appendix A).

No CDBG financing may be provided for improvements in housing units occupied by households that are not low or moderate income.

#### **4.2 Deferred Payment Loans**

CDBG financing will be structured as a deferred payment loan, which will be available to pay 100% of the cost of eligible improvements up to a maximum of \$25,000 for each housing unit. There will be no loan repayments as long as the owner continues to occupy the property as a principal residence and complies with all program regulations.

#### **4.3 Loan Calculation**

For work to be performed by a contractor, CDBG financing will be calculated on the basis of the lowest proposal submitted by a qualified contractor. The property owner may select any contractor who is qualified to work under the program subject to the provisions of Section 4.4.c.

For self-help work provided by the property owner, CDBG financing will be calculated on the basis of the actual purchase prices of the materials only with no allowance for labor by the owner or others.

### **4.3 Loan Repayment and Recapture**

Each applicant must agree to occupy the home as their principal residence for five years after the rehabilitation work is completed. During that regulatory period, any apartments in the property where work was done with assistance under this program must be rented to households who qualify as low or moderate income with rents (including an allowance for utilities paid by the tenant) that do not exceed the applicable rent limits (see Appendix A).

The property owner must repay a portion of the CDBG financing if the property is sold or the owner ceases to occupy it as a principal residence or if the owner fails to rent any improved apartment to qualified tenants during the regulatory period.

The repayment obligation begins at 100% of the CDBG financing when all work is completed and then reduces by 1/60<sup>th</sup> for each month that the applicant continues to occupy the property and complies with all other program regulations. No repayment will be required at the end of the five year regulatory period if all requirements of the program have been satisfied.

### **4.4 Minimum Owner Contribution**

The property owner may be required to contribute cash to the project. The minimum owner contribution must equal any excess cost, including:

- a. The cost of ineligible improvements that are included in the project at the request of the property owner;
- b. The cost of improvements in apartments that are occupied by tenants who are not low or moderate income when those improvements are required by Section 4.1 or Section 4.4 of these guidelines or when they are included in the project at the request of the property owner;
- c. The extra cost that is incurred when the property owner selects a contractor who did not submit the lowest proposal for the final scope of work that is included in the project.

The minimum owner contribution may not be reduced by financing from other sources, including other federal or state programs. The required owner contribution must be deposited with Neighbors of Watertown, Inc. before any work can begin on the project.

#### **4.5 Selection Criteria**

Applications will be received by NOWI and recorded on a waiting list with details about the family size and household income and other information that is needed to determine priority for assistance under this program. Applicants will be selected for assistance based on their relative need using the following criteria:

- a. Properties with owners who qualify as very low income (50% of median) will be given preference over properties with owners who qualify as low income (51% - 80% of median).
- b. Properties with owners whose household income is fixed (i.e. social security, retirement, disability, etc.) will be given preference over properties with owners whose income is from sources that could increase in the future.
- c. Elderly households, single-parent households with dependent children and households with one or more members who are disabled will be given preference over all other applicants.
- d. Preference may be given to cases where emergency repairs are needed to eliminate problems that are an immediate threat to the structural integrity of the building or the health and safety of the occupants.
- e. Preference may be given to cases where serious code violations are discovered if those problems could become a threat to the integrity of the structure or the health and safety of the occupants. In those cases, all code violations must be addressed and other needed improvements should be included in the project.

#### **4.6 Imminent Threat Situations**

If unforeseen circumstances occur after work has commenced that are hazardous to the health and/or safety of the occupants or threatening to the structure, an increase in the CDBG financing may be authorized by the Project Review Committee on the recommendation of the Housing Rehab Coordinator. In those cases, the CDBG financing may exceed the limits established in Section 3.0 of these guidelines if required to eliminate the conditions that threaten the occupants or structure. A change order, signed by the Project Review Committee, must be included in the Project File with complete documentation of the special circumstances that justify this action.

#### **5.0 Special Conditions**

The following special conditions apply in all cases where CDBG assistance is provided under this program.

### **5.1 Property Taxes**

Before any assistance is approved under this program, all property taxes and other local charges (i.e. water & sewer) must be paid for every property owned by the applicant in the City of Watertown.

### **5.2 Insurance**

All properties assisted through this program must be insured. The applicant must provide proof of adequate liability and hazard insurance before any assistance can be approved. Flood insurance will also be required if the property is located within a 100 year flood plain.

### **5.3 Sale and Occupancy Limitation**

Applicants must agree not to sell the properties that are assisted under this program for a period of five years after the rehabilitation work is completed. Owner-occupants must agree to occupy the property as their principal residence during that five year regulatory period. A pro-rated portion of the CDBG loan must be repaid to the City of Watertown if those terms are not met. That repayment obligation will decline by 1/60<sup>th</sup> each month and no repayment will be required five years after the work is completed if the owner has complied with all other requirements of the Owner Occupied Rehabilitation Program.

### **5.4 Rent Limitation**

Owners of rental apartments where improvements are made with assistance under this program must agree to limit rents for a period of five years after all work is completed. Apartments that are vacant when the CDBG loan is approved or become vacant during the five year regulatory period must be rented to tenants who qualify as low or moderate income with rents that do not exceed the applicable rent limit (see Appendix A). If this condition is not satisfied during the five year regulatory period, the property owner must repay a portion of the CDBG financing as detailed in Section 5.3 above.

### **5.5 Subordination to Other Financing**

When CDBG financing is provided for rehabilitation improvements that are made under the Owner Occupied Rehabilitation Program, the City establishes a lien on the property that is secured by a note and mortgage, which are recorded in the Jefferson County Clerk's Office. That lien assures that the property owner complies with all requirements of the program during a five year regulatory period that begins when the rehabilitation work is completed.

Those liens become an issue when the property owner wants to refinance their primary mortgage or other debt that is secured by the property. That is because the bank that is considering a new loan will not allow its lien to be subordinate to any earlier liens on the property. That problem will be solved by paying off the earlier loans or getting the City of Watertown to subordinate to the new loan. Occasionally, a property owner will opt to repay the public financing rather than wait for a subordination to be processed; but most will request that the city agree to subordinate their lien to the new financing.

City Council will consider subordination requests that are recommended by the Planning Department under the following conditions:

- a. Mortgage refinancing – that will help the property owner by reducing the interest rate or extending the life of the loan term as long as the property value is adequate to cover the new debt (including the city lien and all other debts that remain after the refinancing). The city will not agree to subordinate to a loan with variable interest rate and will not permit refinancing that pays off other debt that is secured by the property (i.e. credit cards, auto loans, personal loans, etc.). The new loan may not exceed the balance due on the primary mortgage and other loans that are secured by the property, plus reasonable fees and closing costs.
- b. Home Equity Conversion Mortgage (HECM) – that will be made by an FHA approved lender provided that the “net equity” in the property will exceed the value of the city lien during the five year regulatory period and all other requirements of the Project Agreement have been satisfied.

The project file must include a written request from the property owner together with all documentation required to support the subordination including a recent property appraisal, a copy of the loan application and details of all fees and closing costs for the new financing. All documents required for the subordination will be prepared by attorneys for the lender subject to review and approval by City Council.

**City of Watertown**  
**Owner Occupied Rehabilitation Program**  
**Administrative Procedures**

**6.0 Verification of Eligibility**

Following is a description of the documentation that must be collected from each applicant to determine eligibility for assistance under the Owner Occupied Rehabilitation Program. This documentation must be maintained in each Project File.

**6.1 Ownership**

NOWI must verify that the applicant is the owner of the property to be improved before CDBG assistance can be considered. Applicants may apply for assistance before obtaining clear title, but must prove ownership before any financial assistance can be approved.

A copy of the property deed may be acceptable as proof of ownership. The deed must be recorded in the Jefferson County Clerk's Office; and, if there is any question, the applicant may be required to submit a title report.

Land contracts or life tenancy agreements are acceptable proof of ownership if those documents are recorded in the Jefferson County Clerk's Office.

**6.2 Income**

NOWI must verify the current annual household income of the applicant (and each tenant in the case of rental apartments) to determine eligibility for CDBG financing. Household income must include all income from all sources for each adult member of the household (includes all persons aged 18 or older). A complete, signed copy of the latest federal tax return with all schedules and attachments (W-2, 1099, Schedule C, etc.) will always be requested as basic income documentation. The following details the additional documentation that must be collected and maintained in the project file for different types of income.

**a. Salary or Wages**

A complete, signed copy of the latest federal tax return including all schedules and attachments (W-2, 1099, Schedule C, etc.) with copies of current payroll stubs, statement from employers or other

documentation as required to project the current income for each household.

**b. Social Security**

A statement of benefits for the preceding year and the current year with copies of current checks to establish the gross benefit for each household (including amounts withheld for Medicare).

**c. Pensions**

Statement(s) detailing the payments received during the preceding calendar year and current payments for pensions, IRA's, annuities and other retirement benefits for each household.

**d. Unemployment or Disability**

Statement(s) detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be made by the Project Review Committee to reflect temporary conditions that are not an accurate reflection of the household income.

**e. Personal Assets**

Details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and imputed for those assets that do not generate current interest or dividends.

**f. Income from Real Estate**

Details of all income from other rental properties. The net amount of such income after deducting actual cash expenses related to those properties must be included in the household income.

**g. Business Income**

Net income from all business activities must be included in the household income. Schedule C of the federal tax return will be used to

document business income. Any non-cash expenses that have been deducted (i.e. depreciation or amortization deductions) and personal or household expenses that have been paid by the business will be added to the net business income.

#### **h. Other Income**

The Project Review Committee must decide whether adequate documentation has been provided for other sources of income that may have been received by any member of the household during the current year.

The current income limits are detailed in Appendix A. These limits are revised annually based on the median incomes established by HUD.

### **6.3 Insurance and Taxes**

Each applicant must provide documentation to show that adequate insurance is in force for the property to be rehabilitated and that all real estate taxes and other local service charges have been paid for all properties owned by the applicant in the City of Watertown, as follows:

- a. **Hazard Insurance** - A copy of the current insurance binder must be maintained in the project file. NOWI must be satisfied that the insurance coverage is adequate for the property and the improvements to be made with assistance under this program.
- b. **Flood Insurance** - If the property is located in a 100-Year Flood Plain, adequate flood insurance must be secured and a copy of the insurance binder must be maintained in the project file.
- c. **Real Estate Taxes** - The project file must include copies of the latest tax bills (including city, county, and school taxes) stamped to show receipt of payment in full. As an alternative, NOWI may accept a written statement from each jurisdiction to document current payment of all taxes on all properties owned in the City of Watertown.
- d. **Water and Sewer Charges** - The project file must include copies of the latest water and sewer bills stamped to show receipt of payment in full. Alternatively, NOWI may accept a written statement from the City Comptroller to document current payment of these charges.

## **6.4 Asset Test**

NOWI must determine that the property to be rehabilitated is not above the average value of owner-occupied properties in the City and that the applicant cannot afford to make the necessary improvements with their own resources, including funds in savings or checking accounts, CDs, stocks and bonds, and the net value after subtracting outstanding debt of any other real property that they own.

## **7.0 Inspection, Work Write up and Contractor Selection**

The following section outlines the process that will be used to identify eligible improvements and secure proposals from qualified local contractors who will perform the work under this program. It should be clearly understood that all decisions in this process will be made by the property owner. NOWI will offer assistance and explain the requirements of the Owner Occupied Rehabilitation Program to help the applicant qualify for assistance. However, neither NOWI nor the City of Watertown assumes any responsibility or liability for decisions made by the property owner or for work that is completed with assistance under this program.

### **7.1 Property Inspection**

NOWI will inspect the property with the owner and prepare an inspection report identifying all problems that should be addressed if assistance is to be provided under the program. All conditions that violate local codes and defects that might become health or safety hazards must be included (see Priority 1 Improvements – Section 3.1). The inspection report should also detail all energy conservation problems (see Priority 2 Improvements – Section 3.2) and other problems or defects (see Priority 3 Improvements – Section 3.3) that the property owner wants to address with assistance under this program.

### **7.2 Work Write up**

Based on the inspection report, NOWI will prepare a work write up detailing the improvements needed to eliminate all of the problems identified in the property. The work write up cover sheet outlines the general requirements and basic terms for all projects to be completed with assistance under the program. A written description (work scope) will be added which lists each work item and specifies materials, equipment, construction methods, quantities, dimensions and other

details for the proposed improvements. The work write up should contain sufficient detail to allow contractors to submit competitive proposals.

For properties identified as having historic or architectural significance, the improvements detailed in the work scope must correspond to the Secretary of Interior's "Standards for Rehabilitation." Those work write ups must be approved by the State Historic Preservation Office (SHPO) before being released for contractor proposals.

NOWI will prepare an estimate of the cost of all improvements in the work write up for review with the property owner.

### **7.3 Energy Audits**

An energy audit should be conducted on each property that is being considered for rehabilitation with CDBG financing under this program. That audit should include interviews with occupants of the property and special diagnostic tests to determine where excessive energy use can be eliminated and what improvements can be made that will increase the energy efficiency of the property and reduce energy costs for lower income occupants.

#### **a. Referral to Weatherization and EmPower**

Before the work write up is finalized, the property should be referred to CAPC, who administers the local Weatherization Assistance Program (WAP), and to EmPower for determination of eligibility under those programs.

#### **b. Rehabilitation with an energy audit**

When assistance is being provided through WAP or EmPower, their staff will perform an energy audit to identify work that is eligible for their funding. Any energy related improvements that cannot be funded through WAP or EmPower can be included in the work write up that is prepared for this program.

Energy audits may be secured from other sources, including private companies working for a fee, which will be an eligible project cost under this program. In that case, any energy related improvements that

are identified in the audit can be included in the work write up that is prepared for this program.

**c. Rehabilitation without an energy audit**

It might not be possible to obtain an energy audit within a reasonable time from WAP or private sources. In that case, NOWI will proceed with the project using the recommendations provided by *The Energy Efficient Rehab Advisor* at <http://rehabadvisor.pathnet.org/> to determine what energy related improvements should be included in the work write up that is prepared for this program.

Any eligible or appropriate repairs that meet the standards for the Owner Occupied Rehabilitation Program but are not funded under WAP or EmPower New York will be included in the work write up prepared by NOWI.

**7.4 Lead-Based Paint – Compliance with Part 35 Regulations**

Federal regulations at 24 CFR Part 35 require that special procedures be used for rehabilitation work on properties built before 1978. If that work is financed with federal funds, painted surfaces must be tested to determine whether lead-based paint is present; and any work that disturbs those painted surfaces must be performed by contractors who are trained to use “safe work practices” that will not create a hazard for young children in the property. When all work is completed, the work site must be inspected by a “certified” inspector to assure that no dust is present that is contaminated with lead-based paint.

- a. Rehabilitation assisted with CDBG (and other HUD or RD funding) is subject to the HUD LBP rule at 24 CFR Part 35. Rehabilitation is subject to the requirements at 35.900 - .930.
- b. All renovations are also subject to the EPA Renovation, Repair and Painting Rule at 40 VFR Part 745. Effectively, this means that rehabilitation work (other than work that must be done by abatement contractors) must be done by an EPA Renovator following HUD rules.
- c. Risk assessments (by an EPA certified Risk Assessor) will be performed for any rehabilitation project where the federal assistance per unit is over \$5,000. Presumption of LPB is lieu of a risk assessment is not permitted.
- d. The results of the risk assessment will be incorporated into the work write up.

## **7.5 Solicitation of Proposals**

NOWI will meet with the property owner and review all materials prepared to solicit proposals for work on the property, including an analysis of the grant and loan assistance that might be available based on the proposed scope of work and cost estimate. If these details are acceptable to the property owner, NOWI will be authorized to prepare a package for distribution to contractors who are qualified to complete the work. The property owner may pre-select those contractors who will be asked to submit proposals from a list of qualified contractors provided by NOWI.

Written proposals will be received at NOWI's office on forms that are prepared for each file (Contractor's Proposal). All proposals will be opened at a specified date and time and reviewed by NOWI for completeness and acceptability under these guidelines. Proposals that are incomplete or irregular may be rejected by NOWI or the property owner.

All acceptable proposals from qualified contractors will be listed on a proposal tabulation for review by the property owner. The property owner must decide which work items will be included in the contract for his or her property. However, it should be understood that all Priority 1 items must be included if any CDBG assistance is to be provided under this program.

## **7.6 Selection of Contractor**

The property owner may select any qualified contractor who submits an acceptable proposal for the activities detailed in the work write up. However, it should be understood that the CDBG financing will be calculated on the basis of the lowest acceptable proposal received from a qualified contractor in this process. If another proposal is accepted, the property owner will be required to pay the difference between the amount of the accepted proposal and the lowest acceptable proposal received. This excess cost will be included in the minimum owner contribution.

## **7.7 Contractor Qualifications**

All contractors performing work under this program must be approved by NOWI based on their comparable work, credit checks and other references. The contractor must carry sufficient liability and builder's risk insurance (minimum

\$1,000,000 coverage) and workers' compensation and disability insurance as required by NYS law.

## **8.0 Project File**

When a contractor has been selected by the property owner, NOWI will assemble the project file for review by the Project Review Committee. The contents of the file are detailed below.

### **8.1 Application for Assistance**

The following materials will constitute a complete Application for Assistance under this program:

- a. The Preapplication with documentation of income, ownership, insurance and payment of taxes and other charges.
- b. The inspection report listing all code violations and other problems identified in the property.
- c. The work write up detailing all improvements needed to eliminate the problems identified in the property.
- d. Copies of all proposals received from qualified contractors for the work.
- e. The proposal tabulation listing the contractor selected and those work items accepted by the property owner.
- f. The application for assistance detailing the sources of all funds for the proposed project.

### **8.2 Project Agreement**

After review of the application, the Project Review Committee may approve CDBG financing for the project. NOWI will then prepare a project agreement specifying the amount of financing awarded, any required owner contribution, and detailing all program requirements that must be met during the course of the project and for a period of five years after all work is completed.

### **8.3 Note and Mortgage**

A note and mortgage will be required to secure repayment of the CDBG financing and to assure compliance with the sale and occupancy limitation and the rent

limitation detailed in Section 5 of these guidelines. Those documents will be recorded in the Jefferson County Clerk's Office.

## **9.0 Construction Contract**

Following approval of the CDBG financing by the Project Review Committee, NOWI will prepare a construction contract for review and execution by the property owner and contractor. The following steps will be completed before the contract is executed and work is begun:

### **9.1 Escrow Account**

In all cases where the property owner is required to contribute to the cost of rehabilitation activities, the full amount of that contribution must be delivered to NOWI for deposit in a special escrow account to be controlled by the Fiscal Department. Those funds will be used for payments to the contractor before any CDBG funds are advanced for the project.

### **9.2 Subcontractor Approval**

Subcontractors must submit contractor qualifications and proof of insurance and be approved by NOWI and the property owner before they may work on the project.

### **9.3 Self-Help Method**

In those cases where work will be performed by the self-help method, the owner will provide NOWI with a list of materials and equipment required for that work and the estimated cost to be incurred. NOWI will review the list and help establish a schedule of activities before any work can proceed.

### **9.4 Pre-Construction Conference**

A conference will be held including NOWI, contractor and property owner. The construction contract may be signed after all parties have reviewed the work scope and contract provisions.

### **9.5 Notice to Proceed**

After all insurance binders are in the project file and the owner contribution is deposited in escrow (if applicable), a Notice to Proceed Form will be given to the contractor specifying a start date and a maximum time period for completion of all construction activities.

## **12.0 Inspections and Payments**

The following paragraphs detail the procedures to be used for inspection of the work and payments to the contractor during the construction phase. It should be understood that all decisions regarding the work and all payment requests will be made by the property owner. Neither NOWI nor the City is party to the construction contract. The city assumes no responsibility or liability for the progress or quality of the work or for any payments to the contractor.

When each phase of the construction work is completed and the property owner is satisfied with the work, payment will be made from the escrow account or from CDBG funds that have been approved for each project. NOWI will work with the property owner during the course of the project to help assure that all requirements of these guidelines are satisfied and payments can be made when the work is completed.

### **12.1 Construction Inspections**

NOWI will make periodic inspections of the work in progress as required by the type of activities involved in each project. These inspections should be documented in the project file to provide a record of the work and any problems that are identified during the inspections. Those reports should also be reviewed with the property owner to assure that there are not problems that have been overlooked during the periodic inspections.

### **12.2 Payment Inspections**

An inspection of the work in place will be required before any progress payment or final payment can be considered. The property owner and the contractor should be present at all payment inspections. An inspection report will be prepared for each progress payment and for the final payment. That report will be reviewed with the property owner and the contractor to assure that both parties agree about the items of work that have been completed and for which payment is being requested. NOWI will sign the inspection report indicating compliance with the program guidelines. The property owner will sign the inspection report indicating acceptance of the work and authorization for the payment being requested. A

payment authorization form must be completed and signed by the property owner and NOWI before any invoice is approved for payment.

### **12.3 Payments**

Progress payments may be made when significant portions of the work are completed. Each progress payment will be considered after receipt of a detailed invoice from the contractor. A payment inspection will be conducted to verify that the work is satisfactorily completed.

Ten percent of each progress payment will be withheld until all work is satisfactorily complete; and this withheld amount will be included in the final payment. Progress payments may be considered only for work that is completed in place – there will be no payment for materials stored on site or elsewhere. In those cases where the property owner is required to contribute to the cost of the work, the owner's funds will be used for progress payments before any grant or loan funds are used. After approval of each payment by NOWI, a check will be made out to both the property owner and contractor and must be endorsed by the property owner prior to release to the contractor.

Before final payment, the contractor will supply the property owner with a copy of all equipment manuals and manufacturer's warranties and sign a Release of Liens and Warranty.

### **12.4 Self-Help**

NOWI will inspect all work that the property owner completes by the self-help method to assure that the work is properly done and all requirements of these guidelines are satisfied. An inspection report will be completed and signed by NOWI and the property owner for each payment.

Payments for work completed by the self-help method will be made based on the original supplier's invoices for materials used on work items actually completed and in place. All invoices should be clearly labeled with the address of the property being rehabilitated, a detailed listing of all materials and the date the materials were purchased or delivered.

### **12.5 Change Orders**

Change orders will be considered only for unforeseen problems that are found during the course of the work. However, no change order will be considered unless the change is necessary to complete the activities that were included in the approved scope of work for which CDBG assistance was awarded.

The property owner or the contractor must advise NOWI when problems are identified that requires a change order. An inspection will be conducted and an inspection report prepared to document the problem, outline the work required and detail the cost proposed by the contractor to resolve the problem.

If all parties agree with the proposed change, NOWI will prepare a Change Order Form for consideration at the next meeting of the Project Review Committee. Any increase in the project cost must be approved by the Project Review Committee before CDBG funds can be used for a change order. If additional owner contribution is required, that amount must be deposited in the escrow account before the contractor is permitted to work on those activities cover by the change order.

## **12.6 Final Payment**

A request for final payment will be considered only after all work included in the construction contract has been completed to the satisfaction of the property owner. A final inspection will be conducted with the property owner and the contractor; and inspection report will be prepared documenting the status of all activities. NOWI will sign the inspection report indicating compliance with the program guidelines. The property owner will sign the inspection report indicating acceptance of the work and authorization for payment. A payment authorization must be signed by the owner and NOWI before the final payment is approved. Before the final payment is released, the property owner will sign a Certificate of Completion Form; and NOWI will prepare a Disposition of Funds report. The final payment will include all amounts withheld from progress payments during the course of the work. The final check will be made payable to the property owner and contractor and must be endorsed by the owner before delivery to the contractor. The contractor must deliver a Release of Liens and Warranty and Lead Clearance, if applicable, before the check is released.

Res No. 3

March 15, 2017

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan for the Construction of two 282 Square-Foot Greenhouses, a 5,300 Square-Foot Asphalt Expansion and a 3,600 Square Foot Crushed Stone Area at 834 Arsenal Street, Parcel Number 8-02-107.000

A request has been submitted by Matthew R. Morgia of Aubertine and Currier, on behalf of Shawn Granger of Granger Nursery and Gifts, for the above subject Site Plan Approval.

The Jefferson County Planning Board reviewed the site plan at its meeting held on February 28, 2017, pursuant to General Municipal Law Section 239-m, and adopted a motion that the project does not have any significant County-wide or inter-municipal issues and is of local concern only.

The City Planning Board reviewed the request on March 14, 2017, and voted to recommend that the City Council approve the site plan as submitted. Attached is an excerpt from their meeting minutes.

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

The applicant has completed Part 1 of the Short Environmental Assessment Form (EAF), which is attached for Council review. Based on the applicant's answers in Part 1, the applicant was required to provide letters from the State Historic Preservation Office (SHPO) and Department of Environmental Conservation (DEC) that determine whether or not the proposed project has the potential to affect any archeological resources or endangered species. The applicant has provided the attached letters as required to aid the Council in completing Part 2 of the Short EAF.

The City Council must respond to the questions in Part 2 of the Short EAF before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment and approves the site plan submitted to the City Engineering Department on February 14, 2017.

# RESOLUTION

Page 1 of 2

Approving the Site Plan for the Construction of Two 282 Square-Foot Greenhouses, a 5,300 Square-Foot Asphalt Expansion and a 3,600 Square Foot Crushed Stone Area at 834 Arsenal Street, Parcel Number 8-02-107.000

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

### *Introduced by*

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WHEREAS Matthew R. Morgia of Aubertine and Currier, on behalf of Shawn Granger of Granger Nursery and Gifts, has submitted an application for Site Plan Approval for the construction of two 282 square-foot greenhouses, a 5,300 square-foot asphalt expansion and a 3,600 square foot crushed stone area at 834 Arsenal Street, Parcel Number 8-02-107.000, and

WHEREAS the Jefferson County Planning Board reviewed the site plan at its meeting held on February 28, 2017, pursuant to General Municipal Law Section 239-m, and adopted a motion that the project does not have any significant County-wide or inter-municipal issues and is of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on March 14, 2017, and voted to recommend that the City Council of the City of Watertown approve the site plan as submitted, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant impact on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant impact on the environment, and

BE IT FURTHER RESOLVED that it is an express condition of this Site Plan Approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan, which, in the opinion of the City Engineer, would require Amended

# RESOLUTION

Page 2 of 2

Approving the Site Plan for the Construction of Two 282 Square-Foot Greenhouses, a 5,300 Square-Foot Asphalt Expansion and a 3,600 Square Foot Crushed Stone Area at 834 Arsenal Street, Parcel Number 8-02-107.000

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

Site Plan Approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Matthew R. Morgia of Aubertine and Currier and Shawn Granger of Granger Nursery and Gifts for the construction of two 282 square-foot greenhouses, a 5,300 square-foot asphalt expansion and a 3,600 square foot crushed stone area at 834 Arsenal Street, Parcel Number 8-02-107.000, as depicted on the site plan submitted to the City Engineer on February 14, 2017.

**Seconded by:**

**SITE PLAN APPROVAL**  
**834 ARSENAL STREET – PARCEL NUMBER 8-02-107.000**

As described above, since there was a delay in the previous application while some paperwork was obtained, the Planning Board invited the next applicant to present his request. During this time, the Planning Board considered a request submitted by Matthew R. Morgia of Aubertine & Currier, PLLC on behalf of Shawn Granger of Granger Nursery and Gifts for the construction of two 282 square-foot greenhouses, a 5,300 square-foot asphalt expansion and a 3,600 square foot crushed stone area at 834 Arsenal Street, Parcel Number 8-02-107.000.

Mr. Morgia was in attendance to represent the request.

Mr. Morgia began by describing the site on a full size site plan. He identified Arsenal Street at the bottom of the page, and then a shaded area that represented a recently installed parking lot. Mr. Morgia then said to the Planning Board members, that as they were all aware, this request sought retroactive approval of work performed during 2016.

Mr. Morgia continued, and said that during construction, the property owners removed four small storage buildings, and then installed 5,300 square feet of asphalt and 3,600 square feet of crushed stone. He then identified the crushed stone area in the middle of the site. He then identified a newly constructed tree and shrub nursery totaling 1,800 square feet toward the rear of the site. He said that the net increase in impervious surface totaled 8,000 square feet.

Mr. Morgia then addressed the one summary item on Staff's memorandum, which required the applicant to identify interior floor area that would qualify for deduction from the parking calculations, and thus enable the site plan to meet the parking requirements. Mr. Morgia said the calculations provided were only based on the retail space on the first floor, and explained that the second floor was only used for storage, and therefore was not counted.

Mr. Morgia then asked if there were any questions. Mr. Neddo then asked if the exclusion of the second floor from the parking calculations satisfied the City. Mr. Lumbis replied in the affirmative.

Ms. Fields then asked about a comment in Staff's memorandum that said that the property owners' original application for a Waiver of Site Plan Approval had identified a parking area in the same space now identified as crushed stone. Mr. Morgia replied that the current Site Plan Approval request depicted everything as it existed presently.

Mr. Katzman then asked what proof the Planning Board had that the second floor would remain as a storage area and that the property owners would not use that space for retail display. Mr. Morgia replied that he could not make that guarantee, but that there was sufficient extra asphalt for overflow parking, the site could easily accommodate two additional striped parking spaces if need be.

Mr. Katzman then asked what impact the additional traffic entering and leaving the site would have on Arsenal Street if such an expansion of retail area were to happen and

necessitate those two additional spaces. Mr. Morgia replied that an increase from 11 parking spaces to 13 would not drastically affect Arsenal Street.

Mr. Coburn then asked if any other Planning Board members had additional questions. Hearing none, he asked if there was a motion to approve.

Ms. Fields then made a motion to recommend that the City Council approve the request for Site Plan Approval submitted by Matthew R. Morgia of Aubertine & Currier, PLLC on behalf of Shawn Granger of Granger Nursery and Gifts for the construction of two 282 square-foot greenhouses, a 5,300 square-foot asphalt expansion and a 3,600 square foot crushed stone area at 834 Arsenal Street, Parcel Number 8-02-107.000.

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

# Short Environmental Assessment Form

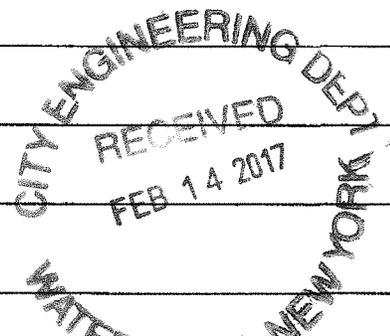
## Part 1 - Project Information

### Instructions for Completing

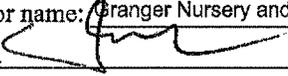
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Project: 2016 Site Improvements		Sponsor: Granger Nursery and Gifts	
Name of Action or Project: 2016 Site Improvements			
Project Location (describe, and attach a location map): 834 Arsenal Street, Watertown, NY on Tax Parcel No. 8-02-107.000			
Brief Description of Proposed Action: The Granger Nursery and Gifts 2016 Site Improvements project outlines the site work conducted in the summer of 2016 which included: <ul style="list-style-type: none"> <li>• Removal of four (4) storage buildings (by previous owner) and 8' x 15' covered structure totaling approximately 700 SF.</li> <li>• Removal of approximately 750 SF of crushed stone area.</li> <li>• Expansion of 5,300 SF of asphalt bulk landscape product storage and loading area.</li> <li>• Creation of a 3,600 SF crushed stone potted plant display area.</li> <li>• Creation of an approximately 1,800 SF tree and shrub nursery area.</li> <li>• Installation of two (2) – 11.5' x 24.5' (564 SF) greenhouses.</li> <li>• Total net increase in impervious surface of approximately 8,000 SF.</li> </ul>			
Name of Applicant or Sponsor: Granger Nursery and Gifts		Telephone: 315-782-5761	
		E-Mail: sgrangerlandscaping@twcny.ny.com	
Address: 834 Arsenal St			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: City of Watertown Planning Board			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		1.01 acres	
b. Total acreage to be physically disturbed?		0.22 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.01 acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

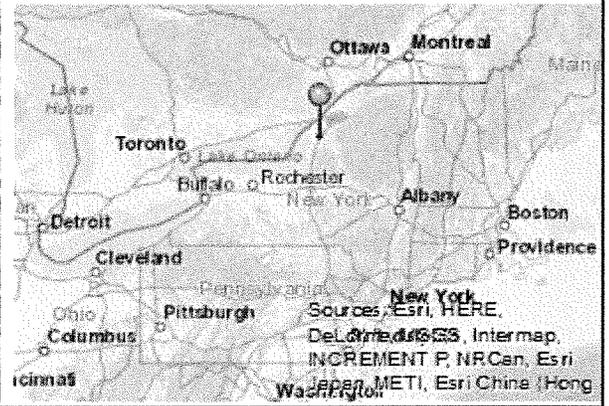




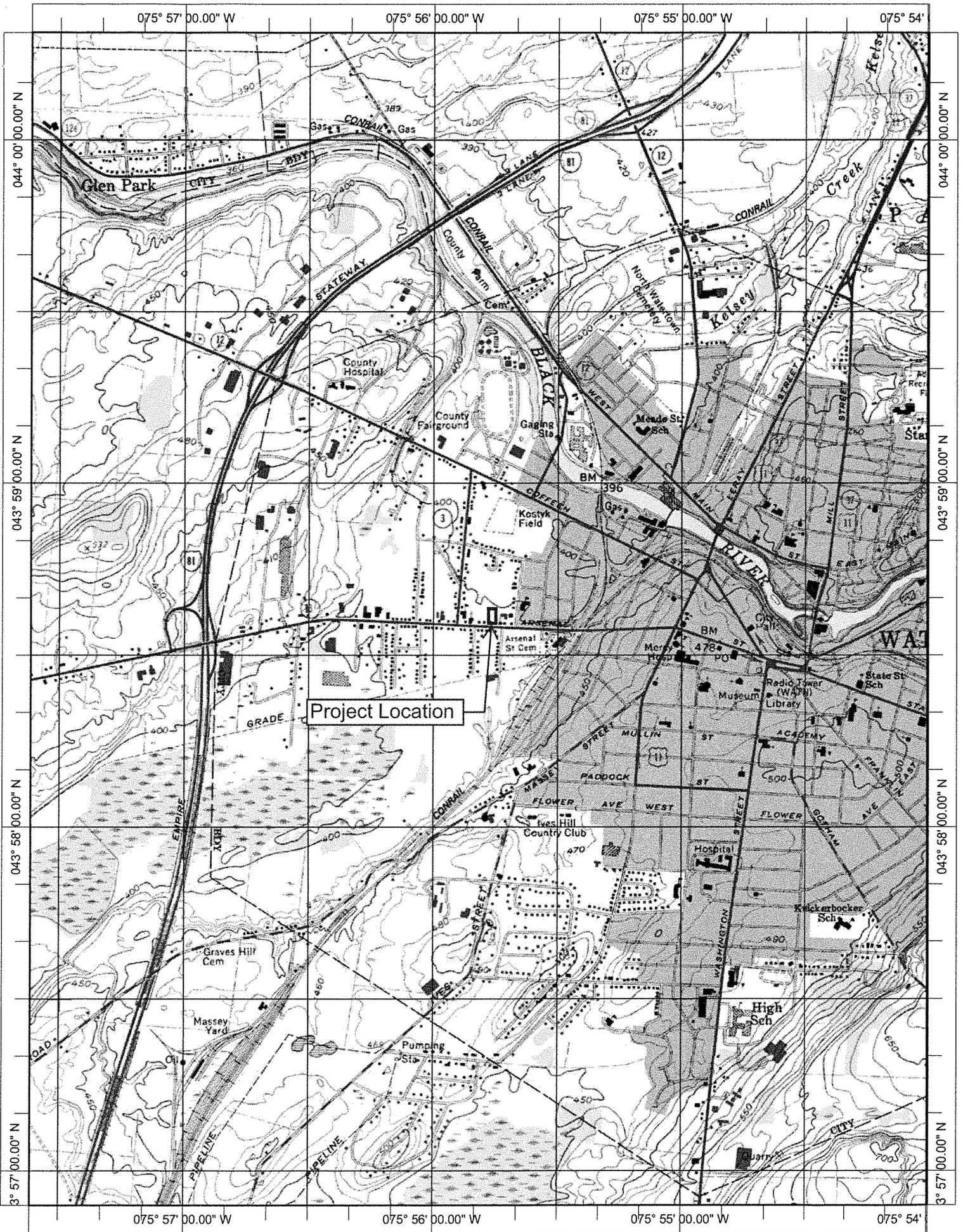
<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p>		
<p>Applicant/sponsor name: Granger Nursery and Gifts ; Owner: Shawn Granger</p>		<p>Date: 02/13/2017</p>
<p>Signature: </p>		



**Disclaimer:** The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National Register of Historic Places]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	No
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No





# Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

February 08, 2017

Mr. Chris Todd  
Civil Design Engineer  
Aubertine & Currier, PLLC  
522 Bradley Street  
Watertown, NY 13601

Re: SEQRA  
Granger Nursery and Gifts 2016 Site Improvements  
834 Arsenal Street, Watertown, NY 13601  
17PR00744

Dear Mr. Todd:

Thank you for requesting the comments of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the project in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).

Based upon this review, it is the New York State Office of Parks, Recreation and Historic Preservation's opinion that your project will have no impact on archaeological and/or historic resources listed in or eligible for the New York State and National Registers of Historic Places.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

Michael F. Lynch, P.E., AIA  
Director, Division for Historic Preservation

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Permits, Region 6

Dulles State Office Building, 317 Washington Street, Watertown, NY 13601-3787

P: (315) 785-2245 F: (315) 785-2242

[www.dec.ny.gov](http://www.dec.ny.gov)

February 10, 2017

Christopher Todd  
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC  
522 Bradley Street  
Watertown, NY 13601

Re: SEQR Information Request  
Granger Nursery and Gifts, 2016 Site Improvements  
834 Arsenal Street, Watertown, NY  
Jefferson County Tax Map Parcel #8-02-107.000

Dear Mr. Todd:

We received your letter requesting information about the potential existence of threatened or endangered species at the Granger Nursery facility, 834 Arsenal Street, Watertown. On behalf of the New York State Department of Environmental Conservation (DEC), I reviewed the information provided in your letter for DEC environmental interests.

The site is mapped as potential habitat for the endangered Indiana Bat (*Myotis sodalist*), and the threatened Northern Long-Eared Bat (*Myotis septentrionalis*). Based on the fact that all work has been completed for this project, there will be no further potential impacts on either of these species.

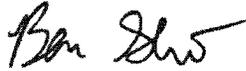
For most sites, comprehensive field surveys have not been conducted; the enclosed report only includes records from our databases. We cannot provide a definitive statement as to the presence or absence of all rare or state-listed species or significant natural communities. This information should not be substituted for on-site surveys that may be required for environmental impact assessment. Depending on the nature of the project and the conditions at the project site, further information from on-site surveys or other sources may be required to fully assess impacts on biological resources.

There are no New York State freshwater wetlands, National Wetlands Inventory waters, or protected streams on this parcel.

As indicated on the Short EAF you submitted, this location is within a mapped Archeological Site of Sensitivity. You may wish to contact the New York State Office of Parks, Recreation and Historic Preservation for more information.

Please feel free to contact me if you have any questions.

Sincerely,



Ben Shubert  
Environmental Analyst  
benjamin.shubert@dec.ny.gov  
315-785-2248

Project:

Date:

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project:

Date:

**Short Environmental Assessment Form  
Part 3 Determination of Significance**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

Ord No. 1

March 15, 2017

To: The Honorable Mayor and City Council  
From: Michael A. Lumbis, Planning and Community Development Director  
Subject: Changing the Approved Zoning Classification of 313 Sterling Street,  
Parcel Number 12-02-110.000, From Residence C to Commercial

Rev. Leon I. VanWie of Asbury United Methodist Church has submitted the above subject zone change request.

The Planning Board reviewed the request at its March 14, 2017 meeting and adopted a motion recommending that City Council approve the zone change request as submitted.

Attached are the application materials and the report on the zone change request prepared for the Planning Board. An excerpt from the Planning Board's meeting minutes will be included in the City Council agenda packets for the April 3, 2017 City Council meeting.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 p.m. on Monday, April 3, 2017. A SEQRA resolution will be presented for City Council consideration at that meeting.

# ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of  
313 Sterling Street, Parcel Number 12-02-110.000,  
From Residence C to Commercial

Council Member HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

---

BE IT ORDAINED where Rev. Leon I. VanWie of Asbury United Methodist Church has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 313 Sterling Street, Parcel Number 12-02-110.000 from Residence C to Commercial, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its March 14, 2017 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on April 3, 2017, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 313 Sterling Street, Parcel Number 12-02-110.000 shall be changed from Residence C to Commercial District, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

**Seconded by**



# ASBURY UNITED METHODIST CHURCH

327 FRANKLIN STREET  
WATERTOWN, NEW YORK 13601  
315-782-3240  
Email: [Asbury@gisco.net](mailto:Asbury@gisco.net)

Rev. Leon I. VanWie, Pastor

Website: [www.AsburyUMC.net](http://www.AsburyUMC.net)

February 1, 2017

The Honorable Mayor and City Council  
Engineering Department, Room 305  
245 Washington Street  
Watertown, NY 13601

Dear Mayor Butler and City Council Members,

This letter is to request a zone change of Parcel # 12-02-110 from "Residential C" to "Commercial".

About forty-five years ago, Watertown: Asbury United Methodist Church purchased Parcel No. 12-02-110, with frontage on Sterling Street. (Please see the attached sheet with parcels listed.) The area that fronted on Sterling Street was used as parking for church functions. The elongated back half of this lot slopes steeply away and is covered with brush and trees and is unusable for parking. About thirty years ago, Asbury UMC was able to purchase Parcel No 12-02-111 for additional parking.

We have experienced problems for at least twenty years concerning use and abuse of the area of Parcel No. 12-02-110 covered with brush and trees and unsuitable for parking. This area is identified as Lot 1, comprising 0.14 acres as shown on a map of land surveyed recently by Michael W. Battista.

Various people have used and abused this area by having parties, loud music, fights, drinking, illegal fires for cooking, garbage and debris thrown around, etc. We have been cited by the Watertown City Fire Department and the Watertown Police Department numerous times. We have put up "No Trespassing" and "Posted" signs but these have been destroyed or disregarded. Volunteers from Asbury have cleaned the area numerous times. Neighbors have complained about parties, noise, fights, etc.

Members of the Trustees and I have met and talked with some of the individuals using this area. We have asked them to keep the area free of debris, be considerate of neighbors, discontinue loud music, etc. The problems continue unabated.

We have met with Mr. Charles Bush of CL Property Management of NNY to discuss the problems. His company owns seven rental homes and commercial property in the area. The problems in this area are also affecting the clients he provides housing for. CL

Property of NNY is willing to accept Lot 1 of Parcel No. 12-02-110 if Asbury will deed it to them. The proposed plan is to effectively fence the entire area and maintain control over access. They will be better able to accomplish this than Asbury.

Lot 1 is unsuitable for parking and is a continuing headache for Asbury. Deeding this to CL Property of NNY is our best hope for solving a long-term problem. Asbury has no need nor can we use this for parking.

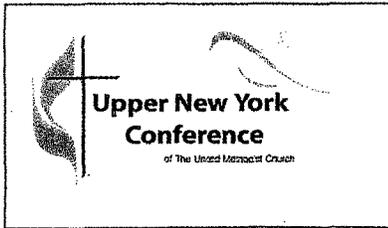
To move forward with the transfer of property we first need to request a zoning change, as Parcel # 12-02-110 is currently zoned "Residential C". For Mr. Charles Bush of CL Property Management of NNY to accept the property it would need to be zoned "Commercial".

Thank you for your consideration of our request for a zone change of Parcel # 12-02-110 from "Residential C" to "Commercial".

Sincerely,

A handwritten signature in black ink, appearing to read 'L. VanWie', written in a cursive style.

Rev. Leon I. VanWie, Pastor



The Northern Flow District  
of the Upper New York Annual Conference  
of the United Methodist Church  
P.O. Box 208, 93 East Main St., Gouverneur, NY 13642  
Phone: 315-535-5149 Fax: 315-535-5151  
email: NorthernFlowDistrict@unyumc.org

*Rev. Rebekah Sweet, Superintendent*

*Jennifer Terrell, Administrative Assistant*

September 2, 2014

Rev. Leon I. VanWie, Pastor  
Pamela Shuman, President, Board of Trustees  
Board of Trustees of Asbury United Methodist Church  
327 Franklin Street  
Watertown, NY 13601



Dear Rev. VanWie, Ms. Shuman, and Board of Trustees,

Thank you for the care with which you have presented a proposal for disposing of Lot 1 of Parcel No. 12-02-110 in the City of Watertown, currently owned by Asbury United Methodist Church. While touring the aforementioned property with members of the Northern Flow District Committee on Church Locations and Buildings last week, it was obvious that your desire to be faithful stewards of creation and the resources entrusted to you was of foremost importance.

Therefore, I write, pursuant to The Book of Discipline of the United Methodist Church to give my approval of the conveyance of Lot 1 of Parcel No 12-02-110 in the City of Watertown from Asbury United Methodist Church to CL Property of NNY.

Also, the Northern Flow District Committee on Church Locations and Buildings has approved this action by email vote on August 29-30, 2014. Minutes of their meeting and action will be forthcoming for your permanent record.

Please inform my office when this transaction has been completed.

In Christ's Service,

Rev. Rebekah Sweet



- ★ **Embroidery**
- ★ **Screen-Printing**
- ★ **Trophies & Awards**
- ★ **Team Uniforms**
- ★ **Promotional Products**

November 16, 2016

To Whom It May Concern:

I am the owner of 114 Parker Street here in Watertown. The location is where my business Victory Promotions, Inc. is operated from. I am writing today to support changing the zoning for parcel #12-02-110 that is owned by Asbury Methodist Church, and fronts Sterling Street. I support changing the zoning to Commercial from the current Residential C.

If you would like to discuss this further, please contact me at 315-788-3855.

Best regards,

Chuck Lamon  
President



114 Parker Street ~ Watertown, NY 13601  
Tele: 315.788.3855 ~ Fax: 315.788.2255



24 Hodskin Street ~ Canton, NY 13617  
Tele: 315.379.9292 ~ Fax: 315.379.9819



# ASBURY UNITED METHODIST CHURCH

327 FRANKLIN STREET  
WATERTOWN, NEW YORK 13601

315-782-3240

Email: [Asbury@gisco.net](mailto:Asbury@gisco.net)

Rev. Leon I. VanWie, Pastor

Website: [www.AsburyUMC.net](http://www.AsburyUMC.net)

## "Contact Information"

Asbury UMC

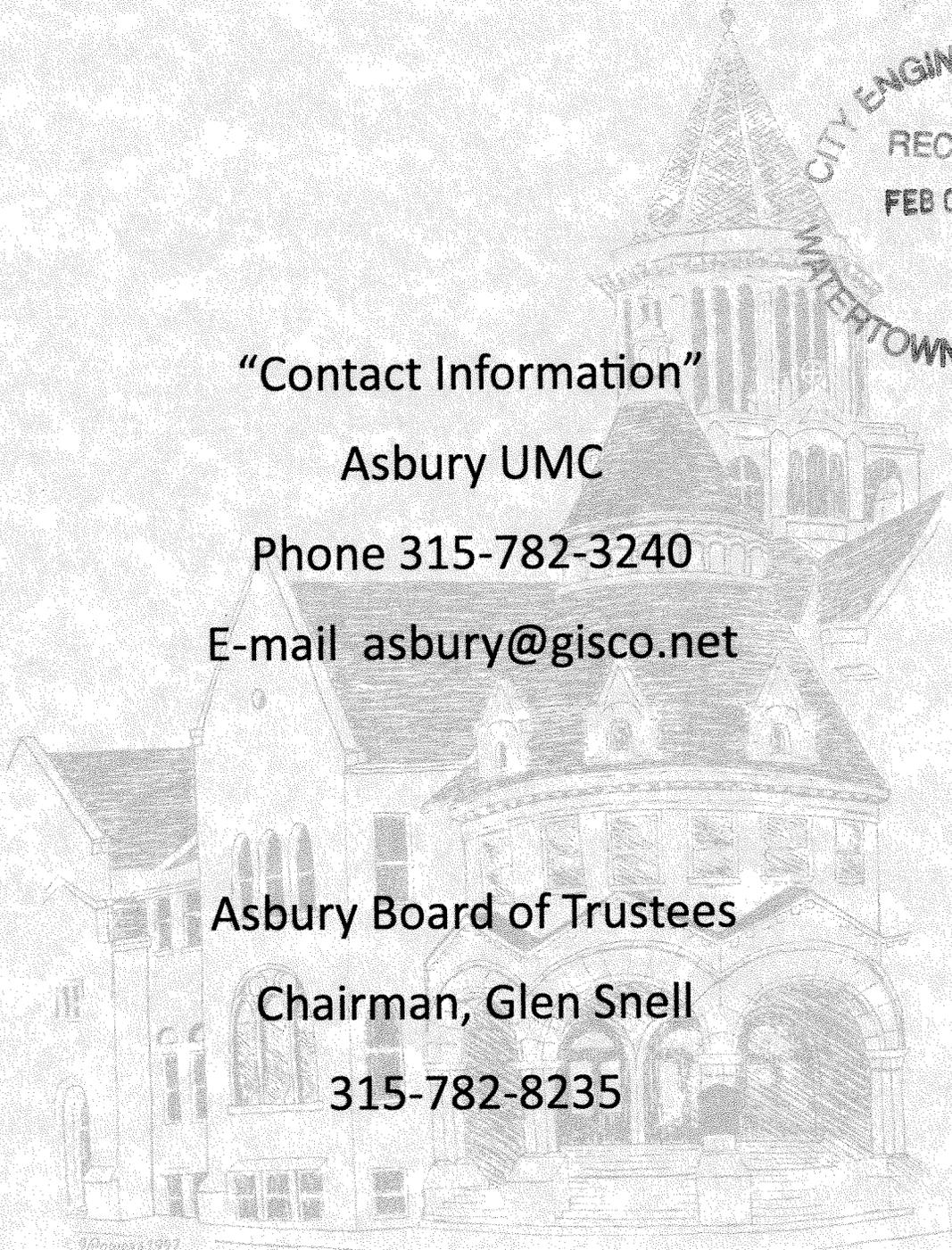
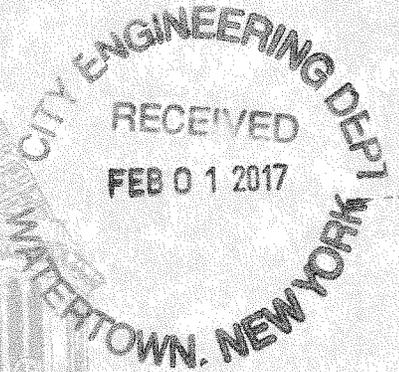
Phone 315-782-3240

E-mail [asbury@gisco.net](mailto:asbury@gisco.net)

Asbury Board of Trustees

Chairman, Glen Snell

315-782-8235



Unofficial Copy

678—Warranty Deed with Lien Covenant, Individual Photostat Recording.

JULIUS BLUMBERG, INC., LAW BLANK PUBLISHERS 80 EXCHANGE PLACE AT BROADWAY, NEW YORK

THIS IS A LEGAL INSTRUMENT AND SHOULD BE EXECUTED UNDER SUPERVISION OF AN ATTORNEY.

THIS INDENTURE, made the 2 day of October, nineteen hundred and Sixty-seven  
6257 BETWEEN ROBERT E. MURRAY of 441 Paddock Street, Watertown, New York

Unofficial Copy

part y of the first part, and  
ASBURY METHODIST CHURCH, being a religious corporation having  
its office located at No. 327 Franklin Street, Watertown, New York,  
part y of the second part,

WITNESSETH, that the part y of the first part, in consideration of

-----One ----- (Actual less than \$100.00) Dollars,

lawful money of the United States,

paid by the part y of the second part do es hereby grant and release unto the part y of the second part,  
its successors and assigns forever,

ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson, State of New York and described as follows:

Commencing at a point 25 lks. E. from the intersection of the N. margin of Sterling St. and the E. margin of Woodruff Street (now Franklin Street) and running thence N. 43° E. 2 chs. 11 lks. to the most Sly corner of a barn situated on a lot recently deeded by J.C. Sterling Guardian to J.K. Bates; thence along the N.E. margin of said barn to the N.E. corner thereof and being to the N.E. corner of above named lot deeded to James K. Bates; thence N. 33 1/4° E. 1 ch. 65 lks. to a corner; thence S. 62 3/4° E. 46 1/2 lks.; thence S. 27° W. 2 chs. 57 lks.; thence S. 11° W. 99 lks. to the N. margin of Sterling St.; thence along said margin N. 78 3/4° W. 1 ch. 73 1/2 lks. to the place of beginning. Containing about 30/100 of an acre, be the same more or less.

EXCEPTING AND RESERVING therefrom all that tract or parcel of land situate in the City of Watertown, County of Jefferson and State of New York, being about ten feet wide across the rear or northerly end of the lot conveyed to the said H. Janette Pierce by Albert P. Brayton and wife, September 10, 1862, by deed recorded in Jefferson County Clerk's Office in Book No. 150 of Deeds at page 593, and described as follows:

Beginning at an iron pin driven in the ground in the Westerly line of said Pierce's lot, one chain and forty-seven links N. 34° E. from the most Easterly corner of the barn now belonging to E.H. Thompson & Co., which fronts on Union St., thence N. 34° E. about ten feet to the most northerly corner of the said lot as conveyed by A.P. Brayton to Pierce; thence S. 62 3/4° E. (old bearing 46 1/2 lks. to the most Easterly corner of the said lot; thence S. 27° W. along the line of A. Campbell's lot about 10 feet to an iron pin; thence N. 59 1/2° W. (present bearing) 48 links to the place of beginning, containing seven one-thousandths of an acre more or less, as surveyed by F.A. Hinds October 1911.

ALSO EXCEPTING AND RESERVING all that tract or parcel of land, situate in the Third Ward of the City of Watertown, County of Jefferson and State of New York, and being part of the premises conveyed to said H. Janette Pierce by Albert P. Brayton and wife by deed dated September 10th, 1862, and recorded in Jefferson County Clerk's Office in Book No. 150 of Deeds at page 593, and bounded and described as follows: Beginning at the Southwest corner of a lot deeded by the first party to said Henry A. Allard October 20th, 1911, by deed recorded in Jefferson County Clerk's office same day in Liber 335 of Deeds at page 349; thence Southerly along the Westerly line of said lot conveyed by A.P. Brayton and wife to the party of the first part twelve feet to an iron pin set in the ground; thence Easterly parallel with the South line of said lot conveyed by the party of the first part to the party of the second part, and 12 feet distant therefrom to an iron pin in the west line of a lot now owned and occupied by Alexander Campbell; thence North on said Campbell's Easterly line twelve feet to the Southeast corner of said lot conveyed by the party of the first part to the party of the second part as aforesaid; thence Westerly along the South line of said lot to the place of beginning. It being intended to convey a lot twelve feet wide off from the North end of the lot now owned by the party of the first part.

LIBER 862 PAGE 873

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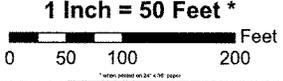


Prepared by  
 City of Watertown GIS  
 for  
 City of Watertown  
 Assessment Department

**For Tax Purposes Only**  
 Not to be Used for Conveyance

No Map Changes

- Property Line
- Maping Property Line
- Building Outline
- Railroad
- City Boundary
- School District Boundary
- Coordinate Grid
- Parcel ID
- Assessment ID
- Indicating
- Abnormally
- Combined parcels



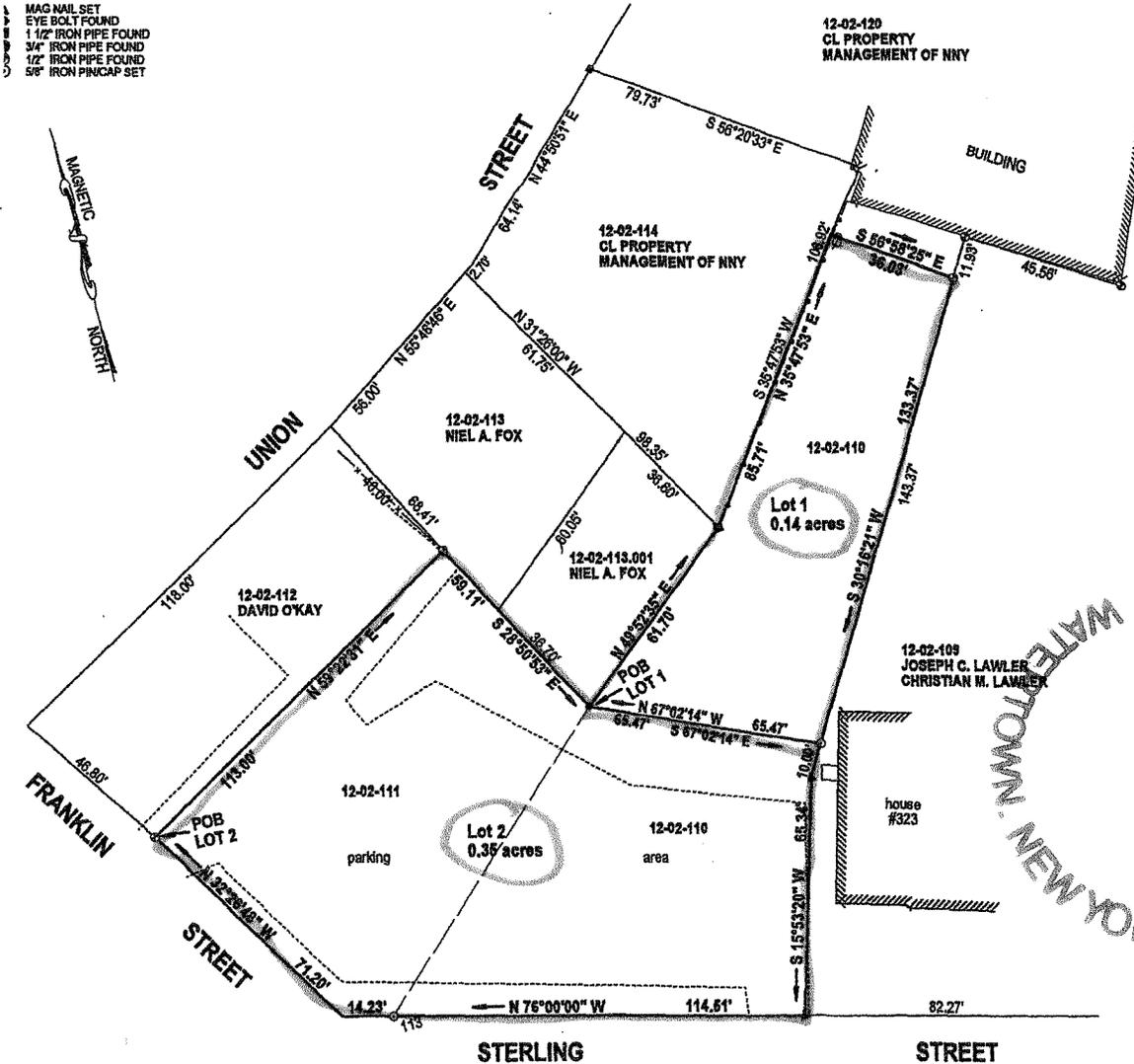
Tax Map  
**City of Watertown**  
 Jefferson County, NY

Section 12 Block 02

Printed Date: 2/9/2016

**LEGEND**

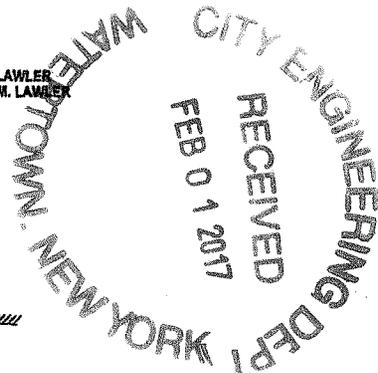
- 1 MAG NAIL SET
- 2 EYE BOLT FOUND
- 3 1 1/2" IRON PIPE FOUND
- 4 3/4" IRON PIPE FOUND
- 5 1/2" IRON PIPE FOUND
- 6 5/8" IRON PINCAP SET



**A MAP OF LAND SURVEYED FOR ASBURY UNITED METHODIST CHURCH**

CITY OF WATERTOWN  
JEFFERSON COUNTY  
STATE OF NEW YORK

SURVEY DATE: OCTOBER 19-25, 2013  
MAY 10-19, 2014



REFERENCE DEEDS: L.802 P.873 & L.1114 P.189  
TAX PARCELS: 12-02-110 & 12-02-111



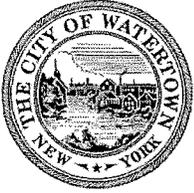
**MICHAEL W. BATTISTA**  
Licensed Land Surveyor  
P.O. Box 348  
243 West Main Street  
Brownville, New York 13615  
Telephone (315) 782-4305  
Cell Number (315) 778-3442  
E-mail: mwbattistaps@gmail.com

**PROJECT NUMBER**  
13 --- 169

M.W.B.  
erved

\*UNAUTHORIZED ALTERATION OR ADDITION TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209 SUBDIVISION 2 OF THE NEW YORK STATE EDUCATION LAW

*Michael W. Battista*



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

FROM: Michael A. Lumbis, Planning and Community Development Director *ML*

SUBJECT: Zone Change – 313 Sterling Street

DATE: March 2, 2017

---

**Request:** To change the approved zoning classification of 313 Sterling Street, Parcel Number 12-02-110.000 from Residence C to Commercial

**Applicant:** Rev. Leon VanWie of Asbury United Methodist Church

**Owner:** Asbury United Methodist Church

**SEQRA:** Unlisted

**County review:** No

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**Comments:** The applicant is requesting a zone change, as detailed in the attached application, in order to create uniform zoning with the neighboring parcels at VL-1 Franklin Street and 320 State Street. The applicant plans to apply at a future Planning Board meeting for Subdivision Approval for a two-lot subdivision of the subject parcel and two subsequent assemblages with the above-referenced parcels. The proposed resultant parcels are depicted on the preliminary survey provided with the application.

The applicant would like to convey the rear half of the subject parcel to CL Property Management of NNY LLC, who would then assemble it with their existing parcel at 320 State Street. The applicant would also like to combine the remaining front half of the subject parcel with the neighboring Church-owned property at VL-1 Franklin Street, and create a single parcel for the existing Church parking lot. Under current zoning, both resultant parcels would be split-zoned. Thus, the applicant is requesting the zone change from Residence C to Commercial to facilitate the proposed assemblages.

In addition to preventing split-zoned parcels, the proposed zone change would also bring the existing parking lot into conformance as an allowed use. Residence C Districts do not allow parking lots as a principal use, whereas Commercial Districts permit parking as a use-by-right.

As the applicant describes in his cover letter, Asbury United Methodist Church has also experienced problems with unauthorized parties and drinking occurring on the rear half of the subject parcel. This ongoing activity has caused the Church to receive multiple citations, and the Church feels that CL Property Management would be able to address this issue more effectively.

**Land Use Plan:** The City's Land Use Plan, as adopted in 1987, designates the entire 200 and 300 blocks of Sterling Street as Limited Office. Therefore, neither the current nor the proposed zoning is entirely consistent with the Land Use Plan.

The Land Use Plan references the Master Plan for City Center Area, which was completed in 1986, as having more detailed guidelines. However, the two plans have conflicting recommendations for this block, as the Master Plan for City Center Area envisions this block as part of a High Density Housing District.

To Staff's knowledge, no zone changes have been enacted on this block since either of these plans were completed.

**Landscaping Requirements:** The neighboring property at 323 Sterling Street is a five-unit apartment building in a Residence C District. Section 310-59 of the Zoning Ordinance requires that where any use in nonresidential districts abuts any land in a residential district, the landowner must provide a minimum 5-foot-wide landscaped buffer. Section 310-59 also requires that in a Commercial District, each use (including parking) must include a 15-foot landscaped buffer in any required front yard and 5-foot landscaped buffers in all required rear and side yards.

If the existing parking lot is ever expanded or paved, the applicant would be required to obtain site plan approval for the project and meet the landscaping requirements of Section 310-59.

**SEQR:** The applicant indicates in his response to Question 5b of the SEQR Short Environmental Assessment Form (EAF) that the action is consistent with the adopted comprehensive plan. This is inaccurate, as the 1987 Land Use Plan designates this property as Limited Office. Since the City of Watertown does not have an adopted comprehensive plan, the 1987 Land Use Plan is the most recent document suitable to guide zoning decisions. The applicant should change the answer to Question 5b from "Yes" to "No."

The applicant indicates in his response to Question 8b that there are no public transportation services available at or near the site of the proposed action. This is inaccurate, as the CitiBus A-1 route passes through the intersection of Sterling and Franklin Streets. The applicant should change the answer to Question 8b from "No" to "Yes."

The applicant indicates in his response to Question 15, that the site of the proposed action does not contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered. This is inaccurate, as the entire City of Watertown is considered within the habitat of the Indiana Bat, which both the Federal and State governments list as endangered. The applicant should change the answer to Question 15 from "No" to "Yes."

**Miscellaneous:** The subject parcel is part of the Downtown Core Overlay District. The Overlay forgives all off-street parking requirements for any use within its boundaries. The Church itself is across Sterling Street from the subject parcel, outside the Overlay boundaries. However, once changed to Commercial Zoning, any future use on the subject parcel would be exempt from all off-street parking requirements.

cc: City Council Members  
Justin Wood, P.E., City Engineer  
Rev. Leon I. VanWie, Asbury United Methodist Church, 204 Parker St., Watertown, NY 13601

**Legend**

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



**CITY OF WATERTOWN, NEW YORK  
GIS DEPARTMENT**

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

Drawn By: J. Carlsson

Date: 2/22/2017

Requested By: G. Urda

Date:

Scale: As Noted

Map Number: 17-08

Revision:

Description of Revision:

Date:

By:



Project:

**ZONE CHANGE MAP**  
(Residence C to Commercial)

Title:

**313 Sterling Street**  
(12-02-110.000)

**Legend**

-  REQUESTED ZONE CHANGE
-  Annexed
-  City Center
-  Commercial
-  Drainage
-  Health Services
-  High Density Residential
-  Industry
-  Limited Office
-  Low Density Residential
-  Medium Density Residential
-  Neighborhood Business
-  Office/Business
-  Public and Institutional Services
-  Riverfront Development



CITY OF WATERTOWN, NEW YORK  
GIS DEPARTMENT

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

Drawn By: J. Carlsson  
Date: 2/22/2017  
Requested By: G. Urda  
Date:  
Scale: As Noted  
Map Number: 17-09

Revision:	Description of Revision:	Date:	By:



Project:  
1987 LAND USE MAP

Title:  
313 Sterling Street  
(12-02-110.000)

**Legend**

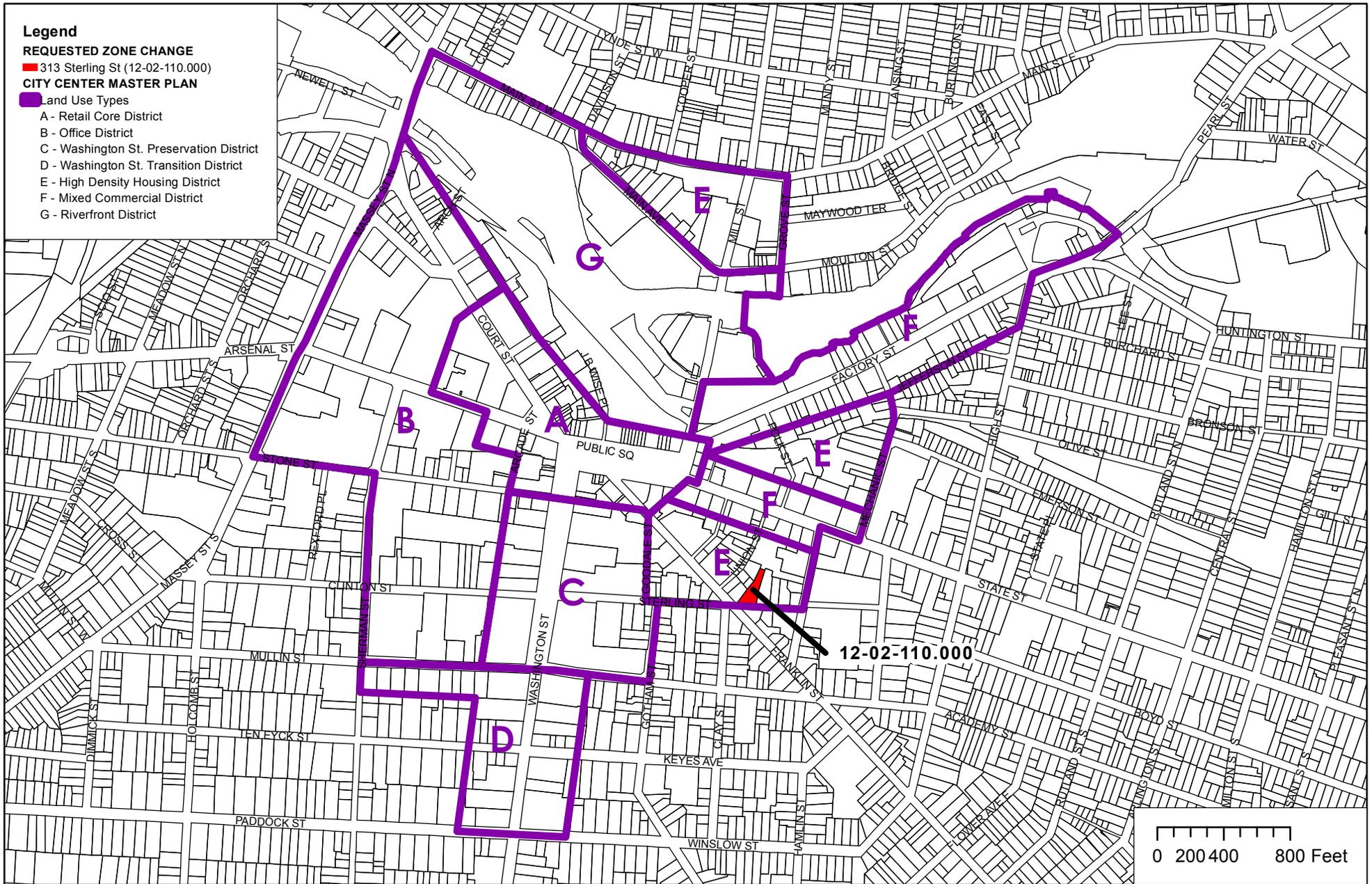
**REQUESTED ZONE CHANGE**

 313 Sterling St (12-02-110.000)

**CITY CENTER MASTER PLAN**

 Land Use Types

- A - Retail Core District
- B - Office District
- C - Washington St. Preservation District
- D - Washington St. Transition District
- E - High Density Housing District
- F - Mixed Commercial District
- G - Riverfront District



**CITY OF WATERTOWN, NEW YORK**  
**GIS DEPARTMENT**  
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 245 WASHINGTON STREET  
 WATERTOWN, NEW YORK 13601  
 TEL: (315) 785-7793

Drawn By: J.Carlsson					
Date: 2/22/2017					
Requested By: G.Urda					
Date:					
Scale: As Noted					
Map Number: 17-10					
Revision:	Description of Revision:	Date:	By:		



Project: **1986 CITY CENTER MASTER PLAN MAP**

Title: **313 Sterling Street (12-02-110.000)**

Ord No. 2

March 15, 2017

To: The Honorable Mayor and City Council

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

Subject: Amending the Code of the City of Watertown, Section 310-1, Paragraph B, Terms Defined; Word Usage, to Add a Definition For “Microbrewery” and to Amend Section 310-9.1, Paragraph B Downtown Districts to Add “Microbrewery” as a Permitted Principal Use

A new business named Boots Brewing Company, Inc., is proposing to open a microbrewery and tap room in the Lincoln Building on Public Square. While it was initially thought the microbrewery portion of the business would be allowed as an accessory use to the bar/tap room in the Downtown Zoning District, it has recently been determined by the Zoning Enforcement Officer that the use is not allowed.

Staff’s proposal is to amend Paragraph B of Section 310-1, Terms Defined; word usage, of the Zoning Ordinance to add a definition for “Microbrewery” and to amend Paragraph B of Section 310-9.1, Downtown Districts of the Zoning Ordinance to add “Microbrewery” as a permitted principal use.

The Planning Board reviewed the requested amendments at its March 14, 2017 meeting and unanimously adopted a motion recommending that City Council approve the request.

Attached is the report on the zoning text amendment prepared for the Planning Board. An excerpt from the Planning Board’s meeting minutes will be included in the City Council agenda packets for the April 3, 2017 City Council meeting.

The Jefferson County Planning Board is scheduled to review the request at its March 28, 2017 meeting to determine if the amendments have any county-wide or inter-municipal issues or if they are of local concern only.

The attached ordinance adopts the amendments as requested. The Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, April 3, 2017. A SEQRA resolution will also be presented for City Council consideration at that meeting.

# ORDINANCE

Page 1 of 2

Amending the Code of the City of Watertown, Section 310-1, Paragraph B, Terms Defined; Word Usage, to Add a Definition for "Microbrewery" and to Amend Section 310-9.1, Paragraph B Downtown Districts to Add "Microbrewery" as a Permitted Principal Use

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

***Introduced by***

BE IT ORDAINED where the City Council of the City of Watertown has before it an ordinance to amend Section 310-1, Paragraph B, Terms Defined; word usage, of the Zoning Ordinance to add a definition for "Microbrewery" and to amend Section 310-9.1, Paragraph B, Downtown Districts of the Zoning Ordinance to add "Microbrewery" as a permitted principal use, and

WHEREAS the Planning Board of the City of Watertown reviewed the proposed zoning text amendments to Section 310-1 and Section 310-9.1 of the Zoning Ordinance at its March 14, 2017 meeting and unanimously adopted a motion recommending that City Council approve the amendments as proposed, and

WHEREAS the Jefferson County Planning Board reviewed the proposed zoning text amendments at its March 28, 2017 meeting pursuant to New York State General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed zoning text amendments on April 3, 2017, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed amendments according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested amendments,

# ORDINANCE

Page 2 of 2

Amending the Code of the City of Watertown, Section 310-1, Paragraph B, Terms Defined; Word Usage, to Add a Definition for "Microbrewery" and to Amend Section 310-9.1, Paragraph B Downtown Districts to Add "Microbrewery" as a Permitted Principal Use

Council Member HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the following definition is added to §310-1. Terms defined; word usage, Paragraph B.

**Microbrewery** - An establishment that is primarily used for producing beer for sale to the general public. It may include retail and may have a bar, tavern, tap room or restaurant in or adjacent to the brewery. The brewery may produce or brew up to 5,000 barrels or 155,000 gallons of beer per year. The establishment may sell to licensees and may sell to the general public subject to compliance with all applicable New York State laws and regulations.

BE IT FURTHER ORDAINED that the following permitted principal use is added to §310-9.1, Downtown Districts, Paragraph B.

**(7) Microbrewery.**

BE IT FURTHER ORDAINED this Amendment to the City Code of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

**Seconded by**



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

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

SUBJECT: Zoning Text Amendment – Section 310-1 and Section 310-9.1

DATE: March 2, 2017

---

**Request:** To amend Paragraph B of Section 310-1, Terms Defined; word usage, of the Zoning Ordinance to add a definition for “Microbrewery” and to amend Paragraph B of Section 310-9.1, Downtown Districts of the Zoning Ordinance to add “Microbrewery” as a permitted principal use.

**Applicant:** City of Watertown.

**Owner:** Various.

**SEQRA:** Type 1 Action.

**County review:** Yes

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**Comments:** As the Planning Board may know, a new business named Boots Brewing Company, Inc., is proposing to open a microbrewery and tap room in the Lincoln Building on Public Square. While it was initially thought the microbrewery portion of the business would be allowed as an accessory use to the bar/tap room in the Downtown Zoning District, it has recently been determined by the Zoning Enforcement Officer that the use is not allowed. This determination was made in part based on the “Microbrewery License” that the business would be obtaining from the New York State Liquor Authority. The Zoning Enforcement Officer determined that with this license, the microbrewery would be the principal use and the bar or tap room would be accessory to it. Breweries are not allowed as a principal use in the Downtown District.

While not currently allowed in the City’s Downtown District, this type of use is often found in downtown areas in cities across the state and nation. A business of this nature has the potential to bring foot traffic to Public Square during weekend and evening hours which will aid in the redevelopment of downtown. A microbrewery is a type of business that the Watertown Local Development Corporation has sought to attract through its recently adopted Public Square Rent Assistance Program and aligns with the Planning Department’s vision for revitalizing the downtown core.

The proposed microbrewery and tap room has many similarities to other uses that are currently allowed in the Downtown District including restaurants, cafes, delicatessens, taverns and bars. The main distinction, as noted above, is the brewery is the principal use, which is currently not allowed.

After meeting with the City Attorney and the Zoning Enforcement Officer to discuss this matter, Staff has developed a possible resolution to the issue that would enable the business to open as proposed. The solution would be to amend the Zoning Ordinance to define and allow microbreweries in the Downtown District. In drafting the proposed definition, a general description of the use has been included along with text found in the NYS Liquor Authority's definition for a microbrewery. In our research, most microbrewery definitions have a production limit regarding the number of barrels that can be produced on site in a given year. The NYS Liquor Authority has a limit of 60,000 barrels, (120,000 kegs) in their definition of a microbrewery. A 60,000 barrel per year facility would be a fairly large operation that would require a lot of space and equipment and would likely generate a lot of truck traffic, which may not be conducive to locating in the Downtown District. Staff's thought would be to have a much smaller barrel limit which would keep the size of this and any future microbreweries reasonable while still accommodating the use and promoting the downtown area. A 5,000 barrel limit is proposed in our draft definition. This limit is well within the maximum production that Boots Brewing Company, Inc is anticipating for this location.

Staff's proposal is to amend Paragraph B of Section 310-1, Terms Defined; word usage, of the Zoning Ordinance to add a definition for "Microbrewery" and to amend Paragraph B of Section 310-9.1, Downtown Districts of the Zoning Ordinance to add "Microbrewery" as a permitted principal use.

The following is the proposed definition to be added to §310-1. Terms defined; word usage.

***Microbrewery***

*An establishment that is primarily used for producing beer for sale to the general public. It may include retail and may have a bar, tavern, tap room or restaurant in or adjacent to the brewery. The brewery may produce or brew up to 5,000 barrels or 155,000 gallons of beer per year. The establishment may sell to licensees and may sell to the general public with a brewer's retail permit from the New York State Liquor Authority.*

The following is the proposed permitted principal use to be added to Paragraph B of § 310-9.1. Downtown Districts.

*(7) Microbrewery.*

The proposed text amendment to the Zoning Ordinance is a Type I Action under SEQR as it would be the adoption of a change in the allowable uses within any zoning district, affecting 25 or more acres of the district. There are currently 56.91 acres of land that are zoned Downtown District. A Full Environmental Assessment Form has been prepared and is included in this application. The City Council is the agency authorized to approve revisions to the Zoning Ordinance; therefore it will act as the Lead Agency pursuant to SEQR.

cc: Planning Board Members  
City Council Members  
Robert J. Slye, City Attorney  
Justin Wood, P.E., City Engineer  
Shawn McWayne, Code Enforcement Supervisor

March 16, 2017

To: The Honorable Mayor and City Council

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

Subject: Community Development Block Grant (CDBG) Program Year  
2017 Annual Action Plan - Update

As the City Council is aware, Staff has been soliciting public input and comments over the course of the last several weeks regarding the development of the City's CDBG Program Year 2017 Annual Action Plan. Public participation is a key component in the development of the plan. Staff presented an overview of the program and discussed project priorities at the February 13, 2017 City Council Work Session and a public hearing was held on March 6, 2017. In addition to the public hearing, Staff conducted a public meeting on February 28, 2017 at Hilltop Towers, sent email correspondence to the partner agencies identified in our CDBG Citizen Participation Plan and discussed the proposed plan with the Citizens Advisory Board on March 14, 2017.

As a result of this outreach, Staff has received a lot of community input regarding the CDBG program. This has included several funding requests and ideas for a variety of projects. During the last few weeks, we have been evaluating these various proposals and ideas to determine whether or not they would be eligible for CDBG funding and if so, how they might fit into the 2017-2018 Program Year budget. The following is a description of the various project ideas we have received and a determination of their eligibility. All recommended funding amounts are approximate only at this time and are subject to change pending notification from HUD regarding the City's official allocation for the year.

Homeless Assistance – 2018 Point-In-Time Outreach and Education Initiative. The City received a \$12,500 funding request from the Points North Housing Coalition to fund this project. The Point-In-Time Outreach and Education Initiative would be very similar to the recent project that was funded by the City using our Program Year 2016 grant. The project would involve a small marketing campaign consisting of television and newspaper advertising to be run through the month of January 2018 in the weeks preceding the annual Point-In-Time Count of homeless. The advertising would raise awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several "Home of Your Own" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in

addition to being included in the PIT Count. The activity would be an eligible use of CDBG funds and would meet the Low to Moderate Income (LMI) benefit. Staff is recommending assisting this program with an \$8,000 allocation of CDBG funds.

Watertown Urban Mission – Housing Program Assistance. This was a request from the Watertown Urban Mission to support their Housing Program with the purchase of air mattresses and smoke and carbon monoxide detectors. Unfortunately, this project would not be eligible for funding as the purchase of furnishings & personal property is ineligible under CDBG.

Watertown City School District Backpack Program. This was a request to provide funding for the backpack program to assist families of students within the district that are food insecure. The program provides food for children and their families each Friday so they have food to eat over the weekend. This enables them to be better prepared and ready to learn on Monday with the long-term goal of improving scores, attendance, graduation rates, etc. The program is currently being carried out at Starbuck and Ohio Elementary schools, where the poverty rates for the buildings are 77% and 73%, respectively. 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, and the district would like to expand the program into one or two other elementary schools to meet the need. CDBG funds would provide a much needed supplement to the program. The activity would be an eligible use of CDBG funds, and the LMI benefit could be met by documenting family income. Staff is once again recommending assisting this program with a \$5,000 grant in CDBG funds to the United Way of Northern New York to benefit the Watertown City School District.

Watertown Salvation Army (WSA) Community Center Building Program Project. The City received a request from the Salvation Army to assist with this proposed project that would allow the WSA to expand its existing community programs and improve the community centered elements of the existing building. The project would be a multi-year, phased project with the acquisition of the property located at 715-717 State Street and demolition of three structures on the parcel making up Phases 1 and 2. Phase 3 would consist of the creation of additional parking and green space for children's programs. Phase 4 of the project would involve the expansion of the WSA building to accommodate a larger kitchen and community room. Staff has evaluated this project and has determined that assisting the WSA with the demolition of the structures, after they acquire them, would be the best way in which to use CDBG funding to support the project. Acquisition would not be feasible as we would have to purchase the property at market rates and then sell the property to the WSA at market value. Construction of the green space, parking and the building addition would not be eligible unless the facilities were publically owned. While not publically owned, the City could assist with the demolition, provided that the City demonstrates that the project would remove blight from the area and that by doing so, it would facilitate the redevelopment of the

neighborhood. Demolition of buildings is included in our Consolidated Plan and is eligible when the demolition stops the spread of blighting influences in a neighborhood. Staff has included the demolition portion of the project, estimated at \$100,000 in the proposed budget listed below.

Thompson Park Pool. This was a request from City Council members regarding the use of CDBG funds for the reconstruction of the Thompson Park Pool. The costs of improvements to public recreational facilities, such as a public swimming pool, are eligible; however, these improvements can be funded with CDBG only if various program requirements are met. The very basic program requirement is whether the project meets the purposes of the program under the standards known as “national objective.” The primary national objective that applies to this type of project is that the project benefits low/moderate income (LMI) persons. The primary way to prove this benefit for this type of activity is to use the “area benefit” test. An area benefit is one that benefits all residents in a particular geographic area, where at least 51 percent of the residents are LMI persons. To use this test, you must first determine the service area or the size and boundaries of the area whose residents will primarily benefit from the improvement and then determine whether or not more than 51 percent of the residents will benefit. In applying this test, we looked at three different possible scenarios, including considering the entire City as the service area for the pool, considering the southeast section of the City as the service area and using a GIS mapping application to determine and create service area maps for the pools. None of the various scenarios produced a service area that had at least 51 percent of the residents as LMI persons. Therefore, the project would not be an eligible use of CDBG funds. The demolition of the pool was also discussed as a possible project using CDBG funds. While demolition is an eligible expense under CDBG, the demolition of the pool would not be eligible as it is not consistent with the City’s adopted Consolidated Plan. Demolition of buildings is included in our plan when the demolition stops the spread of blighting influences throughout the City. The City would be required to document the blighting influences and how they are affecting the neighborhood and how the project would stop the spread of blight to nearby areas. Since the pool is isolated in the middle of Thompson Park, removing the pool would not really stop the spread of blight in the surrounding neighborhood.

Code Enforcement. This was a request from City Council members regarding the use of CDBG funds for Code Enforcement. Costs incurred for inspection for code violations and enforcement of codes in deteriorated areas is an eligible cost. The building or facility being inspected must be located in a primarily residential area where a minimum of 51 percent of the residents in the area are LMI residents. The Code Enforcement must also be paired with rehabilitation efforts that together would help stop the decline of the area. While these costs are eligible, HUD will, in their audit of our program, expect to see written local operating procedures and policies for our CDBG Code Enforcement Program. The City would also have to carefully document through time sheets and payroll records how the CDBG assisted code enforcement was conducted in LMI areas and would have to document the various inspections that are conducted to demonstrate that the buildings being inspected were deteriorated. While Code

Enforcement is an eligible use of CDBG funds, Staff recommends that if the City Council is interested in using CDBG funds for this purpose, that we research and develop a plan for implementation in the coming year regarding costs, exactly how the inspections and code enforcement has to be tied to improvements at specific properties and how the program overall would have to be conducted to ensure that we are in compliance with all applicable regulations.

ADA Transition Plan – Existing Conditions Data Collection and Analysis.

The City Planning and Engineering Departments, in cooperation with the Department of Public Works, are currently working on an ADA Transition Plan for the City of Watertown. This request for CDBG funding came from those City Staff members who are currently tasked with working on the plan. The next step in developing the plan is to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017 and 2018. CDBG funds would help pay for the labor costs of four interns that the City plans to hire and would cover Staff time spent during the winter months analyzing the existing conditions data, creating maps and writing the first phase of an ADA Transition Plan. This project will enable the City to develop the ADA Transition Plan as required by the Department of Justice and will allow us to develop priorities and properly plan future ADA ramp reconstruction that we currently implement using CDBG and CHIPS funding. Staff is recommending that \$30,000 be allocated for this project.

Target Area. At the City Council Work Session, there was a consensus that the City should try to focus our CDBG efforts for the coming year in one geographic area of the City to make our efforts more impactful and visible. In trying to determine where the City might focus our efforts this year, Staff analyzed housing data and created a map of the City that illustrated the highest number of known housing needs in each of our CDBG Target Areas. The attached map depicts the locations of vacant and abandoned (zombie) homes that have been identified by the City Assessor, along with locations of homes and homeowners who have been pre-qualified to participate in one of the City's owner-occupied or rental housing rehabilitation programs. The analysis revealed that the highest number of locations per target area and greatest need was in the Near East Target Area. This area is the darkest red area on the attached map. In addition to the housing need, the Watertown Salvation Army project would be located in the Near East Target Area as would Phase 3 of the Huntington Street Sidewalk Project and the rehabilitation of 825 Academy Street (through the NDC Program). Staff is therefore proposing to target this area for improvements in the 2017 Annual Action Plan. In addition to the housing programs, the sidewalk project and the Salvation Army demolitions, our efforts in the Near East Target Area would also include the ADA Ramp Project and the possibly the Bus Shelter Project.

Last year, the City of Watertown was allocated \$801,322 by the U.S. Department of Housing and Urban Development (HUD) for the 2016-2017 Program Year. The City has not yet been notified of this year's funding amount, but we expect that it will be approximately \$800,000. Our Annual Action Plan cannot be officially finalized and submitted to HUD until our annual allocation is known.

At the City Council Work Session, Staff provided an overview of the CDBG program and discussed potential projects for inclusion in the 2017-2018 Annual Action Plan. Based on the Council feedback on those projects and the community input that we have received, Staff is proposing the following projects and associated budgets for the 2017-2018 Annual Action Plan:

**CDBG Program Year 2017-2018 Budget**

**Sources**

Program Year 2017 Entitlement Grant	\$800,000.00
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<b>Total Funds Available for Allocation</b>	<b>\$800,000.00</b>
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**Proposed Uses**

Owner-Occupied Rehab Program	\$250,000.00
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Rental Housing Rehabilitation Program	\$100,000.00
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Homebuyer Program	\$125,000.00
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Demolitions (Salvation Army Project)	\$100,000.00
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Near East (Huntington St.) Sidewalk Project Phase 3	\$75,000.00
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ADA Accessible Sidewalk Ramp Construction Project Phase 3	\$48,000.00
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Bus Shelter	\$10,000.00
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Point-In-Time Outreach & Education Initiative	\$8,000.00
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Fair Housing Education	\$4,000.00
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WCSD Backpack Program	\$5,000.00
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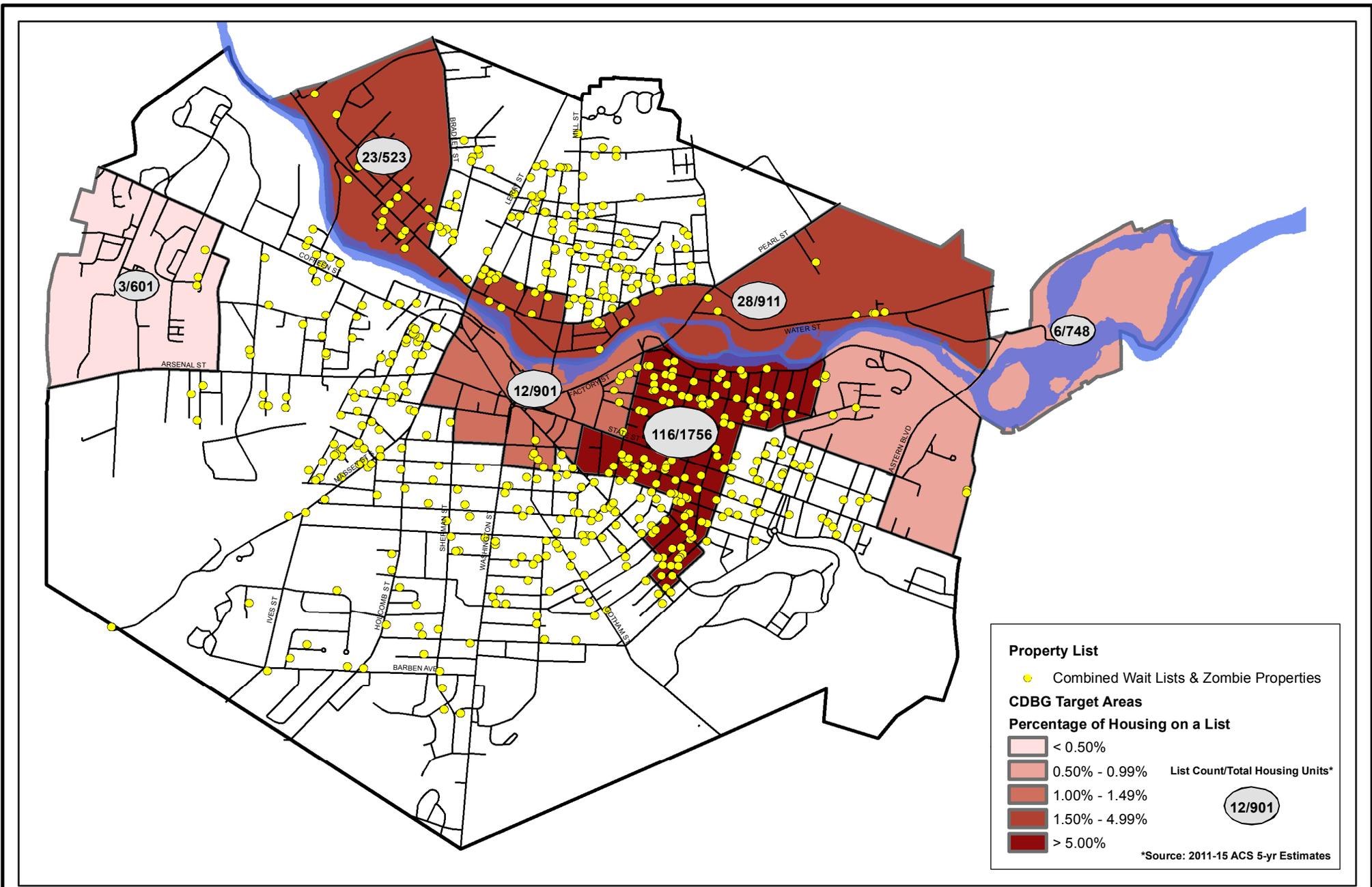
Planning - ADA Transition Plan – Existing Conditions Data Collection and Analysis	\$30,000.00
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Program Administration	\$45,000.00
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<b>Total Funds Proposed for Allocation</b>	<b>\$800,000.00</b>
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Exact budget amounts for each of the proposed uses are subject to change based on the allocation that the City receives from HUD.

If the Council concurs with these additions and changes, Staff will finalize the draft of the Program Year 2017 Annual Action Plan accordingly and will make it available to the public for review starting on March 25, 2017.



**CITY OF WATERTOWN, NEW YORK  
GIS DEPARTMENT**

ROOM 305B, MUNICIPAL BUILDING  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601  
TEL: (315) 785-7793  
EMAIL: [gis@watertown-ny.gov](mailto:gis@watertown-ny.gov)

Drawn By: J. Carlsson  
Date: 3/16/2017  
Requested By: M. Lumbis  
Date:  
Scale: 1 inch = 2,750 feet  
Map Number: 17-13

Revision:	Description of Revision:	Date:	By:



Project:  
**2017 Annual Action Plan**

Title:  
**Housing Needs Analysis**

March 15, 2017

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sales Tax Revenue by Category

The City's sales tax revenue by category was discussed at the January 23<sup>rd</sup> budget work session. The following data was obtained for NYS's quarterly taxable sales and purchases from March 1, 2013 through August 31, 2016 (<https://data.ny.gov/>). The State's sales tax data base is derived from more than three million data items reported on about 250,000 sales tax returns filed quarterly and on about 300,000 returns filed annually (statewide). The dataset categorizes quarterly sales and purchase data by industry group using the National American Industry Classification System (NAICS).

NAICS classifies all economic activities into the following twenty categories.

**11 Agriculture, Forestry, Fishing and Hunting** – Activities of this sector are growing crops, raising animals, harvesting timber, and harvesting fish and other animals from farms, ranches, or the animals' natural habitats.

**21 Mining, Quarrying, and Oil and Gas Extraction** – Activities of this sector are extracting naturally occurring mineral solids, such as coal and ore; liquid minerals, such as crude petroleum; and gases, such as natural gas; and beneficiating (e.g. crushing, screening, washing, and flotation) and other preparation at the mine site, or as part of the mining activity.

**22 Utilities** – Activities of this sector are generating, transmitting, and/or distributing electricity, gas steam, and water and removing sewage through a permanent infrastructure of lines, mains, and pipes.

**23 Construction** – Activities of this sector are erecting buildings and other structures (including additions); heavy construction other than buildings; and alterations, reconstruction, installation, and maintenance and repairs.

**31-33 Manufacturing** – Activities of this sector are the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

**42 Wholesale Trade** - Activities of this sector are selling or arranging for the purchase or sale of goods for resale; capital or durable non-consumer goods; and raw and intermediate materials and supplies used in production, and providing services incidental to the sale of the merchandise.

**44-45 Retail Trade** – Activities of this sector are retailing merchandise generally in small quantities to the general public and providing services incidental to the sale of merchandise.

**48-49 Transportation and Warehousing** – Activities of this sector are providing transportation of passengers and cargo, warehousing and storing goods, scenic and sightseeing transportation, and supporting these activities.

**51 Information** – Activities of this sector are distributing information and cultural products, providing the means to transmit or distribute these products as data or communications, and processing data.

**52 Finance and Insurance** – Activities of this sector involve the creation, liquidation, or change in ownership of financial assets (financial transactions) and/or facilitating financial transactions.

**53 Real Estate and Rental and Leasing** – Activities of this sector are renting, leasing, or otherwise allowing the use of tangible or intangible assets (except copyrighted works), and providing related services.

**54 Professional, Scientific, and Technical Services** – Activities of this sector are performing professional, scientific and technical services for the operations of other organizations.

**55 Management of Companies and Enterprises** – Activities of this sector are the holding of securities of companies and enterprises, for the purpose of owning controlling interest or influencing their management decisions, or administering, overseeing, and managing other establishments of the same company or enterprise and normally undertaking the strategic or organizational planning and decision-making role of the company or enterprise.

**56 Administrative and Support and Waste Management and Remediation Services** – Activities of this sector are performing routine support activities for the day-to-day operations of other organizations.

**61 Educational Services** – Activities of this sector are providing instruction and training in a wide variety of subjects.

**62 Health Care and Social Assistance** – Activities of this sector are providing health care and social assistance for individuals.

**71 Arts, Entertainment, and Recreation** – Activities of this sector are operating or providing services to meet varied cultural, entertainment, and recreational interests of their patrons.

**72 Accommodation and Food Services** – Activities of this sector are providing customers with lodging and/or preparing meals, snacks, or beverages for immediate consumption.

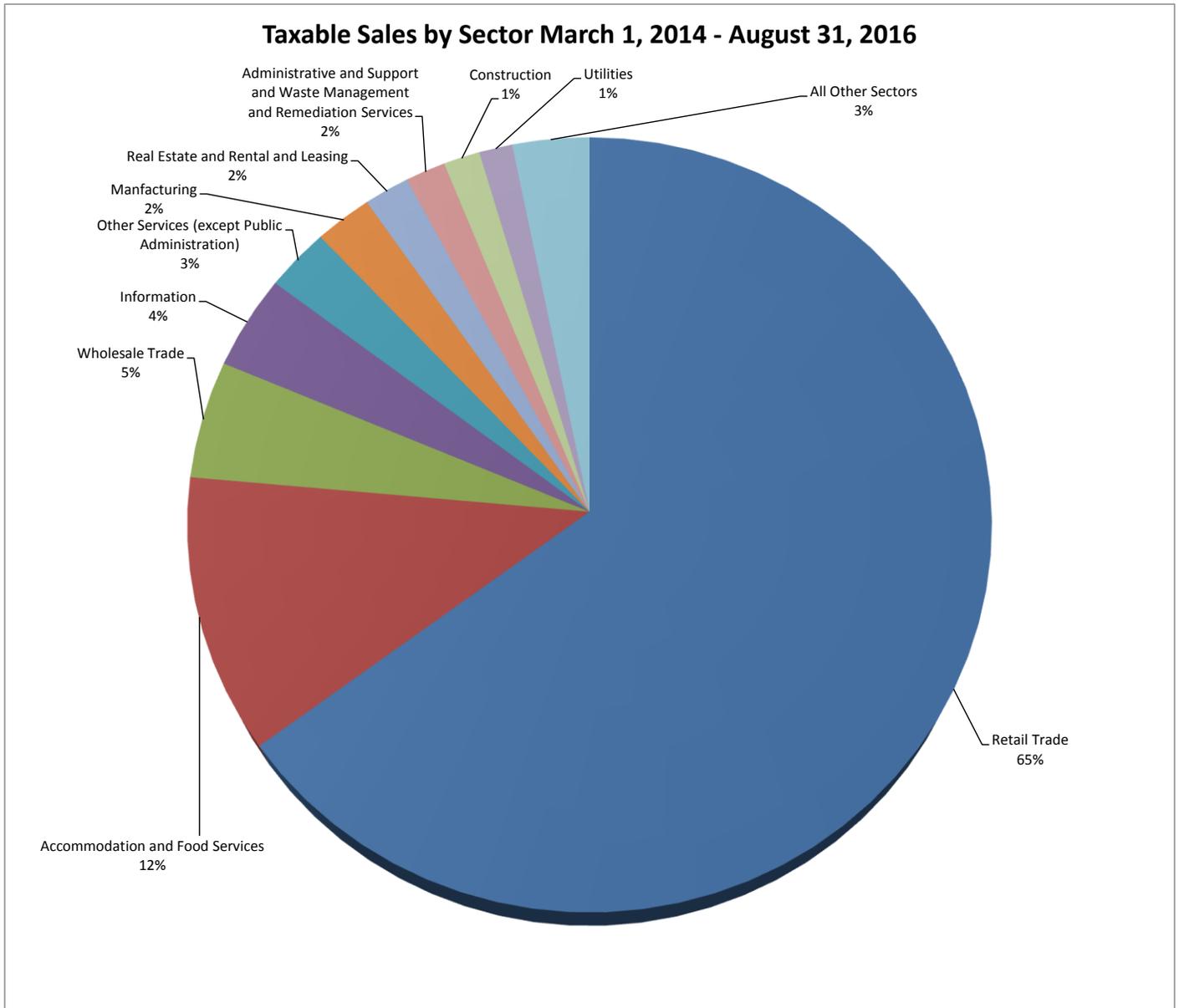
**81 Other Services (except Public Administration)** – Activities of this sector are providing services not elsewhere specified, including repairs, religious activities, grant-making, advocacy, laundry, personal care, death care, and other personal services.

**92 Public Administration** – Activities of this sector are administration, management, and oversight of public programs by Federal, State and local governments.

The first of the following tables summarize Jefferson County's taxable sales by NAICS sector for the periods March 1, 2013 – August 31, 2016, the first quarter of Fiscal Year 2016-17, and Fiscal Year 2015-16. The second table shows the breakdown of the retail trade sector by the industry groups contained within it.

**TAXABLE SALES BY SECTOR**

Sector	Overall (3/1/14 - 8/31/16)		FY 2016 -17 (YTD as of 9/30/16)		FY 2015-16	
	\$	%	\$	%	\$	%
11 Agriculture, Forectry, Fishing and Hunting	\$ 16,223,981	0.2496%	\$ 1,141,959	0.2233%	\$ 4,509,431	0.2512%
21 Mining, Quarrying, and oil and Gas Extraction	\$ 11,521,306	0.1773%	\$ 1,022,090	0.1998%	\$ 3,415,220	0.1904%
22 Utilities	\$ 89,814,965	1.3828%	\$ 4,911,863	0.9600%	\$ 21,369,078	1.1914%
23 Construction	\$ 98,196,276	1.5119%	\$ 7,814,641	1.5274%	\$ 29,926,883	1.6687%
31-33 Manufacturing	\$ 155,217,763	2.3894%	\$ 12,783,836	2.4989%	\$ 44,507,664	2.4816%
42 Wholesale Trade	\$ 319,203,337	4.9147%	\$ 24,995,058	4.8855%	\$ 87,232,132	4.8634%
44-45 Retail Trade	\$ 4,214,731,711	64.8905%	\$ 319,801,316	62.5056%	\$ 1,152,359,510	64.2468%
48-49 Transportation and Warehousing	\$ 20,486,736	0.3154%	\$ 1,831,253	0.3578%	\$ 5,172,139	0.2883%
51 Information	\$ 257,024,660	3.9571%	\$ 17,356,654	3.3923%	\$ 70,836,768	3.9495%
52 Finance and insurance	\$ 6,838,867	0.1053%	\$ 668,166	0.1305%	\$ 2,092,650	0.1165%
53 Real Estate and Rental and Leasing	\$ 122,897,718	1.8922%	\$ 10,214,350	1.9965%	\$ 33,301,441	1.8567%
54 Professional, Scientific and Technical Services	\$ 52,836,354	0.8134%	\$ 4,236,878	0.8281%	\$ 15,260,912	0.8508%
55 Management of Companies and Enterprises	\$ 2,778,531	0.0428%	\$ 171,505	0.0335%	\$ 759,100	0.0423%
Administrative and Support and Waste Management and Remediation Services	\$ 108,129,081	1.6647%	\$ 9,482,212	1.8534%	\$ 31,847,047	1.7755%
61 Educational Services	\$ 1,766,360	0.0272%	\$ 75,674	0.0148%	\$ 534,015	0.0298%
62 Health Care and Social Assistance	\$ 8,620,631	0.1327%	\$ 543,458	0.1062%	\$ 2,447,937	0.1364%
71 Arts, Entertainment and Recreation	\$ 23,211,183	0.3574%	\$ 3,253,926	0.6361%	\$ 6,759,424	0.3768%
72 Accommodation and Food Services	\$ 749,267,588	11.5359%	\$ 74,474,817	14.5563%	\$ 212,306,662	11.8366%
81 Other Services (except Public Administration)	\$ 173,419,272	2.6698%	\$ 12,293,932	2.4029%	\$ 50,002,702	2.7877%
92 Public Administration	\$ 1,090,927	0.0168%	\$ 51,033	0.0099%	\$ 254,265	0.0142%
99 Unclassified	\$ 61,851,251	0.9531%	\$ 4,511,393	0.8812%	\$ 18,744,127	1.0454%
	<b>\$ 6,495,128,498</b>	<b>100.0000%</b>	<b>\$ 511,636,014</b>	<b>100.0000%</b>	<b>\$ 1,793,639,107</b>	<b>100.0000%</b>



**TAXABLE SALES BY INDUSTRY GROUP**

Group	Description	Overall (3/1/14 -		FY 2016 -17 (YTD		FY 2015-16	
		8/31/16)	%	as of 9/30/16)	%		%
<b>Agriculture, Forectry, Fishing and Hunting</b>							
1111	Oilseed and Grain Farming	\$ 38	0.0000%	\$ -	0.0000%	\$ -	0.0000%
1112	Vegetable and Melon Farming	\$ 1,450	0.0000%	\$ -	0.0000%	\$ 622	0.0000%
1113	Fruit and Tree Nut Farming	\$ 12,389	0.0002%	\$ -	0.0000%	\$ -	0.0000%
1114	Greenhouse, Nursery, and Floriculture Production	\$ 2,509,525	0.0386%	\$ 202,364	0.0396%	\$ 578,075	0.0322%
1119	Other Crop Farming	\$ 76,329	0.0012%	\$ 46,415	0.0091%	\$ 17,421	0.0010%
1121	Cattle Ranching and Farming	\$ 81,102	0.0012%	\$ -	0.0000%	\$ 27,647	0.0015%
1124	Sheep and Goat Farming	\$ 13,066	0.0002%	\$ 69	0.0000%	\$ 4,487	0.0003%
1129	Other Animal Production	\$ 132,476	0.0020%	\$ 16,717	0.0033%	\$ 65,332	0.0036%
1132	Forest Nurseries and Gathering of Forest Products	\$ 26,537	0.0004%	\$ -	0.0000%	\$ 9,069	0.0005%
1133	Logging	\$ 882,903	0.0136%	\$ 165,608	0.0324%	\$ 405,777	0.0226%
1141	Fishing	\$ 115,502	0.0018%	\$ 53	0.0000%	\$ 66,908	0.0037%
1142	Hunting and Trapping	\$ 91,790	0.0014%	\$ -	0.0000%	\$ 40,356	0.0022%
1151	Support Activities for Crop Production	\$ 11,627,766	0.1790%	\$ 629,453	0.1230%	\$ 3,057,674	0.1705%
1152	Support Activities for Animal Production	\$ 462,689	0.0071%	\$ 53,278	0.0104%	\$ 137,180	0.0076%
1153	Support Activities for Forestry	\$ 190,419	0.0029%	\$ 28,002	0.0055%	\$ 98,883	0.0055%
	Group Subtotal	\$ 16,223,981	0.2496%	\$ 1,141,959	0.2233%	\$ 4,509,431	0.2512%
<b>Mining, Quarrying, and oil and Gas Extraction</b>							
2123	Nonmetallic Mineral Mining and Quarrying	\$ 11,518,162	0.1773%	\$ 1,022,090	0.1998%	\$ 3,414,945	0.1904%
2131	Support Activities for Mining	\$ 3,144	0.0000%	\$ -	0.0000%	\$ 275	0.0000%
	Group Subtotal	\$ 11,521,306	0.1773%	\$ 1,022,090	0.1998%	\$ 3,415,220	0.1904%
<b>Utilities</b>							
2211	Electric Power Generation, Transmission and Distribution	\$ 80,926,730	1.2460%	\$ 4,588,015	0.8967%	\$ 19,637,948	1.0949%
2212	Natural Gas Distribution	\$ 8,615,555	0.1326%	\$ 317,587	0.0621%	\$ 1,636,568	0.0912%
2213	Water, Sewage and Other Systems	\$ 272,680	0.0042%	\$ 6,261	0.0012%	\$ 94,562	0.0053%
	Group Subtotal	\$ 89,814,965	1.3828%	\$ 4,911,863	0.9600%	\$ 21,369,078	1.1914%
<b>Construction</b>							
2361	Residential Building Construction	\$ 7,837,418	0.1207%	\$ 675,767	0.1321%	\$ 2,404,544	0.1341%
2362	Nonresidential Building Construction	\$ 3,864,904	0.0595%	\$ 222,719	0.0435%	\$ 1,331,137	0.0742%
2371	Utility System Construction	\$ 1,578,787	0.0243%	\$ 137,405	0.0269%	\$ 901,656	0.0503%
2373	Highway, Street, and Bridge Construction	\$ 11,410,979	0.1757%	\$ 1,723,917	0.3369%	\$ 3,490,146	0.1946%
2379	Other Heavy and Civil Engineering Construction	\$ 181,694	0.0028%	\$ 2,840	0.0006%	\$ 62,475	0.0035%
2381	Foundation, Structure, and Building Exterior Contractors	\$ 4,019,134	0.0619%	\$ 95,808	0.0187%	\$ 1,510,243	0.0842%
2382	Building Equipment Contractors	\$ 33,858,662	0.5213%	\$ 2,457,947	0.4804%	\$ 10,677,250	0.5953%
2383	Building Finishing Contractors	\$ 10,925,141	0.1682%	\$ 656,513	0.1283%	\$ 2,621,408	0.1462%
2389	Other Specialty Trade Contractors	\$ 24,519,557	0.3775%	\$ 1,841,725	0.3600%	\$ 6,928,024	0.3863%
	Group Subtotal	\$ 98,196,276	1.5119%	\$ 7,814,641	1.5274%	\$ 29,926,883	1.6687%
<b>Manufacturing</b>							
3111	Animal Food Manufacturing	\$ 2,234,569	0.0344%	\$ 167,094	0.0327%	\$ 627,261	0.0350%
3112	Grain and Oilseed Milling	\$ 209	0.0000%	\$ 137	0.0000%	\$ 72	0.0000%
3113	Sugar and Confectionery Product Manufacturing	\$ 65,989	0.0010%	\$ 2,322	0.0005%	\$ 24,346	0.0014%
3114	Fruit and Vegetable Preserving and Specialty Food Manufacturing	\$ 33,266	0.0005%	\$ 1,404	0.0003%	\$ 7,640	0.0004%
3115	Dairy Product Manufacturing	\$ 235,597	0.0036%	\$ 14,854	0.0029%	\$ 56,993	0.0032%
3116	Animal Slaughtering and Processing	\$ 156,864	0.0024%	\$ -	0.0000%	\$ 46,066	0.0026%
3118	Bakeries and Tortilla Manufacturing	\$ 519,844	0.0080%	\$ 59,630	0.0117%	\$ 224,110	0.0125%
3119	Other Food Manufacturing	\$ 435,546	0.0067%	\$ 75,357	0.0147%	\$ 205,436	0.0115%
3121	Beverage Manufacturing	\$ 12,283,486	0.1891%	\$ 1,587,871	0.3104%	\$ 3,840,939	0.2141%
3122	Tobacco Manufacturing	\$ 51,851	0.0008%	\$ 586	0.0001%	\$ 3,626	0.0002%
3130	Textile Mills	\$ 107,759	0.0017%	\$ 118	0.0000%	\$ 28,781	0.0016%
3140	Textile Product Mills	\$ 675,710	0.0104%	\$ 135,765	0.0265%	\$ 362,921	0.0202%
3151	Apparel Knitting Mills	\$ 2,732	0.0000%	\$ -	0.0000%	\$ 1,252	0.0001%
3152	Cut and Sew Apparel Manufacturing	\$ 183,288	0.0028%	\$ 7,397	0.0014%	\$ 59,430	0.0033%
3159	Apparel Accessories and Other Apparel Manufacturing	\$ 295,893	0.0046%	\$ 10,627	0.0021%	\$ 77,316	0.0043%
3161	Leather and Hide Tanning and Finishing	\$ 818	0.0000%	\$ 265	0.0001%	\$ -	0.0000%
3162	Footwear Manufacturing	\$ 126,967	0.0020%	\$ 9,503	0.0019%	\$ 31,918	0.0018%
3169	Other Leather and Allied Product Manufacturing	\$ 8,842	0.0001%	\$ 2,838	0.0006%	\$ 1,759	0.0001%
3211	Sawmills and Wood Preservation	\$ 208,896	0.0032%	\$ 19,026	0.0037%	\$ 120,141	0.0067%
3212	Veneer, Plywood, and Engineered Wood Product Manufacturing	\$ 1,069,058	0.0165%	\$ 67,424	0.0132%	\$ 288,838	0.0161%
3219	Other Wood Product Manufacturing	\$ 12,072,200	0.1859%	\$ 829,990	0.1622%	\$ 3,270,749	0.1824%
3221	Pulp, Paper, and Paperboard Mills	\$ 301,033	0.0046%	\$ -	0.0000%	\$ 3,198	0.0002%
3222	Converted Paper Product Manufacturing	\$ 1,655,742	0.0255%	\$ 96,127	0.0188%	\$ 434,364	0.0242%
3231	Printing and Related Support Activities	\$ 7,202,631	0.1109%	\$ 503,393	0.0984%	\$ 1,900,618	0.1060%
3241	Petroleum and Coal Products Manufacturing	\$ 5,812,003	0.0895%	\$ 390,030	0.0762%	\$ 405,438	0.0226%
3251	Basic Chemical Manufacturing	\$ 585,914	0.0090%	\$ 318,213	0.0622%	\$ 197,194	0.0110%
3252	Resin, Synthetic Rubber, and Artificial Synthetic Fibers and Filaments Manufacturing	\$ 50,684	0.0008%	\$ 11,062	0.0022%	\$ 39,599	0.0022%
3253	Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing	\$ 254	0.0000%	\$ -	0.0000%	\$ 90	0.0000%
3254	Pharmaceutical and Medicine Manufacturing	\$ 2,094,525	0.0322%	\$ 256,918	0.0502%	\$ 849,829	0.0474%
3255	Paint, Coating, and Adhesive Manufacturing	\$ 86,035	0.0013%	\$ 292	0.0001%	\$ 24,409	0.0014%
3256	Soap, Cleaning Compound, and Toilet Preparation Manufacturing	\$ 2,382,926	0.0367%	\$ 119,797	0.0234%	\$ 589,247	0.0329%
3259	Other Chemical Product and Preparation Manufacturing	\$ 5,374,917	0.0828%	\$ 408,575	0.0799%	\$ 1,328,709	0.0741%
3261	Plastics Product Manufacturing	\$ 628,783	0.0097%	\$ 30,460	0.0060%	\$ 152,050	0.0085%
3262	Rubber Product Manufacturing	\$ 306,434	0.0047%	\$ 42,316	0.0083%	\$ 9,824	0.0005%
3271	Clay Product and Refractory Manufacturing	\$ 18,062	0.0003%	\$ -	0.0000%	\$ 3,443	0.0002%
3272	Glass and Glass Product Manufacturing	\$ 123,304	0.0019%	\$ 3,692	0.0007%	\$ 14,037	0.0008%
3273	Cement and Concrete Product Manufacturing	\$ 17,057,437	0.2626%	\$ 1,894,343	0.3703%	\$ 5,045,304	0.2813%
3274	Lime and Gypsum Product Manufacturing	\$ 318,102	0.0049%	\$ 24,652	0.0048%	\$ 74,591	0.0042%

Group	Description	Overall (3/1/14 - 8/31/16)		FY 2016 -17 (YTD as of 9/30/16)		FY 2015-16		
			%		%		%	
<b>Manufacturing continued</b>								
3279	Other Nonmetallic Mineral Product Manufacturing	\$ 755,495	0.0116%	\$ 48,940	0.0096%	\$ 177,124	0.0099%	
3312	Steel Product Manufacturing from Purchased Steel	\$ 640,533	0.0099%	\$ 28,579	0.0056%	\$ 132,288	0.0074%	
3313	Alumina and Aluminum Production and Processing	\$ 187,930	0.0029%	\$ 1,476	0.0003%	\$ 8,341	0.0005%	
3314	Nonferrous Metal (except Aluminum) Production and Processing	\$ 5,248	0.0001%	\$ 5,248	0.0010%	\$ -	0.0000%	
3315	Foundries	\$ 34,822	0.0005%	\$ 8,522	0.0017%	\$ 15,201	0.0008%	
3321	Forging and Stamping	\$ 702,432	0.0108%	\$ 47,862	0.0094%	\$ 211,137	0.0118%	
3322	Cutlery and Handtool Manufacturing	\$ 25,853	0.0004%	\$ 1,724	0.0003%	\$ 7,834	0.0004%	
3323	Architectural and Structural Metals Manufacturing	\$ 4,223,568	0.0650%	\$ 166,719	0.0326%	\$ 1,599,431	0.0892%	
3324	Boiler, Tank, and Shipping Container Manufacturing	\$ 390,623	0.0060%	\$ 36,187	0.0071%	\$ 95,315	0.0053%	
3325	Hardware Manufacturing	\$ 24,891	0.0004%	\$ 250	0.0000%	\$ 14,942	0.0008%	
3326	Spring and Wire Product Manufacturing	\$ 246,978	0.0038%	\$ 6,334	0.0012%	\$ 122,166	0.0068%	
3327	Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing	\$ 152,894	0.0024%	\$ 11,368	0.0022%	\$ 17,586	0.0010%	
3328	Coating, Engraving, Heat Treating, and Allied Activities	\$ 11,038	0.0002%	\$ 578	0.0001%	\$ 774	0.0000%	
3329	Other Fabricated Metal Product Manufacturing	\$ 5,250,940	0.0808%	\$ 277,924	0.0543%	\$ 1,785,770	0.0996%	
3331	Agriculture, Construction, and Mining Machinery Manufacturing	\$ 548,200	0.0084%	\$ 55,163	0.0108%	\$ 200,849	0.0112%	
3332	Industrial Machinery Manufacturing	\$ 470,239	0.0072%	\$ 15,785	0.0031%	\$ 141,089	0.0079%	
3333	Commercial and Service Industry Machinery Manufacturing	\$ 952,171	0.0147%	\$ 90,171	0.0176%	\$ 253,073	0.0141%	
3334	Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing	\$ 1,720,069	0.0265%	\$ 36,774	0.0072%	\$ 311,887	0.0174%	
3335	Metalworking Machinery Manufacturing	\$ 61,782	0.0010%	\$ -	0.0000%	\$ 10,771	0.0006%	
3336	Engine, Turbine, and Power Transmission Equipment Manufacturing	\$ 184,120	0.0028%	\$ 3,371	0.0007%	\$ 123,338	0.0069%	
3339	Other General Purpose Machinery Manufacturing	\$ 818,488	0.0126%	\$ 58,164	0.0114%	\$ 296,428	0.0165%	
3341	Computer and Peripheral Equipment Manufacturing	\$ 14,348,075	0.2209%	\$ 1,226,703	0.2398%	\$ 4,288,262	0.2391%	
3342	Communications Equipment Manufacturing	\$ 924,768	0.0142%	\$ 62,459	0.0122%	\$ 242,179	0.0135%	
3343	Audio and Video Equipment Manufacturing	\$ 108,342	0.0017%	\$ 6,706	0.0013%	\$ 29,041	0.0016%	
3344	Semiconductor and Other Electronic Component Manufacturing	\$ 401,012	0.0062%	\$ 24,774	0.0048%	\$ 140,324	0.0078%	
3345	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	\$ 590,109	0.0091%	\$ 39,692	0.0078%	\$ 166,564	0.0093%	
3346	Manufacturing and Reproducing Magnetic and Optical Media	\$ 48,200	0.0007%	\$ 1,109	0.0002%	\$ 19,307	0.0011%	
3351	Electric Lighting Equipment Manufacturing	\$ 305,699	0.0047%	\$ 17,125	0.0033%	\$ 72,597	0.0040%	
3352	Household Appliance Manufacturing	\$ 333,260	0.0051%	\$ 17,446	0.0034%	\$ 104,192	0.0058%	
3353	Electrical Equipment Manufacturing	\$ 631,797	0.0097%	\$ 77,579	0.0152%	\$ 147,972	0.0082%	
3359	Other Electrical Equipment and Component Manufacturing	\$ 1,327,666	0.0204%	\$ 73,868	0.0144%	\$ 458,131	0.0255%	
3361	Motor Vehicle Manufacturing	\$ 1,340,932	0.0206%	\$ 172,428	0.0337%	\$ 406,116	0.0226%	
3362	Motor Vehicle Body and Trailer Manufacturing	\$ 307,083	0.0047%	\$ 13,498	0.0026%	\$ 57,433	0.0032%	
3363	Motor Vehicle Parts Manufacturing	\$ 197,733	0.0030%	\$ 29,056	0.0057%	\$ 66,425	0.0037%	
3364	Aerospace Product and Parts Manufacturing	\$ 54,374	0.0008%	\$ -	0.0000%	\$ 36,117	0.0020%	
3365	Railroad Rolling Stock Manufacturing	\$ 20,264,054	0.3120%	\$ 1,076,147	0.2103%	\$ 5,465,787	0.3047%	
3366	Ship and Boat Building	\$ 483	0.0000%	\$ -	0.0000%	\$ 56	0.0000%	
3369	Other Transportation Equipment Manufacturing	\$ 98,614	0.0015%	\$ 23,473	0.0046%	\$ 34,508	0.0019%	
3371	Household and Institutional Furniture and Kitchen Cabinet Manufacturing	\$ 1,598,955	0.0246%	\$ 76,563	0.0150%	\$ 616,964	0.0344%	
3372	Office Furniture (including Fixtures) Manufacturing	\$ 1,522,952	0.0234%	\$ 59,474	0.0116%	\$ 744,285	0.0415%	
3379	Other Furniture Related Product Manufacturing	\$ 101,196	0.0016%	\$ 10,761	0.0021%	\$ 42,638	0.0024%	
3391	Medical Equipment and Supplies Manufacturing	\$ 3,423,477	0.0527%	\$ 259,553	0.0507%	\$ 950,875	0.0530%	
3399	Other Miscellaneous Manufacturing	\$ 15,112,498	0.2327%	\$ 1,522,205	0.2975%	\$ 4,541,009	0.2532%	
	Group Subtotal	\$ 155,217,763	2.3894%	\$ 12,783,836	2.4989%	\$ 44,507,664	2.4816%	

**Wholesale Trade**

4231	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers	\$ 18,528,764	0.2853%	\$ 1,425,950	0.2787%	\$ 4,924,435	0.2745%
4232	Furniture and Home Furnishing Merchant Wholesalers	\$ 809,166	0.0125%	\$ 235,641	0.0461%	\$ 215,352	0.0120%
4233	Lumber and Other Construction Materials Merchant Wholesalers	\$ 29,731,111	0.4577%	\$ 3,065,140	0.5991%	\$ 9,157,264	0.5105%
4234	Professional and Commercial Equipment and Supplies Merchant Wholesalers	\$ 23,700,417	0.3649%	\$ 1,976,090	0.3862%	\$ 6,576,796	0.3667%
4235	Metal and Mineral (except Petroleum) Merchant Wholesalers	\$ 2,899,416	0.0446%	\$ 195,183	0.0381%	\$ 830,040	0.0463%
4236	Household Appliances and Electrical and Electronic Goods Merchant Wholesalers	\$ 16,573,368	0.2552%	\$ 1,476,676	0.2886%	\$ 5,619,244	0.3133%
4237	Hardware, and Plumbing and Heating Equipment and Supplies Merchant Wholesalers	\$ 35,860,422	0.5521%	\$ 2,734,056	0.5344%	\$ 10,905,146	0.6080%
4238	Machinery, Equipment, and Supplies Merchant Wholesalers	\$ 46,905,652	0.7222%	\$ 3,694,485	0.7221%	\$ 13,365,704	0.7452%
4239	Miscellaneous Durable Goods Merchant Wholesalers	\$ 22,983,979	0.3539%	\$ 2,240,149	0.4378%	\$ 6,403,311	0.3570%
4241	Paper and Paper Product Merchant Wholesalers	\$ 5,164,972	0.0795%	\$ 369,271	0.0722%	\$ 1,477,134	0.0824%
4242	Drugs and Druggists' Sundries Merchant Wholesalers	\$ 4,699,930	0.0724%	\$ 348,191	0.0681%	\$ 1,430,438	0.0798%
4243	Apparel, Piece Goods, and Notions Merchant Wholesalers	\$ 1,289,720	0.0199%	\$ 98,400	0.0192%	\$ 446,737	0.0249%
4244	Grocery and Related Product Merchant Wholesalers	\$ 12,027,349	0.1852%	\$ 1,203,826	0.2353%	\$ 3,528,366	0.1967%
4245	Farm Product Raw Material Merchant Wholesalers	\$ 489,065	0.0075%	\$ 41,911	0.0082%	\$ 80,693	0.0045%
4246	Chemical and Allied Products Merchant Wholesalers	\$ 1,603,514	0.0247%	\$ 162,634	0.0318%	\$ 424,072	0.0236%
4247	Petroleum and Petroleum Products Merchant Wholesalers	\$ 83,748,381	1.2894%	\$ 4,686,903	0.9161%	\$ 18,426,660	1.0273%
4248	Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers	\$ 972,235	0.0150%	\$ 86,346	0.0169%	\$ 281,844	0.0157%
4249	Miscellaneous Nondurable Goods Merchant Wholesalers	\$ 10,402,980	0.1602%	\$ 832,689	0.1628%	\$ 2,862,039	0.1596%
4251	Wholesale Electronic Markets and Agents and Brokers	\$ 812,896	0.0125%	\$ 121,517	0.0238%	\$ 276,857	0.0154%
	Group Subtotal	\$ 319,203,337	4.9147%	\$ 24,995,058	4.8855%	\$ 87,232,132	4.8634%

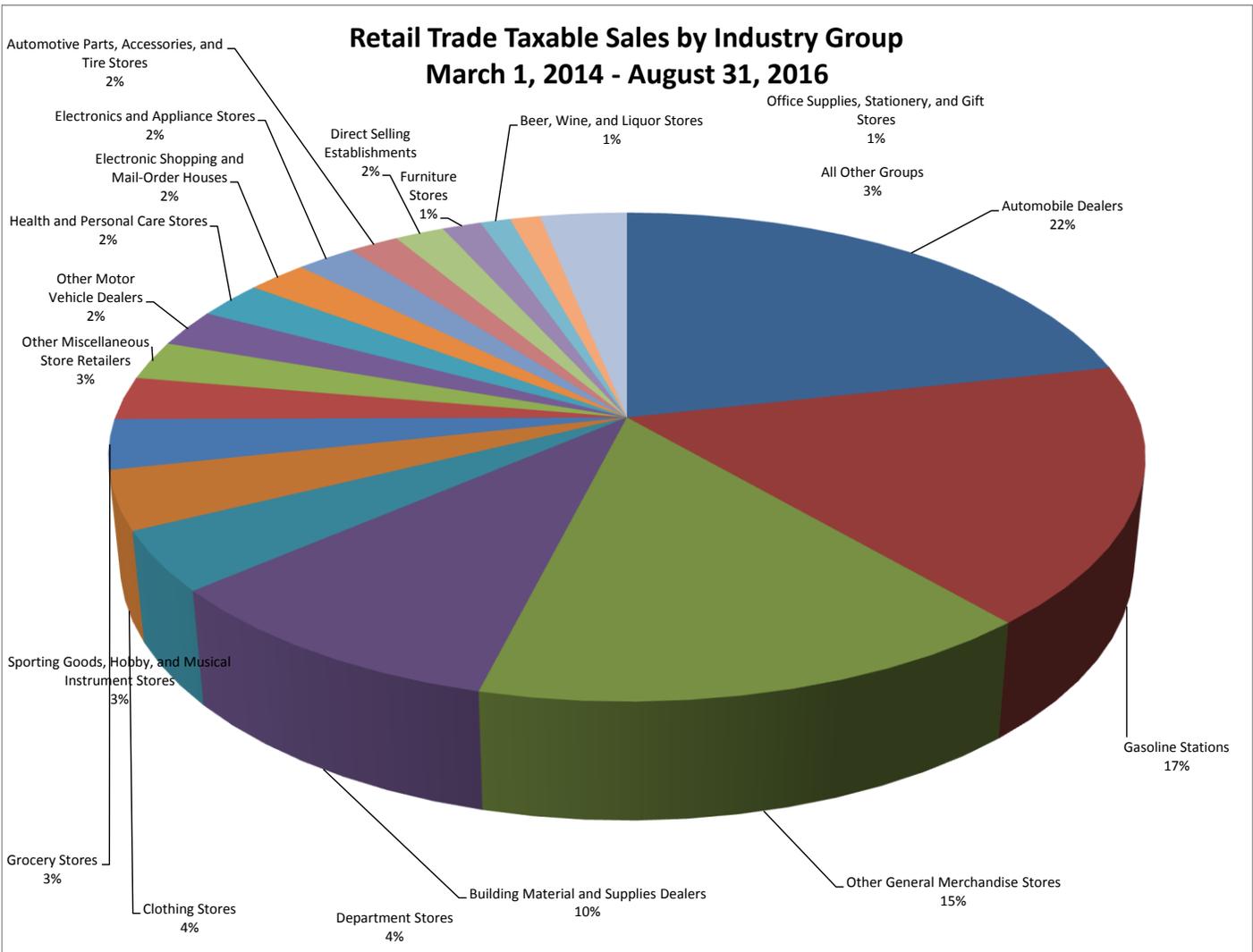
Group	Description	Overall (3/1/14 - 8/31/16)		FY 2016 -17 (YTD as of 9/30/16)		FY 2015-16	
			%		%		%
<b>Retail Trade</b>							
4411	Automobile Dealers	\$ 907,398,642	13.9704%	\$ 70,678,701	13.8143%	\$ 255,552,935	14.2477%
4412	Other Motor Vehicle Dealers	\$ 104,558,198	1.6098%	\$ 9,913,260	1.9376%	\$ 32,168,469	1.7935%
4413	Automotive Parts, Accessories, and Tire Stores	\$ 77,508,988	1.1933%	\$ 5,300,227	1.0359%	\$ 21,586,965	1.2035%
4421	Furniture Stores	\$ 59,965,599	0.9232%	\$ 4,110,104	0.8033%	\$ 16,662,031	0.9290%
4422	Home Furnishings Stores	\$ 22,380,456	0.3446%	\$ 1,611,320	0.3149%	\$ 6,645,691	0.3705%
4431	Electronics and Appliance Stores	\$ 90,607,553	1.3950%	\$ 5,953,138	1.1635%	\$ 26,458,076	1.4751%
4441	Building Material and Supplies Dealers	\$ 411,922,938	6.3420%	\$ 36,890,888	7.2104%	\$ 119,094,371	6.6398%
4442	Lawn and Garden Equipment and Supplies Stores	\$ 14,270,999	0.2197%	\$ 841,932	0.1646%	\$ 2,690,118	0.1500%
4451	Grocery Stores	\$ 139,568,021	2.1488%	\$ 12,477,204	2.4387%	\$ 37,815,350	2.1083%
4452	Specialty Food Stores	\$ 14,753,692	0.2272%	\$ 1,384,983	0.2707%	\$ 3,469,397	0.1934%
4453	Beer, Wine, and Liquor Stores	\$ 46,415,168	0.7146%	\$ 4,677,346	0.9142%	\$ 13,160,459	0.7337%
4461	Health and Personal Care Stores	\$ 103,223,693	1.5892%	\$ 7,577,471	1.4810%	\$ 28,869,214	1.6095%
4471	Gasoline Stations	\$ 722,107,459	11.1177%	\$ 48,022,260	9.3860%	\$ 170,972,257	9.5321%
4481	Clothing Stores	\$ 163,656,470	2.5197%	\$ 12,530,727	2.4491%	\$ 44,894,987	2.5030%
4482	Shoe Stores	\$ 28,351,594	0.4365%	\$ 2,076,677	0.4059%	\$ 7,874,495	0.4390%
4483	Jewelry, Luggage, and Leather Goods Stores	\$ 35,559,710	0.5475%	\$ 2,197,270	0.4295%	\$ 10,350,889	0.5771%
4511	Sporting Goods, Hobby, and Musical Instrument Stores	\$ 119,521,463	1.8402%	\$ 8,334,369	1.6290%	\$ 33,272,351	1.8550%
4512	Book Stores and News Dealers	\$ 4,146,543	0.0638%	\$ 89,254	0.0174%	\$ 676,677	0.0377%
4521	Department Stores	\$ 168,566,507	2.5953%	\$ 10,375,824	2.0280%	\$ 42,165,886	2.3509%
4529	Other General Merchandise Stores	\$ 643,226,272	9.9032%	\$ 48,745,601	9.5274%	\$ 182,549,089	10.1776%
4531	Florists	\$ 6,687,465	0.1030%	\$ 398,338	0.0779%	\$ 1,891,380	0.1054%
4532	Office Supplies, Stationery, and Gift Stores	\$ 46,343,825	0.7135%	\$ 3,597,224	0.7031%	\$ 13,319,196	0.7426%
4533	Used Merchandise Stores	\$ 5,957,681	0.0917%	\$ 585,337	0.1144%	\$ 1,742,418	0.0971%
4539	Other Miscellaneous Store Retailers	\$ 108,243,306	1.6665%	\$ 9,793,363	1.9141%	\$ 30,415,462	1.6957%
4541	Electronic Shopping and Mail-Order Houses	\$ 92,210,692	1.4197%	\$ 6,835,036	1.3359%	\$ 29,646,917	1.6529%
4542	Vending Machine Operators	\$ 1,253,700	0.0193%	\$ 50,230	0.0098%	\$ 222,417	0.0124%
4543	Direct Selling Establishments	\$ 76,325,077	1.1751%	\$ 4,753,232	0.9290%	\$ 18,192,013	1.0143%
	Group Subtotal	\$ 4,214,731,711	64.8905%	\$ 319,801,316	62.5056%	\$ 1,152,359,510	64.2468%
<b>Transportation and Warehousing</b>							
4810	Air Transportation	\$ 215,130	0.0033%	\$ 14,262	0.0028%	\$ 67,150	0.0037%
4841	General Freight Trucking	\$ 6,259,622	0.0964%	\$ 153,149	0.0299%	\$ 792,139	0.0442%
4842	Specialized Freight Trucking	\$ 1,157,553	0.0178%	\$ 78,805	0.0154%	\$ 392,277	0.0219%
4853	Taxi and Limousine Service	\$ 679,901	0.0105%	\$ 157,685	0.0308%	\$ 346,698	0.0193%
4854	School and Employee Bus Transportation	\$ 273,563	0.0042%	\$ 13,338	0.0026%	\$ 110,347	0.0062%
4855	Charter Bus Industry	\$ 545	0.0000%	\$ -	0.0000%	\$ 545	0.0000%
4859	Other Transit and Ground Passenger Transportation	\$ 580	0.0000%	\$ 580	0.0001%	\$ -	0.0000%
4862	Pipeline Transportation of Natural Gas	\$ 14,627	0.0002%	\$ -	0.0000%	\$ -	0.0000%
4870	Scenic & Sight-seeing Transportation	\$ 2,776,658	0.0427%	\$ 578,079	0.1130%	\$ 739,682	0.0412%
4881	Support Activities for Air Transportation	\$ 3,147,031	0.0485%	\$ 363,533	0.0711%	\$ 600,420	0.0335%
4882	Support Activities for Rail Transportation	\$ 17,470	0.0003%	\$ 244	0.0000%	\$ 4,060	0.0002%
4883	Support Activities for Water Transportation	\$ -	0.0000%	\$ -	0.0000%	\$ -	0.0000%
4884	Support Activities for Road Transportation	\$ 2,033,158	0.0313%	\$ 165,438	0.0323%	\$ 626,780	0.0349%
4885	Freight Transportation Arrangement	\$ 23,731	0.0004%	\$ 4,659	0.0009%	\$ 12,076	0.0007%
4889	Other Support Activities for Transportation	\$ 61,434	0.0009%	\$ 1,045	0.0002%	\$ 14,525	0.0008%
4911	Postal Service	\$ 153	0.0000%	\$ -	0.0000%	\$ -	0.0000%
4921	Couriers and Express Delivery Services	\$ 1,002,345	0.0154%	\$ 102,929	0.0201%	\$ 487,706	0.0272%
4931	Warehousing and Storage	\$ 2,823,235	0.0435%	\$ 197,507	0.0386%	\$ 977,734	0.0545%
	Group Subtotal	\$ 20,486,736	0.3154%	\$ 1,831,253	0.3578%	\$ 5,172,139	0.2883%
<b>Information</b>							
5111	Newspaper, Periodical, Book, and Directory Publishers	\$ 1,753,141	0.0270%	\$ 97,721	0.0191%	\$ 445,795	0.0249%
5112	Software Publishers	\$ 13,350,389	0.2055%	\$ 985,942	0.1927%	\$ 4,178,398	0.2330%
5121	Motion Picture and Video Industries	\$ 7,642,649	0.1177%	\$ 725,107	0.1417%	\$ 2,105,172	0.1174%
5122	Sound Recording Industries	\$ 41,776	0.0006%	\$ 2,685	0.0005%	\$ 12,224	0.0007%
5151	Radio and Television Broadcasting	\$ 323,428	0.0050%	\$ 14,486	0.0028%	\$ 96,961	0.0054%
5152	Cable and Other Subscription Programming	\$ 16,427,574	0.2529%	\$ 1,248,147	0.2440%	\$ 4,700,746	0.2621%
5171	Wired Telecommunications Carriers	\$ 37,978,684	0.5847%	\$ 2,797,582	0.5468%	\$ 10,434,616	0.5818%
5172	Wireless Telecommunications Carriers (except Satellite)	\$ 155,362,717	2.3920%	\$ 10,254,725	2.0043%	\$ 43,284,168	2.4132%
5174	Satellite Telecommunications	\$ 441,714	0.0068%	\$ 32,327	0.0063%	\$ 123,696	0.0069%
5179	Other Telecommunications	\$ 10,466,481	0.1611%	\$ 697,419	0.1363%	\$ 3,091,894	0.1724%
5182	Data Processing, Hosting, and Related Services	\$ 3,731,851	0.0575%	\$ 210,719	0.0412%	\$ 1,249,171	0.0696%
5191	Other Information Services	\$ 9,504,256	0.1463%	\$ 289,794	0.0566%	\$ 1,113,927	0.0621%
	Group Subtotal	\$ 257,024,660	3.9571%	\$ 17,356,654	3.3923%	\$ 70,836,768	3.9495%
<b>Finance and Insurance</b>							
5211	Monetary Authorities-Central Bank	\$ 163,317	0.0025%	\$ 8,619	0.0017%	\$ 43,869	0.0024%
5221	Depository Credit Intermediation	\$ 1,593,910	0.0245%	\$ 107,171	0.0209%	\$ 535,790	0.0299%
5222	Nondepository Credit Intermediation	\$ 2,012,788	0.0310%	\$ 263,085	0.0514%	\$ 585,051	0.0326%
5223	Activities Related to Credit Intermediation	\$ 310,405	0.0048%	\$ 21,582	0.0042%	\$ 109,431	0.0061%
5231	Securities and Commodity Contracts Intermediation and Brokerage	\$ 61,639	0.0009%	\$ 3,740	0.0007%	\$ 18,144	0.0010%
5232	Securities and Commodity Exchanges	\$ 30,021	0.0005%	\$ 1,485	0.0003%	\$ 6,050	0.0003%
5239	Other Financial Investment Activities	\$ 1,030,959	0.0159%	\$ 147,000	0.0287%	\$ 348,698	0.0194%
5241	Insurance Carriers	\$ 476,722	0.0073%	\$ 26,458	0.0052%	\$ 136,157	0.0076%
5242	Agencies, Brokerages, and Other Insurance Related Activities	\$ 1,120,907	0.0173%	\$ 88,616	0.0173%	\$ 308,840	0.0172%
5251	Insurance and Employee Benefit Funds	\$ -	0.0000%	\$ -	0.0000%	\$ -	0.0000%
5259	Other Investment Pools and Funds	\$ 38,199	0.0006%	\$ 410	0.0001%	\$ 620	0.0000%
	Group Subtotal	\$ 6,838,867	0.1053%	\$ 668,166	0.1305%	\$ 2,092,650	0.1165%

Group	Description	Overall (3/1/14 - 8/31/16)	%	FY 2016 -17 (YTD as of 9/30/16)	%	FY 2015-16	%
<b>Real Estate and Rental and Leasing</b>							
5311	Lessors of Real Estate	\$ 9,910,461	0.1526%	\$ 884,992	0.1730%	\$ 2,969,742	0.1656%
5312	Offices of Real Estate Agents and Brokers	\$ 97,873	0.0015%	\$ 7,453	0.0015%	\$ 9,261	0.0005%
5313	Activities Related to Real Estate	\$ 6,759,394	0.1041%	\$ 620,896	0.1214%	\$ 2,155,581	0.1202%
5321	Automotive Equipment Rental and Leasing	\$ 38,603,954	0.5944%	\$ 3,610,663	0.7057%	\$ 9,850,680	0.5492%
5322	Consumer Goods Rental	\$ 16,398,312	0.2525%	\$ 1,242,368	0.2428%	\$ 4,788,322	0.2670%
5323	General Rental Centers	\$ 23,260,545	0.3581%	\$ 1,847,913	0.3612%	\$ 6,145,087	0.3426%
5324	Commercial and Industrial Machinery and Equipment Rental and Leasing	\$ 27,839,173	0.4286%	\$ 2,000,065	0.3909%	\$ 7,372,979	0.4111%
5331	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	\$ 28,006	0.0004%	\$ -	0.0000%	\$ 9,789	0.0005%
	Group Subtotal	\$ 122,897,718	1.8922%	\$ 10,214,350	1.9965%	\$ 33,301,441	1.8567%
<b>Professional, Scientific and Technical Services</b>							
5411	Legal Services	\$ 1,317,298	0.0203%	\$ 106,204	0.0208%	\$ 358,867	0.0200%
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	\$ 2,136,004	0.0329%	\$ 166,990	0.0326%	\$ 710,357	0.0396%
5413	Architectural, Engineering, and Related Services	\$ 4,179,371	0.0643%	\$ 429,771	0.0840%	\$ 1,319,644	0.0736%
5414	Specialized Design Services	\$ 4,430,232	0.0682%	\$ 408,315	0.0798%	\$ 1,077,241	0.0601%
5415	Computer Systems Design and Related Services	\$ 19,005,020	0.2926%	\$ 1,631,193	0.3188%	\$ 5,930,492	0.3306%
5416	Management, Scientific, and Technical Consulting Services	\$ 3,299,236	0.0508%	\$ 210,747	0.0412%	\$ 864,866	0.0482%
5417	Scientific Research and Development Services	\$ 118,533	0.0018%	\$ 553	0.0001%	\$ 5,817	0.0003%
5418	Advertising, Public Relations, and Related Services	\$ 1,961,304	0.0302%	\$ 141,819	0.0277%	\$ 550,979	0.0307%
5419	Other Professional, Scientific, and Technical Services	\$ 16,389,356	0.2523%	\$ 1,141,286	0.2231%	\$ 4,442,649	0.2477%
	Group Subtotal	\$ 52,836,354	0.8134%	\$ 4,236,878	0.8281%	\$ 15,260,912	0.8508%
<b>Management of Companies and Enterprises</b>							
5511	Management of Companies and Enterprises	\$ 2,778,531	0.0428%	\$ 171,505	0.0335%	\$ 759,100	0.0423%
	Group Subtotal	\$ 2,778,531	0.0428%	\$ 171,505	0.0335%	\$ 759,100	0.0423%
<b>Administrative and Support and Waste Management and Remediation Services</b>							
5611	Office Administrative Services	\$ 1,657,089	0.0255%	\$ 274,632	0.0537%	\$ 1,321,876	0.0737%
5612	Facilities Support Services	\$ 1,884,364	0.0290%	\$ 65,621	0.0128%	\$ 369,305	0.0206%
5613	Employment Services	\$ 249,545	0.0038%	\$ 8,563	0.0017%	\$ 47,394	0.0026%
5614	Business Support Services	\$ 4,485,649	0.0691%	\$ 293,803	0.0574%	\$ 1,028,206	0.0573%
5615	Travel Arrangement and Reservation Services	\$ 6,736,719	0.1037%	\$ 578,494	0.1131%	\$ 2,139,264	0.1193%
5616	Investigation and Security Services	\$ 8,984,636	0.1383%	\$ 1,575,119	0.3079%	\$ 2,674,377	0.1491%
5617	Services to Buildings and Dwellings	\$ 45,328,861	0.6979%	\$ 3,672,016	0.7177%	\$ 13,384,657	0.7462%
5619	Other Support Services	\$ 1,103,042	0.0170%	\$ 77,202	0.0151%	\$ 443,831	0.0247%
5620	Waste Management & Remediation Services	\$ 37,699,176	0.5804%	\$ 2,936,762	0.5740%	\$ 10,438,137	0.5820%
	Group Subtotal	\$ 108,129,081	1.6647%	\$ 9,482,212	1.8534%	\$ 31,847,047	1.7755%
<b>Educational Services</b>							
6110	Educational Services (including schools, colleges, & universities)	\$ 1,766,360	0.0272%	\$ 75,674	0.0148%	\$ 534,015	0.0298%
	Group Subtotal	\$ 1,766,360	0.0272%	\$ 75,674	0.0148%	\$ 534,015	0.0298%
<b>Health Care and Social Assistance</b>							
6211	Offices of Physicians	\$ 463,925	0.0071%	\$ 4,676	0.0009%	\$ 88,058	0.0049%
6212	Offices of Dentists	\$ 66,632	0.0010%	\$ -	0.0000%	\$ 20,670	0.0012%
6213	Offices of Other Health Practitioners	\$ 254,608	0.0039%	\$ 17,280	0.0034%	\$ 80,907	0.0045%
6214	Outpatient Care Centers	\$ 664,569	0.0102%	\$ 31,010	0.0061%	\$ 189,051	0.0105%
6215	Medical and Diagnostic Laboratories	\$ 195,469	0.0030%	\$ 2,503	0.0005%	\$ 31,388	0.0017%
6216	Home Health Care Services	\$ 503,670	0.0078%	\$ 37,724	0.0074%	\$ 163,481	0.0091%
6219	Other Ambulatory Health Care Services	\$ 234,333	0.0036%	\$ 8,910	0.0017%	\$ 70,675	0.0039%
6220	Hospitals	\$ 3,708,672	0.0571%	\$ 289,230	0.0565%	\$ 1,037,104	0.0578%
6230	Nursing & Residential Care Facilities	\$ 714,141	0.0110%	\$ 35,337	0.0069%	\$ 205,573	0.0115%
6241	Individual and Family Services	\$ 348,926	0.0054%	\$ 21,725	0.0042%	\$ 109,464	0.0061%
6242	Community Food and Housing, and Emergency and Other Relief Services	\$ 1,465,686	0.0226%	\$ 95,063	0.0186%	\$ 451,566	0.0252%
	Group Subtotal	\$ 8,620,631	0.1327%	\$ 543,458	0.1062%	\$ 2,447,937	0.1364%
<b>Arts, Entertainment and Recreation</b>							
7111	Performing Arts Companies	\$ 58,566	0.0009%	\$ 856	0.0002%	\$ 266	0.0000%
7112	Spectator Sports	\$ 473,605	0.0073%	\$ 19,197	0.0038%	\$ 48,962	0.0027%
7113	Promoters of Performing Arts, Sports, and Similar Events	\$ 25,745	0.0004%	\$ 394	0.0001%	\$ 5,835	0.0003%
7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures	\$ 4,592	0.0001%	\$ -	0.0000%	\$ -	0.0000%
7115	Independent Artists, Writers, and Performers	\$ 261,361	0.0040%	\$ 23,345	0.0046%	\$ 83,375	0.0046%
7121	Museums, Historical Sites, and Similar Institutions	\$ 4,548,112	0.0700%	\$ 1,042,012	0.2037%	\$ 1,223,325	0.0682%
7131	Amusement Parks and Arcades	\$ 343,474	0.0053%	\$ 1,650	0.0003%	\$ 40,450	0.0023%
7139	Other Amusement and Recreation Industries	\$ 17,495,728	0.2694%	\$ 2,166,472	0.4234%	\$ 5,357,211	0.2987%
	Group Subtotal	\$ 23,211,183	0.3574%	\$ 3,253,926	0.6361%	\$ 6,759,424	0.3768%
<b>Accommodation and Food Services</b>							
7211	Traveler Accommodation	\$ 141,788,747	2.1830%	\$ 18,727,189	3.6603%	\$ 39,949,219	2.2273%
7212	RV (Recreational Vehicle) Parks and Recreational Camps	\$ 2,857,599	0.0440%	\$ 395,925	0.0774%	\$ 769,972	0.0429%
7213	Rooming and Boarding Houses	\$ 10,178	0.0002%	\$ -	0.0000%	\$ 475	0.0000%
7223	Special Food Services	\$ 9,696,774	0.1493%	\$ 871,063	0.1703%	\$ 2,671,638	0.1490%
7224	Drinking Places (Alcoholic Beverages)	\$ 27,454,303	0.4227%	\$ 2,185,958	0.4272%	\$ 7,394,066	0.4122%
7225	Restaurants and Other Eating Places	\$ 567,459,987	8.7367%	\$ 52,294,682	10.2211%	\$ 161,521,292	9.0052%
	Group Subtotal	\$ 749,267,588	11.5359%	\$ 74,474,817	14.5563%	\$ 212,306,662	11.8366%

Group	Description	Overall (3/1/14 - 8/31/16)	%	FY 2016 -17 (YTD as of 9/30/16)	%	FY 2015-16	%
<b>Other Services (except Public Administration)</b>							
8111	Automotive Repair and Maintenance	\$ 117,997,803	1.8167%	\$ 7,931,765	1.5503%	\$ 33,514,975	1.8685%
8112	Electronic and Precision Equipment Repair and Maintenance	\$ 4,183,878	0.0644%	\$ 198,350	0.0388%	\$ 1,023,756	0.0571%
8113	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	\$ 15,550,025	0.2394%	\$ 1,153,679	0.2255%	\$ 5,043,603	0.2812%
8114	Personal and Household Goods Repair and Maintenance	\$ 14,187,320	0.2184%	\$ 1,324,536	0.2589%	\$ 4,361,122	0.2431%
8121	Personal Care Services	\$ 2,460,744	0.0379%	\$ 136,313	0.0266%	\$ 672,925	0.0375%
8122	Death Care Services	\$ 3,113	0.0000%	\$ 772	0.0002%	\$ 1,470	0.0001%
8123	Drycleaning and Laundry Services	\$ 1,087,256	0.0167%	\$ 57,040	0.0111%	\$ 269,351	0.0150%
8129	Other Personal Services	\$ 9,635,993	0.1484%	\$ 815,793	0.1594%	\$ 2,866,293	0.1598%
8131	Religious Organizations	\$ 4,437,576	0.0683%	\$ 292,410	0.0572%	\$ 1,197,153	0.0667%
8132	Grantmaking and Giving Services	\$ 14,766	0.0002%	\$ 81	0.0000%	\$ 489	0.0000%
8133	Social Advocacy Organizations	\$ 85,811	0.0013%	\$ 2,991	0.0006%	\$ 29,636	0.0017%
8134	Civic and Social Organizations	\$ 2,890,483	0.0445%	\$ 205,549	0.0402%	\$ 821,581	0.0458%
8139	Business, Professional, Labor, Political, and Similar Organizations	\$ 884,504	0.0136%	\$ 174,653	0.0341%	\$ 200,348	0.0112%
	Group Subtotal	\$ 173,419,272	2.6698%	\$ 12,293,932	2.4029%	\$ 50,002,702	2.7877%
<b>Public Administration</b>							
9211	Executive, Legislative, and Other General Government Support	\$ 192,661	0.0030%	\$ 4,849	0.0009%	\$ 55,749	0.0031%
9221	Justice, Public Order, and Safety Activities	\$ 875,867	0.0135%	\$ 43,934	0.0086%	\$ 194,836	0.0109%
9241	Administration of Environmental Quality Programs	\$ 1,680	0.0000%	\$ -	0.0000%	\$ 245	0.0000%
9251	Administration of Housing Programs, Urban Planning, and Community Development	\$ 5,685	0.0001%	\$ 2,250	0.0004%	\$ 3,435	0.0002%
9261	Administration of Economic Program	\$ 15,034	0.0002%	\$ -	0.0000%	\$ -	0.0000%
	Group Subtotal	\$ 1,090,927	0.0168%	\$ 51,033	0.0099%	\$ 254,265	0.0142%
<b>Unclassified</b>							
9999	Unclassified	\$ 61,851,251	0.9531%	\$ 4,511,393	0.8812%	\$ 18,744,127	1.0454%
	Group Subtotal	\$ 61,851,251	0.9531%	\$ 4,511,393	0.8812%	\$ 18,744,127	1.0454%
	Grand Total	\$ 6,495,128,498	100.0000%	\$ 511,636,014	100.0000%	\$ 1,793,639,107	100.0000%

**TAXABLE SALES FOR RETAIL TRADE ONLY**

Group	Description	Overall (3/1/14 - 8/31/16)		FY 2016 -17 (YTD as of 9/30/16)		FY 2015-16	
			%		%		%
<b>Retail Trade</b>							
4411	Automobile Dealers	\$ 907,398,642	21.5292%	\$ 70,678,701	22.1008%	\$ 255,552,935	22.1765%
4471	Gasoline Stations	\$ 722,107,459	17.1329%	\$ 48,022,260	15.0163%	\$ 170,972,257	14.8367%
4529	Other General Merchandise Stores	\$ 643,226,272	15.2614%	\$ 48,745,601	15.2425%	\$ 182,549,089	15.8413%
4441	Building Material and Supplies Dealers	\$ 411,922,938	9.7734%	\$ 36,890,888	11.5356%	\$ 119,094,371	10.3348%
4521	Department Stores	\$ 168,566,507	3.9995%	\$ 10,375,824	3.2445%	\$ 42,165,886	3.6591%
4481	Clothing Stores	\$ 163,656,470	3.8830%	\$ 12,530,727	3.9183%	\$ 44,894,987	3.8959%
4451	Grocery Stores	\$ 139,568,021	3.3114%	\$ 12,477,204	3.9015%	\$ 37,815,350	3.2816%
4511	Sporting Goods, Hobby, and Musical Instrument Stores	\$ 119,521,463	2.8358%	\$ 8,334,369	2.6061%	\$ 33,272,351	2.8873%
4539	Other Miscellaneous Store Retailers	\$ 108,243,306	2.5682%	\$ 9,793,363	3.0623%	\$ 30,415,462	2.6394%
4412	Other Motor Vehicle Dealers	\$ 104,558,198	2.4808%	\$ 9,913,260	3.0998%	\$ 32,168,469	2.7915%
4461	Health and Personal Care Stores	\$ 103,223,693	2.4491%	\$ 7,577,471	2.3694%	\$ 28,869,214	2.5052%
4541	Electronic Shopping and Mail-Order Houses	\$ 92,210,692	2.1878%	\$ 6,835,036	2.1373%	\$ 29,646,917	2.5727%
4431	Electronics and Appliance Stores	\$ 90,607,553	2.1498%	\$ 5,953,138	1.8615%	\$ 26,458,076	2.2960%
4413	Automotive Parts, Accessories, and Tire Stores	\$ 77,508,988	1.8390%	\$ 5,300,227	1.6573%	\$ 21,586,965	1.8733%
4543	Direct Selling Establishments	\$ 76,325,077	1.8107%	\$ 4,753,232	1.4862%	\$ 18,192,013	1.5790%
4421	Furniture Stores	\$ 59,965,599	1.4228%	\$ 4,110,104	1.2852%	\$ 16,662,031	1.4459%
4453	Beer, Wine, and Liquor Stores	\$ 46,415,168	1.1013%	\$ 4,677,346	1.4626%	\$ 13,160,459	1.1420%
4532	Office Supplies, Stationery, and Gift Stores	\$ 46,343,825	1.0996%	\$ 3,597,224	1.1248%	\$ 13,319,196	1.1558%
4483	Jewelry, Luggage, and Leather Goods Stores	\$ 35,559,710	0.8437%	\$ 2,197,270	0.6871%	\$ 10,350,889	0.8982%
4482	Shoe Stores	\$ 28,351,594	0.6727%	\$ 2,076,677	0.6494%	\$ 7,874,495	0.6833%
4422	Home Furnishings Stores	\$ 22,380,456	0.5310%	\$ 1,611,320	0.5039%	\$ 6,645,691	0.5767%
4452	Specialty Food Stores	\$ 14,753,692	0.3501%	\$ 1,384,983	0.4331%	\$ 3,469,397	0.3011%
4442	Lawn and Garden Equipment and Supplies Stores	\$ 14,270,999	0.3386%	\$ 841,932	0.2633%	\$ 2,690,118	0.2334%
4531	Florists	\$ 6,687,465	0.1587%	\$ 398,338	0.1246%	\$ 1,891,380	0.1641%
4533	Used Merchandise Stores	\$ 5,957,681	0.1414%	\$ 585,337	0.1830%	\$ 1,742,418	0.1512%
4512	Book Stores and News Dealers	\$ 4,146,543	0.0984%	\$ 89,254	0.0279%	\$ 676,677	0.0587%
4542	Vending Machine Operators	\$ 1,253,700	0.0297%	\$ 50,230	0.0157%	\$ 222,417	0.0193%
<b>Group Total</b>		<b>\$ 4,214,731,711</b>	<b>100.0000%</b>	<b>\$ 319,801,316</b>	<b>100.0000%</b>	<b>\$ 1,152,359,510</b>	<b>100.0000%</b>



March 14, 2017

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sales Tax Revenue – February 2017

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to last February, sales tax revenue on an actual to actual basis was up \$3,196 or 0.29%. In comparison to the original budget projection for the month, sales tax was down \$31,410 or 2.81%.

The year-to-date actual receipts are up \$637,395 or 5.71% while the year-to-date receipts on a budget basis are down \$175,815 or 1.47%. Year-to-date sales tax revenue is at \$11,808,659.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2012-13, 2013-14, 2014-15 and 2015-16 have been included for historical perspective.

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 1,536,214	\$ 26,889	1.78%		
August	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 1,435,666	\$ (59,121)	-3.96%		
September	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ 1,982,777	\$ 299,291	17.78%	267,059	5.70%
October	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ 1,295,166	\$ (44,566)	-3.33%		
November	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ 1,355,551	\$ (20,068)	-1.46%		
December	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ 1,752,250	\$ 400,688	29.65%	336,054	8.26%
January	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ 1,363,372	\$ 31,086	2.33%		
February	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ 1,087,663	\$ 3,196	0.29%		
March	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ -	\$ -	0.00%	34,282	0.89%
April	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ 1,333,096	\$ -	\$ -	0.00%		
May	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ 1,348,173	\$ -	\$ -	0.00%		
June	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ 1,789,321	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 17,247,801</u>	<u>\$ 17,017,001</u>	<u>\$ 17,129,685</u>	<u>\$ 17,068,193</u>	<u>\$ 11,808,659</u>	<u>\$ 637,395</u>	<u>5.71%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
	<u>2016-17</u>	<u>Actual 2016-17</u>				
July	\$ 1,629,404	\$ 1,536,214	\$ (93,190)	-5.72%		
August	\$ 1,613,835	\$ 1,435,666	\$ (178,169)	-11.04%		
September	\$ 1,815,931	\$ 1,982,777	\$ 166,846	9.19%	(104,513)	-2.07%
October	\$ 1,447,769	\$ 1,295,166	\$ (152,603)	-10.54%		
November	\$ 1,486,205	\$ 1,355,551	\$ (130,654)	-8.79%		
December	\$ 1,460,440	\$ 1,752,250	\$ 291,810	19.98%	8,553	0.19%
January	\$ 1,411,817	\$ 1,363,372	\$ (48,445)	-3.43%		
February	\$ 1,119,073	\$ 1,087,663	\$ (31,410)	-2.81%		
March	\$ 1,399,941	\$ -	\$ -	0.00%	(79,855)	-2.03%
April	\$ 1,390,442	\$ -	\$ -	0.00%		
May	\$ 1,392,951	\$ -	\$ -	0.00%		
June	\$ 1,862,192	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 18,030,000</u>	<u>\$ 11,808,659</u>	<u>\$ (175,815)</u>	<u>-1.47%</u>		