

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, March 3, 2014, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PROCLAMATION

American Red Cross Month

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Agreement for Flat Fee Use of Athletic Fields, Pop Warner Football League
- Resolution No. 2 - Accepting Bid for Dental and Vision Services, Relph Benefit Advisors
- Resolution No. 3 - Authorizing Supplemental Agreement No. 2 to Standard Federal Aid Highway And Marchiselli Aid Project Agreement, Factory Street Reconstruction, PIN 775315; D032467, Right-of-Way Incidentals and Acquisitions
- Resolution No. 4 - Authorizing Supplemental Agreement No. 2 to Professional Services Agreement for Design of the Factory Street Project, PIN 7753.15, AECOM

ORDINANCES

- Ordinance No. 1 - Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013 and July 1, 2013 Authorizing the Issuance of \$975,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design for the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,200,000

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. CDBG Citizen Participation Plan – Public Comment

OLD BUSINESS

STAFF REPORTS

1. Flower Memorial Library Masonry Restoration and Fountain Construction Project
2. Retirement of Deputy Clerk Elyse Frezzo
3. Hockey Franchise Rights
4. Sales Tax Revenue – January 2014
5. Letter from President Carole A. McCoy at Jefferson Community College

NEW BUSINESS

EXECUTIVE SESSION

1. The proposed acquisition, sale or lease of real property when publicity would affect the value thereof.
2. To discuss the employment history of a particular individual.

WORK SESSION

Next Work Session is scheduled for Monday, March 10, 2014, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MARCH 17, 2014.

Res No. 1

February 19, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Pop Warner Football Association Flat Fee Agreement

Attached for Council's consideration is a flat fee Agreement between the City of Watertown and the Pop Warner Football Association for events for 2014. This Agreement includes all practices and a scrimmage day on August 23. In the event they play their games at the Fairgrounds, there will be a \$30 per game fee to be paid in advance of the field usage.

Parks and Recreation Superintendent Erin E. Gardner is recommending this flat fee Agreement be approved and implemented for the Pop Warner Football Association. As Council is aware, any agreement for the use of City-owned facilities that is outside the parameters of the fees schedule listed in the City Code requires Council's approval.

City staff will be available at the Council Meeting to answer any questions regarding this Agreement.

RESOLUTION

Page 1 of 1

Approving Agreement for Flat Fee Use of Athletic Fields, Pop Warner Football Association

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

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown owns and operates numerous athletic fields throughout the City, and

WHEREAS the Pop Warner Football Association has expressed their desire to enter into an Agreement for Flat Fee Use of Athletic Fields for practice events, and

WHEREAS City Council of the City of Watertown desires to promote recreational activities at this community recreational facilities,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby approves the Agreement for Flat Fee Use of various City-owned Athletic Fields at between the City of Watertown and the Pop Warner Football Association, a copy of which is attached and made a part of this resolution, and

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

Seconded by

CITY OF WATERTOWN

AGREEMENT FOR FLAT FEE USE OF ATHLETIC FIELDS

This Agreement by and between the City of Watertown, with an address of 245 Washington Street, Watertown, New York 13601 (“City”) and Pop Warner Football Association, with an address of 26773 Lafave Road, Watertown, New York 13601 (“Association”) dated this 1st day of August, 2014.

RECITALS

WHEREAS, for a number of years, Association has scheduled the use of City-owned athletic fields at the Kostyk Field for practice events, which previous to this year did not require a fee; and

WHEREAS, the payment of the fees listed in Section A320 of the City Code of the City of Watertown would prove to be cost-prohibitive for Association; and

WHEREAS, the parties desire to enter into an Agreement for the payment of a flat fee to simplify the usage and payment therefore;

The parties agree as follows:

AGREEMENT

1. The Association shall seek to schedule the use of the fields as desired, and as are available, for the 2014 season;

2. The fee to be charged the Association by the City for the use of the north side fields for practices, pursuant to the City’s “Facility and Athletic Field Agreement,” for the year 2014, shall be \$800 to include a scrimmage day in August; the Association shall be charged \$30 per game and \$25 for lights on multi-purpose #1 for all regular and post season games.

3. The fee shall be payable as follows:

a. 100% in advance of the first field usage;

4. The undersigned individuals, signing for the Association, shall ultimately be personally responsible to the City for payment of the fees.

5. It is explicitly understood by Association that this agreement pertains to practice events on the north side City-owned fields listed above. If Association is found to be practicing any other City-owned athletic fields, Association will no longer be able to utilize City-owned fields.

POP WARNER FOOTBALL ASSOCIATION

By: Peter Clough

CITY OF WATERTOWN

By: Sharon Addison
City Manager

2/14/14

To: Ms. Sharon Addison, City Manager

From: Erin E. Gardner, Superintendent of Parks and Recreation

Subject: Pop Warner Youth Football

The City Parks and Recreation Department wishes to enter into a flat fee agreement with Watertown Pop Warner Football Association. The team will be using City fields at North Elementary for practices 4 days a week starting August 1st, 2014. The team will also be using the fields at the Fairgrounds for a scrimmage day on August 23rd, 2014. The flat fee for practices and the scrimmage day will be \$800, with City Council approval. At this point in time, Pop Warner has not determined where they will be playing their games. In the event they play their games at the Fairgrounds the \$30 per game fee will be paid in advance of the field usage. Please contact Superintendent Gardner with questions.

Res No. 2

February 25, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Dental and Vision Health Services for
City of Watertown Employees,
Relph Benefit Advisors

The City Purchasing Department has advertised and received sealed bids for Dental and Vision Health Services for the City of Watertown employees, per our specifications.

Invitations to bid were issued to nine (9) prospective brokers and insurance providers, with five (5) responses received and publicly opened and read in the City Purchasing Department on Friday, February 14, 2014, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with a committee made up of Matthew Roy, Administrative Specialist, and Beth Morris, Confidential Assistant to the City Manager, and it is their recommendation that the City Council accept the bid submitted by Relph Benefit Advisors. The bids received are outlined in Ms. Pastuf's report, which is attached.

Funding is not required to support this benefit as the expense will be paid in total by the employee.

RESOLUTION

Page 1 of 1

Accepting Bid for Dental and Vision Services,
Relph Benefit Advisors

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

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for Dental and Vision Health Services for the City of Watertown’s employees, per our specifications, and

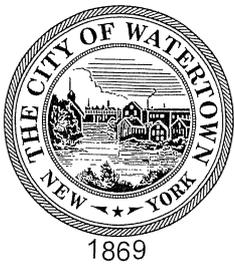
WHEREAS invitations to bid were issued to nine (9) prospective brokers and insurance providers, with five (5) responses received and publicly opened and read in the City Purchasing Department on Friday, February 14, 2014, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with a committee made up of Matthew Roy, Administrative Specialist, and Beth Morris, Confidential Assistant to the City Manager, and it is their recommendation that the City Council accept the bid submitted by Relph Benefit Advisors,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York accepts the bid submitted by Relph Benefit Advisors as the best package for the City of Watertown employees, per our specifications, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, be authorized and directed to sign all contracts associated with implementing the award to Relph Benefit Advisors.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: RFP 2014-01 – Dental and Vision Health Services
DATE: 2/25/2014

The City's Purchasing Department advertised in the Watertown Daily Times on January 22, 2014 calling for proposals for Dental and Vision Health Services for the City of Watertown's Employees. The City intends to maintain a business relationship with the successful bidder for a period of one (1) year with an option to renew the relationship for an additional three (3) years before a new proposal is again sought.

Invitations to provide a proposal were issued to nine (9) prospective brokers and insurance providers. Five responses were submitted to the Purchasing Department on February 14, 2014.

The written proposals were reviewed by a committee made up of Matthew Roy, Administrative Specialist, Beth Morris, Confidential Assistant to the City Manager and myself. The proposals were assessed on a basis of rates, provider network, and the ability to provide administrative COBRA services at no cost to the City of Watertown. Once the proposals were evaluated, it was clear that the incumbent broker, Relph Benefit Advisors, provided the best package for the City of Watertown employees. The rates were among the lowest, the provider list is extensive and they will manage the COBRA administration at no additional cost to the City (see attached). In addition, city employees will be able to maintain any "rollover" balances that they have already accumulated in the calendar year.

It is recommended that we award the Dental and Vision Health Services contract to Relph Benefit Advisors for a one year period commencing April 1, 2014, with the option to renew the contract for three (3) additional one year contracts.

If there are any questions, please let me know.

	Lives	Rates/per Month	Annual Premium	Additional Fees	Provider Network	COBRA
BSG - Met Life						
Dental - 3yr				None Listed No Rollover	116 with in 30 miles 172 within 50 miles	No
Employee Only	43	\$36.83	\$19,004.28			
Employee + Family	44	\$103.92	\$54,869.76			
	87		\$73,874.04			
Dental - 1 year				None Listed No Rollover	116 with in 30 miles 172 within 50 miles	No
Employee Only	43	\$30.55	\$15,763.80			
Employee + Family	44	\$86.06	\$45,439.68			
	87		\$61,203.48			
Vision - 3 yr.				None Listed	7 within 25 miles 21 within 50 miles	No
Employee Only	44	\$7.01	\$3,701.28			
Employee + Family	45	\$16.34	\$8,823.60			
	89		\$12,524.88			
POMCO - MetLife						
Dental - 3yr				None Listed No Rollover	116 with in 30 miles 172 within 50 miles	No
Employee Only	43	\$36.83	\$19,004.28			
Employee + Family	44	\$103.92	\$54,869.76			
	87		\$73,874.04			
Dental - 1 year				None Listed No Rollover	116 with in 30 miles 172 within 50 miles	No
Employee Only	43	\$30.55	\$15,763.80			
Employee + Family	44	\$86.06	\$45,439.68			
	87		\$61,203.48			
Vision - 3 yr.				None Listed	7 within 25 miles 21 within 50 miles	No
Employee Only	44	\$7.01	\$3,701.28			
Employee + Family	45	\$16.34	\$8,823.60			
	89		\$12,524.88			
POMCO - Davis Vision						
Vision - 4 yr.				None Listed	27 in Watertown	No
Employee Only	44	\$6.01	\$3,173.28			
Employee + Family	45	\$13.82	\$7,462.80			
	89		\$10,636.08			
EBS-RMSCO						
Dental - 1yr				Yes \$2,500 Dental Start Up \$250 Vision Start Up Other Misc. Fees	18 in Watertown	Yes \$250 set up \$1.00 pm/pm fee
Employee Only	43	\$31.70	\$19,453.20			
Employee + Family	44	\$89.25	\$47,124.00			
	87		\$66,577.20			
Vision - 1 year				None Listed	Not Provided	Yes \$250 set up \$1.00 pm/pm fee
Employee Only	43	\$6.84	\$3,529.44			
Employee + Family	44	\$19.27	\$10,174.56			
	87		\$13,704.00			
Relph - Guardian						
Dental - 1yr				None Listed	130 within 20 miles	Yes No Fee
Employee Only	43	\$29.98	\$15,469.68			
Employee + Family	44	\$84.42	\$44,573.76			
	87		\$60,043.44			
Vision - 1 year				None Listed	37 within 20 miles	Yes No Fee
Employee Only	43	\$7.19	\$4,638.84			
Employee + Family	44	\$15.45	\$10,195.68			
	87		\$14,834.52			
Relph - Assurant						
Dental - 1yr				None Listed No Rollover	140 within 20 miles	Yes No Fee
Employee Only	43	\$27.37	\$14,122.92			
Employee + Family	44	\$80.69	\$42,604.32			
	87		\$56,727.24			
Vision - 1 year				None Listed	6 within 20 miles	Yes No Fee
Employee Only	43	\$7.19	\$3,710.04			
Employee + Family	44	\$15.45	\$8,157.60			
	87		\$11,867.64			
Relph - Aetna Dental						
Dental - 1yr				None Listed No Rollover	58 within 20 miles	Yes No Fee
Employee Only	43	\$30.19	\$15,578.04			
Employee + Family	44	\$84.99	\$44,874.72			
	87		\$60,452.76			
Vision - 2 year				None Listed	6 within 20 miles	Yes No Fee
Employee Only	43	\$5.02	\$2,590.32			
Employee + Family	44	\$12.53	\$6,615.84			
	87		\$9,206.16			
Emblem Health						
Dental - 1yr				None Listed No Rollover	18 within 20 miles	No
Employee Only	43	\$26.14	\$13,488.24			
Employee + Family	44	\$73.56	\$38,839.68			
	87		\$52,327.92			

February 26, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Supplemental Agreement No. 2 to
Federal Aid Highway And Marchiselli Aid
Project Agreement, Factory Street Reconstruction,
PIN 775315; D032467, Preliminary Engineering and Right of Way
Incidentals

In April 2010, the City of Watertown received notification from the State of New York, Department of Transportation, that the reconstruction of Factory Street had been added to the State's Capital Construction Program and Federal STP Small Urban funds to support the Preliminary Engineering and Right-of-Way Incidentals Phase of this project had been received. This project is similar in scope to that of State Street. The project limits are from the intersection of Factory and Mill Street to the intersection of Factory and Huntington Street.

On April 19, 2010, the City Council approved the Federal Aid Highway and Marchiselli Aid Project Agreement, which included a \$940,000 State and Federal Aid Package including \$752,000 in federal assistance. Marchiselli funding has been allocated to this project in the amount of \$141,000. With this allocation, the local match for these two Phases of the project is \$47,000.

On October 18, 2010, the City Council approved Supplemental Agreement No. 1 which reflects the inclusion of the State funding for this project and reduces the local match from \$188,000 to \$47,000.

The attached Supplemental Agreement No. 2 provides funding the Right-of-Way Acquisitions in the amount of \$352,500. The Federal share of the total is \$250,000, and the City share of \$70,500, and a State share of \$6,000. The State share is the remaining portion of Marchiselli funding of \$6,000 which will be reimbursed to the City.

Staff is recommending that the City Council approve this Agreement.

RESOLUTION

Page 1 of 2

Authorizing Supplemental Agreement No. 2 to Standard Federal Aid Highway And Marchiselli Aid Project Agreement, Factory Street Reconstruction, PIN 775315; D032467, Right-of-Way Incidentals and Acquisitions

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

Total

YEA	NAY

Introduced by

WHEREAS a project for the reconstruction of Factory Street, PIN 775315, D032467 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended that calls for the apportionment of the cost such program to be borne at the ratio of 80% Federal and 20% non-federal funds, and

WHEREAS the City of Watertown desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of the Preliminary Engineering & Right-of-Way Incidentals and Acquisitions in the amount of \$70,500,

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

BE IT FURTHER RESOLVED that the sum of \$70,500 is hereby appropriated from the City of Watertown Capital Budget and made available to cover the local cost of participation in the above phase of the Project, and

BE IT FURTHER RESOLVED that the City Comptroller is hereby authorized to pay in the first instance 100% of the federal and non-federal share of the costs of the Right-of-Way Incidentals and Acquisitions for the project in the amount of \$352,500 from an appropriation of the City of Watertown Capital Budget, and

RESOLUTION

Page 2 of 2

Authorizing Supplemental Agreement No. 2 to Standard Federal Aid Highway And Marchiselli Aid Project Agreement, Factory Street Reconstruction, PIN 775315; D032467, Right-of-Way Incidentals and Acquisitions

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

Total

YEA	NAY

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

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

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

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby approves Supplemental Agreement No. 2 to the Standard Federal Aid Highway and Marchiselli Aid Project Agreement, a copy of which is attached and made a part of said resolution, and

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

Seconded by

Sponsor: **City of Watertown**PIN: **775315** BIN: **N/A**Comptroller's Contract No. **D032467**Supplemental Agreement No. **2**Date Prepared: **02/24/14** By: **(NAC)**

Initials

Press F1 for instructions in the blank fields:

SUPPLEMENTAL AGREEMENT No. 2 to D032467 (Comptroller's Contract No.)

This Supplemental Agreement is by and between:

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

and

City of Watertown (the Sponsor)Acting by and through the **Watertown City Council**

with its office at **the Municipal Building, 245 Washington Street, Watertown, New York 13601.**

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

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

amending a project description

amending the contract end date

amending the scheduled funding by:

adding additional funding (*check and enter the # phase(s) as applicable*):

adding phase _____ which covers eligible costs incurred on/after / /

adding phase _____ which covers eligible costs incurred on/after / /

increasing funding for a project phase(s)

adding a pin extension

change from Non-Marchiselli to Marchiselli

deleting/reducing funding for a project phase(s)

other (_____)

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

Amends a previously adopted Agreement by adding Appendix 2-S – Iran Divestment Act:

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

Sponsor: **City of Watertown**
PIN: **775315** BIN: **N/A**
Comptroller's Contract No. **D032467**
Supplemental Agreement No. **2**
Date Prepared: **02/20/14** By: **(NAC)**
Initials

Press F1 for instructions in the blank fields:

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

SPONSOR:

SPONSOR ATTORNEY:

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF **Jefferson**

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

Notary Public

APPROVED FOR NYSDOT:

**APPROVED AS TO FORM:
STATE OF NEW YORK ATTORNEY GENERAL**

BY: _____
For Commissioner of Transportation

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

By: _____
Assistant Attorney General

Date: _____

COMPTROLLER'S APPROVAL:

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

**SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements
 NYSDOT/ State-Local Agreement - Schedule A for PIN 7753.15**

OSC Municipal Contract #: D032467	Contract Start Date: 2/11/2010 _(mm/dd/yyyy)	Contract End Date: 12/30/2016 _(mm/dd/yyyy) <input checked="" type="checkbox"/> Check, if date changed from the last Schedule A
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Purpose: Original Standard Agreement Supplemental Schedule A No. 2

Agreement Locally Administered Municipality/Sponsor (Contract Payee): City of Watertown
 State Administered Other Municipality/Sponsor (if applicable):

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

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

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

Work Type: HWY RECONST **County** (If different from Municipality): Jefferson

Marchiselli Eligible Yes No (Check, if Project Description has changed from last Schedule A):

Project Description: Factory Street Reconstruction

Marchiselli Allocations Approved FOR ALL PHASES To compute Total Costs in the last row and column, right click in each field and select "Update Field."

<i>Check box to indicate change from last Schedule A</i>	State Fiscal Year(s)	Project Phase			TOTAL
		PE/Design	ROW (RI & RA)	Construction/CI/CS	
<input type="checkbox"/>	Cumulative total for all prior SFYs	\$135,000.00	\$6,000.00	\$0.00	\$141,000.00
<input type="checkbox"/>	Current SFY	\$	\$	\$	\$ 0.00
Authorized Allocations to Date		\$135,000.00	\$6,000.00	\$ 0.00	\$141,000.00

A. Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES For each PIN Fiscal Share below, show current costs on the rows indicated as "Current.". Show the old costs from the previous Schedule A on the row indicated as "Old." To compute Total Current Costs in the last row, right click in each field and select "Update Field."

PIN Fiscal Share	"Current" or "Old" entry indicator	Federal Funding Program	Total Costs	FEDERAL Participating Share and Percentage	STATE MARCHISELLI Match	LOCAL Matching Share	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
7753.15.121	Current	STP (80%)	\$900,000.00	\$720,000.00	\$135,000.00	\$45,000.00	\$
	Old	STP (80%)	\$900,000.00	\$720,000.00	\$135,000.00	\$45,000.00	\$
7753.15.221	Current	STP (80%)	\$40,000.00	\$32,000.00	\$6,000.00	\$2,000.00	\$
	Old	STP (80%)	\$40,000.00	\$32,000.00	\$6,000.00	\$2,000.00	\$
7753.15.222	Current	STP (80%)	\$312,500.00	\$250,000.00	\$0.00 *	\$62,500.00	\$
	Old		\$0.00	\$0.00	\$0.00	\$0.00	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
TOTAL CURRENT COSTS:			\$1,252,500.00	\$1,002,000.00	\$141,000.00	\$109,500.00	\$ 0.00

NYS DOT/State-Local Agreement – Schedule A

B. Summary of Other (including Non-allocated MARCHISELLI) Participating Costs FOR ALL PHASES For each PIN Fiscal Share, show current costs on the rows indicated as "Current.". Show the old costs from the previous Schedule A on the row indicated as "Old." To compute Total Current Costs in last row, right click in each field and select "Update Field."

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

C. Total Local Deposit(s) Required for State Administered Projects:	\$70,500.00
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D. Total Project Costs To compute Total Costs in the last column, right click in the field and select "Update Field."

Total FEDERAL Cost	Total STATE MARCHISELLI Cost	Total Other STATE Cost	Total LOCAL Cost	Total Costs (all sources)
\$1,002,000.00	\$141,000.00	\$0.00	\$109,500.00	\$1,252,500.00

E. Point of Contact for Questions Regarding this Schedule A (Must be completed)	Name: <u>Nancy Catalina</u> Phone No: <u>315-785-2300</u>
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See Agreement (or Supplemental Agreement Cover) for required contract signatures.

NYS DOT/State-Local Agreement – Schedule A

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

- PIN 775315, Factory Street Reconstruction. OSC Municipal Contract # D032467
- This Project is being funded by the Surface Transportation Program (STP) Small Urban funds.
- *Marchiselli Funding required for the ROW phase currently totals \$52,875.00, i.e. [15% of \$352,500.00]. However, only \$6,000.00 is currently available. Therefore, reimbursement to the City of Watertown, under the subject Supplemental Agreement No. 2 will be approximately 8.5%, i.e. [\$6,000.00/\$70,500.00] of the current \$70,500.00 Non-Federal share of the cost of the project's ROW phase.
- This Schedule A represents a change in the phase completion date from 12/31/15 to 12/30/16
- This Project is a Locally Administered project. However, NYSDOT is providing ROW services to the City of Watertown. A Local Deposit was required for the States participation in the ROW Phase. City Check No. 00093360, in the amount of \$70,500.00 ($\$352,500.00 \times 20\% = \$70,500.00$) was forwarded to the Main Office on 02/21/14 to cover the non-federal share.
-
-
-
-
-
-
-

SAMPLE RESOLUTION

SAMPLE RESOLUTION BY MUNICIPALITY

(Locally Administered Project)

RESOLUTION NUMBER: _____

Authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, a Project for the _____, P.I.N. _____ (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the _____ of _____ desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of _____.

NOW, THEREFORE, the _____ Board, duly convened does hereby

RESOLVE, that the _____ Board hereby approves the above-subject project; and it is hereby further

RESOLVED, that the _____ Board hereby authorizes the _____ of _____ to pay in the first instance 100% of the federal and non-federal share of the cost of _____ work for the Project or portions thereof; and it is further

RESOLVED, that the sum of _____ is hereby appropriated from _____ [or, appropriated pursuant to _____] and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the _____ of _____ shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the _____ thereof, and it is further

RESOLVED, that the _____ of the _____ of the _____ of _____ be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the _____ of _____ with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project. and it is further

RESOLVED, this Resolution shall take effect immediately.

APPENDIX 2-S IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By entering into a renewal or extension of this Contract, Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Contractor understands that during the term of the Contract, should NYSDOT receive information that a person is in violation of the above-referenced certification NYSDOT will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then NYSDOT shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

NYSDOT reserves the right to reject any renewal, extension or request for assignment for an entity that appears on the prohibited entities list hereafter and to pursue a responsibility review with respect to any entity that is granted a contract extension/renewal or assignment and appears on the prohibited entities list thereafter.



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
Region Seven
317 Washington Street
Watertown, New York 13601
<http://www.nysdot.gov>



Mark E. Frechette
Acting Regional Director

Joan McDonald
Commissioner

February 24, 2014

Ms. Sharon Addison, City Manager
Watertown City Hall
245 Washington Street, Room 302
Watertown, NY 13601

RE: Supplemental Agreement No. 2
PIN: 775315; D032467
Project: Factory Street Reconstruction
Phase: Preliminary Engineering and Right-Of-Way (ROW) Incidentals & Acquisitions

Dear Ms. Addison:

This agreement is required in order for the City to receive additional ROW funding. This agreement also documents the City's deposit of \$70,500.00 for the State performed ROW phase (20% x \$352,500 ROW est. = \$70,500). This project is being funded with Federal Surface Transportation Program (STP) and Marchiselli funds. Please refer to Schedule A for the funding break down.

Enclosed are two (2) complete copies of the Supplemental Agreement, titled: **Supplemental Agreement No. 2 to D032467**. Each text package contains the following:

- Schedule "A" (Preliminary Engineering/Design, ROW Incidentals and ROW Acquisition);
- Appendix 2-S IRAN DIVESTMENT ACT
- Sponsor Resolution Example

Also enclosed are seven (7) additional copies of the Signature Sheet (page 2).

To Complete the Enclosed Agreement:

The City completes the agreement by:

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

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

Return to my office:

1. One signed complete agreement.
2. Seven (7) signed signature sheets.
3. Eight (8) copies of the resolution (original Blue ink with either an embossed or foil self-adhesive Municipal Seal on each copy.).

Questions concerning this project or agreement should be addressed to Nancy Catalina at (315) 785-2300.

Sincerely,



for Scott A. Docteur, P.E.
Director, Regional Planning & Program Management

Enclosure

- c: Kurt Hauk, City Engineer
D. F. Mattimore, Program & Project Management Supervisor w/Agreement
(Center File) – 775315
N. A. Catalina, Regional Local Project Liaison w/Agreement

February 25, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Factory Street Reconstruction Professional Service Agreement for Design, Supplemental Agreement No. 2; AECOM

City Council approved Supplemental Agreement No. 1 with AECOM on June 3, 2013, to complete the preliminary Project Design Phases I-IV of the Factory Street Reconstruction Project. Attached for Council consideration is a resolution for Supplemental Agreement No. 2 in the amount of \$864,000 with AECOM which will carry the project through Detailed Design, bidding and letting of the project. This brings the total design amount to \$1,760,000.

The detailed Scope of Work proposal submitted by AECOM is available on the City's website.

As stated in City Engineer Kurt Hauk's attached report, there is currently \$940,000 in authorized State and Federal reimbursements for the design of this project. The current City shares of the design costs are \$820,000, with an anticipated bid date of December 2014.

An amended Bond Ordinance representing this change is also presented to the Council and approval of this Supplemental Agreement is contingent upon approval of the Bond Ordinance also.

RESOLUTION

Page 1 of 2

Authorizing Supplemental Agreement No. 2 to Professional Services Agreement for Design of the Factory Street Project, PIN 7753.15, AECOM

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

Total

YEA	NAY

Introduced by

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

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

WHEREAS on November 21, 2012 the City Council of the City of Watertown approved a Professional Service Agreement between the City of Watertown and AECOM in the amount of \$612,000, and

WHEREAS on June 3, 2013 the City Council of the City of Watertown approved Supplemental Agreement No. 1 in the amount of \$284,000, and

WHEREAS Supplemental Agreement No.2 has been submitted for the Detailed Design, bidding and letting of the project for an additional cost of \$864,000, bringing the total design amount to \$1,760,000, and

WHEREAS there are currently \$940,000 in authorized State and Federal reimbursements available for the design of the project;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Supplemental Agreement No. 2 to the Professional Service Agreement between the City of Watertown and AECOM, a copy of which is attached hereto and made part of this resolution, and

RESOLUTION

Page 1 of 2

Authorizing Supplemental Agreement No. 2
to Professional Services Agreement for
Design of the Factory Street Project,
PIN 7753.15, AECOM

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the approval of this resolution is contingent upon the City Council approving a Bond Ordinance to cover the expenses associated with this project, and

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

Seconded by

**Architectural/Engineering
Consultant Agreement - SUPPLEMENTAL**

PIN (s) 7753.15

Municipal Contract No. _____

Supplemental Agreement made this **18th day of February, 2014** by and between

CITY OF WATERTOWN

(municipal corporation)

having its principal office at 245 Washington Street, Municipal Building, Watertown, New York 13601
(the “Municipality”)

and

AECOM USA, INC.

with its office at 40 British American Boulevard, Latham, NY 12110
(the “Consultant”)

WHEREAS, the MUNICIPALITY and CONSULTANT entered into an Architectural/Engineering Consultant Agreement (“Project Agreement”) dated November 11, 2011 in connection with a federal-aid project funded through the New York State Department of Transportation (“NYSDOT”) identified for the purposes of that agreement as Factory Street Reconstruction (as described in detail in Attachment SA2-A annexed hereto, the “Project”); and

WHEREAS, the Project Agreement was modified previously by Supplemental Agreement No. 1 (“SA1”) dated June 13, 2013; and

WHEREAS, the MUNICIPALITY has sought to engage the services of CONSULTANT to provide continued services and additional services related to the Project and described in Attachment SA2-B annexed hereto; and

WHEREAS, the City Manager is authorized to enter this Supplemental Agreement No. 2 (“SA2”) on behalf of the Municipality; and

WHEREAS, except as otherwise specified herein, the terms and conditions of the Project Agreement are incorporated in this Supplemental Agreement by reference,

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE SA2.1 – DOCUMENTS FORMING THIS SUPPLEMENTAL AGREEMENT

This supplemental agreement consists of the following:

- Supplemental Agreement Form – this document titled "Architectural/Engineering Consultant Agreement - Supplemental";
- Attachment “SA2-A” – Project Description and Funding;
- Attachment “SA2-B” – Task List;
- Attachment “SA2-C” – as applicable, Staffing Rates, Hours, Reimbursable and Fee.

ARTICLE SA2.2 – SCOPE OF SERVICES/STANDARD PRACTICES AND REQUIREMENTS

SA2.2.1 The CONSULTANT shall render all services and furnish all materials and equipment necessary to provide the Municipality with plans, estimates and other services and deliverables more specifically described in Attachment "SA2-B".

ARTICLE SA2.3 – COMPENSATION METHODS, RATES AND PAYMENT

As full compensation for Consultant’s work, services and expenses hereunder the Municipality shall pay to the CONSULTANT, and the CONSULTANT agrees to accept compensation based on the Cost Plus Fixed Fee Method as identified in the Project Agreement.

Project Agreement Items modified by this Supplemental Agreement are identified below.

Item	Applicable Rate/Amount or Percentage
Item IV	<ul style="list-style-type: none"> The overhead allowance as a percentage of Actual Direct Technical Salaries shall be <u>153</u> %, subject to audit.
Item V	<ul style="list-style-type: none"> A negotiated Lump Sum Fee which in this SUPPLEMENTAL AGREEMENT shall equal: <ul style="list-style-type: none"> <u>\$75,974.⁰⁰</u> as reported at Exhibit A1 of Attachment SA2-C, plus <u>\$1,169.⁰⁰</u> as reported at Exhibit A2 of Attachment SA2-C, or <u>\$77,143.⁰⁰</u> total, which amount is additional to the \$70,369.⁰⁰ at Item V of the Project Agreement as modified by SA1, resulting in a modified total Lump Sum Fee of \$147,512.⁰⁰
Item VI	<ul style="list-style-type: none"> Maximum Amount Payable under this Method shall be: <ul style="list-style-type: none"> <u>\$864,000.⁰⁰</u> total, which amount is additional to the \$896,000.⁰⁰ at Item VI of the Project Agreement as modified by SA1, resulting in a modified total Maximum Amount Payable of <u>\$1,760,000.⁰⁰</u>

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective the day and year first above written.

Reference: Municipal Contract No. _____

Municipality THE CITY OF WATERTOWN	Consultant AECOM USA, INC.
By:	By: <i>Thomas Cascino</i>
Name:	Name: Thomas J. Cascino, P.E.
Title:	Title Vice President
Date:	Date: 2/18/2014

STATE OF NEW YORK

ss:

COUNTY OF Saratoga

On this 18 day of February, 19 2014 before me, the subscriber, personally appeared to me known, who, being by me duly sworn, did depose and say, that he/she resides in the Schenectady, New York; that he/she is the Vice President of the AECOM the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of Municipality.

[Signature]
Notary Public, _____ County, N.Y.

MEGAN CAROLE ALLAIRE TWISS
Notary Public - State of New York
No. 01AL8096477
Qualified in Saratoga County
Commission Expires July 28, 2015

Attachment SA2-A Project Description and Funding

Term of Supplemental Agreement Ends: _____

PIN: 7753.15

BIN: N/A

- Main Agreement
- Amendment to Agreement; Amendment Number: _____
- Supplement to Agreement; Supplement Number: 2

Phase of Project Consultant to work on:

- P.E./Design
- ROW Incidentals
- ROW Acquisitions
- Construction, C/I, & C/S

Dates or term of Consultant Performance

Start Date: _____

Finish Date: _____

Project Description

The proposed project is the reconstruction of Factory Street between Mill Street on the west and Huntington Street on the east.

Project Location

City of Watertown, Jefferson County

Consultant Work Type(s)

See Attachment SA2-B for more detailed Task List.

MAXIMUM AMOUNT OF FUNDS FOR ALL COMPENSATION PAYABLE UNDER THIS SUPPLEMENTAL AGREEMENT FOR THE SCOPE OF WORK DESCRIBED IN ATTACHMENT SA2-B, FOR THE PROJECT DESCRIBED IN THIS ATTACHMENT SA2-A, OTHERWISE IN ACCORDANCE WITH THE CHOSEN METHOD OF COMPENSATION AND OTHER TERMS OF THIS SUPPLEMENTAL AGREEMENT:

\$ 864,000.⁰⁰ (SA2), or

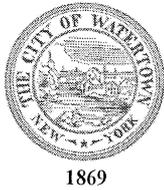
\$ 1,760,000.⁰⁰ (modified Project total)

**Attachment SA2-B
Task List**

See Scope of Services/Proposal

**Attachment SA2-C
Pricing Information**

See Scope of Services/Proposal at Exhibits A1, A2, B1-B6, C1.



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 25 February, 2013

TO: Sharon Addison, City Manager

FROM: Kurt W. Hauk, City Engineer

SUBJECT: Factory Street Reconstruction Project- Supplemental Agreement #2

Enclosed is a copy of Supplemental Agreement #2 for the design of the Factory Street Reconstruction Project by AECOM in the amount of \$864,000.00. This brings the total design amount to \$1,760,000

SA #1 was approved in June 2013 in the amount of \$284,000 to complete the preliminary design process for Phases I-IV.

The original professional services agreement for Design Phases I-IV was for \$612,000.

Supplemental Agreement #2 will carry the project through Detailed Design, bidding and letting of the project.

There is currently \$940k in authorized State and Federal reimbursements for the design of this project. The current City shares of the design costs are \$820,000.00. The current anticipated bid date is December 2014.

Please prepare a resolution for City Council consideration. I will forward the original copies for signature should the resolution be approved.

Cc: Jim Mills, City Comptroller
File

Ord No. 1

February 27, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance Amendment – Factory Street Reconstruction

Earlier tonight City Council was presented with supplemental agreement #2 to the professional services agreement with AECOM for the design of the Factory Street reconstruction project in the amount of \$864,000. A bond ordinance amendment must also be approved to fund the supplemental agreement as approval of the supplemental agreement was contingent upon approval of the attached bond ordinance amendment.

A summary of the project's current costs are as follows:

AECOM		
Base contract	\$ 612,000	
Supplemental agreement #1	284,000	
Supplemental agreement #2	<u>864,000</u>	\$1,760,000
Barton & Loguidice		39,600
Right-of-way acquisitions		352,500
Other Costs (i.e. Traffic Counts, Borings, Bond fees)		<u>47,900</u>
Bond Ordinance		\$ 2,200,000

ORDINANCE

YEA	NAY

Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013 and July 1, 2013 Authorizing the Issuance of \$975,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design for the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,200,000

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

Total

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on March 3, 2014, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following ordinance was offered by Council Member _____, who moved its adoption, seconded by Council Member _____, to wit:

WHEREAS, by ordinance dated September 6, 2011, as amended November 21, 2011, January 21, 2013 and July 1, 2013, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$975,000 bonds of said City to pay the costs of the design for the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$975,000, in and for the City of Watertown, Jefferson County, New York; and

WHEREAS, the Council now wishes to increase the estimated maximum cost of the aforesaid class of objects or purposes from \$975,000 to \$2,200,000, an increase of \$1,225,000 over that previously authorized, and to authorize the issuance of bonds sufficient to pay said estimated maximum cost;

ORDINANCE

YE A	NA Y

Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013 and July 1, 2013 Authorizing the Issuance of \$975,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design for the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,200,000

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

Total

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted September 6, 2011, as amended November 21, 2011, January 21, 2013 and July 1, 2013, authorizing the issuance of \$975,000 bonds to pay the costs of the design for the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$975,000, in and for the City of Watertown, Jefferson County, New York, is hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$2,200,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE DESIGN FOR THE FACTORY STREET RECONSTRUCTION, IN AND FOR SAID CITY.

“.....

“Section 1. For the class of objects or purposes of paying the costs of the design for the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$2,200,000 bonds of said City pursuant to the provisions of the Local Finance Law.

“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$2,200,000 and that the plan for the financing thereof is by the issuance of the \$2,200,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State or Federal aid or any other revenue received by the City from other sources for such class of objects or purposes.”

Section B. The validity of such bonds and bond anticipation notes may be contested only if:

ORDINANCE

Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013 and July 1, 2013 Authorizing the Issuance of \$975,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design for the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,200,000

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

YEA	NAY

Total

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section C. Upon this ordinance taking effect, the same shall be published in summary in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section D. This resolution is effective immediately.

Unanimous consent moved by Council Member

_____, seconded by Council Member _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

_____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____

The ordinance was thereupon declared duly adopted.

March 3, 2014

ORDINANCE

YEA	NAY

Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013 and July 1, 2013 Authorizing the Issuance of \$975,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design for the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,200,000

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

Total

APPROVED BY THE MAYOR

_____, 2014.
 Mayor

STATE OF NEW YORK)
) ss.:
 COUNTY OF JEFFERSON)

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on March 3, 2014, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News Media	Date Given
-----------------------------------	------------

March 3, 2014

ORDINANCE

YEA	NAY

Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013 and July 1, 2013 Authorizing the Issuance of \$975,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Design for the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$2,200,000

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

Total

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Noticed Date of Posting

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on March _____, 2014.

 City Clerk

(CORPORATE SEAL)

7:30 p.m. – Public Hearing

February 24, 2014

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning and Community Development Coordinator
Subject: Citizen Participation Plan

The City Council scheduled a Public Hearing for 7:30 p.m. on March 3, 2014 to hear comments on the draft Citizen Participation Plan for the City's Community Development Block Grant Program. The U.S. Department of Housing and Urban Development requires an Adopted Citizen Participation Plan. A copy of the draft plan is attached.

There is also a 30 day comment period on the plan which started on February 3 and will end on March 5, 2014. A resolution adopting the plan will be presented to the City Council on March 17, 2014.

DRAFT
CITIZEN PARTICIPATION PLAN

City of Watertown, New York
Community Development Block Grant Program



City of Watertown
Planning Office
245 Washington Street
Watertown, NY 13601
Phone: (315) 785-7730

Prepared by the City of Watertown Planning Office
Published: January 30, 2014
Public Comment Period: February 3, 2014 – March 5, 2014
Public Hearing Date: March 3, 2014
Date of Adoption:

City of Watertown, New York
Community Development Block Grant Program
Citizen Participation Plan
(DRAFT)



Introduction

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

The law requires that this Citizen Participation Plan outline ways in which the City will provide for and encourage citizen participation, with an emphasis on low and moderate income people, particularly those who reside in low and moderate income neighborhoods. The City will strive to exceed the U.S. Department of Housing and Urban Development's (HUD) requirements by involving its citizens and those community groups most familiar with the needs of low and moderate income people. This strategy will provide meaningful citizen participation that will improve the quality of the services and programs that the CDBG Program provides and will make the City's Consolidated Plan truly representative of the community's needs.

Targeted Groups and Populations for Citizen Participation

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

The City has identified the following constituency groups and organizations to be particularly targeted for outreach efforts when developing the Citizen Participation Plan, the Consolidated Plan, the Annual Action Plans, the CAPER, and to provide notice of pending meetings and public hearings:

Advantage Watertown
AIDS Community Resources, Inc.
Catholic Charities
Community Action Planning Council of Jefferson County
Development Authority of the North Country
Jefferson County Department of Social Services
Jefferson County Industrial Development Agency
Jefferson County Office for the Aging
Jefferson County Planning Department
Jefferson County Public Health
Lewis County Opportunities, Inc.
Neighbors of Watertown, Inc.
North Country Affordable Housing, Inc.
Northern New York Community Foundation, Inc.
Northern Regional Center for Independent Living, Inc.
Points North Housing Coalition
Town of Pamela
Town of Watertown
Transitional Living Services of NNY
Victims Assistance Center of Jefferson County, Inc.
Watertown Housing Authority
Watertown Local Development Corporation
Watertown Urban Mission

Citizen Comment on the Citizen Participation Plan and Amendments

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

1. Full copies of the Citizen Participation Plan and amendments to it will be made available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

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

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

Citizen Comment on the Consolidated Plan and Annual Action Plans

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

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

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and/or Annual Action Plan. The public hearing will be advertised in the City's official newspaper, *Watertown Daily Times* notifying the public of the

date, time and location of the public hearing. The notice will be published a minimum of 15 days prior to the hearing date and will be held at the start of the development of the Consolidated Plan and/or Annual Action Plan. Provisions will be made at the hearing for non-English speaking residents, upon request, in the case where a significant number of non-English speaking residents can reasonably be expected to participate.

2. The City Planning Office will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the planning process for drafting the Consolidated Plan and/or the Annual Action Plan is beginning.
3. The City Planning Office will then schedule meetings with any interested constituency groups and organizations to identify community needs, obtain input, determine funding priorities and develop potential projects ideas.
4. Following the public hearing and outreach to constituency groups and organizations, the City will then prepare a draft of the Consolidated Plan and/or Annual Action Plan. Following the preparation of the draft plan(s), the City will notify the public by placing an advertisement in the Watertown Daily Times that the draft plan(s) is available. The notice will include a summary of the proposed Consolidated Plan and/or Annual Action Plan. The notice will also include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan. There will be a 30 day comment period for citizens to comment on the Consolidated Plan and/or Annual Action Plan. The draft plan(s) will include the following:
 - The amount of CDBG funds expected to be made available for the coming year, including the grant and anticipated program income.
 - The range of activities that may be undertaken with CDBG funds.
 - The estimated amount of funds proposed to be used for activities that will benefit low and moderate-income person.
 - Any displacement that may occur as a result of CDBG activities and the City's plans, consistent with policies developed under Section 570.606(b), for minimizing displacement of persons as a result of proposed activities.
 - The types and levels of assistance the City plans to make available (or require subrecipients to make available) to persons displaced by CDBG funded activities, even if the City expects no displacement to occur.

5. Full copies of the draft Consolidated Plan and/or Annual Action Plan will be made available for public viewing at the following locations:

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

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

6. All comments received in writing or orally at the public hearing will be recorded and considered in the formulation of the final plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.
7. At the conclusion of the of the 30 day comment period, the Consolidated Plan and/or Annual Action Plan will be finalized. The City Council will then take action to adopt the plan(s). The adopted plan will then be submitted to HUD 45 days prior to the start of the next program year. The adopted plan will also be made available to the public for viewing at the City's Planning Office as well as on its website. The adopted plan will be made available for public viewing and shall be kept on file at the locations noted above. Free copies of the final plan will be available to the public upon request.

Citizen Comment on the Consolidated Annual Performance and Evaluation Report

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

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

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

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

Substantial Amendments to the Consolidated Plan and Annual Action Plan

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

1. A substantial change in allocation priorities (any change greater than 25 percent in an individual project budget) or a substantial change in the method of distribution of funds.
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan.
3. To change the purpose, scope, location, or beneficiaries of an activity by more than 25% of the total funds previously authorized.

Changes that are not considered substantial amendments:

1. Changes to the CDBG budget for a project by an amount that is less than 25%.
2. Consolidated Plan data updates such as census data, income limits and fair market rents, home subsidy limits and similar types of data shall not be considered a substantial amendment.

3. Minor change in project location. A minor change in location is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same.
4. Project budget line item change: The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line.

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

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on the proposed amendment. The public hearing will be advertised in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing. The notice will be published a minimum of 15 days prior to the hearing date and will include information about the proposed amendment.
2. There will be a 30 day public comment period for citizens to comment on the proposed amendment to the consolidated plan. The only exception to the 30 day public comment period is such a case in which this requirement is waived by HUD.
3. The City Planning Office will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the proposed amendment.
4. The City will collect citizen comments and summarize them in the amendment submitted to HUD.
5. Full copies of the proposed amendment will be made available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

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

6. All comments received in writing or orally at the public hearing will be recorded and considered in preparing the amendment. A summary of these comments or views,

and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.

7. At the conclusion of the of the 30 day comment period, the amendment will be finalized. The City Council will then take action to adopt the amendment. The adopted amendment will be made available to the public for viewing at the City's Planning Office as well as on its website. The adopted amendment will also be made available for public viewing and shall be kept on file at the locations noted above. Free copies of the final plan will be available to the public upon request.
8. The City will then submit a copy of the amendment to HUD.

Standard Policies and Procedures for Citizen Participation

All residents of the City of Watertown are encouraged to participate and comment on proposed and actual uses of CDBG funds. The following policies and procedures are designed to reasonably encourage and accommodate such participation:

1. Availability to the Public – All drafts and final documents related to the City's CDBG Program including the Citizen Participation Plan, the Consolidated Plan, Substantial Consolidated Plan Amendments, the Annual Action Plan and the CAPER shall be available and kept on file at the following locations:

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

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

2. Meetings, Information, and Access to Records - The City will give timely and reasonable notice of, and access to, local meetings and hearings where CDBG matters are planned for discussion. This will be accomplished through local media notification and posting of meeting and hearing notices. Furthermore, records and information relating to CDBG plans and activities will also be available to the public (as may be limited by confidential individual statistics and New York State Freedom of Information Laws).
3. Technical Assistance - The City planning office will provide technical assistance to groups representing low to moderate-income individuals in developing supporting or alternative proposals for CDBG programming. This assistance will be considered if requested and if staff resources are available. The level and type of assistance available will be at the City's discretion. Availability of such technical assistance shall be regularly evaluated and documented.

4. Public Hearings - The City will hold two annual public hearings at different stages of annual CDBG process. Exact scheduling will be dependent on CDBG funding cycles. These hearings will address the City's housing needs, development of proposed activities, and review of program performance. One hearing will also address the City's annual Performance Assessment Report. All public hearings will be held during evening hours at Watertown City Hall, 245 Washington Street, Watertown, NY 13601. The hearings will be held in the City Council Chamber, Room 303. Both City Hall and the meeting room are accessible to persons with disabilities. Notice of the hearings will conform to City Law. Materials will be provided, if requested, in formats suitable for the visually and hearing impaired.
5. Special Language Accommodations - Accommodations will be made available at public hearings to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be reasonably expected to participate, though participation of such residents is not expected given the low percentage of non-English speaking residents within the City.
6. Citizen Complaints - All written citizen complaints regarding the City's CDBG programs will be responded to within 15 working days of receiving such complaints.
7. Citizen Participation by Low and Moderate Income Residents - To encourage participation by low and moderate-income residents, notices of hearings and CDBG planning sessions will be provided to the non-profit housing agencies and human service organizations listed above. These agencies are representative of groups that directly provide assistance to the City's low and moderate-income population. Through this notification process, these agencies will be encouraged to notify beneficiaries of the CDBG planning process and the opportunities for input through this Citizen Participation Plan.
8. Publication of Consolidated Plan/Annual Action Plan - The City will publish a summary of any proposed CDBG Consolidated Plan and/or Annual Action Plan in the City's official newspaper. Such summary will briefly describe the contents of the Consolidated Plan, the proposed activities to be undertaken and their relationship to local community objectives. The summary will inform the public when full versions of the Consolidated Plan will be available for review.

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

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

Anti-Displacement Policies

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

Program Year and Citizen Participation Schedule

Start of Program Year – July 1st

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

February 24, 2014

To: The Honorable Mayor and City Council

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

Subject: Flower Memorial Library Masonry Restoration and Fountain Construction Project

The City Council approved Change Order No. 3 for the Library Restoration and Fountain Construction Project on February 18, 2014. There was a question in the cover memo for that resolution that the City Council did not discuss. It had to do with spending more money to investigate above the soffit so that a solid part of the structure can be located to secure the soffit panels to. The panels, which are made of marble and believed to be 3½" thick, sit on top of the columns and form the bottom surface of the overhang along the front of the building, as shown in the attached photograph.

Some of the soffit panels are visibly bowed. The City's Code Enforcement Supervisor had ordered that the front entrance remain closed after this bowing was noticed by building maintenance staff. He will not allow it to be reopened until he is assured that the panels are secure.

The contract called for one of the panels to be cut and removed. This was to allow the architect to see the internal structure above the panels. As they worked on the building, it became apparent to the architect and contractor that removing a panel from below without damaging the structure may not be possible.

More extensive dismantling of the building façade will be required to see what is above the panels and will therefore cost more. Depending on how much of it has to be taken apart, the contractor thinks it may cost anywhere between \$12,000 and \$28,000 for the investigation. The final cost will be based on the actual time and material cost. Does the City Council wish to proceed with the investigation?



SOFFIT PANELS





CITY OF WATERTOWN, NEW YORK
OFFICE OF CITY CLERK
CITY HALL, ROOM 101
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3387
(315) 785-7780 Fax (315) 785-7796
Email: asaunders@watertown-ny.gov

Ann M. Saunders
City Clerk/City Historian

Date: February 24, 2014

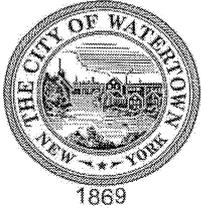
To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Retirement of Deputy Clerk Elyse Frezzo

Elyse Frezzo will be retiring on April 29, 2014 after being employed by the City of Watertown for 20½ years of which she served as a Deputy City Clerk for 13½ years. Deputy Clerk Frezzo's presence in the office will surely be missed throughout City Hall but especially by the staff and customers of the City Clerk's Office. We all wish her the very best in her retirement.

The position has been advertised and the City's Clerk Office has been preparing for a smooth transition in hopes of continuing to provide the same quality service. I have included a copy of the Deputy Clerk's Job Specification for Council to review. It has been updated to reflect the current duties and responsibilities of this position.



Deputy City Clerk

Job Specification
Classification: Unclassified
Series: City Clerk
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City Clerk's Office and involves being responsible for recording, filing and issuing legal records and a variety of licenses and permits. The incumbent is responsible for taking and transcribing meeting minutes for City Council meetings and for various other meetings as determined by the City Clerk. The incumbent is responsible for preparing the monthly reports for New York State as well as the daily cash reports for the Comptroller's Office. In addition, the incumbent assists the City Clerk in the operation of the City Historian's Office to include conducting research and helping with historical presentations as determined by the City Clerk. The work is performed under the general supervision of the City Clerk with leeway allowed for the exercise of independent judgment in carrying out details of the work.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Issues and files legal records including, but not limited to, birth and death certificates, marriage licenses and business licenses, NYS Racing & Wagering licenses, NYS Dog licenses;
- Attends City Council meetings, takes and transcribes meeting minutes and distributes them accordingly as needed;
- Records and files claims against the City;
- Maintains files on City documents, i.e. resolution, local laws, ordinances;
- Administers oaths of office as needed;
- Prepares required reports for NYS as well as financial reports for City Comptroller's Office;
- Assists in the operation of the City Historian's Office;
- Acts as a Marriage Officer performing wedding ceremonies;
- Acts for and in place of the City Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the City of Watertown as it relates to locations, streets, services offered by various agencies;
- Thorough knowledge and proficiency in the use of computers;
- Good knowledge of laws, rules and regulations pertaining to the recording, filing and issuing of municipal legal documents, certificates, licenses and permits;
- Good knowledge of record retention schedules and requirements;
- Ability to record, issue and file documents, etc.;
- Ability to take and transcribe accurate meeting minutes;
- Ability to handle money and prepare cash reports;
- Ability to work with the public using tact and courtesy as well as following confidentiality rules and regulations in regard to the various legal documents on file;
- Ability to communicate effectively orally and in writing;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a New York State registered or regionally accredited college with an Associate's degree in business, public administration, public relations or related field.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Candidate must:

- Must obtain New York State certification as a Notary Public within one (1) year of employment.
- Must be a resident of the City of Watertown as required by Section 11-c (1) of the New York State Domestic Relations Law to allow for appointment as a Marriage Officer in the City.

Classification history:

Approved: 6/13/2005

Revised: 1/24/2014

February 25, 2014

To: The Honorable Mayor and City Council

From: Erin E. Gardner, Superintendent of Parks and Recreation

Subject: Hockey Franchise Rights

Superintendent Gardner received requests from Don Kirnan, President of the Federal Hockey League and Phil DeFranco from the North Atlantic Professional Hockey League requesting to use the Watertown Municipal Ice Arena as their home ice for the 2014-2015 hockey seasons. I have discussed the issue with Attorney Bob Slye who has indicated that we must bid the franchise rights out competitively. I will be working with the Purchasing Department and the City Attorney to ensure that this process is done in a timely manner. I am requesting the City Council's permission to put the franchise rights out to bid. Superintendent Gardner will be available at the City Council Meeting on 3/3/14 to answer questions.

February 18, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – January 2014

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to January 2014, the January 2014 sales tax revenue on an actual to actual basis is down \$38,015 or 2.98%. In comparison to the original budget projection for the month of January, sales tax is down \$101,084 or 7.55%.

The year-to-date actual receipts are down \$158,085 or 1.53% while the year-to-date receipts on a budget basis are down \$669,848 or 6.16%. Year-to-date sales tax revenue is at \$10,199,561.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2009-10, 2010-11, 2011-12 and 2012-13 have been included for historical perspective.

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 131,215	9.64%		
August	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 106,747	7.87%		
September	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ (311,531)	-15.04%	(73,569)	-1.54%
October	\$ 1,081,394	\$ 1,147,531	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 282,550	21.71%		
November	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ (157,805)	-12.38%		
December	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ (171,247)	-9.99%	(46,502)	-1.08%
January	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ (38,015)	-2.98%		
February	\$ 921,272	\$ 984,089	\$ 1,036,230	\$ 1,160,663	\$ -				
March	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 1,453,454	\$ -			(38,015)	-0.98%
April	\$ 1,121,188	\$ 1,190,708	\$ 1,217,913	\$ 1,293,493	\$ -				
May	\$ 1,079,512	\$ 1,164,270	\$ 1,224,057	\$ 1,373,513	\$ -				
June	\$ 1,709,687	\$ 1,654,800	\$ 2,029,525	\$ 1,609,032	\$ -			-	0.00%
YTD	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 10,199,561</u>	<u>\$ (158,085)</u>	<u>-1.53%</u>		

Original Budget

	<u>2013-14</u>	<u>Actual 2013-14</u>	<u>Variance</u>	<u>%</u>		
July	\$ 1,428,628	\$ 1,492,579	\$ 63,952	4.48%		
August	\$ 1,424,184	\$ 1,463,877	\$ 39,692	2.79%		
September	\$ 2,174,150	\$ 1,760,254	\$ (413,896)	-19.04%	(310,253)	-6.17%
October	\$ 1,365,936	\$ 1,584,174	\$ 218,238	15.98%		
November	\$ 1,337,565	\$ 1,116,784	\$ (220,782)	-16.51%		
December	\$ 1,799,393	\$ 1,543,425	\$ (255,967)	-14.23%	(258,511)	-5.74%
January	\$ 1,339,552	\$ 1,238,468	\$ (101,084)	-7.55%		
February	\$ 1,218,010	\$ -				
March	\$ 1,525,268	\$ -			(101,084)	-2.48%
April	\$ 1,357,403	\$ -				
May	\$ 1,441,377	\$ -				
June	\$ 1,688,534	\$ -			-	0.00%
YTD	<u>\$ 18,100,000</u>	<u>\$ 10,199,561</u>	<u>\$ (669,848)</u>	<u>-6.16%</u>		

Total Budget \$ 18,100,000



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www.sunyjefferson.edu

February 18, 2014



Michael Sligar, Superintendent
Water Department
City of Watertown
1701 Huntington St.
Watertown, NY 13601

Dear Mr. Sligar:

On behalf of Jefferson Community College and personally, I want to thank you and your staff for the assistance provided in repairing a water main break on February 15, 2014. Despite having worked countless hours on other water problems in the City, your crew mobilized quickly and effected repairs in a timely and professional manner while working in a very difficult location.

Thank you for your diligence in keeping our campus open for business and please pass along my personal thanks to your staff. They did a great job.

Sincerely,

Carole A. McCoy
President

cc: Jeffrey E. Graham, Mayor
Sharon Addison, City Manager