



Watertown City Council
Monday, September 28, 2020
7:00 p.m.

WORK SESSION AGENDA

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

Discussion Items:

1. Pamela Water District
 - John J. Condino, Senior Project Manager, Barton and Loguidice
2. Transit System and Mobility Management
 - Frank Doldo, Regional Mobility Manager
3. Police Reform
 - Kenneth A. Mix, City Manager
 - Charles P. Donoghue, Police Chief

CITIBUS TRANSIT SYSTEM AND MOBILITY MANAGEMENT



Brandi Smith, Mobility Manager Greater Watertown Area
TBA, Mobility Manager Jefferson County
Frank Doldo, Regional Mobility Manager

Priorities (Mobility Manager):

Short Term in the next 6 months

- Triennial Review – Started and ongoing
- Advertising- Goal all spots filled outside 4 buses by November 1.
- All inside spots filled by December 31st.
- Paratransit Standard Operating procedures by December 31st
- AVL/Annunciator System- next 60-90 days- need to be posted, Bid Awarded, approved and implemented
- Operating Authority Expansion – Request on extension for new plan to include Arsenal Street BOCES, Industrial Park outer Coffeen Street and Outer Washington Street.
- Camera on Arsenal Street Bus

Long Term Goals, 12-18 months

- Creating new routes or adding stops on current routes
- Thompson Park
- Fort Drum
- Work with County Mobility Manager to develop seamless transfer points based on Transit Study
- Bus Shelters identified, ordered and installed
- Work with County and City Officials on a collaboration of a County Wide System
- Jefferson County Coordinated Transportation Plan updated
- Get bus stop signs at each location of stops(60 locations)
- Develop and implement a marketing campaign and re branding
- Get Genfare system compatible with the JCC Student ID Card
- Develop Public /Private partnerships.

City and County Partnership for County Wide System and Mobility Management

- Who will be responsible and for what
- How funding works to support both
- When can we start discussions
- Timeline
- November/December – Hire County MM
- November/December/January- Complete and Submit 21/22 5311 Application
- Application will include Capital and Operating Expenses and Mobility Management
- Buses delivered December 2022
- Starting County Wide System - 2023

Questions?

Frank Doldo, Regional Mobility Manager

Frank@VolunteerTransportation.org

St. Lawrence County: PO Box 515, 6587 U.S. 11 Canton, NY 13617 | Oswego County: 808 W. Broadway, Fulton NY 13609

| Greater Watertown Area Office: 24685 State Route 37, Watertown, NY 13601

p. 315.405.5406 | f. 315.788.8021

email: frank@volunteertransportation.org

www.VolunteerTransportationCenter.org



**Volunteer
Transportation
Center, Inc.**

**Greater Watertown Mobility Management Program
2020 Q1 Activities (through April 15)
submitted by Jennifer Hodge**

The Volunteer Transportation Center signed a contract with the City of Watertown to undertake Mobility Management for the greater Watertown area. The contract began on April 1, 2020, and we continued our contract to assist with grant access until such time.

During the first quarter of 2020 through April 15, 2020, the following tasks have been addressed:

- Assisted the City with solidifying the mobility management contract. Additionally, we partnered with Jefferson County to establish a pass through arrangement allowing the City to access NYS 5311 funding bringing Mobility Management activities to rural parts of Jefferson County.
- Worked with the City to establish an on-going and flexible response plan to Covid-19; assisted with the development of rider protocol
- Revised and presented suggested edits to the City website; CitiBus was moved out from under the DPW on the website.
- Worked with Council Member Sarah Compo to have updates added to the Covid Response page for the City.
- Worked with CitiBus leadership to add access to Walmart and Target temporarily during this crisis time to increase access to food sources
- Attended 1 City council meeting and 1 Jefferson County Legislature work session
- Worked with FTA Region 2 reps to begin the next application to secure funding to support CitiBus.
- Began looking at the required DBE plan; working with Region 2 FTA rep to build an appropriate program
- Networked with local human service agencies to communicate the availability of transit in the area during a crisis (Urban Mission, DSS, OFA, and other private non-profits)
- Established regular, Monday at 1 pm meetings with DPW Superintendent at the City
- Tracked CitiBus numbers (see below)

	Route A	Route B	Route C	Total Week
Pre Covid 3/2-3/13	131	182	97	411
Covid 3/15-3/31	57	89	36	182
March	88	128	62	279
April (thru 4/11)	52	86	29	167

I have been tracking the numbers. It appears we are down by 32% from March to April. Though there was a decrease we still did have a gain of 813 trips over the year prior leading me to believe that it would have been a great month if Covid hadn't reared its ugly head.

Looking forward from March to April we can see another decline in ridership, but by design. We have asked riders to only go if it is a critical medical or food source issue. Drivers are asking questions when the rider approaches the bus and responding appropriately. From March to April we have seen a 40% decrease from the previous months' ridership and a 60% decrease from pre-Covid days of operation. The month of April projects a decrease of 6,000 +/- from the year before at this time.

At this time, I think it would be wise to ask the drivers to define when they see the greatest ridership and we may need to adjust the routes/times to maximize ridership. We may also wish to place a smaller bus or two into a dial-a-ride rotation to accommodate individuals riding singularly.

While all operations, including paying for those workers displaced by Covid are covered under the Cares Act we want to act diligently with the tax payers money.

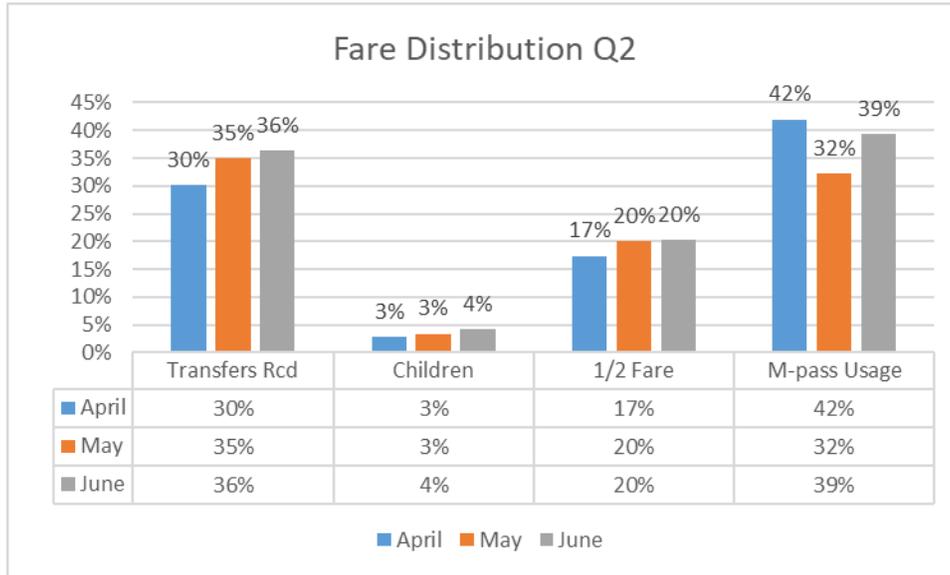
CitiBus continues to adhere to all CDC, NYS and Public Health safety precautions. Our drivers are masked, gloved and are wiping buses down between runs. The buses also receive a deep clean each evening and are ready to run the following morning. Extensions of the Arsenal St. route have been added to Walmart and Target for increased shopping access.

Greater Watertown Mobility Management Program 2020 Q2 Activities (April to June) submitted by Jennifer Hodge

During the second quarter of 2020, the following tasks have been addressed:

- Worked with the City to establish an on-going and flexible response plan to Covid-19; assisted with the development of rider protocol
- Worked with FTA Region 2 reps to begin the next application to secure funding to support CitiBus.
- Continued working on the required DBE plan; working with Region 2 FTA rep to build an appropriate program
- City-Wide Mobility Management
 - Networked with local human service agencies to communicate the availability of transit in the area during a crisis (Urban Mission, DSS, OFA, and other private non-profits)
 - Call with Chris Ingersoll, Jefferson County OFA- discussed meal delivery options in this crisis time
 - Facilitated a letter from Jefferson County Administrator Bob Hageman to Casie Buell at Lewis County.
 - Worked with Sharyn from MAS to get a client's 2015/2020 forms completed and on file for his ease of scheduling transportation.
- CitiBus/Paratransit
 - Delivered Covid-19 supplies as necessary
 - Researched and located a bus to borrow while the City waits on the next bus to come in on contract.
 - Sought quote to have protective barriers placed in all buses as a result of Covid-19. Facilitated the installation of protective barriers in each CitiBus and Paratransit bus. Conducted the bid process and oversaw the work being done on site. Coordinated with Greg Buff, NYSDOT inspector to ensure all barriers meet NYSDOT specs.
 - Developed a mini-newsletter to go to Transportation Commission members updating them in lieu of the last quarterly meeting
 - Began conversation in earnest with Mary Bisio, NYSDOT, to permanently extend the CitiBus route to Walmart, Target and CitiBus.
 - Negotiated with Centro of Syracuse the loan of a 35 Gillig bus to have as a spare. A bus of similar size was retired because of frame corrosion.
 - Worked with Transit Supervisor to finalize the advertising plan for the new buses. Given the green light to secure advertising with the hopes of adding something to the buses before 6/1.
 - Developed a simple cost analysis for Pat to determine a projected revenue line item for advertising on the buses.
- Tracked CitiBus numbers (see below)

		Route A		Route B		Route C		Route D		Transfers Rcd	Children	1/2 Fare	M-pass Usage	Total Passengers
April	2020	1243	\$ 426.00	2066	\$ 927.59	636	\$ 246.31			553	52	319	908	3,945
May	2020	1,426	\$ 419.25	2,489	\$ 1,157.07	784	\$ 326.75			756	74	434	899	4,699
June	2020	1,877	\$ 601.85	3,135	\$ 1,472.60	1,005	\$ 417.55			1010	117	563	1094	6,017
Q2 Total		4546	1447.1	7690	3557.26	2425	990.61			2319	243	1316	2901	14,661



Paratransit Numbers

2020	PASSENGERS	RIDERS	AIDES	RECEIPTS	DH MILES	REVENUE MILES	NO SHOW	HOURS	SPEED
Apr	349	2	15	960	648.3	978.4	10	93.27	0
May	368	4	0	1116	90.7	149.9	1	17.28	11.19
Jun	436	2	52	1314.4	709	1322.5	13	135.14	9.64

September 24, 2020

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, City Manager
Subject: New York State Police Reform and Reinvention Collaborative

Governor Andrew Cuomo issued Executive Order 203 on June 12th directing all local governments with police departments to undergo a transparent and comprehensive review of their policing practices and procedures and adopt a plan by April 1, 2021.

I am required to convene the Police Chief and stakeholders in the community to develop a plan, which considers evidence-based policing strategies, including but not limited to:

- use of force policies;
- procedural justice;
- any studies addressing systemic racial bias or racial justice in policing;
- implicit bias awareness training;
- de-escalation training and practices;
- law enforcement assisted diversion programs;
- restorative justice practices;
- community-based outreach and conflict resolution;
- problem-oriented policing;
- hot spots policing;
- focused deterrence;
- crime prevention through environmental design;
- violence prevention and reduction interventions;
- model policies and guidelines promulgated by the New York State Municipal Police Training Council; and
- standards promulgated by the New York State Law Enforcement Accreditation Program.

The stakeholders are to include, but not be limited to:

- membership and leadership of the local police force;
- members of the community, with emphasis in areas with high numbers of police and community interactions;
- interested non-profit and faith-based community groups;
- the local office of the district attorney;
- the local public defender; and
- local elected officials.

The guidance says we should also consider engaging the following:

- residents who have had interactions with the police;
- residents who have been incarcerated;

any local police unions;
local education officials and educators;
local neighborhood, homeless, and housing advocates;
LBGTQIA+ leaders and advocates;
local Health Department and healthcare leaders and advocates;
mental health professionals;
business leaders;
transportation and transit officials; and
legal and academic experts.

The mandate is to create a plan to adopt and implement the recommendations resulting from the review and consultation, including any modifications, modernizations, and innovations to its policing deployments, strategies, policies, procedures, and practices, tailored to the specific needs of the community and general promotion of improved police agency and community relationships based on trust, fairness, accountability, and transparency, and which seek to reduce any racial disparities in policing.

The guidance document issued by the Governor in August outlines a four phase process including:

Phase 1: Planning

- Create an operations plan
- Coordinate with neighboring localities
- Convene key stakeholders
- Assess where you are now

Phase 2: Listening and Learning

- Listening Sessions
- Engage Experts
- Request Comments and Information

Phase 3: Draft a Plan

- Identify areas of focus
- Identify measurable goals
- Draft a reform and reinvention plan
- Keep the public engaged

Phase 4: Public Comment and Ratification

- Release draft plan for public comment
- Educate the public
- Ratify the plan
- Certify with New York State

The plan has to be offered for public comment, and after consideration of such comments, must be presented to the City Council for adoption by resolution no later than April 1, 2021. The penalty for not adopting a plan by April 1 is that the State can withhold funding.

We are currently in Phase 1 of the process. This includes collection of the information that is available and contacting stakeholders. So far, Kristyna Mills, District Attorney; Julie Hutchins, Public Defender and representatives of the Police Union have agreed to participate. We are looking for suggestions of people to be involved that fit within the other categories.