

CITY OF WATERTOWN, NEW YORK

AGENDA

Monday, December 19, 2022

7:00 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, December 19, 2022, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Designation of Official Newspaper
- Resolution No. 2 - Approving Gas Service Proposal from National Grid for the WTP COAG Generator Replacement
- Resolution No. 3 - Accepting Change Order #1 for WTP COAG Generator Replacement, John R. Dudley Construction
- Resolution No. 4 - Approving Agreement with the County of Jefferson, AAA Transportation Program
- Resolution No. 5 - Readopting Fiscal Year 2022-23 General Fund Budget – Purchase of Golf Course
- Resolution No. 6 - Re-Adoption of Fiscal Years 2022-23 through 2026-27 Capital Budget – Purchase of Golf Course
- Resolution No. 7 - Authorizing the Sale of Various Surplus Equipment
- Resolution No. 8 - Approving CDBG Grant Agreement with CARES of NY, INC for the January 2023 Point in Time Outreach and Education Program
- Resolution No. 9 - Authorizing an Application for Grant Funding through the New York State Department of Environmental Conservation's Urban and Community Forestry Program

- Resolution No. 10 - Approving the Site Plan for the Construction of an 864 sq. ft. Building and Associated Site Improvements at 1851 State St., Parcel Number 5-21-122.200
- Resolution No. 11 - Approving the Site Plan for a 12,632 sq. ft. Parking Lot Expansion and Associated Site Improvements at 111 Breen Avenue, Parcel Number 8-01-214.100
- Resolution No. 12 - Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 06-04-306.000 Known as 413 Factory Street To EdJe Enterprises
- Resolution No. 13 - Rescinding Resolution No. 2 of May 2, 2022, which Appointed William Kimball to the Community Action Planning Council of Jefferson County

ORDINANCES

- Ordinance No. 1 - Changing the Approved Zoning Classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001 from Residence B to Commercial

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

- Tabled Resolution - Nominating Stanley Zaremba to the Community Action Planning Council of Jefferson County

STAFF REPORTS

1. Sales Tax Revenue – November 2022
2. Sale of Surplus Hydro-electricity – November 2022
3. Year-end Financial Report
4. Zoning Ordinance Rewrite Update and Proposed Schedule

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is scheduled for Monday, January 9, 2023, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, JANUARY 3, 2023

Res No. 1

December 12, 2022

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, City Manager
Subject: Designation of Official Newspaper

The attached resolution, if approved by the City Council, designates the *Watertown Daily Times* as the official newspaper of the City of Watertown for the year 2023, as required by New York State Law.

RESOLUTION

Page 1 of 1

Designation of Official Newspaper

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

BE IT RESOLVED by the City Council of the City of Watertown, New York, that the *Watertown Daily Times* be and is hereby designated as the official newspaper of the City of Watertown, New York, for the year beginning January 1, 2023 and ending December 31, 2023.

Seconded by _____

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: WTP COAG Generator Replacement Project, Natural Gas Line Installation

At the August 15, 2022, meeting, City Council approved the contract for the WTP COAG Generator Replacement Project with John R. Dudley Construction in the amount of \$389,000.00.

The old generator runs on propane, but the new one will run on natural gas. A gas line will be installed from the main at State Route 3 to the generator site next to coagulation basin. Approval was obtained from National Grid for a 2" line before the project was put out for bids. National Grid's only responsibility was to tap into the main. National Grid is now insisting that they must install the line and that it has to be a 4" line.

National Grid has given a proposal to complete the work for \$151,135.86. John R. Dudley Construction will no longer be installing the gas line so they have submitted Change Order No. 1 with a reduction of the amount of \$116,305.00. The project will now cost \$34,830.86 more for a total of \$423,830.86.

Two resolutions have been prepared for City Council consideration. The first one approves the proposal submitted by National Grid. The second resolution approves Change Order No. 1 submitted by John R. Dudley Construction.

RESOLUTION

Page 1 of 1

Approving Gas Service Proposal from
National Grid for the WTP COAG
Generator Replacement

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total.....

YEA	NAY

Introduced by

WHEREAS a contract was awarded to John R. Dudley Construction (Contractor) for the WTP COAG Generator Replacement Project, and

WHEREAS said contract includes the installation of a natural gas line, and

WHEREAS National Grid states that it, and not the Contractor, must install the gas line, and

WHEREAS National Grid has submitted a proposal to install the gas line for \$151,135.86,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the proposal from National Grid to install the gas line, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute the proposal.

Seconded by

November 30, 2022

City Of Watertown
Watertown Water Dept
245 Washington St
Watertown, NY 13601

**Re: Gas Service Proposal WR#30598397
1707 Huntingtown St, Watertown NY 13601**

Enclosed please find a Gas Service Proposal for the install of 1320' of 4" plastic main plus 50' of 1.25" PL service line with 3M meter install at 1707 Huntingtown St, Watertown NY 13601.

Pursuant to PSC No. 219 Tariff Rule 18.1.2, there is an estimated cost to you in the amount of \$151,135.86 plus \$12,090.87 in applicable taxes.

NOTE: *If you have an applicable tax exemption certificate, please forward along with this signed proposal.*

If this Proposal is acceptable, please sign and return this letter. Upon receipt of your acceptance, you will be billed under separate cover in the amount of \$151,135.86 plus \$12,090.87 in applicable taxes This estimate is valid for 90 days from the date of this letter.

The breakdown of these estimated charges are as follows:

Labor, Expenses, & Fringes	\$67,766.66
Materials & Handling	\$9,443.12
Transportation	\$13,801.32
Overheads	\$60,124.76
Sub-Total	\$151,135.86
Taxes	\$12,090.87
Total Estimate Charges	\$163,226.73

This work will be scheduled upon receipt of this signed proposal, payment of invoice, and completion of all responsibilities as outlined in the attached proposal.

Pursuant to PSC No. 219, you are responsible for the actual costs of this project. Upon project completion, costs will be reconciled to actual costs. The Company will subsequently bill you if our costs run over the invoiced amount or refund the difference if costs run below the invoiced amount. You are responsible for all invoiced amounts.

Should you have any questions, please contact me at 315-264-2240.

Sincerely,

Jesse Fenton
Gas Connections UNY – Central Division
Cell: 315-264-2240
[nationalgrid](#)
7496 Round Pond Rd
North Syracuse, NY 13212

I ACCEPT AND AGREE TO BE BOUND BY THE TERMS OF THIS PROPOSAL:

Print Name: _____

Title:
(if applicable) _____

Signature: _____

Date: _____

By signing this agreement, the signatory represents and warrants that he or she is duly authorized and has legal capacity to execute, deliver, and bind the party to this agreement.

GAS SERVICE PROPOSAL WR30598397

**City of Watertown Water Dept
1707 Huntington St, Watertown NY 13601**

Service Work Request:	30598397
Gas Contractor:	
Customer's Contribution:	\$151,135.86
Billing Party:	City Of Watertown
Customer's Responsibilities:	<ul style="list-style-type: none">➤ Return signed Proposal cover letter, if accepted➤ Provide all necessary right-of-way easements➤ Notify National Grid if any changes in the Billing Party occur➤ Payment in full, upon receipt of invoice➤ Provide copy of Tax Exempt Certificate (if applicable)
National Grid Responsibilities:	1320' of 4" PL main, 50' of 1.25" PL Servic with 3M meter
Construction Lead Time:	<p>Approximately 4-6 weeks will be necessary for construction. Upon receipt of payments, permits, right-of-way and the signed Agreement, this project will be added to National Grid's construction schedule.</p> <p>Note: Payment must be made upon receipt of invoice. The correct mailing address for payments will be noted on the invoice you receive.</p>
Remarks:	<p>This Proposal is based upon projected cost and rate schedule provisions in effect at the date of this proposal and will be withdrawn if not accepted within 90 days of the date of this Proposal.</p> <p>This proposal and all attached documentation is proprietary property of National Grid and can only be used for its intended purpose and shall not otherwise be disclosed.</p>
Prepared By:	<i>Jesse Fenton</i> Gas Connections Rep – 315-264-2240

RESOLUTION

Page 1 of 1

Accepting Change Order #1 for
WTP COAG Generator Replacement,
John R. Dudley Construction

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total.....

YEA	NAY

Introduced by

WHEREAS a contract was awarded to John R. Dudley Construction (Contractor) on August 15, 2022, for the WTP COAG Generator Replacement Project, and

WHEREAS the City Engineering Department has received Change Order #1 for the WTP COAG Generator Replacement from the Contractor, because National Grid will be installing the natural gas line, and

WHEREAS the Contractor's Original Contract Price of \$389,000.00 has been reduced by \$116,305.00 due to the reduction in the scope of work, and

WHEREAS City Engineer, Michael Delaney reviewed the Change Order with the Engineering Department, and it is their recommendation that the City Council accept the Change Order submitted by the Contractor, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts Change Order #1, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign the Change Order.

Seconded by

**JOHN R.
DUDLEY
CONSTRUCTION, INC.**
PO BOX 3076, OSWEGO, NY 13126
PH: 315-343-7865 FAX: 315-342-5537

December 5, 2022

Jade Stone Engineering, PLLC
444 VanDuzee Street
Watertown, New York 13601

Attn: Matt Walldroff
Re: Watertown COAG Generator Project

Matt,

Our credit for the pipeline portion of this project is \$116,305.00. This is assuming National Grid is responsible for any and all work associated with the pipeline install, including coordination, restoration, sediment control, traffic control, and anything in the drawings and specifications for this project beyond the perimeter fence limits at the proposed generator location, as highlighted in the attached sheets. The exception to the construction limits stated above is the gas main connection at the generator site. National Grid is to bring the gas main to the proposed generator pad, terminating above ground after the meter, as shown in the contract drawings.

Sincerely,

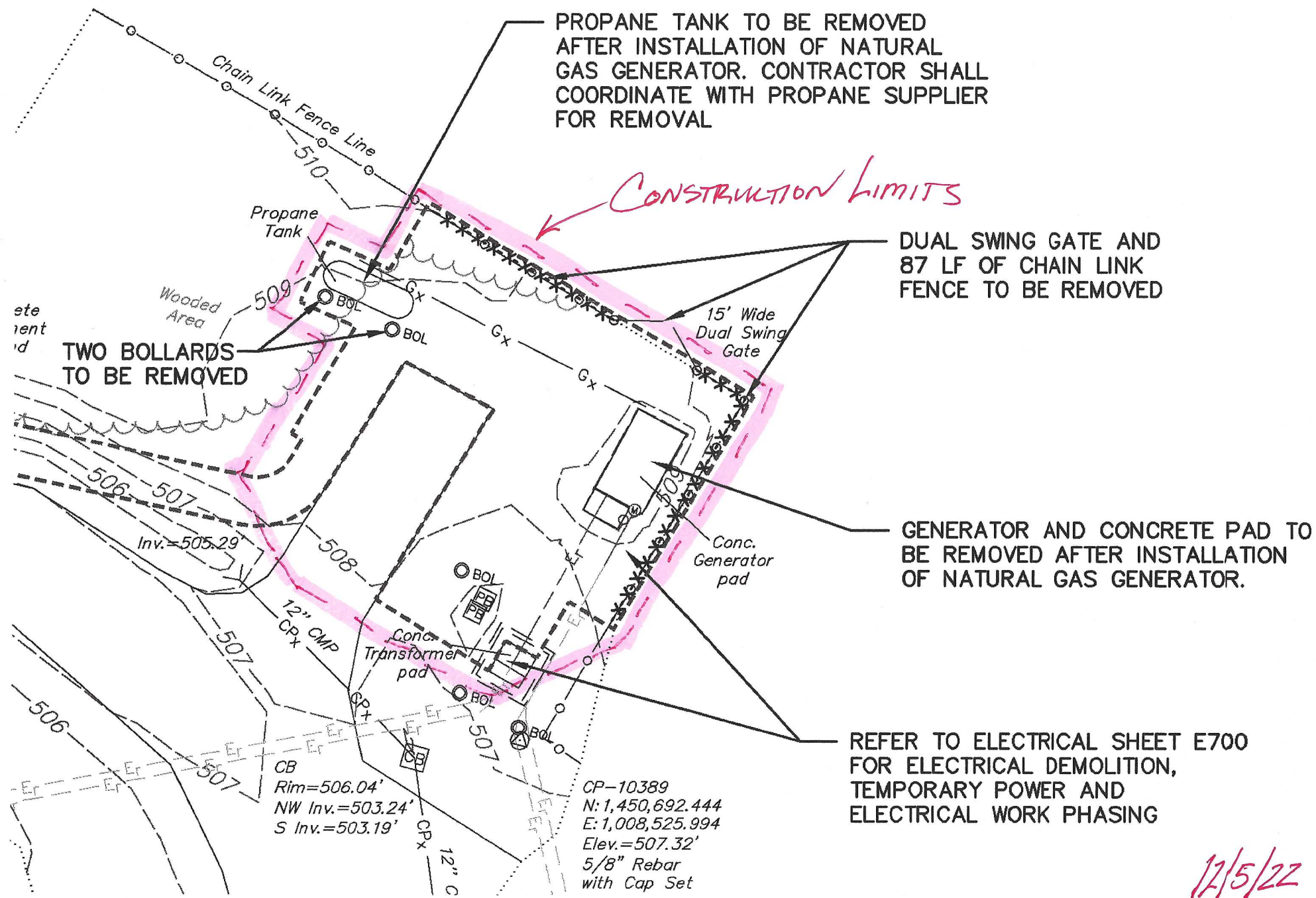


Adam Witherell
John R. Dudley Construction, Inc.

1/2

WATERTOWN COAG REVISED SCOPE OF WORK

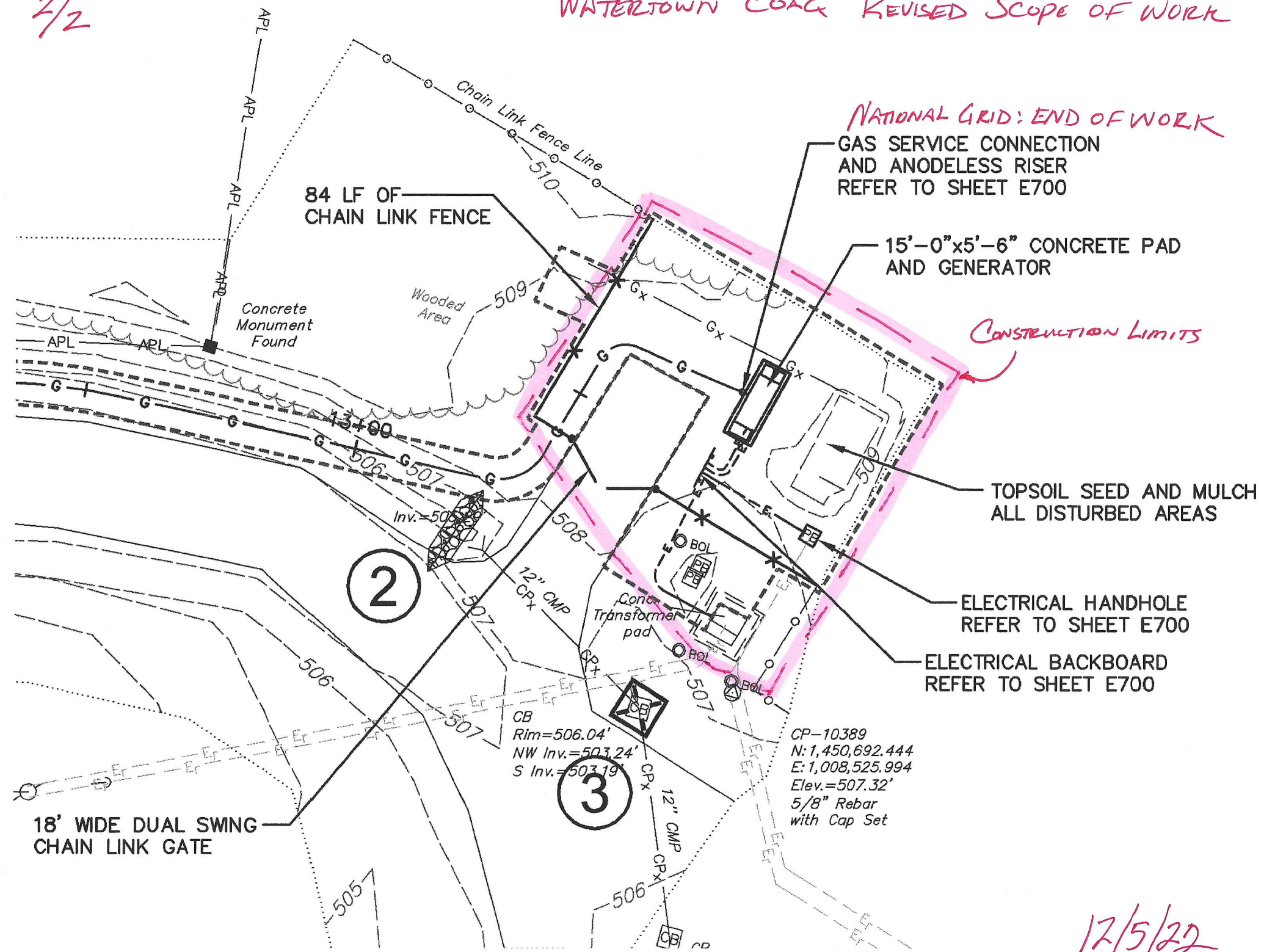
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12/5/22

2/2

WATERTOWN COAG REVISED SCOPE OF WORK



12/5/22

City of Watertown COAG Generator

SCHEDULE OF VALUES

DESCRIPTION	\$	National Grid Credit
BOND	\$ 6,835.00	
INSURANCE	\$ 1,630.00	
MOBILIZE	\$ 4,220.00	
DEMOBILIZE	\$ 4,220.00	
EQUIP MOB	\$ 3,050.00	
EQUIP DEMOB	\$ 3,050.00	
DIESEL	\$ 2,600.00	\$ 3,000.00
GAS	\$ 4,800.00	\$ 6,000.00
TEMP SANITARY FACILITIES	\$ 600.00	
DUMPSTER	\$ 750.00	
SEDIMENT CONTROL	\$ -	\$ 1,685.00
STONE CHECKDAM	\$ -	\$ 2,630.00
SITE PROTECTION	\$ 4,110.00	
TRAFFIC CONTROL	\$ -	\$ 13,695.00
MISC DEMOLITION	\$ 6,235.00	
CONCRETE DEMOLITION	\$ 8,560.00	
DUCTBANK	\$ 7,090.00	
GENERATOR PAD	\$ 11,300.00	
ELECTRICAL SUB CONTRACTOR	\$ 179,350.00	
ASPHALT RESTORATION	\$ -	\$ 6,190.00
TOPSOIL RESTORATION	\$ 6,595.00	\$ 17,015.00
FENCE SUB-CONTRACTOR	\$ 14,750.00	
2" GAS LINE INSTALL	\$ -	\$ 66,090.00
GENERATOR SERVICE PIPING	\$ 2,950.00	
TOTAL:	\$ 272,695.00	\$ 116,305.00

Change Order

No. 1

Date of Issuance: 12/5/2022

Effective Date: 12/5/2022

Project: WTP COAG Generator Replacement Project	Owner: City of Watertown	Owner's Contract No.:
Contract: WTP COAG Generator Replacement Project		Date of Contract: 8/29/2022
Contractor: John R. Dudley Construction		Engineer's Project No.:

The Contract Documents are modified as follows upon execution of this Change Order:

Description: National Grid requires the installation of the Gas Service scope of work for the above project be furnished and installed by National Grid. Therefore, attached is a credit from the Contractor John R. Dudley Construction. This Credit from John R. Dudley Construction results in a net decrease of \$116,305.00 to the Contract.

Attachments: (List documents supporting change):

John R. Dudley Credit Letter

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 389,000.00

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Contract Price prior to this Change Order:

\$ 389,000.00

[Increase] [Decrease] of this Change Order:

\$ 116,305.00

Contract Price incorporating this Change Order:

\$ 272,695.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

By: John R. Dudley
Engineer (Authorized Signature)

Date: 12/7/22

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 12/06/2022

Date: _____

To: The Honorable Mayor and City Council

From: Kenneth A, City Manager

Subject: Approving Agreement with the County of Jefferson, AAA Transportation Program

The New York State Office for the Aging has agreed to provide State and Federal funds to the County of Jefferson to furnish specified transportation services to certain elderly residents within the County of Jefferson. The County has asked the City to assist them by providing this transportation service for the seniors within the CitiBus service area.

Attached for City Council consideration is an Agreement between the City of Watertown and the County of Jefferson, acting through the Jefferson County Office for the Aging. Under the terms of this Agreement, the City will provide transportation services through our CitiBus program to residents of Jefferson County who are sixty years of age or older to enable them to access and receive health, welfare, and nutrition services. The Agreement is for the term April 1, 2022, to March 31, 2023, with payment not-to-exceed \$5,600 annually.

A resolution approving the Agreement between the City of Watertown and the County of Jefferson, acting through the Jefferson County Office for the Aging, has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement with the County of
Jefferson, AAA Transportation Program

Council Member OLNEY III, Clifford, G.

Council Member HICKEY, Patrick J.

Council Member PIERCE, Sarah V. C

Council Member RUGGIERO, Lisa A.

Mayor SMITH., Jeffrey M.

Introduced by

Total

YEA	NAY

WHEREAS the New York State Office for the Aging has agreed to provide State and Federal funds to the County of Jefferson to furnish specified transportation services to certain elderly residents within the County of Jefferson, and

WHEREAS Jefferson County, acting through the Jefferson County Office for the Aging, wishes to enter into an Agreement with the City of Watertown to provide this service within the Citibus service area, and

WHEREAS the Agreement is to provide transportation services through our CitiBus program to residents of Jefferson County who are sixty years of age or older to enable them to access and receive health, welfare and nutrition services, and

WHEREAS the term of this Agreement is from April 1, 2022 through March 31, 2023, with payment not-to-exceed \$5,600.00 annually,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement between the City of Watertown and Jefferson County, acting through the Jefferson County Office for the Aging, a copy of which is attached and made a part of this resolution, and

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

Seconded by

AGREEMENT

This Agreement, made the ____ day of _____, 20__, by and between

THE COUNTY OF JEFFERSON, a municipal corporation of the State of New York, with principal offices located at 195 Arsenal Street, Watertown, New York 13601 (hereinafter referred to as "**COUNTY**"), acting through the Jefferson Office for the Aging, (hereinafter referred to as "**OFA**"),

- and -

THE CITY OF WATERTOWN, a municipal corporation of the State of New York with a principal place of business located at 245 Washington Street, Watertown, New York 13601 (hereinafter referred to as "**CONTRACTOR**") (**COUNTY** and **CONTRACTOR** are hereinafter collectively referred to as "the Parties").

WITNESSETH:

WHEREAS, New York State Office for Aging has agreed to provide State and Federal funds to **COUNTY** from certain grant programs pursuant to Section 541 of the Executive Law of the State of New York; New York State and any amendments thereto; and

WHEREAS, **OFA** is charged with the responsibility of administering the AAA Transportation Program in the County of Jefferson, State of New York; and

WHEREAS, **COUNTY** desires to contract with **CONTRACTOR** for the furnishing of specified transportation services to certain elderly residents within the County of Jefferson; and

WHEREAS, **CONTRACTOR** is able to and desires to provide the aforesaid services to **COUNTY**,

NOW, THEREFORE, In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

SECTION 1. DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meanings indicated:

NYSOFA	The New York State Office for the Aging.
PARTICIPANT	A resident the County of Jefferson New York who is sixty years of age or older and who is otherwise eligible to receive services under Title III of the Older Americans Act as amended, or under Section 541 of the New York Executive Law.
SERVICES	The provision of transportation and escort services within CONTRACTORS existing service area to PARTICIPANTS who require transportation to enable them to access and receive health, welfare and nutrition services.

References in this Agreement to the singular shall be deemed to include the plural; references to the male gender shall be deemed to include the female gender; and references to an individual shall be deemed to include other legal entities where the context so indicates.

SECTION 2. TERM OF AGREEMENT

This Agreement shall take effect on April 1, 2022, and is for the period of April 1, 2022 through and including March 31, 2023.

SECTION 3. TERMINATION

This Agreement may be terminated by either party at any time upon thirty (30) day written notice to the other party. Said thirty (30) day period shall commence on the date such notice is actually received by the other party.

SECTION 4. CONTRACTOR REPRESENTATIONS AND ACKNOWLEDGMENTS

CONTRACTOR represents that it is fully licensed (to the extent required by law), experienced and properly qualified to perform the SERVICES as provided under this Agreement and that it is properly permitted, staffed, trained, equipped, organized and financed to perform such SERVICES.

CONTRACTOR hereby acknowledges that it is aware that COUNTY will rely upon the accuracy of information supplied by CONTRACTOR pursuant to this Agreement in submitting claims for reimbursement from government sources. CONTRACTOR also acknowledges that it is aware that there are significant penalties for submitting false information to governmental agencies, including the possibility of fines and imprisonment. CONTRACTOR shall be responsible for any monetary fine, penalty or sanction imposed upon COUNTY, its officers, employees and agents as a consequence of the use by COUNTY of false information submitted to the COUNTY by CONTRACTOR, unless it is shown the COUNTY had actual prior knowledge of the falsity of such information.

CONTRACTOR represents that it is not a sectarian organization and does not have as one of its purposes the advancement of a particular religion. CONTRACTOR further represents and promises that funds received pursuant to this Agreement shall not be utilized for sectarian purposes and CONTRACTOR shall not engage in the promotion or advancement of any particular religious practices during the performance of its duties under this Agreement.

SECTION 5. GENERAL STATEMENT OF SERVICES AND RESPONSIBILITIES

CONTRACTOR shall provide all necessary and appropriate facilities, personnel, equipment, and supplies, including, but not limited to licensed drivers (operating and supervisory), insurance, fuel and oil, to render SERVICES to PARTICIPANTS.

SECTION 6. RECORD KEEPING, AUDIT AND INSPECTION

CONTRACTOR agrees to maintain books, records, documents, and other evidence and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. These records shall be subject at all reasonable times for inspection, review or audit by State personnel and other personnel duly authorized by COUNTY. CONTRACTOR agrees to collect statistical data of a fiscal nature on a regular basis and to make fiscal and statistical reports at times prescribed by and on forms furnished by COUNTY through the Office for Aging and duly authorized by the State Office for Aging.

CONTRACTOR agrees to maintain program and statistical records and to produce program narrative and statistical data at times as prescribed by, and on forms furnished by OFA. Upon reasonable request,

CONTRACTOR shall provide COUNTY, NYSOFA and/or the United States government with other reports concerning SERVICES provided pursuant to this Agreement.

CONTRACTOR agrees to retain all books, records, and other documents relevant to this agreement for six (6) full years after final payment. Federal and/or State auditors and any persons duly authorized by COUNTY shall have full access to and the right to examine any of said materials during said period.

CONTRACTOR shall have its premises open for inspection by officials of OFA and/or COUNTY, State of New York, and/or the United States Government at any time during normal business hours.

SECTION 7. GRIEVANCE PROCEDURES

Should PARTICIPANTS, family members or care givers, express dissatisfaction with or be denied SERVICES, CONTRACTOR shall immediately undertake to informally resolve the complaint. Should any such matter not be satisfactorily resolved, CONTRACTOR shall notify the individual of his right to file a formal written grievance in accordance with OFA's Grievance Procedures, which are outlined in **Appendix "A"** and which by this reference are made a part of this Agreement. CONTRACTOR shall post the Grievance Procedures in a prominent location at the SERVICE delivery site. All staff of CONTRACTOR providing SERVICES are to be instructed concerning these grievance procedures and must verbally inform unsatisfied PARTICIPANTS, family members or care givers of their right to file a grievance.

SECTION 8. COMPLIANCE WITH ALL LAWS

The CONTRACTOR agrees that during the performance its obligations required pursuant to this Agreement, CONTRACTOR and all officers, employees, agents or representatives working under CONTRACTOR'S direction shall strictly comply with all local, state or federal laws, ordinances, rules or regulations applicable to the SERVICES and this Agreement, and including, but not limited to, compliance with all laws and other legal obligations outlined in **Appendix "B"** which is attached hereto and made a part of this Agreement.

SECTION 9. FINANCIAL ARRANGEMENTS

COUNTY shall pay CONTRACTOR in full satisfaction for SERVICES rendered in accordance with this Agreement the sum, not to exceed FIVE THOUSAND SIX HUNDRED DOLLARS (\$5,600.00) annually for the entire period of the Agreement. CONTRACTOR shall provide ½ Fare Participant Ride detail to COUNTY on a monthly basis. CONTRACTOR shall submit to COUNTY a claim for services rendered on at least an annual basis on or before January 10 for the previous calendar year.

CONTRACTOR agrees to notify PARTICIPANTS of the opportunity to contribute towards the cost of SERVICES in accordance with to a suggested contribution schedule supplied by OFA. SERVICES provided to PARTICIPANTS shall not be adversely affected by a failure to contribute to all or part of the cost of SERVICES.

CONTRACTOR agrees not to request payment for, or to receive payment for services which are not rendered in compliance with this Agreement.

SECTION 10. CONTRACT DEEMED EXECUTORY

This Agreement shall be deemed executory only to the extent of funds appropriated by the Jefferson County Board of Legislators and or the governments of the State of New York and the United States and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by the COUNTY beyond the amount of such funds. It is understood and agreed that neither this Agreement, nor any representation by any public employee or officer creates any legal, moral or equitable obligation on the part of the COUNTY to request, appropriate or make additional funds available for the purposes of this Agreement.

SECTION 11. ASSIGNMENT; SUBCONTRACTING

CONTRACTOR shall not assign, transfer, convey, or otherwise dispose of this Agreement, or the right to execute it, or the right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, unless the previous written consent of COUNTY has first been obtained. Any attempted or purported assignment without such prior written consent shall be void. The provisions of this clause shall not hinder, prevent, or affect any assignment by CONTRACTOR for the benefit of its creditors made pursuant to the Laws of the State of New York.

CONTRACTOR will not subcontract its duties hereunder without the prior written consent of COUNTY. This provision does not prohibit CONTRACTOR from entering into employment contracts or, contracts for the acquisition of goods or facilities or the provision of services which are ancillary to the main purpose of this Agreement and are not directly related to the provision of SERVICES hereunder without consent of COUNTY. Prior to submitting a subcontractor for approval under this Section, CONTRACTOR shall diligently inquire into the capability, qualifications and background of the subcontractor, and the submission of a subcontractor for approval shall constitute an affirmative representation by CONTRACTOR that the subcontractor is fully capable, qualified and licensed to provide the subcontracted SERVICES.

Any subcontract entered into by CONTRACTOR pursuant to this section shall provide that CONTRACTOR will retain ultimate control and responsibility for the service provided under the subcontract and that the subcontractor shall be bound by the provisions of the Agreement between CONTRACTOR and COUNTY and any other requirements applicable to CONTRACTOR in the provision of SERVICES pursuant to this Agreement. No contractual relationship shall be deemed to exist between any subcontractor and COUNTY, nor shall CONTRACTOR be relieved of any of its obligations under this Agreement, as a consequence of any subcontract approved by COUNTY under this Section.

SECTION 12. INSURANCE REQUIREMENTS

CONTRACTOR shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Workers' Compensation insurance, Employer's Liability Insurance, Disability Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance, and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms, shall be written by insurers licensed to do business in the State of New York and which have an A.M. Best Rating of A(-) or better as determined in the most recent A.M. Best publication, and who have been fully informed as to the nature of the SERVICES to be performed, and shall cover risks and liability to CONTRACTOR resulting from this Agreement. Commercial General Liability shall include personal injury liability.

The COUNTY, its officers, employees and agents shall be named as additional insureds on a primary and non-contributory basis on CONTRACTOR'S Commercial General Liability and Motor Vehicle Liability policies. It is further understood that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of CONTRACTOR and not those of the COUNTY.

Notwithstanding anything to the contrary in this Agreement, CONTRACTOR irrevocably waives all claims against the COUNTY for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Section. The provision of insurance by CONTRACTOR shall not in any way limit CONTRACTOR's liability under this Agreement.

<u>Type of Coverage</u>	<u>MINIMUM Limits of coverage</u>
Workers' Compensation and NYS Disability	Statutory
Business Automobile Liability (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles)	\$1,000,000 Combined Single Limit
Commercial General Liability, (including Broad form contractual Liability, combined bodily injury and property damage)	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate Limit \$2,000,000 Products-Completed Operations \$1,000,000 Advertising/Personal Injury \$5,000 Premises Medical Payment

Each policy of insurance required herein shall be specifically endorsed to provide that in the event of cancellation, non-renewal, or material change on the part of the insurer, prior written notice shall be provided to COUNTY in accordance with the terms of the CONTRACTOR'S policy. The inclusion of such endorsement shall be confirmed on the certificates of insurance required herein.

At the time of execution of this Agreement, and upon each policy renewal, CONTRACTOR shall submit to COUNTY certificates of insurance evidencing CONTRACTOR's compliance with the requirements of this Section, including certificates of insurance from any approved subcontractors. The CONTRACTOR shall furnish the appropriate ACORD Form Certificate of Insurance to COUNTY to evidence all coverage set forth above except Workers' Compensation and Disability Insurance. **A copy of the additional insured endorsement forms must be submitted with the insurance certificates.**

Workers' Compensation coverage must be evidenced by Form C105.2 or New York State Insurance Fund Form U26.3. Disability Insurance coverage must be evidenced by Form DB120.

REQUIRED EXTENDED REPORTING COVERAGE FOR CLAIMS BASED POLICIES

In the event that CONTRACTOR'S Commercial General Liability Policy is a "claims made" policy, and coverage thereunder is cancelled or otherwise not renewed, and such policy is not replaced with another "claims made" Commercial General Liability Policy which provides continuing, uninterrupted coverage, CONTRACTOR shall be required to purchase extended reporting products-completed operations coverage for a minimum of three (3) years after completion of all work required of CONTRACTOR under this Agreement.

REQUIRED MINIMUM RETROACTIVE DATE FOR CLAIMS BASED POLICIES

In the event that CONTRACTOR'S Commercial General Liability Policy is a "claims made" policy, the retroactive date for products-completed operations coverage under such policy must be at least one (1) year prior to the commencement date of this Agreement and must be shown on the appropriate ACORD Form Certificate of Insurance furnished to COUNTY.

SECTION 13. INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend and hold harmless COUNTY, and its officers, employees and agents from and against any and all claims, liens, demands, judgments, penalties, fines, liabilities, settlements, damages, costs and expenses of whatever kind or nature (including, without limitation, attorneys' fees and disbursements), known or unknown, contingent or otherwise, whether incurred as a result of a claim by a third party or any other person or entity, arising out of or in any way related to: (a) the operations or work of CONTRACTOR in the performance of this Agreement; or (b) the CONTRACTOR'S failure to comply with any of the provisions of this Agreement or of the Law.

The acts or omissions of any party employed directly or indirectly by CONTRACTOR shall be deemed to be that of CONTRACTOR for the purposes of the CONTRACTOR's obligations to defend, indemnify and hold harmless under this Section. The fact that a party so employed by CONTRACTOR is alleged or is proven to have acted outside the scope of employment, agency or contract, shall not release CONTRACTOR of any of its obligations under this Section.

Insofar as the facts and Law relating to any claim would preclude COUNTY or its officers, employees or agents, from being completely indemnified by CONTRACTOR, COUNTY and officers, agents, and employees, shall be partially indemnified by CONTRACTOR to the fullest extent permitted by Law.

SECTION 14. NON-DISCRIMINATION

CONTRACTOR will not discriminate against any employee, applicant for employment or PARTICIPANT because of race, creed, color, gender, national origin, age, disability, sexual orientation or marital status.

SECTION 15. NONWAIVER

In the event that the terms and conditions of the Agreement are not strictly enforced by the COUNTY, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the COUNTY from enforcing each and every term of this Agreement thereafter.

SECTION 16. REMEDIES

The remedies available to COUNTY specified in this Agreement shall be cumulative and in addition to any other remedies available by law or in equity.

SECTION 17. APPLICABLE LAW

This Agreement shall be governed by the Laws of the State of New York, without regard to conflict of law principles thereof.

SECTION 18. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Clauses required by law to be inserted in this Agreement shall be deemed to be incorporated herein and the Agreement shall be read and enforced as though they were included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party, the Agreement shall forthwith be physically amended to make such correct insertion.

SECTION 19. SEVERABILITY

Should any provision of this Agreement be declared or found to be illegal, unenforceable, ineffective or void by a Court of competent jurisdiction, then (a) such provision shall be deemed stricken; (b) the balance

of this Agreement, if capable of performance, shall remain in full force and effect; and (c) in the event that a provision is stricken pursuant to this Section then the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SECTION 20. MODIFICATION OF AGREEMENT

This Agreement may not be amended or modified in any of its provisions except by mutual consent, signed by duly authorized by duly authorized representatives of each of the Parties.

SECTION 21. NO THIRD PARTY BENEFICIARIES

Nothing contained in the Agreement shall create a contractual relationship with, an obligation to, or a cause of action in favor of any third-party against either the CONTRACTOR or the COUNTY.

SECTION 22. USE OF HEADINGS

Section headings contained herein are for information and reference only and do not comprise a part of the terms of this Agreement.

SECTION 23. NOTICES

Any notice required to be provided, or deemed necessary by either party to this Agreement, shall be complete when received by the party to whom it is transmitted in writing to the following persons and addresses:

COUNTY -	Director of Office for the Aging 175 Arsenal Street Watertown, New York 13601
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CONTRACTOR -	City Manager City of Watertown 245 Washington Street Watertown, NY 13601
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SECTION 24. SURVIVING OBLIGATIONS

The following obligations of CONTRACTOR under this Agreement shall survive the termination and expiration hereof: Section 4; Section 6 insofar as it requires records to be maintained following termination of the agreement and allows audit thereof; Section 10; Section 11; Section 12 insofar as it requires extended reporting coverage; Section 14; Section 16; Section 17; Section 18; Section 19; Section 20; Section 22; Section 23; Section 25; and Section 26.

SECTION 25. NO PROMISE OF EXPANDED SERVICE AREA

Nothing herein shall be construed as requiring CONTRACTOR to expand its transportation services beyond those which exist as of the effective date of this Agreement.

SECTION 26. ENTIRE AGREEMENT

This Agreement comprises the entire integrated agreement between the Parties and supercedes any and all prior understandings between the parties, oral or written, respecting the SERVICES.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

COUNTY OF JEFFERSON

By: _____
William W. Johnson
Chairman, Board of Legislators

By: Kathleen Kazakoff
Kathleen Kazakoff
Director, Office for the Aging

CONTRACTOR

By: _____

Tax Id No. _____

ACKNOWLEDGEMENTS

STATE OF NEW YORK)

SS.:

COUNTY OF JEFFERSON)

On this ____ day of _____, 20__, before me personally came **WILLIAM W. JOHNSON**, to me personally known, who, being by me duly sworn, did depose and say that he is the Chairman of the Board of Legislators of Jefferson County, the municipal corporation described in and which executed the foregoing instrument; that he signed his name hereto for and on behalf of said County by order of the Jefferson County Board of Legislators.

NOTARY PUBLIC

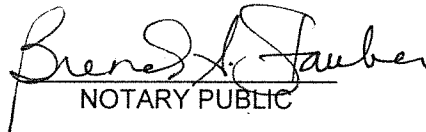
STATE OF NEW YORK)

SS.:

COUNTY OF JEFFERSON)

On this 3rd day of June, 2022, before me personally came **KATHLEEN KAZAKOFF**, to me personally known, who, being by me duly sworn, did depose and say that she is the Director of the Jefferson County Office for the Aging, the administrative agency described in and which executed the foregoing instrument; that she signed her name hereto for and on behalf of said administrative agency by order of the Jefferson County Board of Legislators.

BRENDA A STAUBER
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01ST6292884
Qualified in Jefferson County
Commission Expires November 12, 2025


NOTARY PUBLIC

STATE OF NEW YORK)

SS.:

COUNTY OF JEFFERSON)

On this ____ day of _____, 20__, before me personally came _____, to me personally known, who, being by me duly sworn, did depose and say that (s)he is the _____ of the City of Watertown, the CONTRACTOR described in and which executed the foregoing instrument, and (s)he executed said instrument for and on behalf of said CONTRACTOR.

NOTARY PUBLIC



JEFFERSON COUNTY OFFICE FOR THE AGING

175 ARSENAL STREET
WATERTOWN, NEW YORK 13601-2529
(315)785-3191
Fax (315)785-5095

Grievance Procedures

I. Purpose

- A. In accordance with Section 306 (a) (6) (P) of the Older American's Act, as amended (OAA), the Jefferson County Office for the Aging has established the following process for resolving complaints from older persons who are dissatisfied with or denied services funded under Title III of the Act.

II. Notifying Participants of Right to File Grievance

- A. The Jefferson County Office for the Aging, and each of its service provider agencies providing Title III services ("service provider agencies"), shall notify participants and applicants of their right to file a grievance, as follows:
1. A summary of the procedures, including a statement that assistance to file shall be provided to older persons, must be prominently posted at service delivery sites or offices at which participants and service applicants apply for services. Summaries shall also be written in languages other than English where required to serve the client/applicant population.
 2. In-home services participants shall be informed of the grievance procedures through written and verbal statements provided to them upon assessment and/or reassessment for services.
- B. Denial of Service. A participant or applicant who is denied Title III services must be given the reasons for the denial. For housekeeping, homemaker, home delivered meals, case management, and other services for which written application are made, the denial shall be confirmed in writing and the applicant informed of the right to file a grievance and to whom the grievance shall be addressed. For congregate meals, transportation, recreation and other services which are applied for by telephone/verbally or in person, the client may be told of the right to file a grievance verbally.

III. Grievance Process

A. Filing of Grievance

1. Participants must submit their grievances in writing to the Jefferson County Office for the Aging Director. The Director of OFA may appoint a reviewer. The reviewer may be the Director of the service provider agency, the Jefferson County Office for the Aging, or any other person designated by such Director who is not familiar with or otherwise involved in the grievance.
2. The grievance should be filed within thirty (30) days of denial, reduction or termination of services, or the event or circumstance with which the participant is dissatisfied. The Jefferson County Office for the Aging or service provider may grant an extension if good cause is shown.
3. The grievance should be filed on the form provided by the Jefferson County Office for the Aging which shall include a written statement setting forth in detail the date, time and circumstance that is the basis of the complaint.

B. Investigation and Response to Grievance

1. The designated reviewer who performs the initial review shall investigate the grievance, including, as appropriate, meeting with the grievant and other persons involved in the action(s) complained of or in the denial of services. The reviewer shall review all pertinent facts and/or documents, and shall determine whether the agency action was made in accordance with lawful procedures (that is, consistent with applicable OAA and/or State laws, regulations and policies) and supported by the facts.
2. The designated reviewer shall prepare and send a written response to the grievant and to the Jefferson County Office for the Aging Director within fifteen (15) days after the grievance is filed. The response shall set forth the circumstances relating to the grievance, the action requested by the grievant, the findings of the reviewer, a proposed remedial actions, if any, and reason(s) for and facts relied on in the determination. If the grievance is being handled by a subcontractor organization, a copy of its decision must be forwarded to the Director of the Jefferson County Office for the Aging.

C. Appeal of Initial Response/Decision

1. If the complaint has been handled by a service provider agency, under subcontract to the Jefferson County Office for the Aging, and the grievant is not satisfied with its determination, she/he has the right to further review as follows:
 - a) She/he may initiate a request for subsequent review by the Jefferson County Office for the Aging Director within twenty (20) calendar days following receipt of notification by the service provider agency of its decision.
 - b) The Jefferson County Office for the Aging Director shall request, and the subcontractor agency shall provide, copies of the initial file on the complaint in question. The Jefferson County Office for the Aging Director will review the materials to ensure that pertinent policies and procedures have been applied and followed. If appropriate, the Jefferson County Office for the Aging Director will meet with the older person to allow the grievant an opportunity to present information about the grievance.
 - c) If policies and procedures have been adhered to, The Jefferson County Office for the Aging Director will not overturn the decision of its subcontractor agency. If proper policies and procedures have not been applied, the Jefferson County Office for the Aging reserves the right to overturn the decision. The subsequent review shall be completed within forty-five (45) days of receipt of the request by the older individual and the grievant will be notified in writing of the result of the subsequent review.

IV. Recordkeeping

The Jefferson County Office for the Aging or service provider agency which is handling the grievance shall keep a file, for six years, of all relevant documents and records. This shall include at a minimum: the initial grievance; any investigative reports; any written response submitted by the Jefferson County Office for the Aging or service provider agency; any documents or other records submitted by any party; the written Initial Response of the agency; and, if applicable, the notice to the grievant of the right to an appeal.

V. Confidentiality

No information, documents or records relating to a grievance shall be disclosed by program staff or volunteers in a form that identified the grievant without the written informed consent of the grievant, unless the disclosure is required by court order or for program monitoring by authorized agencies.

JEFFERSON COUNTY OFFICE FOR THE AGING

175 ARSENAL STREET
WATERTOWN, NEW YORK 13601-2529
(315)785-3191
Fax (315)785-5095

PARTICIPANT COMPLAINT LETTER FORM

Date: _____

Mail To:

Jefferson County Office for the Aging
Attn: Director
175 Arsenal Street
Watertown NY 13601

I am writing to request a review of the following grievance (briefly specify):

_____ I was denied service

_____ I am not satisfied with the quality of service or an activity provided by your agency or by your service provider.

_____ I have the following grievance (briefly describe):

Date the event or action complained of occurred: _____

Please describe in detail what happened: _____

Please state, if you know what relief you are seeking: _____

Signed: _____

Name (please print): _____

Address: _____

Phone Number: _____

(This form must be filed within thirty (30) calendar days of this event or action unless you are granted an extension for a good cause.)

APPENDIX "B"
Standard Terms and Conditions for Aging Programs and Services Contracts

1. Statutes, Regulations, and Policies: Contractor agrees that all its activities under this Contract shall conform with all applicable Federal, State, and Local laws, and with Federal and State regulations, and program standards and Program Instructions of the New York State Office for the Aging (NYSOFA) that apply to such activities, including, but not limited to:

Rehabilitation Act of 1973, Sec. 504 (29 U.S.C. 794, Nondiscrimination)
Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq., see 92-PI-32, [8/4/92])
Civil Rights Act of 1964, Title VI, as amended (42 U.S.C. 2000-d et. seq.)
Older Americans Act
Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency)
Federal Executive Order 11246, as Amended by Executive Order 11375 (Affirmative Action); as Amended by Executive Order 12086 (Consolidation of Compliance Functions); and as Amended by Executive Order 13279 (Equal Protection for Faith-Based and Community Organizations.)
Executive Law, Article 15 (State Human Rights Law Prohibiting Discrimination Based on Race, Color, Creed, National Origin, Sex, Age, Disability, Sexual Orientation and Other Factors)
Equal Access to Services and Targeting Policy (12-PI-08)
Elder Law
2. Targeting: Contractor, to the extent it has discretion regarding to whom it will provide services, agrees to provide services to those unserved and underserved older adults in greatest social or economic need, particularly those who are low-income, low-income minorities, older adults with limited English proficiency, Native Americans, and frail/persons with disabilities and older adults residing in rural areas, in accordance with their need for such services, and to meet specific objectives established by the AAA for providing services to the above groups within the PSA. The Contractor agrees to concentrate the services on older adults in the targeted populations identified by the AAA following the methods the AAA has established for complying with the targeting requirements under the Older Americans Act and the Equal Access and Targeting Policy issued by the New York State Office for the Aging.
3. Language Access: Contractor shall inform persons with limited English proficiency (LEP) of the availability of language assistance, free of charge, by providing written notice of such assistance in a manner designed to be understandable by LEP persons at service locations and, at a minimum, have a telephonic interpretation service contract or similar community arrangement with a language interpretation services provider of their choice. The Contractor shall train staff that have contact with the public in the timely and appropriate use of these and other available language services.

4. Conformance with AAA Area Plan: To the extent that the contract with the AAA is for a program or service funded under the Area Plan, Contractor agrees that it and any subcontractors will perform such work in accordance with the terms of the Area Plan. The AAA agrees to make the Area Plan available to Contractor.
5. Contractor agrees that for programs established and funded in whole or in part pursuant to Title III of the Older Americans Act, Contractor shall: specify how it intends to satisfy the service needs of low-income minority individuals, older adults with limited English proficiency, and older adults residing in rural areas in the area served by it; to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older adults residing in rural areas in accordance with their need for such services; and meet specific objectives established by the AAA, for providing services to low-income minority individuals, older adults with limited English proficiency, and older adults residing in rural areas within the planning and service area.

Res. No. 5

December 13, 2022

To: The Honorable Mayor and City Council

From: Kenneth Mix, City Manager

Subject: Readopting Fiscal Year 2022-23 General Fund Budget – Purchase of Golf Course

On December 12th City Council approved the asset purchase agreement with Watertown Golf Club, Inc. and 1 Thompson Park, LLC in the amount of \$3,400,000. I recommended that the purchase be funded by transferring resources originally appropriated to be placed in a Capital Reserve Fund for future capital needs.

A budget re-adoption resolution has been prepared for City Council consideration that would transfer \$3,400,000 from the Transfer to Capital Reserve line to the Transfer to Capital Fund line to fund the purchase.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2022-23 General
Fund Budget – Purchase of Golf Course

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS on June 6, 2022 the City Council passed a resolution adopting the Budget for Fiscal Year 2022-23, of which \$57,731,644 was appropriated for the General Fund, and

WHEREAS on December 12, 2022 the City Council approved the asset purchase agreement with Watertown Golf Club, Inc. and 1 Thompson Park, LLC in the amount of \$3,400,000,

NOW BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2022-23 and makes the following adjustments in the re-adopted General Fund Budget:

GENERAL FUND**Expenditures:**

A.9945.0900	Transfer to Capital Reserve	(\$3,400,000)
A.9950.0900	Transfer to Capital Fund	3,400,000

Seconded by

Res. No. 6

December 13, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Re-adoption of the Fiscal Years 2022-23 through 2026-27 Capital Fund Budget – Purchase of Golf Course

The following resolution was prepared to re-adopt the Fiscal Years 2022-23 through 2026-27 Capital Fund Budget to include the purchase of the assets of Watertown Golf Club, Inc. and 1 Thompson Park, LLC in the amount of \$3,400,000.

RESOLUTION

Page 1 of 1

Re-Adoption of Fiscal Years 2022-23 through
2026-27 Capital Budget – Purchase of
Golf Course

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by


WHEREAS on June 6, 2022 the City Council adopted the Fiscal Years 2022-23 through 2026-27 Capital Budget, and

WHEREAS on December 12, 2022 the City Council approved the asset purchase agreement with Watertown Golf Club, Inc. and 1 Thompson Park, LLC in the amount of \$3,400,000,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2022-23 through 2026-27 Capital Budget to include the asset purchase agreement with Watertown Golf Club, Inc. and 1 Thompson Park, LLC in the amount of \$3,400,000.

Seconded by

**FISCAL YEAR 2022-2023
CAPITAL BUDGET
FACILITY IMPROVEMENTS AND EQUIPMENT
PARKS AND RECREATION**

PROJECT DESCRIPTION	COST
<p>Purchase of Golf Course</p> <p>Purchasing of real estate and personal property assets of Watertown Golf Club, Inc. and 1 Thompson Park, LLC for the purpose of adding park land to John C. Thompson Park and operating a municipal golf course.</p>  <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p>\$3,400,000</p>
<p style="text-align: right;">TOTAL</p>	

Res No. 7

December 12, 2022

To: The Honorable Mayor and City Council
From: Tina Bartlett-Bearup, Purchasing Manager
Subject: Authorizing the Sale of Various Surplus Equipment

The Department of Public Works (DPW) has submitted a listing of surplus items and vehicles to the Purchasing Department that is either no longer useful or beyond repair and therefore no longer of value to the City.

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

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Various
Surplus Equipment

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

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

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

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

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

Seconded by

DECEMBER 2022 SURPLUS ITEMS

DEPARTMENT OF PUBLIC WORKS

The following vehicles and/or items are no longer in use by City and can be declared surplus and disposed of through an auction process.

<u>Vehicle ID#</u>	<u>Description</u>
1-77	1977 SMI snowblower
1-48	1997 semi-tractor
4-7	1994 Refuse packer—Thompson Park
4-8 Park	2012 Jacobsen R311T mower—destroyed by fire--- Thompson
3-4	2012 Ford F350 pickup and plow- -P&R
2-6	2012 Ford Fusion sedan—Water administration
11-7	2012 Ford Fusion sedan—Wastewater
1-73	1988 Barber-Greene 220B paver
1-26S	2000 8' pickup sander
1-106	1986 Rayco Stump Cutter
	Bobcat SB200 snow blower
1-148	1988 Target self-propelled road saw
1-111	1997 Custom trailer
	Powermatic Model 66 10" table saw
	Two (1/2" & 3/4" drive) pneumatic impact wrenches
	Scrap radiators and catalytic converters
	Orion V bus radiator and assorted parts
	Forty (40) gallon hydraulic tank
	Used tires
	Snowplow blade bolts
	AERO truck tarp system
	Truck tire chains
	Vehicle service manuals

<u>Vehicle ID#</u>	<u>Description</u>
	Various Obsolete parts
	String trimmer storage rack
	String trimmers
	Thermal Dynamics plasma cutter Pak Master XL 75
1-84	1987 Chevrolet Pickup

To: The Honorable Mayor and City Council

From: Jennifer Voss, Senior Planner

Subject: Approving CDBG Grant Agreement with CARES of NY, INC for the January 2023 Point in Time Outreach and Education Program

The Community Development Block Grant (CDBG) Annual Action Plan that was adopted by the City Council on June 20, 2022 included \$7,500 for the support of the January 2023 Point in Time Outreach and Education Initiative Project. The project involves the creation of a marketing and outreach program to support of the 2023 HUD Point In Time count of the homeless that is conducted by CARES of NY, Inc on behalf of the Points North Housing Coalition. The Points North Housing Coalition is a coalition of local organizations working to combat homelessness in the Northern New York area.

An agreement between the City of Watertown and CARES of NY, Inc, for the grant has been drafted and is attached. CARES will use the funds to develop a marketing and outreach program to promote numerous “Homeless No More” events in the City, hosted by various social service agencies. The goal of the events is to reach individuals who may be experiencing homelessness and provide them with information on how to find assistance in the community. The events will also aid in obtaining an accurate count of homeless in the area.

The annual Point In Time Count of the homeless is required by the U.S. Department of Housing and Urban Development (HUD) and involves taking a detailed count of homeless individuals and families in emergency housing, transitional housing programs, or on the street on a single night in January. The count captures a snapshot of homelessness in the three-county area and is submitted to HUD annually to maintain over 1.2 million dollars of Continuum of Care funding for homeless housing programs.

The resolution prepared for City Council consideration approves the proposed agreement and authorizes the Mayor to sign it on behalf of the City Council.

RESOLUTION

Page 1 of 1

Approving CDBG Grant Agreement
With CARES of NY, INC for the January 2023
Point in Time Outreach and
Education Program

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown's Community Development Block Grant (CDBG) Annual Action Plan for program year 2022 includes funding in support of the Point in Time Outreach and Education Initiative, and

WHEREAS the Action Plan identifies the Point in Time Outreach and Education Initiative to be \$7,500 in funding to develop marketing and outreach program to promote numerous "Homeless No More" events, and

WHEREAS the recipient of funds for the Point in Time Outreach and Education Program will be CARES of NY, Inc. on behalf of the Points North Housing Coalition, and

WHEREAS a Grant Agreement between the City of Watertown and CARES of NY, INC. for the CDBG funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Grant Agreement with CARES of NY, INC, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the Mayor, Jeffrey M. Smith, is hereby authorized and directed to sign the Grant Agreement and all contracts associated with implementing the award to CARES of NY, INC for the 2022 Point in Time Education and Outreach Program.

Seconded by

**GRANT AGREEMENT
BETWEEN
THE CITY OF WATERTOWN
AND
CARES OF NY, INC**

The **CITY OF WATERTOWN**, a New York municipal corporation with a mailing address of 245 Washington Street, Watertown, New York 13601 (hereinafter referred to as the “**Grantor**”), and **CARES of NY, INC**, a Not-For-Profit Corporation with an address of 200 Henry Johnson Boulevard, Suite 4, Albany, New York 12210 (hereinafter referred to as the “**Grantee**”) have entered into this Grant Agreement effective the _____ day of _____ 2022.

Whereas the Grantee is the administrator of a program for the homeless known as a Continuum of Care for the Points North Housing Coalition, a coalition of local organizations working to combat homelessness in the Northern New York area, and

Whereas the Grantee conducts an annual Point in Time Count (“PIT”) of the homeless in Jefferson, Lewis and St. Lawrence Counties New York as required by the U.S. Department of Housing and Urban Development (HUD) on behalf of the Points North Housing Coalition, and

Whereas the PIT Count involves taking a detailed count of homeless individuals and families in emergency housing (including emergency shelters or hotel/motel paid for through the Department of Social Services), transitional housing programs, or on the street on a single night in January, and

Whereas the PIT Count captures a snapshot of homelessness in the three-county area and must be submitted to HUD annually to maintain over 1.2 million dollars of Continuum of Care funding for regional homeless housing programs, and

Whereas the Grantor is the recipient of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), and wishes to assist the Grantee in performing the PIT counts and other services designed to obtain accurate data, and

Whereas rural homelessness is difficult to quantify during the HUD required PIT timeframe of the last two weeks of January given the climate in Northern New York, and

Whereas the Grantee has agreed to perform the PIT Counts during the traditional timeframe of late January, and to conduct an Outreach and Education Initiative as part of the PIT Counts that include Homeless No More event(s), and

Whereas CDBG funds are provided under Title I of the Housing and Community Development Act of 1974, as amended, and all activities supported by those funds must comply with the

federal regulations at 24 CFR Part 570 and specific provisions of the Funding Approval/Agreement between the Grantor and HUD for Grant Number B-22-MC-36-0121, and

Whereas for good and valuable consideration, the sufficiency of which is hereby acknowledged, Grantor agrees to distribute a grant from its CDBG funds in the amount of Seven Thousand Five-Hundred Dollars and 00/100 CENTS (\$7,500.00) (hereinafter referred to as the “**Grant Funds**”) to Grantee for the purposes and uses set forth in this Grant Agreement, and

Whereas the Grantee agrees to use the funds exclusively for the support of the January 2023 Point in Time Outreach and Education Initiative for the development and purchase of marketing and outreach materials (“**Grant Purposes**”) incurred by the Grantee in support of the 2022 HUD Point in Time counts of the homeless (the “**Project**”).

The Parties Agree as Follows:

Grantee agrees to undertake the following:

1. Grantee will host a minimum of one Homeless No More event located in the City of Watertown on the same day as the January Point-In-Time Count of the homeless.
2. Grantee will reach out to marketing and advertising vendors for a minimum of two quotes per marketing type to create promotional materials such as television, radio, and internet advertising to promote the Homeless No More events.
3. Grantee will pay the marketing and advertising vendors for their work.
4. Grantee will perform the PIT counts in January 2023 and provide Grantor with the data and report necessary for the Grantor’s report to HUD’s IDIS system.
5. Grantee will send a copy of paid invoices to the Grantor for its files.
6. Grantee agrees to provide Grantor with a complete financial reporting regarding the use of the Grant Funds after they have been spent and further agrees to provide Grantor with information required for Grantor to comply with all federal regulations that apply to the use of Community Development Block Grant funds for the Project, including but not limited to number of persons assisted.

Grantor agrees that it will:

1. Participate with the Points North Housing Coalition’s Point-in-Time Committee to review all marketing decisions.
2. Issue a payment to CARES of NY, INC. for the January 2023 Point in Time Count Outreach and Education Initiative in the amount of \$7,500 at the conclusion of the project, and in no event, no later than April 15, 2023.
3. The City of Watertown will report directly to HUD on this project.

Other:

Grantor reserves the right to require a refund of any Grant Funds that have not been used for the Grant Purposes.

Grantee will not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or family status during the Homeless No More events.

Grantee agrees that no officer, employee, or agent of the Grantor who exercises any control or influence in connection with the Project will have any interest, direct or indirect, in how the Grant Funds are disbursed or in any contract related to the Project. Also, no member or delegate to the Congress of the United States shall have any interest in or derive any benefit from the Project.

CDBG funds will be used to conduct extensive media outreach. Funding will cover all types of media including production of and airtime for a television commercial and radio advertisements, etc. These media outlets will deliver the message of the Point In Time Counts and will market the Homeless No More events.

Grantee hereby certifies that it is in complete control to use the Grant Funds for the Grant Purposes. This document contains the entire **Grant Agreement** between Grantor and Grantee, and there are no terms or conditions, oral or written, governing the use of the Grant Funds other than those contained in this document. This **grant** will be governed by the laws of the State of New York. This **grant** may be executed by Grantor and Grantee in separate counterparts. All such counterparts shall constitute one and the same agreement and shall become effective when one or more counterparts have been signed by each party and delivered to the other party. This **grant** may be signed by facsimile signatures or other electronic delivery of an image file reflecting the execution hereof, and, if so signed: (i) may be relied on by each party as if the document were a manually signed original and (ii) will be binding on each party for all purposes.

IN WITNESS WHEREOF, the undersigned have caused this Grant Agreement to be executed as of the date first written below.

CARES of NY, INC,

By: Nancy Chiarella
Its: Executive Director

Date

CITY OF WATERTOWN

By: Jeffrey M. Smith
Its: Mayor

Date

December 14, 2022

To: The Honorable Mayor and City Council

From: Michael J. DeMarco, Planner

Subject: Authorizing an Application for Grant Funding through the New York State Department of Environmental Conservation's Urban and Community Forestry Program

The New York State Department of Environmental Conservation (NYSDEC) has announced a grant opportunity through the Urban and Community Forestry (UCF) Program for Tree Planting in Disadvantaged Communities After Ash Tree Loss. Applications for this no match grant will be accepted through May 30, 2023, or when funding is exhausted.

As you are aware, the City takes a proactive approach to ash tree and Emerald Ash Borer (EAB) management through the utilization of Cartegraph to prioritize tree planting and ash maintenance operations and uses the City's Tree Management Plan as a guideline for this work.

While the City continues to excel in this regard, we expect to fall behind with ash tree replacement efforts due to a combination of factors; 1) the continued and accelerated removal of ash trees not recommended for treatment against EAB, 2) the annual removal of trees made up of species other than ash, and 3) annual citizen tree planting requests.

The City's Street Tree Advisory Board, Tree Watertown, discussed this grant program at its recent meeting and is recommending that the City apply for grant funding. Planning Staff as well as the Superintendent of Public Works, Patrick Keenan, also recommend that the City apply for this grant.

Staff anticipates the application process for this opportunity to be highly competitive given the limited amount of funding to be awarded, which only totals \$350,000 statewide. Staff is recommending that the City apply for \$30,000 in funding. If awarded, the grant would pay for the contracted planting of approximately 75 trees in locations throughout the City. As noted above, the grant program does not require a match.

If the City Council concurs with applying for this funding, the attached resolution approves and endorses the City's application to the NYSDEC for grant funding under the UCF Program for a project known as the City of Watertown Ash Tree Replacement Project and authorizes and directs the City Manager to file an application for funding in an amount not to exceed \$30,000.

RESOLUTION

Page 1 of 1

Authorizing an Application for Grant Funding through the New York State Department of Environmental Conservation's Urban and Community Forestry Program

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the New York State Department of Environmental Conservation (NYS DEC) has announced that grant funding is available through the Urban and Community Forestry Program for Tree Planting in Disadvantaged Communities After Ash Tree Loss, and

WHEREAS the City of Watertown has made the planting, care, and management of its urban forest a priority over the last three decades in the wake of several devastating storms in the 1990's, and most recently a city-wide infestation of the destructive Emerald Ash Borer, and

WHEREAS Tree Watertown, the City's Street Tree Advisory Board, has recommended that the City Council apply for funding through this program, and

WHEREAS City Staff will utilize data collected in the City's 2018 Tree Inventory and Management Plan to identify priority planting locations in eligible neighborhoods as defined by NYS DEC, and

WHEREAS the City Council of the City of Watertown is applying to the NYS DEC for a reimbursement project grant under the Urban and Community Forestry Program to be located along streets and in parks in the City, located within the territorial jurisdiction of the City Council, and

WHEREAS as a requirement of the Urban and Community Forestry Program, Staff must obtain the approval/endorsement of the governing body of the municipality in which the project will be located,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves and endorses the City's application to the NYS DEC for a grant under the Urban and Community Forestry Program for a project known as the City of Watertown Ash Tree Replacement Project located in the City, and

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to file an application for funding in an amount not to exceed \$30,000, and upon approval of said request, to enter into and execute a project agreement with the NYSDEC for such financial assistance for the City of Watertown Ash Tree Replacement Project.

Seconded by

December 13, 2022

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan for the Construction of an 864 sq. ft. Building and Associated Site Improvements at 1851 State Street, Parcel Number 5-21-122.200

Heidi M. Stemkoski of PHZ Architects on behalf of Northern Credit Union, has submitted a request for the above subject Site Plan Approval.

The City of Watertown Planning Board reviewed the request at its meeting held on December 6, 2022 and voted to recommend that the City Council approve the site plan with the conditions listed in the resolution. Attached is an excerpt from the Planning Board meeting minutes.

The original Staff Report prepared for the Planning Board, the Site Plan application, original drawings, and other related materials were all previously sent to Council as part of the December Planning Board agenda packages. The complete application package is also available in the online version of the City Council agenda. A full-sized copy of the site plan will also be on display in the City Council Chamber.

This application represents Northern Credit Union's second Site Plan Approval submission for this property in the last three months. City Planning Staff referred a previous version of the application to the Jefferson County Planning Board pursuant to New York State General Municipal Law Section 239-m for consideration at its August 30, 2022 meeting, at which the County Planning Board determined that the project was of local concern only. Upon learning that the applicant intended to submit a revised Site Plan, City Planning Staff reached out to County Planning Staff and received notification that a new referral would not be necessary. As a result, the City Council is now free to make a final decision.

The applicant has completed Part 1 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). The City Council must complete Part 2, and Part 3, if necessary, of the Short EAF before it may vote on the resolution.

The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment and approves the site plan submitted to the City Planning and Community Development Department on November 22, 2022 with the conditions listed in the resolution.

RESOLUTION

Page 1 of 2

Approving the Site Plan for the Construction of an 864 sq. ft. Building and Associated Site Improvements at 1851 State St., Parcel Number 5-21-122.200

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Heidi M. Stemkoski of PHZ Architects on behalf of Northern Credit Union, has submitted an application for Site Plan Approval for the construction of an 864 square-foot building to house two (2) drive-thru Interactive Teller Machines (ITM), an interior asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200, and

WHEREAS the Jefferson County Planning Board reviewed the application at its August 30, 2022, meeting, pursuant to Section 239-m of New York State General Municipal Law, and determined the proposal was of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on December 6, 2022, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Sidewalk Permit, Curb Cut Permit, Sign Permit, NYSDOT Highway Work Permit and a Zoning Compliance Certificate.

And,

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

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

RESOLUTION

Page 2 of 2

Approving the Site Plan for the Construction of an 864 sq. ft. Building and Associated Site Improvements at 1851 State St., Parcel Number 5-21-122.200

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

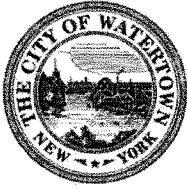
Total

YEA	NAY

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

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Heidi M. Stemkoski of PHZ Architects on behalf of Northern Credit Union for the construction of an 864 square-foot building to house two (2) drive-thru Interactive Teller Machines (ITM), an interior asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200, as depicted on the site plan submitted to the City Planning and Community Development Department on November 22, 2022, contingent upon the applicant meeting the condition listed above.

Seconded by:



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Site Plan Approval – 1851 State Street

DATE: December 1, 2022

Request: Site Plan Approval for the construction of an 864 square-foot (SF) building to house two (2) drive-thru Interactive Teller Machines (ITM), an interior asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200

Applicant: Heidi M. Stemkoski of PHZ Architects on behalf of Northern Credit Union

Proposed Use: Drive-thru Interactive Teller Machine

Property Owners: Northern Credit Union

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

Jefferson County 239-m Review: Yes

Zoning Information:	
District: Commercial	Maximum Lot Coverage: None
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zones Required: No

Project History: In September, the applicant sought and obtained Site Plan Approval to construct one ITM, an asphalt loop and associated site improvements on the subject parcel. This previously approved site plan was for a stand-alone ITM, with no other structures on the site.

The applicant subsequently applied for and was denied a Sign Permit for approximately 53 SF of signage. The Zoning Ordinance allows signage based on linear building frontage, allowing two (2) SF of signage on a site for every one linear foot (LF) of building frontage, up to a 200 SF cap in a Commercial District. Since the approved Site Plan for Northern Credit Union only contained the ITM, which was only 32 inches wide on the side that faced the street, the site was only eligible for 5.34 SF of signage.

The applicant appealed to the Zoning Board of Appeals (ZBA) for an Area Variance for the excess 47.66 SF of signage, which represented 892.5 percent over what the Zoning Ordinance would allow for this parcel. After one ZBA meeting and a subsequent consultation with Planning Staff about the City's sign Code, the applicant elected to modify their development proposal for the site and reapply to the Planning Board for a new site plan.

Project Overview: The applicant proposes to construct an approximately 24' x 36' canopy shelter building to house two ITM kiosks, each with its own drive-thru lane. The applicant is still proposing an interior asphalt loop and various landscaping improvements on the site.

The structure will be approximately 15' 2" tall. Although its front side is open, the 24-foot rear elevation is parallel to the street and therefore is a street-facing elevation. This will allow the applicant a maximum of 48 SF of signage on the site. The applicant has communicated to Staff their intention to reduce their signage request to within this limit, eliminating the need for an Area Variance.

Existing Conditions: The site is an undeveloped 1.46-acre vacant lot consisting of grass lawn, a small concrete pad, and trees that border the south and east property lines. The site is adjacent to Northland Plaza and backs up to a multi-tenant building that contains a Save-A-Lot grocery store, a Pizza Hut restaurant and Cali Smoke Shop, a tobacco retailer.

The site drains to the east and northeast corner of the property via sheet drainage and shallow concentrated flow, where it continues as shallow concentrated flow at the back of adjacent properties. There are no existing stormwater management practices.

Vehicular and Pedestrian Circulation: Vehicular access to the site will be through a proposed curb cut on State Street that will be located on the east side of the parcel. Traffic will enter the site and flow in a counterclockwise direction 270 degrees to the ITM, which will be located on the front (southern) section of the site. There is a third vehicular lane to the right of the proposed ITM kiosks that will serve as a bypass for motorists wishing to exit the site without stacking in the ITM queue.

The applicant still proposes to replace a segment of existing sidewalk along the entire parcel frontage as part of the project. The applicant will construct the proposed driveway apron, curb and sidewalk along State Street to New York State Department of Transportation (NYSDOT) specifications.

Parking: The site plan, as proposed, meets all parking requirements of the Zoning Ordinance.

Zoning: The proposed use as a bank or monetary institution is an allowed use-by-right in the Commercial District.

Storm Water and Drainage: The City Engineering Department previously determined during the initial review that this project would not require a Stormwater Pollution Prevention Plan (SWPPP). At this time there are no changes to this determination. However, any future expanded development on the site, such as a full credit union branch would cause the Engineering Department to revisit this determination and would have the potential to necessitate a SWPPP.

Lighting: The applicant submitted a photometric plan that proposes eight light poles around the perimeter of the drive aisle and four lights that are in (or affixed to) the ceiling of the kiosk canopy. None of these lights will cause excessive spillage over any property lines.

The photometric plan also depicts a light that appears to be mounted to the rear (north) side wall of the proposed structure. The L-100 Site Plan drawing depicts a light pole on the center island to the north of the structure. The applicant shall clarify this discrepancy and confirm which location is accurate.

Landscaping: The existing site has several trees of various sizes, of which five will be removed as part of the project. The proposed site plan meets all perimeter landscaping setback requirements of the Commercial District and the applicant is proposing landscape additions along the east, south, and west sides of the parcel. The site plan drawing, as submitted, depicts four deciduous trees along the front (southern) edge of the site, seven coniferous trees on the eastern edge of the site and five coniferous trees on the western edge. The applicant must ensure that the proposed landscaping is maintained for the life of the proposed use.

SEQR: This project is considered an Unlisted Action under the State Environmental Quality Review (SEQR). The City Council, as Lead Agency, will complete Parts 2 and 3 of the Short Environmental Assessment Form (EAF) and will make a determination of significance.

The applicant answered yes to Question 15 on the Short Environmental Assessment Form EAF, which deals with endangered species. This is because the entire City of Watertown is within the defined habitat of the Indiana Bat and the Northern Long-Eared Bat.

Permits: The applicant must obtain the following permits and other documentation, minimally, prior to construction: Building Permit, Sidewalk Permit, Curb Cut Permit, Sign Permit, NYSDOT Highway Work Permit and a Zoning Compliance Certificate.

Signage: While the limit on allowed signage was the primary reason for this new site plan, as is discussed in greater detail above, all Sign Permitting will still be through the City Code Enforcement Bureau and is not within the jurisdiction of the Site Plan Approval process.

Summary: The following should be included in the motion to recommend approval:

1. The applicant shall address the lighting discrepancy between Sheets L-100 and LC-100 and confirm the location and style of proposed lighting on the center island.
2. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Sidewalk Permit, Curb Cut Permit, Sign Permit, NYSDOT Highway Work Permit and a Zoning Compliance Certificate.

cc: City Council Members
Michael Delaney, City Engineer
Heidi M. Stemkoski, PHZ Architects, 5047 Clear Meadow Drive, Camillus, NY 13031
Dorothy Wolff, Northern Credit Union, 120 Factory Street, Watertown, NY 13601

**SITE PLAN APPROVAL – 1851 STATE STREET
PARCEL NUMBER 5-21-122.200**

The Planning Board then considered a request submitted by Heidi M. Stemkoski of PHZ Architects on behalf of Northern Credit Union for the construction of an 864 square-foot building, to house two (2) drive-thru Interactive Teller Machines (ITM), an interior asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200

Ms. Stemkoski addressed the Board and explained that the previously approved site plan had been amended to include a 24' x 36' canopy shelter building to house two ITM kiosks, each with its own drive-thru lane. She said that the site plan still includes various landscaping improvements and an interior asphalt loop, which she said was necessary since the New York State Department of Transportation (NYSDOT) would only allow a single curb cut.

She said that the structure will be approximately 15'2" tall and although its front side is open, the 24-foot rear elevation is parallel to the street and therefore is a street-facing elevation, which would allow the applicant a maximum of 48 sq. ft. of signage on the site without requiring an Area Variance.

Ms. Stemkoski noted that Staff requested clarification on a discrepancy between the lighting shown on the site plan and the photometric plan. The photometric plan depicts a light that appears to be mounted to the rear wall of the proposed structure while the site plan drawing depicts a light pole on the center island to the north of the structure. Ms. Stemkoski clarified that the photometric study is the accurate description and the light that is show on the site plan is no longer needed.

Ms. Capone asked where the sign would be located, and Ms. Stemkoski indicated its location on the site plan and explained that the sign will be a monument sign, about ten feet high, near the curb cut.

Hearing no further discussion, Ms. Fields made a motion recommending that the City Council approve the site plan submitted by Heidi M. Stemkoski, on behalf of Northern Credit Union, for an 864 square-foot building, an interior asphalt loop, and related site improvements at 1851 State Street, Parcel Number 5-21-122.200, contingent upon the following:

1. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Sidewalk Permit, Curb Cut Permit, Sign Permit, NYSDOT Highway Work Permit and a Zoning Compliance Certificate

Neil Katzman seconded the motion. All voted in favor.



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Michael J. Bourcy
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

December 13, 2022

Geoff Urda, Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Amendment to a proposed Drive-Through Interactive Teller Machine at 1851 State Street, JC File # C 6-22, Northern Credit Union

Dear Geoff,

The above referenced action does not require 239m review by the Jefferson County Planning Board.

The proposal constitutes what we consider to be minor changes to the City's site plan for Northern Credit Union that was reviewed by the Jefferson County Planning Board on August 30, 2022.

The previous review generated recommendations found in the August 31, 2022 County Planning Board response letter and those still pertain.

Therefore, the City is free to act on the proposed modifications and to consider the comments previously made by the County Planning Board. Any further changes to the proposal would need to be examined to determine whether they constitute major changes which would then be required to be referred.

Thank you.

Sincerely,

Sara Freda
Community Development Coordinator

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

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

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

 Name of Lead Agency

 Date

 Print or Type Name of Responsible Officer in Lead Agency

 Title of Responsible Officer

 Signature of Responsible Officer in Lead Agency

 Signature of Preparer (if different from Responsible Officer)

Short Environmental Assessment Form

Part 1 - Project Information

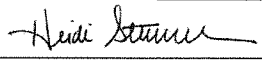
Instructions for Completing

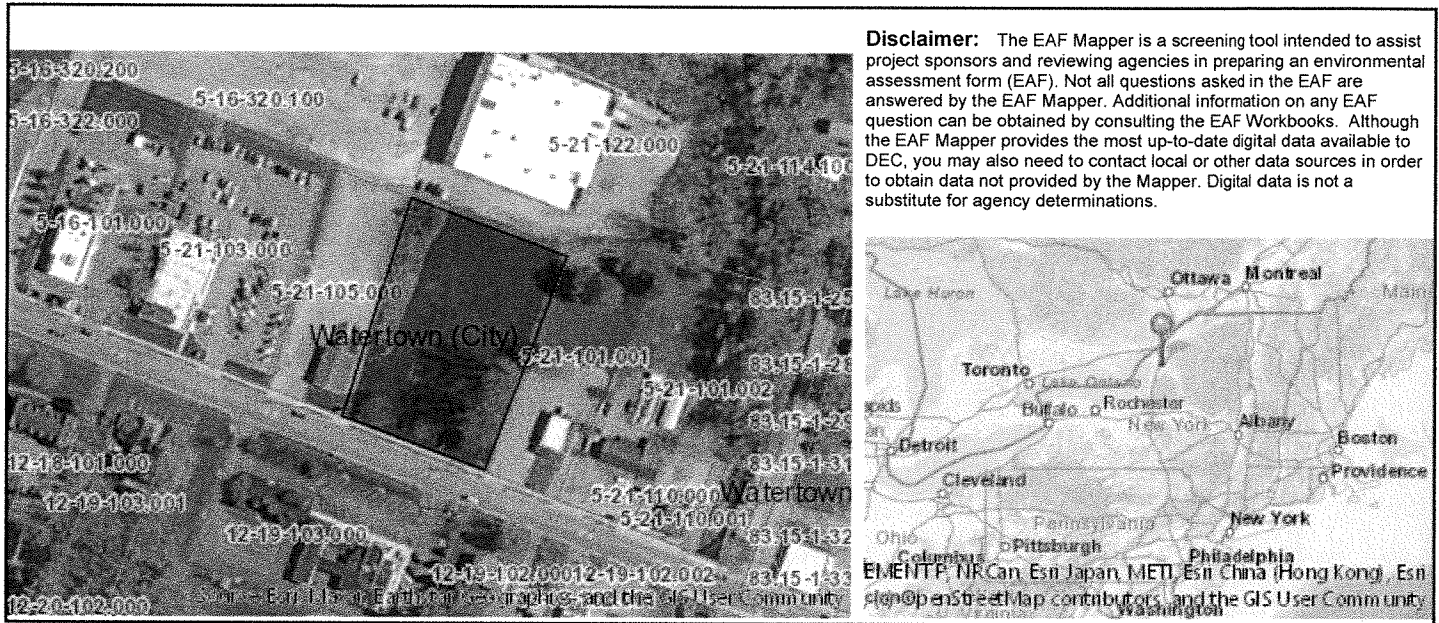
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available.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

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

Part 1 – Project and Sponsor Information			
Name of Action or Project: Northern Credit Union Drive-Thru Development			
Project Location (describe, and attach a location map): 1851 State Street, Watertown, NY 13601			
Brief Description of Proposed Action: The project proposes the development of a new drive-thru ITM on a vacant commercial property. The proposed work includes a circular asphalt pavement drive, concrete curbing, site lighting, landscaping and a canopy structure.			
Name of Applicant or Sponsor: Heidi M. Stemkoski (PHZ Architects)		Telephone: 315-558-4321 E-Mail: hstemkoski@phzarch.com	
Address: 5047 Clear Mdw			
City/PO: Camillus		State: NY	Zip Code: 13031
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: City of Watertown - Site Plan Approval			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 1.46 acres b. Total acreage to be physically disturbed? _____ 0.73 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 1.46 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Heidi M. Stemkoski (PHZ Architects)</u> Date: <u>11/22/2022</u> Signature: <u></u> Title: <u>Owner/Architect</u>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No

December 13, 2022

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan for a 12,632 sq. ft. parking lot expansion and associated site improvements at 111 Breen Avenue, Parcel Number 8-01-214.100

Thomas H. Ross of Storino Geomatics, PLLC, on behalf of Puccia Olive Oil Company, LLC, has submitted a request for the above subject Site Plan Approval.

The City of Watertown Planning Board reviewed the request at its meeting held on December 6, 2022 and voted to recommend that the City Council approve the site plan with the conditions listed in the resolution. Attached is an excerpt from the Planning Board meeting minutes.

The original Staff Report prepared for the Planning Board, the Site Plan application, original drawings and other related materials were all previously sent to Council as part of the December Planning Board agenda packages. The complete application package is also available in the online version of the City Council agenda. A full-sized copy of the site plan will also be on display in the City Council Chamber.

City Planning Staff referred the application to the Jefferson County Planning Board pursuant to New York State General Municipal Law Section 239-m for consideration at its November 29, 2022 meeting, at which the County Planning Board determined that the project was of local concern only. As a result, the City Council is now free to make a final decision.

The applicant has completed Part 1 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). The City Council must complete Part 2, and Part 3, if necessary, of the Short EAF before it may vote on the resolution.

The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment and approves the site plan submitted to the City Planning and Community Development Department on November 15, 2022 with the conditions listed in the resolution.

RESOLUTION

Page 1 of 2

Approving the Site Plan for a 12,632 sq. ft. Parking Lot Expansion and Associated Site Improvements at 111 Breen Avenue, Parcel Number 8-01-214.100

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Thomas H. Ross of Storino Geomatics, PLLC on behalf of Puccia Olive Oil Company, LLC, has submitted an application for Site Plan Approval for a 12,632 sq. ft. parking lot expansion and associated site improvements at 111 Breen Avenue, Parcel Number 8-01-214.100, and

WHEREAS the Jefferson County Planning Board reviewed the application at its November 29, 2022 meeting, pursuant to Section 239-m of New York State General Municipal Law, and determined the proposal was of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on December 6, 2022 and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall install planter boxes, as proposed and depicted on the site plan, along the north-south property line with 119 Breen Avenue to the north of the existing deck to fulfill the five-foot buffer requirement. The vegetation in these planter boxes shall consist of taller bamboo plants or other vegetation to provide privacy to the adjacent parcel at 119 Breen Avenue.
2. The applicant shall address the adequacy of illumination of the westernmost parking bay on the site to the satisfaction of the City Engineering Department as verified by a site visit performed by the City Engineer.
3. The applicant must obtain a Zoning Compliance Certificate.

And,

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

RESOLUTION

Page 2 of 2

Approving the Site Plan for a 12,632 sq. ft.
Parking Lot Expansion and Associated Site
Improvements at 111 Breen Avenue, Parcel
Number 8-01-214.100

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

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

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

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Thomas H. Ross of Storino Geomatics, PLLC on behalf of Puccia Olive Oil Company, LLC for a 12,632 SF parking lot expansion and associated site improvements at 111 Breen Avenue, Parcel Number 8-01-214.100, as depicted on the site plan submitted to the City Planning and Community Development Department on November 15, 2022, contingent upon the applicant meeting the conditions listed above.

Seconded by:



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Site Plan Approval – 111 Breen Avenue

DATE: December 1, 2022

Request: Site Plan Approval for a 12,632 SF parking lot expansion and associated site improvements at 111 Breen Avenue, Parcel Number 8-01-214.100

Applicant: Thomas H. Ross of Storino Geomatics, PLLC on behalf of Puccia Olive Oil Company, LLC

Proposed Use: Restaurant (Sales-Oriented Retail)

Property Owners: Puccia Olive Oil Company, LLC

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: N/A
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

Jefferson County 239-m Review: Yes

Zoning Information:	
District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zones Required: Yes

Project History: In August, the property owner sought and obtained a Waiver of Site Plan Approval for construction of a 900 SF greenhouse. A site inspection conducted at the time by the City Code Enforcement Bureau revealed that the property owner had paved well in excess of 12,000 square feet of

new impervious parking area without Planning Board approval. As the area of new pavement exceeds the 2,500 SF limit to be eligible for a Waiver, a full Site Plan Approval is necessary for this expansion.

Project Overview: At the time of the August 2022 Staff Review for the (unrelated) greenhouse project, Planning and Code Enforcement Staff notified the property owner that in order for the pavement expansion already completed to be legal, he must apply for and be granted a full Site Plan Approval. This application represents the property owner's attempt to fulfill that requirement and includes the paving performed on the site during the 2021 construction season.

Existing Conditions: The applicant states in the cover letter that the existing Pete's Trattoria restaurant building is 3,780 SF. However, City Assessment data indicates a building footprint of 3,552 SF. A 112 SF shed sits behind the primary building to the west. The applicant shall be prepared to discuss how they calculated the 3,780 SF building footprint and confirm to Staff and the Planning Board which measurement is accurate.

There is an existing lawn area on the south section of the parcel where the applicant previously obtained a Waiver of Site Plan Approval to construct the greenhouse.

The newly paved area for which the applicant is seeking retroactive Site Plan Approval is to the rear (west) of the restaurant. The applicant has also installed planter boxes at the northern boundary of this parking area. A wooden fence rests approximately on the northern property line shared with 119 Breen Avenue. A row of coniferous trees occupies the northern edge of the site adjacent to this fence. These trees are also part of the retroactive site plan approval, as this area was previously not landscaped. The applicant also constructed an outdoor deck and had additional customer seating farther to the north of the existing deck. These features have since been scaled back to allow for the required five-foot landscaped buffer.

Vehicular and Pedestrian Circulation: Vehicular access to and from the site would continue to be from Breen Avenue.

Section 310-47 of the Zoning Ordinance of the City of Watertown requires five spaces for every 1,000 SF of commercial floor area, exclusive of utility and storage areas. As discussed in the "Existing Conditions" section above, there is a slight discrepancy between the cover letter and City Assessment data as far as the square-footage of the building is concerned. However, the difference between 3,552 SF and 3,780 SF would only change the minimum parking requirement from 18 to 19 spaces (without deducting any storage or utilities), and since the site provides 35 parking spaces, it easily exceeds the requirement.

At the time that Planning Staff performed a site visit, the restaurant was using the northernmost spaces for snow storage, but the snow only occupied seven or eight spaces, leaving well above the minimum requirement still available.

Zoning: The proposed use is an allowed use-by-right in a Commercial District. However, the primary building enjoys legal nonconforming ("grandfathered") zero-foot setbacks in both the front (on Breen Avenue) and on the side (shared property line with 119 Breen Avenue). The Commercial Zoning District once allowed zero-foot setbacks.

This proposal does not create any new nonconformities, nor does it exacerbate any existing nonconformities. As discussed in the "Landscaping and Buffers" section, the planter boxes/coniferous trees eliminate a previously existing nonconformity.

Landscaping and Buffers: Section 310-59 (A) of the Zoning Ordinance states that:

“Where any land use in nonresidential districts abuts land in any residential district, a strip of land of a minimum of five feet in width up to a maximum of 15 feet in width shall be maintained by the owner as a landscaped area in the front, side and rear yards which adjoin this other district.”

The unapproved pavement at the northern end of the site extended all the way to the fence in the shared property line with 119 Breen Avenue, which is in a Residence B Zone. The applicant has since removed a portion of the asphalt along the fence and has installed a row of coniferous trees, as depicted on the plan, and shown in attached photos, to create the required landscaped buffer.

The restaurant also constructed an outdoor seating deck that is shown in an attached picture below. This deck previously extended farther north along the north-south property line with 119 Breen where that parcel juts out to the south and the subject parcel juts out to the north. The applicant has since removed a portion of the deck previously used for seating, and the site plan, as submitted, depicts planter boxes in the required five-foot buffer area along that Zoning District Boundary. Since this proposed work is not yet completed, the Planning Board should condition any approval on installing those planters as depicted.

Comprehensive Plan: The City’s adopted Comprehensive Plan recommends the future land use character area of this area as Commercial Corridor, an area primarily applied to Arsenal Street. The plan describes the Commercial Corridor land use area as follows:

“As opposed to Coffeen, Washington and State Streets, Arsenal Street from the western edge of downtown west toward Interstate 81 is primarily commercial and serves a much broader regional population. Arsenal Street is also a high volume arterial road, carrying 30,000 vehicles per day into the City from Interstate 81. As the regional retail center for the North Country, Arsenal Street provides a land area capable of higher density commercial and retail uses including modestly sized franchise companies. Parking is generally in front of these buildings and signage is prominent. While the desire is to maintain this land use, a higher standard of design to create uniform/uncluttered look is anticipated. This can be accomplished with good site design and sign standards. Sidewalks, bike lanes, and transit stops should also be integrated in the design.”

Regarding consistency with the planned future land use character area, a restaurant is one of the land uses envisioned in the description of Commercial Corridor and while the zero-foot front setback is grandfathered, it means that the front of the building addresses the sidewalk and adds a pedestrian-oriented quality for those walking from the adjacent residential neighborhood to the north. This proposal is in harmony with the Comprehensive Plan.

Hydrology: The Engineering Department has reviewed the plans and has determined that the site drainage is in conformance with design standards. The additional impervious asphalt parking area that was placed over a compacted semi-pervious gravel lot will not adversely effect the drainage patterns or impact the adjacent parcels. The Engineering Department has reviewed hydraulic calculations and determined that this project will not have an adverse on the City’s storm system.

Lighting: The applicant did not submit a Photometric Plan. There is mounted wall pack on the building that illuminates the parking bay immediately adjacent to Breen Avenue and above the side door. There are two lights mounted on a pole along the south edge of the property adjacent to 710 Arsenal Street. One appears to illuminate the east-west drive aisle that accesses the rear of the property and the other appears to illuminate the parking bay immediately adjacent to the rear of the building.

Staff's site visit revealed two potential concerns. The first is that although these lights are affixed to the pole and both are directed onto the applicant's property (not toward 710 Arsenal), thus minimizing the risk of excessive light spillage across a property line, Staff cannot rule that possibility out and the applicant shall be prepared to indicate that any spillage is onto neighboring properties is within acceptable limits.

While this light is not directly related to the newly paved part of the site that this Site Plan Approval applies to, it is nonetheless the City's policy to use the Site Plan Approval process as an opportunity to gradually bring nonconforming sites into compliance. Although the risk of spillage appears minimal, since there is no photometric plan, the applicant nonetheless shall be prepared to discuss this light.

The other concern is the apparent lack of illumination reaching the westernmost parking bay on the subject parcel. The applicant shall also be prepared to discuss the adequacy of illumination on that part of the site.

SEQR: This project is considered an Unlisted Action under the State Environmental Quality Review (SEQR). The City Council, as Lead Agency, will complete Parts 2 and 3 of the Short Environmental Assessment Form (EAF) and will make a determination of significance.

The applicant did not provide an answer to Question 13b of the Short EAF. The applicant shall provide a revised and signed Part 1 of Short EAF prior to the City Council considering Parts 2 and 3.

Permits: The applicant must obtain a Zoning Compliance Certificate for the parking lot expansion and new landscaping.

Other: As noted above, this project requires review by the Jefferson County Planning Board, pursuant to General Municipal Law, Section 239-m. The County Planning Board reviewed the application at its November 29, 2022, meeting. The attached letter from the Jefferson County Planning Department provides a summary of their comments on the project.

Summary: The following should be discussed by the Planning Board and included as contingencies in the motion to recommend approval of the site plan:

1. The applicant shall install planter boxes, as proposed and depicted on the site plan, along the north-south property line with 119 Breen Avenue to the north of the existing deck to fulfill the five-foot buffer requirement.
2. The applicant must indicate to Staff and the Planning Board that any light spillage across onto the parcel at 710 Arsenal Street is within acceptable limits.
3. The applicant shall address the adequacy of illumination of the westernmost parking bay on the site.
4. The applicant shall submit a revised and signed SEQR Short EAF prior to the City Council considering Parts 2 and 3.
5. The applicant must obtain a Zoning Compliance Certificate.

cc: City Council Members
Michael Delaney, City Engineer
Thomas Ross
Geoffrey Puccia

Site Pictures



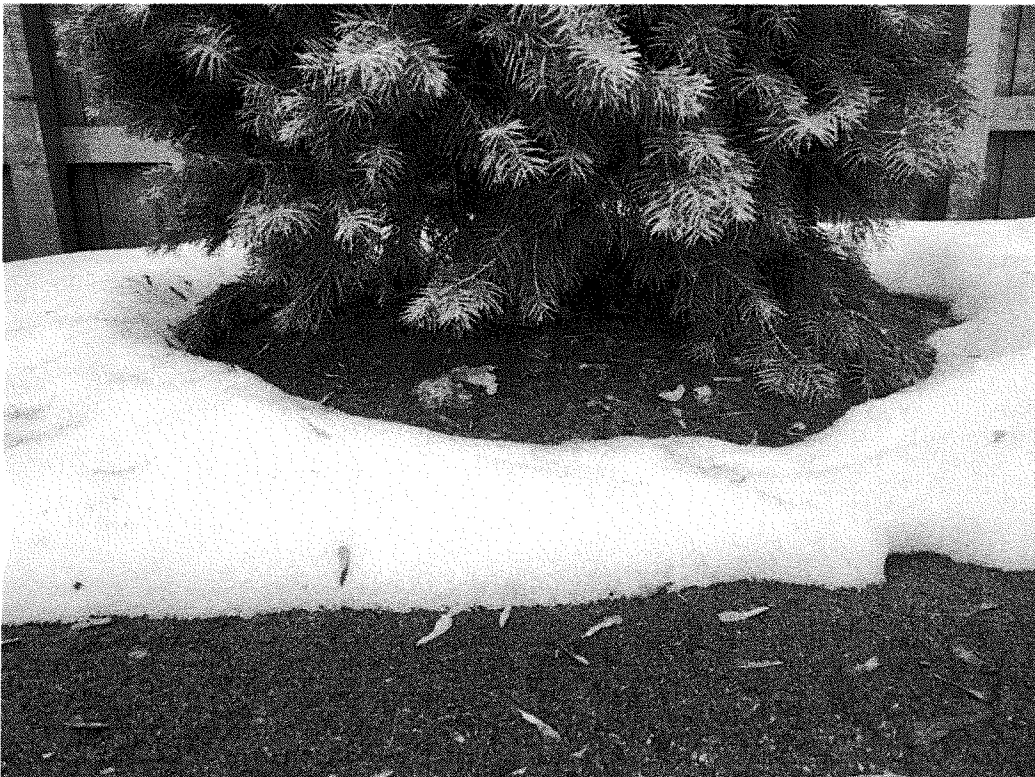
Above: A view of the newly paved parking area, looking northwest.

Below: The newly constructed deck and the area where the applicant proposes planter boxes.





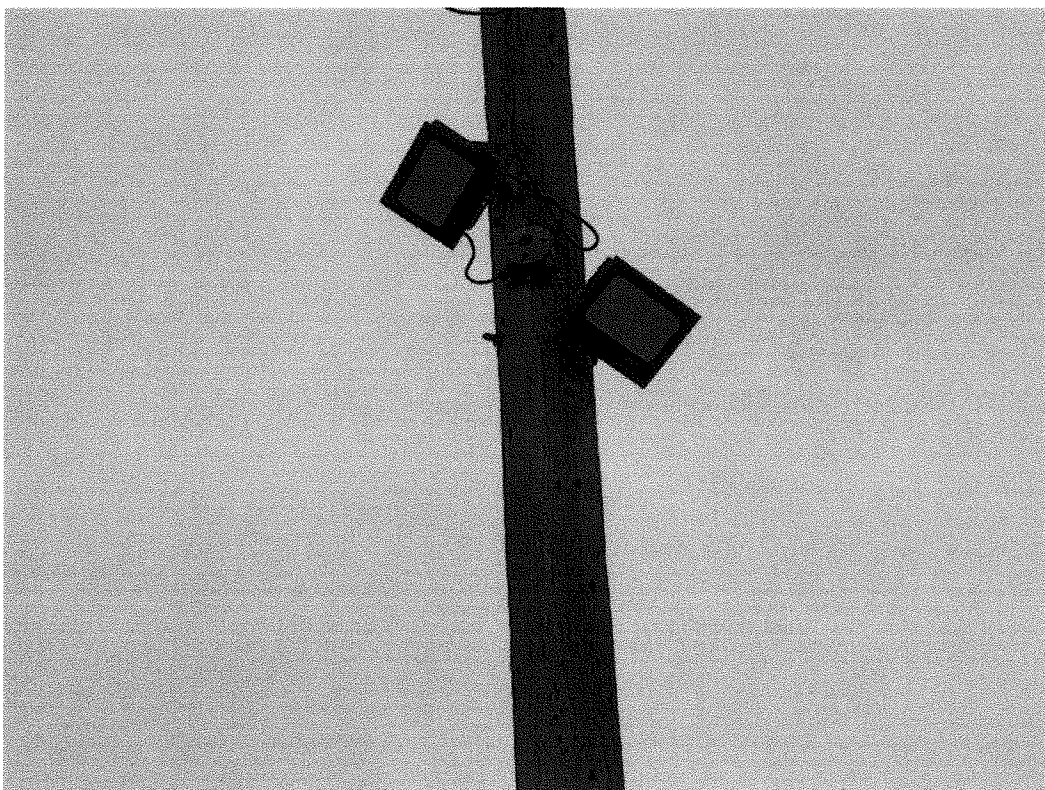
Above: A view of the landscaped buffer on the north edge of the site.
Below: The base of an individual tree along the northern buffer.





Above: The mounted light on a pole at the southern edge of the site.

Below: A close up of the mounted light, affixed to the pole with the lights pointed onto the subject parcel.



**SITE PLAN APPROVAL – 111 BREEN AVENUE
PARCEL NUMBER 8-01-214.100**

The Planning Board then considered a request submitted Thomas H. Ross of Storino Geomatics, PLLC on behalf of Puccia Olive Oil Company, LLC for Site Plan Approval for a 12,632 sq. ft. parking lot expansion and associated site improvements at 111 Breen Avenue, Parcel Number 8-01-214.100.

Mr. Ross was in attendance to represent the project and began by describing the application as a retroactive request for Site Plan Approval for paving a previously existing gravel parking lot, rather than an expansion. Mr. Ross reviewed the issues addressed by Staff's memorandum to the Planning Board, specifically drainage, lighting and landscaped buffer areas per Zoning requirements and Staff recommendations.

Mr. Ross stated that there were heavy rains over the summer and confirmed that all stormwater on the site drained to the center drywell and not to any adjoining properties. Mr. Ross also noted that the large planter boxes, as depicted on the site plan, will be completed when weather permits, and will be installed along the property line with 119 Breen Avenue to the north of the existing deck to fulfill the five-foot buffer requirement.

Mr. Ross reported that his client (Mr. Puccia) met with the neighboring property owner at 710 Arsenal Street and discussed the lighting as it currently existed. Mr. Ross said that the neighbor had no issues with the current lighting and was not concerned about light spillage onto his property. Mr. Ross also noted that the applicant believes the lighting in the westernmost part of the parking lot is adequate, especially since the area is used for mainly for snow storage.

Mr. Ross noted that he resubmitted Part 1 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) with Question 13B completed and will submit the application for Zoning Compliance Certificate as soon as possible, as the summary items in Staff's memorandum required.

Mrs. Fields expressed concern that the lighting in the far western section of the parking lot is not adequate to provide safety for the employees. Mr. Coburn then asked if the applicants completed a photometric study or if they were using professional opinion. Mr. Ross confirmed that it was an educated guess.

Mr. Urda stated that Staff visited the applicant's site and observed minimal risk of light spillage in excess of 0.5 footcandles across the southern property since the mounted light packs faced north onto the applicant's property. Ms. Fields again expressed concerns about staff safety and the lighting in the far west area of the parking lot.

Mr. Coburn then invited the public to address the board.

Mr. Anthony Doldo, of 119 Breen Avenue, addressed the Planning Board. Mr. Doldo's property is adjacent to the applicant's property to the north. Mr. Doldo described his concerns that the applicant's deck, which he believes was not permitted properly, has reduced his family's privacy, and that installing planter boxes will not adequately address these concerns.

Mr. Doldo discussed the possibility of installing an eight or ten-foot-high fence, and the associated time and expense involved in getting a Variance. He suggested a possible amendment to the proposed zoning law which would allow for taller fencing (contingent on the height of the adjacent deck) to be installed without the time and expense of Variance approval.

Mr. Lumbis addressed the room and noted that the City is working on rewriting the Zoning Ordinance and his department hopes to begin the formal adoption process in the beginning of the new year. Mr. Lumbis also noted that the City is looking at adding something to the code, about taller fences without a variance, for instances like this.

Regarding the deck, Mr. Lumbis stated that the project did not require Planning Board approval because section 310-26 of the Zoning Ordinance states, *"Provisions of this chapter shall not apply to terraces, steps, unroofed decks or other similar features at or below the level of the floor of the first story."*

Mr. Lumbis noted that Code Enforcement issued a Building Permit for the upper deck and that although the applicant constructed a deck with a larger footprint than permitted, the applicant had since removed the unpermitted section.

Mr. Lumbis then discussed section 310-59 of the current Zoning Ordinance and explained that it does not provide specific details about acceptable landscaping when a commercial property abuts a residential property. He said that in 2007, the Planning Board adopted the Landscaping and Buffer Zone Guidelines, which include greater detail and identify planter boxes as a landscaping option. Discussion continued about how planter boxes would provide privacy for the adjacent homeowner.

Mr. Lumbis referred the Board to a picture of the planter box from Staff's site visit and noted that it is about five foot wide and twenty feet long and about 2-3 feet deep, capable of holding some substantial plantings. He said it was much more substantial than a large flowerpot type planter.

Mr. Urda then said that although the deck itself is not directly related to the Site Plan under consideration (the paving), the landscaped buffer requirement does fall into associated site improvements. He said that the City treats every site review on a nonconforming property as an opportunity to gradually bring that property into compliance with Zoning. He said that the Board was correct to look at how best to meet the intent of the buffering requirements and improve the privacy for the adjacent neighbor.

Mr. Ross spoke with Mr. Puccia who suggested bamboo could be grown in the planters, which would be of sufficient height to provide privacy above the fence. Mr. Doldo asked that additional consideration be given to modifying the fence with wooden slats.

Mr. Urda then reviewed the conditions in Staff's Memorandum and said that the Planning Board could eliminate the second and fourth summary items, as the applicant had satisfied those, and re-word the first and third summary items to cover concerns raised in the meeting. Mr. Urda then offered modified wordings of each, which the Planning Board agreed with. He also noted that the fifth summary item must remain also.

Ms. Fields then made a motion recommending that the City Council approve the site plan submitted by Thomas H. Ross of Storino Geomatics, PLLC on behalf of Puccia Olive Oil Company, LLC for a 12,632 square foot parking lot expansion and related site improvements contingent upon the following:

1. The applicant shall install planter boxes, as proposed, and depicted on the site plan, along the north-south property line with 119 Breen Avenue to the north of the existing deck to fulfill the five-foot buffer requirement. The vegetation in these planter boxes shall consist of taller bamboo plants or other vegetation to provide privacy to the adjacent parcel at 119 Breen Avenue.
2. The applicant shall address the adequacy of illumination of the westernmost parking bay on the site to the satisfaction of the City Engineering Department as verified by a site visit performed by the City Engineer.
3. The applicant must obtain a Zoning Compliance Certificate.

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



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Michael J. Bourcy
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

November 30, 2022

Geoffrey T. Urda
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601

Re: Thomas Ross, Storino Geometrics, Site Plan Review, Pete's Restaurant, JCDP File # C 10 - 22

Dear Geoff,

On November 29, 2022, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only.

During the review the County Planning Board identified the local advisory comment that the local board should require the applicant to depict the snow storage and dumpster location on the site plan.

Please note that the advisory comment is not a condition of the County Planning Board's action. It is listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,

Sara Freda
Community Development Coordinator

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

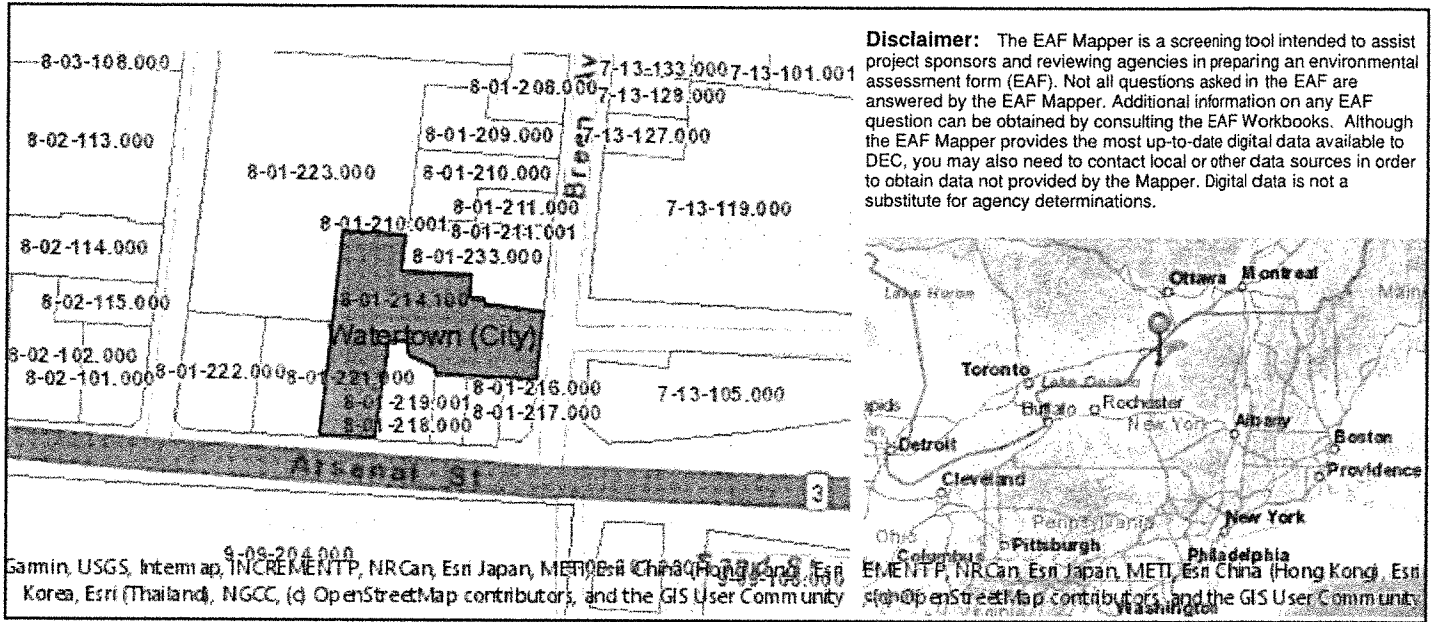
Part 1 – Project and Sponsor Information			
Name of Action or Project: Pete's Trattoria Site Improvements Project			
Project Location (describe, and attach a location map): 111 Breen Avenue, City of Watertown NY			
Brief Description of Proposed Action: The applicant has improved the property by paving the parking area and will create a 5' vegetated buffer adjacent to the Residential Zoned Areas. The applicant requests a retroactive approval process with improvements to meet City of Watertown Zoning.			
Name of Applicant or Sponsor: Puccia Olive Oil Company, LLC		Telephone: 315-486-1675 E-Mail: petestrattoria@gmail.com	
Address: 111 Breen Avenue			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? 0.64 acres b. Total acreage to be physically disturbed? 0.29 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 0.64 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana Bat, Northern Long-...	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Geoffrey Puccia - Puccia Olive Oil Company</u> Date: <u>11/14/22</u> Signature: <u>Thomas Ross</u> For OWNER Title: <u>Project Engineer</u>		

EAF Mapper Summary Report

Tuesday, October 18, 2022 5:10 PM



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

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

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

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Res. No. 12

December 13, 2022

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Tax Sale Certificate Assignment Auction

The City of Watertown is the holder of tax sale certificates on certain parcels for which the redemption period has expired. The City does not wish to take title to these parcels. On November 21st City Council approved a public auction to be held on December 13th to receive bids on the tax sale certificates. Bids were received on one of the two certificates.

<u>Address</u>	<u>Minimum Bid</u>	<u>High Bid</u>	<u>Bidder</u>
465 Martin Street	\$ 5,000	\$ 0	N/A
413 Factory Street	\$ 10,000	\$10,000	EdJe Enterprises

The following resolution has been prepared for City Council consideration to accept the high bid submitted and authorize the assignment of the tax sale certificate to the bidder listed above.

RESOLUTION

Page 1 of 1

Authorizing Assignment of City-owned Tax
Sale Certificate on Parcel Number
06-04-306.000 Known as 413 Factory Street
To EdJe Enterprises

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as follows:

<u>Parcel Number</u>	<u>Address</u>	<u>Original Tax Sale Certificate Amount</u>
06-04-306.000	413 Factory Street	\$ 4,143.31

And,

WHEREAS the City Council does not wish to take title to this property, and

WHEREAS the City Comptroller held a public auction on December 13, 2022 as authorized by City Council on November 21, 2022 for the purpose of assigning the City's tax sale certificate,

NOW THEREFORE BE IT RESOLVED that the City Comptroller is directed to assign the City's tax sale certificate for the above parcel to EdJe Enterprises upon the Comptroller's receipt of certified funds in the amount of \$10,000 which is a fair and reasonable offer.

Seconded by _____

Res No. 13

December 13, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Rescinding Resolution No. 2 of May 2, 2022, Which Appointed William Kimball to the Community Action Planning Council of Jefferson County

Mayor Smith requested the attached resolution rescinding the appointment of William Kimball to the Community Action Planning Council of Jefferson County, because CAPC rejected Dr. Kimball and the City Council is considering nominating Stan Zaremba. The May 2nd resolution is attached for reference.

RESOLUTION

Page 1 of 1

Rescinding Resolution No. 2 of
May 2, 2022, which Appointed
William Kimball to the Community
Action Planning Council of Jefferson
County

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by _____

WHEREAS the City Council adopted Resolution No. 2 of May 2, 2022, which appointed William Kimball to Community Action Planning Council of Jefferson County, and

WHEREAS the Community Action Planning Council of Jefferson County did not accept the appointment of Mr. Kimball, and

WHEREAS the City Council wishes to nominate another person to the Council,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, Resolution No. 2 of May 2, 2022, is rescinded.

Seconded by _____

RESOLUTION

Page 1 of 1

Appointment to Community Action
Planning Council, William Kimball

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY
X	
X	
X	
X	
X	
5	0

Introduced by Council Member Lisa A. Ruggiero

RESOLVED that the following individual is hereby appointed to the Jefferson County Community Action Planning Council to fill the vacant term expiring on December 31, 2023:

William Kimball
253 Thompson Boulevard
Watertown, NY 13601

And,

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of Council Member Lisa A. Ruggiero, in his appointment to the Jefferson County Community Action Planning Council.

Seconded by Council Member Sarah V.C. Pierce

Ord No. 1

December 13, 2022

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001, from Residence B to Commercial

Robert J. Busler, PLS of LaFave, White & McGivern, L.S., P.C. has submitted a request on behalf of ARBEL, LLC to change the approved Zoning Classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001 from Residence B to Commercial.

The Planning Board reviewed the request at its December 6, 2022, meeting and adopted a motion recommending that City Council change the approved zoning classification as requested. Attached is the complete zone change application, Staff's report to the Planning Board and the relevant excerpt from the Planning Board's meeting minutes.

The ordinance attached for City Council consideration changes the approved zoning classification of the parcel. The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:15 p.m. on Tuesday, January 3, 2023. A SEQRA resolution will be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning
Classification of VL-1 Bellew Avenue
South, Parcel Number 9-11-108.001
from Residence B to Commercial

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

BE IT ORDAINED where Robert J. Busler, P.L.S. of LaFave, White & McGivern, L.S., P.C. on behalf of ARBEL, LLC has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001 from Residence B to Commercial and

WHEREAS the Jefferson County Planning Board is scheduled to review the application at its December 27, 2022, meeting, pursuant to Section 239-m of New York State General Municipal Law, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its December 6, 2022 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on January 3, 2023, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001 shall be changed from Residence B to Commercial, and

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

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

Seconded by



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Board Members

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

SUBJECT: Zone Change – VL-1 Bellew Avenue South, Parcel Number 9-11-108.001

DATE: December 1, 2022

Request: To Change the Approved Zoning Classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001 from Residence B to Commercial

Applicant: Robert J. Busler, P.L.S. on behalf of ARBEL, LLC and P.J. Simao

Owner(s): ARBEL, LLC

SEQRA: Unlisted

County review: Yes

Comments: The applicant seeks to rezone the subject parcel from Residence B to Commercial. In the cover letter, there is no description for the purpose of rezoning the parcel. The application instructions ask for the applicant to describe what they seek to establish with the proposed Zone Change (e.g. the intended future use of the property) and include any other information that will aid the Planning Board and City Council in comprehending the request. The applicant should be prepared to explain what they seek to accomplish with the requested rezoning including any intended future uses.

Existing Conditions: Currently, the 100 block of Bellew Avenue South is mostly zoned Commercial and Neighborhood Business, except for VL-1 Bellew Avenue South, which is zoned Residence B.

The subject parcel the applicant proposes to rezone is adjacent to the south end of 919 Arsenal St which is zoned Commercial. The proposed parcel is currently vacant land and compliant with the current zoning lot requirements for the Commercial district. The existing land use for the other parcels along Bellew Avenue South are as follows:

- 871 Arsenal St: Americu Credit Union.
- 929 Arsenal St: Walgreens.
- VL Bellew Avenue South and VL-2 Bellew Avenue South: vacant lots.

- 156 Bellew Avenue South: Social Security Administration.
- 163 Bellew Avenue South: Oral Surgery of NNY.

Zoning and the Comprehensive Plan: The City's adopted Comprehensive Plan recommends the future land use for this area as Commercial Corridor. The Comprehensive Plan describes the Commercial Corridor as:

***Commercial Corridor:** "As opposed to Coffeen, Washington and State Streets, Arsenal Street from the western edge of downtown west toward Interstate 81 is primarily commercial and serves a much broader regional population. Arsenal Street is also a high volume arterial road, carrying 30,000 vehicles per day into the City from Interstate 81. As the regional retail center for the North Country, Arsenal Street provides a land area capable of higher density commercial and retail uses including modestly sized franchise companies. Parking is generally in front of these buildings and signage is prominent. While the desire is to maintain this land use, a higher standard of design to create a uniform/uncluttered look is anticipated. This can be accomplished with good site design and sign standards. Sidewalks, bike lanes, and transit stops should also be integrated in the design."*

While the new Zoning Ordinance has not yet been finalized and is still in draft form, the proposed zoning map proposes this parcel to be zoned as Commercial.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the lead agency, will complete Part 2 of the EAF and make a determination of significance.

















cc: City Council Members

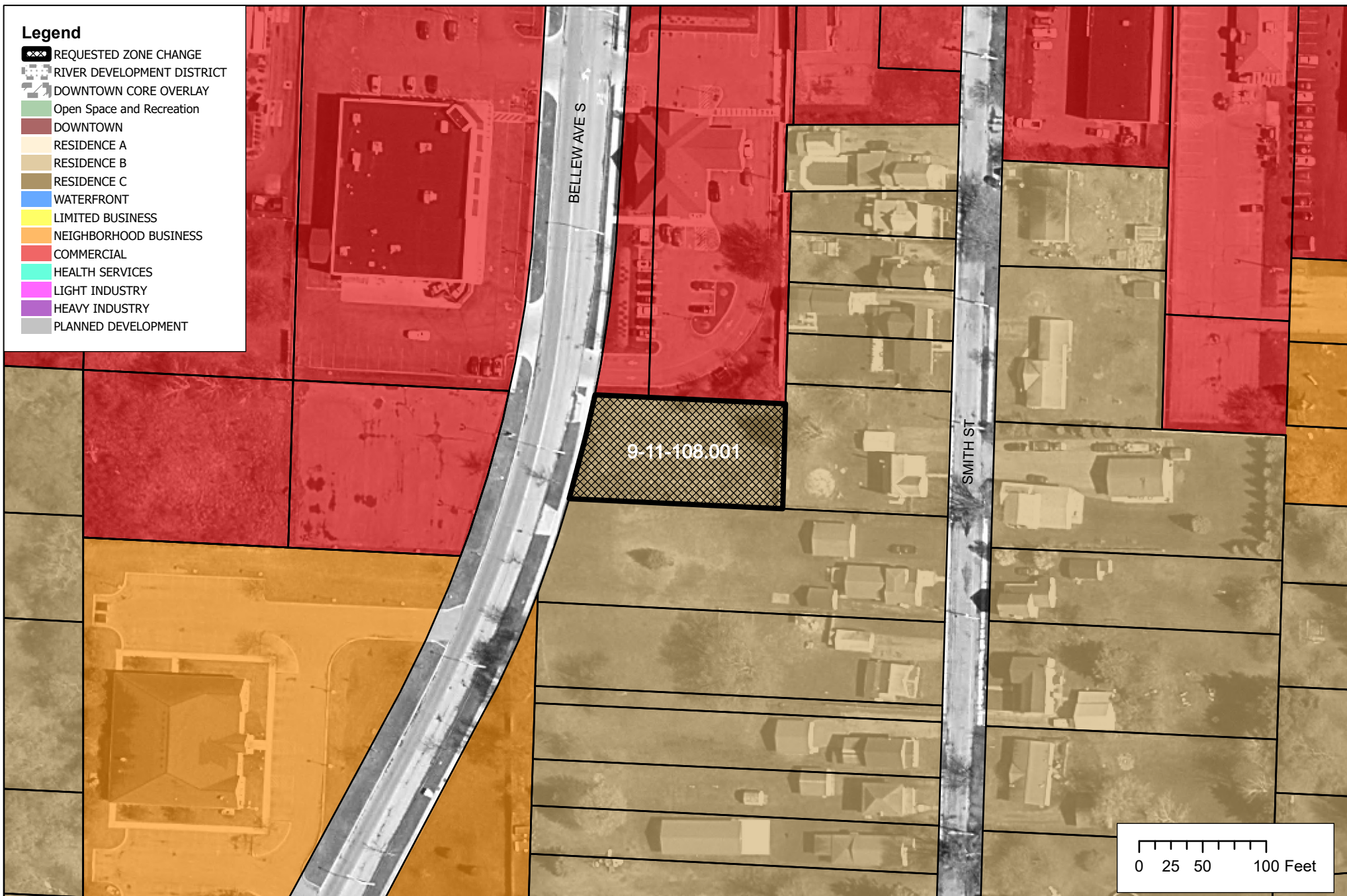
Michael Delaney, City Engineer

ARBEL, LLC; c/o PJ Simao, 137 Main Avenue, Floor 3, Watertown, NY 13601

Robert J. Busler, PLS, LaFave, White & McGivern 133 Commercial Street, P.O. Box 679,
Theresa, NY 13691

Legend

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



CITY OF WATERTOWN GIS

245 WASHINGTON STREET
2ND FLOOR
WATERTOWN, NEW YORK 13601

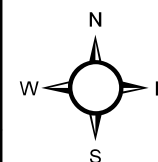
(315) 785-7793
gis@watertown-ny.gov

Residence B to Commercial

VL-1 Bellew Ave South

(9-11-108.001)

The City of Watertown does not warrant, guarantee or accept any liability for the accuracy, precision or completeness of any information shown or described hereon or for any inferences made therefrom. Any use made from this information is solely at the risk of the user.



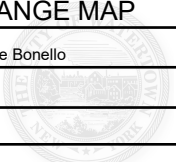
ZONE CHANGE MAP

Requested By: Sharlice Bonello

Author: cpaquette

Date: 11/28/2022

Scale : 1 in= 100 ft





LaFave, White & McGivern, L.S., P.C.

LAND SURVEYORS & PHOTOGRAMMETRISTS

THERESA - BOONVILLE

November 18, 2022

Michael A. Lumbis
Planning and Community Development Director
245 Washington Street
Watertown, New York 13601

Re: ARBEL, LLC
Zone Change Request

Dear Mr. Lumbis:

On behalf of ARBEL, LLC and PJ Simao, submitted herewith is documentation regarding a request for a Zone Change for tax parcel 09-11-108.001 designated as VL-1 Bellew Avenue South. The subject parcel is presently located in the Residence "B" Zoning District. The purpose of this application is to change it to the Commercial Zoning District.

Included herewith are 15 copies of the cover letter, application, authorization letter, Short Environmental Assessment Form, property report, tax map, GIS aerial view, zoning map, recorded survey map 2681 and Deed Instrument 2014-00011933.

Feel free to contact me anytime if you have any questions or need additional information. I will attend the required meetings to answer questions.

Sincerely,

LaFave, White & McGivern, L.S., P.C.
Robert J. Busler, P.L.S.
President



City of Watertown
ZONE CHANGE APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:

PROPERTY INFORMATION:

PROPERTY ADDRESS: VL-1 Bellew Avenue South

TAX PARCEL NUMBER(S): 09-11-108.001

CURRENT ZONING DISTRICT: Residence "B"

PROPOSED ZONING DISTRICT: Commercial

APPLICANT INFORMATION:

APPLICANT NAME: ARBEL, LLC; c/o PJ Simao

APPLICANT MAILING ADDRESS: 137 Main Avenue, Floor 3

Watertown, NY 13601

PHONE NUMBER: 315-727-7000

E-MAIL: pj@dealmakerusa.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: same

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): _____

PHONE NUMBER: _____ E-MAIL: _____

CHECKLIST (please include all of the following in addition to this application form):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter* | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted* |
| <input checked="" type="checkbox"/> Site Drawing (if applicable)* | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form* |
| <input checked="" type="checkbox"/> Metes and Bounds description | <input type="checkbox"/> Written Support of Adjoining Property Owners (if applicable) |
| <input checked="" type="checkbox"/> \$125 application fee* | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

*See appendices for further information

Applicant Signature: [Signature]

Date: 11/18/22

Property Owner Signature (if different) _____

Date: _____

LETTER OF AUTHORIZATION

Let it be known that LaFave, White & McGivern, LS, PC has been retained to act as agent to perform all acts for development on my property identified below.

Please Check One of the Following:

☐ Minor Subdivision ☐ Major Subdivision ☐ Site Plan ☐ Zone Change

☐ Site Plan Modification ☐ Special Use Permit ☐ Lot Line Adjustment

These acts include: (please initial the acts you are authorizing)

☐ Pre-application conferences with Town staff, filing applications and/or other required documents relative to all Planning Board applications

☐ Main point of contact for Town staff

☐ Agent will be contacted on all matter instead of the owner

☐ Attend all Planning Board meetings on my behalf

Tax Parcel: 09-11-108.001

Address: VL-1 Bellew Avenue South

PROPERTY OWNER(s):

Signature: 

Date: 11/18/22

Signature: _____

Date: _____

Printed Name(s): Arbel, LLC; c/o PJ Simao

Address: 137 Main Avenue, Floor 3

City: Watertown

State: NY

Zip: 13601

Phone: 315-727-7000

Fax: _____

AGENT:

Signature: _____

Date: _____

Printed Name: LaFave, White & McGivern, LS, PC; Robert J. Busler, PLS

Address: 133 Commercial Street, P.O. Box 679

City: Theresa

State: N.Y.

Zip: 13691

Phone: 315-628-4414

Fax: 315-628-4529

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information			
Name of Action or Project: Parcel 09-11-108.001 Zone Change Request			
Project Location (describe, and attach a location map): VL-1 Bellew Avenue South, City of Watertown, Jefferson County, about 353' south of Arsenal Street.			
Brief Description of Proposed Action: Request for a zone change from Residence "B" to Commercial.			
Name of Applicant or Sponsor: Arbell, LLC; c/o PJ Simao		Telephone: 315-727-7000 E-Mail: pj@dealmakerusa.com	
Address: 137 Main Avenue, Floor 3			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Planning Board and City Council			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 0.298 acres b. Total acreage to be physically disturbed? _____ 0 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 0.298 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

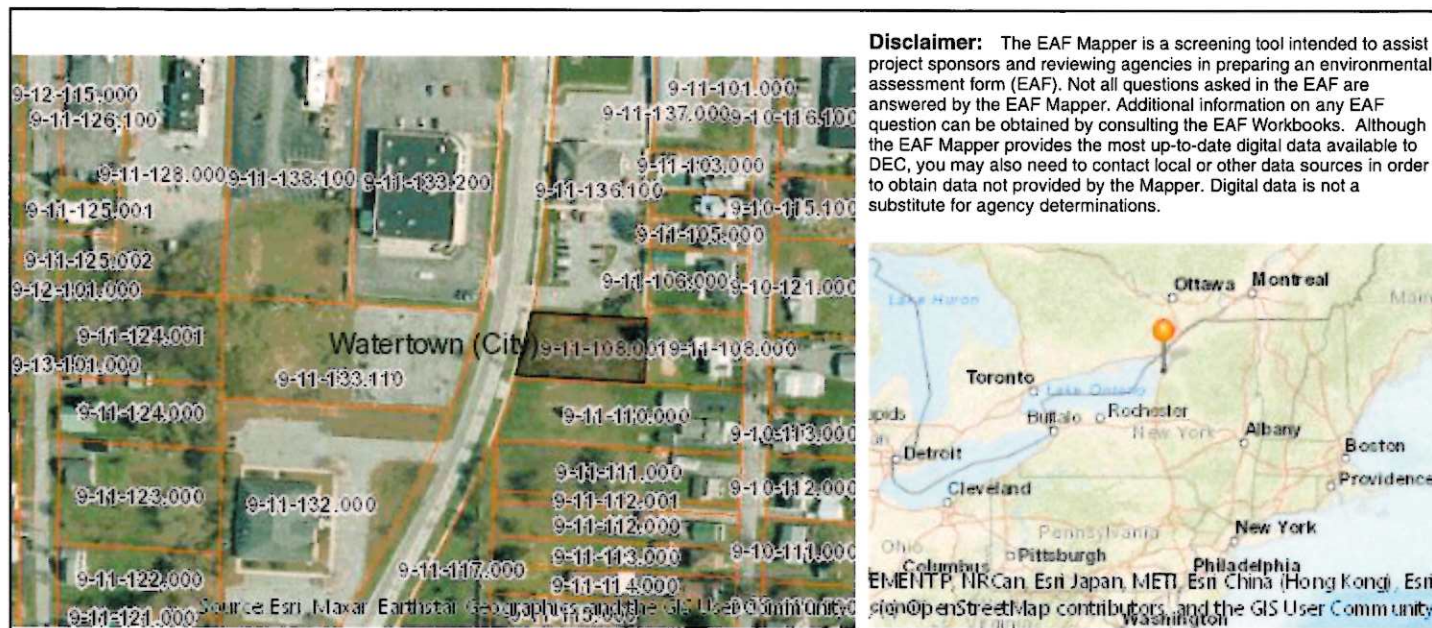
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana Bat, Northern Long...	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>LaFave, White & McGivern, LC, PC; Robert J. Busler, PLS</u> Date: <u>11/18/2022</u>		
Signature: <u>Robert J. Busler</u> Digitally signed by Robert J. Busler Date: 2022.11.18 14:27:53 -05'00' Title: <u>Land Surveyor</u>		



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

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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

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

Project: Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

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

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____ Name of Lead Agency	_____ Date
_____ Print or Type Name of Responsible Officer in Lead Agency	_____ Title of Responsible Officer
_____ Signature of Responsible Officer in Lead Agency	_____ Signature of Preparer (if different from Responsible Officer)



Property Description Report For: VL-1 Bellew Ave S, Municipality of City of Watertown

No Photo Available

Status:	Active
Roll Section:	Taxable
Swis:	221800
Tax Map ID #:	9-11-108.001
Account #:	02007684
Property Class:	311 - Res vac land
Site:	RES 1
In Ag. District:	No
Site Property Class:	311 - Res vac land
Zoning Code:	RB - Residential B
Neighborhood Code:	00435
School District:	Watertown
Total Assessment:	2022 - \$8,000 2021 - \$8,000
Property Desc:	82 X 150 911108.001
Deed Page:	11933
Grid North:	1449274

Total Acreage/Size:	82 x 150
Land Assessment:	2022 - \$8,000 2021 - \$8,000
Full Market Value:	2022 - \$9,100 2021 - \$8,696
Equalization Rate:	----
Deed Book:	2014
Grid East:	991870

Area

Living Area:	0 sq. ft.	First Story Area:	0 sq. ft.
Second Story Area:	0 sq. ft.	Half Story Area:	0 sq. ft.
Additional Story Area:	0 sq. ft.	3/4 Story Area:	0 sq. ft.
Finished Basement:	0 sq. ft.	Number of Stories:	0
Finished Rec Room	0 sq. ft.	Finished Area Over Garage	0 sq. ft.

Structure

Building Style:	0	Bathrooms (Full - Half):	0 - 0
Bedrooms:	0	Kitchens:	0
Fireplaces:	0	Basement Type:	0
Porch Type:	0	Porch Area:	0.00
Basement Garage Cap:	0	Attached Garage Cap:	0.00 sq. ft.
Overall Condition:	0	Overall Grade:	
Year Built:		Eff Year Built:	

Owners

Arbel LLC
137 Main Ave Fl 3
Watertown NY 13601

Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
8/1/2014	\$18,000	311 - Res vac land	Land Only	Wolf Estate, Rose	Yes	No	No	2014/11933

Utilities

Sewer Type:	None	Water Supply:	None
Utilities:	No Public	Heat Type:	0
Fuel Type:	0	Central Air:	No

Improvements

Structure	Size	Grade	Condition	Year
-----------	------	-------	-----------	------

Land Types

Type	Size
Residual	82 × 150

Special Districts for 2022

No information available for the 2022 roll year.

Special Districts for 2021

No information available for the 2021 roll year.

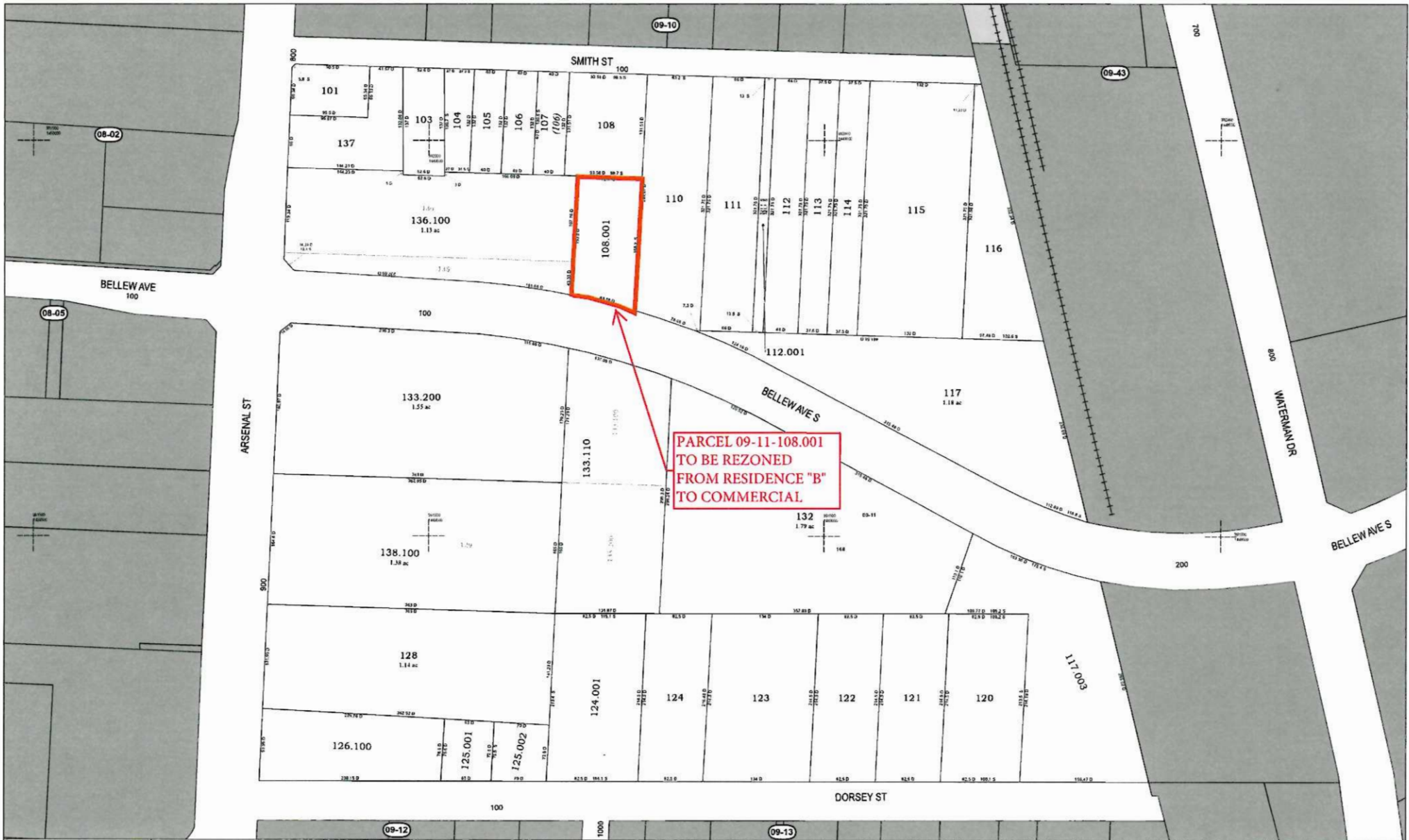
Exemptions

Year	Description	Amount	Exempt %	Start Yr	End Yr	V Flag	H Code	Own %
------	-------------	--------	----------	----------	--------	--------	--------	-------

Taxes

Year	Description	Amount
2022	City	\$70.30
2022	County	\$64.52
2022	School	\$89.11
2021	City	\$71.56
2021	County	\$64.55
2021	School	\$88.13

*** Taxes reflect exemptions, but may not include recent changes in assessment.**



PARCEL 09-11-108.001
TO BE REZONED
FROM RESIDENCE "B"
TO COMMERCIAL

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

For Tax Purposes Only
Not to be Used for Conveyance

Parcel Key	Area
09-11-108.001	1.13 ac
09-11-108.002	1.14 ac
09-11-108.003	1.15 ac
09-11-108.004	1.16 ac
09-11-108.005	1.17 ac
09-11-108.006	1.18 ac
09-11-108.007	1.19 ac
09-11-108.008	1.20 ac
09-11-108.009	1.21 ac
09-11-108.010	1.22 ac
09-11-108.011	1.23 ac
09-11-108.012	1.24 ac
09-11-108.013	1.25 ac
09-11-108.014	1.26 ac
09-11-108.015	1.27 ac
09-11-108.016	1.28 ac
09-11-108.017	1.29 ac
09-11-108.018	1.30 ac
09-11-108.019	1.31 ac
09-11-108.020	1.32 ac
09-11-108.021	1.33 ac
09-11-108.022	1.34 ac
09-11-108.023	1.35 ac
09-11-108.024	1.36 ac
09-11-108.025	1.37 ac
09-11-108.026	1.38 ac
09-11-108.027	1.39 ac
09-11-108.028	1.40 ac
09-11-108.029	1.41 ac
09-11-108.030	1.42 ac
09-11-108.031	1.43 ac
09-11-108.032	1.44 ac
09-11-108.033	1.45 ac
09-11-108.034	1.46 ac
09-11-108.035	1.47 ac
09-11-108.036	1.48 ac
09-11-108.037	1.49 ac
09-11-108.038	1.50 ac
09-11-108.039	1.51 ac
09-11-108.040	1.52 ac
09-11-108.041	1.53 ac
09-11-108.042	1.54 ac
09-11-108.043	1.55 ac
09-11-108.044	1.56 ac
09-11-108.045	1.57 ac
09-11-108.046	1.58 ac
09-11-108.047	1.59 ac
09-11-108.048	1.60 ac
09-11-108.049	1.61 ac
09-11-108.050	1.62 ac
09-11-108.051	1.63 ac
09-11-108.052	1.64 ac
09-11-108.053	1.65 ac
09-11-108.054	1.66 ac
09-11-108.055	1.67 ac
09-11-108.056	1.68 ac
09-11-108.057	1.69 ac
09-11-108.058	1.70 ac
09-11-108.059	1.71 ac
09-11-108.060	1.72 ac
09-11-108.061	1.73 ac
09-11-108.062	1.74 ac
09-11-108.063	1.75 ac
09-11-108.064	1.76 ac
09-11-108.065	1.77 ac
09-11-108.066	1.78 ac
09-11-108.067	1.79 ac
09-11-108.068	1.80 ac
09-11-108.069	1.81 ac
09-11-108.070	1.82 ac
09-11-108.071	1.83 ac
09-11-108.072	1.84 ac
09-11-108.073	1.85 ac
09-11-108.074	1.86 ac
09-11-108.075	1.87 ac
09-11-108.076	1.88 ac
09-11-108.077	1.89 ac
09-11-108.078	1.90 ac
09-11-108.079	1.91 ac
09-11-108.080	1.92 ac
09-11-108.081	1.93 ac
09-11-108.082	1.94 ac
09-11-108.083	1.95 ac
09-11-108.084	1.96 ac
09-11-108.085	1.97 ac
09-11-108.086	1.98 ac
09-11-108.087	1.99 ac
09-11-108.088	2.00 ac

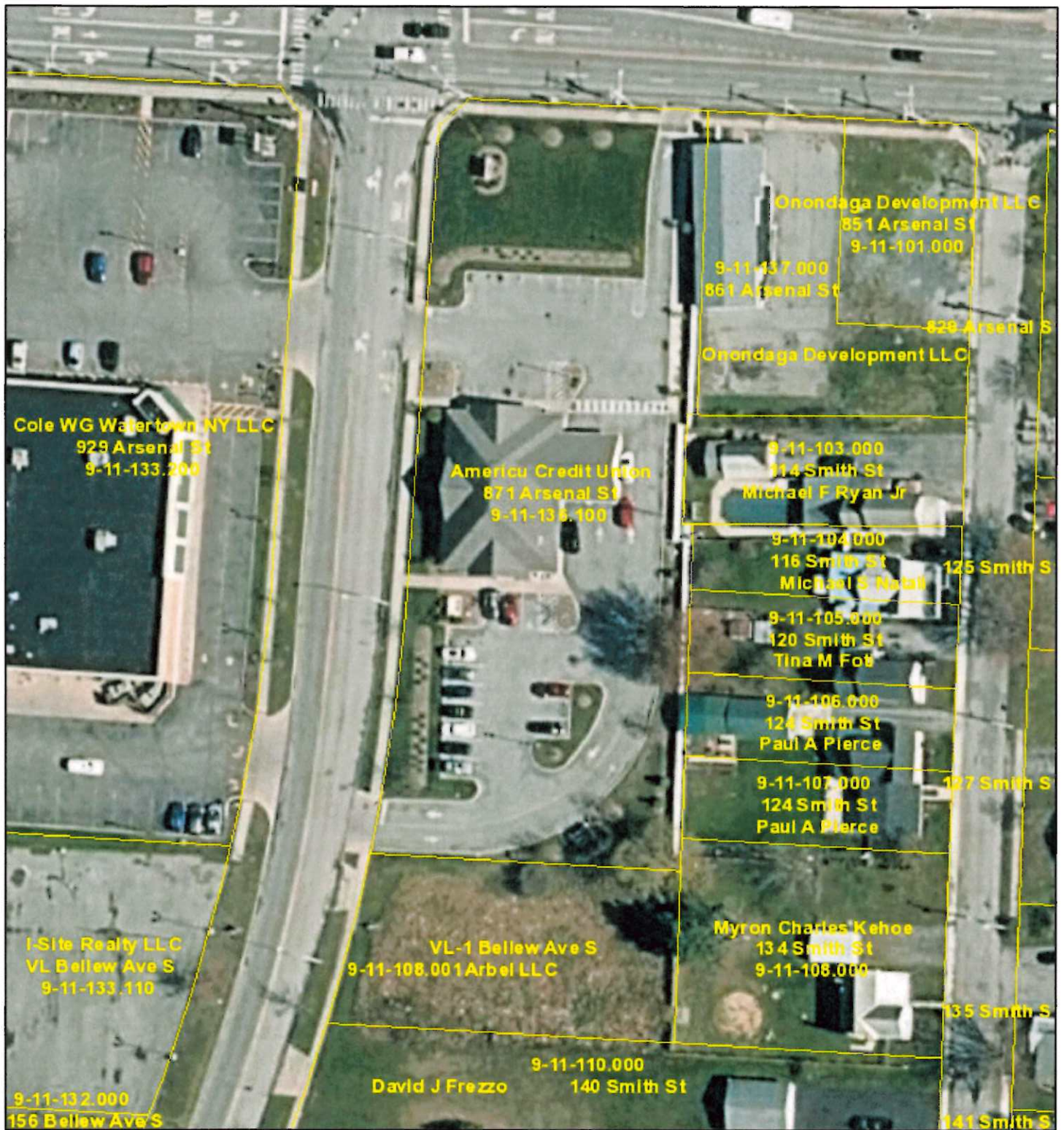
Property Line
Indicate Property Line
Building Outline
Waterway
City Boundary
School District Boundary

Coordinate Grid
Parcel ID
123
Assessment ID
123456789
Combined parcels

1 Inch = 50 Feet *
0 50 100 200 Feet

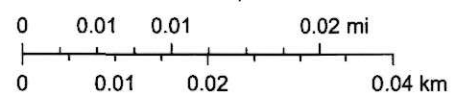


Tax Map
Section 09 Block 11
City of Watertown
Jefferson County, NY
Printed Date: 3/18/2021



November 18, 2022

1:1,128



- Parcels
- Counties/Shoreline
- Cities/Towns
- Villages
- Parcel ID
- Property Owner
- Street Address

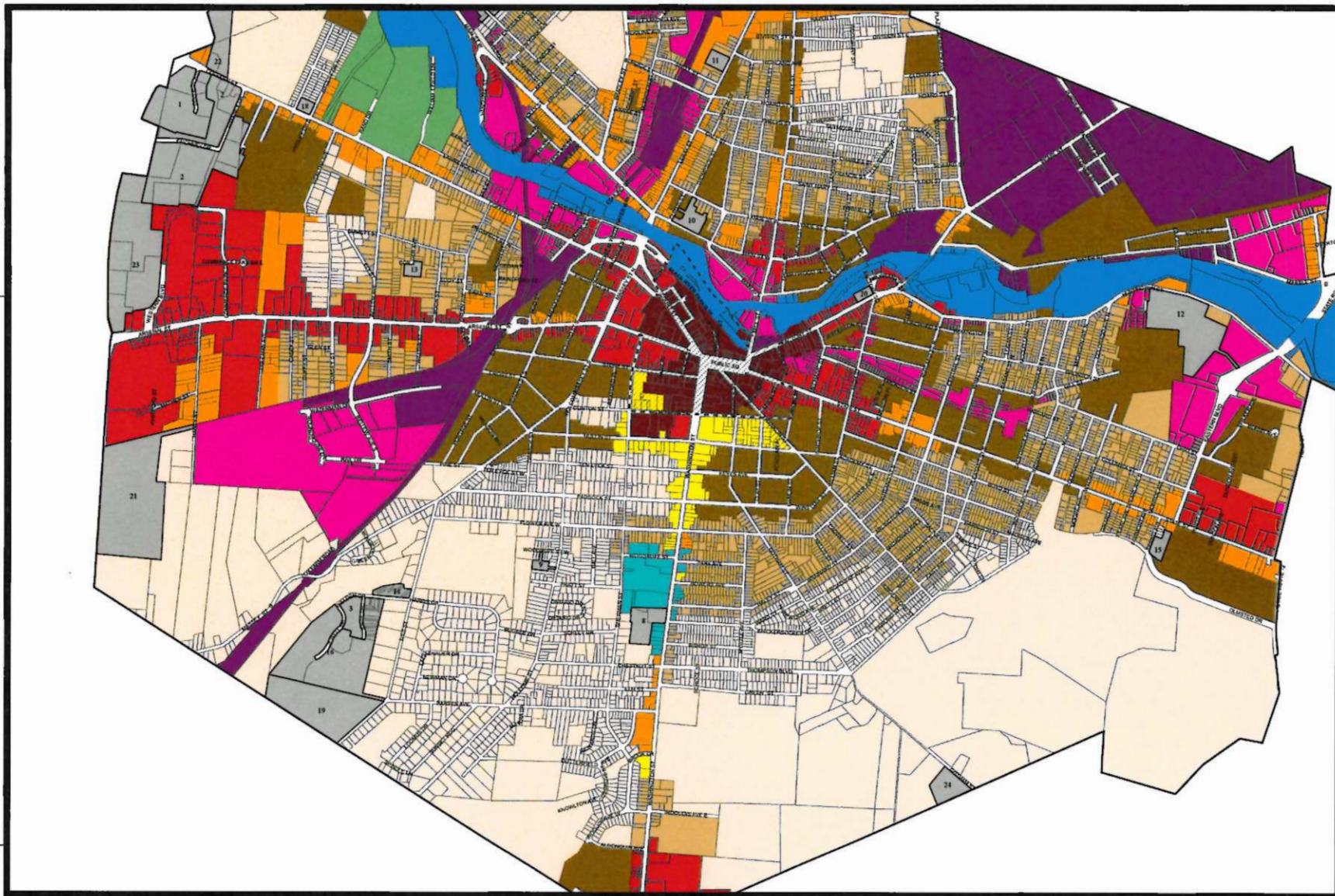
WATERTOWN NEW YORK

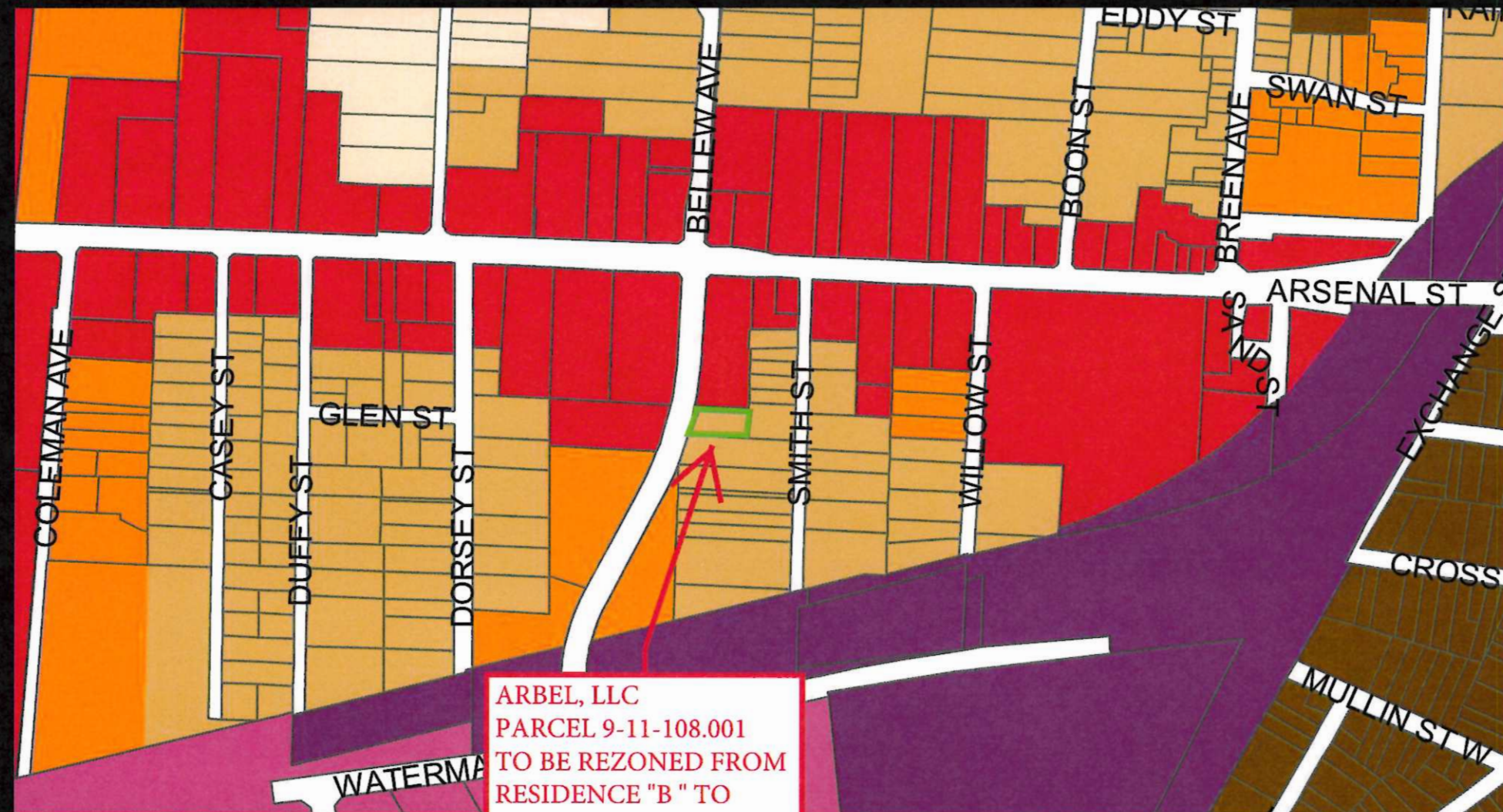
Adopted
FEBRUARY 16, 2016
As Amended Through
SEPTEMBER 20, 2021



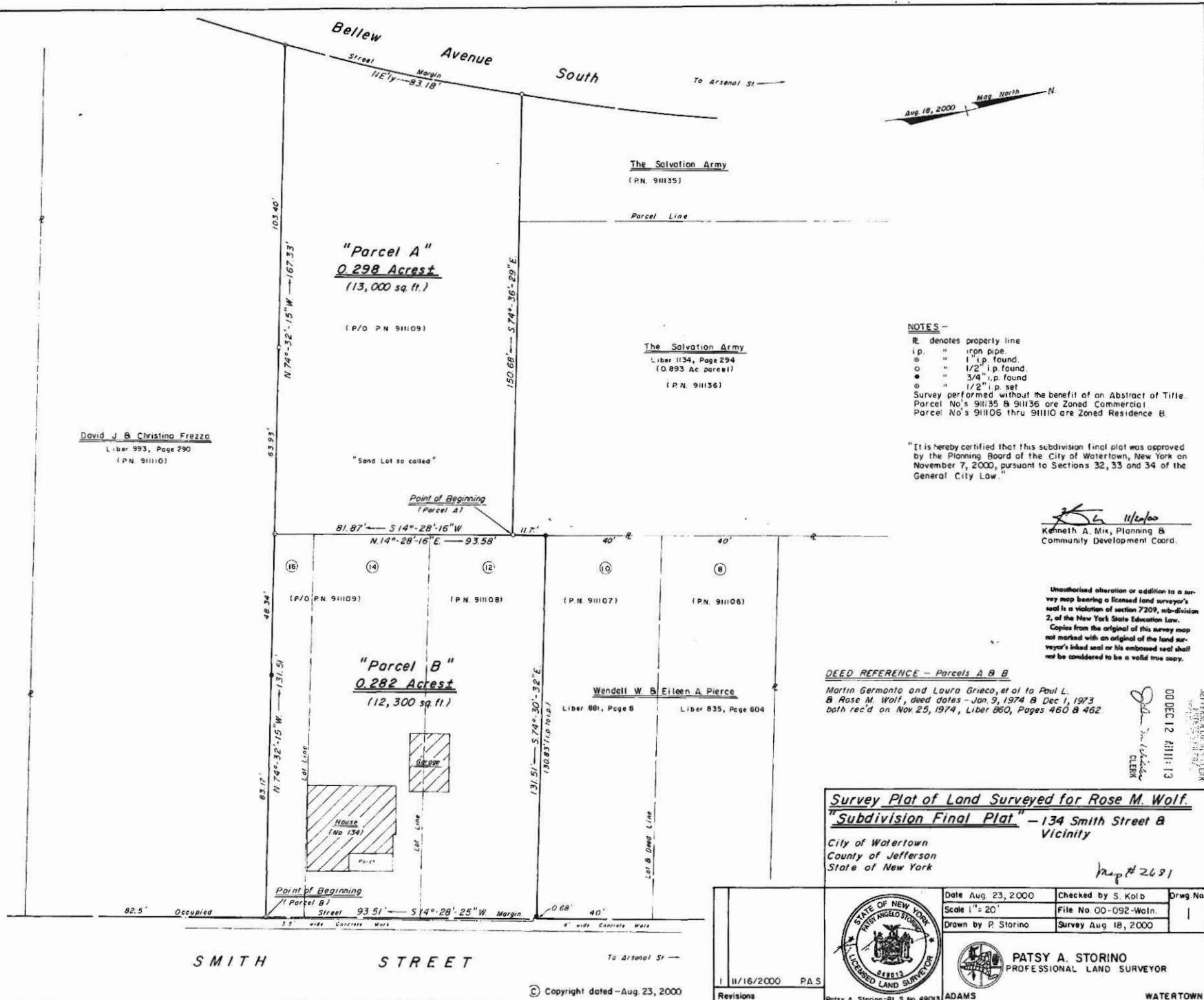
Legend

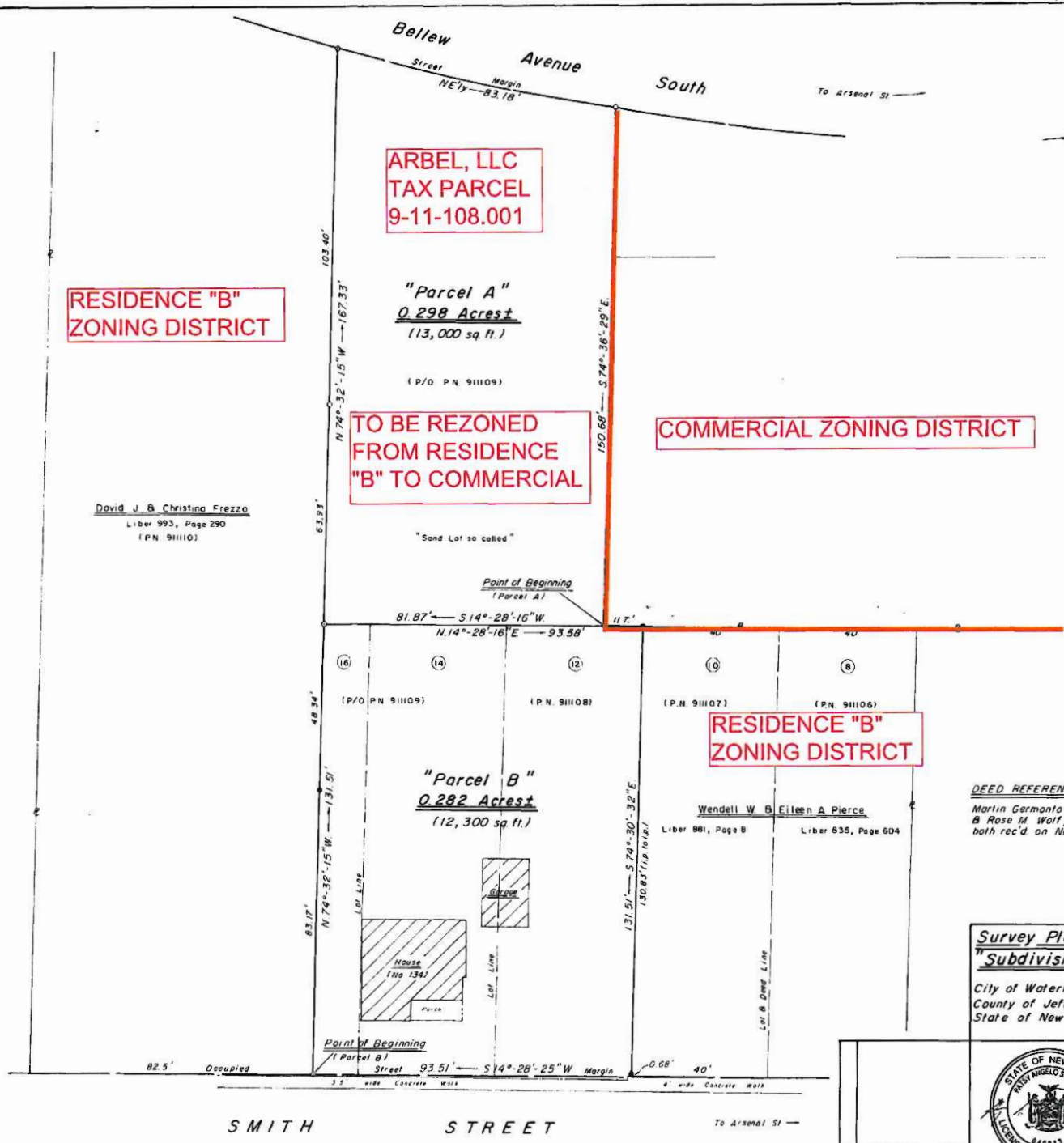
-  RIVER DEVELOPMENT DISTRICT
-  DOWNTOWN CORE OVERLAY
-  Open Space and Recreation
-  DOWNTOWN
-  RESIDENCE A
-  RESIDENCE B
-  RESIDENCE C
-  WATERFRONT
-  LIMITED BUSINESS
-  NEIGHBORHOOD BUSINESS
-  COMMERCIAL
-  HEALTH SERVICES
-  LIGHT INDUSTRY
-  HEAVY INDUSTRY
-  PLANNED DEVELOPMENT





ARBEL, LLC
PARCEL 9-11-108.001
TO BE REZONED FROM
RESIDENCE "B" TO
COMMERCIAL





RESIDENCE "B"
ZONING DISTRICT

ARBEL, LLC
TAX PARCEL
9-11-108.001

"Parcel A"
0.298 Acres
(13,000 sq. ft.)

TO BE REZONED
FROM RESIDENCE
"B" TO COMMERCIAL

COMMERCIAL ZONING DISTRICT

RESIDENCE "B"
ZONING DISTRICT

"Parcel B"
0.282 Acres
(12,300 sq. ft.)

NOTES -

R denotes property line
i.p. " irgn pipe
o " 1" i.p. found
o " 1/2" i.p. found
o " 3/4" i.p. found
o " 1/2" i.p. set
Survey performed without the benefit of an Abstract of Title.
Parcel No's 911135 & 911136 are Zoned Commercial.
Parcel No's 911106 thru 911110 are Zoned Residence B.

"It is hereby certified that this subdivision final plat was approved by the Planning Board of the City of Watertown, New York on November 7, 2000, pursuant to Sections 32, 33 and 34 of the General City Law."

11/20/00
Kenneth A. Mik, Planning & Community Development Coord.

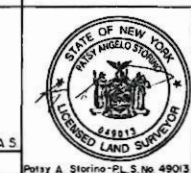
Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law. Copies from the original of this survey map not marked with an original of the land surveyor's inked seal or his embossed seal shall not be considered to be a valid true copy.

DEED REFERENCE - Parcels A & B

Martin Germano and Laura Grieco, et al to Paul L. & Rose M. Wolf, deed dates - Jan 9, 1974 & Dec 1, 1973 both rec'd on Nov 25, 1974, Liber 860, Pages 460 & 462

Survey Plat of Land Surveyed for Rose M. Wolf.
"Subdivision Final Plat" - 134 Smith Street & Vicinity

City of Watertown
County of Jefferson
State of New York



Date Aug 23, 2000	Checked by S. Kolb	Drawn by P. Storino
Scale 1" = 20'	File No. 00-092-Waln.	Survey Aug 18, 2000

PATSY A. STORINO
PROFESSIONAL LAND SURVEYOR



JEFFERSON COUNTY - STATE OF NEW YORK
GIZELLE J. MEEKS, JEFFERSON COUNTY CLERK
175 ARSENAL STREET
WATERTOWN, NEW YORK 13601

COUNTY CLERK'S RECORDING PAGE

THIS PAGE IS PART OF THE DOCUMENT - DO NOT DETACH



Recording:

Cover Page	5.00
Recording Fee	35.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
RP5217 All others - State	241.00
RP5217 - County	9.00

Sub Total: 315.00

Transfer Tax
Transfer Tax - State 72.00

Sub Total: 72.00

Total: 387.00

**** NOTICE: THIS IS NOT A BILL ****

***** Transfer Tax *****
Transfer Tax #: 329
Transfer Tax
Consideration: 18000.00

Transfer Tax - State 72.00

Total: 72.00

INSTRUMENT #: 2014-00011933

Receipt#: 2014014022

Clerk: SB

Rec Date: 08/29/2014 09:56:41 AM

Doc Grp: DEE

Descrip: DEED

Num Pgs: 4

Rec'd Frm: BROWNELL ABSTRACT CORPORATION

Party1: WOLF ROSE M EST OF BY EX

Party2: ARBEL LLC

Town: WATERTOWN-CITY OF

Record and Return To:

SCHWERZMANN & WISE, PC
137 MAIN AVENUE., PO BOX 704
WATERTOWN NY 13601
OFFICE MAILBOX

Gizelle J. Meeks
Jefferson County Clerk

EXECUTOR'S DEED

This indenture, made this 1 day of August, 2014

Between Laura Lynn Olson, as Executor of the Last Will and Testament of Rose M. Wolf, dated February 17, 1994, late of the City of Watertown, New York, who died on the 11th day of August, two thousand one,

Party of the first part,

And

*Arbel, LLC
910 Dealmaker offices
137 Main Ave. - 3rd floor
Watertown NY 13601*
Party of the second part,

Witnesseth that the party of the first part, to whom letters testamentary were issued by the Surrogate's County of Jefferson County, New York, on September 20, 2001 and by virtue of the power and authority given in and by said last will and testament, and/or by Article 11 of the Estates, Powers and Trusts Law, and in consideration of **Eighteen thousand and 00/100 Dollars (\$18,000.00)**, paid by the party of the second part, does hereby grant and release unto the party of the second part, the distributees or successors and assigns of the party of the second part forever:

All that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the City of Watertown, County of Jefferson and State of New York, being more fully described in Schedule "A" annexed hereto;

Together with all rights, title and interest, if any, of the party of the first part in and to any streets and roads abutting the above described premises to the center lines thereof;

Together with the appurtenances, and also all the estate which the said decedent had at the time of decedent's death in said premises, and also the estate therein, which the party of the first part has or has power to convey or dispose of, whether individually or by virtue of said will or otherwise;

To have and to hold the premises herein granted unto the party of the second part, the distributees or successors and assigns of the party of the second part forever;

And the party of the first part covenants that the party of the first part has not done or suffered anything whereby the said premises have been encumbered in any way whatever, except as aforesaid;

Subject to the trust fund provisions of section thirteen of the Lien Law.

The word "party" shall be construed as if it reads "parties" whenever the sense of this indenture so requires.

In witness whereof, the party of the first part has hereunto set his hand the day and year first above written.

Estate of Rose M. Wolf

By: Laura Lynn Olson
Laura Lynn Olson, Executor

STATE OF MASSACHUSETTS)
) ss:
COUNTY OF Worcester)

On the 1st day of August, 2014, before me, a Notary Public in and for said State, personally appeared **Laura Lynn Olson**, personally know to me or proved to me on the basis of satisfactory evidence to be the individuals whose names are subscribed to the within instrument and acknowledged to me that that they executed the same in their capacity and that their signature on the instrument, the individuals, or the person upon behalf of which the individuals acted, executed the same.

Elise Teasdale
Notary Public



SCHEDULE "A"

ALL THAT TRACT OR PARCEL OF LAND situate on the easterly side of Bellew Avenue South, in the City of Watertown, County of Jefferson, State of New York, being part of Parcel No. 911109 as designated on the City of Watertown Assessment Maps and being further described as follows:

BEGINNING at a $\frac{1}{2}$ inch iron pipe found at the southeast corner of a 0.893 acre parcel of land that was conveyed to The Salvation Army by deed dated August 17, 1988 (Liber 1134, Page 294); said iron pipe also marks a corner of land that was conveyed to Paul L. & Rose M. Wolf by deed dated January 9, 1974 & December 1, 1973 (Liber 860, Pages 460 & 462);

THENCE from said point of beginning, South 14 degrees 28 minutes 16 seconds West a distance of 81.87 feet to a $\frac{1}{2}$ inch iron pipe set in the division line between the land of Wolf to the north and land that was conveyed to David J. & Christina Frezzo by deed dated August 29, 1985 (Liber 993, Page 290) to the south;

THENCE North 74 degrees 32 minutes 15 seconds West along said division line, a distance of 167.33 feet to a 1 inch iron pipe found in the easterly street margin of Bellew Avenue South;

THENCE Northeasterly along the easterly street margin of Bellew Avenue South as it curves to the left, a distance of 83.18 feet to a $\frac{1}{2}$ inch iron pipe found at the southwest corner of another parcel of land that was conveyed to The Salvation Army;

THENCE South 74 degrees 36 minutes 29 seconds East along the south line of The Salvation Army land, a distance of 150.68 feet to the point of beginning.

CONTAINING 0.298 acres of land more or less (13,000 square feet);

SUBJECT TO all rights or restrictions of record that an Abstract of Title might disclose.

AS SURVEYED BY Patsy A. Storino, Licensed Land Surveyor, on August 18, 2000 and being designated as Parcel A on a plat titled, "Survey Plat of Land Surveyed for Rose M. Wolf," and dated August 23, 2000.

ALL BEARINGS referenced to magnetic north as observed on survey date.

BEING A PORTION of the land that was conveyed by the following two conveyances:

(1) Martin Germonito to Paul L. and Rose M. Wolf by deed dated January 9, 1974 and recorded in the Jefferson County Clerk's Office on November 25, 1974 in Liber 860 of deeds, at Page 460 and (2) Laura Grieco and others to Paul L. and Rose M. Wolf by deed dated December 1, 1973 and recorded in the Jefferson County Clerk's Office on November 25, 1974 in Liber 860 of deeds, at Page 462.

Paul L. Wolf died on August 27, 1994 in Jefferson County, New York.



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD

ROOM 305, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7741

MEETING: December 6, 2022

PRESENT:

Larry Coburn, Planning Board Chair
Michelle Capone
Linda Fields
Neil Katzman

ABSENT:

T.J. Babcock
Michael Pierce

ALSO:

Michael A. Lumbis, Planning and Community
Development Director
Michael J. Delaney, City Engineer
Dana Aikins, City Code Enforcement Supervisor
Mike Compo, City Code Enforcement
Geoffrey Urda, Planner
Sharlice Bonello, Planner
Gertrude Karris, Secretary

Planning Board Chair, Larry Coburn, called the December 6, 2022, Planning Board meeting to order at 3:01 p.m. Mr. Coburn then asked for a motion regarding the Minutes from the November 1, 2022, Planning Board Meeting. Mr. Katzman made a motion to approve the minutes as written, Ms. Fields seconded the motion, and all voted in favor.

ZONE CHANGE REQUEST – VL-1 BELLEW AVENUE SOUTH PARCEL NUMBER 9-11-108.001 - RESIDENCE B TO COMMERCIAL

The Planning Board then considered a request submitted by Robert J. Busler, PLS of LaFave, White & McGivern on behalf of ARBEL, LLC, to request a change in the approved zoning classification of VL-1 Bellew Avenue, from Residence B to Commercial.

Mr. Busler began by saying that there are no present plans to develop the property and that the owner felt it would be more attractive to a potential buyer as a Commercially zoned property. He said that the parcel is currently vacant land and compliant with the current zoning lot requirements for the Commercial District. The property is adjacent to the south end of 919 Arsenal Street, which is zoned Commercial.

Mr. Busler noted the neighboring properties to the east and south are zoned Residential B; however, they front on Smith Street and the applicant believes there would be no negative impact to those residents.

Mr. Coburn noted that rezoning this property to Commercial would be consistent with the proposed new Zoning map and the Comprehensive Plan.

Ms. Capone asked if the surrounding property owners were contacted and if there were any comments or complaints made about this property. Mr. Lumbis replied that the neighbors located

within 100 feet of the property received written notifications and Staff had not received any comments or complaints.

Discussion ensued about the new Zoning Law; Mr. Lumbis said he hopes to discuss the next steps with the City Council at their next meeting and begin the formal approval process in January. Mr. Lumbis also noted that the Planning Staff was comfortable with this Zone Change request because it is consistent with the proposed new Zoning map and the Comprehensive Plan. There were no additional comments or concerns from the Board.

Ms. Fields made a motion recommending that City Council approve the request submitted by Robert J. Busler, PLS, on behalf of ARBEL, LLC to change the approved zoning classification of VL-1 Bellew Avenue South, Parcel Number 9-11-108.001 from Residence B to Commercial.

Mr. Katzman seconded the motion. All voted in favor.

Mr. Katzman then moved to adjourn the meeting at 3:55 p.m. Ms. Capone seconded the motion, and all voted in favor.

Respectfully submitted,
Gertrude Mead Karris, Secretary

Tabled Res No. 9

December 14, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Nominating Stanley Zaremba to the Community Action Planning Council of Jefferson County

Council Member Lisa A. Ruggiero requested the attached resolution nominating Stanley Zaremba to the Community Action Planning Council of Jefferson County. The resolution was introduced and tabled on December 5, 2022.

Mr. Zaremba previously served on this board with his term expiring December 31, 2021. He has submitted a letter indicating his interest in rejoining the board. He would now fill a vacant position and serve the remainder of the term expiring on December 31, 2023. The appointment would be effective January 1, 2023.

RESOLUTION

Page 1 of 1

Nominating Stanley Zaremba to the
Community Action Planning Council of
Jefferson County

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by Council Member Lisa A. Ruggiero

BE IT RESOLVED that the following individual is hereby nominated to the
Community Action Planning Council of Jefferson County, Inc. as the designee of Council
Member Lisa Ruggiero to fill the vacant term expiring on December 31, 2023, effective on
January 1, 2023:

Stanley Zaremba
247 Wealtha Ave., Apt.647A
Watertown, NY 13601

Seconded by Council Member Sarah V.C. Pierce

December 12, 2022

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – November 2022

Sales tax revenue was up \$174,679 or 10.63% compared to last November. In comparison to the original budget projection for the month, sales tax was up \$21,727 or 1.21%. The year-to-date actual receipts are up \$581,297 or 5.88%, while the year-to-date receipts on a budget basis are up \$263,502 or 2.58%.

The State is withholding \$482,925 of County sales tax to fund a fiscally distressed health facilities fund which in turn lowers the City's sales tax revenue by **\$115,900**. The State will intercept a portion of the County's sales tax for the May, August, November and January distributions of \$120,731 each quarter (City share is \$28,975).

	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,763,856	\$ 1,493,210	\$ 1,948,809	\$ 2,035,333	\$ 86,524	4.44%	
August	\$ 1,763,893	\$ 1,515,827	\$ 1,888,806	\$ 2,008,482	\$ 119,676	6.34%	
September	\$ 2,129,882	\$ 2,783,423	\$ 2,725,797	\$ 2,757,376	\$ 31,578	1.16%	
October	\$ 1,499,868	\$ 1,488,167	\$ 1,678,723	\$ 1,847,562	\$ 168,839	10.06%	
November	\$ 1,410,364	\$ 1,331,668	\$ 1,643,509	\$ 1,818,188	\$ 174,679	10.63%	
December	\$ 1,868,004	\$ 2,493,688	\$ 2,374,453				
January	\$ 1,436,294	\$ 1,290,702	\$ 1,649,030				
February	\$ 1,203,572	\$ 1,181,566	\$ 1,429,187				
March	\$ 1,750,746	\$ 2,284,533	\$ 2,253,672				
April	\$ 988,797	\$ 1,566,858	\$ 2,064,386				
May	\$ 925,025	\$ 1,626,958	\$ 2,023,137				
June	<u>\$ 2,258,456</u>	<u>\$ 3,144,514</u>	<u>\$ 1,949,070</u>				
YTD	<u>\$ 18,998,780</u>	<u>\$ 22,201,114</u>	<u>\$23,628,579</u>	<u>\$ 10,466,940</u>	<u>\$ 581,297</u>	<u>5.88%</u>	

	<u>Original Budget 2022-23</u>	<u>Actual 2021-22</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July	\$ 1,987,785	\$ 2,035,333	\$ 47,548	2.39%	
August	\$ 1,926,582	\$ 2,008,482	\$ 81,900	4.25%	
September	\$ 2,780,313	\$ 2,757,376	\$ (22,937)	(0.82%)	
October	\$ 1,712,297	\$ 1,847,562	\$ 135,265	7.90%	
November	\$ 1,796,461	\$ 1,818,188	\$ 21,727	1.21%	
December	\$ 2,421,942				
January	\$ 1,682,011				
February	\$ 1,457,771				
March	\$ 2,298,745				
April	\$ 1,630,159				
May	\$ 1,808,891				
June	<u>\$ 3,273,043</u>				
YTD	<u>\$ 24,776,000</u>	<u>\$ 10,466,940</u>	<u>\$ 263,502</u>	<u>2.58%</u>	

December 13, 2022

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – November 2022

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last November, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$357,599 or 48.90%. In comparison to the budget projection for the month, revenue was down \$216,553 or 36.69%. The year-to-date actual revenue is down \$1,492,480 or 52.40%, while the year-to-date revenue on a budget basis is down \$246,597 or 15.39%.

	<u>Actual</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 265,466	\$ 1,937	\$ 673,456	\$ 165,456	(\$ 508,021)	(75.43%)
August	\$ 13,330	\$ 1,819	\$ 612,155	\$ 157,460	(\$ 454,695)	(74.28%)
September	\$ 125,102	\$ 1,164	\$ 307,692	\$ 442,559	\$ 134,867	43.83%
October	\$ 222,218	\$ 117,331	\$ 523,734	\$ 216,702	(\$ 307,031)	(58.62%)
November	\$ 554,930	\$ 410,218	\$ 731,273	\$ 373,674	(\$ 357,599)	(48.90%)
December	\$ 406,126	\$ 366,126	\$ 702,586			
January	\$ 416,391	\$ 255,650	\$ 293,374			
February	\$ 217,222	\$ 175,736	\$ 246,124			
March	\$ 745,936	\$ 449,166	\$ 661,611			
April	\$ 752,511	\$ 669,698	\$ 897,945			
May	\$ 383,085	\$ 433,690	\$ 539,059			
June	\$ 53,641	\$ 85,233	\$ 418,974			
YTD	<u>\$4,155,958</u>	<u>\$2,967,769</u>	<u>\$6,604,983</u>	<u>\$1,355,830</u>	<u>(\$1,492,480)</u>	<u>(52.40%)</u>

	<u>Original</u> <u>Budget</u> <u>2022-23</u>	<u>Actual</u> <u>2022-23</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 309,892	\$ 165,456	(\$ 144,437)	(46.62%)	\$ 25,655
August	\$ 161,617	\$ 157,460	(\$ 4,157)	(2.57%)	\$ 22,790
September	\$ 154,566	\$ 442,559	\$ 287,993	186.32%	\$ -
October	\$ 386,125	\$ 216,702	(\$ 169,423)	(43.88%)	\$ -
November	\$ 590,227	\$ 373,674	(\$ 216,553)	(36.69%)	
December	\$ 468,929				
January	\$ 339,180				
February	\$ 274,525				
March	\$ 517,044				
April	\$ 790,853				
May	\$ 633,501				
June	<u>\$ 325,541</u>				
YTD	<u>\$4,952,000</u>	<u>\$1,355,830</u>	<u>(\$ 246,597)</u>	<u>(15.39%)</u>	<u>\$ 48,445</u>

December 14, 2022

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Year-end Financial Report

Attached for City Council review is the un-audited financial report for the fiscal year ended June 30, 2022. This year's audit was conducted by Bowers & Company as part of a five -year engagement ending with the audit of the FY 2025/26 financial statements. A summary by fund for the past fiscal year is as follows:

General Fund

Beginning fund balance and reserve balances			\$ 18,630,282
+ Revenues		\$ 52,064,102	
- Expenses		(44,348,178)	
Net change from operations			7,715,924
Ending fund balances and reserve balances			\$ 26,346,206
Fund balance reserved for inventory and prepaid expenses			(6,559)
Fund balance reserved for encumbrances			(1,388,257)
Fund balance reserved for tax stabilization			(400,000)
Fund balance reserved for capital improvements			(15,218)
Fund balance reserved for sidewalk assessment debt			(192,917)
Fund balance appropriated to subsequent fiscal year			(6,564,644)
Unreserved un-appropriated fund balance			\$ 17,778,611

Water Fund

Beginning fund balance and reserve balances			\$ 2,814,208
+ Revenues		\$ 5,620,796	
- Expenses		(5,510,824)	
Net Change from operations			109,972
Change in Workers Compensation Liability			16,421
Change in Accrued Interest Liability			4,390
Change in Net Pension Liability			(216,761)
Change in Bond Amortization and Debt due to Refunding			(9,897)
Change in Net OPEB Liability			(56,734)
Ending net assets and restricted balances			2,661,599
Fund balance reserved for encumbrances			(641,681)
Fund balance appropriated to subsequent fiscal year			(472,053)
Unreserved un-appropriated fund balance			\$ 1,547,865

The unrestricted net assets amount has been reduced by the amounts the Water Fund is required to include in its financial statements for the other post-employment benefits (OPEB) liability and deferred inflows and outflows in the amount of \$8,383,627, net pension liability and deferred inflows and outflows of \$723,819, accrued interest in the amount of \$16,001 and its anticipated long-term workers compensation liability for current claims in the amount of \$165,524. The City continues to meet these obligations on a pay-as-you-go basis and fund them in the year the payments are to be made.

Sewer Fund

Beginning fund balance and reserve balances			\$ 3,967,511
+ Revenues		\$ 7,089,272	
- Expenses		<u>(8,277,723)</u>	
Net Change from operations			(1,188,451)
Change in Workers Compensation Liability			129,797
Change in Accrued Interest Liability			4,920
Change in Net Pension Liability			(178,348)
Change in Bond Amortization and Debt due to Refunding			(4,110)
Change in OPEB Liability			<u>302,665</u>
Ending net assets and restricted balances			3,033,984
Fund balance reserved for encumbrances			(131,983)
Fund balance appropriated to subsequent fiscal year			<u>(510,202)</u>
Unreserved un-appropriated fund balance			\$ 2,391,799

The unrestricted net assets amount has been reduced by the amounts the Sewer Fund is required to include in its financial statements for the other post-employment benefits (OPEB) liability and deferred inflows and outflows in the amount of \$7,358,457, net pension liability and deferred inflows and outflows of \$628,998, accrued interest in the amount of \$29,913 and its anticipated long-term workers compensation liability for current claims in the amount of \$656,258. The City continues to meet these obligations on a pay-as-you-go basis and fund them in the year the payments are to be made.

Library Fund

Beginning fund balance and reserve balances			\$ 95,442
+ Revenues		\$ 1,605,249	
- Expenses		<u>(1,571,634)</u>	
Net Change from operations			<u>33,615</u>
Ending fund balances and reserve balances			129,057
Fund balance reserved for encumbrances			(8,523)
Fund balance appropriated to subsequent fiscal year			<u>-</u>
Unreserved un-appropriated fund balance			\$ 120,534

Self-funded Health Insurance Fund

Beginning fund balance and reserve balances			\$ 3,015,544
+ Revenues		\$ 8,825,445	
- Expenses		<u>(9,393,144)</u>	
Net Change from operations			<u>(567,699)</u>
Ending fund balances and reserve balances			2,447,845
Fund balance appropriated to subsequent fiscal year			<u>(399,265)</u>
Unreserved un-appropriated fund balance			\$ 2,048,580

Tourism Fund

Beginning fund balance and reserve balances			\$ -
+ Revenues		\$ 222,961	
- Expenses		<u>(222,961)</u>	
Net Change from operations			<u>-</u>
Ending fund balances and reserve balances			-
Fund balance appropriated to subsequent fiscal year			<u>-</u>
Unreserved un-appropriated fund balance			\$ -

Workers Compensation Reserve Fund

Beginning fund balance and reserve balances			\$ 238,617
+ Revenues		\$ 251	
- Expenses		<u>-</u>	
Net Change from operations			<u>251</u>
Ending fund balances and reserve balances			238,868
Fund balance appropriated to subsequent fiscal year			<u>-</u>
Unreserved un-appropriated fund balance			\$ 238,868

Risk Retention Fund

Beginning fund balance and reserve balances			\$ 755,941
+ Revenues		\$ 75,690	
- Expenses		<u>(149,201)</u>	
Net Change from operations			<u>(73,511)</u>
Ending fund balances and reserve balances			682,430
Fund balance appropriated to subsequent fiscal year			<u>(49,000)</u>
Unreserved un-appropriated fund balance			\$ 633,430

Debt Service Fund

Beginning fund balance and reserve balances			\$ 3,844
+ Revenues		\$ 2	
- Expenses		<u>(3,846)</u>	
Net Change from operations			<u>(3,844)</u>
Ending fund balances and reserve balances			-
Fund balance appropriated to subsequent fiscal year			<u>-</u>
Unreserved un-appropriated fund balance			\$ -

CITY OF WATERTOWN
FY 2021/22 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2022

GENERAL FUND SUMMARY

General Fund Summary	2021-22 Adopted Budget	YTD Actual	%	Prior YTD Actual	2020-21 Actual
Revenues	\$ 45,659,448	\$ 52,064,102	114.03%	\$ 46,096,976	\$ 46,096,976
Expenditures (1)	\$ 47,657,047	\$ 44,348,178	93.06%	\$ 40,532,865	\$ 40,532,865
Net Change in Fund Balance	\$ (1,997,599)	\$ 7,715,924		\$ 5,564,111	\$ 5,564,111

(1) Expenditure budget amount includes \$573,753 of encumbrances carried over from FY 2020/21. The original FY 2021/22 Adopted Budget appropriated \$1,273,436 of reserves and fund balance. Subsequent budget re-adoptions appropriated an additional \$322,501 of fund balance.

GENERAL FUND REVENUES

General fund revenues finished up \$5,967,126 or 12.94% compared to last year due mostly to increases in sales tax (\$1,427,465) and the sale of hydro-electricity (\$3,637,214). The 10 largest general fund budgeted revenues account for 90% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2021-22 Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual
State Admin. Sales & Use Tax	\$ 19,895,000	\$ 23,628,579	118.77%	\$ 22,201,114	\$ 22,201,114
Real Property Tax Items	\$ 9,768,517	\$ 10,215,096	104.57%	\$ 9,481,984	\$ 9,481,984
State Aid, Per Capita	\$ 4,703,208	\$ 4,703,208	100.00%	\$ 5,627,159	\$ 5,627,159
Sale of Surplus Power	\$ 4,624,000	\$ 6,604,983	142.84%	\$ 2,967,769	\$ 2,967,769
Refuse and Garbage Charges	\$ 957,000	\$ 994,556	103.92%	\$ 1,006,383	\$ 1,006,383
Utilities Gross Income Tax	\$ 310,000	\$ 332,801	107.36%	\$ 285,654	\$ 285,654
Interfund Transfers	\$ 340,825	\$ 432,377	126.86%	\$ 220,528	\$ 220,528
State Aid, Mortgage Tax	\$ 300,000	\$ 533,592	177.86%	\$ 461,180	\$ 461,180
State Mass Transportation Assistance	\$ 260,000	\$ 296,439	114.02%	\$ 259,014	\$ 259,014
Bus Fares	\$ 115,000	\$ 87,022	75.67%	\$ 82,848	\$ 82,848
Subtotal	\$ 41,273,550	\$ 47,828,653	115.88%	\$ 42,593,633	\$ 42,593,633
All Other General Fund Revenues	\$ 4,385,898	\$ 4,235,449	96.57%	\$ 3,503,343	\$ 3,503,343
Total	\$ 45,659,448	\$ 52,064,102	114.03%	\$ 46,096,976	\$ 46,096,976

Real Property Taxes: Gross property tax revenue for FY 21-22 is \$9,791,947 which represents an increase of \$21,208 or 0.22% over FY 19-20. The tax levy increase was within the limit set by the NYS Property Tax Cap Law.

Interest and Penalties on Property Taxes: Revenue is down compared to last year by \$12,193 or 6.83%.

Sales Tax Revenue: The City's sales tax collections is up compared to last year by \$1,427,465 or 6.43%. Compared to the adopted budget revenue was up by \$3,733,579 or 18.77%.

Sale of Surplus Power: The City's sale of surplus power increased \$3,637,214 or 32,282.30% compared to last year. Compared to the budget revenue is up \$1,980,983 or 46.26%.

Utilities Gross Income Tax Revenue: Under General Municipal Law, the City imposes a 1% tax on the gross income from every utility doing business in the City. Revenue increased compared to last year by \$47,147 or 16.50%.

Mortgage Tax Revenue: The City receives 1/2% tax for each mortgage recorded on property located within the City. Revenue increased compared to last year by \$72,412 or 15.70%.

NYS Unrestricted Aid and AIM funding: Revenue is received from the State in December (\$83,452) and June (\$4,619,756).

CITY OF WATERTOWN
FY 2021/22 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2022

GENERAL FUND EXPENDITURES

The following 10 departments / categories represent nearly 85% of the General Fund budgeted expenditures. General fund expenditures increased by \$3,815,313 or 9.41% compared to last year. Increases in expenditures occurred in Police (\$788,107), fire (\$510,106), traffic control and lighting (\$139,392), pools (\$212,763), arena (\$300,868), transfer to the Library Fund (\$274,988), parks and playgrounds maintenance (\$188,254) and Transfer to the Capital Fund (\$835,973). Decreases occurred in Department of Public Works administration (\$95,068), retirees health insurance (\$163,603), bond anticipation notes principal and interest (\$289,018).

	2021-22				2020-21
GENERAL FUND EXPENDITURES	Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	Actual
Police	\$ 10,363,758	\$ 9,644,718	93.06%	\$ 8,856,611	\$ 8,856,611
Fire	\$ 9,730,385	\$ 10,116,707	103.97%	\$ 9,606,547	\$ 9,606,547
Department of Public Works	\$ 6,149,529	\$ 5,032,327	81.83%	\$ 4,823,151	\$ 4,823,151
Health Insurance-Retirees	\$ 3,663,791	\$ 3,578,497	97.67%	\$ 3,742,100	\$ 3,742,100
Debt Service	\$ 2,838,628	\$ 2,837,461	99.96%	\$ 2,726,629	\$ 2,726,629
Parks and Recreation	\$ 2,707,060	\$ 2,515,032	92.91%	\$ 1,749,534	\$ 1,749,534
Library Transfer	\$ 1,527,711	\$ 1,527,711	100.00%	\$ 1,252,723	\$ 1,252,723
Bus	\$ 1,372,785	\$ 1,120,941	81.65%	\$ 1,033,361	\$ 1,033,361
Transfer to Capital Projects	\$ 1,101,000	\$ 1,320,844	119.97%	\$ 484,871	\$ 484,871
Traffic Control & Lighting	\$ 904,281	\$ 981,712	108.56%	\$ 842,320	\$ 842,320
SUBTOTAL	\$ 40,358,928	\$ 38,675,950	95.83%	\$ 35,117,847	\$ 35,117,847
All Other Departments/Transfers	\$ 7,298,119	\$ 5,672,228	77.72%	\$ 5,415,018	\$ 5,415,018
TOTAL	\$ 47,657,047	\$ 44,348,178	93.06%	\$ 40,532,865	\$ 40,532,865

GENERAL FUND - PERSONAL SERVICES

Personal service expenditures account for 40% of the general fund budgeted expenditures. The following table presents the 10 largest departmental budgeted personal services. These 10 departments represent 80% of the budgeted general fund personal service expenditures. Fire department overtime decreased slightly compared to last year by \$12,743 or 1.21%. Police department overtime increased by \$137,875 or 44.25%.

	2021-22				2020-21
Department	Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	Actual
Fire	\$ 5,826,752	\$ 6,328,953	108.62%	\$ 5,353,346	\$ 5,353,346
Police	\$ 6,079,311	\$ 5,958,710	98.02%	\$ 4,717,896	\$ 4,717,896
DPW Snow Removal	\$ 584,736	\$ 589,948	100.89%	\$ 588,197	\$ 588,197
Bus	\$ 541,656	\$ 413,518	76.34%	\$ 292,204	\$ 292,204
Information Technology	\$ 396,060	\$ 393,146	99.26%	\$ 337,508	\$ 337,508
Engineering	\$ 357,614	\$ 367,633	102.80%	\$ 419,158	\$ 419,158
DPW Central Garage	\$ 350,639	\$ 344,225	98.17%	\$ 358,444	\$ 358,444
Comptroller	\$ 265,068	\$ 270,761	102.15%	\$ 344,816	\$ 344,816
DPW Refuse & Garbage	\$ 343,800	\$ 261,089	75.94%	\$ 270,835	\$ 270,835
DPW Administration	\$ 227,398	\$ 208,264	91.59%	\$ 251,183	\$ 251,183
Municipal Executive	\$ 185,528	\$ 193,998	104.57%	\$ 406,724	\$ 406,724
SUBTOTAL	\$ 15,158,562	\$ 15,330,247	101.13%	\$ 13,340,311	\$ 13,340,311
All Other Departments	\$ 3,724,858	\$ 3,551,034	95.33%	\$ 4,467,414	\$ 4,467,414
TOTAL	\$ 18,883,420	\$ 18,881,281	99.99%	\$ 17,807,725	\$ 17,807,725

CITY OF WATERTOWN
FY 2021/22 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2022

WATER FUND

Revenues increased compared to last year by \$195,781 or 3.61%. Water revenue from City customers increased \$62,227 or 1.70% and revenues received from other governments increased \$151,067 or 12.31%. Expenditures increased by \$652,781 or 13.41% compared to last year primarily due to the increase in the Source of Supply, Power and Pumping (\$301,824) and Purification (\$230,770).

Water Fund Summary	2021-22 Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual
Revenues	\$ 5,223,858	\$ 5,620,796	107.60%	\$ 5,425,015	\$ 5,425,015
Expenditures (1)	\$ 5,914,278	\$ 5,520,721	93.35%	\$ 4,867,940	\$ 5,105,042
Net Change in Fund Balance	\$ (690,420)	\$ 100,075		\$ 557,075	\$ 319,973

(1) Expenditure budget amount includes \$151,566 of encumbrances carried over from FY 2020/21. FY 2021/22 Adopted Budget appropriated \$561,725 of fund balance and reserves.

SEWER FUND

Revenues increased compared to last year by \$373,592 or 5.56% due to increases from City customers (\$154,350) and leachate and sludge haulers (\$158,756) from other governments (\$273,155). Expenditures were up by \$1,851,537 or 28.79% primarily due to serial bond principal payments (\$196,826), bond anticipation note principal (\$115,500) and Transfers to the Capital Fund (\$1,379,798).

Sewer Fund Summary	2021-22 Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual
Revenues	\$ 6,823,172	\$ 7,089,272	103.90%	\$ 6,715,680	\$ 6,715,680
Expenditures (1)	\$ 8,547,156	\$ 8,281,833	96.90%	\$ 6,430,296	\$ 6,430,296
Net Change in Fund Balance	\$ (1,723,984)	\$ (1,192,561)		\$ 285,384	\$ 285,384

(1) Expenditure budget amount includes \$49,663 of encumbrances carried over from FY 2020/21. FY 2021/22 Adopted Budget appropriated \$1,691,000 of fund balance.

LIBRARY FUND

Excluding the transfer from the General Fund, revenues increased compared to last year by \$5,488. Expenditures increased compared to last year by \$257,681 due primarily to a Transfer to the Capital Fund for the window replacement project (\$90,787).

Library Fund Summary	2021-22 Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual
Revenues	\$ 1,709,221	\$ 1,605,249	93.92%	\$ 1,324,773	\$ 1,324,773
Expenditures	\$ 1,784,494	\$ 1,571,634	88.07%	\$ 1,313,953	\$ 1,313,953
Net Change in Fund Balance	\$ (75,273)	\$ 33,615		\$ 10,820	\$ 10,820

(1) Expenditure budget amount includes \$37,340 of encumbrances carried over from FY 2020/21. FY 2021/22 Adopted Budget appropriated \$50,000 of fund balance.

The majority of the Library revenues shown in this fund are a result of the library transfer expense (\$1,227,667) shown up above in the General Fund Expenditures section. All available library revenues such as fines and grants are utilized prior to any transfer from the General Fund.

SELF-INSURANCE FUND

Revenues decreased compared to last year by \$271,808 or 2.99%. Premiums were not changed for FY 2021/22 from the previous year. Expenditures have decreased compared to last year by \$487,775 or 4.94% as medical claim costs decreased \$978,370 while prescription claim costs increased \$504,569.

Self-Insurance Fund Summary	2021-22 Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual
Revenues	\$ 9,189,188	\$ 8,825,445	96.04%	\$ 9,097,253	\$ 9,097,253
Expenditures	\$ 9,723,310	\$ 9,393,144	96.60%	\$ 9,880,919	\$ 9,880,919
Net Change in Fund Balance	\$ (534,122)	\$ (567,698)		\$ (783,666)	\$ (783,666)

CITY OF WATERTOWN
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	2021-22 Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual	Current YTD vs. Prior YTD	
						Variance	%
General Fund Revenues							
Real Property Taxes	\$ 9,764,517	\$ 9,791,947	100.28%	\$ 9,770,739	\$ 9,770,739	\$ 21,208	0.22%
Special Assessments (sidewalks)	\$ 4,000	\$ 3,441	86.02%	\$ 4,931	\$ 4,931	\$ (1,490)	-30.22%
Real Property Tax Reserve	\$ -	\$ 419,709	0.00%	\$ (293,686)	\$ (293,686)	\$ 713,395	-242.91%
Federal Payments in Lieu of Taxes	\$ 58,000	\$ 49,197	84.82%	\$ 53,706	\$ 53,706	\$ (4,509)	-8.39%
Other Payments in Lieu of Taxes	\$ 70,000	\$ 69,536	99.34%	\$ 70,012	\$ 70,012	\$ (476)	-0.68%
Interest/Penalties on Property Taxes	\$ 190,000	\$ 166,208	87.48%	\$ 178,401	\$ 178,401	\$ (12,193)	-6.83%
State Admin. Sales & Use Tax	\$ 19,895,000	\$ 23,628,579	118.77%	\$ 22,201,114	\$ 22,201,114	\$ 1,427,465	6.43%
Utilities Gross Income Tax	\$ 310,000	\$ 332,801	107.36%	\$ 285,654	\$ 285,654	\$ 47,147	16.50%
Franchises	\$ 361,000	\$ 345,835	95.80%	\$ 355,345	\$ 355,345	\$ (9,510)	-2.68%
Tax Sale Advertising	\$ 21,000	\$ 15,870	75.57%	\$ 13,365	\$ 13,365	\$ 2,505	18.74%
Comptroller's Fees	\$ 10,000	\$ 13,012	130.12%	\$ 9,389	\$ 9,389	\$ 3,623	38.59%
Assessor's Fees	\$ 500	\$ 490	97.90%	\$ 370	\$ 370	\$ 120	32.30%
Clerk Fees	\$ 135,000	\$ 143,755	106.48%	\$ 140,868	\$ 140,868	\$ 2,887	2.05%
Civil Service Fees	\$ 2,000	\$ 1,040	52.00%	\$ 738	\$ 738	\$ 302	40.92%
Police Fees	\$ 1,500	\$ 771	51.43%	\$ 748	\$ 748	\$ 23	3.13%
Demolition Charges	\$ -	\$ 48,711	0.00%	\$ 102	\$ 102	\$ 48,609	47656.08%
Public Works Fees	\$ 95,000	\$ 115,913	122.01%	\$ 60,323	\$ 60,323	\$ 55,590	92.15%
DPW Charges - Fuel	\$ 20,000	\$ 21,625	108.13%	\$ 14,247	\$ 14,247	\$ 7,378	51.79%
Bus Fares	\$ 115,000	\$ 87,022	75.67%	\$ 82,848	\$ 82,848	\$ 4,174	5.04%
Bus Advertising	\$ 15,000	\$ 15,966	106.44%	\$ 13,818	\$ 13,818	\$ 2,148	15.54%
Parks & Recreation Charges	\$ 31,800	\$ 34,727	109.20%	\$ 21,462	\$ 21,462	\$ 13,265	61.80%
Field Use Charges	\$ 34,250	\$ 41,265	120.48%	\$ 17,033	\$ 17,033	\$ 24,232	142.27%
Recreation Concessions	\$ 127,000	\$ 175,047	137.83%	\$ 34,259	\$ 34,259	\$ 140,788	410.95%
Stadium Charges	\$ 20,350	\$ 688	3.38%	\$ 16,581	\$ 16,581	\$ (15,894)	-95.85%
Arena Fees	\$ 36,530	\$ 29,128	79.74%	\$ 1,863	\$ 1,863	\$ 27,265	1463.50%
Skating Rink Charges	\$ 206,700	\$ 221,527	107.17%	\$ 163,926	\$ 163,926	\$ 57,601	35.14%
Zoning Fees	\$ 4,000	\$ 5,500	137.50%	\$ 4,250	\$ 4,250	\$ 1,250	29.41%
Refuse and Garbage Charges	\$ 465,000	\$ 441,162	94.87%	\$ 478,257	\$ 478,257	\$ (37,095)	-7.76%
Toter Fees	\$ 492,000	\$ 553,394	112.48%	\$ 528,126	\$ 528,126	\$ 25,268	4.78%
Sale of Surplus Power	\$ 4,624,000	\$ 6,604,983	142.84%	\$ 2,967,769	\$ 2,967,769	\$ 3,637,214	122.56%
Taxes/Assessment Svcs. Other Govt.	\$ 22,175	\$ 26,750	120.63%	\$ 5,179	\$ 5,179	\$ 21,571	416.51%
Civil Service Charges-School District	\$ 25,000	\$ 29,348	117.39%	\$ 42,820	\$ 42,820	\$ (13,472)	-31.46%
Police Services	\$ 149,500	\$ 158,807	106.23%	\$ 93,346	\$ 93,346	\$ 65,461	70.13%
Transportation Services, Other Govts.	\$ 5,600	\$ -	0.00%	\$ 5,600	\$ 5,600	\$ (5,600)	-100.00%
Interest and Earnings	\$ 13,000	\$ 33,220	255.54%	\$ 15,083	\$ 15,083	\$ 18,137	120.25%
Rental of Real Property	\$ 60,750	\$ 55,280	91.00%	\$ 60,752	\$ 60,752	\$ (5,473)	-9.01%
Business and Occupational Licenses	\$ 8,000	\$ 7,390	92.38%	\$ 12,455	\$ 12,455	\$ (5,065)	-40.67%
Games of Chance Licenses	\$ 100	\$ 50	50.00%	\$ 40	\$ 40	\$ 10	25.00%
Bingo Licenses	\$ 1,500	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Building & Alterations Permits	\$ 75,000	\$ 109,578	146.10%	\$ 55,008	\$ 55,008	\$ 54,570	99.20%
City Permits	\$ 5,000	\$ 575	11.50%	\$ 1,797	\$ 1,797	\$ (1,222)	-68.00%
Sanitary Sewer Permits	\$ 3,000	\$ 3,450	115.00%	\$ 3,450	\$ 3,450	\$ -	0.00%
Storm Sewer Permits	\$ 3,000	\$ 550	18.33%	\$ 1,500	\$ 1,500	\$ (950)	-63.33%
Vacant Property Registration Fees	\$ 30,000	\$ 34,000	113.33%	\$ 47,750	\$ 47,750	\$ (13,750)	-28.80%
Fines & Forfeited Bail	\$ 113,000	\$ 117,255	103.77%	\$ 63,608	\$ 63,608	\$ 53,647	84.34%
Scrap & Excess Materials Sale	\$ 12,000	\$ 1,783	14.86%	\$ 1,734	\$ 1,734	\$ 49	2.83%
Sale of Real Property	\$ 20,000	\$ 20,880	104.40%	\$ 100	\$ 100	\$ 20,780	20779.54%
Sale of Equipment	\$ 25,000	\$ 79,322	317.29%	\$ 74,284	\$ 74,284	\$ 5,038	6.78%
Insurance Recoveries	\$ 30,000	\$ 85,996	286.65%	\$ 45,819	\$ 45,819	\$ 40,177	87.69%
Refund of Prior Year Expense	\$ 5,000	\$ 78,052	1561.03%	\$ 1,617	\$ 1,617	\$ 76,435	4726.93%
Gifts & Donations	\$ 81,100	\$ 16,838	20.76%	\$ 28,250	\$ 28,250	\$ (11,412)	-40.40%
Other Unclassified Revenues	\$ 1,000	\$ 1,491	149.08%	\$ 983	\$ 983	\$ 508	51.66%
Payment Processing Fees	\$ 15,000	\$ 25,898	172.65%	\$ 19,146	\$ 19,146	\$ 6,752	35.27%
Interfund Revenues	\$ 163,575	\$ 52,092	31.85%	\$ -	\$ -	\$ 52,092	#DIV/0!
Central Printing & Mailing	\$ 85,000	\$ 6,281	7.39%	\$ 4,142	\$ 4,142	\$ 2,139	51.65%
Central Garage	\$ 5,500	\$ 102,276	1859.56%	\$ 68,441	\$ 68,441	\$ 33,835	49.44%
State Aid, Per Capita	\$ 4,703,208	\$ 4,703,208	100.00%	\$ 5,627,159	\$ 5,627,159	\$ (923,951)	-16.42%
State Aid, Mortgage Tax	\$ 300,000	\$ 533,592	177.86%	\$ 461,180	\$ 461,180	\$ 72,412	15.70%
State Aid, Other	\$ 1,000	\$ -	0.00%	\$ 484	\$ 484	\$ (484)	-100.00%
State Reimbursement-Worker's Comp.	\$ 23,500	\$ 20,453	87.03%	\$ 24,020	\$ 24,020	\$ (3,567)	-14.85%
State Reimbursement-Court Security	\$ 32,000	\$ 23,182	72.44%	\$ 29,939	\$ 29,939	\$ (6,757)	-22.57%
State Reimbursement-Court Postage	\$ 1,752	\$ 1,752	100.00%	\$ 1,752	\$ 1,752	\$ -	0.00%

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	2021-22 Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual	Current YTD vs. Prior YTD	
						Variance	%
State Aid, Public Safety	\$ 18,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
State Reimbursement-CHIPS	\$ 306,000	\$ 213,519	69.78%	\$ 245,178	\$ 245,178	\$ (31,659)	-12.91%
State Mass Transportation Assistance	\$ 260,000	\$ 296,439	114.02%	\$ 259,014	\$ 259,014	\$ 37,425	14.45%
State Aid, Juvenile Program	\$ -	\$ -	9.97%	\$ -	\$ -	\$ -	0.00%
State Aid, Other Home & Community Service	\$ 50,000	\$ 4,987	0.00%	\$ 43,608	\$ 43,608	\$ (38,621)	-88.56%
Federal Aid Public Safety	\$ 31,575	\$ 26,193	82.95%	\$ 179,600	\$ 179,600	\$ (153,407)	-85.42%
Federal Aid Highway Safety	\$ 4,480	\$ 1,428	31.88%	\$ 523	\$ 523	\$ 905	173.09%
Federal Transportation Assistance	\$ 742,275	\$ 1,288,091	173.53%	\$ 1,154,529	\$ 1,154,529	\$ 133,562	11.57%
Federal Aid - Snowstorm	\$ 770,386	\$ 92,877	12.06%	\$ -	\$ -	\$ 92,877	#DIV/0!
Interfund Transfers	\$ 340,825	\$ 432,377	126.86%	\$ 220,528	\$ 220,528	\$ 211,849	96.06%
Total Revenue	\$ 45,659,448	\$ 52,064,102	114.03%	\$ 46,096,976	\$ 46,096,976	\$ 5,967,126	12.94%
Appropriated Fund Balance	\$ 2,040,599	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 47,700,047	\$ 52,064,102	109.15%	\$ 46,096,976	\$ 46,096,976	\$ 5,967,126	12.94%

General Fund Expenditures

Legislative Board	\$ 76,791	\$ 73,498	95.71%	\$ 78,807	\$ 78,807	\$ (5,309)	-6.74%
Mayor	\$ 30,200	\$ 28,508	94.40%	\$ 27,755	\$ 27,755	\$ 753	2.71%
Municipal Executive	\$ 261,576	\$ 248,764	95.10%	\$ 246,383	\$ 246,383	\$ 2,381	0.97%
Comptroller	\$ 481,887	\$ 459,234	95.30%	\$ 385,309	\$ 385,309	\$ 73,925	19.19%
Purchasing	\$ 175,542	\$ 163,070	92.89%	\$ 170,708	\$ 170,708	\$ (7,639)	-4.47%
Assessment	\$ 216,104	\$ 212,517	98.34%	\$ 216,399	\$ 216,399	\$ (3,882)	-1.79%
Tax Advertising	\$ 21,000	\$ 18,693	89.02%	\$ 16,528	\$ 16,528	\$ 2,165	13.10%
Property Acquired for Taxes	\$ 600	\$ 1,239	206.46%	\$ 5,792	\$ 5,792	\$ (4,553)	-78.61%
Clerk	\$ 224,924	\$ 221,788	98.61%	\$ 215,043	\$ 215,043	\$ 6,745	3.14%
Law	\$ 251,000	\$ 229,771	91.54%	\$ 226,542	\$ 226,542	\$ 3,229	1.43%
Civil Service	\$ 62,103	\$ 65,718	105.82%	\$ 61,522	\$ 61,522	\$ 4,196	6.82%
Human Resources	\$ 207,956	\$ 163,360	78.56%	\$ 148,485	\$ 148,485	\$ 14,875	10.02%
Engineering	\$ 586,143	\$ 508,470	86.75%	\$ 532,066	\$ 532,066	\$ (23,596)	-4.43%
DPW Administration	\$ 479,392	\$ 438,029	91.37%	\$ 533,097	\$ 533,097	\$ (95,068)	-17.83%
Buildings	\$ 251,512	\$ 237,370	94.38%	\$ 182,988	\$ 182,988	\$ 54,382	29.72%
Central Garage	\$ 723,875	\$ 751,125	103.76%	\$ 704,473	\$ 704,473	\$ 46,652	6.62%
Central Printing & Mailing	\$ 64,516	\$ 62,454	96.80%	\$ 58,553	\$ 58,553	\$ 3,901	6.66%
Information Technology	\$ 828,760	\$ 717,555	86.58%	\$ 653,166	\$ 653,166	\$ 64,389	9.86%
Judgements & Claims	\$ 34,000	\$ 29,249	86.03%	\$ 1,182	\$ 1,182	\$ 28,067	2374.55%
Taxes on Property	\$ 22,000	\$ 26,102	118.64%	\$ 20,870	\$ 20,870	\$ 5,232	25.07%
Contingency	\$ 684,572	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 10,363,758	\$ 9,644,718	93.06%	\$ 8,856,611	\$ 8,856,611	\$ 788,107	8.90%
Fire	\$ 9,730,385	\$ 10,116,707	103.97%	\$ 9,606,547	\$ 9,606,547	\$ 510,160	5.31%
Control of Animals	\$ 159,750	\$ 159,259	99.69%	\$ 33,740	\$ 33,740	\$ 125,519	372.02%
Safety Inspection	\$ 518,501	\$ 486,661	93.86%	\$ 392,482	\$ 392,482	\$ 94,179	24.00%
DPW Municipal Maintenance	\$ 917,809	\$ 674,727	73.51%	\$ 633,634	\$ 633,634	\$ 41,093	6.49%
DPW Road Maintenance	\$ 991,272	\$ 796,378	80.34%	\$ 720,315	\$ 720,315	\$ 76,063	10.56%
DPW Snow Removal	\$ 1,369,186	\$ 1,218,688	89.01%	\$ 1,124,626	\$ 1,124,626	\$ 94,062	8.36%
Hydro Electric Production	\$ 479,457	\$ 492,077	102.63%	\$ 425,967	\$ 425,967	\$ 66,110	15.52%
Traffic Control & Lighting	\$ 904,281	\$ 981,712	108.56%	\$ 842,320	\$ 842,320	\$ 139,392	16.55%
Bus	\$ 1,372,785	\$ 1,120,941	81.65%	\$ 1,033,361	\$ 1,033,361	\$ 87,580	8.48%
Off Street Parking	\$ 67,897	\$ 38,111	56.13%	\$ 45,100	\$ 45,100	\$ (6,989)	-15.50%
Community Action	\$ 10,000	\$ 10,000	100.00%	\$ 10,000	\$ 10,000	\$ -	0.00%
Publicity	\$ 55,000	\$ 53,809	97.83%	\$ 3,282	\$ 3,282	\$ 50,527	1539.51%
Recreation Administration	\$ 250,318	\$ 251,637	100.53%	\$ 240,293	\$ 240,293	\$ 11,344	4.72%
Parks and Playgrounds Maintenance	\$ 702,299	\$ 614,783	87.54%	\$ 426,529	\$ 426,529	\$ 188,254	44.14%
Atheltic Facilities Maintenance	\$ 428,751	\$ 298,112	69.53%	\$ 27,793	\$ 27,793	\$ 270,319	972.61%
Recreation Programs and Events	\$ 105,250	\$ 106,429	101.12%	\$ 324,479	\$ 324,479	\$ (218,050)	-67.20%
Recreation Swimming Pools	\$ 317,559	\$ 360,947	113.66%	\$ 148,184	\$ 148,184	\$ 212,763	143.58%
Recreation Ice Arena	\$ 902,882	\$ 883,124	97.81%	\$ 582,256	\$ 582,256	\$ 300,868	51.67%
Zoning	\$ 4,075	\$ 4,820	118.28%	\$ 2,377	\$ 2,377	\$ 2,443	102.79%
Planning	\$ 422,753	\$ 290,015	68.60%	\$ 298,286	\$ 298,286	\$ (8,271)	-2.77%
DPW Storm Sewer	\$ 636,541	\$ 361,219	56.75%	\$ 319,368	\$ 319,368	\$ 41,851	13.10%
DPW Refuse & Garbage	\$ 1,031,453	\$ 792,162	76.80%	\$ 787,638	\$ 787,638	\$ 4,524	0.57%
Worker's Compensation	\$ 82,000	\$ 82,515	100.63%	\$ 87,188	\$ 87,188	\$ (4,673)	-5.36%
Unemployment Insurance	\$ 25,000	\$ -	0.00%	\$ 24,265	\$ 24,265	\$ (24,265)	-100.00%
Health Insurance-Retirees	\$ 3,663,791	\$ 3,578,497	97.67%	\$ 3,742,100	\$ 3,742,100	\$ (163,603)	-4.37%

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	2021-22 Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21 Actual	Current YTD vs. Prior YTD	
						Variance	%
Medicare Reimbursements	\$ 525,000	\$ 519,667	98.98%	\$ 493,594	\$ 493,594	\$ 26,073	5.28%
Other Employee Benefits	\$ 4,500	\$ 4,385	97.44%	\$ 4,290	\$ 4,290	\$ 95	2.21%
General Liability Reserve Transfer	\$ 45,000	\$ 45,000	100.00%	\$ 40,000	\$ 40,000	\$ 5,000	12.50%
Library Transfer	\$ 1,527,711	\$ 1,527,711	100.00%	\$ 1,252,723	\$ 1,252,723	\$ 274,988	21.95%
Serial Bonds - Principal	\$ 2,096,385	\$ 2,096,385	100.00%	\$ 2,083,037	\$ 2,083,037	\$ 13,348	0.64%
Serial Bonds-Interest	\$ 742,243	\$ 741,076	99.84%	\$ 643,592	\$ 643,592	\$ 97,484	15.15%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ 254,500	\$ 254,500	\$ (254,500)	-100.00%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ 34,519	\$ 34,519	\$ (34,519)	-100.00%
Capital Fund Transfer	\$ 1,101,000	\$ 1,320,844	119.97%	\$ 484,871	\$ 484,871	\$ 835,973	172.41%
Black River Trust Fund Transfer	\$ 18,000	\$ 18,550	103.05%	\$ 17,330	\$ 17,330	\$ 1,220	7.04%
Transfer to Tax Stabilization Fund	\$ 400,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 47,657,047	\$ 44,348,178	93.06%	\$ 40,532,865	\$ 40,532,865	\$ 3,815,313	9.41%

Water Fund Revenues

Water Rents	\$ 3,403,000	\$ 3,729,255	109.59%	\$ 3,667,028	\$ 3,667,028	\$ 62,227	1.70%
Unmetered Water	\$ 10,000	\$ 6,945	69.45%	\$ 12,894	\$ 12,894	\$ (5,949)	-46.14%
Outside User Fees	\$ 1,188,993	\$ 1,378,628	115.95%	\$ 1,227,561	\$ 1,227,561	\$ 151,067	12.31%
Water Service Charges	\$ 40,000	\$ 28,806	72.01%	\$ 25,374	\$ 25,374	\$ 3,432	13.53%
Interest & Penalties on Water Rents	\$ 55,000	\$ 50,605	92.01%	\$ 50,900	\$ 50,900	\$ (295)	-0.58%
Interest Earnings	\$ 3,775	\$ 3,996	105.86%	\$ 3,519	\$ 3,519	\$ 477	13.56%
Sale of Scrap	\$ 9,500	\$ 9,500	100.00%	\$ 9,500	\$ 9,500	\$ -	0.00%
Sale of Scrap	\$ 2,500	\$ 5,618	224.71%	\$ 513	\$ 513	\$ 5,105	995.06%
Sale of Equipment	\$ -	\$ 29,571	0.00%	\$ -	\$ -	\$ 29,571	#DIV/0!
Insurance Recoveries	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Refund of Prior Years Expenditure	\$ -	\$ -	0.00%	\$ 1,629	\$ 1,629	\$ (1,629)	-100.00%
Unclassified Revenues	\$ 1,000	\$ 1,586	158.56%	\$ 4,222	\$ 4,222	\$ (2,636)	-62.44%
Payment Processing Fees	\$ 10,000	\$ 11,457	114.57%	\$ 10,303	\$ 10,303	\$ 1,154	11.20%
Metered Water Sales Funds	\$ 203,918	\$ 245,427	120.36%	\$ 228,634	\$ 228,634	\$ 16,793	7.34%
State Aid - Home & Community	\$ 105,000	\$ 98,566	93.87%	\$ 152,505	\$ 152,505	\$ -	0.00%
Federal Aid - ARPA	\$ 189,172	\$ 20,838	11.02%	\$ -	\$ -	\$ 20,838	#DIV/0!
Interfund Transfers	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 5,223,858	\$ 5,620,796	107.60%	\$ 5,425,015	\$ 5,425,015	\$ 195,781	3.61%
Appropriated Fund Balance	\$ 690,420	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 5,914,278	\$ 5,620,796	95.04%	\$ 5,425,015	\$ 5,425,015	\$ 195,781	3.61%

Water Fund Expenditures

Taxes on Property	\$ 850	\$ 760	89.37%	\$ 810	\$ 810	\$ (50)	-6.22%
Contingency	\$ 33,094	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 294,913	\$ 274,004	92.91%	\$ 250,825	\$ 250,825	\$ 23,179	9.24%
Source of Supply, Power and Pump	\$ 894,116	\$ 932,873	104.33%	\$ 631,049	\$ 631,049	\$ 301,824	47.83%
Water Purification	\$ 2,132,784	\$ 1,919,992	90.02%	\$ 1,689,222	\$ 1,689,222	\$ 230,770	13.66%
Transmission and Distribution	\$ 1,338,253	\$ 1,220,017	91.16%	\$ 1,128,460	\$ 1,128,460	\$ 91,557	8.11%
Worker's Compensation	\$ 7,000	\$ 6,898	98.55%	\$ 7,290	\$ 7,290	\$ (392)	-5.37%
Unemployment Insurance	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Health Insurance	\$ 290,938	\$ 274,308	94.28%	\$ 258,515	\$ 258,515	\$ 15,793	6.11%
Medicare Reimbursements	\$ 37,000	\$ 32,438	87.67%	\$ 24,757	\$ 24,757	\$ 7,681	31.03%
Other Employee Benefits	\$ 350	\$ 320	91.33%	\$ 313	\$ 313	\$ 7	2.13%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 15,000	\$ 15,000	\$ -	0.00%
Transfer to the General Fund	\$ 186,712	\$ 117,945	63.17%	\$ -	\$ -	\$ 117,945	#DIV/0!
Serial Bonds - Principal	\$ 569,211	\$ 569,211	100.00%	\$ 732,558	\$ 732,558	\$ (163,347)	-22.30%
Serial Bonds - Interest	\$ 113,056	\$ 113,056	100.00%	\$ 129,141	\$ 129,141	\$ (16,085)	-12.46%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital	\$ -	\$ 43,900	0.00%	\$ -	\$ 237,102	\$ 43,900	#DIV/0!
TOTAL	\$ 5,914,278	\$ 5,520,721	93.35%	\$ 4,867,940	\$ 5,105,042	\$ 652,781	13.41%

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	2021-22	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21	Current YTD vs. Prior YTD	
	Adopted Budget				Actual	Variance	%
Sewer Fund Revenues							
Sewer Rents	\$ 2,393,000	\$ 2,692,711	112.52%	\$ 2,538,361	\$ 2,538,361	\$ 154,350	6.08%
Sewer Charges	\$ 1,617,000	\$ 1,446,619	89.46%	\$ 1,287,863	\$ 1,287,863	\$ 158,756	12.33%
Interest & Penalties on Sewer Rents	\$ 50,000	\$ 40,609	81.22%	\$ 40,868	\$ 40,868	\$ (259)	-0.63%
Sewer Rents-Governments	\$ 2,191,000	\$ 2,202,243	100.51%	\$ 1,929,088	\$ 1,929,088	\$ 273,155	14.16%
Interest Earnings	\$ 5,000	\$ 6,423	128.47%	\$ 4,318	\$ 4,318	\$ 2,105	48.76%
Permit Fees	\$ 20,000	\$ 21,875	109.38%	\$ 20,000	\$ 20,000	\$ 1,875	9.38%
Sale of Equipment	\$ 1,000	\$ 40,692	4069.18%	\$ 6,800	\$ 6,800	\$ 33,892	498.41%
Gain on Bond Refunding	\$ -	\$ -	0.00%	\$ 3,801	\$ 3,801	\$ (3,801)	-100.00%
Insurance Recovery	\$ -	\$ 12,871	0.00%	\$ 1,210	\$ 1,210	\$ 11,661	963.75%
Refund of Prior Years Expenditure	\$ -	\$ 16,211	0.00%	\$ 466,841	\$ 466,841	\$ (450,630)	-96.53%
Gifts and Donations	\$ -	\$ 6,882	0.00%	\$ 2,500	\$ 2,500	\$ 4,382	175.28%
Unclassified Revenues	\$ -	\$ 2,734	0.00%	\$ 854	\$ 854	\$ 1,880	220.11%
Payment Processing Fees	\$ 10,000	\$ 11,457	114.57%	\$ 10,303	\$ 10,303	\$ 1,154	11.20%
Interfund Revenues	\$ 496,000	\$ 474,702	95.71%	\$ 378,184	\$ 378,184	\$ 96,518	25.52%
Federal Aid - ARPA	\$ 39,172	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Interfund Transfer	\$ 1,000	\$ 113,243	11324.34%	\$ 684	\$ 684	\$ 112,559	16456.05%
Total Revenue	\$ 6,823,172	\$ 7,089,272	103.90%	\$ 6,715,680	\$ 6,715,680	\$ 373,592	5.56%
Appropriated Fund Balance	\$ 1,723,984	\$ 1,192,561	69.17%	\$ -	\$ -	\$ 1,192,561	#DIV/0!
Total Revenue	\$ 8,547,156	\$ 8,281,833	96.90%	\$ 6,715,680	\$ 6,715,680	\$ 1,566,153	23.32%

Sewer Fund Expenditures

Sewer Administration	\$ 269,693	\$ 285,540	105.88%	\$ 253,375	\$ 253,375	\$ 32,165	12.69%
Sanitary Sewer	\$ 587,526	\$ 537,205	91.44%	\$ 485,798	\$ 485,798	\$ 51,407	10.58%
Sewage Treatment and Disposal	\$ 4,114,081	\$ 3,843,982	93.43%	\$ 3,752,746	\$ 3,752,746	\$ 91,236	2.43%
Contingency	\$ 37,290	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 6,000	\$ 6,717	111.95%	\$ 7,102	\$ 7,102	\$ (385)	-5.42%
Unemployment Insurance	\$ 1,000	\$ -	0.00%	\$ (250)	\$ (250)	\$ 250	-100.00%
Health Insurance- Retirees	\$ 146,901	\$ 175,563	119.51%	\$ 178,676	\$ 178,676	\$ (3,113)	-1.74%
Medicare Reimbursements	\$ 17,000	\$ 19,699	115.87%	\$ 15,461	\$ 15,461	\$ 4,238	27.41%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Other Employee Benefits	\$ 150	\$ 154	102.55%	\$ 124	\$ 124	\$ 30	24.06%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 15,000	\$ 15,000	\$ -	0.00%
Transfer to the General Fund	\$ 93,903	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Serial Bonds - Principal	\$ 710,747	\$ 948,727	133.48%	\$ 751,901	\$ 751,901	\$ 196,826	26.18%
Serial Bonds - Interest	\$ 170,366	\$ 170,365	100.00%	\$ 186,779	\$ 186,779	\$ (16,414)	-8.79%
Bond Anticipation Notes - Principal	\$ 254,000	\$ 139,000	54.72%	\$ 23,500	\$ 23,500	\$ 115,500	491.49%
Transfer to Capital Fund	\$ 2,123,500	\$ 2,139,882	100.77%	\$ 760,084	\$ 760,084	\$ 1,379,798	181.53%
TOTAL	\$ 8,547,156	\$ 8,281,833	96.90%	\$ 6,430,296	\$ 6,430,296	\$ 1,851,537	28.79%

Library Fund Revenues

Library Fines	\$ 10,000	\$ 3,167	31.67%	\$ 1,471	\$ 1,471	\$ 1,696	115.27%
Sale of Equipment	\$ -	\$ 920	0.00%	\$ -	\$ -	\$ 920	#DIV/0!
Library Grant	\$ 72,489	\$ 73,451	101.33%	\$ 63,879	\$ 63,879	\$ 9,572	14.98%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ 6,700	\$ 6,700	\$ (6,700)	-100.00%
Federal Aid - ARPA	\$ 99,021	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Interfund Transfer	\$ 1,527,711	\$ 1,527,711	100.00%	\$ 1,252,723	\$ 1,252,723	\$ 274,988	21.95%
Total Revenue	\$ 1,709,221	\$ 1,605,249	93.92%	\$ 1,324,773	\$ 1,324,773	\$ 280,476	21.17%
Appropriated Fund Balance	\$ 75,273	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 1,784,494	\$ 1,605,249	89.96%	\$ 1,324,773	\$ 1,324,773	\$ 280,476	21.17%

Library Fund Expenditures

Contingency	\$ 20,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 1,283,903	\$ 1,227,667	95.62%	\$ 1,014,839	\$ 1,014,839	\$ 212,828	20.97%
Worker's Compensation	\$ 3,000	\$ 3,067	102.22%	\$ 3,239	\$ 3,239	\$ (172)	-5.32%
Health Insurance	\$ 103,787	\$ 101,588	97.88%	\$ 107,131	\$ 107,131	\$ (5,543)	-5.17%
Medicare Reimbursements	\$ 18,500	\$ 18,940	102.38%	\$ 18,594	\$ 18,594	\$ 346	1.86%
Other Employee Benefits	\$ 100	\$ 168	167.84%	\$ 147	\$ 147	\$ 21	14.18%
Transfer to the General Fund	\$ 785	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Serial Bonds - Principal	\$ 114,657	\$ 114,657	100.00%	\$ 147,504	\$ 147,504	\$ (32,847)	-22.27%
Serial Bonds - Interest	\$ 14,762	\$ 14,761	100.00%	\$ 17,503	\$ 17,503	\$ (2,742)	-15.66%
Transfer to Capital	\$ 225,000	\$ 90,787	40.35%	\$ -	\$ -	\$ 90,787	#DIV/0!
TOTAL	\$ 1,784,494	\$ 1,571,634	88.07%	\$ 1,313,953	\$ 1,313,953	\$ 257,681	19.61%

CITY OF WATERTOWN
FY 2021/22 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING JUNE 30, 2022

	2021-22	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2020-21	Current YTD vs. Prior YTD	
	Adopted Budget				Actual	Variance	%
Self-Insurance Fund Revenues							
Shared Service Charges	\$ 7,455,300	\$ 7,048,627	94.55%	\$ 7,261,302	\$ 7,261,302	\$ (212,675)	-2.93%
Interest and Earnings	\$ 3,500	\$ 3,371	96.31%	\$ 3,498	\$ 3,498	\$ (127)	-3.63%
Insurance Recoveries	\$ 25,000	\$ 45,631	182.52%	\$ 191,791	\$ 191,791	\$ (146,160)	-76.21%
Medicare Part D reimbursement	\$ 185,000	\$ 227,354	122.89%	\$ 194,548	\$ 194,548	\$ 32,806	16.86%
Refund of Prior Years Expenditure	\$ -	\$ 7,240	0.00%	\$ 5,907	\$ 5,907	\$ 1,333	22.57%
Employee Contributions	\$ 820,388	\$ 764,673	93.21%	\$ 771,146	\$ 771,146	\$ (6,473)	-0.84%
Prescription Reimbursements	\$ 700,000	\$ 727,942	103.99%	\$ 668,978	\$ 668,978	\$ 58,964	8.81%
Payment Processing Fee	\$ -	\$ 608	0.00%	\$ 83	\$ 83	\$ 525	631.94%
Federal Early Retiree Reinsurance Program	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 9,189,188	\$ 8,825,445	96.04%	\$ 9,097,253	\$ 9,097,253	\$ (271,808)	-2.99%
Appropriated Fund Balance	\$ 534,122	\$ 567,698	106.29%	\$ 783,666	\$ 783,666	\$ (215,968)	-27.56%
Revenue and Fund Balance	\$ 9,723,310	\$ 9,393,144	96.60%	\$ 9,880,919	\$ 9,880,919	\$ (487,775)	-4.94%

Self-Insurance Fund Expenditures							
Administration	\$ 580,425	\$ 529,676	91.26%	\$ 543,650	\$ 543,650	\$ (13,974)	-2.57%
Medical Claims	\$ 5,631,885	\$ 5,035,587	89.41%	\$ 6,013,957	\$ 6,013,957	\$ (978,370)	-16.27%
Pharmacy Claims	\$ 3,511,000	\$ 3,827,881	109.03%	\$ 3,323,312	\$ 3,323,312	\$ 504,569	15.18%
TOTAL	\$ 9,723,310	\$ 9,393,144	96.60%	\$ 9,880,919	\$ 9,880,919	\$ (487,775)	-4.94%

December 13, 2022

To: The Honorable Mayor and City Council

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

Subject: Zoning Ordinance Rewrite Update and Proposed Schedule

At the request of the City Council, staff held a fourth open house to give the public a chance to discuss their questions, comments, and concerns on the draft Zoning Ordinance. The open house was held on Monday, December 5, 2022 at the Flower Memorial Library from 4:00 p.m. to 6:00 p.m. In addition to the various open houses, two work sessions were held with the City Council and the draft ordinance has been on the City's website since mid-August with a comment form that allows citizens to share their thoughts.

Attendance at the first three open houses was good but the turnout at the last one was light with only 6 people attending. To date, there have only been eight (8) comments shared on the website. Staff has however, received several phone calls with questions and concerns over the last few months from citizens. Staff also provided City Council members an opportunity to meet with Elan Planning individually during the last open house to discuss their questions and concerns. While there will always be an opportunity for the public to ask additional questions, it seems as if most of the questions and concerns have been addressed at this point. As a result of the lack of additional comments and concerns, staff feels that the next step is to begin the approval process to adopt the ordinance.

To begin the formal approval process, the draft ordinance will be sent to the City Planning Board and the Jefferson County Planning Board before the end of the month in order to allow them extra time for their review. Staff is proposing a special Planning Board meeting for mid-January that will be dedicated solely to discussing the draft ordinance. If necessary, the Planning Board could continue additional discussion at their February 7, 2022, meeting. Once the Planning Board has reviewed the final draft and feels comfortable with it, they will make a recommendation to the City Council for approval. The Jefferson County Planning Board will review the ordinance at their January 31, 2023 and their recommendation will also be forwarded to the City Council.

Prior to voting on the Ordinance, the City Council will be required to schedule and hold a public hearing. The earliest that the public hearing could be held would be on Tuesday, February 21, 2023. Once a formal recommendation is made by the Planning Board, a report will be sent to the City Council requesting that a public hearing be scheduled. Once the public hearing is closed, the State Environmental Quality Review (SEQR) Environmental Assessment Form will need to be completed, after which the City Council will be free to vote on the ordinance.

If the City Council concurs, Staff will make the necessary referrals to the City and County Planning Boards to begin the approval process.

A complete copy of the updated draft can be found on the City's website at <https://www.watertown-ny.gov/departments/PlanningandZoning/DraftZoningOrdinance>