

**From:** [Helene Caloir](#)  
**To:** [Mayor Teresi](#)  
**Cc:** [Ben Haskin](#); [Vince Dejoy](#); [Department Development](#); [NYS Housing Stabilization Fund](#); [Tarra Laurent](#); [Helene Caloir](#)  
**Subject:** Invitation to Apply for Zombies 2.0- Jamestown ( City)  
**Date:** Monday, January 28, 2019 9:56:32 PM  
**Attachments:** [Zombies 2.0 RFA FINAL-1-25-19 \(1\).docx](#)  
[Copy of FINAL Zombie Grant 2.0 - Budget Goals Timeline Outcomes 1-25-19.xlsx](#)

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Dear Mayor Teresi,

It is with much excitement that Local Initiatives Support Corporation (LISC) invites the City of Jamestown to apply for a grant through Zombies 2.0, the second round of the Zombie and Vacant Properties Remediation and Prevention Initiative.

The \$9 million LISC will grant through Zombies 2.0 is intended to help municipal leaders across New York State support programs addressing housing vacancy remediation and prevention and homeowner retention and enforcement of the “Abandoned Property Neighborhood Relief Act of 2016” known as the “Zombie Law.

The City of Jamestown is invited to apply for a grant of up to **\$200,000**. LISC arrived at this maximum by looking at factors including population, the ratio of vacant housing to total housing units, and financial challenges. If your municipality has a Round 1 Zombie Grant, we also considered how much has been expended to date, how much is undisbursed, what deliverables are outstanding and the time it will take for you to complete Round 1. Because we anticipate making up to 40 grants, grant applications may be funded at less than the total amount requested.

The Request for Applications is attached to this e-mail. It consists of two documents: the narrative questions and the work plan, timeline and budget spreadsheet. Responses to the application are due by **Friday, March 8, 2019 at 4:00 p.m.**

LISC will host two conference calls to answer questions about the initiative on **Tuesday, February 5, 2019 at 11 AM** and on **Thursday, February 21, 2019 at 2 PM**. Please do not call with questions but feel free to e-mail.

David, Tarra and I look forward to receiving your application.

Regards,  
Helene

Helene O. Caloir, Director  
LISC - New York State Housing Stabilization Fund  
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New York, NY 10018

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<http://www.lisc.org/our-initiatives/affordable-housing/housing-stabilization-fund/>

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# City of Jamestown

“Zombie” and Vacant Properties

Remediation and Prevention Initiative – ROUND 2

Also called “ZOMBIES 2.0”



## Report Vacant House



**Local Initiatives Support Corporation**

March 8, 2019

## GRANT APPLICATION

<b>Legal Name of Municipal Corporation:</b>	City of Jamestown
<b>Type of Municipal Corporation:</b>	<input type="checkbox"/> Town <input checked="" type="checkbox"/> City <input type="checkbox"/> Village
<b>In which county are you located?</b>	Chautauqua
<b>Population (2010 US Census estimate):</b>	31,146
<b>Total number of one-to-four family residential properties:</b>	13,323 UNITS (ACS)
<b>Number of “zombie” and/or vacant one-to-four family residential properties:</b>	<b>1,616 UNITS (ACS) 384 PROPERTIES (UTILITY DATA, DFS DATA, CONDEMNED DATA)</b>
<b>How does your municipality track these numbers, and especially the zombies and vacants?</b>	Team of (3) licensed Code Enforcement Officers using MyGov.us, a web based code enforcement, GIS, permitting, licensing platform. Additionally the City owned BPU provides data on properties with no utilities ACTIVE.
<b>Sources and dates of above property information:</b>	2010 Decennial Census; SELECTD HOUSING CHARACTERISTICS; 2013-2017 AMERICAN COMMUNITY SURVEY
<b>Number of residents living below the federal poverty line:</b>	8,709 (POVERTY STATUS IN THE PAST 12 MONTHS; 2013-2017 ACS)
<b>Percentage of residents living below the federal poverty line:</b>	29.7% (POVERTY STATUS IN THE PAST 12 MONTHS; 2013-2017 ACS)
<b>Number of full time code enforcement officers employed by the municipality:</b>	4 {(3) CEOs & (1) Building Inspector}
<b>Number of full time code enforcement officers working full-time primarily on zombies and vacants issues, if any.</b>	(1) Target Area Code Enforcement Officer
<b>Municipal Corporation’s 2018 annual budget:</b>	\$35,724,391
<b>Requested Grant Amount:</b>	<b>\$199,794</b>

	<b>Point Person To Be Responsible for the Grant</b>	<b>Back-up Point Person To Be Responsible for the Grant</b>
<b>Name:</b>	Vincent DeJoy	Ben Haskin
<b>Title:</b>	Director of Development	Associate Corporation Counsel
<b>Agency/Office:</b>	Department of Development	Jamestown Urban Renewal Agency
<b>Address:</b>	200 E. 3 <sup>rd</sup> Street	200 E. 3 <sup>rd</sup> Street
<b>City, ZIP:</b>	Jamestown, 14701	Jamestown, 14701
<b>Phone Number:</b>	716.483.7667	716.483.4103
<b>Cell phone #:</b>	716.499.2907	
<b>Email Address:</b>	<a href="mailto:dejoy@cityofjamestownny.com">dejoy@cityofjamestownny.com</a>	<a href="mailto:haskin@cityofjamestownny.com">haskin@cityofjamestownny.com</a>

**Summary of Key Proposed Activities (200 word maximum - can be in bullet point form):**

- Combine legal capacity with a Zombie Coordinator in a single full-time position.
- Continue to expand inventory of vacant properties in the City, logging the results in MyGov.
- Adopt a more flexible Code Enforcement approach as it relates to zombie/vacant properties.
- Create a Vacant Property Task Force in the City that includes City officials, nonprofit partners, and individual citizens or representatives from citizens groups.
- Strengthen cooperation with the Chautauqua County Land Bank Corporation.
- Achieve at least 24 positive outcomes at vacant or zombie properties over the course of the two-year period.
- Complete at least six targeted neighborhood sweeps in areas inordinately impacted by vacant and zombie properties.
- Make at least two new partnerships with nonprofit entities and

Attract at least four partners to the Vacant Property Task Force who are citizens or represent citizens organizations.

**(1) Extent of Zombie/Vacancy Problem**

- (a) At the time of this application, the City of Jamestown has inventoried 54 zombie properties within city limits, according to the Department of Financial Services (DFS) list. This is down from approximately 88 in March 2018. In terms of non-zombie vacant properties, the City has relied on both internal data regarding condemned residential properties and a list generated by the City’s Board of Public Utilities (BPU) of residential properties that had lacked utility usage from 0 to 120 days into the past. The internal City list of condemned residential properties currently stands at 104. Though about one-third of the BPU data was corrupted, rendering the full count incomplete, the City was also able to confirm an additional 226 vacant properties that were neither on the DFS list nor condemned. As such, the City can confirm the existence of 384 total vacant one-to-four family properties as vacant, though the number almost certainly exceeds this by a bit. The City did not utilize a “Windshield Survey” to catalogue vacant properties, but our current proposal for the second grant does attempt to remedy this by organizing neighborhood sweeps in the areas with the heaviest concentration of vacant residential properties.

The City of Jamestown utilizes the MyGov platform to catalogue its vacant properties. While this platform is primarily utilized within the Department of Development, and particularly by its Code Enforcement Officers, the platform is also used by employees in both the City Clerk’s Office and the Department of Public Works quite regularly. Generally, any data put into the system is by individuals working in the Department of Development. The data is normally updated quarterly.

(b) Within the City of Jamestown, the vacant and zombie properties are dispersed throughout the entire city. There are, however, certain neighborhoods that have a higher than average concentration of such homes. One such neighborhood is the one immediately Northeast of downtown, bounded by 6<sup>th</sup> Street at the South end, Winsor Street on the East, Newton Avenue and Kingsbury Street at the North, and North Main Street on the West. The second neighborhood with an above average concentration of vacant residential properties is East of the Chadakoin River, bounded by the River itself on the West, Benedict Avenue to the North, Vega Street and Pardee Avenue on the East, and King Street in the South. There is also a heavier concentration of vacant properties in the South end of the City, running along Forest Avenue and the streets abutting it. These neighborhoods with heavy concentrations will be a major focus of the work under a second grant, as will be the entire North Main Street corridor. Any property on the DFS list that has significant code violations present will also be a priority, regardless of its geographic location within the City.

## **(2) How did you use your Round 1 Zombie Grant? –**

### **(a) Data Management and Analysis**

In order to effectively analyze the impacts of zombie houses in the City of Jamestown, the zombie property list compiled by the New York Department of Financial Services is pulled on a monthly basis. Every property on the list has a file created for it that contains, at a minimum, the following information: the record owner, the lender, the servicer, a record of any outstanding code violations present on the property, the most recent action taken in the foreclosure proceeding, and the tax status of the property. When the list is pulled from the DFS website every month, each ongoing file is updated with the most recent available information and files are created for any properties new to the list. Furthermore, any properties no longer listed are then filed away in a separate location with a note or document highlighting the reason the property is no longer considered a zombie.

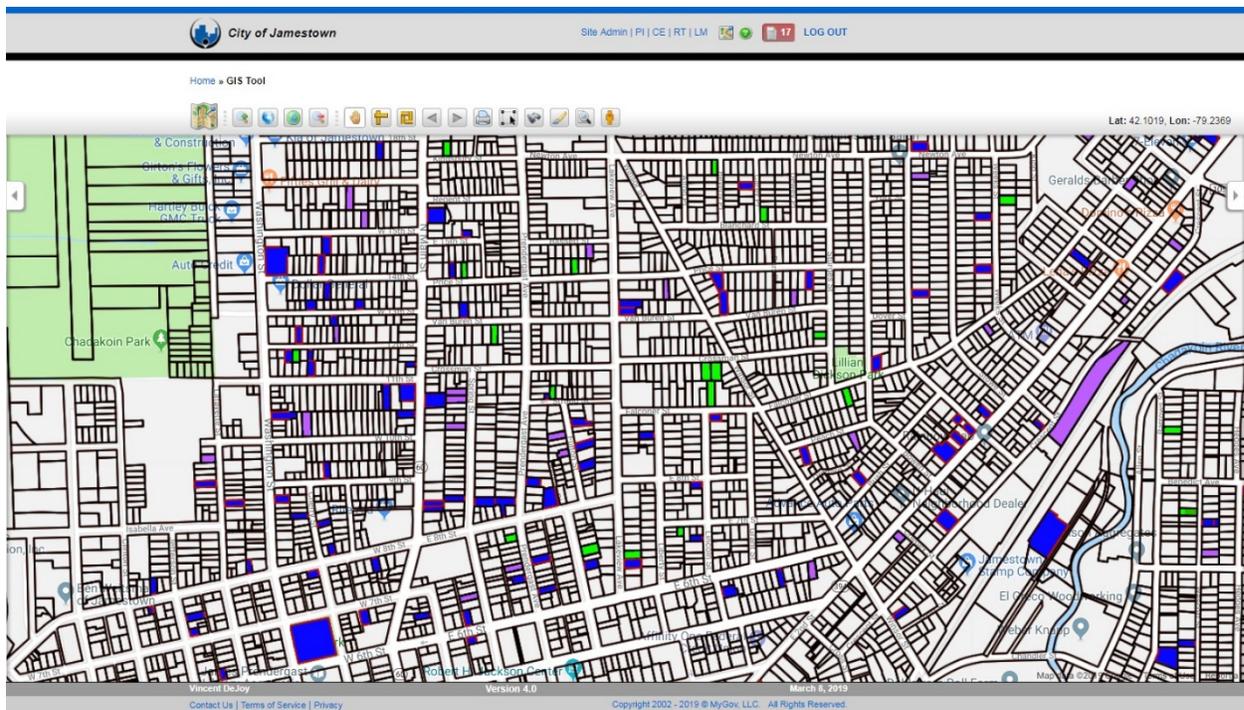
These files that are created based upon the have served as the basis for the City's attempts to ensure that zombie properties maintain compliance with both City Code and the New York Property Maintenance Code. Procedurally, the first step that has been taken to ensure such compliance has been to contact the loan servicers and/or maintenance companies to inform them of the violations present at the property and maintain a line of contact in hopes that they can be remedied without further action. If this initial outreach is unsuccessful, either due to continued noncompliance or the inability to establish contact, the next step that has been taken is to invoke the Zombie law (this will be discussed more in depth in the legal capacity section).

Aside from reliance on the zombie law, the other major data utilized under the first grant to catalogue vacant properties in Jamestown was a list of condemned properties

in the City, maintained within our Code Enforcement software, MyGov. Recently, the City has also obtained, from its Board of Public Utilities, a list of properties in the City that have had no service of utilities for any period between the last 0-120 days. Due to the lack of code enforcement personnel necessary to conduct sweeps of the entire City for vacant properties, this list has allowed us to begin to understand the entire scope of the problem beyond simply the DFS listed properties and those within the City that are condemned.

## (b) New Technologies

While the first grant was not used by the City to purchase new technology, it was utilized to upgrade our available software in a manner that better tracks the zombie and vacant problem within the City. Utilizing both our code enforcement's MyGov software and GIS, the City was able to create an overlay of all the properties in the City. The DFS list and the City's self-maintained list of condemned properties have been input into the system and both zombie (green) and vacant (purple) properties are now highlighted on the map. This update has allowed the City to better analyze where vacant and zombie properties are concentrated throughout the City.



Screenshot of MyGov.us GIS module from City of Jamestown from a section of the NE Quadrant. **BLUE** parcels = No Utility Usage; **GREEN** = DFS database list; **PURPLE** = Condemned properties.

**(c) Organizational Reforms**

The City undertook no organizational reforms under the first grant, but has included significant steps forward in this area in its proposal for this year.

**(d) Code Enforcement Capacity**

No additional Code Enforcement hires were made pursuant to the first grant by the City. However, greater involvement for Zombie's 2.0 is proposed for the Target Area Code Enforcement Officer.

**(e) Legal Capacity**

A major part of Jamestown's use of the first grant was to add legal capacity to combat the zombie and vacant problem. Three attorneys held this position over the course of the grant. These attorneys were tasked with basic research on the individuals or lenders responsible for vacant or zombie properties and obtaining contact information so the City could inform them of issues with their properties. The added legal capacity also gave the City the ability to pursue legal remedies to combat vacant and zombie properties. The City initiated and successfully completed a 19-A action on a property located at **402 Lakeview Avenue** {SEE PICTURE BELOW & RIGHT} and is looking to deed the property to an individual who wishes to utilize it as a single family home that can demonstrate an ability to remedy the issues at the property through a Request for Proposals (RFP) process that would be transparent and available to the entire community.

The presence of legal capacity has also allowed the City to pursue lenders foreclosing on abandoned properties that have significant code violations present. The attorneys charged with this task begin by reaching out to the lender and

 <p>REGION Ecklof's Bake Sale Now Underway Pg. A6</p>	 <p>SPORTS Jamestown's Gull Earns Medalist Honors Pg. B1</p>
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**The Post-Journal**  
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**Macker Deadlines Extended**  
By THE POST-JOURNAL STAFF  
jstam@post-journal.com

One Macker coordinator announced the team registered deadline had been extended. The final deadline will now be Friday, June 18, and the online deadline will be Monday, May 21 at 11:59 p.m. by visiting [www.mackercity.com](http://www.mackercity.com).

**Bemus Bay Pops Cancels Upcoming Season**  
By THE POST-JOURNAL  
editor@post-journal.com

**BEMUS POINT** — After more than two decades, the Bemus Bay Pops will not be returning this summer.

**Court Says States Can OK Sports Betting**  
By JESSICA CHERSKO  
Apostrophe Press

WASHINGTON — The Supreme Court cleared the way Monday for states to vote to legalize betting on sports, breaking a long-standing ban and creating a potential financial boom, or bust, and the gambling industry. The first vote could be placed within weeks.

**Bemus Point-Stow Ferry's Future In Doubt**  
By JOHN WHITTAKER  
jwhittaker@post-journal.com

The ferry is inspected carefully to make sure it is safe to operate and for the public to ride. This was the 10th survey since the boat last to be inspected in 2015. The Stow Ferry is used at service for the foreseeable future and its long-term future is in doubt.



**Wind-Turbine Convoys Continue**  
Police are pictured meeting an oversized tractor-trailer along Interstate 86 near the Curtis Street bridge on Monday. The large wind-turbine blade was on its way to the Adirondack State Wind Farm project in the town of Poultice. Daily convoys of parts are expected to continue through June 12. P-J photo by Valerie S. Isaacson

**City Officials Plan To Acquire Zombie House For Resale**  
By DENNIS PHILLIPS  
dphillips@post-journal.com

City officials are using another potential tool to fix a hole in their tool box to rehabilitate a zombie house for resale.

<p><b>QUESTION OF THE DAY</b> Should New York state legalize betting on sports? To give your answer, go to <a href="http://www.post-journal.com">http://www.post-journal.com</a></p>	<p><b>Today's Thought</b> "History is a better guide than good intentions." — Jane Fonda, U.S. Ambassador to the UN (1976-2000)</p>	<p><b>A LOCAL</b> Deaths A2 Opinion A4 Region A5 Dinner A6</p>	<p><b>B SPORTS</b> Scoreboard B4 Comics B5 Classifieds B6-B6</p>	<p><b>T-Storms, 65°</b> Forecast, Page A7</p>
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their servicer to inform them of the deficiencies present. If that fails to result in the desired result, the attorney then files the required pre-lawsuit paperwork with the lender and DFS and then, if no remedial action is taken, an actual lawsuit. While no case has been taken to trial as of yet, the City has dealt with or is currently pursuing such a remedy on approximately a dozen properties. The legal capacity has also allowed the City to pursue absentee landlords who have abandoned property in the City and more proactively seek remedies to condemned properties citywide. The City has dealt with, to this point, 6-8 properties in this manner.



Currently, the City is seeking cost estimates to repair the foundation as well as the roof for this property, and will then advertise in the Jamestown Post-Journal the Request for Proposals (RFP) as a news story and also as a LEGAL NOTICE. The RFP that has the highest level of rehabilitation as well as a preference for an owner occupied residence will be chosen.

#### **(f) Policy and Legislative Changes**

No major policy changes were made pursuant to the first grant.

#### **(g) Outreach**

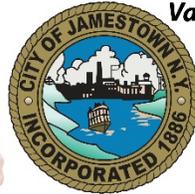
Under the first grant, the City of Jamestown took steps to increase outreach in the community, both to educate them about the work being done to combat zombie and vacant properties and to connect those vulnerable to foreclosure to resources in an attempt to keep them in their homes.

Early on in the grant, the City invested in billboards asking those dealing with foreclosure to contact us by phone for assistance. Billboards were strategically placed in neighborhood areas that were targeted as having high potential for mortgage foreclosure. {SEE PICTURE BELOW}

# Mortgage Foreclosure Notice?



## Legal Information and Referrals Are Available



*Vacant and Abandoned Property  
Prevention Program*

**(716)484-4103**

[www.jamestownny.net](http://www.jamestownny.net)

Department of Development

*Vacant and Abandoned Property Prevention Program made available through  
grant funding provided by NYS Office of Attorney General.*



Over the course of the grant, approximately 30 homeowners did so. The first step taken when one of these individuals has called is to ask some basic questions to discern where exactly in the foreclosure they find themselves. A basic overview of the foreclosure process is given by the attorney hired pursuant to this grant and any general questions are answered. Based upon each individual's responses, they are referred to one or both of two local nonprofits that are able to provide greater assistance in an attempt to prevent the foreclosure.

The first, Chautauqua Opportunities, provides assistance in compiling the necessary documents to apply for a loan modification. The second, Legal Assistance of Western New York (partially HOPP funded), a legal aid provider, can provide legal assistance to those who meet their income requirements in preventing the foreclosure. More recently, the City has once again advertised along these lines, in both radio and print advertisements.



### **(3) Project Proposal**

For a second ROUND 2.0 of the grant, the City of Jamestown is proposing a more comprehensive and aggressive approach. The process of undertaking work under the first grant has informed the City of what further steps need to be taken in order to most effectively fight the problems caused by zombie and vacant properties, and how to do so in the most equitable manner practicable. This multifaceted approach includes new strategies for utilizing technology to effectively inventory and track vacant properties throughout the City, continued legal capacity along with the creation of a zombie coordinator, code enforcement policy changes, ongoing outreach, and increased nonprofit and community involvement to ensure that public and equity interests are given greater emphasis when dealing with vacant properties.

#### **(A) Property Inventory and Tracking**

**(i) Tracking**—with ZOMBIES ROUND 2.0, the City will maintain its tracking of zombie properties on the DFS list, including a monthly update on the status of each file. In order to increase its capacity to comprehensively deal with vacant properties as a whole, the City will also create files for all condemned residential properties and all vacant properties that are neither zombie properties nor condemned. Due to the fact that these properties are not in the midst of the foreclosure process, they will not require updates as frequently.

In order to be able to track vacant properties that are not condemned or on the DFS-generated list, the City will continue to rely on citizen reporting and reports generated by the City's Board of Public Utilities (BPU) showing properties that have no utility usage. The City is proposing that such reports be prepared every other month throughout the course of the grant. Additional tracking by the methods proposed will allow the City to form a clearer picture of the true scope of the vacant property problem and better identify neighborhoods in the City where such properties are concentrated.

**(ii) Technology**—the City will continue utilizing the Code Enforcement MyGov platform in conjunction with GIS to map out both DFS-listed and residential condemned properties. Under the new grant, the City will also add another layer in the MyGov platform. This new layer will add markings for all vacant one-to-four family residential properties not listed under the preexisting two categories, resulting in maps and a code enforcement system that better reflect the actual scope of vacant homes throughout Jamestown.

#### **(B) Policy Changes**

**(i) Code Enforcement**—under ROUND 2.0, the City is also proposing to change its methods as relates to code enforcement, though these changes will fall short of a total

overhaul. The City would like to shift from a code enforcement model that is wholly based upon citizen complaints to a more flexible approach that allows targeted sweeps of vacant properties and neighborhoods within the City that have heavy concentrations of abandoned homes. While the specific details of this proposed policy shift will be detailed further in the following section, the City believes that the flexibility of this new approach will better allow it to fully deal with these properties across the board.

### **(C) Legal Capacity and Zombie Coordinator**

The City of Jamestown utilized its first grant to retain a part-time attorney to handle all the legal work inherent to dealing with vacant and zombie properties. For this second grant, the City is proposing a full-time position that would fuse this legal capacity with the responsibilities of a zombie coordinator.

- (i) Legal Capacity**—ZOMBIES 2.0, the City would maintain its ability to seek legal recourse against lenders and other bad actors that contribute to the problem of vacant residential properties. The individual serving in this position would continue to oversee the tracking laid out above and research, while also using all legal tools available, including the Zombie law, Article 19-A, and seeking remedies in City Court to reduce the impact of vacant and zombie properties.
- (ii) Zombie Coordinator**—In addition to continuing its legal capacity, the City is intending to give the individual in this position the title of Zombie Coordinator. The added responsibilities of this position will include oversight of all entities within City government that deal with vacant properties, more direct involvement with the day-to-day code enforcement activities, and greater involvement with nonprofits and the community to create a more comprehensive approach to dealing with these issues.

The biggest change that will result from the creation of this position will be a shift in how code enforcement operates within the City. At this time, code enforcement only opens files and inspects properties on the basis of complaints levelled by the citizens of the City (with exceptions for properties subject to fire or other similar occurrences). In order to more effectively and aggressively deal with the zombie and vacant properties throughout the City, this Zombie Coordinator will have the ability to, working in conjunction with the City's Targeted-Area Code Enforcement, take a more hands-on approach to the problem. The Zombie Coordinator will be able to order inspections of all properties on the DFS zombie list that have yet to be inspected since being placed there, as well as any properties new to the list when it is pulled from the DFS website on a monthly basis. Moreover, the Zombie Coordinator will also be able to request on the ground sweeps of neighborhoods in which there is a higher than average concentration of vacant and/or zombie properties. This approach will allow the City to more aggressively both identify and deal with vacant residential properties across the City.

The Zombie Coordinator will identify properties that are so blighted and in such poor condition that they need to be demolished. These properties bring down housing values for the surrounding homes, and also invite criminal activity. In Zombies 1.0 in Jamestown, the code enforcement team and the part-time attorney worked with the Chautauqua County Land Bank to obtain funds from NYS OAG for demolitions and also leveraged CDBG and City General funds for demolition of 20 properties in 2018. The director of Development led the demolition process and worked with the attorney, Ben Haskin to obtain court orders on these vacant and abandoned properties.

# The Post-Journal

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## Demolition Set For Two Spring Street Houses



From left, Matthew Chapman, H.H. Rauh Contracting project manager, Ben Haskin, part-time city attorney, and Vince DeJoy, city development director, in front of one of two condemned houses along Spring Street that will be demolished in the coming months.

P-J photo by Dennis Phillips

By DENNIS PHILLIPS  
dphillips@post-journal.com

It's not the way Spring Street residents or city officials wanted it, but two condemned houses will be demolished in the coming months.

On Tuesday, Vince DeJoy, city development director, told *The Post-Journal* that city officials have finally moved through the necessary legal red tape to demolish the structures located at 867 and 869 Spring Street. He said both properties have been zombie houses for three to four years, and probably should have already been condemned before that because the houses weren't structurally safe to have been inhabited. A zombie property is a house that has been vacant and abandoned and not maintained during a prolong foreclosure process.

The original plan was for both houses to be demolished to make way for the construction of the Jackson Spring housing project. However, both times the Citizen's Opportunity for Development & Equality

Inc. and The NRP Group applied for state Division of Homes and Community Renewal funding, the project was denied.

DeJoy said now the city has to fund the demolition of the two houses, which will cost around \$60,000.

"It is going to cost around \$30,000 just in asbestos abatement fees. There is also air monitoring costs, the demolition itself and \$7,000 in (asbestos) surveys," DeJoy said. "It is at considerable cost for the city, but also absolutely necessary for the neighborhood."

DeJoy said the final legal barrier city officials crossed was when they were able to get the Western District of New York United States Bankruptcy Court to remove the stay on the property. A stay of proceedings is a ruling by the court in civil and criminal procedure, halting further legal process in a trial or other legal proceeding. The court can subsequently lift the stay and resume proceedings based on events taking place after the stay is ordered.

However, a stay is sometimes used as a device to postpone proceedings indefinitely.

DeJoy said part-time city attorney Ben Haskin was able to remove the stay on the properties so city officials could proceed with the demolitions. He said city officials have been able to pay for Haskin's legal services through the Zombie Remediation and Prevention Initiative program, which city officials received \$149,970 in state funding.

The program funding has gone toward addressing housing vacancy and blight by bolstering housing code enforcement, tracking and monitoring vacant properties and for legal enforcement capacity to ensure banks and mortgage companies comply with local and state law. The grant also require communities to develop innovative programs and policies and connect at-risk homeowners to services so they can avoid foreclosure and stay in their homes.

DeJoy said he has heard and understands the frustration of the residents in other houses in the Spring Street neighborhood near the intersection of Crossman Street.

See HOUSES, Page A3

The Zombie Coordinator will also be tasked with ensuring greater involvement of local nonprofits, the citizens of Jamestown, and County Government agencies (namely, the Department of Health who oversees countywide lead abatement programs) in order to ensure that all stakeholders are brought to the table in dealing with zombie and vacant properties. This will be addressed via the formation of a community task force, as will be outlined below.

## **(D) Outreach and Partnerships**

- (i) Outreach—Zombie 2.0** the City will continue to work with the community to educate them on what is being done to combat vacant properties while also asking for their assistance in identifying such properties in their neighborhood. Furthermore, the City will continue to offer basic legal information and referrals to homeowners facing the prospect of foreclosure, in an effort to minimize the number of new zombies and vacants citywide.
- (ii) Vacant Property Task Force**—In order to further address the issue of zombie and vacant properties, the City plans to form a task force composed of various local stakeholders with the second grant. This task force would be chaired by either the City’s Director of Development or the Zombie Coordinator and would meet once per month. Stakeholders would include local nonprofits that have involvement with housing issues, including the Jamestown Renaissance Corporation, among others, in an attempt to leverage our combined resources and expertise to more effectively and comprehensively deal with vacant and zombie properties in the City. The Chautauqua County Land Bank Corporation would also be included for similar reasons. Most importantly, the task force would include representatives from citizens groups in the city combined with citizen stakeholders individually. The inclusion of these groups will be vital in order to fully understand the impact vacant and zombie properties are having at the ground level. Their expertise and insights will give the City a far better ability to ensure that programs and initiatives dealing with vacant properties are taking community equity into account and making decisions with that in mind. It is the aim of the City, in bringing these various stakeholders together, to take as comprehensive an approach as possible to these issues.
- (iii) Other Partnerships—ZOMBIES 2.0** grant, it is also the intent of the City to deepen our individual partnership with the Chautauqua County Land Bank Corporation. While collaboration occurs on occasion, it is our hope that a stronger relationship can develop. It is the intent of the City, especially, to help the Land Bank identify vacant properties that would be a good investment for them during tax foreclosure season and work with the County to help them acquire them. The Land Bank has a good track record of acquiring properties under their ‘Rehab 4 Sale’ and then selling them to homeowners who will be able to make the necessary repairs at a cost below market value.

## **(E) Conclusion**

In applying for this second grant to deal with zombie properties, the City wants to continue the work it has already been doing while also expanding its reach to more aggressively and effectively deal with the problems caused by these vacant properties. The addition of a Zombie Coordinator will provide more comprehensive oversight and the Zombie Task Force that will be

created will allow us to leverage the resources of expertise of those communitywide to better combat these issues.

#### **(4) Capacity to Implement Project**

Under the first round of the Zombie grant that the City of Jamestown received, the grant work was largely carried out by individuals working with the City's Department of Development. A large part of the grant went towards hiring attorneys (three over the course of the grant) that added legal capacity within the Department. These attorney positions were part-time (20 hours per week minimum), but their time was almost wholly spent working on the goals enunciated under the grant. Within the Department of Development, the three Code Enforcement Officers also worked heavily on projects implementing the grant. A rough estimate would suggest that each Code Enforcement Officer spent at least one-third, if not more, of their time working on vacant properties (though, these include condemned and vacant properties in addition to those on the DFS registry). The Department of Development staffer responsible for budgeting oversaw all expenditures under the grant. Finally, the Director of Development supervises the entire project and all of its components.

ZOMBIE 2.0 grant, the work would once again tend to be wholly carried out within the Department of Development. However, certain roles would change to an extent from the first round. By changing the attorney position to full time and combining the legal capability role with that of Zombie Coordinator, that individual will be putting in at least 40 hours per week, with virtually all of that time being spent working under the grant. While two of the three Code Enforcement Officers would likely carry a similar load to what they had under the first grant, the Targeted Area Code Enforcement Officer would spend a greater deal of their time working on vacant properties. This is largely due to the change from a wholly complaint-based approach to code enforcement to one in which the Zombie Coordinator would have the ability to request inspections of properties from the DFS list and also sweeps of neighborhoods or streets with high concentrations of vacant residential property. As such, the Targeted Area Code Enforcement Officer would likely end up spending at least half their time addressing vacant properties specifically. The Director of Development will still play an important supervisory role under the new grant, but some of their tasks overseeing the project will likely devolve to the Zombie Coordinator. Finally, the budgetary staffer would play the exact same role as they did under the first grant.

#### **(5) Other Resources**

In pursuing the achievement of the goals set forth in the City's request for a second grant, other municipal resources will certainly be used. First and foremost, the City understands it may have to expend some of its own money for salary and/or benefits for the new full time Zombie Coordinator/Legal Capacity position. Furthermore, as has been the case under the first grant, City resources will likely be used in solving vacancy issues in the residential properties not subject to a lawsuit under the Zombie law. These resources may be municipal funds spent on

the demolition of a particularly egregious vacant property within the City or enrolling individuals looking to acquire one of the currently vacant properties into one of the City's various property rehabilitation programs once said acquisition is complete.

The City will also look to leverage external resources in its attempt to achieve the goals enunciated in this grant request. While the City has a good working relationship with the Chautauqua County Land Bank Corporation, it would be preferable if that relationship could be more closely coordinated. The Land Bank has funds to acquire properties and sell them to owners who will properly rehabilitate them and also funds for demolitions. A closer, mutually beneficial relationship could perhaps make some of these funds available to achieve the goals laid out herein.

**(6) How Grant Funds Would Be Used With Budget, Work Plan and Timeline**

{SEE BUDGET SPREADSHEETS}

**(7) If you are a municipality submitting a Joint Application answer the following questions:**

a. N/A

**(8) Obstacles and Strategies**

There are challenges inherent to the ambitious agenda that the City has set forth in this application. Of them, the one that stands out the most is ensuring that we get the necessary buy-in from citizen's organizations and the citizens themselves in setting up the Vacant Property Task Force. While the nonprofits and other organizations that the City intends to partner with in this endeavor are aware of the work the City does on these issues and, as a result, are likely to be willing partners, getting the commitment of the citizenry that is necessary to ensure the Task Force is truly able to approach these issues from an equitable standpoint may be more difficult. The strategy the City intends to embark upon in order to overcome this is really a two-step process: outreach and education.

The first step will consist of simply making and maintaining contact with the citizens of Jamestown and the organizations they have formed to forward their interests. While opening this line of communication is important, it will be the education portion that will truly determine whether the City is able to get the buy-in it needs for the task force to be a success. This education will cover a broad swath of topics, from the distinct impacts zombie and vacant residential properties are having in their neighborhoods to the various strategies the City can take to ameliorate these problems. Only if the City is able to maintain and cultivate these contacts will the task force be a true success, ensuring that equitable issues are at the forefront in the City's attempt to deal with these properties.

The other major obstacle the City will face achieving the goals laid out in this grant request will be dealing with the increased caseload inherent in our attempts to more broadly deal with all the vacant residential properties in Jamestown. The main strategy the City will pursue to overcome this difficulty is a more integrated approach to these issues between the Zombie Coordinator and the City's Code Enforcement Officers. If these parties are able to work together more closely, the City will certainly be able to effectively handle this new, larger caseload.

**(9) Expected Outcomes -**

**(9) Expected Outcomes**

**(a) An Inspection Should Occur at Every Property on the DFS Zombie List**

Now that the City will be shifting to a more comprehensive approach to these issues, it would like to ensure that every property that finds itself on the DFS Zombie Registry is subject to at least ONE inspection for code violations. While a good number of the properties on the list have already undergone inspections due to citizen complaints, the City's intent to switch to a more proactive approach by abandoning the complaints-only approach taken in the past gives the City the ability to ensure that every property on the list is inspected. The expected outcome of this will be that the City can now ensure that no property on the DFS list is able to complete the foreclosure process without first being checked for significant issues for which the lender could be held liable.

**(b) At Least Three Positive Property Outcomes Per Quarter (24 Total)**

In order to ensure that there is always forward momentum in dealing with zombie and vacant properties in Jamestown, the City is setting a goal of three positive property outcomes per quarter. Whether these positive outcomes are the result of suit under the Zombie law, a 19-A action, activity in City Court, or simply ensuring that a vacant property falls into the hands of an owner who will take good care of it and remediate any issues thereon, it is fully the City's intent to ensure at least 24 such results over the course of the grant.

**(c) 3 Targeted Neighborhood Sweeps Per Annum (6 Total)**

The City fully intends to complete at least six targeted neighborhood sweeps over the course of the two-year grant. These targeted sweeps will focus on neighborhoods that have heavy concentrations of zombie and vacant properties. The outcome will hopefully be twofold. First, it should help fully assess the scope of the vacant property problem in these neighborhoods. Second, it will allow the City to assess the state of the already vacant properties in these neighborhoods and develop strategies for turning them around.

**(d) Increase Participation with Nonprofit Partners**

As an expected outcome, the City hopes to deepen its partnership with those nonprofits with which it already works. Additionally, the City will seek to obtain at least TWO additional nonprofit partners over the course of the grant.

**(e) Successfully Start Vacant Property Task Force**

An additional outcome the City is seeking to achieve under this grant is to get the Vacant Property Task Force up and running. Along with nonprofit partners, the City hopes to attract at least FOUR partners who are citizens or represent citizens organizations.

**(f) Reduce Zombie Number**

The final goal of the City is to once again reduce the number of zombies present in the City over the course of the grant. It is the city's opinion this is once again eminently achievable absent a severe economic downturn.

## DOCUMENTATION

If selected as a grant recipient the Grant Award Letter will require execution by a duly authorized signatory of your municipality. Proof of insurance and other required documents including a final work plan and budget will be required for disbursement of the grant.

CITY  
OF  
JAMESTOWN



OFFICE OF THE CITY CLERK/TREASURER  
JAMES N. OLSON, DIRECTOR OF FINANCIAL SERVICES/CITY CLERK

201902A12

BY COUNCILMAN DOLCE:

RESOLVED, that the Mayor be and is hereby authorized to submit to Local Initiatives Support Corporation an application for grant funding from the “Zombie” and Vacant Properties Remediation and Prevention Initiative – ROUND 2; and be it further

RESOLVED, that the Mayor be and is hereby authorized to execute all necessary documents with Local Initiatives Support Corporation should the City of Jamestown be successful in securing funding through said application process.

Carried: 9 – 0

I, Todd M. Thomas, City Clerk and Director of Administrative Services of the City of Jamestown, New York, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the City Council of the City of Jamestown at a regular meeting held February 25, 2019.

March 8, 2019, James N. Olson, Director of Administrative Services/City Clerk



**Zombie 2.0 Grant - Proposed Budget**

Instructions: Delete the examples as you fill in the specifics. Put in "N/A" if a section or category does not apply. Customize headings as needed.

<b>Name of Municipality:</b>	Jamestown
<b>Grant Duration (# of Disbursements):</b>	4.00

NOTE: Each disbursement equals 2 calendar quarters.

Personnel	Name	Title/Role	Full Time or Part Time Status	(For Part-Time Personnel) # Hrs per Disbursement	Salary & Fringe Charged to Grant - Disbursement #1	Salary & Fringe Charged to Grant - Disbursement #2	Salary & Fringe Charged to Grant - Disbursement #3	Salary & Fringe Charged to Grant - Disbursement #4	Salary & Fringe Charged to Grant - FULL GRANT TERM
Additional Legal Capacity	Ben Haskin, Esq.	Corporation Counsel/Attorney	Full		\$ 40,000.00	\$ 40,000.00	\$ 42,500.00	\$ 42,500.00	\$ 165,000.00
Position # 2									\$ -
Position # 3									\$ -
Position # 4									\$ -
Position # 5									\$ -
<b>TOTAL</b>	N/A	N/A	N/A	N/A	\$ 40,500.00	\$ 40,500.00	\$ 42,500.00	\$ 42,500.00	\$ 166,000.00

Consultants	Organization, Entity or Person	Role / Purpose	Hourly Rate	# Hrs per Qtr.	Fee Charged to Grant - Disbursement #1	Fee Charged to Grant - Disbursement #2	Fee Charged to Grant - Disbursement #3	Fee Charged to Grant - Disbursement #4	Fee Charged to Grant - FULL GRANT TERM
Consultant A			\$						\$ -
Consultant B			\$						\$ -
Consultant C			\$						\$ -
<b>TOTAL</b>	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -

Technology	Name of System or Software	How it will be used	Cost Charged to Grant - Disbursement #1	Cost Charged to Grant - Disbursement #2	Cost Charged to Grant - Disbursement #3	Cost Charged to Grant - Disbursement #4	Cost Charged to Grant - FULL GRANT TERM
Hardware	iPads	Code Enfocercement Field use	\$ 600.00		\$ 600.00		\$ 1,200.00
Platform licenses	Info Quick Solutions, Inc	County Clerk Database	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 2,800.00
Platform licenses	MyGov.us	Code Enforcement Database that will track the houses that are Condemned,	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 19,200.00
Web Services	Formsite.com	City website, 3rd party database to report vacant properties	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 480.00
<b>TOTAL</b>	N/A	N/A	\$ 6,220.00	\$ 5,620.00	\$ 6,220.00	\$ 5,620.00	\$ 23,680.00

At-Risk Homeowner & Other Community Outreach & Education	Description of Activity	# or Frequency or When Will Occur	Cost of Activity Charged to Grant - Disbursement #1	Cost of Activity Charged to Grant - Disbursement #2	Cost of Activity Charged to Grant - Disbursement #3	Cost of Activity Charged to Grant - Disbursement #4	Cost of Activity Charged to Grant - FULL GRANT TERM
Activity 1							\$ -
Activity 2							\$ -
Activity 3							\$ -
Activity 4							\$ -
Activity 5							\$ -
<b>TOTAL</b>	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -

Staff Training & Conferences	Description	# or Frequency	Cost of Training or Conference Charged to Grant - Disbursement #1	Cost of Training or Conference Charged to Grant - Disbursement #2	Cost of Training or Conference Charged to Grant - Disbursement #3	Cost of Training or Conference Charged to Grant - Disbursement #4	Cost of Trainings/Conferences Charged to Grant - FULL GRANT TERM
[e.g. Training 1]							\$ -
[e.g. Training 2]							\$ -

[e.g. Conference 1]								\$ -
[e.g. Conference 2]								\$ -
<b>TOTAL</b>	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revolving Seed Fund	Description	Other Details - Municipality's Contribution	Amount Charged to Disbursement #1	Amount Charged to Disbursement #2	Amount Charged to Disbursement #3	Amount Charged to Disbursement #4	Total Grant Funds Contributed
[e.g. City of Grantee Abandoned Properties Repair Fund]			\$ -	\$ -	\$ -	\$ -	\$ -

Other Uses	Description	Other Details	Amount Charged to Disbursement #1	Amount Charged to Disbursement #2	Amount Charged to Disbursement #3	Amount Charged to Disbursement #4	Total Grant Funds Contributed
<b>Legal Administration</b>	<b>Clerk &amp; Court Filings</b>	<b>Service, liens, filing documents</b>	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 600.00
							\$ -
							\$ -
<b>TOTAL</b>	N/A	N/A	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 600.00

LISC Technical Assistance	Description	Other Details	Amount Charged to Disbursement #1	Amount Charged to Disbursement #2	Amount Charged to Disbursement #3	Amount Charged to Disbursement #4	Total Grant Funds Contributed
LISC Staff and Resources	Check-in calls/Webinars/Group Calls/Meetings/Regional Trainings/Assistance as Needed	Approximately 5% of total grant amount	\$ 2,343.50	\$ 2,313.50	\$ 2,443.50	\$ 2,413.50	\$ 9,514.00

TOTAL GRANT REQUESTED	Disbursement #1	Disbursement #2	Disbursement #3	Disbursement #4	TOTAL
	\$ 49,213.50	\$ 48,583.50	\$ 51,313.50	\$ 50,683.50	\$ 199,794.00

CITY  
OF  
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OFFICE OF THE CITY CLERK/TREASURER  
JAMES N. OLSON, DIRECTOR OF FINANCIAL SERVICES/CITY CLERK

201902A12

BY COUNCILMAN DOLCE:

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A handwritten signature in cursive script that reads "James N. Olson".

March 8, 2019, James N. Olson, Director of Administrative Services/City Clerk