

CITY OF WATERTOWN, NEW YORK
REVISED AGENDA
Monday, February 4, 2019

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, February 4, 2019, 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 - Accepting Bid for 6 Inch Dri-Prime Pump
- Resolution No. 2- Readopting Fiscal Year 2018-19 Community Development Fund Budget and Fiscal Years 2018-19 through 2022-23 Capital Budget

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Complete Streets 2018 Annual Report
2. Community Development Block Grant (CDBG) 2019 Annual Action Plan Public Hearing
3. NDC Program and Tax Sale Properties Update

NEW BUSINESS

EXECUTIVE SESSION

To discuss the employment history of a particular individual.
To Discuss Proposed, Pending or Current Litigation.

WORK SESSION

Next Work Session is scheduled for Monday, February 12, 2019, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
FEBRUARY 19, 2018.**



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380

Dale Morrow
Purchasing Manager

Resolution No. 1

TO: Richard Finn, City Manager
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid 2019-01 – 6 Inch Dri-Prime Pump
DATE: 01/28/19

The City's Purchasing Department advertised in the Watertown Daily Times on December 14, 2018, calling for sealed bids for the 6 Inch Dri-Prime Pump as per City Specifications.

This purchase of this equipment is part of the Adopted 2018-2019 Budget.

The Purchasing Department issued Invitations to Bid to the area plan houses and seven (7) prospective bidders. The City received five (5) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on January 22, 2019, at 2:30pm, local time. The bid tabulation for the bid is shown below.

6 Inch Dri-Prime Pump	Primax USA Charlotte, NC	Pump Service Troy, NY	Pump Service Troy, NY	CDPW Inc. Edgewater, FL	Xylem Dewatering Batavia, NY
Total Bid Price	\$38,100.00*	\$53,760.00	\$40,760.00	\$46,885.00	\$43,000.00

*Did not submit all the required documents.

Department of Public Works and the Purchasing Department reviewed the responses to ensure that they complied with the specifications.

Staff recommends that City Council award the bid for the 6 Inch Dri-Prime Pump to **Pump Service & Supply** for **\$40,760.00** as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience.

ACTION: City Manager recommends approval.

RESOLUTION

Page 1 of 1

Accepting Bid for 6 Inch
Dri-Prime Pump

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa L.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for a 6 Inch Dri-Prime Pump, per City specifications, and

WHEREAS invitations to bid were also issued to Bid Net, as well as seven (7) prospective bidders, with five (5) bids received and publicly opened and read in the City Purchasing Department on Tuesday, January 22, 2019, at 2:30 p.m., and

WHEREAS City Purchasing Manager, Dale Morrow, reviewed the bids received with the Assistant Superintendent of Public Works, Peter Monaco. It is their recommendation that the City Council accept the bid received from Pump Service & Supply as the lowest responsive bidder in the amount of \$40,760.00.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Pump Service & Supply as being the lowest responsive bidder meeting City specifications in the amount of \$40,760.00.

Seconded by

Resolution No. 2

January 25, 2019

To: Richard M. Finn, City Manager
From: James E. Mills, City Comptroller
Subject: Re-adoption of the Fiscal Year 2018-19 Community Development Fund Budget and Fiscal Years 2018-19 through 2022-23 Capital Projects Fund Budget

As City Council was informed at the January 22nd City Council meeting, the City has approximately \$370,000 of unspent Community Development Block Grant program income. This program income needs to be committed or spent by March 31, 2019 or be returned to New York State Homes and Community Renewal.

City staff recommended directing this funding to the replacement of the sidewalks on Central Street. The Engineering Department has completed a preliminary cost estimate and has determined that replacing the existing sidewalks with 5' wide sidewalks would cost about \$350,000. The \$370,000 that is available to commit to the project would provide for a small contingency to account for potential cost overruns and to cover other costs such as tree removal and tree planting.

The following resolution was prepared to re-adopt the Fiscal Year 2018-19 Community Development Fund Budget and the Fiscal Years 2018-19 through Fiscal Year 2022-23 Capital Projects Fund Budget in order to add the Central Street sidewalk reconstruction project utilizing the unspent Community Development Block Grant program income.

ACTION: City Manager recommends approval



FISCAL YEAR 2018-2019
CAPITAL BUDGET
INFRASTRUCTURE
SIDEWALK CONSTRUCTION

PROJECT DESCRIPTION	COST
<p>Central Street Sidewalk Replacement Project</p> <p>The Central Street Sidewalk Replacement Project involves the construction of approximately 4,000 linear feet of new sidewalks on Central Street between State Street and Huntington Street using CDBG Program Income funding. The project is located in the City's CDBG Near East Target Area and is eligible for CDBG funding because it meets HUD's primary national objective of benefiting low and moderate income persons. This sidewalk will link to the recently completed sidewalk and trail improvements along Huntington Street which will provide residents in this area with a safe and accessible pedestrian connection to the City's riverfront pedestrian network and eastern riverfront parks.</p>  <p>Funding to support this project will be from a Community Development Fund transfer (CD.9950.0900)</p>	<p>\$370,000</p>
TOTAL	\$370,000

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2018-19
Community Development Fund Budget
and Fiscal Years 2018-19 through
2022-23 Capital Budget

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa L.
Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has approximately \$370,000 of uncommitted Community Development Block Grant program income which must be committed to a project by March 31, 2019 or be returned to New York State Homes and Community Renewal and,

WHEREAS the City Council of the City of Watertown wishes to reconstruct the sidewalks on Central Street with the uncommitted Community Development Block Grant program income funds and,

WHEREAS on June 4, 2018 the City Council adopted the Fiscal Years 2018-19 through 2022-23 Capital Budget, and

WHEREAS on June 4, 2018 the City Council passed a resolution adopting the Budget for Fiscal Year 2018-19, of which \$2,965,470 was appropriated for the Community Development Fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2018-19 through 2022-23 Capital Budget to add the Central Street sidewalk reconstruction project at an estimated cost of \$370,000 and,

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted Community Development Fund Budget:

Appropriated Fund Balance	<u>\$ 370,000</u>
Total	<u>\$ 370,000</u>
 CD.9950.0900 Transfer to Capital Fund	 <u>\$ 370,000</u>
Total Expenditures	<u>\$ 370,000</u>

Seconded by

Staff Report

January 29, 2019

To: Richard M. Finn, City Manager

From: The Complete Streets Committee (Geoffrey Urda, Planner; Justin Wood, City Engineer; Patrick Keenan, Superintendent of Public Works; Charles Donoghue, Police Chief; Matthew Roy, Human Resources Manager)

Subject: **Complete Streets Annual Progress Report – Calendar Year 2018**

On January 17, 2017, the City Council adopted a Complete Streets Policy for the City of Watertown. Section 8 of the policy, titled “Reporting,” requires the Complete Streets Committee to prepare a written annual progress report that measures the success of the policy and present it to City Council. In accordance with this requirement, the Complete Streets Committee is submitting the following report summarizing the second year of the enacted policy.

The policy identifies various performance measures that the report should include, but does not limit the report to only those measures. A data summary of the required performance measures is at the end of this report.

In its second year, the Complete Streets Committee reviewed six upcoming transportation projects. Major projects reviewed included Flower Avenue West and the Coffeen Street/Massey Street/Court Street Bridge reconstruction. Among the improvements that will result from these reviews will be new pedestrian signals at three priority intersections within the project area (Massey/Coffeen, Massey/Stone and Black River Parkway/Coffeen).

Other projects reviewed included Mundy Street, Pleasant Street South, College Heights and the intersection of Mill Street and Main Street on the City’s north side. The Committee recommended moving the crosswalks that cross Main Street further back from the intersection with Mill Street in order to shorten the crossing distance from Hilltop Towers and Skyline Towers to Tim Horton’s and Stewart’s respectively, as these are both very common pedestrian trips. The Committee also recommended ensuring that signals are timed to allow sufficient time for pedestrians to complete these crossings. Tightening the turning radii at this intersection is problematic due to the volume of truck traffic that turns at this intersection.

While no major Complete Streets improvements were recommended for the other projects, the Committee vetted each of them for opportunities to improve safety for all users and sought an exception to the policy from the City Council for one of them, as detailed in the appendix.

Below are various data from the policy's prescribed performance measures:

- Linear Feet of new or repaired pedestrian accommodation: 9,146
- Number of new or repaired curb ramps along City streets: 55
- Number of crosswalk and intersection improvements: 13
- Number of transit facilities installed or improved: 2
- Total miles of new bike lanes: 0
- Net gain in street trees: 99
- Number of traffic-calming features installed: 2
- School district walker data: 2,515 of an estimated 3,921 K-12 students are eligible for bus transportation to/from school. The remaining 1,406 are designated as walkers. Data is unavailable at this time as to how many of the students designated as walkers actually walk or ride their bicycle to school as opposed to receiving a ride to school from their parents.
- A list of approved exceptions to this policy: 1

A detailed breakdown by type of improvement and location is attached as an appendix.

In 2019, in addition to its above-required tasks, the Complete Streets Committee also plans to explore developing recommended standard cross-sections for various classifications of City streets (e.g. arterial, collector, local) to provide context-sensitive guidance/direction for future projects. The Committee anticipates attaching these cross-sections as an appendix to next year's annual report.

Action: City Manager recommends that the City Council accept the report.



Appendix A: City of Watertown Complete Streets Performance Measures



- 1) Linear feet (LF) of new or repaired pedestrian accommodation
 - District 12 (2,310 LF)
 - Flower Avenue East (4,300 LF)
 - Thompson Boulevard (290 LF)
 - Knickerbocker Drive (250 LF)
 - CDBG program (105 LF)
 - Sidewalk program (1,000 LF)
 - Sidewalk permits (1,891 LF)

- 2) Number of new or repaired curb ramps installed along City streets
 - District 12 (4)
 - Flower Avenue East (12)
 - Thompson Boulevard (4)
 - Barben Avenue (1)
 - Knickerbocker Drive (4)
 - Community Development Block Grant (CDBG) Ramps (6)
 - Consolidated Local Street and Highway Improvement Program (CHIPS) Ramps (24)

- 3) Number of crosswalk and intersection improvements
 - 13 crosswalks improved on State Touring Routes (3, 11 and 12) as part of NYSDOT PSAP Program, including striping, high visibility signage and advance warning signage.

- 4) Number of transit facilities installed or improved
 - Superior Street
 - Replaced bus shelter across from Kelsey Creek apartment complex
 - Huntington Street
 - Replaced bus shelter at Huntington Heights apartment complex

- 5) Total miles of new bike lanes
 - None for Calendar Year 2018

- 6) Number of street trees planted
 - 146 planted
 - 47 removed
 - Net gain of 99 street trees

- 7) Number of traffic calming features installed
 - Knickerbocker Drive
 - Installed a new bump out (curb extension in front of Knickerbocker Elementary)
 - Barben Avenue
 - Installed a Rectangular Rapid Flashing Beacon (RRFB) at intersection with Washington Street

8) School District Walker Data

- Estimated 3,921 Total K-12 students
- Of that 1,406 are ineligible for transportation to/from school (“walkers”)
- The other 2,515 are eligible (“busers”)

- Watertown High School (Grades 9-12)
- 671 eligible
- 294 walkers

- Case (Grades 7-8)
- 406 eligible
- 174 walkers

- Wiley (Grades 5-6)
- 554 eligible
- 87 walkers

- Overall, the Grades 5-12 campus has 2,186 total students, of which 1,631 are eligible for the bus.

- Knickerbocker
- 146 eligible
- 225 walkers

- North
- 308 eligible
- 179 walkers

- Ohio
- 110 eligible
- 267 walkers

- Sherman
- 182 eligible
- 120 walkers

- Starbuck
- 138 eligible
- 60 walkers

9) List of approved exceptions

- College Heights
 - The Complete Streets Committee recommended, and the City Council approved, an exception to the C.S. Policy for this project regarding sidewalk installation. The Committee noted the lack of sidewalks serving the street, but ultimately determined that the cost of installing sidewalks was disproportionately high relative to the anticipated pedestrian activity on this street. In addition, this project was a mill-and-fill, not a full reconstruction, with a curb-to-curb scope. A full reconstruction would have merited recommending sidewalks.

Appendix B: Performance Measures from Year to Year

Metric	2017	2018
Liner feet (LF) of new or repaired pedestrian accommodation	3,650	9,146
Number of new or repaired curb ramps installed along city streets	31	55
Number of crosswalk and intersection improvements	6	13
Number of transit facilities installed or improved	0	2
Total miles of new bike lanes	1.25 miles	0
Number of street trees planted	122	Net gain of 99 (146 planted, 47 removed)
Number of traffic-calming features installed	7	2
School District walker data	2,374 eligible for bus 1,503 designated as walkers	2,515 eligible for bus 1,406 designated as walkers
Approved exceptions	0	1

Staff Report

January 28, 2019

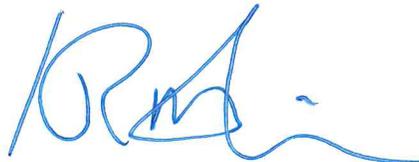
To: Richard M. Finn, City Manager
From: Michael A. Lumbis, Planning and Community Development Director
Subject: **Community Development Block Grant (CDBG) 2019 Annual Action Plan Public Hearing**

Planning Staff is beginning the process of developing the City's 2019 Annual Action Plan for the CDBG Program. One of the requirements in developing the plan is to hold a public hearing to obtain input from citizens, involved agencies and interested persons regarding the development of funding priorities and projects that will be included in the plan.

In addition to the public hearing, we will be contacting constituency groups and organizations that are identified in our Citizen Participation Plan and will discuss the plan at an upcoming City Council work session.

In order to remain on schedule for submitting the final plan to HUD by the May 15, 2019 deadline, I would ask that the City Council schedule a public hearing for the CDBG 2019 Annual Action Plan for 7:30 p.m. on Monday, March 4, 2019.

Action: City Manager recommends setting a public hearing for Monday, March 4, 2019 at 7:30 p.m. to obtain input from citizens, involved agencies and interested persons regarding the development of funding priorities and projects for the City's 2019 Annual Action Plan for the Community Development Block Grant Program.



Staff Report

January 28, 2019

To: Richard M. Finn, City Manager

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

Subject: **NDC Program and Tax Sale Properties Update**

The NDC Program is a formal partnership between Neighbors of Watertown, the Development Authority of the North Country and the City of Watertown. The program's goal is to rehabilitate properties taken by the City through tax foreclosure (or acquired through other means) and then sell them to get them back on the tax rolls. The Thousand Island Area Habitat for Humanity and the Watertown Housing Authority are also partners in this program. Through the program, the City transfers the homes to Neighbors of Watertown who acts as the developer to oversee the rehabilitation. The Development Authority is the lender and provides construction loans/financing for the project. After the home is rehabilitated, it is sold, with the proceeds paying off the construction financing and if possible, paying any back taxes owed to the City.

The NDC Program successfully rehabilitated 11 homes from 1995-2010. The program was reestablished in 2016 and construction on the first property in the new program located at 825 Academy Street has begun.

The NDC Program Committee has been meeting in recent months to evaluate several city owned houses that were recently taken for back taxes for inclusion in the NDC program. A house located at 428 Maple St. was determined to be in very poor condition and not suitable for rehabilitation. The Code Enforcement Office is recommending the demolition of that property.

The house located at 759 Mill Street has not been evaluated yet by the Committee but will be in the coming months.

The house located at 1101 Bronson Street is in good condition and is a good candidate for rehabilitation. The house located at 214 Hoard Street East is in fair condition, but is structurally sound and is also a good candidate for rehabilitation. Both houses are located in good neighborhoods and rehabilitating them would eliminate blight and make a significant positive impact to the neighborhood. Attached are photos of 1101 Bronson Street and 214 Hoard Street East.

While the budget estimates are still being finalized, there are several sources of funding that could play a role in the redevelopment of these houses in addition to the construction financing provided by the Development Authority. These include the City's Community Development Block Grant (CDBG) funds (owner occupied rehab and homebuyer programs), Empire State Poverty Reduction Initiative (ESPRI) funds from Habitat for Humanity, and Affordable Housing Corporation (AHC) funds from Neighbors of Watertown. Both of these homes need substantial

rehabilitation and one or more of these funding sources, or others, will likely be needed to help offset the redevelopment costs.

While the committee members feel that the rehabilitation of the homes is a good idea, the projects have to be approved by the three partner agency boards. The first step is to obtain the concurrence of the City Council to place the two homes into the program and to transfer them to Neighbors of Watertown. If the Council agrees, Staff will prepare resolutions that authorize the transfer of the properties to Neighbors of Watertown.

Action: City Manager recommends that the City Council include the City owned homes at 1101 Bronson Street and 214 Hoard Street East in the NDC Housing Program and further recommends that the City Council direct Staff to prepare resolutions that authorize the transfer of the properties to Neighbors of Watertown.

A handwritten signature in blue ink, appearing to be 'R. [unclear]', is written over the end of the 'Action' paragraph.



1101 Bronson Street



214 Hoard Street East