



Watertown City Council
Monday, April 28, 2014
7:00 p.m.

Work Session Agenda

Discussion Item:

1. Community Development Block Grant Program
Consolidated Plan and Annual Action Plan
 - Kenneth A. Mix, Planning and Community Development Coordinator
2. Barben Avenue Sewer Extension
 - Kurt W. Hauk, City Engineer
3. Budget Introduction
 - Sharon Addison, City Manager
 - James E. Mills, City Comptroller

Please Note:

1. A tour of the Woolworth Building has been scheduled for April 30, 2014, at 5:00 p.m.
2. A Special Meeting of City Council has been scheduled for Tuesday, May 6, 2014, at 7:00 p.m. in the City Court on the first floor of City Hall.

April 23, 2014

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning & Community Development Coordinator
Subject: Community Development Block Grant Program

The purpose of the Federal Community Development Block Grant (CDBG) Program is to develop viable communities. This is to be achieved by providing low and moderate income persons with decent housing, a suitable living environment, and expanded economic opportunities. The program puts an emphasis on the physical environment.

Based upon City Council and interested party input, there is also a local interest in improving the condition of our built environment. People want to be able to see improvement in our neighborhoods. Attached is a list of programs, projects and planning that has been suggested for CDBG funding.

The first step after the City Council decides whether it wishes to undertake any of these or any other activities is to determine whether they are eligible for funding under the CDBG program. For example, enhancement of the bus system was brought up several times. Unfortunately, this is not an eligible activity. Hopefully, the additional transportation funding through the Metropolitan Planning Organization will be able to help with this.

Another idea that was put forth is rental registration. This activity is not eligible either, but it would assist with the efforts to improve the City's housing stock and with neighborhood revitalization.

The next, more complicated, step in determining whether an activity can be undertaken is to determine how it meets one of the national objectives. The national objectives are:

1. Benefit low and moderate income persons (LMI),
2. Aid in the prevention or elimination of slums or blight, and
3. Meet a need having a particular urgency.

We must document eligibility and how an activity meets a national objective. HUD will audit the City's program and will ask for money to be returned from any ineligible activity or activity that does not meet a national objective.

How national objectives are met depends on the type of activity. For example, housing rehabilitation is based upon the income of the occupants of the housing. For public infrastructure, it is based upon the incomes within the area that benefits from the improvement. For public facilities, it is based on the incomes of the potential users.

The slums or blight national objective can be met on an area basis or a spot basis. For the area basis to be used, an area must be officially designated by the City Council. When using spot basis, the allowed activities are more limited than under an area basis.

Activities that must meet the LMI national objective on an area basis can only be undertaken in areas that have at least 51% LMI. The attached map shows the eligible areas in color.

Successful neighborhood revitalization programs approach the problem with a variety of activities including housing rehabilitation, blight removal, and public facility and infrastructure improvements. An example of where CDBG funds have been used in the past for such an effort is at Emerson Place. Multiple funding sources are also usually needed.

All activities have to relate back to a goal in the consolidated plan. We are proposing the following goals:

1. Provide affordable housing that will contribute to neighborhood stabilization and revitalization,
2. Improve neighborhood facilities and infrastructure,
3. Eliminate neighborhood blighting influences,
4. Support downtown revitalization,
5. Increase employment opportunities,
6. Support agencies assisting special needs persons with shelter.

As an internal guideline, we are suggesting that the annual CDBG allocation be divided up as follows:

Housing programs	\$325,000
Public facilities and infrastructure	\$150,000
Blight removal	\$150,000
Public services	\$ 20,000
Planning and administration	<u>\$150,000</u>
Total	\$795,000

Of course these can be altered each year as circumstances dictate.

The housing rehab programs may be a combination of owner/occupied, rental, emergency repair or home buyer program.

The public facility and infrastructure improvements may include parks, roadways, sidewalks, street trees, water lines, sanitary sewers or storm sewers depending on the needs of the particular neighborhood. Sidewalks and street trees would make readily noticeable improvements at a cost in the range of the amount available from CDBG. The City currently pays for 50%-60% of the cost of sidewalks in the sidewalk program. Federal funds could be used to pay for the entire cost of sidewalk installation within LMI neighborhoods.

The blight removal funds would be used as opportunities arise through tax foreclosures to either demolish or stabilize properties. We recommend only buying blighted properties if they are needed for a specific redevelopment project. The City owns or could own four sites that may be suitable sites for projects: Sewall's Island, Ogilvie Site, VL-15 Water Street and 591 Rear Main Street.

The public services budget would be used by agencies providing services that meet one of the goals in the consolidated plan. Points North Housing Coalition has requested \$13,200 to help with their efforts to assist the homeless.

The planning and administration funds would be used to run the program and complete pre-development activities for future projects.

This will be an unusual year because of the transition from the Small Cities program to the Entitlement program. We do not have the advantage of previous year planning to have projects ready to go for this year. The award for the 2013 Small Cities Grant came very late, so those funds will be available for housing rehab in PY 2014. Also it will take time to get the Entitlement program ready to implement projects, so any public infrastructure projects cannot be ready for construction until Spring of 2015.

The sources of funds for PY 2014 will be:

2014 CDBG Entitlement	\$ 796,173
2013 CDBG Small Cities	\$ 182,000
2012 CDBG Small Cities	\$ 200,000
2014 HOME	\$ 50,000
2013 HOME	\$ 50,000
Program Income	<u>\$ 137,027</u>
Total	\$1,415,200

Suggested uses for PY 2014:

Housing Rehab Programs	\$ 482,000
Housing Projects	\$ 620,000
Sidewalks & Street Trees	\$ 100,000
Blight Removal	\$ 50,000
Public Service	\$ 13,200
Planning & Administration	<u>\$ 150,000</u>
Total	\$1,415,200

This proposed budget has more going toward housing than will be normal, because the competitive grants are limited to the housing rehab programs and we do not have infrastructure or blight removal projects ready to go. We have been talking to developers about the renovation of Maple Court Apartments and the creation of new housing units at 259 J.B. Wise Place, so those projects may be timely for this year.

Public Input Suggestions for Community Development Projects & Programs as of 4/23/14

Programs

Housing - Owner-occupied Rehab
 Rental Rehab
 Home Buyer
 Emergency Repairs
 Energy Efficiency
 Emergency Mortgage Payment
 Rental Registration
 Rental Down-payment Assistance
 Counseling

Sidewalk
Street Tree
Bus Route Enhancement
Park Safety Patrols
Garbage Service Subsidy
Computer Access in Senior Housing
Downtown Business Program
Downtown Space Inventory
Downtown Marketing
Thompson Park Car-free Zones

Projects

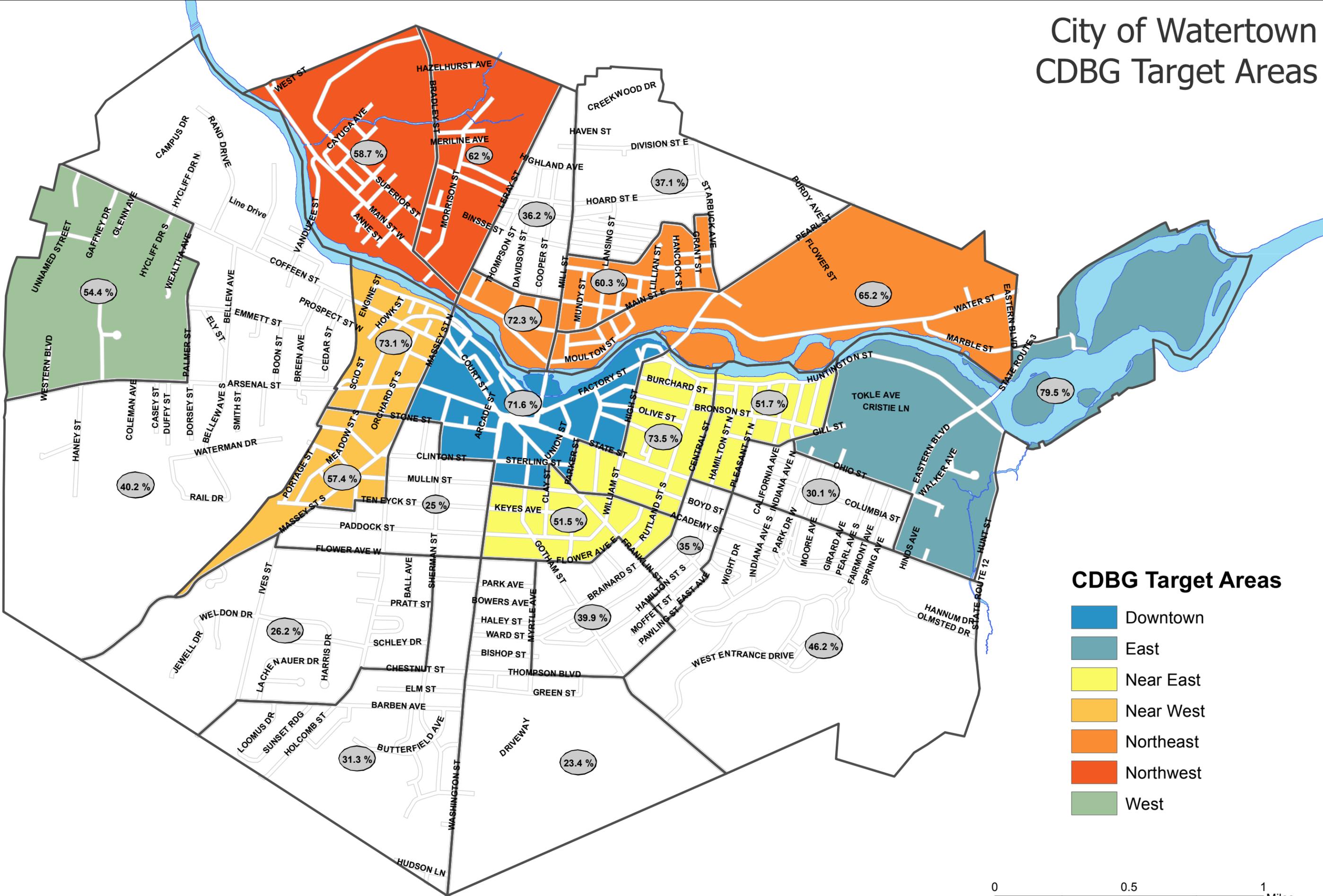
Sewall's Island
Ogilvie Site
VL-15 Water Street (30 acre city-owned parcel north of Water Street)
591 Rear Main Street (possible tax foreclosure behind Production Unlimited)
Lincoln Building
Masonic Temple
259 J.B. Wise Place (next to Empsall Plaza)
75 Public Square (former Wind & Wire Music)
63-65 Public Square (former Mexican restaurant)
138 Court Street (former Berow & Monroe)
108 Newell Street (Samaritan Warehouse)
Factory Square Redevelopment
330 Coffeen Street & 308 Waltham Street (vacant houses on corner)
N. Michigan/ Bronson St. Reconstruction
Cooper Street Sewer Outfall
Arsenal/Court Streetscape
Senior Citizen Center
Homeless Shelter
Riverfront parks
Neighborhood parks & recreation facilities
High/ Mechanic Street Area

W. Main Street Area
Meadow Street Area
Housing Authority Units (construction of up to 43 units)
Downtown Grocery
Maple Court Apartment Renovation

Planning

A City Comprehensive Plan
Downtown Strategic Plan
Neighborhood Improvement Plans
Homeless planning
Housing Strategy

City of Watertown CDBG Target Areas



CDBG Target Areas

- Downtown
- East
- Near East
- Near West
- Northeast
- Northwest
- West





CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

1869

DATE: 23 April, 2014

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Barben Avenue Sewer Extension

The intent of this memorandum is to provide an update to Council as requested at the April 21st Council Meeting.

The extension of the existing 8" sanitary sewer on Barben Avenue from Marra Drive will affect two property owners, 282 and 285 Barben Ave. This project is being investigated due to the request of the property owners at 285 Barben Avenue to extend the sewer main. As outlined in the previous two reports to Council, the estimated cost to extend the sewer main is \$52,000. These reports are enclosed. Adding in the estimated cost for the two sanitary laterals, the total estimated cost of the project would be \$74,000.

At a previous Council meeting, Mr. Slye agreed to investigate the possibility of utilizing a special assessment district for the property owners to pay for the costs of their sanitary service. His research indicates that a special assessment district could be utilized for such a purpose. To enable this, each lateral would need to be a separate item in the contract so that the cost of the lateral could be strictly defined and billed. Any changes in the field would need to be included in this process requiring an updated billing to that owner.

As a practical matter, it seems that the level of effort required for establishing the district: notices, public hearing, dedicated tracking in the contract, capturing field changes, updated billing, tracking of payments and interest over the life of the district, do not lend itself to a district consisting of only two properties.

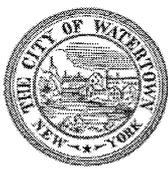
I would recommend that this be done as part of overall street reconstruction projects as part of the capital budget. Properties that are not connected but can feasibly be connected can be incorporated into the system as part of the overall project. The pool of candidate properties would likely be larger and the process of establishing and managing the district could more easily be absorbed into the regular process of the street reconstruction project.

The following are current priorities of the Sewer Fund relative to the sewer collection system that will address mandates from the EPA and DEC, as well as mitigate issues that will restrict future growth and use of this system:

1. Completion of the disinfection system at the WWTP mandated by EPA and NYSDEC.
2. Interceptor and collector sewer upgrades as part of the Factory St project.
3. Defining and resolving the surcharging of the Western Outfall Trunk Sewer.
4. Ending the massive inflow into the sewer along Hamilton Street.
5. Beginning the separation work of the Engine St CSO.

2 Encl

Cc. Gene Hayes, Superintendent of Public Works
Ken Mix, Planning and Community Development Coordinator
Jim Mills, City Comptroller



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

1869

DATE: 16 October, 2013

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Barben Avenue Sewer Extension

At Council's request I have contacted the property owners that would be affected by an extension of the sewer main on Barben Avenue from Marra Drive east to approximately the center of the lot at 285 Barben Ave.

The property owners located at 282 and 285 Barben Avenue will be required by code to connect to the new sewer. Enclosed are copies of the e-mail responses to the Engineering Department. One owner is positive and one is negative on the project.

The property owner at 286 Barben Avenue believed he is already connected to a sanitary main. This service was not in our records and I asked DPW to conduct an investigation of the field condition. This property does have a sanitary connection, however the service is located across private lots before connecting at the Western Outfall Trunk Sewer, and it was also found to be plugged. While this owner would not be required to connect to the new sewer at their expense if constructed, we would recommend to the owner that they do. This would avoid future plugging problems and also avoid future access issues for them across private property. A copy of the report from DPW is also enclosed.

The project would entail the installation approximately 260 LF of an 8" main that would connect to an existing manhole at the Western Outfall Trunk Sewer. The pre-design estimate to construct the work is approximately \$52,000 assuming a contractor installs the main and the engineering work is completed in the Engineering Office.

3 Encl

Cc. Gene Hayes, Superintendent of Public Works
Ken Mix, Planning and Community Development Coordinator
Jim Mills, City Comptroller



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

1869

DATE: 16 May, 2012

TO: John Krol, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Barben Avenue Sewer Extension

At Council's request I have prepared a pre-design rough order of magnitude (ROM) estimate for an extension of the sewer main on Barben Avenue from Marra Drive east to approximately the center of the lot at 285 Barben Ave.

The project would entail the installation approximately 260 LF of an 8" main that would connect to an existing manhole at the Western Outfall Trunk Sewer. This will likely have to be an "outside drop" manhole configuration.

The estimate to construct the work is approximately \$52,000 assuming a contractor installs the main and the engineering work is completed in the Engineering Office.

Should this main be installed, the property owners located at 282, 285 and 286 Barben Avenue will be required by code to connect to the new sewer. They will need to install a service from their home to the margin line where it will connect with the portion of the service installed by the contractor. In addition to the cost of the service, property owners may have additional costs associated with reconfiguring their internal plumbing to accommodate the sanitary service to the street versus a septic system which normally drains to the rear of the building.

Cc. Gene Hayes, Superintendent of Public Works
Ken Mix, Planning and Community Development Coordinator
Jim Mills, City Comptroller



City of Watertown Department of Public Works Work Order Report

Work Order Number *G8120-1518*

Department Sanitary Sewer Maintenance
Project ID *S100.2005.06*
Project Manager Keenan, Patrick
Activity Inspect
Street 286 Barben Ave
Facility Name
Location Description Lateral exits the rear of the cellar.

Status Completed

Billed On
Invoice Number
Invoice Amount
Payment Status
Date
Invoice Note

Details Gene,

The owner at this property believes that he is currently tied to City sewer. He is paying the sewer fee on the water bill, but we have no record of the service. Our maps show other services on that sheet but not for this property. It may have been an oversight but you never know. Can you have PK investigate where his service runs and where it ties in? Justin can be there to locate it with the GPS.

Thanks,
Kurt

Notes Coordinate with property owner, televise sewer lateral, locate and have GIS map the location.

Priority Scheduled

Start Date Actual 9/27/2013
Stop Date Actual 10/7/2013

Labor Cost Actual	\$953.66
Equipment Cost Actual	\$351.00
Material Cost Actual	\$0.00
Other Cost Actual	\$0.00
Total Cost Actual	\$1,304.66

Labor (Actual)

Start Date	Last Name	First Name	Activity	Total Hours	Cost
9/27/2013	Demarse	David	Televise Sewers	1.00	\$33.44
9/27/2013	Mott	Roger	Televise Sewers	1.00	\$44.67
9/27/2013	Ossola	Thomas	Supervisor	2.00	\$108.15
9/27/2013	Segouin	Ryan	Televise Sewers	2.00	\$52.82
10/3/2013	LaFex	Jacob	Inspect	5.00	\$105.02
10/3/2013	Mott	Roger	Sewer Vac Operation	5.00	\$223.34
10/3/2013	Ososkalo	Stephan	Sewer Vac Operation	5.00	\$222.03
10/3/2013	Patchen	Derek	Inspect	5.00	\$164.19
Labor Totals				26.00	\$953.66

Equipment (Actual)

Start Date	ID	Description	Total Usage	Cost
9/27/2013	1-091	Pickup Service 4x2	1.00	\$20.00
9/27/2013	1-087	Paratransit	2.00	\$66.00
10/3/2013	1-087	Paratransit	5.00	\$165.00
10/3/2013	1-091	Pickup Service 4x2	5.00	\$100.00
Equipment Totals			13.00	\$351.00

Work Order Number *G8120-1518*

Material (Actual)

Start Date	Description	Quantity	Unit Price	Cost
			Material Cost	\$0.00

Other (Actual)

Start Date	Vendor	Description	Other Cost	Cost
				\$0.00

Daily Remarks

Gene,

The owner at this property believes that he is currently tied to City sewer. He is paying the sewer fee on the water bill, but we have no record of the service. Our maps show other services on that sheet but not for this property. It may have been an oversight but you never know. Can you have PK investigate where his service runs and where it ties in? Justin can be there to locate it with the GPS.

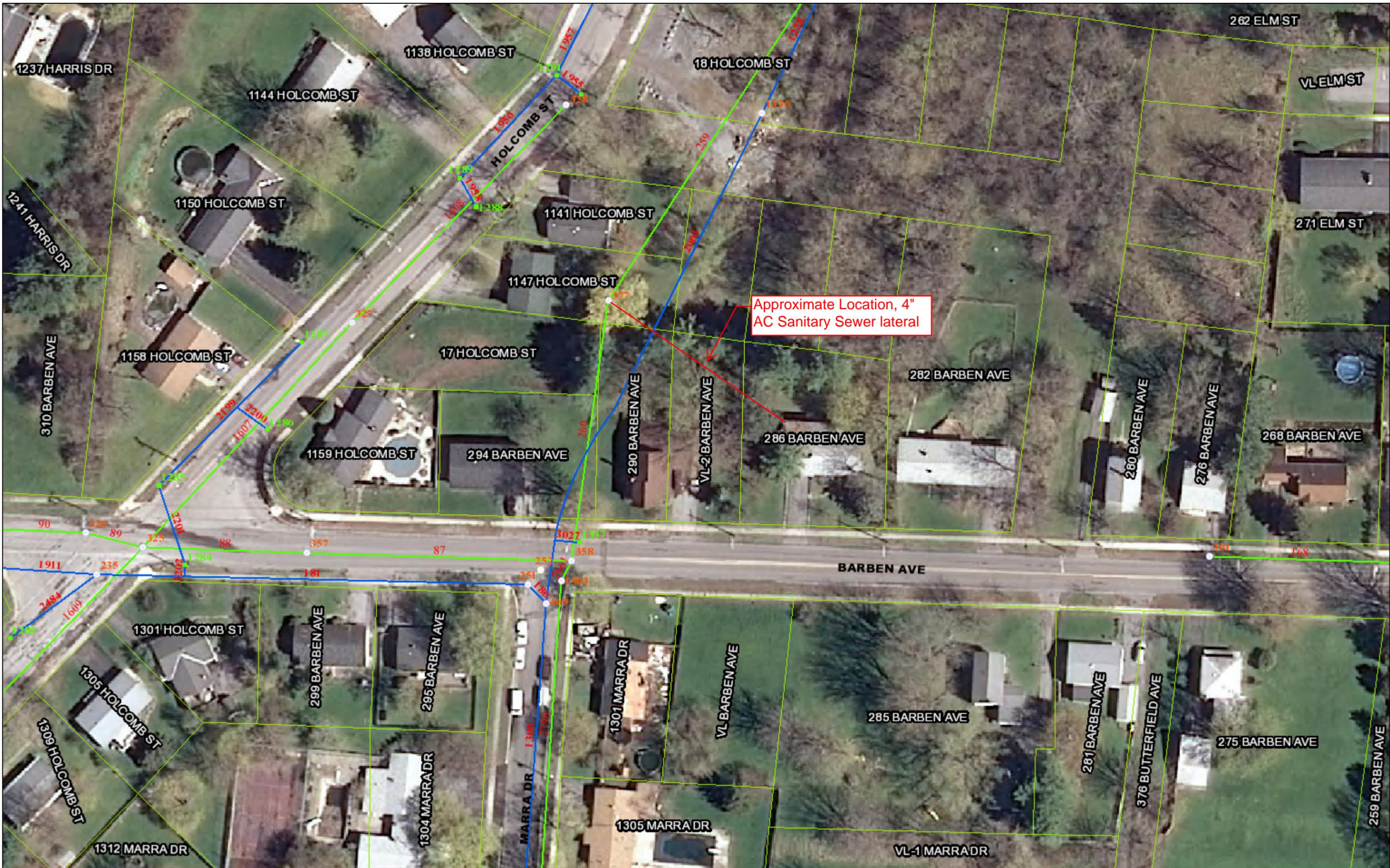
Coordinate with property owner, televise sewer lateral, locate and have GIS map the location.

9/26/13 T.O. Contacted Mr. Albert Gault this afternoon and set up a camera appointment for friday 9/27/13 at 11.00 am

9/27/13 T.O. Crew spent two hours trying to get thru this lateral that has obviously been plugged for years as it is septic. Homeowner Mr. Gault said he never had sewer problems. We got 97ft

With hand rods and were hitting something solid. This lateral is in the back yard of #290 Barben. We never got a picture on the camera but we tracked it out and directly in line with the lateral we found a MH. For the western outfall with a 4in lateral coming in to it.

10/3/13: Crew returned to the site and performed a PRCS entry into MH #377 which is on the WOTS behind house 290 Barben Ave. There is a 4" AC pipe that enters this MH that we have confirmed is the lateral for 286 barben Ave. The crew cleaned the line and removed root blockages with our sectional machine. IT was notified to locate the lateral with GPS, but they had difficulty obtaining a signal. A sketch will be prepared with ties to the lateral.



Approximate Location, 4" AC Sanitary Sewer lateral