

# CITY OF OGDENSBURG, NEW YORK

CITY HALL • 330 FORD STREET • OGDENSBURG, NY 13669 • (315) 393-6100



Office of the City Manager

## MEMORANDUM

MEMO TO: City Council  
FROM: Sarah Purdy, City Manager *SP*  
DATE: February 25, 2016  
SUBJECT: Update 16/7

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### 1. Parks and Recreation Updates

- Summer Youth Employment Applications - On March 1, the department will begin collecting applications for our summer hires including lifeguards, laborers and recreation leaders. Applications can be picked up at the Parks and Recreation Office at the Dobisky Visitors Center, 100 Riverside Ave. Deadline for applications is April 22.

Laborers and recreation leaders will only be considered if they live within the City of Ogdensburg and are at least 16 years of age. Lifeguards may live outside of the city limits. Preference will be given to previous employees with satisfactory employment with the City of Ogdensburg and students who are enrolled in college per Ogdensburg Municipal Code § AR-6.1. Seasonal employees that states:

A. Hiring preference. The following preference ranking will be assigned for the hiring of seasonal or temporary student employees by departments within the City of Ogdensburg. [Amended 9-9-2013 by Ord. No. 14-2013]

(1) First hiring preference: City of Ogdensburg residents.

(a) College students first (maximum four years of employment with the City as a college student); then

(b) High school students over 16 years of age (maximum of two years of employment with the City as a high school student).

(2) Second hiring preference: employees with previous satisfactory employment experience with the City of Ogdensburg in the area that they are being considered for.

(3) Third hiring preference: where necessary skills, education or certification (for example, lifesaving) is not available through the first or second preference categories, then department heads are permitted to hire temporary employees residing within the Enlarged Ogdensburg City School District. Should a qualified employee not be found within the school district, department heads are free to hire from within St. Lawrence County.

B. Internships. Where a college or university student is employed through an internship or co-op program sponsored by that institution in the student's major field of study, the above preference directive shall not pertain. However, an Ogdensburg City resident in such a program should still receive priority over an intern applicant from another area.

C. Written evaluation. All seasonal and/or temporary employees shall be evaluated at the end

of their term of employment by their supervisor and/or department head using the appended evaluation form<sup>22</sup>. Such employees shall be rehired for future temporary terms only with a satisfactory evaluation from a preceding term of employment.

- Marina Renewal Letters - Renewal letters have been mailed to those who rented slips at the municipal marina in 2015. They have until April 15 at 4 p.m. to pay in full their slip fees in order to keep the slip in 2016. After that point, the department will begin filling open power and non-power slips from its extensive waiting list with city residents receiving preference.
- Last Day of Ice at Lockwood Arena - The last day for ice rentals at the Richard G. Lockwood Civic Center is March 13. On March 14, the department will begin work to remove ice. It is expected to take a full week to get the ice separated from the floor, taken up and the floor cleaned.
- Community Health Award - The City received notification from Excellus BlueCross BlueShield on the Community Health Award application that we submitted. Unfortunately we did not receive funding for a project to install another outdoor exercise station on the Maple City Trail.

## 2. Department of Public Works

- WWTP Update
  - DANC Proposal - DANC and the City Attorney are working through the last of any language concerns in the proposed agreement.
  - WWTP Fund Opportunities - C2AE is moving forward with requirements to allow us to submit for the second round of grants.
- Equipment
  - Truck 353 is currently down for a broken frame member. It is at the rear of the vehicle and we believe that we can provide a fix to get a minimum of another year out of the truck. The frame is also experiencing "frame jack", which cannot be fixed. Age and salt are our biggest enemies.
  - Truck 408 is down with transmission issues and is being evaluated.
- Snow & Ice - Light snow at the time of writing this update. Streets are in good condition and we are picking up snow and widening streets by removing banks.
- Road Cuts - Taking case-by-case situations with cold patch as they arise.
- Paving / Milling - Received initial estimates for asphalt and numbers are very favorable at this time. Will be finalizing the paving list over the next few weeks.
- Sidewalks - Sidewalk program has been suspended until spring of 2016.
- Unit "6" - We will be digging out hydrants over the next several days and also working on a few services such as continued winterization on hydrants.
- Brush Pickup - Program completed for 2015 and will be resumed in the spring. The 2016 pickup schedule has been completed and is available on the City website.
- Paterson St - Punch List work has been suspended until spring. Final touch ups will be completed at that time.
- Solar Array - Construction has resumed. Contractor is moving ahead slowly.
- Storm Drops / Cleaning Sewer Mains - Flushing the sewer mains as time permits.

- Mowing / Trimming - Activity will resume next spring.
- Filters - Next water filter cleaning is scheduled for 3-4-16.
- Miscellaneous - We will continue to trim and work on trees as time permits.

### 3. Assessment Department Updates

- Exemptions - The assessment office will continue to receive exemption applications and exemption renewal forms up to the April 1<sup>st</sup> deadline. These applications include Basic Star, Enhanced Star Renewals, Capital Improvement, Aged, Wholly Exempt, Veterans Exempt etc.
- Informational Meeting - We held our Assessment Informational Meeting in the Council Chambers on Tuesday, February 23rd. Discussion was based on the function of the Assessment Office along with a Power Point Presentation. Additionally, frequently asked questions received in our office were discussed as well as the upcoming reassessment of the Proctor Avenue area for the 2016 roll.

Yearly review and subsequent reassessments enable the city to maintain a 100% equalization rate. The city has been at 100% for approximately 16 years.

### 4. Fire Department Updates

- New Recruit - Our new recruit Tim Stevenson began work at the station on Monday, February 24th. We will train him for 5 days including CPR/First Aid, ICS, NIMS training (National Incident Management), SCBA Training and familiarity of Tools and Equipment in the Fire Service. He will attend the 12 week Training at The NYS Fire Academy in Montour Falls starting Saturday, February 27th. After this training, Recruit Stevenson will receive over 500 hours of training and will receive a National FF 2 Certification as well as many other specialty certifications.
- Building Inspections and New NYS Code for CO Detectors - The OFD's Code Enforcement officials and Building Safety inspectors began inspecting 69 Commercial Building in 2016 for Fire Code and Property Maintenance Codes. A new rule in New York State Code pertaining to the use of CO detectors has been implemented. All commercial buildings will now be required to have a CO detector in each zone specified by the NYS code. This is a mandated NYS Code not a local municipal code.
- Narcan Training - All Ogdensburg Fire Department members are being trained in the use of Narcan.
- OSHA Mandated Training - All Ogdensburg Fire Department members have completed the annual 10- Hour OSHA mandated training and have been fit tested for Self-Containing Breathing Apparatus (SCBA) use.
- Train the Trainer Course - Code Enforcement Officials Chief Mike Farrell and Assistant Chief Ken Stull attended a Train the Trainer Course in Montour Falls on February 24, 2016. This will enable in-house annual training for Building Safety Inspector.
- Codes Recertification – Code Enforcement Officer Gregg Mallette, Assistant Chief McCarthy and Assistant Chief Bouchard will be attending the Adirondack Codes Conference in March for code recertification.

### 5. Planning Department Updates

- New York Avenue Community Development Block Grant Update –The program is being administered in partnership with the Development Authority of the North Country through a sub-recipient agreement in which NYS reimburses the City and the City in turn reimburses the

Authority. Through this agreement the Authority is responsible for paying all vendors (contractors, lead testing, etc.).

### *BACKGROUND*

The City received \$400,000 in July 2015 from the New York State Office of Homes and Community Renewal for the rehabilitation of its existing housing stock to eliminate conditions that are or are likely to become hazardous to the health and safety of local residents. Our goal is to assist 10-12 income eligible, owner-occupied, single-family homes located within the New York Avenue Target Area, which includes one block east and west. Typical improvements funded through the program include roofing, window replacement, painting and siding, along with energy conservation measures including insulation, new furnaces, and replacement of hot water heaters.

### *UPDATE*

Currently, notice to proceed (NTP) has been issued for the first three homes (Phase I), contracts between the homeowners and contractors have been executed, and rehabilitation work has commenced. We anticipate completion of Phase I projects by March 31, 2016.

On Friday, February 19<sup>th</sup> Matthew Taylor, Tyler McDonald, P.E., and I met with the next four potential candidates for our program (Phase II). At this meeting Mr. McDonald the project engineer reviewed the proposed rehabilitation work scopes, Mr. Taylor and I provided a program overview and timeline. Lead risk assessments have been completed for these next four units. We anticipate that rehabilitation bid packets will be published on Monday, February 29, 2016. At this time the bid opening is proposed for March 28<sup>th</sup> at City Hall with NTP to be issued on or around April 4, 2016. Maintaining this timeline will enable us to complete Phase II by approximately July 31, 2016.

The projected timeline for the completion of this program has been enclosed with this memo to illustrate the process and where we are in completing our goals.

### *TENTATIVE TIMELINE:*

Updated February 10, 2016 (subject to change)

<b><u>Phase I</u></b>	<b><u>3 Projects</u></b>
August 19, 2015	PROGRAM KICKOFF – PRESS RELEASE
August 21, 2015	Updated Applications from first 3 homes (application homes)
August 28, 2015	Inspection of 3 homes
September 9, 2015 Center	“How to Successfully Bid Municipal Contracts” – Dobisky
[Contractor workshop]	
September 11, 2015 (Sent to SHPO)	In House Work Write Up / Cost Estimates Completed
September 18, 2015	GYMO Schedule Lead Risk Assessments of 3 houses
October 28, 2015	Lead Risk Assessments Completed – Rec’d 11/4/15 Lead Reports Rec’d & Lead Items Incorporated into Work
Scope	
November 5, 2015	Bid Packets Completed and reviewed w/ Homeowners

November 13, 2015	3 Projects Out to Bid
December 2, 2015	Pre Bid Meetings
December 16, 2015	Bid Openings at City Hall
December 31, 2015	Contracts Awarded – Notice to Proceed
<i>*March 31, 2016</i>	<i>First 3 projects completed</i> [projected date]
<b><u>Phase II</u></b>	<b><u>4 Projects</u></b>
September 18, 2015	Application Due Date – Rec'd Applications 11/5/15
November 20, 2015	Eligibility Review
December 22, 2015	Home Inspections - 5
January 22, 2016 (Sent to SHPO)	In House Work Write Ups/Cost Estimates Completed
February 2 & 3, 2016	Lead Risk Assessments Completed
February 12, 2016 Scope	Lead Reports Rec'd & Lead Items Incorporated into Work
February 19, 2016	Bid packets Completed and reviewed w/ homeowners
February 29, 2016	4 Projects Out to Bid
March 14, 2016	Pre Bid Meetings w Contractors
March 28, 2016	Bid-Opening at City Hall
April 4, 2016	Contracts Awarded – Notice to Proceed
<i>*July 31, 2016</i>	<i>Phase II - 4 Projects Completed</i>
<b><u>Phase III</u></b>	<b><u>5 Projects</u></b>
March 14-18, 2016	Press Release/2 <sup>nd</sup> Public Meeting [TBD]
April 15, 2016	Applications submitted by [4 weeks from public meeting and press release]
May 20, 2016	Income Eligibility Determined
May 27, 2016	Last 5 Projects Selected
June 17, 2016	Home Inspection of last 5 homes
July 8, 2016 (Send to SHPO)	In House Work Write Up/Cost Estimates Completed
TBD, 2016	GYMO Schedule Lead Risk Assessments of 4 houses
July 15, 2016	Lead Risk Assessments Completed
July 29, 2016	Lead Reports Rec'd & Lead Items Incorporated into Work Scopes
August 5, 2016	Bid Packets Completed and reviewed w/ Homeowners
August 12, 2016	Final Projects Out to Bid
August 26, 2016	Pre Bid Meetings

September 9, 2016                      Bid Openings at City Hall  
September 16, 2016                      Contracts Awarded – Notice to Proceed  
May 15, 2017                              Last 5 projects completed  
June 15, 2017                      PROGRAM CLOSEOUT (by June 25, 2017)

- Fort Feasibility Study - The purpose of Fort Visitor Interpretation Center (VIC) Feasibility Study is to determine the demand for a VIC through user and programming analysis, examination of programmatic recommendations and funding options, and capital alternatives to a museum/interpretive center.

*BACKGROUND*

- On June 9, 2014 the City Council approved the submission of a grant application in an amount not to exceed \$ 25,000, in support of the development of a feasibility study for the proposed Historic Visitor Center at the Fort La Presentation Lighthouse property.
- The approved resolution stated that the Fort Association will provide the required financial match for the grant.

The application to conduct this feasibility study was funded by NYS Department of State under the LWRP Division of Coastal Resources. The total project cost is \$25,000 of which the grant will provide \$12,500 and the Fort Association will provide the matching \$12,500 in cash along with additional in-kind service. In-kind service is composed of volunteer labor (Project Steering Committee, PAC) and grant administration. The Project Steering Committee is composed of members of the Fort Board, Community Stakeholders, City representation, and regional tourism leaders.

*UPDATE*

The contract term for this project is 4/1/2015 to 3/31/2018. Currently, the PAC has met once with our NYS DOS Project Manager, Ms. Barbara Kendall to affirm goals and objectives, develop our request for proposals (RFP), and establish a project timeline. This meeting was held in the Dobisky Visitor Center on Thursday, February 18<sup>th</sup>. Following this meeting the City has published the resulting RFP with responses due on April 1, 2016. The full RFP is posted on the City's website and was sent via email to 8 firms specializing in the requested services.

*TENTATIVE TIMELINE (Schedule Subject to change)*

Visitor Interpretive Center Feasibility Study:

Proposals due April 1, 2016 by 3:30 pm

Committee Review of proposals week of April 11, 2016

Set interviews with top proposals week of April 18, 2016

Award Contract May 13, 2016

Notice to Proceed May 20, 2016

General Project Organization and Research Meeting, Site Tour first two weeks of June

Kick off Meeting by June 20, 2016

Draft of Market Study and User Analysis by October 20, 2016

Public Process Input Complete which includes Focus group mtg, stakeholder and organization interviews, interactive Public Workshop, and on-line community survey by December 20, 2016

Draft of VIC Feasibility Study (270 days from NTP) by February 2017

Depending on Completion of Draft Report - Presentations to Commissions, Committee and City Council by end of May 2017

Completion of Final VIC Feasibility Study (no more than 15 months from NTP) by August 2017