

CITY OF OGDENSBURG, NEW YORK

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



Office of the City Manager

MEMO TO: City Council
FROM: Sarah Purdy, City Manager *SP*
DATE: January 24, 2019
SUBJECT: Update 19/4

2019 BRUSH/YARD WASTE PICK UP SCHEDULE – The 2019 schedule has been issued and is attached. The schedule is posted on the City’s website on the homepage under News & Announcements. It also appears on the Department of Public Works page of the City’s website. Paper copies of the schedule have been distributed to the Department of Public Works, the Dobisky Center, and the City Clerk’s and Comptroller’s offices for display so that people can pick up a copy in any of these locations. In addition, paper copies will be mailed out in April with the City property tax bills.

PLANNING DEPARTMENT UPDATE – Please find attached updates regarding Caroline Street Traffic Circle, East River Pump Station, FEMA Emergency Repairs, and the Clarkson Partnership.

PUBLIC WORKS UPDATE

Overtime –

RC = Required or Contractual

	1/10 to 1/16
Sewer Beepers (RC)	8
On-Call Supervisors (RC)	4
Waste Water Treatment (RC)	8
Sander Beepers (RC)	12
WWTP	2
Water/Sewer/Fire Support	6
Snow and Ice	294
Water Filtration on call	8
TOTAL HOURS	342
RC	32
Other	310

Snow & Ice

- Weekend storm was devastating to our overtime budget, but the effort was necessary to keep up with the storm. DPW staff did a great job keeping the streets clear.

Waste Water Treatment Plant Update –

- WWTP DESIGN & CONSTRUCTION
 - Meeting schedule – Next meeting 1/30 – 9am
 - Meeting Notes for 1/16 meeting:
 - Project Schedule
 - East River Lift Station – The approach is to break the project into two phases. Phase 1 will include bidding, award and drawing approvals. This is slated to start early February. Phase 2 will be the construction process. Tentative Schedule attached.

Water Filtration Plant Update

- One of four filters are being cleaned every two weeks. Our next scheduled filter cleaning is January 25, 2019.
- Preliminary Engineering Report kick-off meeting is January 30, 2019.

Equipment

- Multiple trucks had failures over the last five days but have been fixed and put back into service.
- Truck #408 – Vehicle hit elevated manhole with belly scraper down. This snapped the main turn cylinder shaft and damaged vehicle drive shaft (carrier bearing and yoke). Vehicle is under repair and should have back up before the end of the week. Still waiting on main turn cylinder but unit is usable. A leak in the main lift cylinder was found and will be repaired in the spring when the truck can be put out of service.
- Skid Steer #440 – Parts ordered for full service.
- Trackless #446 has been put into service.
- Having significant engine issues with Unit 7 (step van) - We are looking for a similar vehicle with the intent to approach management and Council on a replacement versus putting \$6,000 to \$7,000 into a vehicle that is over 30 years old.
- Truck #365 experience engine issues. Narrowed it down to fuel or electrical system. Based upon age of the truck, we are being cautious with putting a large amount of money into this vehicle.

Water / Sewer

- Performing water and sewer services as they arise.
- We are addressing sink holes.

Brush Pickup / Landfill Operations

- Christmas tree collection began after the first of the year and will continue for a couple weeks.

Trees

- Tree work continues.
- Clearing paper streets.
- Stumps / Top Soil – work is being completed as manpower becomes available.

2019 Brush / Yard Waste Pickup Schedule

The City's Department of Public Works will be performing its City Wide brush and yard waste pickup during the following periods. Only acceptable material will be picked up (leaves, brush, small branches, sticks, and twigs cut to manageable sizes, and tree limbs and small trees less than six (6) inches in diameter cut into sections less than six (6) feet in length.

SPRING

- Material can be placed along the edge of the roadway any time after the weather allows.
- Any material placed out before Sunday, May 19, 2019 will be picked up by the City.
- The last day to place material out for pick up is Sunday, May 19, 2019. No material should be placed out after this date until the mid-summer pickup period.
- The City will start pickup no later than May 1, 2019.

MID-SUMMER

- Material can be placed along the edge of the roadway any time between July 1, 2019 and July 14, 2019.
- Any material placed out before Sunday, July 14, 2019 will be picked up by the City.
- The last day to place material out for pickup is Sunday, July 14, 2019. No material should be placed out after this date until the fall pickup period.
- The Department of Public Works will perform a single pass through the City starting on Monday, July 15, 2019.

FALL

- Material can be placed along the edge of the roadway any time after Sunday, October 6, 2019.
- The City will start pickup no later than November 1, 2019.
- The last day to place material out for pick up is Sunday, November 17, 2019.

LANDFILL

- The City landfill is open to City residents year round, Monday through Friday from 8 am to 3 pm with the exception of holidays.
- The facility is operated from early May until late November. If the gate is closed, City residents can stop by our office at 901 Champlain Street or call (315) 393-2300 to have the gate unlocked.
- The City landfill will be open to City residents on Saturday's from 8 am to Noon between June 1, 2019 and September 28, 2019.

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2019 Brush/Yard Waste Pickup Schedule

SPRING

Place material out when weather permits
Last day to place material out May 19, 2019
Pickup begins May 1, 2019

MID-SUMMER

Place material out starting July 1, 2019
Last day to place material out July 14, 2019
Pickup begins July 15, 2019

FALL

Place material out starting October 6, 2019
Last day to place material out November 17, 2019
Pickup begins November 1, 2019

*Questions can be
directed to the DPW
at (315) 393-2300 or
(315) 393-2010.*

Thank you!

MEMORANDUM

TO: Sarah Purdy, City Manager
CC: Coralee Barrett
FROM: Andrea Smith, AICP
Director of Planning and Development
DATE: January 24, 2019
SUBJECT: **Planning Department Update**

Below is an update from the Planning Department:

2017 LAKE ONTARIO AND ST. LAWRENCE RIVER FLOODING

COMMUNITY DEVELOPMENT BLOCK GRANT IMMINENT THREAT (CDBG IT) – Funding through this program will fund repairs to critical infrastructure that sustained damage from the 2017 Lake Ontario Flooding event. The City will complete repairs to the Caroline Street Traffic Circle and East River Pump Station, both on track to be completed in 2019.

Caroline Street Traffic Circle – This project is currently out to bid; posted on the City’s website Monday, January 7th and the required legal notice was published in the Ogdensburg Journal on Tuesday, January 8th. Earlier today, January 24th the City held pre-bid conference for contractors with Tisdell, the project engineers. The purpose of the conference was to provide a project overview and address questions and concerns from contractors. We also conducted a site visit with participating contractors. The bid opening for this project is scheduled for February 7th at 2 PM. Bid documents require substantial completion by July 31, 2019 and closeout no later than August 14, 2019. It is possible that the project will be completed before these dates, but these are the dates that contractors must work within and comply with.

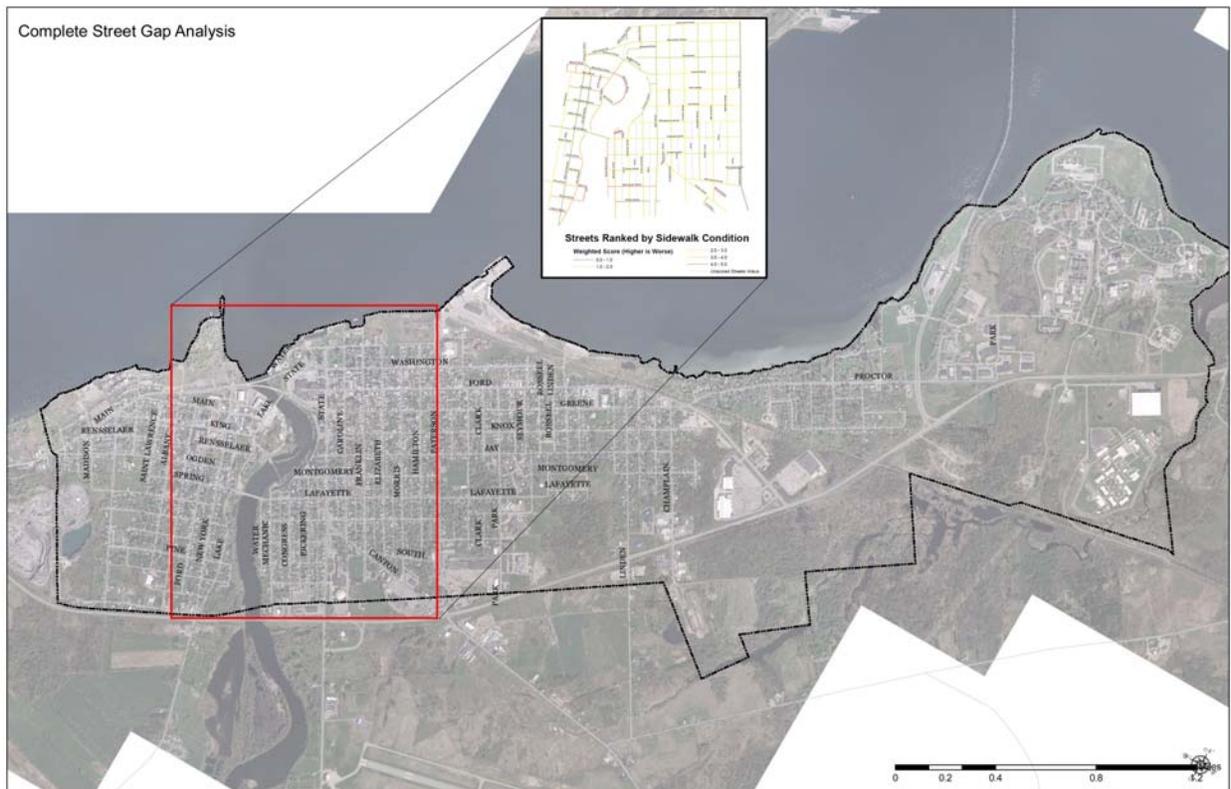
East River Pump Station – Repairs to the East River Pump Station will take place under a separate contract, simultaneous to the Caroline Street Traffic Circle. The City is working with EDR to complete the engineering and bidding documents for this aspect of the overall CDBG IT project. A tentative timeline has been established for this project that anticipates issuing this project for bid in early February. In accordance with CDBG IT requirements the project will require a 4 week solicitation period with a bid opening in early March. Due to the expected lead time on equipment required to complete these repairs and the work restrictions associated with the City’s easement, construction is expected to commence onsite immediately following the Labor Day holiday. We anticipate completion of these repairs in October 2019.

FEMA EMERGENCY REPAIRS – In addition to the CDBG IT repairs, the City is also working with FEMA to complete repairs to the City’s two St. Lawrence River boat launches (Paterson Street and Little Park) and municipal boardwalk.

Both projects have been approved by FEMA for funding. Field survey work has been completed by Tisdell Associates and the Planning Office is working closely with Tisdell to complete the final engineering and bid documents. We anticipate these projects will be ready to bid in early March to enable construction to begin as weather permits in the spring of 2019.

We do anticipate that both projects will have to adhere to NYS DEC in-water restrictions during the critical spawning period of March 15 – July 15; therefore this restriction has been taken into account in the projected scheduling.

CLARKSON PARTNERSHIP – On Monday, Clarkson engineering Professor Erik Backus will provide Council with a presentation on the City’s most recent collaboration to develop a partial complete streets gap analysis. The analysis included the collection of field data by students during the summer 2018 in the area from Ford Avenue east to Paterson Street, and from Riverside Avenue south to Route 37. The inventory consists of public sidewalks along City streets and within parks within this study area. The study area is outlined generally by the red box in the image below and contains approximately 25 miles of City streets.



Students collected spatial information including location, material, width, and general condition of sidewalks and sidewalk ramps, as well as photographic documentation, and location and photographs of crosswalks and pedestrian signals.

The City utilized funding from the Health Initiative, reallocated from the Paterson Bike Lane* to complete this analysis.

*Paterson Street Bike Lane – Following a demonstration of pavement applications, to delineate a bike lane, it was determined that the City’s method of clearing streets using belly plows, is not conducive to the application of surface pavement markings. As a result, the City was able to return the product for full reimbursement. The discussion of incorporating more bike and pedestrian friendly (complete street amenities) remains a priority for which this analysis serves as a basis to advance implementation.

REFERENCE – To review the City’s community planning documents including the comprehensive set of recommended revisions to the zoning ordinance, BOA and LWRP initiatives, please visit our Planning & Development Department section of the City’s website: <http://ogdensburg.org/> under the “Government” tab.

CC: FILE

East River Phase One and Phase Two Project Schedule

Issue Authorization to Proceed	1/21/19
City develop front end / EDR deliver specs and drawings	1/28-1/29
City issues project for bidding	2/4
City receives bids	3/4
Evaluation of bids	3/4-3/6
Council resolves award	3/11
Notice of award issued / City issues contract for execution	3/12
Contractor provide bonds / insurance, etc.	3/12 – 3/29
Preconstruction meeting / Notice to proceed issued	4/10
Contractor submit shop drawings	5/13
EDR performs shop drawing review	5/13 - 5/24
Equipment lead time	5/25 – 7/25
Contractor coordinate electrical service shutdown	8/1
Labor Day	9/2
Mobilization – Onsite work activities begin	9/3
Contractor Setup bypass pumping	9/3
Demo existing station, electrical service	9/4 – 9/13
Coat wetwell	9/9-9/10
Install pumps, rails, piping, valves, level indication, ductbank, power service pad,	9/12 – 9/19
Contractor coordinates new service	9/13
Set new power panels, utility meter, control panel, disconnect switch, manual transfer switch, wire pumps, controls, grounding	9/16 – 9/20
Utility inspection, receive utility signoff to energize new service	9/23
Utility energize new electrical service	9/25
Perform testing (bump pumps, electrical megger, manufacturer's checkout)	9/26-10/4
Substantial completion	10/7
Final completion	10/18