



# CA Meeting

City Administration Committee  
**AMENDED 09-20-17**  
**2:00 PM**

DATE: September 20, 2017  
 TIME: **6:00 P.M**  
 LOCATION: 3<sup>rd</sup> Floor,  
 City Hall, Council Chambers

## AGENDA ITEMS

Item	Voting Item?	Presenter(s)	Time Allotted
		Chair, Deb Mohlenhoff	
1. Call To Order		* Note: We will review the number of cards received at the beginning of each meeting and adjust time if needed.	15 Min*
1.1 Agenda Review	No		
1.2 Review and Approval of Minutes Approval of August 2017 Minutes	Yes		
1.3 Statements from the Public	No		
1.4 Statements from Employees	No		
1.5 Council Response	No		
<b>2. Special Presentation: Law Enforcement Shared Services Study Report with Presenter, Paul Bishop, CGR</b>			
3. Consent Items	Yes		5 Min
3.1 Approval of 2017-2018 Civil Service Agreement			
3.2 IPD - Request to Amend 2017 Authorized Budget for Grant			
3.3 IFD – Amendment of 2017 Budget			
4. Finance, Budget and Appropriations			
4.1 W&S - Request to Establish a CP for Water and Sanitary Sewer Mains on Albany Street	Yes	Erik Whitney, Asst. Supt. DPW	10 Min
4.2 Approval of 2016 City Single Audit (Report to be handed out at meeting)	Yes	Steve Thayer, Controller	15 Min
4.3 Local Law to Override the Tax Levy Limit	Yes	Steve Thayer, Controller	5 Min
5. City Administration, Human Resources and Policy			
5.1 Proposed Ordinance: Amend Chapter 181 "Fire Prevention"	Yes	Tom Parsons, Chief	10 Min
5.2 Renewal of City's Co-Sponsorship of the 2018 Fourth of July Fireworks Event	Yes	Ari Lavine, Attorney	5 Min
6. Committees Working Group	No		
6.1 Application Process for Advisory Commissions	No		15 Min
6.2 Common Council Rules of Procedure – Council Phone Access	Yes	All	15 Min
7. 2018 Budget Reminder	No	All	5 min
8. Meeting Wrap-up		All	5 Min
8.1 Announcements	No		
8.2 Next Meeting Date: October 18, 2017	No	All	5 Min
8.3 Review Agenda Items for Next Meeting	No		
8.4 Adjourn	Yes		

8:50 p.m.

**Committee Charge:** The CA committee will:  
 Review financial and administrative issues pertaining to the City, along with items relating to the City of Ithaca workforce environment, intergovernmental relations and human resources.

If you have a disability that will require special arrangements to be made in order for you to fully participate in the meeting, please contact the City Controller's Office at 607-274-6576 at least 48 hours before the meeting.

### **3. Consent**

#### **3.1 Approval of the 2017-2018 Civil Service Agreement with the Ithaca City School District**

**RESOLVED,** That the Mayor and City Controller be authorized and directed to execute an agreement between the City of Ithaca and the Ithaca City School District for performance by the City for services in connection with Civil Service matters for the period July 1, 2017 to June 30, 2018, in an amount payable of \$57,948 payable to the City of Ithaca on or before December 1, 2017.

**3. Consent**

**3.2 IPD Request to Amend 2017 Authorized Budget for Grant**

WHEREAS, the City of Ithaca Police Department recently received a Grant in the amount of \$10,000 from an anonymous donor for a heated concrete floor and insulated exterior wall at the Police Department training range; now therefore, be it

**RESOLVED**, That Common Council hereby accepts the anonymous Grant for said improvements to the Police Department Training Range and amends the 2017 Authorized Police Department Budget as follows:

Increase Revenue Account	
A3120-2705-5017	\$10,000
Increase Appropriation Account	
A3120-5475-5017	\$10,000

**3. Consent**

**3.3 IFD – Amendment to 2017 Budget**

WHEREAS, on September 8, 2017, the Ithaca Fire Department was notified that it had received a FEMA Assistance Firefighters Grant to purchase and install two (2) new protective gear washers, and

WHEREAS, the budgeted amount to purchase and install two protective gear washers is \$24,900, and

WHEREAS, up to \$22,637 for the purchase and installation of two (2) protective gear washers is funded through the Assistance to Firefighters Grant Program, and

WHEREAS, ten percent (10%) of the of the total costs to purchase and install two (2) protective gear washers is estimated at two thousand two hundred sixty-three dollars (\$2263), will be paid from the 2017 fire department operating budget; now therefore, be it

**RESOLVED**, That Common Council hereby amends the 2017 Fire Department Budget as follows:

Increase Expenses:		
A3410-225 Equipment		\$ 22,637
Increase Revenues:		
A3410-2770 Unclassified Revenue		\$22,637

#### **4. Finance, Budget and Appropriations**

##### **4.1 W&S - Request to Establish a Capital Project Water and Sanitary Sewer Mains on Albany Street**

WHEREAS, the City's watermain in the 100 block of South Albany Street and in the 100 and 200 blocks of North Albany Street is 126 years old, originally constructed in 1891, and the City's sewermain in the 200 block of North Albany Street is 121 years old, originally constructed in 1896, and

WHEREAS, the City's street in the 100 block of South Albany Street and in the 100 and 200 blocks of North Albany Street is funded and scheduled for a full depth rebuild in 2018, and

WHEREAS, it was necessary to replace the old water and sewer infrastructure before rebuilding the road above, and

WHEREAS, the Water & Sewer Division of the City's DPW had only a small window of opportunity to perform the work, and the work has already been engaged, and

WHEREAS, City Department of Public Works Water & Sewer Division staff have estimated the maximum cost for replacement to be \$402,000, allocated \$298,750 for water and \$103,250 for sewer, and

WHEREAS, City Department of Public Works Water & Sewer Division staff estimates our Crews will complete this work in the time frame from September 2017 to October 2017; now therefore, be it

**RESOLVED**, That Common Council hereby establishes Capital Project #537 Albany Street Water Main in the amount of \$298,750 and Capital Project # 634 Albany Street Sewer Main in the amount of \$103,250, with total funding not to exceed \$402,000 to fund the construction for the replacement of the Watermain in the 100 block of South Albany Street and in the 100 and 200 blocks of North Albany Street and the Sanitary Sewermain on the 200 block of North Albany Street; and be it further

**RESOLVED**, Funds needed for said project shall be derived from the advance of Water and Sewer operating funds with the later repayment from the issuance of Serial Bonds.

**4. Finance, Budget and Appropriations**  
**4.2 Approval of 2016 City Single Audit**

**RESOLVED,** That the Independent Auditor's Report for the period of January 1, 2016 through December 31, 2016, prepared by the accounting firm of Inero & Company CPA's LLP, be accepted to comply with all the City's applicable Government Accounting Standards Board (GSB) Statement 34 and other related audit and single-audit requirements.

#### **4. Finance, Budget and Appropriations**

#### **4.3. Common Council – A Local Law to Override The Tax Levy Limit Established in General Municipal Law**

**Local Law No. \_\_\_\_\_ - 2017**

**BE IT ENACTED** by Common Council of the City of Ithaca as follows:

##### **Section 1.** Legislative Intent

It is the intent of this local law to allow the City of Ithaca to adopt a budget for the fiscal year commencing January 1, 2018, that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal law §3-c.

##### **Section 2.** Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

##### **Section 3.** Tax Levy Limit Override

The Common Council of the City of Ithaca, County of Tompkins, New York, is hereby authorized to adopt a budget for the fiscal year commencing January 1, 2018, that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

##### **Section 4.** Severability

If a court of competent jurisdiction determines that any clause, sentence, paragraph, subdivision, or part of this local law or application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

##### **Section 5.** Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

## **5. City Administration, Human Resources and Policy**

### **5.1 Proposed Ordinance: Amend Appeal and Variance Sections contained in Chapter 181 “Fire Prevention”**

#### **ORDINANCE NO. 2017-**

An Ordinance Amending Chapter 181 of the City of Ithaca Municipal Code

Whereas, in September 2017, Common Council enacted fire and safety regulations pertaining to mobile food vending operations within the City, and

Whereas, in the process of developing such fire and safety rules for mobile food vending, the appeal and variance sections of Chapter 181 “Fire Prevention” require updates, now it be,

**BE IT ORDAINED AND ENACTED** by the Common Council of the City of Ithaca as follows:

**Section 1.** Findings of Fact. The Common Council finds that:

1. Chapter 181 refers to appeals the “Board of Fire Appeals”, which does not currently exist.
2. This ordinance will clarify that variances from and appeals of City Fire Prevention provisions may be brought to the Building Code Board of Appeals, established in Chapter 146 of the City Code to decide appeals and requests for variances related to safety and fire regulations.

**Section 2.** Delete in its entirety Section 181-11 “Board of Fire Appeals.”

~~A. The Board of Fire Appeals shall be appointed by the Mayor with the consent of the Common Council and shall be composed of five members who shall be selected on the basis of their interest in fire prevention. The Mayor may appoint not more than one Council member and one Fire Commissioner to serve on this Board.~~

~~B. This subsection shall apply only to those elements of this chapter that are not addressed or otherwise covered by the New York State Uniform Fire Prevention and Building Code. Whenever the Chief of the Fire Department or the Fire Marshal shall refuse to grant an operating permit applied for, or when the Chief of the Fire Department or the Fire Marshal shall revoke a duly granted permit for alleged violation of the provisions of this chapter and/or the terms on which the permit was granted, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code may have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief of the Fire Department or the Fire Marshal to the Board of Fire Appeals within 30 days from the date of the decision. The Board of Fire Appeals may affirm, modify or reverse any determination of the Chief of the Fire Department or the Fire Marshal made pursuant to the provisions of this chapter.~~

**Section 3.** Section 181-12(B) is hereby amended as follows:

B. This subsection shall apply only to those elements of this chapter that are not addressed or otherwise covered by the New York State Uniform Fire Prevention and Building Code. Whenever the Chief of the Fire Department or the Fire Marshal shall refuse to grant an operating permit applied for **or when the Chief of the Fire Department or the Fire Marshal shall revoke a duly granted permit for alleged violation of the provisions of this chapter and/or the terms on which the permit was granted** or when it is claimed that the provisions of the code do not apply



or that the true intent and meaning of the code may have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief of the Fire Department or the Fire Marshal to the **Board of Appeals on Building Code** ~~Fire Appeals Board~~ within 30 days from the date of the decision. The **Board of Appeals on Building Code** ~~Fire Appeals Board~~ may affirm, modify or reverse any determination of the Chief of the Fire Department or the Fire Marshal made pursuant to the provisions of this chapter.

**Section 4. Severability.** Severability is intended throughout and within the provisions of this Ordinance. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Ordinance.

**Section 5. Effective Date.** This ordinance shall take effect on the later of (i) October 4, 2017 and (ii) publication of notice as provided in the Ithaca City Charter.

## **5. City Administration, Human Resources and Policy**

### **5.2 Renewal of City's Co-Sponsorship with the Rotary Club of Ithaca of the 2018 Fourth of July Fireworks Event**

WHEREAS, the City wishes to continue the tradition of hosting fireworks in Stewart Park for the community to enjoy and celebrate the Fourth of July, and

WHEREAS, 2017 was the first year of the Rotary Club and City co-sponsorship of the July 4<sup>th</sup> fireworks event in Stewart and Cass Parks, and

WHEREAS, City staff and Rotary Club representatives wish to renew the agreement between the parties in which the City provided traditional municipal services and the Rotary Club provided all planning and funding for the fireworks and services not otherwise provided by the City, and

WHEREAS, as co-sponsor of the fireworks event, the Rotary Club of Ithaca commits to funding the cost of fireworks, concessions, vendors, entertainment, traffic and safety measures and sanitary amenities, and

WHEREAS, as co-sponsor of the fireworks display event, the City would not be responsible for making payment or additional costs, but commits to contracting for, but not payment, the fireworks display and providing City insurance coverage, equipment, facilities and staff time of the Ithaca Police Department, Fire Department, Department of Public Works, Youth Bureau, and any other relevant City department to support the event at no cost to the Rotary Club; now therefore, be it

**RESOLVED**, That Common Council supports the City's co-sponsorship of the fireworks event in July 2018 and authorizes the City to provide in kind services at no charge to service the event, and be it further

**RESOLVED**, That the Mayor, upon the advice of the City Attorney, is authorized to execute a renewal memorandum of understanding with the Rotary Club to co-sponsor the event and memorialize the roles and responsibilities with respect to the fireworks event.