



# CITY ADMINISTRATION COMMITTEE

Date: April 15, 2020

Time: 6:00 PM

Location: [Please update this to be the same as other recent Zoom meetings]

## AGENDA ITEMS

Item	Voting Item?	Presenter(s)	Time Allotted
1. Call to Order	No	Chair, Deb Mohlenhoff	15 Mins*
1.1 Agenda Review			
1.2 Review and Approval of Minutes			
Approval of March 18, 2020 Minutes	Yes		
1.3 Statements from the Public			
1.4 Council's Response			
2. Consent			
3. Finance, Budget and Appropriations			
3.1 Establish CP for Boiler Room at IAWWTF	Yes	CJ Kilgore, Chief Operator, WWTP	5 Min
3.2 Establish CP for Replacement Pumps and Pipes at IAWWTF	Yes	CJ Kilgore, Chief Operator, WWTP	5 Min
3.3 Establishment of Fee for Use of Right of Way for Small Cell Facilities (4G and 5G)	Yes	Ari Lavine, City Attorney	10 Min
4. City Administration, Human Resources and Policy			
4.1 Authorization to Enter into a Maintenance Agreement with City Harbor LLC	Yes	Ari Lavine, City Attorney	10 Min
4.2 An Ordinance to Release and Terminate City's Abandoned Sewer Easement and Amend the City's Outfall Line Easement	Yes	Ari Lavine, City Attorney	10 Min
5. Discussion			
5.1 Council Rules of Procedure	No	All	20 Min
5.2 Engagement Survey Implementation Teams	No	Schellely Michell-Nunn, HR Director	5 Min
6. Meeting Wrap-Up	No	All	5 Min
6.1 Announcements			
6.2 Next Meeting Date: May 20, 2020			
6.3 Review Agenda Items for Next Meeting			
6.4 Adjourn			

If you have a disability that will require special arrangements to be made for you to fully participate in the meeting, please contact the City Clerk at 274-6570 at least 48 hours before the meeting.

This meeting can be viewed via livestream on [Please Update this as well]

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

#### **.1 Capital Project Engineering Phase for Boiler Room Evaluation at the Ithaca Area Wastewater Treatment Facility (IAWWTF)**

WHEREAS, the Ithaca Area Wastewater Treatment Facility is in need of reliable boilers used for comfort heating of indoor spaces and for process heating of the anaerobic digesters, and

WHEREAS, the current boilers are reaching the end of their useful service life and are increasingly unreliable and maintenance intensive, and

WHEREAS, an evaluation of heating requirements and energy sources for current as well as future anticipated plant and process needs is necessary, and

WHEREAS, an Engineering Evaluation Cost Estimate has been prepared by MRB Group for a lump sum of \$18,500 which includes:

- A. Boiler Evaluation -
  - a. Assess existing boilers.
  - b. Identify replacement boiler options (number, styles, sizes, dual fuel options).
  
- B. Energy Evaluation –
  - a. Evaluate Biogas and Natural Gas usage at plant.
  - b. Evaluate redundancy needs.
  - c. Evaluate biogas use in microturbines with heat recovery vs. use for heating.
  - d. Consider potential heating needs for future sludge processing projects.
  - e. Check for current grant funding opportunities to see if either the study/design phase or construction phase might be eligible, and

WHEREAS, the Special Joint Committee (SJC) approved said Capital Project at their regular meeting of March 18, 2020; now, therefore, be it

**RESOLVED**, That Common Council hereby establishes the IAWWTF Capital Project 423J Boiler Room Evaluation in an amount not to exceed \$18,500, and be it further

**RESOLVED**, That Common Council hereby recommends to the IAWWTF Owners that this project be authorized and funded from the IAWWTF Capital Reserve fund in an amount not to exceed \$18,500 for the Engineering costs required for Ithaca Area Wastewater Treatment Facility Boiler Room Evaluation.

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

#### **.2 Capital Project for Replacement Pumps and Piping for the Actiflow High Rate Sand Ballasted Tertiary Treatment Phosphorus Removal System at the Ithaca Area Wastewater Treatment Facility (IAWWTF)**

WHEREAS, the Ithaca Area Wastewater Treatment Facility requires tertiary treatment for phosphorus removal to meet discharge permit limits; and

WHEREAS, the current system has lost redundancy due to sand pump and chemical pump failures; and

WHEREAS, the current style and age of pumps have contributed to redundancy and reliability concerns, and

WHEREAS, piping associated with the system has worn thin in places due to the abrasive sand pumped in the system; and

WHEREAS, electronic and control systems associated with the chemical feed system do not meet current standards; and

WHEREAS, Koester Associates are the exclusive local representative for the Kruger ActiFlow system; and

WHEREAS, a proposal has been provided by Koester Associates for \$93,350.00 which includes:

- A. Supply and install 2 McLanahan 3X3 Sand Pumps,
  - a. Removal/demo of old pumps and piping.
  - b. Provide all material and labor for the purpose of replacing and installing new pumps.
  
- B. Supply and install 2 Verder 5000 peristaltic chemical feed pumps
  - a. Provide skid with valves, pressure dampeners and calibration column.
  - b. Provide all PVC valves, unions, piping required to retrofit into existing process.
  - c. Includes labor, start up and training.

WHEREAS, a contingency fund of 10% (\$9,335.00) is necessary to allow for replacement of piping discovered to be deteriorated/failing that is not covered by the above work, subject to a time and material proposal, in addition to electrical/instrumentation work associated with new pump installation; and

WHEREAS, the Special Joint Subcommittee (SJC) approved said project at their regular meeting of April 15, 2020; now, therefore be it

**RESOLVED**, That Common Council hereby establishes the IAWWTF Capital Project 4xxJ Replacement Pumps and Piping for the Actiflow Tertiary Treatment Phosphorus Removal System in an amount not to exceed \$102,685, and be it further

**RESOLVED**, That Common Council hereby recommends authorization of this project contingent upon action by all wastewater partners committing their percentage of reimbursement shares to the Joint Activity Fund allocated per the Joint Sewer Agreement as follows:

Municipality	Percentage	Project Cost
City of Ithaca	57.14	\$58,674.21
Town of Ithaca	40.88	\$41,977.63
Town of Dryden	1.98	<u>\$2,033.16</u>
		\$102,685.00

**3. Finance, Budget and Appropriations**

**.3 Establishment of Fee for Use of Right of Way and to Authorize Approval of a Master License Agreement for Small Cell Facilities with 4G and 5G capability.**

WHEREAS, Verizon has expressed interest in installing small cell or wireless facilities with 4G and 5G capability on poles primarily situated within the City’s right of way; and

WHEREAS, the City recognizes that access to 4G and 5G will enhance City residents’ access to advanced technologies wirelessly, ability to conduct business and otherwise stay connected, with this becoming especially important in recent times of social distancing; and

WHEREAS, through the Master License Agreement and design guidelines, the City will retain ultimate control and authority over installations within the City’s right of way, including small cell or wireless facilities; now therefore be it

**RESOLVED**, That Common Council authorizes the following fees, which may be updated from time to time, for small cell or wireless facilities using poles within the right of way:

One-Time Pole License Application Fees:	\$500.00 for an application for attaching to up to 5 facilities, and \$100.00 for each additional attachment beyond 5, and \$1,000.00 for an application for a new pole.
City-owned Poles Recurring Fee:	\$270.00 - per pole per year
Privately Owned Poles Previously Permitted for Installation Recurring Fee:	\$135.00 – per pole per year; and

**RESOLVED**, That the Mayor, subject to the advice of the City Attorney, is authorized to enter into an agreement substantially similar to the Master License Agreement included herewith requiring that Verizon comply with the included preliminary design guidelines, which guidelines may be updated at any time on the determination of the Director of Planning.

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

##### **.1 Authorization to Enter into a Maintenance Agreement with City Harbor LLC**

WHEREAS, City Harbor, LLC has acquired the property known as 101 Pier Road, City of Ithaca (the "City Harbor Property") and intends to redevelop the City Harbor Property into a mixed-use residential project ("Project"); and

WHEREAS, City Harbor has proposed certain improvements and long-term maintenance to Pier Road and portions of adjacent City-owned land as a part of City Harbor's Project, as described in the draft agreement attached as Exhibit A and depicted in the plan attached as Exhibit B; and

WHEREAS, City staff is generally supportive of such improvements provided that: the improvements are installed under a street permit with installation subject to the City's specifications and final approval, and thence becoming City property; all City-owned land and facilities improved by the Project remain open to the public and not exclusive to the Project or City Harbor; and City Harbor commits to maintaining the improvements in accordance with an approved plan (see draft proposals, Exhibits A and B); now therefore be it

**RESOLVED**, That the Common Council hereby authorizes the Mayor to execute a maintenance agreement with City Harbor containing substantially similar terms as the enclosed Development and Maintenance Agreement Between the City of Ithaca and City Harbor, LLC (Exhibit B) upon approval by the Superintendent of Public Works and City Attorney.

**4. City Administration, Human Resources and Policy**

**.2 An Ordinance to Release and Terminate City's Abandoned Sewer Easement and Amend the City's Outfall Line Easement**

**ORDINANCE \_\_ -2020**

**An Ordinance to Release and Terminate City's Abandoned Sewer Easement and Amend the City's Outfall Line Easement**

WHEREAS, presently before Common Council is a proposal requesting that the City 1) release its rights to a 10 foot wide sewer easement ("Sewer Easement") beginning at the northerly shore of Cascadilla Creek running westerly through the parcels located on Pier Road, known as tax map no. 17.-1-1.2 and 17.-1-1.3, recorded with the Tompkins County Clerk as Bk. 243, Pg. 89; and 2) to amend an existing easement for the waste water treatment facility's effluent outfall pipe ("Outfall Easement") to authorize construction above the easement area, which begins at the north shore of Cascadilla creek and runs north through the parcel owned by City Harbor, LLC, known as Tax map 17.-1-1.3, recorded with the Tompkins County Clerk as Bk. 595, Pg. 509; and

WHEREAS, City Harbor, LLC and The Guthrie Clinic, property owners of the respective tax map parcels 17.-1-1.3 and 17-1-1.2, have requested that the City release its rights to the Sewer Easement and amend its rights under the Outfall Easement; and

WHEREAS, the City is no longer in need of the Sewer Easement and can continue to service the existing effluent outfall with restrictions on overhead construction, and City staff are supportive of releasing the Sewer Easement and amending the Outfall Easement to allow construction above under certain conditions to which City Harbor, LLC has agreed; and

WHEREAS, in consideration for the City's release of its rights to the Sewer Easement, which is limited value to the City, the property owners have agreed to pay \$2,500; and

WHEREAS, on March 26, 2020, the Board of Public Works declared the Sewer Easement surplus property for municipal purposes and recommended Council's authorization of its release; and

WHEREAS, amendment of the Outfall Easement requires approval by the Special Joint Committee of the Ithaca Area Waste Water Treatment Facility, of which the City is a member; and

WHEREAS, the City Charter requires approval by three-fourths of the Common Council to authorize divestment of real property, and

WHEREAS, the City Charter further requires notice of a proposed sale to be published no less than once each week for three weeks, the first such notice being published no less than 30 days prior to the approval vote, and such notices have been published; now, therefore be it,

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

**Section 1. Legislative Intent and Purpose.** The Common Council makes the following findings of fact:

- A. The above-described Sewer Easement is surplus for municipal purposes.
- B. The sewer line described in the Sewer Easement is no longer in use or needed by the City.
- C. The consideration offered by City Harbor LLC is adequate to release the City's interests in the Sewer Easement.
- D. The Outfall Easement may be amended with approval by the Special Joint Committee of the Ithaca Area Waste Water Treatment Facility.
- E. The amendment to the Outfall Easement will not prejudice the Waste Water Treatment Facility's needs for servicing and maintaining the existing effluent outfall and will clarify the Facility's needs and rights for future property owners.

**Section 2. Approval and Execution of Deed.** The Common Council authorizes release of the Sewer Easement, recommends that the Special Joint Committee approve amendment of the Outfall Easement as approved by City staff, and directs the Mayor, on the advice of the City Attorney, to execute documents as needed to affect these transactions.

**Section 3. Effective Date.** This ordinance shall take effect immediately.