



CITY ADMINISTRATION COMMITTEE

Date: July 17, 2019
Time: 6:00 PM
Location: Common Council Chambers,
3rd Floor, City Hall

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 June 2019 Minutes	Yes	*Note: We will review the number of cards received at the beginning of each meeting and adjust time if needed.	
1.3 Statements from the Public			
1.4 Council's Response			
2. Consent			
2.1 YB – Amendment to 2019 Roster	Yes		5 Min
3. Finance, Budget and Appropriations			
3.1 DPW – State Street Retaining Wall	Yes	Tim Logue, Director of Engineering	10 Min
3.2 DPW – Hector Street Improvements	Yes	Tim Logue, Director of Engineering	10 Min
3.3 DPW – Request for CP for Blueway Trail	Yes	Tim Logue, Director of Engineering	10 Min
4. City Administration, Human Resources and Policy			
4.1 No Items			
5. Discussion			
5.1 No Items			
6. Budget			
6.1 Updates and Special Topics	No	All	15 Min
7. Meeting Wrap-Up	No	All	5 Mins
7.1 Announcements			
7.2 Next Meeting Date: August 21, 2019			
7.3 Review Agenda Items for Next Meeting			
7.4 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.

Out of consideration for the health of other individuals, please refrain from using perfume/cologne and other scented personal care products at City of Ithaca meetings. Thank you for your cooperation and understanding.

This meeting can viewed via livestream on <https://ithacany.viebit.com/>

2. Consent

.1 Youth Bureau - Amendment to 2019 Roster

WHEREAS, the Youth Bureau recommends a modification to its roster that will allow meeting community needs within its approved budget while best utilizing staff strengths; and

WHEREAS, the Youth Bureau has worked closely with the Human Resources Department to develop these proposed modifications; now, therefore, be it

RESOLVED, That the Personnel Roster of the Youth Bureau be amended effective July 1, 2019 as follows:

Decrease: One (1) Recreation Program Coordinator from 40 hours to 35 hours

Increase: One (1) Recreation Program Specialist from 35 hours to 40 hours

Unfund: One (1) Cass Facilities Maintenance Worker (35 hours)



Ithaca Youth Bureau

1 James L. Gibbs Drive

Ithaca, New York 14850

Phone: (607) 273-8364

Fax: (607) 273-2817

"Building a foundation for a lifetime."



To: City Administration Committee

From: Liz Klohmann, Director

Re: 2019 Roster Amendment

Date: 7/17/19

The Youth Bureau is requesting permission to amend the 2019 personnel roster. We currently have a Recreation Program Coordinator at 40 hours a week who will be moving to a Recreation Specialist position at 40 hours a week. We are requesting to adjust our roster by increasing a 35 hour Recreation Specialist position to 40 hours and decreasing a Recreation Program Coordinator position from 40 hours to 35 hours.

In order to remain within our 2019 budget and support this change we are requesting that the Cass Maintenance Worker position be unfunded.

Delete One Recreation Program Coordinator 40 hours	\$34, 230
Delete One Recreation Specialist 35 hours (unfunded)	Unfunded
Delete One Cass Maintenance Worker 35 hours	\$18,195

Total: \$52,425

Add One Recreation Program Coordinator 35 hours	\$13,070
Add One Program Specialist 40 hours	\$30,953

Total: \$44,023

3. Finance, Budget and Appropriations

.1 DPW - State Street Retaining Wall

A resolution authorizing implementation and funding in the first instance 100% of the federal aid-eligible costs and State “Marchiselli” program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, a Project for the State Street Retaining Wall, P.I.N. 375616 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, on September 7, 2016 and September 5, 2018, Common Council authorized the Design and Right of Way phases of the project and appropriated the sum of \$816,400 for Capital Project #833 East State Street Retaining Wall to be made available for funding in the first instance of the federal aid portion and permanent funding of the local share of the Project; and

WHEREAS, in the 2019 City Budget, Common Council authorized funding for the Construction and Construction Inspection phases for the sum of \$3,735,600 to be made available for funding in the first instance of the federal aid portion and permanent funding of the local share of the Project; and

WHEREAS, the City of Ithaca desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Preliminary Engineering/Design, Right of Way Incidentals, Right of Way Acquisition, Detailed Design, Construction and Construction Inspection; and

WHEREAS, on July 17, 2018, the Board of Public Works acting as Lead Agency declared that the Project would have no significant negative environmental impacts in accordance with SEQR and CEQR; now, therefore be it

RESOLVED, That the Common Council hereby approves the above-subject project; and be it hereby further

RESOLVED, That the Common Council hereby authorizes the City of Ithaca to pay in the first instance 100% of the federal and non-federal share of the cost of Preliminary Engineering/Design, Right of Way Incidentals, Right of Way Acquisition, Detailed Design, Construction and Construction Inspection work for the Project or portions thereof; and be it further

RESOLVED, That the sum of \$4,552,000 (\$816,400 authorized by Common Council on September 9, 2017 plus the \$3,735,600 as authorized by Common Council in the 2019 approved City Budget) is made available to cover the cost of participation in the above phases of the Project; and be it further

RESOLVED, That in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Common Council of the City of Ithaca shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; and, be it further

RESOLVED, That the Mayor of the City of Ithaca be and is hereby authorized to execute all necessary Agreements, and the Superintendent of Public Works is hereby authorized to execute all necessary certifications or reimbursement requests for Federal Aid on behalf of the City of Ithaca with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and, be it further

RESOLVED, That this project be undertaken with the understanding that the final cost of the Project to the City of Ithaca will likely be roughly 10% of said portion, currently estimated at \$450,000 of the \$4,552,000 authorized for this portion of the project, in monies and in-kind services as managed by the Superintendent of Public Works and monitored by the City Controller, and be it further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and, be it further

RESOLVED, This resolution shall take effect immediately.



CITY OF ITHACA
108 East Green Street, Ithaca, New York 14850-5690

OFFICE OF THE CITY ENGINEER
Telephone: 607/274-6530 Fax: 607/274-6587

To: City Administration Committee
From: Tim Logue, Director of Engineering
Date: July 3, 2019
Re: Supplemental Agreement for State Street Retaining Wall

On September 7, 2016 and September 5, 2018 Common Council authorized \$816,400 for the design and right of way phases of a federal-aid capital project to reconstruct a very large retaining wall in the 400 block of East State/MLK Jr. Street, and in the 2019 Budget, Common Council authorized an additional \$3,735,000 to cover the construction and construction inspection (C/CI) phases of the project. For both phases, we are certain to get 80% reimbursed with federal transportation funds. Additionally, we have received \$104,715 in state aid to defray the local share of the design and right of way phases. We are concluding our engineering and acquisition phases and need to next execute a supplemental agreement with NYSDOT for federal funding of the C/CI phases of the project. No additional funding authorization is needed at this time because funding for these phases were included in the 2019 City Budget. I do not yet know how much state aid will be made available to help offset the local share. If they commit to 15% of C/CI, the City's overall share of the project will be about 5% or \$245,315 of the estimated total project cost of \$4,551,400. If they make no commitment, the City's overall share of the project will be about 18% or \$805,565. It is likely to be somewhere in between and I hope to know this number before the Common Council meeting on August 7th.

Please find enclosed a proposed resolution for the supplemental agreement to cover the construction and construction inspection phases of the project. We expect to bid the project late this fall for 2020 construction.

Feel free to contact me with any questions at 274-6535 or TLogue@cityofithaca.org.

3. Finance, Budget and Appropriations

.2 DPW – Hector Street Improvements

A resolution authorizing implementation and funding in the first instance 100% of the federal aid-eligible costs and program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, a Project for the Hector Street Complete Street, P.I.N. 395063 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the City of Ithaca desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Advanced Engineering/Design, Construction and Construction Inspection; and

WHEREAS, on July 5, 2017, Common Council authorized Sidewalk Improvement District #5 Capital Project #846 in the amount of \$331,800 for the project, with the understanding that the City share would be \$66,360; and

WHEREAS, in July 2017, the Mayor signed a Master Agreement with NYSDOT for preliminary engineering/design in the amount of \$331,000; and

WHEREAS, the Board of Public Works, acting as the lead agency, declared on May 8, 2017, that the project would not have a significant negative environmental impact in accordance with the City Environmental Quality Review Ordinance and the New York State Environmental Quality Review Act; and

WHEREAS, in the 2019 City budget Common Council authorized funding for construction in the amount of \$2,104,000 to make available in the first instance of the federal portion and permanent funding of the local share of the budget, for a total project authorization of \$2,435,800; and

WHEREAS, NYSDOT will be providing a Supplemental Agreement for Construction and Construction Inspection that includes funding for both the original amount of \$1,420,000 (as approved by the Ithaca-Tompkins County Transportation Council on June 27, 2017) and an additional \$750,000 of local share (total project cost estimate of \$2,500,000); now, therefore be it

RESOLVED, That the Common Council hereby approves the above-subject project; and it is hereby further

RESOLVED, That the Common Council hereby authorizes the City of Ithaca to pay in the first instance 100% of the federal and non-federal share of the cost of Advanced Engineering/Design, Construction and Construction Inspection work for the Project or portions thereof; and it is further

RESOLVED, That Common Council hereby amends Capital Project #846, Hector Street Complete Street, by an amount not to exceed \$64,200, for a total project authorization of \$2,500,000; and, be it further

RESOLVED, That the additional \$750,000 local share costs be paid from the following sources:

- \$350,000 approved via 2019 General Fund Capital Project program,
- \$76,000 approved via 2019 SID#5 capital project cost,
- \$55,000 of TAP unused ROW funds reallocated towards construction,
- \$40,000 approved via 2017 SID#5 that was deferred for Hector,
- \$20,000 approved via Town of Ithaca for their share of Town construction,
- \$209,000 from 2020 CHIPS reimbursement;

and, be it further

RESOLVED, That the total project authorization of \$2,500,000 be funded by the issuance of serial bonds with later payment from the applicable Federal and State Aid portion; and, be it further

RESOLVED, That in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Common Council of the City of Ithaca shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; and, be it further

RESOLVED, That the Mayor of the City of Ithaca be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid on behalf of the City of Ithaca with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and, be it further

RESOLVED, That this project be undertaken with the understanding that the final cost of the Project to the City of Ithaca General Funds will be roughly 14% of said portion, currently estimated at \$350,000 of the \$2,500,000 authorized for this portion of the project, in monies and in-kind services as managed by the Superintendent of Public Works and monitored by the City Controller; and, be it further

RESOLVED, That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and, be it further

RESOLVED, This resolution shall take effect immediately.



CITY OF ITHACA

108 East Green Street, Ithaca, New York 14850-5690

Office of City Engineer

Telephone: 607 / 274-6530

Fax: 607 / 274-6415

To: City Administration Committee
From: John Licitra, Sidewalk Program Manager
Date: June 13, 2019
Re: Supplemental Agreement for Hector Street Complete Street Project

Please find enclosed a resolution authorizing the additional funding for the Transportation Alternatives Program (TAP) federal-aid project known as Hector Street Complete Street. This project was authorized by Common Council on July 5th, 2017 at a not to exceed amount of \$331,800 for preliminary design, survey, ROW, and final design project costs. Of this amount, 80% is federal aid eligible, meaning the City's share of the project would be \$66,360 paid via 2018 Sidewalk Improvement District (SID) #5. Through community meetings and Public Works staff, the scope of work has been refined. Of the original \$1.7 million dollar grant (80/20), costs estimates have been updated and refined, pushing expected total project costs higher due to ancillary improvements to drainage, retaining walls, and road alignments. Of the original \$1.42M construction and inspection, \$1.136M is covered by federal, and SID#5 capitalized to cover the local share \$284,000. The current construction and inspection phases cost estimate is \$2.17 million, leaving \$750,000 as a local share; paid via the following sources:

- \$350,000 approved via 2019 General Fund Capital Project program
- \$76,000 approved via 2019 SID#5 capital project cost of \$360,000 (remainder from the \$284,000 above)
- \$55,000 of TAP unused ROW funds reallocated towards construction
- \$40,000 approved via 2017 SID#5 that was deferred for Hector
- \$20,000 approved via Town of Ithaca for their share of Town construction
- \$209,000 from 2020 CHIPS reimbursement

The attached resolution authorizes the Mayor to sign the Supplemental Agreement with the New York State Department of Transportation for the total project.

To more generally update you on the project, the advanced design plan is being reviewed. In coordination with NYSDOT, the City has granted design approval and is proceeding into final design. I am coordinating directly with property owners in the corridor for some possible changes to driveways and sidewalks project. We are looking to complete final design this fall, bid the project over the winter and move to construction in 2020. If you have any specific questions about the project or would like to review drawings, please let me know. You can reach me directly at 274-6534 or Jlicitra@cityofithaca.org

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3. Finance, Budget and Appropriations

.3 Request for Capital Project for the Cayuga Lake Blueway Trail and to Authorize the Mayor to Enter into an Agreement with Tompkins County for Reimbursement

WHEREAS, on July 1, 2015, Common Council unanimously passed a resolution of support for a Consolidated Funding Application for the Cayuga Lake Blueway Trail sponsored by Tompkins County and included \$20,000 in funding for the project; and

WHEREAS, Tompkins County was successful in receiving state funding for the project; and

WHEREAS, Tompkins County and the City have worked out a scope of work, including roles and responsibilities; and

WHEREAS, one of the components is to install two new paddling ramps and docks (one in Stewart Park and one in Cass Park), both of which will require funding in the first instance that will be eligible for reimbursement; and

WHEREAS, the total cost for the ramps and docks has been estimated at \$50,000; and

WHEREAS, the roles and responsibilities have been further described in a proposed Memorandum of Understanding between the City and the County; now, therefore be it

RESOLVED, That Common Council hereby amends the 2019 authorized Engineering budget as follows by an amount not to exceed \$30,000 in order to fund a paddling ramp and dock in Stewart Park and Cass Park:

Increase Revenue Account			
A1440-3989	State Aid Other Home and Community		\$30,000
Increase Expense Account			
A1440-5435	Contracts		\$30,000

and, be it further

RESOLVED, That the remaining funding necessary for said project shall be derived from \$20,000 in funds previously encumbered for said project; and, be it further

RESOLVED, All expenses made for said project are done with the understanding that all expenses will be eligible for reimbursement from Tompkins County, as project sponsor; and be it further

RESOLVED, That Common Council hereby authorizes the Superintendent of Public Works to enter into a Memorandum of Understanding for implementation of the Cayuga Lake Blueway Trail, upon the advice of the City Attorney and City Controller.



CITY OF ITHACA

108 East Green Street, Suite 202 Ithaca, New York 14850-5690

OFFICE OF THE CITY ENGINEER

Telephone: 607/274-6530 Fax: 607/274-6587

To: City Administration Committee
From: Tim Logue, Director of Engineering
Date: July 3, 2019
Re: Agreement for Blueway Trail

On July 1, 2015 Common Council passed a resolution of support for Tompkins County Consolidated Funding Application grant application, declaring its intent to commit funds in an amount not to exceed \$20,000, with the understanding that the value of the physical improvements along the lake and within the City would have a total estimated cost of approximately \$107,000. Tompkins County was indeed successful in receiving the CFA grant and has been working with City staff and other agencies to confirm the work plan and budgets. Some work has already begun, including additional boat racks, the dock on the Fall Creek side of Stewart Park, and aquatic invasive species disposal stations. The County Tourism planner, Nick Helmholt, is taking the lead on wayfinding signage and information kiosks and other things. One of the items that the City is taking the lead on is to install two new paddling launches – one in Stewart Park and one in Cass Park. Most of the work being coordinated in and with the City requires little to no cash outlay, but these two paddling launches will.

I have included a resolution for your consideration that would authorize the Superintendent of Public Works to enter into an agreement with Tompkins County for the Blueway Trail work and to fund in the first instance a budget for the two paddling launches in the amount of \$50,000. We would then seek reimbursement from Tompkins County for this full amount, with the understanding that our other in-kind work (installing signs, the Fall Creek launch, boat racks, etc.) would account for our contribution to the required local match for the County's overall grant scope of work.

Feel free to contact me with any questions at 274-6535 or TLogue@cityofithaca.org.

