



CA Meeting

City Administration Committee

DATE: January 21, 2015
 TIME: 6:00 pm
 LOCATION: 3rd 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 December 2014 Minutes	Yes		
1.3 Statements from the Public	No		
1.4 Statements from Employees	No		
1.5 Council Response	No		
			(6:15 p.m.)
2. City Administration, Human Resources, and Policy			
2.1 Declaration of Freedom from Domestic Violence as a Human Right - Discussion	No	Advocacy Center	15 Min
			(6:30 p.m.)
3. Standing Sub-Committee and Staff Reports			
3.1 Evaluation of Monthly Training Sessions	No	Julie Holcomb, City Clerk	15 Min
			(6:45 p.m.)
4. Finance, Budget, and Appropriations			
4.1 Approval of Urban Forestry Grant Round 12	Yes	Jeanne Grace, City Forester	10 Min
4.2 DPW - Amendment of Capital Project 769	Yes	Tim Logue, Traffic Systems Engineer	10 Min
4.3 DPW – Approval of Project Details for CP #802 (Resolution to be presented at the meeting)	Yes	Addisu Gebre, Bridge Engineer	15 Min
			(7:20 p.m.)
5. Performance Measures	No	Kevin Sutherland, Chief of Staff	5 Min
			(7:25 p.m.)
6. Common Council			
6.1 Rules of Procedure	No	All	60 Min
			(8:25 p.m.)
7. Meeting Wrap-up		All	5 Min
7.1 Announcements	No		
7.2 Review Agenda Items for next meeting	No		
7.3 March Meeting Date	No		
7.4 Adjourn	Yes		
			(8:30 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.

4. Finance, Budget, and Appropriations
4.1 Approval of Urban Forestry Grant Round 12

WHEREAS, The City of Ithaca is currently a “Tree City USA” and has been so designated for 26 consecutive years and the Growth Award for 17 years, largely due to its progressive urban forestry program and,

WHEREAS, conflicts with overhead electric facilities is a major issue related to urban trees and the City of Ithaca has a practice of no longer planting tall maturing trees under high voltage utility lines, however, there is a legacy of street trees that have been severely pruned due to service reliability and safety concerns related to overhead utility lines and,

WHEREAS, trees that have been pruned in this manner are not only unsightly but this severe pruning has negative impacts on the long-term health of the trees and often results in decay of tree branches, making the trees a public hazard and,

WHEREAS, the city forester has identified many city trees that have experienced severe utility pruning which has resulted in poor tree health and/or evidence of significant decay and are scheduled for removal and,

WHEREAS, the city forester seeks to apply for a grant through the New York State Department of Environmental Conservation that can provide matching funds to assist in the replacement of these damaged trees with low growing species of trees, thus avoiding future conflicts with overhead electric facilities and,

WHEREAS, revitalizing the urban forest through this program will provide neighborhoods with the aesthetic and ecological benefits of street trees and avoid future safety issues and,

WHEREAS, the total cost for this project has been estimated by the forester at \$11,780, now, therefore be it

RESOLVED, That the City Forester is hereby authorized to file an application for the 2013-2014 Urban Forestry Grant Round 12, contract # T305357, for 50% matching funds in the amount of \$5,450, and be it further

RESOLVED, that the matching funds needed for said grant will be satisfied with City staff time as part of the 2015 Department of Public Works Budget, and be it further

RESOLVED, That Common council authorizes the Mayor, upon review and advice of the City Attorney, to enter into and execute a project agreement with the New York State Department of Environmental Conservation for such financial assistance to the City of Ithaca.



CITY OF ITHACA

245 Pier Rd., Ithaca, New York 14850

DEPARTMENT OF PUBLIC WORKS, STREETS & FACILITIES

Telephone: 607/272-1718

Fax: 607/272-4374

To: City Administration Committee

From: Jeanne Grace

Re: Resolution to accept DEC Urban Forestry Grant 2013-2014

The City of Ithaca has a progressive urban forestry program and a computerized tree inventory which is used when selecting tree species for planting. We select low growing trees to be planted under high voltage electric lines and tall maturing trees to be placed in sites without overhead lines. However, we have been left with a legacy of large maturing trees under especially low utility lines. Out of necessity to safely and reliably maintain utility services some of these trees have been pruned beyond repair. Many have begun to develop decay due to past improper and severe pruning and now present a public hazard. The majority of these trees are Norway maples (*Acer platanoides*) which respond particularly poorly to utility trimming, and these trees have become a very sad sight, especially in winter when the silhouettes are most noticeable.

A grant proposal was submitted to NYS DEC Urban & Community Forestry Council (U&CF) grant to fund the replacement of these damaged trees with low growing trees that will not cause a future conflict with the utility lines. (see attached photos of damaged trees). Also included will be Ash trees under high voltage lines. The replacement of these trees is in line with the city's Emerald Ash Borer management plan. The residents of the City of Ithaca are very active and inquisitive about projects in the community so, laminated signs have been created to be posted on the trees prior to the tree removals describing the reason for the tree removal and the "right tree, right site" concept (low growing trees under high voltage lines). We will be collaborating with the NYSEG tree crews and Paul Paradine, the utility arborist for NYSEG.

The city was awarded the grant for this project. We now need to present a resolution allowing the city to enter into an agreement accepting the grant. As with the past U&CF grants this is a 50/50 matching funds grant. All matching funds will be satisfied with staff time implementing and administering the grant. NYSEG crews will be assisting in some of the tree removal work at no cost to the city (see attached letter). Attached is a draft resolution for your consideration.

Please contact me if you have any questions.

Jeanne Grace
City Forester



CITY OF ITHACA

108 East Green Street Ithaca, New York 14850

OFFICE OF THE MAYOR • SVANTE L. MYRICK

Telephone: 607/274-6501 Fax: 607/274-6526

December 3, 2013

Mary Kramarchyk
Urban Forestry Program
Division of Lands and Forests
New York State Department of Environmental Conservation
625 Broadway, 5th floor
Albany, New York 12233-4253

Dear Ms. Kramarchyk:

I am writing this letter to confirm the intent of the city of Ithaca to pass a resolution stating that Jeanne Grace, City Forester for the City of Ithaca, is authorized to file an application for a 50% Matching Funds Urban and Community Forestry Grant in an amount not to exceed \$5,500, and upon approval of said request to enter into and execute a project agreement with the New York State Department of Environmental Conservation for such financial assistance to the City of Ithaca for the "Right Tree, Right Site Tree Planting Project".

If awarded this grant, City of Ithaca will remove trees in low income, high traffic and business districts that have been significantly damaged by years of severe utility pruning. These trees will be replaced with low growing trees, avoiding further conflict with the overhead lines while providing shade and improving quality of life for residents and visitors. By replacing these damaged and decaying trees with healthy low growing trees on the city streets, our hope is that the neighborhood will retain healthy long term residents and vibrant successful businesses. Revitalizing the urban forest in these communities will enhance the neighborhood with the aesthetic and ecological benefits of street trees and show the city of Ithaca's commitment to and the value placed on these neighborhoods and residents.

Thank you for your consideration of this grant application, please do not hesitate to call my office if you have any questions or you would like to discuss in more detail.

Sincerely,

Svante L. Myrick
Mayor





December 2nd, 2013

Mary Kramarchyk
Urban Forestry Program
Division of Lands and Forests
New York State Department of Environmental Conservation
625 Broadway, 5th Floor
Albany, New York 12233-4253

Dear Mary,

I would like to take this opportunity to offer a sincere letter of support for an Urban Forestry Grant from the City of Ithaca.

As the Senior Forester and Utility Arborist for New York State Electric and Gas Corporation and acting Council Member of the Ithaca Shade Tree Advisory Committee, I have been pleased to witness the efforts and energies that the City of Ithaca places on the growth and improvement of its urban forest. In addition to grant application information, I have provided technical information to the applicant concerning the desire and willingness of NYSEG to assist with provisions under this grant application to remove several mature trees that are incompatible with NYSEG electrical line safety and reliability objectives to be then replaced with new, compatible under wire species.

This grant will help Ithaca's Tree City build on their past successes and help grow Ithaca's urban forest in a way that is amenable to both NYSEG's objectives of delivering safe, reliable power to our communities as well as to the City of Ithaca's Master Plan for Public Trees.

Ithaca is a community leader in building and diversifying their urban forest. This grant will help keep the momentum going - and growing.

If you need additional information, you may contact me at 607-222-9657 extension 221.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Paradine".

Paul Paradine
Forester
Utility Arborist
Lead Analyst, Vegetation Management



4.2 DPW - Amendment of Capital Project 769, Intersection Bulb-outs on West Green Street and West Seneca Street at the Intersections with Plain Street and Corn Street

WHEREAS, a Project for Intersection Bulb-outs on West Green Street and West Seneca Street, P.I.N. 375462 (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 Project purpose is to reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users in the interest of street safety and livability along the New York State owned section of Route 79 (a one-way pair) in the mixed residential and low-density commercial area in the vicinity of Plain Street and Corn Street, and

WHEREAS, on July 6, 2011, Common Council authorized \$52,000 for the capital project, and

WHEREAS, in the 2012 and 2014 City Capital Budgets, Common Council authorized \$231,000 and \$12,000, respectively, bringing the total authorization to \$295,000, 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 design, construction and construction inspection; 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 Preliminary Engineering, Design, Construction and Construction Inspection work for the Project or portions thereof, and it is further

RESOLVED, That the sum of \$60,000 is hereby appropriated from the issuance of serial bonds and made available to cover the cost of participation in the above phase of the Project, and it is further

RESOLVED, That Common Council hereby amends Capital Project # 769, Intersection Bulb-outs on West Green Street and West Seneca Street, to include the Project costs of \$60,000, for a total authorization of \$355,000 and it is further

RESOLVED, That this project be undertaken with the understanding that the final cost of the Project to the City of Ithaca will be roughly 21% (or 7.5% or 5%) of said portion, currently estimated at \$74,750 (or \$26,750 or \$17,750) of the \$355,000 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 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 it is 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 it is 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 it is further

RESOLVED, This Resolution shall take effect immediately.



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, Transportation Engineer
Date: January 8, 2015
Re: Additional Budget Request for CP 769, Intersection Bulb-outs on West Green Street and West Seneca Street

On Wednesday, January 7, 2015, four bids were opened for the Intersection Bulb-outs on West Green Street and West Seneca Street project, Capital Project #769, PIN 375462. This project will enhance pedestrian crossings of Green Street and Seneca Street at the intersection of Plain Street and Corn Street, traffic calm Green and Seneca Street, provide innovative, rain garden style storm water management on Seneca Street, and beautify all four intersections with landscape plantings.

This is actually the second time we have bid this project. The first time was in July 2014; we had one bidder who exceeded the engineer's estimate by a factor of two. We declined that bid and chose to rebid. This time we got four bids, two of which were quite competitive with each other, but were both still approximately \$55,000 over our existing budget. I am recommending that we proceed with this project and am asking for \$60,000 in additional funds in order to do so. The additional \$5,000 will provide some contingency in case there are unforeseen circumstances in construction.

Beyond the merits of the project, I see two strong reasons and one optimistic reason why we should move forward with this project, even though these bids are over budget. First, I believe we have competitive bidding with this second round. The project was bid at the best time of the year for next year construction and I have no reason to believe that a third bid would get us under budget. There isn't anything in the low bid to suggest inflated prices. Second, I bid three projects early this winter - the waterfront trail, the Rt 13 crossings, and this one. The first two came in under budget and we can proceed upon award of contract. This one is slightly over, but still less than the savings from the other two projects. Lastly, and I don't know the answer to this yet, there is some chance that we can secure federal aid for this overage, in which case the ultimate cost to the City will only be 20% of the additional funds or \$12,000. It is even possible that New York State will contribute funding, in which case the City's share drops to 5% or \$3,000. I will pursue this option to be sure.

If you have any questions, you can reach me at 274-6535. Thank you.

