



# CA Meeting

City Administration Committee

DATE: May 18, 2016  
 TIME: 6:00 pm  
 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 April 2016 Minutes	Yes		
1.3 Statements from the Public	No		
1.4 Statements from Employees	No		
1.5 Council Response	No		
2. Consent Agenda Items	Yes		5 Min
2.1 Babe Ruth License Agreement		Supt. DPW - Mike Thorne	
3. City Administration, Human Resources, and Policy			
3.1 DPW – Amend Personnel Roster	Yes	Supt. DPW – Mike Thorne	5 Min
3.2 Ithaca Welcomes Refugees	Yes	Ithaca Welcomes Refugees	20 Min
4. Finance, Budget, and Appropriations			
4.1 Bond Resolution	Yes	Steve Thayer, City Controller	5 Min
5. Performance Measures	No		
6. Budget Process		All	5 Min
7. Meeting Wrap-up		All	5 Min
7.1 Announcements	No		
7.2 Next Meeting Date: June 15, 2016			
7.3 Review Agenda Items for Next Meeting	No		
7.4 Adjourn	Yes		

(7:05 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.

## **2. Consent Agenda Items**

### **.1 Babe Ruth License Agreement**

WHEREAS, Ithaca Babe Ruth League serves the area's youth by providing social and athletic recreational opportunities for its members and guests through baseball leagues, clubs and games, and

WHEREAS, Ithaca Babe Ruth Baseball League is proposing to fund and install a new 12' x 12' storage shed next to Field 9 in Cass Park, and

WHEREAS, the Parks Commission and Board of Public Works have reviewed the proposal and support the installation of the new shed, and

WHEREAS, City staff support installation of the new shed so long as staff approves final location of the shed, staff is allowed access to the shed, Ithaca Babe Ruth Baseball provides insurance and maintains the shed in good condition for the duration of the license, and that ownership of the shed transfers to the City at the end of the license, and

WHEREAS, pursuant to City Code Chapter 170 "Use of City Real Property", any non-transitory use of City parkland requires a license, and Section 170-5(G) vests in the Common Council sole authority to grant approval of any license to use City parkland; now, therefore be it

**RESOLVED**, That the Common Council finds that the licensing as described above enables the public to enjoy the recreational and athletic opportunities offered by Cass Park, and thereby fulfills a valid park purpose; and, be it further

**RESOLVED**, That the Common Council finds that the licensing of an exclusive shed space narrowly-tailored to the equipment-storage needs of the Ithaca Babe Ruth League effectively serves the public in enjoying the recreational and athletic opportunities offered by the Cass Park; and, be it further

**RESOLVED**, That Common Council hereby authorizes the Mayor, upon the advice of the City Attorney, to enter into a license agreement charging an annual fee based on the Marine Commercial appraisal category of \$0.48 per square foot, adjusted annually in accord with the Consumer Price Index, for the installation of the shed and use thereof with the following conditions:

- 1) City staff approve the location,
- 2) City staff are allowed access,
- 3) Ithaca Babe Ruth Baseball League maintains the shed in good condition for the duration of the license,
- 4) Ithaca Babe Ruth Baseball League provides proper insurance as required by the City, and
- 5) Ownership of the shed be transferred to the City at the end of the license agreement, or if the City prefers, the group will remove the shed from the premises and return the site to its original condition; and be it further

**RESOLVED**, Said license shall be for a one year term with provisions for automatic renewal, but providing the City unfettered ability to revoke or modify said license upon at least nine months' written notice that the Common Council has so resolved, and be it further

**RESOLVED**, The license agreement shall require Ithaca Babe Ruth League to:

- 1) submit documentation ensuring that participation in its activities is available to all members of the public via membership application and payment of fees, which may not be unreasonably large, said unreasonableness to be evaluated after accounting for discounted or income-sensitive opportunities for participation in the Babe Ruth League's activities, and
- 2) file with the City Clerk an annual report on:
  - a) the then-current fee structure for membership,
  - b) the reasonableness of said fee structure, and
  - c) community participation opportunities and events being offered by the League.



**CITY OF ITHACA**

**108 E. Green St. — Third Floor Ithaca, NY 14850-5690**

**DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT**

**Division of Planning & Economic Development**

**JOANN CORNISH, DIRECTOR OF PLANNING & DEVELOPMENT**

**PHYLLISA DESARNO, DEPUTY DIRECTOR FOR ECONOMIC DEVELOPMENT**

Telephone: Planning & Development – 607-274-6550

Community Development/TURA – 607-274-6559

Email: [dgrunder@cityofithaca.org](mailto:dgrunder@cityofithaca.org)

Email: [iura@cityofithaca.org](mailto:iura@cityofithaca.org)

TO: Board of Public Works

FROM: Parks Commission

DATE: March 17, 2016

RE: Parks Commission Recommendation on New Shed in Cass Park

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At its March 8<sup>th</sup> meeting, the Parks Commission reviewed a proposal to install a new shed for Babe Ruth Baseball next to Field 9 in Cass Park. The Babe Ruth organizers are considering either a 10'x10' or 12'x12' shed and will cover the installation costs. Given the proposed location, the new shed would have limited visual impact, and City staff will have access to the interior, if needed. While a quorum was not present, those members of the Parks Commission in attendance supported the installation of the new shed, provided that the size be no greater than 12'x12' and that the new shed be similar in color to the other structures in that area of the park.

If you have any questions or comments, please contact Megan Wilson, Senior Planner, at 274-6560 or [mwilson@cityofithaca.org](mailto:mwilson@cityofithaca.org).



**Cass Park**  
**701 Taughannock Blvd**  
**Ithaca, New York 14850**  
Phone: (607) 273-1090  
Fax: (607) 273-8633



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TO: Board of Public Works  
FROM: Jim D'Alterio (Recreation Facilities Director)  
DATE: March 21, 2016  
RE: Parks Commission Recommendation on New Shed in Cass Park

If the proposed Babe Ruth Shed located at Union Field 9 of Cass Park is approved I would request the following;

-Shed placement location be selected by the Recreation Facilities Director.

-The group will add the shed to their insurance coverage.

-Include the clause below that was included in a 2008 license agreement with Babe Ruth/Cal Ripken for group funded and implemented improvements at Union Fields 8 and 9.

21. Upon the termination of this license by forfeit or voluntary surrender, the League covenants and agrees to at once peaceably deliver up to the City the demised premises together with all improvements thereon in good condition, and that all improvements thereon shall thereafter belong to the City without the necessity of any deed of conveyance or other assignment or transfer by the League and that no compensation shall be allowed or paid therefore to the League or to anyone claiming by, through, or under the League.

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

#### **.1 DPW – Amend Personnel Roster**

WHEREAS, it is anticipated that the current Financial Clerk will soon be retiring, and

WHEREAS, the Department wishes to sustain a competent support staff and reorganize the responsibilities of the financial function within the Department, now, therefore, be it

**RESOLVED**, That the Personnel Roster of the Department of Public Works be amended as follows:

Add: one (1) Financial Management Assistant (40 hours/week)

and be it further

**RESOLVED**, That upon the retirement of the current Financial Clerk, the position vacated through retirement shall be abolished effective on the employee's retirement date, and be it further

**RESOLVED**, That the funding for this change shall be derived from existing funds within the Department of Public Works budget.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

**Forward one typed copy to this Commission.**

<b>1. Department</b> Department of Public Works	<b>Bureau, Division, Unit or Section</b> Department of Public Works	<b>Location of Position</b> Department of Public Works
<b>2. Description of Duties:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		

**Job Title:** Financial Management Assistant

Percent of Work Time	Job Duty
40	<ul style="list-style-type: none"> <li>Performs a variety of financial account-keeping activity related to general ledger accounting, budgeting, accounts payable, accounts receivable and external and internal reporting</li> </ul>
40	<ul style="list-style-type: none"> <li>Prepares and processes the necessary documentation in the areas of payroll, billing, payments, purchasing and inventory control</li> </ul>
15	<ul style="list-style-type: none"> <li>Performs an office administration role, interfacing with the public ( residents, vendors, etc. ) and internal employees to disseminate information and assist in resolving issues</li> </ul>
5	<ul style="list-style-type: none"> <li>Performs related clerical duties as required</li> </ul>

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Michael Raftis	Manager of Fiscal Operations - DPW	Direct

4. Names and Titles of Persons Supervised by Employee in this position **None**

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
Camille Little	Financial Management Assistant	Water & Sewer
Jean Mikula	Financial Management Assistant	Streets & Facilities

6. What minimum qualifications do you think should be required for this position?

Education:

- High School graduate or possess a high school equivalency diploma

Minimum Qualifications:

- Three ( 3 ) years full-time paid experience, or it's part-time paid or volunteer equivalent, maintaining financial accounts and records

Essential Knowledge, Skills, and Abilities:

- Good knowledge of modern methods used in maintaining financial accounts and records
- Good knowledge of modern office procedures, including the ability to utilize common business software programs at an acceptable rate of accuracy and speed
- Ability to analyze data, prepare reports and maintain organized files
- Ability to understand and interpret complex oral instructions and/or written directions
- Ability to effectively interact with colleagues and a diverse local community
- Having the physical condition commensurate with the demands of the position

7. The above statements are accurate and complete.

**Date:** 4/19/16      **Title:** Manager of Fiscal Operations - DPW      **Signature:** Michael Raftis

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

**Title:** \_\_\_\_\_

**Jurisdictional Classification:** \_\_\_\_\_

**Date:** \_\_\_\_\_      **Signature:** \_\_\_\_\_

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

**Approved**  
 **Disapproved**

**Date:** \_\_\_\_\_      **Signature:** \_\_\_\_\_



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

#### **.2 Ithaca Welcomes Refugees**

Ithaca Welcomes Refugees (IWR) is an interfaith, nonpartisan, community-based collective, inspired by the Syrian Refugee Crisis to serve refugees. Our aim is to help refugees, starting at a local level, with priority given to those bearing the additional stigmas of hate and fear. Our work will include resource gathering, fundraising, resettlement assistance, and awareness efforts. We hope that these efforts may result in the development of Ithaca itself as a welcoming host community in this time of great global need.

We feel it is important to recognize that refugees attempting to flee violence and instability in their home countries deserve our compassion and assistance, not our fear and bigotry. Welcoming refugees is an important humanitarian step for us to take, benefitting both refugees and the communities in which they settle. We in Ithaca have benefited greatly from the contributions of people from many countries, creating the diverse multicultural community we love and admire.

\* \* \* \* \*

WHEREAS, The Refugee Act of 1980 declared that it is “the historic policy of the United States to respond to the urgent needs of persons subject to persecution in their homelands” and gave the President the power to handle an “unforeseen emergency refugee situation” such as one involving “grave humanitarian concerns”[i], and

WHEREAS the people of the City of Ithaca and their government have a long history of opening their community and welcoming refugees, and

WHEREAS, Mayor, Svante Myrick, has publicly stated his support for Ithaca’s welcome of refugees during the current international crisis, and

WHEREAS, the City of Ithaca is proud to be an ethnically diverse city, with 10.4% of its residents born outside the United States indicating that Ithaca is truly a city of immigrants[ii], and

WHEREAS, the City of Ithaca is proud of its immigrant communities, made up of all religions and many of whom arrived here under the status of refugee, and

WHEREAS, the City of Ithaca should stand ready to respond in this humanitarian crisis in which the number of refugees fleeing the conflict in Syria to neighboring countries has now eclipsed four million[iii], thus confirming the Syrian refugee crisis as the world’s single largest refugee crisis in almost a quarter of a century, and

WHEREAS, refugees to the United States are subject to the highest level of security checks of any category of traveler to our country[iv], and

WHEREAS, refugees are vetted by the National Counterterrorism Center, the FBI’s Terrorist Screening Center and the Departments of State, Defense, and Homeland Security, and

WHEREAS, refugees are subject to additional screening that verifies what caused them to flee their homes, and

WHEREAS, the intense background and medical checks required of refugees can take as much as two years to complete[v], and

WHEREAS, more than half of the refugees brought to the United States have been children[vi], and

WHEREAS, a public statement that Ithaca is a welcoming community demonstrates our community's compassion and global concern, and

WHEREAS, the City of Ithaca, as part of the world community, can and should play a role in the collective response to human suffering and prejudice; now, therefore be it

**RESOLVED**, Common Council, a body of elected officials that represent people from a multitude of ethnicities and religions, reaffirm our commitment to remain a place of support for the refugees who have, in past years, made Ithaca their home, and be it further

**RESOLVED**, That Common Council affirm and express a commitment to be a welcoming community to any and all future refugees who have gained sanctioned entrance into the United States of America.

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[i] 94 STAT.102.PUBLIC LAW 96-212-MAR. 17, 1980. Public Law 96-212

(<https://www.congress.gov/bill/96th-congress/senate-bill/643>)

[ii] From US Census Data (<http://www.city-data.com/city/Ithaca-New-York.html#b>)

[iii] As of this writing, UNHCR counts 4,390,439 (<http://data.unhcr.org/syrianrefugees/regional.php#>)

[iv] <http://www.rcusa.org/uploads/pdfs/Refugee%20resettlement%20-%20step%20by%20step%20USCRI.pdf>

[v] Why It takes Two Years for Syrian Refugees to Enter the U.S., (<http://www.nytimes.com/interactive/2015/11/20/us/why-it-takes-two-years-for-syrian-refugees-to-apply-to-enter-the-united-states.html>)

[vi] US Boosts Efforts to Help Syrian Refugees (Voice of America, 9/3/15)

City of Ithaca  
Bond Resolution Information  
Controller's Office  
CA Meeting 5/18/16  
Prepared by Steven P. Thayer

**Bond Resolution**

The City normally borrows funds twice a year January or February and August.

To borrow funds Council must first authorize the issuance of the bonds.

This request is to approve the authorization of Capital Projects approved by Council since our last authorization in December 2015. The projects needed for authorization include projects approved since January 2016 and any Council previously authorized projects not yet included in a bond resolution. All projects are issued on a cash flow need basis, meaning that the funds will be issued over the next six months as cash is needed.

Attached you will find the projects needed for authorization in the amount of \$236,000. My concerns related to the City's heavy debt load continue and we need to find ways to reduce the high amount of debt we have. Going forward, the high annual debt costs will restrict use of city funds for other uses. We are required to pay our debt first. Our current debt outstanding, including this issue, is \$133,032,704. While \$58,102,806 of our outstanding debt is related to water, sewer or wastewater and is exempt from the debt limit, we still have a significant amount of general outstanding debt, \$69,486,834. It's important to note that some of our debt is borrowed upfront and will be later repaid from state and federal sources. The amount of reimbursement for Federal and State aid will range from \$5,000,000 to \$8,000,000.

We have not received the resolutions from the bonding attorney, but we will send them out as soon as they are received. A roll call two-thirds vote of the entire voting strength of Common Council is needed for approval in June.

The total issuance for late July will be \$266,000 plus renewal of the BANS coming due. Of the new money, \$30,000 is General Fund bonds. The remaining \$236,000 is for Water and Sewer Fund bonds.

Interest rates are starting to inch up since our last issue in February. Our rate in February was .76%. The market is currently in a less volatile condition, but the economy remains uncertain at this time. We expect to borrow these funds through Bond Anticipation Notes at interest rates between .50% and 1.50%. The investment rate is lower and is currently around .13%. We will continue to look at the possibility of going long-term with some of our debt as long-term rates are still favorable at this time, around the 3.50% mark. Issuing funds now will allow us to take advantage of the historically low interest rates. We will be re-rated as part of our issuance and there is always a possibility of a lower rating which would increase our interest rates for the future.

Interest rates are very low for short-term borrowing with a bond rating of Aa or better. Our current bond rating is Aa2 as rated by Moody's. This rate is two rates below AAA. This is still a solid investment grade. We had several bidders on our last issue. While the interest rate market is great for borrowing, you must be able to afford it. At some point these interest rates will start to head up and if we continue to have the large outstanding debt, it will put even more strain on our budgets.

City of Ithaca  
 Summary of Bond Authorizations  
 2016 Second Issue  
 5/12/2016  
 file:bondissues

2016 Council Authorization Date	Project #	Description	Bond Resolution Amount	Needed Amount to issue	Status	Needed Amount to issue
5/4/2016	531	<b>Replace Water Main on 200 Block of Dryden Road</b> To fund a water main replacement project on Dryden Road mostly in the 200 block. Development on Dryden Road will require a replacement of a 106 year old water main. New project and money.	\$	131,100	issue	\$ 131,100
5/4/2016	631	<b>Replace Sewer Main on 200 Block of Dryden Road</b> To fund a sewer main replacement project on Dryden Road mostly in the 200 block. Development on Dryden Road will require a replacement of a 106 year old water main. New project and money.	\$	104,900	issue	\$ 104,900
11/4/2016	822	<b>Fire-East Hill Fire Station Design</b> To fund the design study to determine new sites and construction of new Fire Station in the City/Town. This would fund design of a new Fire Station and the sale of existing the Fire Station on East Hill. Previously authorized. NYS funds are available for the relocation of the Fire Station. May also include looking at improvements to Central and East Hill Stations. Last issued \$50,000 on 2/19/16. Orrick file 43119-2-hh.			partial issue	\$ 30,000
<b>Totals</b>			<b>\$</b>	<b>236,000</b>		<b>\$ 266,000</b>
		General Fund				\$ 30,000
		Solid Waste				\$ -
		Water				\$ 131,100
		WasteWater Treatment Facility				\$ -
		Sewer				\$ 104,900
						\$ 266,000