COMMON COUNCIL COMMITTEE OF THE WHOLE
STUDY SESSION AGENDA

Date:       Wednesday March 20, 2024
Time:       6:00 PM
Location:   City Hall Council Chambers
Watch Online: https://www.youtube.com/@CityofIthacaPublicMeetings

No Public Comments

1. Call To Order
   1.1. Emergency Evacuation
   1.2. Review and Approval of Meeting Minutes.

2. Agenda Planning
   2.1. Downtown Plan Public Outreach Introduction
   2.2. Amendment to Personnel Roster- Grant Administrator
   2.3. Amendment to Personnel Roster- Administrative Assistant-Building Division
   2.4. Intermunicipal Agreement for Building Inspection Services
   2.5. Amendment to Personnel Roster - DPW - Civil Engineer
   2.6. DRI Consultant Funding
   2.7. Legislative Priorities

3. Reports From Committee/Commissions

4. Meeting Wrap-Up
   1. Announcements- Council will be entering into an Executive Session
   2. Next Meeting- Special Council Meeting following Executive Session and Adjournment.

5. Executive Session
   Executive Session to discuss a Personnel Matter. Special Council Meeting will be held to vote on the matter.

6. Meeting Adjourn.

Not all meetings have a Public Comment segment. The City of Ithaca wants to hear from you! You are encouraged to share your thoughts with Common Council using the options below:

To Submit Written Comments please use the link below.
https://tinyurl.com/mr9kdhw8

*Written comments submitted will be compiled and entered into the record.
CITY OF ITHACA
108 East Green Street, Ithaca, New York 14850-6590

Clerk's Office
Shaniqua Lewis,

MEMORANDUM

TO: Common Council
FROM: Mayor Cantelmo
DATE: March 20, 2024
RE: Review and Approval of Meeting Minutes.
CP#: N/A

Vote to approve 02-21-2024 COW Study Session Meeting Minutes
MEMORANDUM

TO: Common Council
FROM: Yamila Fournier
DATE: March 20, 2024
RE: Downtown Plan Public Outreach Introduction
CP#: N/A

The Planning Department, working together with the Downtown Ithaca Alliance (DIA) and a community Advisory Committee including some Common Council members, have drafted a Downtown Neighborhood Plan with recommendations to guide the next 10-15 years of Downtown Ithaca’s priorities. In April, the Planning Department will do outreach to solicit public feedback about the drafted plan. This update will serve to inform Common Council members about the content and extent of the Plan and will enlist members to ensure their constituencies are informed.
All Downtown Plan Recommendations as of February 2024.

The Planning Department, working together with the Downtown Ithaca Alliance (DIA) and a community Advisory Committee including some Common Council members, have drafted a Downtown Neighborhood Plan with recommendations to guide the next 10-15 years of Downtown Ithaca’s priorities.

The Downtown Neighborhood Plan covers the Downtown Core, the West State Street Corridor, and the West End, as illustrated in this map:

All recommendations are sorted into the following chapters, though many overlap:

2.0 Land Use
3.0 Economic Development
4.1 Housing
4.2 Historic Preservation
4.3 Public Safety
4.4 Physical Infrastructure
4.5 Health, Wellness, Support
5.0 Mobility & Transportation
6.1 Natural Resources
6.2 Cultural Resources
7.1 Energy
7.2 Water Resources & Stormwater Management
2.0 Land Use Recommendations

A. Create regulations that ensure seamless transitions between our high-density areas and lower-density zones.
B. Encourage developments to include through block non-vehicular crossings in the West End to connect blocks between Meadow and Fulton Streets.
C. Create design guidelines for the West End that establish material recommendations but still allow for creativity.
D. Create requirements to make appropriately wide accommodations for sidewalks and green space, including tree lawns and green infrastructure, on private property if they do not exist on public land.
E. Explore zoning options to increase density in the West End and other areas.
F. Preserve and improve access to the Six Mile Creek corridor as a major amenity and pedestrian/bike connection connecting downtown to recreation, nearby southside neighborhood, and shopping.
G. Work with property owners to support and encourage redevelopment of parcels that could support more density.
H. Evaluate and amend, if necessary, boundaries and definitions in the Street Level Active Use Overlay Zone.
I. Evaluate zoning codes to see if there are any obstacles to encouraging District Energy Networks or other goals of the 2030 Climate Action Plan.
J. Explore form-based code in the downtown area.
K. Explore zoning tools to encourage and incentivize Affordable housing.
L. Develop targeted strategies to address chronically vacant and distressed properties in the downtown study area.

3.0 Economic Development Recommendations

A. Work with community partners to ensure the success of the Ithaca Downtown Conference Center, promote tourism, and expand downtown tourism offerings, including events.
B. Support retail growth and implement recommendations of the 2024 Retail Study to attract targeted retail and service business types including family- and student- oriented entertainment and businesses that provide daily necessities and amenities to downtown residents.
C. Implement the Small-Scale Manufacturing Action Plan through targeted financial support, technical assistance, and marketing.
D. Encourage new food businesses through shared commercial kitchens, food halls, and other resources that build on downtown’s established international food culture and nighttime economy.

E. Explore options for a business improvement district or similar system for the West End and West State Street.

F. Utilize existing state and local incentives (including CIITAP) and explore new incentives for promoting target uses in the established Density District.

G. Focus attention and resources on the retention of bricks and mortar businesses downtown.

H. Invest in pedestrian and vehicular wayfinding, branded mini-districts, and cohesive marketing to make downtown navigation easier.

I. Conduct a study of the current supply of vacant office space to determine right-sizing.

J. Understand and meet the needs of Downtown’s residents as we continue to densify the area.

K. Encourage the development of childcare facilities and child-friendly spaces to support downtown workers and families.

4.1 Housing Recommendations

Our vision for a vibrant, dense downtown includes building more units at every price point and increasing the kinds of amenities that make downtown living desirable.

A. Explore incentives, partnerships, and policies that facilitate the construction of non-market rate housing in the downtown core where land and construction costs are the highest.

B. Support policies and initiatives that improve the livability of the West End to attract a variety of housing types that serve a wide range of incomes, including adequate staffing to ensure the success of those initiatives.

C. Explore mechanisms and incentives to encourage the conversion of vacant downtown office space to housing.

D. Redevelop the Seneca Street Parking Garage site to include housing, public parking, and other compatible uses.

4.2 Historic Preservation Recommendations

A. Update the Reconnaissance Level Survey of Historic Resources for the downtown study area to ensure all resources that possess architectural, cultural, or historic value are identified.

B. Locally designate resources identified as historically or architecturally significant, including the following already identified resources:
   1. The former Fraternal Order of the Eagles Building (currently used by the Community School of Music and Art) at 330 East State Street;
2. The former Benevolent and Protective Order of the Elks building (currently used by the Cornell Daily Sun) at 139 West State Street;
3. The former No. 5 Fire Station (currently a single-family residence) at 136 West State Street;
4. The National Register-listed Ithaca Downtown Historic District.

C. Encourage and facilitate the use of existing financial incentives for historic preservation, including the State and Federal Rehabilitation Tax Credit Programs and the local property tax exemption and or CIITAP, to help finance the rehabilitation of existing buildings.

D. Promote sensitive and historically compatible redevelopment within the Ithaca Downtown Historic District or adjacent to the neighborhood individual landmarks.

E. Expand access to historic interpretation information, such as audio walking tours and map layer overlays.

4.3 Public Safety Recommendations

A. Ensure neighborhood representation on the Community Police Board (CBP) to engage and involve the downtown community in public safety policy deliberations.

B. Proactively work with IPD, City staff, DIA, and other partners to address safety issues and concerns within the downtown area, including quarterly meetings and improved communication with downtown businesses.

C. Establish coordinated protocols and communications for downtown safety incidents among municipal partners, private property owners, and local businesses.

D. Maintain a network of visible public security cameras that cover heavily used and traveled public spaces and encourage stronger coordination between public and private security efforts.

E. Maintain adequate lighting conditions, while meeting Dark Sky Standards, in public and private spaces through:
   a. Installing and maintaining lighting on City-owned property and in public spaces;
   b. Pruning of street trees to ensure they do not interfere with appropriate lighting;
   c. Working with private property owners to maintain well-lit storefronts and to provide additional lighting as needed.

F. Work with the DIA to help private property owners make vacant commercial spaces feel safe, including short-term activation of empty storefronts, provision of adequate lighting, and exterior property maintenance.

G. Implement improvements in DeWitt Park to increase visibility and sight lines into and out of the park and ensure adequate staffing to maintain those improvements.

H. Provide a stronger, visible presence of public safety responders, including IPD, community outreach team, and other service providers at peak times in areas of greatest need.
I. Explore and establish programs and tools to ensure safety of late-night patrons of downtown businesses, such as a Late-Night Companion Program or emergency communication systems.

J. The City and DIA will partner to play an active role in placemaking and cleanliness, keeping downtown a safe, clean, and welcoming place.

4.4 Physical Infrastructure Recommendations

Utilities

A. Evaluate the feasibility of buried utility and communication lines for improved fire access, climate resiliency, and pedestrian enhancements.

Water & Sewer

B. Incorporate public green space as part of the planned pump house replacement at Meadow and W Buffalo Street and ensure staffing and funding for long-term maintenance.

Roads

C. Continue working with the New York State Department of Transportation (NYSDOT), City staff, and developers for transformative improvements in the West End to include signal replacements, pedestrian improvements, milling and paving of Meadow and Fulton Streets. (refer to the BUILD grant).

Public Spaces

D. Identify locations and funding opportunities for additional amenities including public restrooms, handwashing facilities, drinking-water stations, and dog-friendly spaces on the Commons and along the West State Street corridor.

E. Implement a long-term plan and funding strategy for the maintenance and refurbishment of the Commons and Creekwalk, including their plantings and features, and ensure there is adequate staffing for continued maintenance.

F. Determine the future of the pedestrian bridge over Six Mile Creek between the Creekwalk and the City Court building. Secure funding for either removal or repair.

G. Remove, renovate, or redesign aging street furnishings (waste receptacles, benches, planter boxes, etc.) throughout the study area in coordination with larger streetscape design efforts, particularly on the 100 & 200 blocks of West State Street and the 100 blocks of N & S Cayuga Street.

H. Work with property owners to make upgrades and improvements to DeWitt Park.

Parking

I. Review 2016 Downtown Parking Study and work with hotels to get parking data to identify opportunities to adjust parking locations throughout the Downtown.
J. Plan for the eventual closure of the Seneca Street Garage site, including parking alternatives and redevelopment support.
K. Plan for Downtown area bike storage for both bike share and personal bicycles.

4.5 Health, Wellness, & Support Recommendations
A. Encourage active transportation through improved pedestrian and bike connections (Six Mile Creek Waterfront, the Commons, DeWitt Park, etc) and newly developed parks or parklets by installing multi-modal green paths or green streets. (Add map showing this connection).
B. Look for opportunities to improve mobility and access between the downtown area and social and medical service providers.
C. Encourage wellness programs and activities in DeWitt Park, the Commons, Six Mile Creek waterfront, and newly created plazas in the West End.
D. Encourage new developments to adopt healthy architecture practices, such as exterior and interior gathering spaces, particularly in the West End and the West State Street corridor.
E. Work with community partners to create accessible programming and community spaces for youth, teens, seniors, and their families in the downtown area.
F. Work with the County and non-profit partners to strengthen the Outreach Worker Program. Ensure outreach workers have adequate resources, benefits, and staffing to effectively service the downtown.
G. Support a low-barrier shelter within the study area.
H. Provide accessibility accommodations for people with limited mobility throughout the Downtown Core.
I. Seek a service provider to provide a day use facility for unhoused and vulnerable populations.

5.0 Mobility & Transportation Recommendations
Pedestrian & Bicycle
A. Redesign crossings at Meadow and Fulton, for improved pedestrian and cyclist safety and comfort as well as access to and from the Commons and Waterfront.
B. Redesign other Downtown high volume traffic intersections for improved pedestrian and cyclist comfort and safety with special attention to the needs of people with mobility issues.
C. Identify feasible areas for reduced vehicular or parking lane widths to allow for larger sidewalks, bike lanes, and/or plantings and green infrastructure.
D. Determine if there are some areas where vehicular parking should/could be converted to bike parking and/or other micro-transit accommodations.
E. Complete the Six Mile Creek trail system to create a seamless pedestrian connection between Downtown and its adjacent neighborhoods, especially the SW Shopping area.
F. Work with NYSDOT, the Ithaca Tompkins County Transportation Council (ITCTC), and other interested agencies to transform Meadow and Fulton Streets into urban boulevards with improved pedestrian and bicycle infrastructure for the purpose of reconnecting areas of the city separated by these major roads. (reference BUILD grant).

G. Fund, design, install, and maintain bike lanes that improve the safety of bikers in the downtown study area.

H. Address issues related to snow removal and sidewalk accessibility in the Downtown Study Area, particularly on the Commons and key intersections.

Business Needs

I. Balance the needs of pedestrians/cyclists, on demand transportation and micro-transit needs along with the business needs when making decisions regarding parking.

J. Identify and designate spaces for on-demand pick up/drop off and take out/delivery use.

Transit

K. Encourage and sustain strong campus to Downtown transit connections.

L. Create and support connections between Downtown and nearby emerging development centers, such as the redevelopment of the former Emerson Chain facility.

Vehicles/Roadways

M. Continue to advocate for increased City control of Seneca and Green Streets.

N. Evaluate Aurora/Cayuga Street to determine if alternative configurations are desirable (two-way, pedestrian-only, extended one-way, etc.)

O. Provide comprehensive centralized information and education about downtown parking options, including garages, metered parking, and free nearby on-street parking.

P. Pilot the temporary closure of street parking in certain areas of West State Street for expanded pedestrian, outdoor dining, or informal park space. If successful, consider permanent, temporal, or seasonal closures.

Q. Explore the temporary, periodic, or seasonal closure of the 100 block of East State Street and Aurora Street for events or other uses.

6.1 Natural Resources Recommendations

A. Improve access along the entire Six Mile Creek waterfront through wayfinding and trail improvements.

B. Increase street trees and landscaping in the public right of way along Meadow and Fulton St. to create a buffer from traffic; ensure long-term maintenance by staff.
C. Pursue opportunities for new green spaces in private development, particularly in the West End and West State Street.

D. Seek opportunities to incorporate and connect private and/or public green spaces.

E. Prepare a biennial plan for aerial tree management on the Commons to ensure the trees are healthy and sized appropriately for the pedestrian mall, do not block lights, or obstruct visibility.

F. Prepare maintenance and replacement plan for perennial and shrub plantings on the Commons and ensure their long-term maintenance by staff.

G. Complete the Six Mile Creek walk behind or around the Mental Health Building to improve connection between downtown and the Six Mile Creek Natural Area.

6.2 Cultural Resources Recommendations

A. Work in partnership to support special events in the downtown area:
   1. Ensure adequate staff resources to support event permitting and activities.
   2. Offer resources to support event organizers, such as training, planning services, digital documents, online applications, and permitting orientation.
   3. Encourage new and different event types.
   4. Explore opportunities to target support and funding for events sponsored by neighborhood and community groups that may otherwise lack the capacity and resources.

B. Support and increase public art in the entire downtown by allocating staff resources, leveraging partnerships, and targeting areas in the West End and West State Street.

C. Enhance key gateways to the downtown area (e.g. Meadow and Fulton, base of E State Street) with highly visible public art, welcoming signage, intersection improvements, and improved lighting.

D. Look for creative opportunities to expand use of public space, such as 100 block of West State Street and the Six Mile Creek walkway for outdoor events, programming, art installations, and activities.

E. Seek to attract entertainment businesses appealing to a wide range of people (students, families, teens) particularly in spaces providing large square footage.

F. Dedicate funding and seek new and creative funding mechanisms to support arts and culture and preserve and enhance our cultural resources.

G. Work with community partners, including educational institutions, to hold cultural events, regular programs, and locate satellites of key cultural resources in the downtown study area.

H. Utilize and strengthen existing communication tools to promote events, exhibits, cultural organizations and sites, and provide information on transportation options. Work with TCAT to provide safe and convenient transportation to these spaces.

I. Retain and expand cultural assets including arts organizations and not-for-profits.
J. Support the creation of spaces for artist studios and maker spaces including live/work situations.

7.1 Energy Recommendations

Note: Text should explain why focusing efforts in Downtown will be particularly impactful. This also applies to other sections such as stormwater. This chapter is also an opportunity to set a standard for how we want to talk about sustainability concepts. Do we use jargon or find other ways to word concepts? Good convo to have here with City Sustainability Team

A. Implement a pilot project for downtown commercial buildings that leverages bulk purchasing to improve building insulation and replace all thermal loads with electric alternatives.

B. Implement a 24/7 Carbon-Free Energy strategy for downtown commercial properties that promotes community choice aggregation and the deployment of renewable energy systems through collective purchasing.

C. Implement a phased study to improve energy use intensity in medium to large commercial and mixed-use properties in the downtown area by benchmarking existing conditions and requiring gradual progression of building performance standards to net zero.

D. Focus and accelerate deployment of public and private electric vehicle charging infrastructure on the densest downtown locations and utilize cooperative purchasing strategies to achieve cost-savings for property owners.

E. Support zero-emissions alternatives to first-mile/last-mile travel to the downtown study area.

F. Promote carbon-free energy solutions by working with and educating downtown property owners in our densest neighborhoods and leveraging resources and expertise from our community partners.

G. Establish a resiliency hub in the downtown study area to provide critical services in an emergency.

7.2 Water Resources & Stormwater Management Recommendations

A. Capitalize on downtown as a center of population, employment, and tourism for green infrastructure education and demonstration projects such as green roofs on downtown bus stations, retrofitting plantings beds near the library, and creating local water storage to water public plantings, etc.

B. Find opportunities to enhance and protect the Six Mile Creek watershed and provide education on watershed protection through plantings, erosion control strategies, and/or interpretation.

C. Promote green infrastructure in new developments within the downtown area through incentives and regulatory policies such as requiring rain gardens, green roofs, permeable pavers, etc.
D. Create a plan to convert downtown plantings in public areas to plantings adapted to climate, including native plantings, to reduce watering. Ensure adequate staffing and staff training for successful design, installation, and maintenance of these and other City green infrastructure sites.

E. Support green infrastructure maintenance by working with partners to maintain and educate about ongoing projects.

F. Look for opportunities to convert impervious areas into permeable surfaces in the Downtown study area. (Callout: City as sponge)

### 7.3 Food Systems Recommendations

A. Evaluate food access and food insecurity throughout downtown and strengthen connections to food resources both within the downtown study area and to food hubs elsewhere in the City.

B. Explore the use, maintenance, and development of vertical/rooftop edible gardens in Downtown.

C. Continue to support the downtown Farmer’s Market.

D. Identify and address barriers, including capacity and resource issues, that limit small food markets and other small-scale food and beverage production throughout downtown.

E. Identify and remove barriers to food waste composting for downtown restaurants.

F. Seek to attract food markets and/or food pantries, enabling residents to access necessities without relying on personal vehicles.

G. Work with County Waste and building managers to create a centralized food waste collection spot in the walkable downtown core.
MEMORANDUM

TO: Common Council
FROM: Tom Knipe
DATE: March 20, 2024
RE: Amendment to Personnel Roster- Grant Administrator
CP#: N/A

Vote to add the new Grant Administrator position to the employee roster.
Amendment to Personnel Roster – Planning and Development Department – Grant Administrator

WHEREAS, the approved 2024 City budget includes funding for a new Grant Administrator position, and

WHEREAS, the City's current process for applying for and receiving grants is ad-hoc and lacks standardization, systemization and coordination, and City staff who deal with grants spend large amounts of time on administrative tasks, and

WHEREAS, the City currently misses out on opportunities to apply for and receive more grants to bring outside funding to support City priorities due to a lack of capacity to apply for and administer grants, and

WHEREAS, the goals of this position are to increase the City's capacity to secure and administer grant funding; increase overall funding secured for priority City projects; improve efficiency, coordination, standardization, and professionalism in securing and administering grants, and reduce administrative burden on City departments and staff who currently deal with grants, thereby increasing overall capacity of program staff to focus on core functions, and

WHEREAS, the Grant Administrator will support departments and staff across the entire City organization with securing grant awards from State, Federal, and other sources, and administering grants that are awarded to the City including supporting research, contracting, reporting, reimbursements, compliance, and process improvement, and

WHEREAS, the Department of Planning & Development has the experience, capacity, and interest to support this new position, now therefore be it

RESOLVED, that the Personnel Roster of the Planning and Development Department be amended as follows:

  Add: One (1) Grant Administrator (40 hours/week)

and be it further

RESOLVED, that the position of Grant Administrator shall be assigned to the City Executive Association at salary grade 7, and be it further

RESOLVED, that for the sole purpose of determining days worked reportable to the New York State and Local Employees Retirement System the standard workday for this position shall be established at eight (8) hours per day (forty (40) hours per week), and, be it further

RESOLVED, that the funding for this change shall be derived from existing funds within the approved departmental budget.
M E M O R A N D U M

Date: March 14, 2024

To: Ithaca Common Council

From: Tom Knipe, Deputy Director for Economic Development

RE: Grant Administrator Position

The purpose of this memo is to provide background information on the Grant Administrator position, which was approved and funded in the 2024 budget. A job description has been created with input from multiple departments, and the Civil Service Commission is scheduled to take this up at their April meeting. I look forward to attending your March 20th meeting to answer questions and hear feedback.

KEY ISSUES AND OBJECTIVES

The need for this position has been discussed for many years. Key arguments for establishing a new City of Ithaca Grant Administrator position now are to:

- Increase capacity to secure and administer grant funding for the City.
- Increase funding secured for priority City projects.
- Identify and help plug gaps in fundraising.
- Perform research, planning, coordination, standardization, and systemization of grant functions.
- Improve efficiency and professionalism in securing and administering grants.
- Reduce burden on City staff to administer grants, freeing up significant program staff time to focus on delivery of City services.

To guide priorities for the position and ensure that it meets the needs of the entire organization, we surveyed and interviewed staff who currently deal with grants. We received feedback from GIAC, Public Works, Engineering, Ithaca Youth Bureau, Economic Development, Sustainability, Planning, Public Information/Clerk, Fire Department, Police Department and Controller. We asked the following questions:

- In what specific areas of grant writing and/or grant administration do you feel that you or your department could use additional capacity?
- What is the number one thing that you would most like a new Grant Administrator to do?
- What ideas do you have for standardizing or streamlining post-award grant administration?

Respondents were positive, even excited, about the establishment of this position, and shared thoughtful and detailed ideas for improving the City’s grant processes. Their responses have guided the identification of duties and priorities. Staff corroborated a need for support with both grant writing and post-award grant administration. Many expressed an understanding that this person will not be able to, nor would it be advantageous for them to, be responsible for all grant writing and grant management.
This position does not replace the “project manager” function for grant-funded projects. Rather, it provides administrative support and overall coordination across City departments, particularly departments with many grants. Building internal and external relationships to understand specific needs and opportunities and creating systems and workflows that respond to those needs and opportunities will be one of the critical early tasks for the position.

BUDGET IMPLICATIONS & FUNDING
This new position is funded in the 2024 budget. The Human Resources Department has evaluated the position and assigned it to the Executive Association at Grade 7, with a starting salary of $68,216 and a salary range of $68,216-$81,859. It is expected that over time, this position will substantially increase grant revenues coming to the City. Grants often allow the grantee to use a portion of funds to support grant administration, which will be an additional new direct source of revenue to help support this position. It is expected that this position will also free up program staff citywide by reducing the administrative burden on grant administration to allocate more of their time to program and project implementation.

NEXT STEPS
City staff will attend the March 20th Common Council meeting. The Common Council is asked to vote at your April voting meeting to approve adding the Grant Administrator position to the personnel roster. Soon after approval, we will work to recruit a qualified and diverse pool of candidates. We hope to hire someone to fill this role this summer. The draft position description is available upon request.

Attachment:
- Draft Resolution, “Amendment to Personnel Roster – Planning and Development Department – Grant Administrator”
CITY OF ITHACA
108 East Green Street, Ithaca, New York 14850-6590

Building Department
Shaniqua Lewis,

MEMORANDUM

TO: Common Council
FROM: Robert Fell-DeWalt
DATE: March 20, 2024
RE: Amendment to Personnel Roster- Administrative Assistant- Building Division

Vote to remove position of Permit Clerk and replace with position of Administrative Assistant for the Building Division Roster
Resolution to Remove the position of Permit Clerk and Replace with the position of Administrative Assistant for the Building Division Roster

WHEREAS, the City of Ithaca now performs all permitting and licensing functions related to Code Enforcement through OpenGov, an online software provider;

WHEREAS, the typical work duties for the position of Permit Clerk, such as clerical review and processing of permit applications, collection of fees for applications, and issuance of licenses and permits, are now obsolete due to these procedures being automated in OpenGov;

WHEREAS, the position now being held by the Acting Permit Clerk is solely responsible for database management, creation of reports, recording daily ledger activities of the Building Division, and managing projects related to facilitating access to property files;

WHEREAS, the position of Administrative Assistant aligns more fully with the typical work duties of the paragraph above and allows for the exercise of a higher level of independent judgment in the performance of the work, now therefore be it

RESOLVED THAT, the Director of Planning, Building, Zoning, and Economic Development shall remove the position of Permit Clerk from the Building Division roster and replace it with the position of Administrative Assistant.
MEMO TO CITY ADMINISTRATION

Proposed Revision to Building Division Roster

March 8, 2024

Overview of the current duties for the position of Permit Clerk

The Planning, Building, Zoning and Economic Development Department now performs all permitting and licensing functions related to Code Enforcement through OpenGov, an online software provider. The typical work duties for the position of Permit Clerk, such as clerical review and processing of permit applications, collection of fees for applications, and issuance of licenses and permits, are now obsolete due to these procedures being automated in OpenGov. For a long time now, the position of Permit Clerk has ceased to include the duties of typist, receptionist, and office supply clerk.

Overview of proposed duties for the position of Administrative Assistant

The position now being held by the Acting Permit Clerk is solely responsible for database management, creation of reports, recording daily ledger activities of the Building Division, managing inter-departmental projects related to facilitating access to property files, supervising the work of the Office Assistant, and providing staff support to various quasi-judicial boards.

The position of Administrative Assistant aligns more fully with the typical work duties of the paragraph above and allows for the exercise of a higher level of independent judgment in the performance of the work.

Costs and Other Considerations

It is the opinion of the Planning, Building, Zoning, and Economic Development Department that replacing the position of Permit Clerk with the position of Administrative Assistant on the Building Division roster will be budget-neutral for the fiscal year 2024. Taking into consideration the budget for future years, the position of Administrative Assistant is two Grade Levels above that of Permit Clerk in the CSEA Administrative Unit Grade Plan.
TO: Common Council
FROM: Robert Fell-DeWalt
DATE: March 20, 2024
RE: Intermunicipal Agreement for Building Inspection Services
CP#: N/A

A Resolution to Reauthorize an Intermunicipal Agreement for Building Inspection Services Between the City of Ithaca and the Village of Cayuga Heights.
A Resolution to Reauthorize an Intermunicipal Agreement for Building Inspection Services Between the City of Ithaca and the Village of Cayuga Heights

WHEREAS, effective January 1, 2011, the City of Ithaca and the Village of Cayuga Heights entered into an intermunicipal agreement to govern building and fire code inspections for certain properties straddling the border between the two municipalities; and

WHEREAS, pursuant to that agreement, the City provides inspection services for said properties and is reimbursed for such services by the collection of inspection and permit fees from the owners; and

WHEREAS, the City and the Village wish to update and reauthorize the intermunicipal agreement for an additional term; now, therefore, be it

RESOLVED, that City Manager, subject to the advice of the City Attorney, is hereby authorized to enter into an updated intermunicipal agreement for building inspection services in a form substantially similar to that attached hereto.
This agreement, effective the __ day of ______________, 2024, by and between the City of Ithaca, a municipal corporation having its office and place of business at 108 East Green Street, Ithaca, New York 14850, hereinafter referred to as the "City" and the Village of Cayuga Heights, a municipal corporation, having its office and place of business at 836 Hanshaw Road, Ithaca, New York, hereinafter referred to as the "Village."

WHEREAS, both the Village and the City are required to issue permits for, and cause the inspection of alterations and construction within their jurisdictional limits; and

WHEREAS, both the City and the Village enforce the provisions of the New York State Uniform Fire Prevention and Building Code and the New York State Multiple Residence Law, as well as their own zoning, site plan development review, environmental review, building, housing and fire codes, where applicable; and

WHEREAS, certain improvements are located on parcels which lie partially in both jurisdictions, and are therefore subject to the code enforcement programs of each municipality; and

WHEREAS, both municipalities are desirous of providing qualified building and fire inspection services in a cost-effective manner and avoiding a duplication of services and/or confusion to property owners to the extent possible; and

WHEREAS, the parties are desirous of entering into an intermunicipal agreement in which the City would provide the Village with required building and fire inspection service under the New York State Uniform Fire Prevention and Building Code and the New York State Multiple Residence Law, to the extent applicable, for alterations and construction taking place on property which lies within both jurisdictions; and

WHEREAS, the City has appropriate trained and certified building and fire code enforcement personnel.
NOW, THEREFORE, in consideration of the mutual covenants, agreements, and considerations heretofore set forth, the parties hereto mutually agree as follows:

1. All new property improvements where the improvement currently lies in both jurisdictions will be inspected by City Inspectors who have successfully completed the code enforcement training program through the Department of State of New York, and who are otherwise qualified as inspectors as a result of the current and previous employment by the City as code enforcement officials in the field of building and fire construction inspection. The properties listed below are those which contain one or more buildings or structures that are primarily in the Village and partially in the City and intended by this agreement to be inspected by City inspectors.

115 Ridgewood Road  (a Cornell Sorority)
102 Needham Place   (a private residence)
105 Needham Place   (a multiple residence)
126 Westbourne Place (a multiple residence)
425 Wyckoff Place   (a Cornell Fraternity)
208 Dearborn Place (also known as 202 N. Triphammer Road) (a Cornell Rooming House)
220 Dearborn Place   (a multiple residence)
207 Kelvin Place    (a multiple residence)

In the event of the proposed construction of new improvements on property which lies partially in both jurisdictions, the parties may add to the above list by written agreement between the City, through its Director of Planning and Development and Fire Chief , and the Village, through its Fire Chief and Chief Code Enforcement Officer.

2. The properties covered by this agreement shall be treated for all building, housing, and fire code enforcement purposes, except zoning and site plan development review, as though they were completely within the City of Ithaca. Each jurisdiction shall continue to enforce and operate its own zoning, site plan review, environmental review, and landmarks preservation programs, to the extent applicable.

3. The number of personnel assigned shall be at the discretion of the City, depending upon the availability of said personnel to be assigned to inspect properties which lie on the line between the jurisdictions.
4. The term of this agreement shall be ten (10) years from its effective date, subject to authorization by the governing legislative bodies of the respective municipalities. This agreement shall automatically renew in 10-year terms unless either party gives written notice, at least six months in advance of the expiration of the current term, of an intent not to renew this agreement. Either party may cancel this agreement upon six months’ written notice to the other party.

5. The City shall be reimbursed for its services by the payment of all building, housing and fire inspection and permit fees directly to the City by the property owner at the rates charged to similar properties located totally within the City limits. Both jurisdictions may charge applicants for zoning, site plan review, and/or environmental review fees, where applicable.

6. Prior to the issuance of a building permit by the City, the City will obtain written confirmation from the Village Zoning Officer that the proposed plans do not violate provisions of the Zoning Law of the Village or that a variance from the Village Zoning Law has been obtained. Properties which lie in both jurisdictions shall be subject to the zoning, site plan development and environmental review regulations and laws of both municipalities.

7. Both parties agree that they will, at their own expense, indemnify, defend, and hold harmless each other, its officers, agents, and employees from any and all liability, judgment costs, damages, attorneys' fees and expenses arising out of the negligence of its employees or by not adhering to the guidelines as established by the City or the New York State Department of State in the provision and performance of inspection work as set forth in this agreement, providing, however, that timely notice shall be given by each party to the other of any claim that may be asserted with regard to the work, labor, and services set forth in this agreement.

8. Each party will certify to the other that insurance in the amount of $1,000,000 to cover liability exists and will make the other municipality the named co-insured on said policy.

9. Each party will provide its own workers' compensation insurance covering its own employees.

10. In the event that the City or Village is, or becomes, self-insured for general liability and/or automobile liability at any time during the term of this agreement, the following language is to be
incorporated in the agreement without any need for special resolution:

WHEREAS, either party, its agents, servants or employees, pursuant to this agreement between the parties are or may be performing various kinds and types of work, labor or services in cooperation with each other: be it resolved that each party agrees that it will, at its own expense, indemnify, defend, and hold harmless the other, its officers, agents and employees from any liability, judgment, costs, damages, attorneys' fees and expenses arising out of the negligent performance of the work, labor or services of the respective party, its agents, servants or employees, providing, however, that timely notice be given to the other party of any action, claim or proceedings which may be filed or commenced against the parties by reason of the performance of such work.

Each party certifies, by entering into this agreement, that this section was approved by the governing body of each municipality as part of this agreement, and it is binding upon each party in the event it becomes self-insured as if a special resolution had been adopted by it.

[SIGNATURE PAGE FOLLOWS]
IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF ITHACA

By: ____________________________

        Deborah Mohlenhoff, City Manager

VILLAGE OF CAYUGA HEIGHTS

By: ____________________________

        Linda Woodard, Mayor

STATE OF NEW YORK )
                   ) SS.
COUNTY OF TOMPKINS )

On this ___ day of ______________, 20__, before me, the undersigned, a Notary Public in and for said State, personally appeared _____________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their capacity, and that by their signature on the instrument, the individual, or the person of which the individual acted, executed the instrument.

STATE OF NEW YORK )
                   ) SS.
COUNTY OF TOMPKINS )

On this ___ day of ______________, 20__, before me, the undersigned, a Notary Public in and for said State, personally appeared _____________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their capacity, and that by their signature on the instrument, the individual, or the person of which the individual acted, executed the instrument.
Amendment to Personnel Roster – DPW – Civil Engineer

WHEREAS, there is currently an opening for a civil engineering professional in the Engineering Services division of DPW, and

WHEREAS, the current vacancy is for a specialized title, and specialized job titles tend to attract fewer job applicants for reasons that include an implied lack of work variation, self-disqualification, and non-typical job title search terms, and

WHEREAS, DPW believes that changing the title to the broader Civil Engineer title will attract more applicants with more diverse engineering work experience, and

WHEREAS, transportation engineering is a subset of civil engineering, and work in this field is typically performed by civil engineers, now therefore be it

RESOLVED, that the Personnel Roster of the Engineering Division of the Department of Public Works shall be amended as follows:

Add: One (1) Civil Engineer (Executive Association, grade 8)
Delete: One (1) Transportation Engineer (Executive Association, grade 8)

and be it further

RESOLVED, that there are no funding impacts for this change and funding shall be derived from existing funds within the Department of Public Works budget.
MEMORANDUM

Date: March 5, 2024

To: Civil Service Commission
    Common Council

From: Michael Thorne, Superintendent of Public Works

Subject: Create New Civil Engineer Position

Dear Civil Service Commission and Council Members,

There is an opening for a civil engineering professional in the Engineering Services division of the Department of Public Works to perform work on transportation related projects. The current vacancy is for a specialized position that works exclusively on transportation projects. However, a majority of the work performed by the Engineering Services division involves transportation related projects performed by civil engineers, and the qualification for both the broader title and specialized title is a degree in civil engineering.

Transportation engineering is simply a subset of civil engineering. In our experience, specialized job titles tend to attract fewer job applicants for reasons that may include concerns over limited variation of work, self-disqualification due to a perceived lack of specialization, or simply not seeing the job posting because of non-typical job title search terms. We are requesting to eliminate the specialized title and replace it with the broader Civil Engineer title in hopes of expanding the applicant pool, and to increase flexibility and capabilities in the Engineering Services division by doing so.
CITY OF ITHACA
108 East Green Street, Ithaca, New York 14850-6590

Planning & Economic Development
Shaniqua Lewis,

MEMORANDUM

TO: Common Council
FROM: Tom Knipe
DATE: March 20, 2024
RE: DRI Consultant Funding
CP#: N/A

2024 Downtown Revitalization Initiative (DRI) Grant Application Funding
MEMORANDUM

Date: March 14, 2024

To: Ithaca Common Council

From: Tom Knipe, Deputy Director for Economic Development

RE: 2024 Downtown Revitalization Initiative (DRI) Grant Application Funding

The purpose of this memo is to request funding to support hiring a consultant to help the City develop its 2024 Downtown Revitalization Initiative grant application. I look forward to attending your March 20th meeting to answer questions and hear feedback.

BACKGROUND

The City and Downtown Ithaca Alliance have applied unsuccessfully six times over the past eight years to New York State to receive a competitive $10 million Downtown Revitalization Initiative (DRI) grant. The DRI continues to be a key element of the State’s economic development program. Its goals are to transform downtown neighborhoods into vibrant centers that offer a high quality of life and are magnets for redevelopment, business, job creation, and economic and housing diversity. More information about the goals of the DRI program and past awardees can be found on New York State’s website: https://www.ny.gov/programs/downtown-revitalization-initiative

In 2023, the City of Ithaca decided not to apply because of the changes in City and DIA leadership, and because the Downtown Plan and Retail Study and Strategy were still in process. Both of those plans will be completed this year, new leadership is in place, and we have gathered extensive feedback from Empire State Development, Southern Tier Regional Economic Development Council members, and people who have been involved with successful DRI grant applications in other communities in Upstate NY. Based on the information we have gathered, we believe that the City of Ithaca is in a strong position to apply for and receive a DRI grant in 2024.

Preliminary talks suggest there is support for focusing our 2024 DRI application on the West State Street Corridor and West End. This area, with the downtown core, was the subject of our most recent DRI application in 2022, which by many accounts was our strongest application to date. These are also areas of the City where we can demonstrate a clear need and transformative impact of a DRI award.

It is also clear that we need to take a new approach to win a transformative DRI award. The DRI application is a large undertaking, requiring hundreds of hours to coordinate and write, with specific and detailed requirements. Most communities who have won DRI awards used the services of an outside grant consultant. We are proposing to hire a consultant this year to support the City with our DRI application. The suggested consultant scope of work assumes that the City and DIA will work to convene a DRI steering committee and will do some preliminary work to compile projects and draft narrative, and that the consultant will coordinate public outreach, help articulate DRI projects that align with a compelling DRI vision and lead the development of the full DRI application. A more detailed proposed scope-of-work is outlined below.
BUDGET IMPLICATIONS & FUNDING
The suggested budget to contract with a private economic development and planning firm to help the City with its 2024 DRI application is approximately $40,000. To develop this budget, I spoke with six individuals with recent knowledge and experience about using a consultant to develop a DRI application including consultants that have worked with other communities in Upstate NY on successful DRI applications and economic development leaders in communities that have used consultants to win DRI awards. If successful, the City will win a $10 million DRI grant to support transformative revitalization and inclusive housing and economic development in greater downtown Ithaca.

QUESTION FOR COUNCIL
Do you support allocating up to $40,000 from unrestricted contingency or other City source to the Planning and Development Department’s budget in 2024 hire a qualified consultant to support the City’s 2024 DRI application?

PROPOSED CONSULTANT SCOPE OF WORK
- Conduct public outreach, to include:
  o Distribute call for project ideas
  o Community survey – draft, distribute, compile
  o Targeted outreach to underrepresented communities – 2 focus groups or similar method
  o Establish basic DRI website (optional)
  o Conduct public meetings – one or two – including designing display/informational materials for meetings.
  o Public walking tour - can be on the same day as public meeting (optional)
- Articulate DRI projects
  o Interviews with potential DRI project partners - a handful, as needed
  o Produce renderings for up to 3 projects for which renderings are not otherwise available (we will not need new renderings for all proposed projects)
- Develop full DRI application document
  o Document compilation/development
  o Draft narrative
  o Coordinate edits
  o Graphic design – document layout, design, and a .ppt template matching the design of the application document.

NEXT STEPS
City staff will attend the March 20th Common Council meeting. If there is support for the proposed approach, we will draft a resolution for consideration at a future Council meeting. As soon as funding is committed, we will distribute an RFP, with the goal of having a consultant under contract by June. In the past, Empire State Development has distributed a notice of funding availability in July, with an application deadline in September, and we are preparing for a similar timeline this year.
MEMORANDUM

TO: Common Council
FROM: Mayor Robert Cantelmo
DATE: March 20, 2024
RE: Legislative Priorities
CP#: N/A

Review of next steps for Legislative Priorities.
**DRAFT Strategic Themes & Legislative Priorities**

### CLIMATE JUSTICE, RESILIENCE, & SUSTAINABILITY

**Definition:** Mitigate impacts of climate change and develop plans for resilience while prioritizing climate justice communities.

<table>
<thead>
<tr>
<th>Action Item 1</th>
<th>Pass Justice 50</th>
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</thead>
<tbody>
<tr>
<td>Action Item 2</td>
<td>Long term preparedness for disasters</td>
</tr>
</tbody>
</table>

### SOCIAL HEALTH & BELONGING

**Definition:**

<table>
<thead>
<tr>
<th>Action Item 1</th>
<th>Reestablish Public Safety Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item 2</td>
<td>Start collaboration with Collegetown BID</td>
</tr>
<tr>
<td>Action Item 3</td>
<td>Explore feasibility of Ithaca Night Sky initiative</td>
</tr>
</tbody>
</table>

### EFFECTIVE, TRANSPARENT, & COLLABORATIVE GOVERNMENT

**Definition:**

<table>
<thead>
<tr>
<th>Action Item 1</th>
<th>Reestablish Advisory Boards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item 2</td>
<td>Invite Council to participate in Capital Planning</td>
</tr>
<tr>
<td>Action Item 3</td>
<td>Create a framework for capital spending/prioritization built from needs study</td>
</tr>
<tr>
<td>Action Item 4</td>
<td>Study duplicative services in city/town/county and opportunities to collaborate</td>
</tr>
<tr>
<td>Action Item 5</td>
<td>Establish mechanism for operational or staff feedback to be provided in confidence</td>
</tr>
<tr>
<td>Action Item 6</td>
<td>Exploration of new revenue streams</td>
</tr>
</tbody>
</table>

### COMMUNITY DEVELOPMENT & ECONOMIC VITALITY

**Definition:** The City will strive to be fiscally sound, multi-resourced, diverse, and affordable for all renters and property owners, while balancing available funding with sensible spending.

<table>
<thead>
<tr>
<th>Action Item 1</th>
<th>Reevaluate CIITAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item 2</td>
<td>Develop an economic strategy with a workforce development component</td>
</tr>
<tr>
<td>Action Item 3</td>
<td>Enact Just Cause labor protections</td>
</tr>
</tbody>
</table>

### SAFE & ACCESSIBLE HOUSING

**Definition:** Increase housing access, quality, stability, and sustainability across a range of incomes and housing types, with equitable availability in neighborhoods throughout the city.

<table>
<thead>
<tr>
<th>Action Item 1</th>
<th>Stabilize rents for city residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item 2</td>
<td>Support staff enforcement of building code</td>
</tr>
<tr>
<td>Action Item 3</td>
<td>Implement a comprehensive approach to serving unhoused population</td>
</tr>
<tr>
<td>Action Item 4</td>
<td>Continue work on adopting STR &amp; ADU legislation</td>
</tr>
<tr>
<td>Action Item 5</td>
<td>Revise comprehensive plan to promote increase middle housing supply</td>
</tr>
<tr>
<td><strong>MOBILITY, ACCESSIBILITY, &amp; INFRASTRUCTURE</strong></td>
<td></td>
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<tr>
<td>------------------------------------------------</td>
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<tr>
<td><strong>Definition:</strong></td>
<td>Respond efficiently to community infrastructure needs &amp; ensure safe and accessible streets and sidewalks for all.</td>
</tr>
<tr>
<td><strong>Action Item 1</strong></td>
<td>Building disability-justice informed, modernized, and pedestrian centric infrastructure</td>
</tr>
<tr>
<td><strong>Action Item 2</strong></td>
<td>Ending deferred infrastructure</td>
</tr>
<tr>
<td><strong>Action Item 3</strong></td>
<td>Innovating solutions to address snow and ice maintenance</td>
</tr>
</tbody>
</table>