



# CITY ADMINISTRATION COMMITTEE AGENDA

Date: Wednesday, July 26, 2023  
 Time: 6:00 P.M.  
 Location: City Hall, 108 E. Green Street 3<sup>rd</sup> Floor, Council Chambers  
 Watch Online: <https://www.youtube.com/@CityofIthacaPublicMeetings>

ITEM?	Voting Item?	Presenter(s)	Time Allotted
1. Call to Order 1.1 Agenda Review 1.2 Review and Approval of Minutes <i>June 28, 2023, minutes</i>	No Yes	Chair, Robert Cantelmo	5 Min
2. Petitions and Hearings of Persons Before Council 2.1 Statements from the Public  The public can provide short statements during this portion of the meeting. 3 minutes is the maximum time allotted, but the chair reserves the right to modify the amount of time per individual at the start of the meeting. Only the first hour of the meeting is set aside for Public Comment.  <i>*Written comments submitted will be compiled and entered into the record.</i> 2.2 Committee Member Response	No       No	Sign up for public comment here: <a href="https://bit.ly/3pDc1LD">https://bit.ly/3pDc1LD</a>  *Submit written comments here: <a href="https://j.mp/2XUYUdW">https://j.mp/2XUYUdW</a>	30 Min
3. Consent Agenda 3.1 IYB Amend 2023 Roster 3.2 Amend IYB Budget	Yes	L. Klohmann, IYB Director L. Klohmann, IYB Director	5 Min 10 Min
4. Administration, Human Resources, & Policy 4.1 Authorize Funding to Contract with an Executive Search Firm 4.2 Ithaca Trans Safe Haven Resolution 4.3 Trans Sanctuary City Ordinance	Yes  Yes	S. Michell-Nunn, HR Director J. DeFendini, Councilmember	5 Min 20 Min
5. Finance, Budget, & Appropriations 5.1 Authorize Disbursement of Funds for the Stately Apartments Project 5.2 Building or Demolition Permit Fees 5.3 Resolution for Ithaca Area Wastewater Treatment Facility (IAWWTF) 5.4 CFA for Cass Park Bathrooms	Yes  Yes  Yes	Nels Bohn, Dir. Urban Renewal R. Fell-DeWalt, Dir. Code Enf. C. Brock, Council Member L. Klohmann, IYB Director	10 Min 10 Min 10 Min 5 Min
6. City Manager Transition  <i>No items submitted</i>			
7. Other Business  <i>No items submitted</i>			
8. Meeting Wrap-Up 8.1 Announcements 8.2 Next Meeting Date: August 23 8.3 Review Agenda Items for Next Meeting 8.4 Adjourn	No No No Yes		5 Min
		Meeting Length Estimate	Min

### **3. CONSENT AGENDA**

#### **3.1 Resolution to Amend the Youth Bureau 2023 Roster**

**WHEREAS**, The Youth Bureau is requesting a roster amendment to increase the currently filled Recreation Specialist position (35 hours) by 5 hours; and,

**WHEREAS**, there has been an increase in regulations to operate summer camps and programs and an increase in the needs of our youth; and,

**WHEREAS**, the Recreation Specialist begins work on camps six months prior to the season and is onsite at camp 40 hours a week during the season; and,

**WHEREAS**, the Recreation Specialist also maintains a full set of programs for the RP; now, therefore, be it

**RESOLVED**, that the Personnel Roster of the Youth Bureau shall be amended effective August 3, 2023 as follows:

Increase one Recreation Specialist (35 hours) to 40 hours.

And, be it further

**RESOLVED**, that any existing funds associated with this change will come from within the approved 2023 Ithaca Youth Bureau budget.

### 3. CONSENT AGENDA

#### 3.2 Resolution: Youth Bureau – Request to Amend 2023 Youth Bureau Budget – Recreation, OUT, BBBS

**WHEREAS**, Tompkins County Youth Services Department has advised the Ithaca Youth Bureau that the Recreation, Outings, and Big Brother Big Sister programs will be receiving \$23,700 in funding for the Summer Camps, Pathfinders, and Mentor Recruitment, and

**WHEREAS**, the goals of these programs are to strengthen services offered by these programs (summer camp support to campers with disabilities, team and friendship building, and volunteer mentors); now, therefore, be it

**RESOLVED**, That Common Council hereby amends the 2023 Youth Bureau budget as follows:

Increase revenue:

Account # A7310-2350-1562	Stewart Park Day Camp	\$5,125
Account # A7310-2350-1564	Cass Park Day Camp	\$5,125
Account # A7310-2350-1221	Outings Program	\$6,725.00
Account # A7310-2350-1206	Big Brother Big Sister Program	\$6,725.00
	Total	\$23,700.00

Increase expenses:

Account # A7310-5120-1562	Part time/Seasonal	\$4,312.69
Account # A7310-5460-1562	Program Supplies	\$128.30
Account # A7310-5120-1564	Part-time/Seasonal	\$4,312.69
Account # A7310-5460-1562	Program Supplies	\$128.30
Account # A7310-5120-1221	Part time/Seasonal	\$5,700.00
Account # A7310-5460-1221	Program Supplies	\$122.00
Account # A7310-5120-1206	Part time/Seasonal	\$5,700.00
Account # A7310-5460-1206	Program Supplies	\$122.00
Account # A7310-9030-1206	FICA/Medicare	\$437.02
Account # A7310-9030-1221	FICA/Medicare	\$437.00
Account # A7310-9030-1562	FICA/Medicare	\$330.00
Account # A7310-9030-1564	FICA/Medicare	\$330.00
Account # A7310-9040-1206	Worker's Comp.	\$445.00
Account # A7310-9040-1221	Worker's Comp.	\$445.00
Account # A7310-9040-1562	Worker's Comp.	\$375.00
Account # A7310-9040-1564	Worker's Comp.	\$375.00
	Total	\$23,700.00

#### **4. ADMINISTRATION, HUMAN RESOURCES, & POLICY**

##### **4.1 RESOLUTION TO AUTHORIZE FUNDING TO CONTRACT WITH AN EXECUTIVE SEARCH FIRM**

**WHEREAS**, the City Human Resources department is conducting several major searches to fill key leadership positions prior to 2024, and

**WHEREAS**, recruitment is extremely challenging not only for the city but nationwide. In addition, there is a limited capacity within the HR department to conduct the numerous departmental and leadership searches currently underway, and

**WHEREAS**, the city has retained executive search firms to conduct two of the six leadership searches, the mayor is recommending that the city additionally fund Pracademic Partners for the Director of Human Resources search since we have retained this firm for the City Manager search, and we are confident the Dr. Ian Coyle's nationwide contacts and experiences will be a maximum benefit to our efforts, and

**WHEREAS**, Dr. Coyle has offered a discount for additional searches, now therefore be it

**RESOLVED**, that Common Council authorizes the mayor to enter into a contract with Dr. Ian Coyle of Pracademic Partners to provide executive search services to fill the Director of Human Resources position. The contract shall not exceed \$17, 550, and be it further

**RESOLVED**, the funds needed for the Director of Human Resources search be derived from the following sources:

- Transfer \$11,400 from account A1990-5000 unrestricted contingency to account A1630-5435
- Transfer \$6,150 from unused funds withing existing Human Resources 2023 funding

## 4. ADMINISTRATION, HUMAN RESOURCES, & POLICY

### 4.2 Ithaca Trans Safe Haven Resolution

**WHEREAS**, as of the date of this legislation, New York law does not restrict access to gender-affirming healthcare or ban insurance exclusions for gender-affirming healthcare; and

**WHEREAS**, the 2019 GENDA Act strictly prohibits discrimination based on gender identity or expression throughout New York State; and

**WHEREAS**, other states may adopt or expand laws that impose criminal punishment, civil liability, administrative penalties, or professional sanctions on health care professionals who provide gender-affirming healthcare and on persons who seek, receive, or assist another in receiving gender-affirming healthcare in the City of Ithaca; and

**WHEREAS**, gender-affirming healthcare has been proven to be evidence-based, medically necessary, and lifesaving by the American Medical Association, the American Academy of Child and Adolescent Psychiatry, the American Academy of Pediatrics, the Endocrine Society, the American Psychiatric Association, and the World Professional Association for Transgender Health, amongst other institutions; and

**WHEREAS**, studies have shown that gender transition, including access to gender-affirming healthcare, improves the overall wellbeing of transgender people and that access to gender-affirming healthcare for youth is associated with better mental health outcomes and lower risks of suicide; and

**WHEREAS**, over 94 percent of LGBTQ+ youth surveyed by the Trevor Project in late 2021 said recent politics have negatively impacted their mental health, and 93 percent of transgender and nonbinary youth surveyed by the Trevor Project in 2022 said they have worried about transgender people being denied access to gender affirming medical care due to state or local laws; and

**WHEREAS**, multiple healthcare institutions across the country have scaled back or have considered scaling back gender-affirming healthcare services in response to legal challenges, perception of legal risk, harassment, or threats of violence; and

**WHEREAS**, there are institutions providing gender-affirming healthcare in the State of New York located in the city of Ithaca, and local advocates already report long waitlists and difficulty accessing medically necessary gender-affirming healthcare; and

**WHEREAS**, the City of Ithaca has consistently declared its commitment to furthering transgender equity and supporting its growing transgender community; and

**WHEREAS**, healthcare professionals providing as well as persons seeking, receiving, or assisting another individual who is seeking or receiving gender-affirming healthcare in the City of Ithaca should be protected from attempts to impose criminal punishment, civil liability, administrative penalties, or professional sanctions based on the laws of other states when gender-affirming healthcare is lawful in the State of New York and meets standards for good professional practice; and

**WHEREAS**, a majority of U.S. adults agree that transgender minors should have access to gender-affirming care; and

**WHEREAS**, it is necessary and appropriate to exercise the authority vested in the City of Ithaca Charter, including the coordinated and integrated direction, supervision, and control of all City of Ithaca departments, boards, commissions, and other agencies, to protect healthcare professionals and persons lawfully seeking, receiving, and assisting another individual in seeking or receiving of gender-affirming healthcare in the City of Ithaca; NOW, THEREFORE,

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ITHACA:

Section 1. That the Mayor and Council hereby declare the City of Ithaca a Safe Haven for Gender-Affirming Healthcare.

Section 2. That the City of Ithaca hereby adopts the following Gender-Affirming Healthcare Policy:

1. City personnel shall not criminally prosecute or impose administrative penalties on an individual or organization for providing, seeking, receiving, or assisting another individual who is seeking or receiving gender-affirming healthcare.
2. In the event any law or regulation is passed in the State of New York which imposes criminal punishment, civil liability, administrative penalties, or professional sanctions, on an individual or organization for providing, seeking, receiving, or assisting another individual who is seeking or receiving gender-affirming healthcare, City personnel shall make enforcement of said law or regulation their lowest priority.
3. City personnel shall not enforce laws of other jurisdictions that impose criminal punishment, civil liability, administrative penalties, or professional sanctions, on an individual or organization for providing, seeking, receiving, or assisting another individual who is seeking or receiving gender-affirming healthcare and shall decline any request to stop, arrest, detain, continue to detain, or transfer into out-of-state custody individuals on the basis of such conduct being criminalized, penalized, or prosecuted in said jurisdiction.
4. Except as required by lawful authority, City personnel shall not respond to any request for information from another jurisdiction if the request is related to that

jurisdiction's laws, rules, or regulations imposing criminal punishment, civil liability, administrative penalties, or professional sanctions, on an individual or organization for providing, seeking, receiving, or assisting another individual who is seeking or receiving gender-affirming healthcare.

5. Except as required by lawful authority, City personnel shall not enforce or facilitate the collection of any judgment of another jurisdiction to the extent the judgment arises out of a cause of action in that jurisdiction based on providing, seeking, receiving, or assisting another individual who is seeking or receiving gender-affirming healthcare.

6. That the Ithaca Police Department is hereby encouraged to adopt a similar Gender-Affirming Healthcare Policy.

§215-48 Persons not to be detained.

A. No city resources, including, but not limited to, time spent by employees, officers, contractors, or subcontractors while on duty, or the use of city property, shall be utilized for:

- 1) Detaining persons for seeking or providing gender-affirming care, nor the aiding of it, which include such activities as
  1. Gender affirmation surgery
  2. Gender Hormone Therapy
- 2) Cooperating with or providing information to any individual or out-of-state agency or department regarding the provision of lawful gender-affirming healthcare performed in the state.

B. Nothing in this section shall prohibit the investigation of any criminal activity in this state, provided that no information relating to any medical procedure performed on a specific individual may be shared with an out-of-state agency or any other individual.

C. Any person detained in violation of this section may bring an action in any court of competent jurisdiction for a claim of unlawful detention in violation of this section, for any damages, including punitive damages, and for declaratory and injunctive relief and such other remedies as may be appropriate. The court, in issuing any final order in any section brought pursuant to this section, may award costs of litigation, to the prevailing party whenever the court determines such an award is appropriate. This section does not limit or abrogate any claim or cause of action such person has under common law or by other law or rule.

### **Section 3. Severability Clause**

Severability is intended throughout and within the provisions of this Ordinance. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Ordinance.

### **Section 4. Effective Date**

This ordinance shall take effect immediately and in accordance with law upon publication of notices as provided in the Ithaca City Charter.

## 4. ADMINISTRATION, HUMAN RESOURCES, & POLICY

### 4.3 Trans Sanctuary City Ordinance

#### **An Ordinance Amending Chapter 215 of the City of Ithaca Municipal Code Entitled “Human Rights Protection” to Add Article VIII “Protection of Transgender and Gender Rights”**

**WHEREAS**, the City of Ithaca hereby affirms and expresses support that the core values of our community include creating a climate of welcome and inclusiveness, protecting and preserving democracy, freedom, human rights, and the dignity of all people; and

**WHEREAS**, the 2019 GENDA Act strictly prohibits discrimination based on gender identity or expression throughout New York State; and

**WHEREAS**, in light of restrictive legislation being enacted throughout the United States, which would prohibit access to transgender and gender-affirming healthcare, enjoying civil protections provided by state and municipal governments as a transgender person, and simply identifying as transgender in public; and

**WHEREAS**, the New York State Legislature is actively considering the Senate Bill S8842A, an Act to amend the family court act, the executive law, the civil practice law and rules, the criminal procedure law, the education law, the public health law and the insurance law in relation to gender affirming care; Now therefore

#### **ORDINANCE 2023-**

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

#### **Section 1. Legislative findings, intent, and purpose.**

The Common Council makes the following findings:

- That the protection of gender-affirming care is an essential right to healthcare and the wellbeing of individuals.
- That New York State outlawed gender discrimination in 2023

Based on the above findings of fact, and consistent with the Tenth Amendment to the United States Constitution, the enactment of this Article is intended to achieve the following objectives:

#### **Section 2.**

§215 of the City Code is hereby amended to add at the end thereof a new Article VIII to read as follows:

Article VIII Protection of Transgender Rights

§215-47 The purpose and intent of this Article is to recognize the importance of gender-affirming healthcare as a matter of health, privacy, and equality and to ensure, to the greatest extent permitted by law, that those rights are upheld for all residing within the City of Ithaca.



## 5. FINANCE, BUDGET, & APPROPRIATIONS

### 5.1 Authorize Disbursement of Funds for the Stately Apartments Project, Community Housing Development Fund

**WHEREAS**, the Community Housing Development Fund (CHDF) was established in 2009, and renewed in 2015 and 2021, by Memorandum of Understanding (MOU) among and between the City of Ithaca, Tompkins County and Cornell University to raise and award funds to increase the supply of permanently affordable housing in the County, and

**WHEREAS**, the Common Council determined that City contributions to the CHDF should be used solely to assist those projects located within the City of Ithaca, and

**WHEREAS**, the Program Oversight Committee, which includes three City appointees, reviews, and recommends projects for awards, including the amount and funding source, and

**WHEREAS**, the City of Ithaca Common Council retains authority to approve, modify or reject the POC's recommendation for use of City funds, and

**WHEREAS**, action to authorize disbursement of City funds requires prior completion of environmental review for housing projects, and

**WHEREAS**, the POC recommended the following affordable housing projects for funding:

Community Housing Development Fund								
Round #21 Recommended Funding Awards								
Applicant	Project	# Units	Municipality	Funding (\$1,000s)				
				Cornell	County	City	Dryden	Total
IHA/CHDC	Northside Apartments	82 rentals	(C) Ithaca	0	57.8	102.2	0	160
INHS	CHT – Scattered Sites	8 for-sale	(C) Ithaca & (V) Freeville	284.8	15.2	0	0	300
Second Wind	Dryden House	4 rentals	(V) Dryden	0	70	0	50	120
Visum	Stately Apartments	57 rentals	(C) Ithaca	0	0	100	0	100
Red Tail/Habitat	White Hawk Ecovillage	1 for-sale	(T) Danby	40	0	0	0	40
<b>Totals</b>		<b>152 units</b>		<b>324.8</b>	<b>143</b>	<b>202.2</b>	<b>50</b>	<b>720</b>

and,

**WHEREAS**, pursuant to the MOU, Tompkins County administers the CHDF, including collection of contributions to the CHDF and distribution of funds to project sponsors upon issuance of a building permit, and

**WHEREAS**, the Common Council previously authorized disbursement of funds for the Northside Apartments round #21 project, and

**WHEREAS**, on July 27, 2021 the Stately Apartments project completed environmental review by the City Planning and Development Board, recently secured a low-income housing tax credit allocation, and is scheduled for a closing on financing in September 2023, and

**WHEREAS**, annual City contributions to the CHDF are placed in Restricted Contingency, now; therefore, be it

**RESOLVED**, that the Common Council for the City of Ithaca hereby authorizes an expenditure of up to \$100,000 to Tompkins County for the following affordable housing project to implement a recommended funding award for rounds #21 of the Community Housing Development Fund:

Project Name: Stately Apartments

Location: 510 W. MLK Jr./State Street, Ithaca, NY  
Applicant: Visum Development Group LLC

Project Summary:

Construction of a 57-unit rental housing project including 20 supportive housing units [5 - victims/survivors of domestic violence; 15 – Substance Use Disorder (SUDs)]

And be it further

**RESOLVED**, That Common Council hereby transfers an amount not to exceed \$100,000 from Restricted Contingency Account A1990-5000 Housing Funds to Account A8020-5435 Planning Contracts, and be it further,

**RESOLVED**, That the \$100,000 be appropriated from the current balance in the Housing Fund of \$180,000, to fund the \$100,000 City portion of the City/County/Cornell Housing Trust for the above listed project, and be it further,

**RESOLVED**, that the Mayor, subject to advice of the City Attorney, is hereby authorized to execute a fiscal agency agreement with Tompkins County to implement this resolution.

## 5. FINANCE, BUDGET, & APPROPRIATIONS

### 5.2 Building or Demolition Permit Fees

#### Ithaca Building Division Permit and Administrative Fee Schedule

Building or Demolition Permit Fees—Code of the City of Ithaca §146-5K(1)

Total Valuation of the Work	Fee Amount	Comments
\$0—\$5,000	\$50	Building Permit is for all types of work: New construction, Alterations, Temporary structures, Tents, Hazardous materials abatement, Site development and paving, etc.
\$5,001—\$50,000	1.0% of the total valuation of work	
\$50,001—\$500,000	0.9% of the total valuation of work	
\$500,001—\$5,000,000	0.8% of the total valuation of work	Demolition permit is for removal of an entire structure or a major portion of a structure that is not part of an Alterations project.
\$5,000,001 and greater	0.7% of the total valuation of work	

Consultation and Plan review for preliminary or conceptual projects	\$75 per hour	Projects for which a building permit application is not ready to be submitted.
Plan review for projects exceeding \$5,000 (where no permit is requested)	50% of permit fee schedule	Fee amount collected shall be applied to total permit fee upon application.

Additional plan review or inspections required by changes to scope of work, additions or revisions to approved plans	Permit fee schedule applied to valuation of completed work	Reconciliation fee to be calculated at Close of Permit.
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Additional plan review or inspections required by changes to scope of work that did not result in an increase in the valuation of the work	\$75 per hour for each hour of review, analysis, or inspection	
Requested inspections outside of the Building Division normal business hours	\$100 per hour	Minimum 2 hours to be charged per occurrence.
Building permit renewal for 24 months	\$50 or 10% of the original permit, whichever is greater	Building permit may be renewed (or extended) one time only.

Certificate of Occupancy, for a building where no permit has been issued	\$75 per hour for each hour of review, analysis, or inspection	Reconciliation fee to be calculated at Close of Permit.
Temporary Certificate of Occupancy		
1) First six months		
For building projects with value up to \$50,000	\$100	
For building projects with value \$50,001 and greater	35% of the building permit fee schedule applied to valuation of completed work, or \$2,500, whichever is less	
2) After six months		Only one renewal period is allowed, for a final six months.
For building projects with value up to \$50,000	\$100	
For building projects with value \$50,001 and greater	50% of the building permit fee schedule applied to valuation of completed work	
Reconciliation Fee	(Permit fee schedule applied to valuation of completed work + applicable Amendment fees noted above) minus original permit fee	Reconciliation fee to be calculated at Close of Permit, with final sum to be added to or deducted from original permit fee.

1. Refer to Code of the City of Ithaca Sections 146-5K(2) and (3) for determining valuation of construction costs. All construction costs shall be included. Do not include costs for the following: Furnishings and Finishes (e.g. Window blinds, Moveable furniture, Flooring, Painting, Tiling), Financing and Administration Fees, or Professional Design or Legal fees.
2. Building Permit fee includes basic inspections to determine compliance with applicable codes and regulations.

3. A separate processing fee is assessed, as a percentage of total valuation of the work, for all online permit applications.
4. The fees calculated above shall be REDUCED by one-half if the subject property has an exemption pursuant to Article I of Chapter 300 of the Code of the City of Ithaca.
5. The fees calculated above shall be DOUBLED where work has been started before the Building Division has issued a permit. All work shall be stopped until such time as the contractor/owner has obtained the necessary building permit.

Small Job Fee	1 Trip, Up to (5) one yoke devices	\$75.00
Base Permit Fee	2 Trips	\$100.00
Extra Trip Fee	Per trip:	\$75.00

Per device fees

One yoke devices & lights	\$0.75
AFI/GFI	\$3.00
Appliances	\$12.00
HVAC Connections	\$25.00
Motors > 2 hp	\$25.00
Fire Alarm Panels, Battery Packs	\$25.00
Transfer Switch	\$25.00
Generators	\$25.00
Alarm+Exit+Emergency devices & Lights	\$2.00
Transformers	\$50.00
Elevators	\$100.00

Services

200 A or less = Base Permit Fee only (Includes 1 subpanel)	
201 A to 600 A = Base Permit Fee plus:	\$75.00
> 600 A = Base Permit Fee plus:	\$225.00
Subfeeds = Base Permit Fee plus:	\$40.00

\* Reciprocal License Fee = 2% of project price and contractor must obtain Ithaca License within 2 years

**	Work without a permit penalty fee	\$500.00
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New construction.

Single-family residences:	Application fee of \$125 plus \$15 per fixture.
Multiple residences:	
Two to Ten units:	Application fee of \$150 plus \$15 per fixture.
Eleven to Twenty units:	Application fee of \$300 plus \$15 per fixture.
Twenty-one units or more:	Application fee of \$600 plus \$15 per fixture.
Commercial or other plumbing work:	
Under \$25,000:	Application fee of \$300 plus \$20 per fixture.
\$25,000—\$100,000:	Application fee of \$450 plus \$20 per fixture.
\$100,001—500,000:	Application fee of \$700 plus \$20 per fixture.
Over \$500,000:	Application fee of \$1,000 plus \$20 per fixture.
Renovations and additions.	
Single-family residences:	Application fee of \$100 plus \$15 per fixture.
Multiple residences:	Application fee of \$150 plus \$15 per fixture.
Commercial or other plumbing work:	Application fee of \$300 plus \$20 per fixture.

## 5. FINANCE, BUDGET, & APPROPRIATIONS

### 5.3 Resolution for Ithaca Area Wastewater Treatment Facility (IAWWTF) – Additional Boiler Replacement and Facility Improvements

**WHEREAS**, in 2022, the Special Joint Committee (SJC) of the Ithaca Area Wastewater Treatment Facility (IAWWTF) recommended to its municipal boards the approval of Boiler Replacement Phase 1 and Phase 2 funding for the replacement of a non-functional IAWWTF cast iron boiler in an amount, not to exceed, Six Hundred Fifty Thousand Dollars (\$650,000); and

**WHEREAS**, in 2023, additional related work under a Boiler Replacement Phase 3 project included pump replacement, boiler exhaust flue modifications, enhancements to combustion air intakes, glycol feeder improvements, automated controls, plumbing modifications for heat control, bonding, and engineering services for a cost, with contingencies, not to exceed, Two Hundred Fifty-Five Thousand Dollars (\$255,000); and

**WHEREAS**, during efficiency improvement work in Boiler Replacement Phase 3, plumbing, heat exchanger, valving, and general mechanical reconfiguration was made to eliminate unnecessary boiler capacity, invoke energy savings measures, and offer seasonal operational variability; and

**WHEREAS**, said modifications revealed several additional supportive improvements in other areas around the plant to ensure that efficiency and operability are mutually maintained; and

**WHEREAS**, J.W. Danforth has provided a 9 Item cost proposal dated July 21, 2023, in an amount not to exceed \$2,703,205.00 for the following items:

Item 1: Additional Boiler Replacement - There are three remaining boilers that feed process specific systems at the plant including the digester, turbines, and general gallery areas. Two condensing Camus Boilers are in various states of disrepair and a recently non-functional HB Smith “dirty” methane boiler dating to the age of the plant must be replaced to meet upcoming winter demands. The cost for this work is \$695,690.00;

Item 2: Boiler Zone Control Valves – There are five heating zones at the plant that currently have no means of valving control. With the various mechanical modifications made to improve efficiency during Phase 1 – 3 of the cast iron boiler replacement, it is recommended to furnish and install new and replacement valves, gauges, electrical, and accessories to allow for proper process control. The cost for this work is \$124,945.00;

Item 3: Waste Gas Burner - Excess methane gas generated by the plant is automatically sent to a waste stack burner which is currently mounted on the plant rooftop near the existing digesters. The stack is out of code, has no proper auto ignition and is required to be located at least 50 feet from a combustible source. At present, treatment plant operators ignite the burner by hand which is a serious health and safety issue. This project proposes to locate a new burner external to the plant with proper instrumentation and auto controls to meet current code. The cost for this work is \$739,110.00;

Item 4: Admin Building VRF Heat Pump Improvements - The Administration Building air handling system is undersized, poorly designed, and requires duct, blower, condensing, coil, and filtration work, along with a new transformer, control, and electrical panel. It is currently fed by a long boiler loop located approximately 300 feet from the Boiler Room. Aside from the length of run, this method is largely inefficient requiring a nearly constant feed of circulating hot water to ensure that the building is adequately regulated. With calls within local municipal government for environmental sustainability commitments such as the Green New Deal, a proposal to eliminate the boiler feed by retrofitting the building with a heat pump system is supported by staff in the amount of \$445,705.00;

Item 5: Turbine Room Supply and Exhaust Venting - Existing turbines are located in an unconditioned room adjacent to the existing Boiler Room. These turbines are being treated with in room high temperature atmospheric air that is not stable for operation which will cause short- and

long-term efficiency and maintenance problems. The cost to bring outside makeup and exhaust venting will be \$59,400.00;

Item 6: Influent Building Air Handling Units - Air handling units in the Influent Building are blocked and corroded leading to hazardous atmospheric conditions for both equipment and personnel. The project involves the repair and coil replacement of three units in the amount of \$52,160.00;

Item 7: Sluice Gate Replacement – Influent slide gates which help to isolate flow into the Headworks Building no longer function and have deteriorated to the point where one has collapsed into the channel. The cost to replace the two units is \$168,400.00;

Item 8: Administration Building Roof Replacement – The Administration Building roof is now 35 years old, has been repaired multiple times and is in need of an entire replacement. With the potential funding of Item 4, which will require modifications to the existing roof, it is recommended that the roof be replaced for a cost of \$364,795.00;

Item 9: Performance Bond – Performance and payment bonding is based off a percentage for Items 1-8 of the boiler replacement project. The cost of bonding for the entire project (\$2,650,205.00) is \$53,000.00; and

**WHEREAS**, on July 21, 2023, at a special meeting of the Special Joint Committee, the SJC voted to recommend its municipal boards piggyback on the Town of Greece’s eziQC Contract for Items 1 through 9 as detailed above, for a cost not to exceed \$3,243,846.00, which includes a 20% contingency;

Now, therefore be it

**RESOLVED**, that Capital Project 423J Boiler Room Evaluation, be hereby amended by an amount not to exceed Three Million Two Hundred Forty-Three Thousand Eight Hundred Forty-Six Dollars (\$3,243,846.00) for the purposes of funding said replacements, modifications, and facility improvements for a new total project authorization of **\$ 4,167,346**, and be it further

**RESOLVED**, that the City of Ithaca share of the approved amount will be One Million Eight Hundred Fifty-Three Thousand Five Hundred Thirty-Four Dollars (\$1,853,534.00), and be it further

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

<u>Municipality</u>	<u>Percentage</u>	<u>Project Cost</u>
City of Ithaca	57.14	\$1,853,534.00
Town of Ithaca	40.88	\$1,326,084.00
Town of Dryden	1.98	<u>\$64,228.00</u>
		\$3,243,846.00

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notes:



Item 1 Additional Boiler Replacement	\$ 695,690.00		
Item 2 Control Valves	\$ 124,945.00		
Item 3 Waste Gas Burner	\$ 739,110.00		
Item 4 Admin VRF Heat Pump System	\$ 445,705.00		
Item 5 Turbine Room Supply	\$ 59,400.00		
Item 6 Influent Building Air Handling Units	\$ 52,160.00		
Item 7 Sluice Gate Replacement	\$ 168,400.00		
Item 8 Admin Bldg Roofing Replacement	\$ 364,795.00	\$ 2,650,205.00	subtotal
Item 9 Performance Bond (approx 2%)	\$ 53,000.00		
	\$ 2,703,205.00		
20% contingency	\$ 540,641.00		
<b>Total Project Cost</b>	<b>\$ 3,243,846.00</b>		
City of Ithaca	\$ 1,853,533.60	57.14%	
Town of Ithaca	\$ 1,326,084.24	40.88%	
Town of Dryden	\$ 64,228.15	1.98%	
	\$ 3,243,846.00		



## JOHN W. DANFORTH COMPANY

GENERAL CONTRACTORS FOR MECHANICAL SYSTEMS

Industrial Piping • Power Plants • Heating/Air Conditioning • Plumbing • Air and Water Pollution Control • Sheetmetal

July 21, 2023

**TO:** City of Ithaca  
108 East green Street Ithaca, NY 14580

**ATTN:** Scott Gibson

**RE:** Ithaca WWTP

**Additional Facility Improvements JWD Estimate No.  
22-036 R5 Mechanical Proposal**

Dear Scott,

As per your request, the John W. Danforth Company is pleased to offer you our proposal for additional facility improvements. Breakout pricing has been included that totals approximate \$2M worth of additional work around the facility. By upgrading these systems there is potential operating savings on installing newer more efficient equipment. As Danforth proceeds with these upgrades, we have the capabilities to help with energy saving measures, current NYS rebates / incentives, Gas & electric providers, etc. upon request. At the bottom of this proposal, we have included our pricing breakdowns.

After discussion we are happy to update accordingly. The following is a summary of our scope of work, assumptions, and related pricing:

### Engineering Services

1. Perform related Engineering review and design for all Mechanical services associated with the installations below and coordinate work with related subcontractors to ensure a complete scope of work.
  - Replacement of Boilers
  - Installation of new Control Valves
  - Installation of new Waste Gas (Digester Gas) Flare
  - Installation of new Administration Area VRF Heat Pump System
  - Turbine Room Supply and Exhaust Air
  - Air Handling Repairs and Recommissioning
  - Sluice Skate Replacement
  - Lectre Development Integration
  - Bonding of the Project(s)
2. Perform structural review of the roof and the needed penetrations for any upgrades, where required.  
*It is currently assumed there are not major structural components needed to accommodate the new additions to the roof.*

930 Old Dutch Road • Victor, New York 14564 • Tel: 585-924-7030 • Fax: 585-924-7916

300 Colvin Woods Parkway • Tonawanda, New York 14150 • Tel: 716-832-1940 • Fax: 716-832-2388

3. Evaluate all design components to insure appropriate use of the existing mechanical room. Implement appropriate measures to be utilized during construction. Review and implement any required procedures to be used throughout the construction period with the use of digester gas.
4. Review and implementation of requirements as may be required by current NYS Energy and Mechanical Codes.
5. Provide new mechanical PE stamped permit drawings. *All permit costs and execution are to be provided by the City of Ithaca.*
6. Provide CAD as built drawings at the completion of the project. (2) sets of hard copies to be provided as well as all files in PDF and CAD for future use by City of Ithaca.

### **General Conditions**

1. Provide appropriate management and coordination of overall project to include schedule development and cost control measures.
2. Manage the coordination effort for the related project to include coordination of all trades to ensure implementation of City of Ithaca program, related systems and equipment are installed properly and allow for proper service and maintenance of all equipment.
3. Waste and recycling dumpsters to be provided and maintained through the course of the project as required. *Location of dumpsters to be coordinated with City of Ithaca.*
4. Provide for cleaning of work areas throughout the course of the project to maintain a safe and clean work environment.
5. Provide Owner training for all new equipment and systems at the completion of the project.

### **Pricing Breakdowns Options**

*Please Note: It is assumed that the options below will utilize the ezIQC Program through Gordian. Once a decision has been made, a Gordian proposal will be submitted to the City of Ithaca and the Joint Commission for review before proceeding unless otherwise noted.*

### **Item #1 Additional Boiler Replacements**

*Boiler #3 (Digester Gas Boiler) is not currently in service and needs to be replaced. (2) Existing Camus Boilers are at the end of their expected life. New Boiler will have duct intake air in lieu of using the intake air from the existing boiler room. Ducting in outside air will extend the life expectancy of the new boilers.*

1. Disconnect, remove, and dispose of (3) existing boilers. *(2) Existing Camus Boilers & (1) Existing HB Smith Sectional Boiler.*
2. Furnish and install (1) new Non-Condensing Boiler. *Boiler is sized to handle the load of the (2) existing Camus boilers, building loop boiler*
  - *Manufacturer: Aldrich*
  - *Model #: Series A3WHC-3350*
2. Furnish and install (1) a new natural gas and dirty digester gas train for burner.
  - *Manufacturer: Webster*
  - *Model #: JB3G(DG)-30*
3. Furnish and install (1) new boiler recirculation pumps.

- *Manufacturer: Bell & Gossett*
  - *Model #: e-80*
4. Furnish and install (1) new Condensing Boiler. *Spiral loop Boiler ONLY*
    - *Manufacturer: Lochinvar*
    - *Model: Crest, FB-3001*
  5. Increase existing pad to accommodate (2) new boilers, if needed.
  6. Modify existing piping to accommodate (2) new boilers in lieu of the (1) existing boiler.
  7. Furnish and install additional valving and accessories, as required.
  8. Furnish and install new electrical connections for the (2) boilers.
  9. Furnish and install new combustion air ductwork on (2) boilers.
  10. Upgrade existing JCI control system to accommodate the replacement of the boilers.
  11. Reinsulate with like materials on piping and ductwork.
  12. Upgrade existing electrical services to accommodate the installation of (2) new boilers.

*Please Note:*

1. *Budgetary sketches are provided showing the recommended boiler replacements and associated ductwork and piping required.*

**Total Cost for Item #1..... \$ 695,690.00**

**Item #2 Control Valves**

*Install miscellaneous control valves with differential pressure sensors in the existing zones to accommodate the control of flow throughout the building. Currently, there are (5) zones that do not have any control for building heat.*

1. Furnish, Fabricate, and install (5) new control valve stations at various locations inside the plant.
2. Furnish and install (5) new control valves.
3. Modify existing piping to accommodate the installation of these stations.
4. Furnish and install new gauges and accessories, as necessary.
5. Reinsulate to match existing.
6. Update existing JCI control system to accommodate the new control valves.
7. Provide new electrical service to new control valves.
8. Provide new control wiring to accommodate the installation of the control valves.
9. Provide an updated sequence of operations on how these control valves are integrated into the existing system.

*Please Note:*

1. *Budgetary sketches are provided with possible locations of the new control valves.*

**Total Cost for Item #2..... \$ 124,945.00**

**Item #3 Waste Gas Burner**

Currently, there is not an automatic means to burn the excess digester gas that is generated through the digestion process. The current process involves a City of Ithaca employee to go on the roof, climb a ladder to be in reach of the existing flare or use a PVC pipe, light a piece of paper towel / cardboard on fire with a propane torch and ignite the digester gas manually. In addition, if the release of waste gas is initiated and the plant staff is not aware this will allow for excess digester gas to be released directly to the atmosphere. This has caused a safety concern and is against the current codes and standards.

1. Disconnect, disassemble, and dispose of the existing flare and waste gas piping as it is not able to be reused.
2. Patch existing penetration in the roof where the flare is located.
3. Provide excavation, trenching and backfill required to accommodate new piping and electrical services.
4. Furnish and install new piping from the building to the flare foundation. *Please refer to sketch.*
5. Provide concrete pads, where required.
6. Furnish and install a new Automated Waste Gas Burner. *To be located minimum 25ft from fence / property line and 50' from combustion source or building*
  - *Manufacturer: Shand & Jurs*
  - *Model #: 97301T*
7. Furnish and install pressure transmitters, as necessary.
8. Furnish and install new valves, as necessary,
9. Furnish and install a new flame arrestor and thermal valve, as necessary.
10. Disassemble, relocate, and reassemble existing flow meter to accommodate the new piping modifications.
11. Furnish and install natural gas piping for automatic pilot light system on new waste gas burner.

*Please Note:*

1. *Sketches are provided showing the routing and the location of the new flare.*
2. *Additional permits, licenses required are not included in the current pricing.*

**Total Cost for Item #3..... \$ 739,110.00**

#### **Item #4 Administration Building VRF Heat Pump System**

*Currently the HVAC system in the administration building is not adequate. There have been concerns about the temperature inside the building during the summer and winter months. By installing a new VRF system the administration building will have the additional cooling it needs in the summertime and heating in the wintertime. By using a VRF System, we can look into additional incentives and rebates for the city under the NYS Clean Heat Act.*

1. Furnish and install (2) new VRF Systems. *(1) VRF System per floor, the lab will be included on both systems which will provide redundancy.*
  - *Manufacturer: Samsung*
  - *(1) 10-ton Condenser*
  - *(1) 12-ton Condenser*
  - *(14) Wall Mounted Cassettes*

2. Furnish and install (2) Wall Mounted Cassettes serving the MCC room.
3. Furnish and install new piping / line sets as required.
4. Insulate new piping / line sets per manufacturers recommendation.
5. Modify existing ductwork to provide fresh air to the new ceiling cassettes. *It is required by code to have fresh air inside the building. The existing roof top unit will be repurposed to accommodate this requirement and pretreat the air during heating months.*
6. Update existing JCI control system to accommodate the new VRF System.
7. Furnish and install new communication wiring between the JCI control system and the new Samsung VRF System.
8. Provide new electrical service to the condensers, and ceiling / wall mounted cassettes.
9. Furnish and install new 75kw transformer. *Leadtime is 20-25 weeks.*
10. Furnish and install new 200-amp 208v panel in MCC room.
11. Provide an updated sequence of operations for the new VRF system.

*Please Note:*

1. *There are current ongoing discussions with BLOC Power for incentives up to \$200,000. Final incentives would be shared at the completion of the final engineering.*

**Total Cost for Item #4..... \$445,705.00**

**Item #5 Supply & Exhaust Air to Existing Turbines**

*Currently, the existing turbines are located in an unconditioned room adjacent to the existing boiler room. These turbines are being treated with atmospheric air that is not stable for the existing turbines.*

1. Furnish and install (2) new fans.
  - (1) Supply Air Fan to bring outside air to the existing turbine room.
  - (1) Exhaust Air fan to remove air from the existing turbine room.
2. Furnish and install new ductwork for the (2) new systems.
3. Insulate new supply and exhaust air ductwork as required.

*Please Note: It was recommended that we bring in 100% untreated outside air for the turbines.*

**Total Cost for Item #5..... \$ 59,400.00**

**Item #6 Air Handling Repairs and Recommissioning**

*During the existing project from JCI, there were some air handling units that were not in working order and still aren't. This pricing includes the repair and recommissioning of HV-4 & HV-8- and a coil replacement for the influent building.*

1. Disconnect, remove, and dispose of existing coils inside the existing air handling units.
2. Furnish and install (1) new coils for HV-4. *Heating coil ONLY. Heat recovery is not currently in service and will be removed from the unit.*
3. Furnish and install (1) new coils for HV-8. *Heating coil ONLY. Heat recovery is not currently in service and will be removed from the unit.*

4. Furnish and install (1) new coil for the influent building. *Heating coil ONLY. There is no existing heat recovery in this unit.*
5. Modify existing piping to accommodate new coil installations.
6. Recommission JCI controls for HV-4 & HV-8.
7. Provide standby as the systems are energized.

*Please Note:*

1. *During the walkthrough of the units, it was shared that the coils are the only things needed for these air handling units. Any additional repairs are not included.*
2. *Added additional cost from JCI to accommodate the recommissioning of these units from the initial budget pricing that was shared on April, 17<sup>th</sup>, 2023 proposal.*

**Total Cost for Item #6..... \$ 52,160.00**

**Item #7 Sluice Skate Replacement**

1. Furnish temporary stop logs to dewater the area around the influent slide gates.
2. Clean the work are of debris for installation of the new slide gates.
3. Remove and dispose of the existing (2) 26” x 54” slide gates.
4. Furnish and install (2) 36” x 54” Rodney Hunt Aluminum slide gates per the enclosed Rodney Hunt Scope of Supply. *These are direct replacements of the existing gates.*
5. The new slide gate lead time is 22 weeks from submittal approval.

**Total Cost for Item #7..... \$ 168,400.00**

**Item #8 Administration Roofing Replacement**

1. Set up safety in accordance with OSHA guidelines.
2. Remove existing gravel and dispose of same
3. Remove existing roof system to deck and dispose of same
4. Remove existing lighting protection and store for reuse.
5. Provide and install R-30 insulation set in foam adhesive.
6. Provide and install ½” coverboard set in foam adhesive.
7. Provide and install .060 fully adhered TPO roof with 90 MPH, 20-year full system warranty.
8. Provide and install new flashings for all existing roof penetrations.
9. Provide and install large sumps around drains.
10. Provide and install (1) new skylight.
11. Reinstall and certify lightening protection.
12. Remove all debris generated from project

**Total Cost for Item #8..... \$ 364,795.00**

**Item #9 Bonding**

1. Provide performance and payment bonding for the Ithaca WWTP boiler replacement project. *Bonding is based off a percentage of the project. The price below is incumbent of acceptance of all projects (\$ 2,650,205.00).*

**Total Cost for Item #9..... \$ 53,000.00**

**Exclusions and Items not considered**

- Hazardous material handling or disposal
- Wall / Roof repairs
- Painting of piping or ductwork
- Roofing expects item #8
- Structural supports
- Electrical Upgrades unless stated above
- Testing & Air balancing
- Retro commissioning of units
- Engineering and design of the existing systems
- Temporary protection of owners belonging
- Quick ship premiums
- Special insurances
- Additional permitting
- WMBE Requirements
- Sales tax

I hope the above information meets with your approval and look forward to the opportunity of working further with you on this project. This proposal is valid for 30 days. Should you have any questions, please do not hesitate to contact me directly.

*Pricing is based on the conditions at time of bid. Danforth reserves its right for an adjustment in contract time, price, or both, due to changing conditions relating to COVID-19, or any pandemic, epidemic, or disease outbreak.*

Sincerely,  
**John W. Danforth Company**



Cody R Stevens  
Design Build Sales Account Executive



## 5. FINANCE, BUDGET, & APPROPRIATIONS

### 5.4 CFA for Cass Park Bathrooms

Youth Bureau- Request for authorization to apply for a New York State Consolidated Funding Application grant for the Cass Park Improvements for Accessible Pavilion, Restroom project- Resolution – 7/26/23

**WHEREAS**, the Ithaca Youth Bureau recommends an application to the Environmental Protection Fund (EPF) Grant Program for Parks, Preservation and Heritage, Consolidated Funding (CFA) 2023 for the Cass Park Improvements for Accessible Restroom and Pavilion Project on behalf of the City of Ithaca and

**WHEREAS**, the Cass Park Pavilion, Restrooms and Parking serve as a trailhead and gathering place for thousands of regional visitors to Cass Park, the Black Diamond Trail and the Ithaca Childrens Garden and is widely recognized as a valuable public asset; and

**WHEREAS** the City has completed the Cass Park Capital Plan which identifies the Cass Park pavilion, restroom building replacement and parking improvements as high priority projects, now, therefore be it

**RESOLVED**, that Common Council authorizes the Director of the City of Ithaca Youth Bureau to file an application for funds in an amount not to exceed \$500,000 for the Cass Park Improvements for Accessible Restroom and Pavilion project from the New York State CFA, and upon approval of said request, to enter into and execute a project agreement with the State for such financial assistance to the City of Ithaca for the Cass Park Improvements for Accessible Restroom and Pavilion Project; and, be it further

**RESOLVED**, that the City of Ithaca is authorized and directed to agree to terms and conditions of the Master Contract with OPRHP for such Cass Park Improvements for Accessible Restroom and Pavilion Project.