If you have a disability that will require special arrangements to be made for you to fully participate in the meeting, please contact the City Clerk at 274-6570 at least 48 hours before the meeting.

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

AGENDA ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Voting Item?</th>
<th>Presenter(s)</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>No</td>
<td>Chair, Deb Mohlenhoff</td>
<td>15 Mins*</td>
</tr>
<tr>
<td>1.1 Agenda Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Review and Approval of Minutes</td>
<td>Yes</td>
<td>*Note: We will review the number of cards received at the beginning of each meeting and adjust time if needed.</td>
<td></td>
</tr>
<tr>
<td>Approval of January 2019 Minutes</td>
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<tr>
<td>1.3 Statements from the Public</td>
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<tr>
<td>1.4 Council’s Response</td>
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<td></td>
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<tr>
<td>2. Consent</td>
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<tr>
<td>3. Finance, Budget and Appropriations</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3.1 IURA – Request for CP to Acquire Former Immaculate Conception School Gymnasium</td>
<td>Yes</td>
<td>Nels Bohn, IURA</td>
<td>10 Min</td>
</tr>
<tr>
<td>3.2 DPW - Cecil A. Malone Drive Bridge Replacement Project</td>
<td>Yes</td>
<td>Addisu Gebre, Bridge Engineer</td>
<td>10 Min</td>
</tr>
<tr>
<td>4. City Administration, Human Resources and Policy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.1 DPW – MOU with Town for Pedestrian Bridge</td>
<td>Yes</td>
<td>Erik Hathaway, Engineering</td>
<td>5 Min</td>
</tr>
<tr>
<td>4.2 PB&amp;D – Database Specialist</td>
<td>Yes</td>
<td>JoAnn Cornish, Director</td>
<td>5 Min</td>
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<tr>
<td>4.3 Ordinance to Eliminate Residency Requirements for the Examining Board of Plumbers</td>
<td>Yes</td>
<td>Dan Cogan, Chief of Staff</td>
<td>5 Min</td>
</tr>
<tr>
<td>4.4 Renewal of Co-Sponsorship with the Rotary Club for 2019 Fourth of July Fireworks Event</td>
<td>Yes</td>
<td>Deb Mohlenhoff, Chair, CA</td>
<td>5 Min</td>
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<tr>
<td>4.5 HR - Management Accrued Leave Time Discussion</td>
<td>No</td>
<td>Schelley Michell-Nunn, Director</td>
<td>20 Min</td>
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<td>4.6 Annual Review of Commission Structure</td>
<td>No</td>
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<tr>
<td>5. Meeting Wrap-Up</td>
<td>No</td>
<td>All</td>
<td>5 Mins</td>
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<tr>
<td>5.1 Announcements</td>
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<tr>
<td>5.2 Next Meeting Date: March 20, 2019</td>
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<tr>
<td>5.3 Review Agenda Items for Next Meeting</td>
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<tr>
<td>5.4 Adjourn</td>
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</tbody>
</table>
3. Finance, Budget and Appropriations
 .1 IURA - Establish Capital Project for Acquisition of the Former Immaculate Conception School Gymnasium

WHEREAS, Ithaca Neighborhood Housing Services, Inc. (INHS) has recently executed a purchase agreement to acquire approximately two acres of the former Immaculate Conception school campus at 320 W. Buffalo Street, Ithaca, NY 14850; and

WHEREAS, INHS has indicated willingness to subdivide and sell the former Immaculate Conception school gymnasium to the City of Ithaca at their pro-rated cost of $290,000; and

WHEREAS, the Ithaca Urban Renewal Agency (IURA) recommends City allocation of $175,000 of City of Ithaca Small Cities Community Development Block Grant (CDBG) program income toward acquisition of the gym, subject to securing $115,000 in match funding; and

WHEREAS, such small cities CDBG program income must be committed for expenditure by March 31, 2019, or returned to New York State; and

WHEREAS, the Greater Ithaca Activities Center, Inc. (GIAC, Inc.) pledges $115,000 of match funding for acquisition of the gym; and

WHEREAS, on February 13, 2019, the Planning and Economic Development Committee of Common Council recommended allocation of $175,000 of small cities CDBG program income for acquisition of the gym; now, therefore, be it

RESOLVED, That the Common Council hereby establishes Capital Project #864 - GIAC Large Gymnasium - in an amount of $290,000, which is sufficient for acquisition of the former Immaculate Conception school gymnasium, and be it further

RESOLVED, That funds needed for said Capital Project be derived from the following funding sources:

$175,000  IURA – Small Cities CDBG program income
$115,000  GIAC, Inc.
$290,000

and be it further

RESOLVED, That the Mayor is hereby authorized to execute a lease and purchase agreement, and any and all documents necessary, to acquire the former Immaculate Conception school gymnasium for an amount not to exceed $290,000, subject to review by the City Attorney.
3. Finance, Budget and Appropriations

2 DPW - Cecil A. Malone Drive Bridge Replacement Project

Authorizing the implementation, and funding in the first instance 100% of the Federal-aid and State-aid eligible costs, of a federal-aid and/or state-aid transportation project, and appropriating funds therefore.

WHEREAS, Sponsor will design, let and construct the “project”; and

WHEREAS, a Project for the Cecil Malone Drive Bridge over Flood Relief Channel, P.I.N. 375589 (“the Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs for such program to be borne at the ratio of 95% Federal funds and 5% non-Federal funds; and

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

WHEREAS, in November 2018, $2,172,000 (95% Federal and 5% Local Share) of BRIDGE NY funding was made available by New York State Department of Transportation for Project; now, therefore be it

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

RESOLVED, That the City of Ithaca Common Council hereby authorizes the City of Ithaca to pay in the first instance 100% of the federal and non-federal share of the cost of all work for the Project or portions thereof, and be it further

RESOLVED, That the City of Ithaca Common Council hereby agrees that the City of Ithaca shall be responsible for all costs of the Project which exceed the amount of the BRIDGE NY funding awarded to the City of Ithaca, and be it further

RESOLVED, That the City of Ithaca Common Council hereby establishes Capital Project #863 in an amount not to exceed $2,172,000, and be it further

RESOLVED, That this project be undertaken with the understanding that the final cost of the Project to the City of Ithaca will be 5% of project costs up to a total project cost of $1,240,000 and 100% of additional costs thereafter, and be it further

RESOLVED, That funds needed for said amendment shall be derived from serial bonds, with the understanding that these funds are available to the Project and that the final cost to the City will be $108,600, and be it further

RESOLVED, That in the event of full federal and non-federal share cost of the project exceeds the amount appropriated above, the City of Ithaca shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and be it further
RESOLVED, That City of Ithaca hereby agrees that construction of the Project shall begin no later than twenty four (24) months after award and that the project shall be completed within thirty (30) months of commencing construction, and be it further

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

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

RESOLVED, This Resolution shall take effect immediately
MEMORANDUM

TO: City Administration Committee
FROM: Addisu Gebre, Bridge Systems Engineer
DATE: 02/04/2019
RE: Cecil Malone Drive Project, CP#863

Please find attached a resolution seeking Common Council authorization to pay in the first instance 100% of the Federal and non-Federal share of the subject project cost.

On November 13, 2018, $2,172,000 in federal funding for the project was made available by the New York State Department of Transportation’s BRIDGE NY program, which is a competitive statewide bridge and culvert funding opportunity.

The City of Ithaca will be reimbursed for 95% of eligible project cost up to $2,063,400, and any additional cost after that up to the total authorization will be the City’s responsibility.

The project will include replacing the existing bridge to eliminate the bridge structural deficiencies and provide wider bridge deck to accommodate heavy industrial traffic, pedestrians, and bicyclists. The project will include restoring the crossing to a condition which provides a minimum 75 year design life.

If you have any questions, please call me @ 607-274-6530 or email me agebre@cityofithaca.org

cc: Tim Logue, Director of Engineering Services

"An Equal Opportunity Employer with a commitment to workforce diversification."
**TIP date** 2018  
**PIN** 375589  
**BIN** 2210640  

**Project Name** Cecil Malone Dr over Flood Relief Channel.

**Sponsor** City of Ithaca

**Description** Cecil Malone Dr over Flood Relief Channel. BIN 2210640. Bridge Replacement. City of Ithaca, Tompkins County. BNY2018. Funding is 95% Federal (Using 15% Toll Credit) and 5% Local Match.

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<tr>
<th>Fund Source</th>
<th>Project Element</th>
<th>Funding</th>
<th>Date</th>
<th>Obligated</th>
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<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
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<td>C.7 Detailed Design</td>
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</table>

**Total:**  
Federal Funding:  
State Funding:  
Local Funding:  

ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL  
2017-2021 TRANSPORTATION IMPROVEMENT PROGRAM
4. City Administration, Human Resources and Policy
   .1 DPW - Authorization for Mayor to Execute a Memorandum of Understanding (“MOU”) with
   the Town of Ithaca to permit the Town to use Route 13 Pedestrian Bridge for the Gateway Trail

   WHEREAS, the City owns a pedestrian bridge that runs over Route 13 ("Route 13 Pedestrian Bridge"),
   and the City also holds a permit issued by the New York State Department of Transportation
   ("NYSDOT") authorizing the City to occupy and maintain the Route 13 Pedestrian Bridge within the
   State’s airspace; and

   WHEREAS, the Town of Ithaca wishes to use the Route 13 Pedestrian Bridge for the purpose of
   constructing a public trail, known as the "Gateway Trail," which is a portion of long-term joint project
   to establish a trail system serving this area; and

   WHEREAS, the Town will be replacing decking to the bridge, and staff is supportive of the Town’s
   improvements and use; now therefore be it

   RESOLVED, That Common Council is supportive of entering into an MOU with the Town, and
   authorizes the mayor, upon the advice of the City Attorney, to execute the submitted MOU for the
   Town’s use of the pedestrian bridge as part of the Gateway Trail.
MEMORANDUM OF UNDERSTANDING REGARDING TOWN’S AUTHORIZED USE OF ROUTE 13 PEDESTRIAN BRIDGE FOR GATEWAY TRAIL

THIS AGREEMENT, made this ____ day of _____, 2018, by and between:

► The TOWN OF ITHACA, NEW YORK, a municipal corporation having offices at 215 North Tioga Street, Ithaca, New York 14850, (hereinafter referred to as “TOWN”),

and

► The CITY OF ITHACA, NEW YORK, a municipal corporation having offices at 108 E. Green Street, Ithaca, New York (hereafter referred to as “CITY”),

WITNESSETH THAT:

WHEREAS, the CITY owns a pedestrian bridge that runs over Route 13 (“Route 13 Pedestrian Bridge”) and CITY also holds a permit issued by the New York State Department of Transportation (“NYSDOT”) authorizing the City to occupy and maintain the Route 13 Pedestrian Bridge within the State’s airspace; and

WHEREAS, TOWN wishes to use the Route 13 Pedestrian Bridge (also, the “Premises” or “Bridge”) for the purpose of constructing a public trail, known as the “Gateway Trail”; and

WHEREAS, the CITY’s Board of Public Works and Common Council have authorized the Mayor to execute this Memorandum of Understanding (“MOU”) allowing the above-described use subject to certain conditions;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto, for themselves, their heirs, executors, administrators, successors and assigns, do hereby covenant and agree as follows:

1. By this MOU, TOWN shall have the right to lawfully use the Route 13 Pedestrian Bridge for the purposes of installing a public trail that will exist thereon throughout the course of the MOU term and any renewals thereof, subject to the terms and conditions set forth herein as set forth in Exhibit A, which is attached and incorporated into this Agreement by reference. The CITY maintains its right and obligation to enter upon the Premises for any purpose, including the purpose of inspection or to assess or remedy a dangerous or potentially dangerous condition.

2. The use by TOWN of the above-described property of the CITY does not constitute and shall never ripen into or become a right to use any portion of such property without the consent of the CITY, but is and shall continue to be only a use by sufferance of said property of the CITY, as evidenced by this duly executed and current MOU. In its sole discretion, CITY reserves the right to move or remove any fixtures or improvements within the Premises pursuant to Paragraph 5 of this agreement.

3. Subject to the provisions of Paragraph 4, below, the term of the MOU contained herein shall be for the period commencing upon the date of execution of this MOU and expiring on March 31, 2043. The parties may renew this MOU thereafter on the mutual consent of both parties, for ten-year terms, with the same terms and conditions, provided that TOWN has submitted to CITY any required renewal forms and each party has submitted to the other proof of insurance, before the commencement of such new term(s).
4. Notwithstanding any other provisions herein, this MOU may be terminated by either party, upon at least 30 days’ written notice to the other party, if (a) the City’s Permit for Use of State Property referenced in Paragraph 7 below terminates or is revoked, and it is not replaced by a new permit within sixty (60) days of termination or revocation, or (b) the TOWN fails to submit to the CITY required insurance forms within thirty (30) days of the CITY’s request for same, or (c) the CITY, in its sole discretion, determines that the Route 13 Pedestrian Bridge is unsafe for use by the general public.

5. TOWN hereby agrees to install a new deck on the Route 13 Pedestrian Bridge as indicated in Exhibit A in such a manner as to not obstruct the Route 13 roadway and in accordance with the specifications and directives of the City’s Department of Public Works and the general specifications noted therein. CITY hereby agrees to maintain the Premises in a safe, sound, clean and serviceable condition, in accordance with all applicable ordinances of the CITY and such that no hazard is posed to the public from the public’s use of or proximity to said Premises, and to repair or remove any unsafe or improper structure or thing thereupon.

6. TOWN hereby agrees that it is TOWN’s duty, at the end of the term (in the absence of timely renewal thereof) or in the event of other termination of the License and MOU, to remove the bridge decking installed by the TOWN, if so requested by the CITY.

7. City acknowledges that the City remains responsible for reasonable inspection, repair and maintenance of the Route 13 Pedestrian Bridge, including the decking after the Town installs new decking, per the requirements of its New York State Permit for Use of State Property, Permit No. 33669, dated November 26, 2001. All determinations concerning inspections, repairs, and maintenance (including, but not limited to timing, scope, and suitability) shall be in the City’s sole discretion. If at any time, the City finds that the Route 13 Pedestrian Bridge is unsuitable or unsafe for use by the general public, nothing in this MOU shall limit the City’s ability to restrict the Town’s use or access by the general public to the Bridge.

7. TOWN and CITY hereby agree to defend, indemnify and save each other and their respective officers, employees, elected officials and agents harmless from any loss, claim, injury or damage caused by the indemnifying party’s negligence in connection with the existence, use, repair or maintenance of the Premises, or the failure to maintain the same in good repair and safe condition if the indemnifying party is required to do so by the License and MOU, including reasonable attorney’s fees and court costs. TOWN acknowledges that it will likewise hold the City harmless from any costs the City may incur, including legal fees, due to any claims which may arise out of TOWN’s obstructing, encumbering or occupying any area adjacent to the Premises used to install the trail on the Premises.

8. TOWN hereby agrees to maintain at all times General Liability insurance in the amount of at least $1,000,000.00 per occurrence for bodily injury or property damage, to list the City as an additional insured under said insurance policy, and to provide written proof of such insurance from the insurer, at the time of execution of this agreement, and as may be otherwise required by the City.

9. CITY hereby agrees to maintain at all times General Liability insurance in the amount of at least $1,000,000.00 per occurrence for bodily injury or property damage, to list the TOWN as an additional insured under said insurance policy, and to provide written proof of such insurance from the insurer, at the time of execution of this agreement, and as may be otherwise required by the TOWN.

9. All notices provided for herein shall be sent to CITY at the address set forth above (in care of the City Chamberlain), or to TOWN (or any subsequent owner or person, as described above) at the address set forth above, or at any other address provided in writing to CITY by TOWN.
IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto as of the day and year first above written.

TOWN OF ITHACA (TOWN)

By: ____________________________
    (signature)
    ____________________________
    (print name and title)

CITY OF ITHACA

By: ____________________________
    Svante L. Myrick, Mayor

STATE OF NEW YORK       )
COUNTY OF TOMPKINS      ) ss:

On this _____ day of ____________, 2018, 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 she/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or person on behalf of which the individual acted, executed the instrument.

____________________________________
Notary Public

STATE OF NEW YORK       )
COUNTY OF TOMPKINS      ) ss:

On this _____ day of ____________, 2018, before me, the undersigned, a Notary Public in and for said State, personally appeared SVANTE L. MYRICK, personally known to me, or proved to me on the basis of satisfactory evidence, to be the individual who, being by me duly sworn, did depose and say that he resides at Ithaca, New York, and that he is the Mayor of the City of Ithaca, the municipal corporation described in and which executed the above instrument; and that he signed his name thereto upon authorization of the Board of Public Works of such corporation.

____________________________________
Notary Public

Approved as to form and content:

____________________________________  _______________________
City Attorney                            Date
EXHIBIT A:

TERMS AND CONDITIONS:

In addition to the terms of the License and MOU, the parties agree that:

1. The Town shall be responsible for installation of new bridge decking as part of its construction of the Gateway Trail. The decking shall be constructed substantially as shown on plans, dated _____________, that have been reviewed by City engineers.

2. The Town shall construct and maintain the portion of the Gateway Trail that runs from the current Home Depot parking lot to the north end of the Route 13 Pedestrian Bridge, and from the south end of the Bridge through Buttermilk Falls State Park to the trail’s end just before Stone Quarry Road. The Town agrees to not open the Route 13 Pedestrian Bridge portion of the trail until portions on either side of the Bridge can be safely accessed and used by the public.
4. City Administration, Human Resources and Policy
2 PB&D – Request to Amend Personnel Roster

WHEREAS, the Department of Planning, Building, and Development has been reconfiguring its support staff to improve the efficiency of its operation, and

WHEREAS, due to a resignation, the Department has been without a Database Specialist for over a year, and

WHEREAS, this position was removed from the Department roster so that funding would be available for an entry level planner, and

WHEREAS, there are currently two positions in the Building Division: a Permit Clerk, provisionally filled, pending the outcome of Civil Service exam results, which should be available in early February, and an Office Assistant (currently filled by a temporary employee), and

WHEREAS, whether the Permit Clerk or the Office Assistant position becomes filled, the Department would like to trade the unfilled position for the Database Specialist, as the skills required for the Database Specialist position are greatly needed, and

WHEREAS, the Database Specialist will also perform some duties of an Office Assistant, relieving some of the pressure placed on other support staff, and

WHEREAS, changes to the budget will not be significant, and there are sufficient funds in the Planning Department budget to cover the difference; now, therefore be it

RESOLVED, That the Personnel Roster of the Department of Planning, Building, and Development shall be amended as follows:

Add: One (1) Database Specialist (40 hours)
TO: City Administration Members

FROM: JoAnn Cornish, Director of Planning and Development, City of Ithaca

DATE: December 14, 2018

RE: Request to Amend Personnel Roster

Due to a resignation, the Planning Department has been without a Database Specialist for over a year. This position was removed from the Department roster so that funding would be available for an entry level planner. In the Building Division, we have two positions; a Permit Clerk, provisionally filled, pending the outcome of Civil Service exam results, which should be available in early February. The Permit Clerk, if unsuccessful in passing the exam, has indicated her desire to drop back down to Office Assistant rather than retake the exam. Either way, we would like approval to put the Database Specialist back on the roster, unfunded at this time.

Whether the Permit Clerk or the Office Assistant position becomes filled, we will trade out the unfilled position for the Database Specialist, as the skills required for the Database Specialist position are greatly needed. The Database Specialist will also perform some duties that are required of an Office Assistant, relieving some of the pressure placed on other support staff. Changes to the budget will not be significant and I believe we have the funding to cover the difference.

I would be happy to discuss this with you should you need more information or have questions. Thank you for your consideration of this request.
4. City Administration, Human Resources and Policy

3. Ordinance to Eliminate Residency Requirements for the Examining Board of Plumbers

ORDINANCE __ -2019

An Ordinance to Eliminate Residency Requirements for the Examining Board of Plumbers

WHEREAS, the City has long had difficulty recruiting qualified membership to the City’s Examining Board of Plumbers, and part of that difficulty has been created by the requirement that all members must be City residents; now, therefore,

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

Section 1. Legislative Intent and Purpose. The Common Council makes the following findings of fact:

A. The residency requirement for membership in the Examining Board of Plumbers is unnecessarily limiting the City’s ability to recruit sufficient qualified membership.

B. The Common Council desires to eliminate said residency requirement.

Section 2. Amendment of Section 146-23. Section 146-23(A) of the City Code shall be amended so as to delete the last sentence thereof, as follows:

Composition. The Examining Board of Plumbers shall be composed of two master plumbers with not less than 10 years’ experience as licensed plumbers and one journeyman plumber with 10 years' experience, to be appointed by the Mayor and to serve terms of three years each; the Assistant Superintendent of Public Works for water and sewers; and the Chief Plumbing Inspector. All members shall be citizens and actual residents of the City of Ithaca.

Section 3. Effective Date. This ordinance shall take effect immediately upon publication as provided in the City Charter.
4. City Administration, Human Resources and Policy

4.4 Renewal of City’s Co-Sponsorship with the Rotary Club of Ithaca of the 2019 Fourth of July Fireworks Event

WHEREAS, the City wishes to continue the tradition of hosting fireworks in Stewart Park for the community to enjoy and celebrate the Fourth of July; and

WHEREAS, 2017 was the first year of the Rotary Club and City co-sponsorship of the July 4th fireworks event in Stewart and Cass Parks; and

WHEREAS, City staff and Rotary Club representatives wish to renew the agreement between the parties in which the City provides traditional municipal services and the Rotary Club provides all planning and funding for the fireworks and services not otherwise provided by the City; and

WHEREAS, as co-sponsor of the fireworks event, the Rotary Club of Ithaca commits to funding the cost of fireworks, concessions, vendors, entertainment, traffic and safety measures and sanitary amenities; and

WHEREAS, as co-sponsor of the fireworks display event, the City commits to contracting for, but not funding, the fireworks display, and commits to providing City insurance coverage, equipment, facilities and staff time of the Ithaca Police Department, Fire Department, Department of Public Works, Youth Bureau, and any other relevant City department to support the event at no cost to the Rotary Club; now therefore be it

RESOLVED, That Common Council supports the City’s co-sponsorship of the fireworks event in July 2019 and authorizes the City to provide in kind services at no charge to service the event; and be it further

RESOLVED, That the Mayor, upon the advice of the City Attorney, is authorized to execute a renewal memorandum of understanding with the Rotary Club to co-sponsor the event and memorialize the roles and responsibilities with respect to the fireworks event.
TO: City Administration Committee  
FROM: Schelley Michell-Nunn, Director of Human Resources  
DATE: February 8, 2019  

I have been asked to identify possible modifications to the managerial annual leave benefit. This request stems from the question of whether the City's accrued leave time is sufficient to recruit experienced hires at the managerial level.  

In exploring possible options, I have reviewed leave time benefits of more than a dozen municipalities in New York State, other local employers, and obtained some information on private-sector offerings.  

As you will see from the attached spreadsheet, the City is fairly generous in its Annual Leave schedule. In comparison, we generally provide more leave time sooner. Our system is a traditional system that rewards more for longer service. Managerial positions are typically filled with individuals who have significant years of proven experience. The City's current schedule awards leave time based on years of experience with the City. A new hire, although having significant experience in their discipline, does start with less time, and since the time is accrued, a new hire is not eligible for one weeks' vacation until after four months of City employment. As a result, in 2018, two of the three managerial hires chose vacation leave without pay because they did not have enough accrued time for their previously planned vacations.  

In an attempt to provide options which consider that more experienced hires are most likely accustomed to greater than three weeks leave time, or that vacation is typically planned out into the future and hires may join us after plans have been confirmed, I am proposing the following options for your consideration:  

Option #1 – Offer a bonus two weeks credited upon hire. The employee will continue to accrue at the currently scheduled rate of 10 hours per month. This would allow employees to honor pre-employment obligations without penalty and recognizes experience prior to City employment. If the employee leaves employment within the first six months, used time would be deducted from their remaining annual leave balance. Retroactive to 1/1/18.  

Option #2 – Increase accrued leave time to four weeks in the first two years of employment. This would enable the employee to accrue at a faster rate in the first two years, and recognizes experience prior to City employment. Retroactive to 1/1/18.  

Option #3 – Front load annual leave for the first year of hire. Resume accruals on one year anniversary. This would allow employees to honor pre-employment obligations without penalty.  

Option #4 – Status Quo.  

"An Equal Opportunity Employer with a commitment to workforce diversification."
<table>
<thead>
<tr>
<th>Municipality</th>
<th>up to 2 Years</th>
<th>2-4 Years</th>
<th>5-9 Years</th>
<th>10+ Years</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Ithaca</td>
<td>15 days</td>
<td>21 days</td>
<td>25 days</td>
<td>30 days</td>
<td></td>
</tr>
<tr>
<td>Town of Ithaca</td>
<td>10 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days (14 yrs)</td>
<td>4 Personal days awarded each year</td>
</tr>
<tr>
<td>Tompkins</td>
<td>10 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days (15 yrs)</td>
<td>Front loaded after 6 mths in 1st year</td>
</tr>
<tr>
<td>Jefferson</td>
<td>13 days</td>
<td>13 days</td>
<td>14-18 days</td>
<td>20 days, 25 days-(15 yrs)</td>
<td>Progressive increase each year</td>
</tr>
<tr>
<td>City of Long Beach</td>
<td>10 days</td>
<td>11-17 days</td>
<td>18-22 days</td>
<td>24-25 days</td>
<td>Progressive increase each year</td>
</tr>
<tr>
<td>Livingston</td>
<td>5-15 days</td>
<td>15 days</td>
<td>15 days</td>
<td>15-25 days</td>
<td>Progressive increase each year</td>
</tr>
<tr>
<td>Rockland</td>
<td>15 days</td>
<td>16-18 days</td>
<td>18-20</td>
<td>21-27 days</td>
<td></td>
</tr>
<tr>
<td>Wayne</td>
<td>14 days</td>
<td>14 days</td>
<td>19 days</td>
<td>29 days</td>
<td></td>
</tr>
<tr>
<td>Franklin</td>
<td>6-12 days</td>
<td>12 days</td>
<td>15 days</td>
<td>18-24 days</td>
<td>Plus 3-5 Personal Leave days</td>
</tr>
<tr>
<td>Dutchess</td>
<td>20 days</td>
<td>20 days</td>
<td>25 days</td>
<td>25 days</td>
<td>Accrue annually on Jan 1</td>
</tr>
<tr>
<td>Onondaga</td>
<td>11 days</td>
<td>11 days</td>
<td>16 days</td>
<td>21 days (15 yrs)</td>
<td></td>
</tr>
<tr>
<td>Niagra Falls</td>
<td>10 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days (10 yrs), 25 days (15 yrs), 30 days (25 yrs)</td>
<td>No vacation with pay in the 1st year</td>
</tr>
<tr>
<td>City of Binghamton</td>
<td>13 days</td>
<td>14-17 days</td>
<td>18-20 days</td>
<td>20-22 days</td>
<td>Plus 5 Personal Leave days each year</td>
</tr>
<tr>
<td>Municipality</td>
<td>up to 2 Years</td>
<td>2-4 Years</td>
<td>5-9 Years</td>
<td>10+ Years</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------</td>
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<td>-----------</td>
<td>-----------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>City of White Plains</td>
<td>20 days</td>
<td>20 days</td>
<td>20 days</td>
<td>20 days</td>
<td>Plus 4 PL, unused converts to SL each July</td>
</tr>
<tr>
<td>City of Kingston</td>
<td>10 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days, 25 days (15 yrs)</td>
<td>No vacation with pay in the 1st year</td>
</tr>
<tr>
<td>City of Oneonta</td>
<td>10 days</td>
<td>10 days</td>
<td>15 days</td>
<td>20 days</td>
<td>No vacation</td>
</tr>
<tr>
<td>Cornell University</td>
<td>15 days</td>
<td>15 days</td>
<td>15 days</td>
<td>16-20 days</td>
<td>No vacation</td>
</tr>
<tr>
<td>Tompkins Cortland</td>
<td>20 days</td>
<td>20 days</td>
<td>20-22 days</td>
<td>24 days</td>
<td>Full time/12 months</td>
</tr>
<tr>
<td>Taitem</td>
<td>7 days</td>
<td>7 days</td>
<td>14 days</td>
<td>15 days</td>
<td>PTO includes vacation, sick, personal</td>
</tr>
</tbody>
</table>