AGENDA ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Voting Item?</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>No</td>
<td>Chair, Deb Mohlenhoff</td>
</tr>
<tr>
<td>1.1 Agenda Review</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>1.2 Review and Approval of Minutes</td>
<td>Yes</td>
<td>Julie Holcomb, City Clerk</td>
</tr>
<tr>
<td>1.3 Statements from the Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Council’s Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Review and Approval of Minutes</td>
<td>Yes</td>
<td>Julie Holcomb, City Clerk</td>
</tr>
<tr>
<td>Approval of February 2019 Minutes</td>
<td>Yes</td>
<td>Julie Holcomb, City Clerk</td>
</tr>
<tr>
<td>1.3 Statements from the Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Council’s Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Consent</td>
<td>Yes</td>
<td>Tom Parsons, Fire Chief</td>
</tr>
<tr>
<td>2.1 YB – Agreement for Printing Services</td>
<td>Yes</td>
<td>Tom Parsons, Fire Chief</td>
</tr>
<tr>
<td>2.2 DPW – CP for S Aurora Street Sidewalks</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>2.3 DPW – CP for Elmwood &amp; Valley Rd Sidewalks</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>3. Finance, Budget and Appropriations</td>
<td>Yes</td>
<td>Julie Holcomb, City Clerk</td>
</tr>
<tr>
<td>3.1 PIT – Proposal to Replace SAN</td>
<td>Yes</td>
<td>Julie Holcomb, City Clerk</td>
</tr>
<tr>
<td>3.2 PB&amp;D – Funding for “Doing Business in Ithaca” Guide</td>
<td>Yes</td>
<td>Julie Holcomb, City Clerk</td>
</tr>
<tr>
<td>3.3 PB&amp;D – Funding for Collegetown Beautification</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>3.4 PB&amp;D – Request to Sponsor Funding Application for Ithaca Farmers Market Site Improvements</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>3.5 Fire – Request to Amend Budget</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>4. City Administration, Human Resources and Policy</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>4.1 Amendment to Chapter 181 Entitled “Fire Prevention”</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>4.2 PIT – Shared Services Initiative – Towing in T.C.</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>4.3 HR – Managerial Leave Time</td>
<td>Yes</td>
<td>Michele Palmer, Consultant</td>
</tr>
<tr>
<td>5. Discussion</td>
<td>No</td>
<td>Dan Cogan, Chief of Staff</td>
</tr>
<tr>
<td>5.1 Common Council and Mayor Salaries</td>
<td>No</td>
<td>Dan Cogan, Chief of Staff</td>
</tr>
<tr>
<td>5.2 Next Meeting Date: April 17, 2019</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>6. Budget</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>6.1 Dates and Special Topics</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>7. Meeting Wrap-Up</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>7.1 Announcements</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>7.2 Next Meeting Date: April 17, 2019</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>7.3 Review Agenda Items for Next Meeting</td>
<td>No</td>
<td>All</td>
</tr>
<tr>
<td>7.4 Adjourn</td>
<td>No</td>
<td>All</td>
</tr>
</tbody>
</table>

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.
2. Consent
   .1 Youth Bureau – Approval of Agreement for Printing Services with BOCES

WHEREAS, the Youth Bureau typically contracts for card and brochure printing service, and currently students of Tompkins-Seneca-Tioga Board of Cooperative Education Services (hereafter “BOCES”) help sort and pack the brochures; and

WHEREAS, BOCES has a print shop, from which it can offer printing services for a reasonable cost to the City; and

WHEREAS, BOCES may offer such printing services upon the City’s entry into a memorandum of agreement under General Municipal Law 119-0, which requires each participating municipal corporation and district to approve by majority vote of its governing body; now, therefore be it

RESOLVED, The Common Council approves of entering into this agreement with BOCES for printing services, and hereby authorizes the Mayor, upon consultation with the City Attorney, to execute such agreement.
To: City Administration Committee
From: Liz Klohmman, Director
Re: Municipal Agreement with BOCES Print Shop
Date: 3/1/19

The Ithaca Youth Bureau prints information about its recreation programming seasonally. Once printed we utilize the help of BOCES classes to help sort and pack the info-cards for distribution. We recently learned that the BOCES Print Shop could print our materials at a considerable savings.

In order to use the TST BOCES Print Shop and receive discounted rates we need to have a municipal agreement in place. The Youth Bureau is requesting that the City of Ithaca enter into a memorandum of agreement under General Municipal Law 119-0, which requires each participating municipal corporation and district to approve by majority vote of its governing body.

If approved this agreement will give access to the BOCES Print Shop services for all City departments and could provide significant savings.
2. Consent
.2 DPW - Request to Establish Capital Project for South Aurora Street Sidewalk Replacement

WHEREAS the City of Ithaca Common Council passed a resolution on November 7, 2018 allocating up to $386,583 of NYS administered Community Development Block Grants (CDBG) for the South Aurora St. Sidewalk Extension; and

WHEREAS the Board of Public Works completed the Environmental Review for this project on May 15, 2018 which resulted in findings that the project will result in no significant impact on the environment and issuance of no negative declaration; and

WHEREAS the Board of Public Works discussed and approved the South Aurora Street Project at the December 18, 2018 meeting; and

WHEREAS the total project cost of $386,583 will be funded by the Ithaca Urban Renewal Agency (IURA) through the CDBG program; and

WHEREAS, the project shall include 1200 linear feet of sidewalk construction along South Aurora Street from the City line to Hillview Place; now, therefore, be it

RESOLVED, That Common Council hereby establishes Capital Project #865 South Aurora Street Sidewalk Extension in the amount not to exceed of $386,583; and be it further

RESOLVED, That funds needed for said Capital Project shall be derived from IURA funds from the CDBG Program.
Proposed 2019 Sidewalk Improvement District (SID) budgets

<table>
<thead>
<tr>
<th>District</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019 SID Levy</strong></td>
<td>$157,968</td>
<td>$150,032</td>
<td>$273,748</td>
<td>$165,226</td>
<td>$116,450</td>
<td>$863,424</td>
</tr>
<tr>
<td><strong>Percentages</strong></td>
<td>18%</td>
<td>17%</td>
<td>32%</td>
<td>19%</td>
<td>13%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Admin &amp; Supplies</strong></td>
<td>$19,527</td>
<td>$18,546</td>
<td>$33,839</td>
<td>$20,424</td>
<td>$14,395</td>
<td>$106,731</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>$2,744</td>
<td>$2,606</td>
<td>$4,756</td>
<td>$2,870</td>
<td>$2,023</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Subtotal - funding available</strong></td>
<td>$135,697</td>
<td>$128,880</td>
<td>$235,153</td>
<td>$141,931</td>
<td>$100,032</td>
<td>$741,693</td>
</tr>
<tr>
<td><strong>Capital Projects</strong></td>
<td>$4,200</td>
<td>$4,200</td>
<td>$4,200</td>
<td>$4,200</td>
<td>$4,200</td>
<td>$4,200</td>
</tr>
<tr>
<td><strong>Balance for 2019 work plan</strong></td>
<td>$135,697</td>
<td>$128,880</td>
<td>$235,153</td>
<td>$137,731</td>
<td>$100,032</td>
<td>$737,493</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>$100,800</td>
<td>$91,225</td>
<td>$184,800</td>
<td>$102,000</td>
<td>$74,000</td>
<td>$552,825</td>
</tr>
<tr>
<td>% of Balance</td>
<td>74%</td>
<td>71%</td>
<td>79%</td>
<td>74%</td>
<td>74%</td>
<td>74%</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td>$10,000</td>
<td>$14,000</td>
<td>-</td>
<td>$8,000</td>
<td>-</td>
<td>$32,000</td>
</tr>
<tr>
<td>% of Balance</td>
<td>7%</td>
<td>11%</td>
<td>0%</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Construction Inspection/Engineering Technician</strong></td>
<td>$14,798</td>
<td>$13,829</td>
<td>$26,150</td>
<td>$15,306</td>
<td>$10,893</td>
<td>$80,975</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>$10,099</td>
<td>$9,826</td>
<td>$24,204</td>
<td>$12,425</td>
<td>$15,139</td>
<td>$71,693</td>
</tr>
<tr>
<td><strong>Maintenance/Concrete Cutting</strong></td>
<td>7%</td>
<td>8%</td>
<td>10%</td>
<td>9%</td>
<td>15%</td>
<td></td>
</tr>
</tbody>
</table>

*updated 15 Aug 2018*
# 2019 PROPOSED Sidewalk Work Plan and Budget

## District One

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Linn St</td>
<td>East</td>
<td>100</td>
<td>$</td>
<td>21</td>
<td>$10,500</td>
</tr>
<tr>
<td>200 Linn St</td>
<td>East</td>
<td>120</td>
<td>$</td>
<td>21</td>
<td>$12,600</td>
</tr>
<tr>
<td>400 Linn St</td>
<td>East</td>
<td>100</td>
<td>$</td>
<td>21</td>
<td>$10,500</td>
</tr>
<tr>
<td>100 Utica St</td>
<td>East</td>
<td>200</td>
<td>$</td>
<td>21</td>
<td>$21,000</td>
</tr>
<tr>
<td>800 N. Cayuga St</td>
<td>West</td>
<td>220</td>
<td>$</td>
<td>21</td>
<td>$23,100</td>
</tr>
<tr>
<td>900 N. Cayuga St</td>
<td>West</td>
<td>220</td>
<td>$</td>
<td>21</td>
<td>$23,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subtotal $100,800</td>
</tr>
<tr>
<td><strong>Design projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 Fall Creek Dr</td>
<td>North</td>
<td>650</td>
<td>$</td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL $110,800</td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Triphammer Rd</td>
<td>West</td>
<td>300</td>
<td>$</td>
<td>21</td>
<td>$31,500</td>
</tr>
<tr>
<td>300 Utica St</td>
<td>East</td>
<td>165</td>
<td>$</td>
<td>21</td>
<td>$17,325</td>
</tr>
<tr>
<td>1000 N. Cayuga St</td>
<td>West</td>
<td>510</td>
<td>$</td>
<td>21</td>
<td>$53,550</td>
</tr>
<tr>
<td>1100 N. Cayuga St</td>
<td>West</td>
<td>160</td>
<td>$</td>
<td>21</td>
<td>$16,800</td>
</tr>
<tr>
<td>600 Stewart Ave</td>
<td>West</td>
<td>600</td>
<td>$</td>
<td>21</td>
<td>$63,000</td>
</tr>
<tr>
<td>600 Willow St</td>
<td>East</td>
<td>220</td>
<td>$</td>
<td>21</td>
<td>$23,100</td>
</tr>
<tr>
<td>200 Franklin St</td>
<td>North</td>
<td>220</td>
<td>$</td>
<td>21</td>
<td>$23,100</td>
</tr>
<tr>
<td><strong>Design projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Contingency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$228,375</td>
</tr>
</tbody>
</table>

## Future Collaboration with City Streets' Crews/Grant Money/Captial Projects

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Thurston Ave</td>
<td>North</td>
<td>$120,000</td>
</tr>
<tr>
<td>900 Stewart Ave</td>
<td>West</td>
<td>$65,000.00</td>
</tr>
</tbody>
</table>
# 2019 PROPOSED Sidewalk Work Plan and Budget

## District Two

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 Elmwood Ave</td>
<td>East</td>
<td>170</td>
<td>$</td>
<td>21</td>
<td>$17,850</td>
</tr>
<tr>
<td>200 Bryant Ave</td>
<td>East</td>
<td>300</td>
<td>$</td>
<td>21</td>
<td>$31,500</td>
</tr>
<tr>
<td>200 Dryden Rd</td>
<td>North</td>
<td>275</td>
<td>$</td>
<td>21</td>
<td>$28,875</td>
</tr>
<tr>
<td><strong>SID 2 Capital Finance Construction Project</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>annual cost for 15 yrs; $195,000 Sum</td>
</tr>
<tr>
<td>Elmwood &amp; Valley Rd (bordering the school)</td>
<td></td>
<td>600</td>
<td>$</td>
<td>13,000</td>
<td>1,345 Subtotal</td>
</tr>
<tr>
<td><strong>Design projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500-900 Giles St</td>
<td>Either</td>
<td>575</td>
<td>$</td>
<td>14,000</td>
<td></td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 Mitchell St</td>
<td>South</td>
<td>150</td>
<td>$</td>
<td>21</td>
<td>$15,750</td>
</tr>
<tr>
<td>100 Ithaca Rd</td>
<td>South</td>
<td>165</td>
<td>$</td>
<td>21</td>
<td>$17,325</td>
</tr>
<tr>
<td>200 Cornell St</td>
<td>East</td>
<td>90</td>
<td>$</td>
<td>21</td>
<td>$9,450</td>
</tr>
<tr>
<td>200 Cornell St</td>
<td>West</td>
<td>90</td>
<td>$</td>
<td>21</td>
<td>$9,450</td>
</tr>
<tr>
<td>300 Stewart Ave</td>
<td>East</td>
<td>50</td>
<td>$</td>
<td>21</td>
<td>$5,250</td>
</tr>
<tr>
<td><strong>Design projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Contingency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$41,475</td>
</tr>
<tr>
<td><strong>Future Collaboration with City Streets' Crews/Grant Money/Captial Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 E. State St</td>
<td>South</td>
<td>450</td>
<td>$</td>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>400 Oak Ave</td>
<td>North</td>
<td>900</td>
<td>$</td>
<td>244,000</td>
<td></td>
</tr>
</tbody>
</table>
## 2019 PROPOSED Sidewalk Work Plan and Budget

### District Three

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Lake Ave</td>
<td>West</td>
<td>420</td>
<td>$</td>
<td>21 $</td>
<td>44,100</td>
</tr>
<tr>
<td>500 W. Clinton St</td>
<td>North</td>
<td>400</td>
<td>$</td>
<td>21 $</td>
<td>42,000</td>
</tr>
<tr>
<td>200 N. Geneva St</td>
<td>East</td>
<td>100</td>
<td>$</td>
<td>21 $</td>
<td>10,500</td>
</tr>
<tr>
<td>300 Cascadilla St</td>
<td>South</td>
<td>210</td>
<td>$</td>
<td>21 $</td>
<td>22,050</td>
</tr>
<tr>
<td>300 Cascadilla St</td>
<td>South</td>
<td>180</td>
<td>$</td>
<td>21 $</td>
<td>18,900</td>
</tr>
<tr>
<td>200 S. Cayuga St</td>
<td>East</td>
<td>330</td>
<td>$</td>
<td>21 $</td>
<td>34,650</td>
</tr>
<tr>
<td>400 Adams St</td>
<td>South</td>
<td>120</td>
<td>$</td>
<td>21 $</td>
<td>12,600</td>
</tr>
</tbody>
</table>

1,760 Subtotal $184,800

### Design projects

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 E. Green St (vault membrane repair)</td>
<td>North</td>
<td>300</td>
<td>$</td>
<td>25 $</td>
<td>37,500</td>
</tr>
<tr>
<td>600 W. Green St</td>
<td>South</td>
<td>100</td>
<td>$</td>
<td>21 $</td>
<td>10,500</td>
</tr>
<tr>
<td>500 W. Green St</td>
<td>South</td>
<td>160</td>
<td>$</td>
<td>21 $</td>
<td>16,800</td>
</tr>
<tr>
<td>200 N. Geneva St</td>
<td>East</td>
<td>100</td>
<td>$</td>
<td>21 $</td>
<td>10,500</td>
</tr>
<tr>
<td>300 W. Buffalo St</td>
<td>South</td>
<td>80</td>
<td>$</td>
<td>21 $</td>
<td>8,400</td>
</tr>
</tbody>
</table>

Total Contingency $46,200

### Future Collaboration with City Streets' Crews/Grant Money/Capital Projects
## 2019 PROPOSED Sidewalk Work Plan and Budget

### District Four

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 E. Spencer St &amp; Curb Ramps</td>
<td>North/South</td>
<td>400</td>
<td>$</td>
<td>21</td>
<td>$42,000</td>
</tr>
<tr>
<td>300 Wood St &amp; Fair St Curb Ramps</td>
<td>South</td>
<td>460</td>
<td>$</td>
<td>60</td>
<td>$60,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>860</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td><strong>$102,000</strong></td>
</tr>
<tr>
<td><strong>Design projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 Cecil A Malone Dr</td>
<td>South</td>
<td>775</td>
<td>$</td>
<td>8</td>
<td>$8,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$110,000</strong></td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 Pleasant St</td>
<td>South</td>
<td>370</td>
<td>$</td>
<td>21</td>
<td>$38,850</td>
</tr>
<tr>
<td>100 Hawthorne Pl</td>
<td>North</td>
<td>350</td>
<td>$</td>
<td>21</td>
<td>$36,750</td>
</tr>
<tr>
<td>200 Columbia St</td>
<td>South</td>
<td>385</td>
<td>$</td>
<td>21</td>
<td>$40,425</td>
</tr>
<tr>
<td><strong>Design projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Contingency</strong></td>
<td><strong>$116,025</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Future Collaboration with City Streets' Crews/Grant Money/Capital Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 Hillview Pl</td>
<td>South</td>
<td>650</td>
<td>$</td>
<td></td>
<td>$223,000</td>
</tr>
<tr>
<td>600-700 S. Aurora St</td>
<td>East</td>
<td>1650</td>
<td>$</td>
<td></td>
<td>$190,000</td>
</tr>
<tr>
<td>800 S. Aurora St</td>
<td>Both</td>
<td>650</td>
<td>$</td>
<td></td>
<td>$217,000</td>
</tr>
<tr>
<td>100 Giles St</td>
<td>South</td>
<td>450</td>
<td>$</td>
<td></td>
<td>$360,000</td>
</tr>
</tbody>
</table>
### 2019 PROPOSED Sidewalk Work Plan and Budget

#### District Five

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elm St &amp; Chestnut St Intersection (bordering school)</td>
<td></td>
<td></td>
<td>$ 50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>$ 50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$ 74,000</strong></td>
<td></td>
<td><strong>$ 100,032</strong></td>
</tr>
</tbody>
</table>

**SID 5 Capital Finance Project: Finance $360,000 of $2.1 Million Project (1.4 Million grant)**

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-1100 Hector St</td>
<td>North/East</td>
<td>7150</td>
<td>$ 24,000</td>
<td>$360,000 Sum</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$ 74,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Contingency**

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Estimated SF cost</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 W. Court St</td>
<td>North</td>
<td>50</td>
<td>$ 21</td>
<td>$ 5,250</td>
<td></td>
</tr>
<tr>
<td>300 N. Meadow St</td>
<td>West</td>
<td>80</td>
<td>$ 21</td>
<td>$ 8,400</td>
<td></td>
</tr>
<tr>
<td>400 N. Meadow St</td>
<td>West</td>
<td>40</td>
<td>$ 21</td>
<td>$ 4,200</td>
<td></td>
</tr>
<tr>
<td>500 N. Meadow St</td>
<td>West</td>
<td>40</td>
<td>$ 21</td>
<td>$ 4,200</td>
<td></td>
</tr>
<tr>
<td><strong>Total Contingency</strong></td>
<td></td>
<td></td>
<td><strong>$ 22,050</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Future Collaboration with City Streets' Crews/Grant Money/Capital Projects**

<table>
<thead>
<tr>
<th>City Block</th>
<th>Side of Street</th>
<th>Appr. Length of sidewalk (linear feet)</th>
<th>Cost</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-1100 Hector St</td>
<td>North/East</td>
<td>7150</td>
<td>$ 1,700,000</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM OF UNDERSTANDING
by and between
CITY OF ITHACA DEPARTMENT OF PUBLIC WORKS &
ITHACA URBAN RENEWAL AGENCY

NYS Community Development Block Grant (CDBG) Program
2018 NYS CDBG Program Income Project #1:
South Aurora Street Sidewalk Corridor Completion

THIS MEMORANDUM OF UNDERSTANDING is entered into on **February 5th**, 2019, by the Engineering Division of the Department of Public Works, known as “DPW,” of the City of Ithaca, known as the “City,” a municipality in the State of New York, having its principal office at 108 E. Green Street, Ithaca, New York 14850, and the Ithaca Urban Renewal Agency, an urban renewal agency formed pursuant to the provisions of the General Municipal Law, having its principal office at 108 E. Green Street, Ithaca, New York 14850, known as “IURA.”

WHEREAS, in February 2018, DPW submitted to the IURA a funding application for the South Aurora Street Sidewalk Corridor Completion Project (the “Project”), attached as EXHIBIT 5; and

WHEREAS, the City received CDBG grant awards from the New York State Small Cities competitive CDBG program from 2000-2003, before being designated a HUD Entitlement Program grantee in 2004 and transitioning to Federal administration of CDBG funds; and

WHEREAS, CDBG Program Income is generated when initial CDBG investments generate income received by the grantee, such as loan repayments; and

WHEREAS, in 2003, the City received NYS CDBG funds to provide loan assistance for the Hilton Garden Inn hotel project to create jobs for low- and moderate-income persons; and

WHEREAS, NYS CDBG Program Income in the form of loan repayments from this economic development activity are projected to total over $561,000.00, by March 31, 2019; and

WHEREAS, the IURA administers all CDBG funds on behalf of the City; and

WHEREAS, the Project is an eligible CDBG public facility activity serving a low- and moderate-income neighborhood; and

WHEREAS, the Town of Ithaca was awarded Federal funding to construct sidewalks along Route 96B from Ithaca College to the City/Town boundary, leaving an approximately 1,500 linear foot gap to connect with the City’s existing sidewalk network that ends at Hillview Place; and
WHEREAS, CDBG funding for the Project is estimated to provide sufficient funds for approximately 1,200 linear feet of sidewalk; and

WHEREAS, on May 15, 2018, an Environmental Review for the Project was completed by the City’s Board of Public Works, which concluded the Project will result in no significant impact on the environment and issued a Negative Declaration resolution, attached at EXHIBIT 1; and

WHEREAS, on November 7, 2018, the City’s Common Council passed a resolution, attached at EXHIBIT 1, approving the IURA’s proposal to fund the Project and authorizing the IURA to request the NYS Office of Community Renewal’s approval for the intended use of CDBG Program Income funds, demonstrating the use will meet a CDBG National Objective and all CDBG requirements.

NOW, THEREFORE, in consideration of the covenants herein contained, the parties hereto do mutually agree as follows:

1. Project Funding
CDBG funding in the amount of $386,583.00 will be used solely for the proposed in-fill construction of approximately 1,200 linear feet of missing sidewalks along South Aurora Street from the City line to Hillview Place, as described in the original 2018 HUD Entitlement Program funding application at EXHIBIT 5 and Project Plans at EXHIBIT 2.

2. Use of Funds
CDBG funds will be employed for design work, architectural services, constructions materials, and/or construction costs, representing eligible CDBG program costs pursuant to 24 CFR 570.201, attached at EXHIBIT 4.

3. Implementation
DPW is responsible for implementing the Project as described in the proposal it submitted to the IURA, attached at EXHIBIT 5, and in accordance with the Project Schedule, Uses & Sources, Project Estimate, and Project Plans, all attached at EXHIBIT 2.

4. Conditions
CDBG funding is contingent on approval from NYS Homes and Community Renewal, Office of Community Renewal (OCR).

5. Payments
A. DPW will request an initial disbursement of CDBG funds from the IURA, no later than May 15, 2019.

B. Reimbursement of project expenses will be made by the IURA only for costs that are eligible, necessary, reasonable, and directly related to work performed in accordance with this Agreement.
C. Reimbursements will be made only upon receipt of a Request for Payment (Voucher Form) in the format attached to this Agreement as EXHIBIT 3. Each Request for Payment shall specify the costs incurred and include appropriate documentation to evidence the nature of the costs (e.g., timesheets, contracts, original invoices, procurement records, other documentation) in a format acceptable to the IURA.

D. Each Request for Payment must be authorized and signed by a senior staff member of the Engineering Division of the Department of Public Works for the City of Ithaca.

E. All CDBG funds must be expended by **OCTOBER 13, 2019**. A 120-day extension may be granted upon receipt of a written request to the IURA Director of Community Development.

F. This project is subject to the *Davis-Bacon Act*. Payment of Federal prevailing wages is **required**. The *Davis-Bacon Act*, as amended (40 U.S.C. 276a to 276a-7), requires that all construction contracts of over $2,000.00 include provisions for compliance with this Act as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Pursuant to this Act, contractors must pay wages to laborers and mechanics not less than once a week and at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Awarding a contract shall be conditioned upon acceptance of the wage determination. A copy of the current prevailing wage determination issued by the Department of Labor shall be placed in each solicitation. Recipients must report all suspected or reported violations to the Federal awarding agency. A prevailing wage determination (General Decision Number NY180024 09/07/2018 NY24), Davis-Bacon Certified Payroll Guidance, U.S. Department of Labor Form WH-347, and Instructions for Form WH-347 are all attached at EXHIBIT 4.

4. **Project Completion**

The project must be commenced no later than **APRIL 15, 2019**, and shall be substantially complete no later than **AUGUST 13, 2019**.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**Department of Public Works, City of Ithaca:**

[Signature]

Tim Logue, Director of Engineering Services

[Date]

**Ithaca Urban Renewal Agency:**

[Signature]

Nels Bohn, IURA Director of Community Development

[Date]
— EXHIBIT 1 —
Board of Public Works Resolution
Common Council Resolution
Funding Commitment Letter
PRESENT:
Mayor Myrick
Commissioners (4) – Jenkins, McCormick, Morache, Warden

OTHERS PRESENT:
Superintendent of Public Works – Thorne
Assistant Superintendent of Streets and Facilities – Benjamin
Director of Engineering – Logue
Director of Parking – Messmer
Common Council Liaison – McGonigal
Executive Assistant – Servoss

HIGHWAYS, STREETS AND SIDEWALKS:
Resolution to Declare Lead Agency Status for the Environmental Review of Elm and Chestnut Street Realignment and S. Aurora St. Sidewalk project.
By Commissioner Jenkins: Seconded by Commissioner Morache
WHEREAS, the State Environmental Quality Review Act (SEQR) and the City of Ithaca Environmental Quality Review Ordinance (CEQR), Section 176 of the City Code, require that a lead agency be established for conducting environmental review of projects in accordance with local and state environmental law, and

WHEREAS, State Law specifies that for actions governed by local environmental review, the lead agency shall be that local agency which has primary responsibility for approving and funding or carrying out the action, and

WHEREAS, SEQR and CEQR both provide for a coordinated review for “Unlisted” projects that involve more than one agency, and

WHEREAS, the proposed construction of the Elm and Chestnut Street Realignment project is a “Unlisted” action under SEQR and is an “Unlisted” action under CEQR; now, therefore, be it

RESOLVED, That the City of Ithaca Board of Public Works does hereby declare itself lead agency for the environmental review of the proposed construction of the Elm and Chestnut Street Realignment and S. Aurora St. Sidewalk project.

Carried Unanimously

Environmental Review for Elm and Chestnut Street Realignment and S. Aurora St. Sidewalk Project – Resolution
By Commissioner Morache: Seconded by Commissioner Jenkins
WHEREAS, the Board of Public Works has declared itself to be the lead agency for the environmental review for a project (“the Project”) entitled “Elm and Chestnut Street Realignment and the S. Aurora St. Sidewalk Project” in accordance with Section 176 of the Ithaca City Code (CEQR) and in accordance with Article 8 of the New York State Environmental Conservation Law (SEQR), and

WHEREAS, the Project includes construction or reconstruction of walkways, driveways, intersections, and bus stops to enhance conditions for people walking and biking in the corridor, and

WHEREAS, the Project is an Unlisted action according to CEQR and an Unlisted Action according to SEQR, and

WHEREAS, a Short Environmental Assessment form was prepared by staff for CEQR and for SEQR, and
WHEREAS, on May 15, 2018, the Board of Public Works declared itself lead agency for a coordinated environmental review for CEQR/SEQR with Ithaca City School District, and

WHEREAS, the Conservation Advisory Council has received a copy of the CEQR/SEQR short forms and a set of plans for the project, and

WHEREAS, the Board of Public Works, acting as lead agency, has, on May 15, 2018, reviewed and accepted as complete Short Environmental Assessment Forms prepared by staff, and Project plans prepared on behalf of the City by Delta Engineers, and other project materials, now therefore be it

RESOLVED, That the Board of Public Works determines that the project for Elm and Chestnut Street Realignment and S. Aurora St. Sidewalk project located in the City of Ithaca will result in no significant negative environmental impact and that a Negative Declaration for purposes of Article 8 of the NYS Environmental Conservation Law be filed in accordance with the provisions of Part 617 of the State Environmental Quality Review Act and that a Negative Declaration for purposes of Section 176 of the City Code be filed in accordance with the City Environmental Quality Review Ordinance.

Dir. of Eng. Logue noted that the review documentation was included in last month’s agenda, and no environmental impacts were found.

A Vote on the Resolution Resulted as Follows:  

Carried Unanimously
Allocation of New York State Administered Community Development Block Grant (CDBG) Program Income - Resolution

By Alderperson Murtagh: Seconded by Alderperson Brock

WHEREAS, New York State has announced a policy change regarding retention of Community Development Block Grant (CDBG) program income by current and past recipients of the CDBG program administered by New York State; and

WHEREAS, New York State now requires communities in possession New York State (NYS) Administered CDBG Program Income to use such funds for CDBG-eligible uses by March 31, 2019 or return the funds to New York State; and

WHEREAS, the City of Ithaca received CDBG grant awards from New York State Small Cities competitive CDBG program from 2000-2003, before being designated as a HUD Entitlement grantee in 2004 and transitioning to federal administration of CDBG funds; and

WHEREAS, CDBG program income is created when initial CDBG investments result in income received by the grantee, such as loan repayments; and

WHEREAS, in 2003, the City of Ithaca received CDBG funds to provide loan assistance for the Hilton Garden Inn hotel project to create jobs for low- and moderate-income persons; and

WHEREAS, CDBG program income in the form of loan repayments from this economic development activity are projected to total over $561,000 by March 31, 2019; and

WHEREAS, the Ithaca Urban Renewal Agency (IURA) administers CDBG funds on behalf of the City; and

WHEREAS, the IURA recommends NYS administered CDBG program income be invested in the following projects:

- Cherry St. public road extension, and
- S. Aurora Street sidewalk extension (Hillview Place to City/Town line), and

WHEREAS, the Cherry St. public road project is an eligible CDBG economic development activity that will create at least 5 jobs for low- and moderate-income persons at Emmy’s Organics, Inc. who is constructing a production facility at the end of the road extension; and

WHEREAS, the S. Aurora Street sidewalk project is an eligible CDBG public facility activity serving a low- and moderate-income neighborhood; and

WHEREAS, the Town of Ithaca has been awarded federal funding to construct sidewalks along Rt. 96B from Ithaca College to the City/Town boundary leaving an approximately 1,500 linear foot gap to connect with the existing city sidewalk network that ends at Hillview Place; and

WHEREAS, CDBG funding for the S. Aurora Street sidewalk project is estimated to provide sufficient funding for approximately 1,200 linear feet of sidewalk; and

WHEREAS, environmental review was completed by the Board of Public Works for the Sidewalk extension on May 15, 2018, and by the Planning and Development Board September 25, 2018 for the Cherry St. project on September 25, 2018, which resulted in findings that the projects will result in no significant impact on the environment and issuance of negative declarations; and
WHEREAS, an October 10, 2018 public hearing was held on this matter; now, therefore be it

RESOLVED. That the City of Ithaca Common Council hereby allocates up to $561,583 of New
York State administered CDBG program income in possession of the City of Ithaca as follows:

1. Project: Cherry Street Industrial Park Road Extension
   Funding: Up to $175,000
   Description: Construct approximately 400 ft. linear feet of public street at
   The end of Cherry Street extension;

2. Project: South Aurora Street (Rt. 96B) Sidewalk Extension
   Funding: Up to $386,583
   Description: Construct a continuous sidewalk along Route 96B from Hillview
   Place toward the City/Town boundary;

; and, be it further

RESOLVED That the IURA is authorized to request approval from the NYS Office of Community
Renewal of the intended use of CDBG program income funds and demonstrating that the use
will meet a national objective and all CDBG requirements.  

Carried Unanimously

STATE OF NEW YORK
COUNTY OF TOMPKINS SS:
CITY OF ITHACA

I, Julie Conley Holcomb, City Clerk of the City of Ithaca, do hereby certify that the
foregoing resolution is a true and exact copy of a resolution duly adopted by the
Common Council of said City of Ithaca at a regular meeting held on the 7th day of
November, 2018, and that the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the Corporate Seal of the
City of Ithaca, this 8th day of November, 2018.

Julie Conley Holcomb, CMC
City Clerk
City of Ithaca, New York
2. Consent

.3 DPW – Request to Establish Capital Project for Sidewalk on Elmwood and Valley Road

WHEREAS, the 2019 Sidewalk Improvement District Assessments (SID), Budget, and Schedule of Work was approved by Common Council on 7 November 2018; and

WHEREAS, part of that approved schedule of work included new sidewalk along Elmwood Road & Valley Road bordering Belle Sherman School; and

WHEREAS, the estimated construction budget with financing costs is $195,000 with funding from the issuance of Serial Bonds and budgeted in SID #2; now, therefore, be it

RESOLVED, That Common Council hereby establishes Capital Project #866 Sidewalks along Elmwood and Valley Road in the amount not to exceed $195,000; and be it further

RESOLVED, That funds for said project shall be derived from the issuance of Serial Bonds and funded out of SID #2; and be it further

RESOLVED, That the Superintendent of Public Works be hereby authorized to execute these contracts subject to approval by the City Attorney’s Office.
3. Finance, Budget and Appropriations

.1 PIT - Proposal to Replace the City’s Storage Area Network (SAN)

WHEREAS, the Department of Public Information and Technology City’s Storage Area Network (SAN) has reached its end of life, is no longer under warranty, and is experiencing intermittent failures, increasing the likelihood of a critical system failure; and

WHEREAS, the SAN runs all vital network resources including e-mail, voicemail, financial/MUNIS servers, anti-virus protections, departmental software applications, help desk functions, network printing, and network file shares; and

WHEREAS, a critical system failure of the SAN would result in a massive interruption of city services and the possible loss of a significant amount of mission-critical data; and

WHEREAS, PIT staff have taken, and continue to take, preventative precautions to mitigate the impacts of a critical system failure, but there are no guarantees that these measures will prove to be effective; and

WHEREAS, the Department of Public Information and Technology is only able to redirect $15,000 towards the $115,000 SAN replacement costs; and

WHEREAS, while Capital Project #810 Citywide Computer and Software upgrades was established in 2015 for $121,000 and has been fully expended, we can amend this project by $102,000, which includes bonding costs for the SAN replacement; now, therefore be it

RESOLVED, That Common Council hereby amends Capital Project #810 Citywide Computer and Software Upgrades by $102,000 for a total authorization of $223,000, and be it further

RESOLVED, That funds for said SAN replacement shall be derived from an advance of $102,000 from the General Fund, with a later repayment by the issuance of serial bonds.
MEMORANDUM

To: Common Council

From: Julie Conley Holcomb, City Clerk/Department of Public Information & Technology

Date: March 8, 2019

Subj: Storage Area Network (SAN) Replacement

The Department of Public Information and Technology is requesting $100,000 of emergency funding to replace the City’s Storage Area Network (SAN) equipment which is showing signs system failure. The SAN runs all vital network resources including e-mail, voicemail, financial/MUNIS servers, anti-virus protections, departmental software applications, help desk functions, network printing, and network file shares.

The current equipment was purchased and installed in 2014. It had a 5-year warranty which expires this month, and the devices have been marked as “end of life”. This means that we are not able to extend our service contract and all repairs and issues will be handled on a time and materials basis. We recently replaced three hard disk drives while they were under warranty, and they proved difficult to obtain due to the age of the equipment.

Due to budgetary constraints, we had hoped to nurse the system long enough to submit a Capital Project budget request for funding in 2020; however, recently we have experienced a series of small system failures which indicate a higher likelihood of a critical system failure. Should that occur, city operations would be impacted in a manner not seen before and a significant amount of data could be lost. PIT staff has been actively working to add memory and replace corrupted drives to support the SAN and to remove resources from the SAN to alleviate pressure from the system, but we’re concerned that may not be enough to stave off a future failure. If approved, we will use encumbered funds from 2018 to remove the e-mail server from the SAN to further protect this critical resource.

The SAN system is designed to have a secondary replication of the primary unit. It is supposed to maintain a “real-time” copy of everything on the primary unit. Should the primary unit fail, the secondary unit can be brought on-line, and services can be restored within minutes. Our replication has begun to fail. We have been successful in restoring it several times, but we are now often hours, if not days, behind on data capture. Indications...
are that it will get more difficult to maintain this replication until it eventually fails. While this is not currently impacting the live essential network services, it takes away our ability to quickly restore services and data in the event the primary unit fails.

We have restructured our budget and changed the scope and phases of current projects to dedicate $15,000 toward this project. The total system replacement cost is $115,000 which includes:

- 2 x HPE NS HF20 Hybrid CTO 21TB storage devices configured in a replication pair
- 2 x HPE 1950 12XGT 4SFP+ Switches
- 2 x HP DL 360 Proliant servers configured in a Windows Failover Cluster

The system improvements would include:

- HPE InfoSight included with SAN provides real-time monitoring and automatic replacement part(s) deliveries without needed to initiate customer support call.
- Guaranteed SAN up-time is 6-nines; 99.9999% (equates to less than 32 seconds of down time per year).
- SAN to server communications increased to 10 Gbps from 1Gbps
- Increase usable storage by 4-6 TB (depending upon configuration)

The SAN system replacement is something that should be budgeted for as an approximate 5-year expense. Our current budgeting system is not flexible enough to allow us to include savings for these types of expenditures, but I will work with the City Controller’s Office to figure out how best to plan for this type of technology infrastructure maintenance in the future.

Please let me know if you have questions or would like more in-depth information as my staff and I would be happy to discuss this request further.
3. Finance, Budget and Appropriations

.2 PB&D – Request for Funding for the ‘Doing Business in Ithaca’ Guide

WHEREAS, the City of Ithaca Office of Economic Development, part of the Department of Planning, Building and Development, works to encourage and support business development in the City of Ithaca; and

WHEREAS, the Department has identified a need to better promote the City as a place to invest and to provide better information to businesses considering locating or expanding in the City; and

WHEREAS, a new economic development resource, the ‘Doing Business in Ithaca’ Guide, will promote the City as a place to start and grow a business and will provide comprehensive information in one location on available local resources and required steps to starting or expanding a business in the City; and

WHEREAS, this new resource will support the City in achieving several economic development goals articulated in Plan Ithaca, the City’s Comprehensive Plan, including: 1) “the city will attract and retain firms valued by the community including low-environmental-impact manufacturing, green businesses, locally-owned businesses, and businesses owned by under-represented groups”, 2) “the economic environment will retain, nurture, and grow new and existing businesses within the city”, 3) “the creation and expansion of local employment, particularly well-paying jobs, will provide opportunities for all income levels and age groups”, and 4) “a variety of businesses will diversify the economy and reduce economic dependence on a single sector”; and

WHEREAS, the Department has substantially completed research and content development, including drafting narrative content for the Guide and gathering photos and testimonials from partners and city businesses, and now seeks to engage professional document design and layout services and professional printing to complete the Guide; and

WHEREAS, funding does not exist in the 2019 budget of the Planning, Building and Development Department for these services; and

WHEREAS, a call for quotes was recently distributed, with seven (7) qualified local designers submitting quotes ranging from $2,800 to $4,000 to design and layout the guide, and an estimate for printing from a local printer has also been obtained; and

WHEREAS, funds for said Guide shall be derived from the unrestricted contingency account, which currently has a $120,000 balance; now, therefore, be it

RESOLVED, That $5,000 in City funding be allocated towards the ‘Doing Business in Ithaca’ Guide project, and be it further

RESOLVED, That an amount not to exceed $5,000 be transferred from Account A1990 Unrestricted Contingency to Account A8020-5435 Planning Department Contract, and be it further

RESOLVED, That the Planning, Building and Development Department be authorized to enter into agreement with a qualified designer for design and layout of the guide.

CA Agenda – 3/20/19
The purpose of this memo is to request $5,000 in City funding through the City of Ithaca’s 2019 Contingency budget to support the design and printing of an important new economic development resource – the *Doing Business in Ithaca Guide*.

The *Doing Business in Ithaca Guide* will promote the city as a place to start and grow a business and will provide comprehensive information in one location on available local resources and required steps to starting or expanding a business in the City. No such resource exists in the community today, and one is needed to encourage and support small business development in the City, which will lead to job growth and increased City sales and property tax revenues. Many of our partners have expressed enthusiastic support including the Cornell Center for Regional Economic Advancement, REV Ithaca Startup Works, the Downtown Ithaca Alliance, the Tompkins Chamber, TCAD, and the NY Small Business Development Center. I will lead the editing and production of the guide. Naomi Crimm, Economic Development Intern, has supported the project with research and content development.

Guide contents include the following:

- Invest in Ithaca (facts, figures, and information promoting Ithaca as a place to locate and grow)
- Basics (essential steps; business planning; business registration; and tax, insurance, zoning, building, and permitting information, etc.)
- Selecting a Location (zoning map and ordinance, commercial areas/neighborhoods; things to consider)
- Financing (components of credit, bank financing, alternative lenders)
- Creating Jobs (basic considerations, resources on hiring, employees and related taxes, etc.)
- Directory (local and regional business resources, startup resources, associations and referral services, utilities, transportation, City of Ithaca, State of NY, Federal)

The comprehensive guide will also include attractive photos, a message from the Mayor, and testimonials from current business owners. It will be designed to support periodic in-house updates to remain fresh and will be formatted as a 36 page 6” x 6” print booklet. It will be a resource that we expect partners and prospective businesses will keep and refer to on an ongoing
basis. We will also repurpose the content to create a companion *Doing Business in Ithaca* website, and the guide itself will also be available on the City’s website as a downloadable .pdf. Usage and impact will be tracked through the number of referrals leading to new or expanded businesses, number of downloads, number of booklets distributed to qualified leads, and overall impressions of the business climate in Ithaca as measured by business surveys.

We take inspiration for this guide from a similar resource produced by the City of Burlington, Vermont’s Community and Economic Development Office:  

**Project Budget**  
Quotes from qualified local designers and printers form the basis of the following budget:

- **Content:** Staff, intern, and partner time in-kind $0  
- **Design:** Professional designer to design and lay out the print booklet: $3,000  
- **Printing:** Full Color 6” x 6” booklet, 36 pages, card stock cover $2,000  
- **Website:** Published in-house on the City’s website $0  

$5,000

This is a one-time request, with benefits to the City be realized over multiple years.

**Project Schedule**  
Narrative content for the guide has been drafted, and we have also gathered testimonials and photos for use in the guide. We will be soliciting additional internal and partner feedback between now and mid-April, before finalizing the content. We have quotes from several qualified designers in hand and expect to execute a contract with a designer once a final funding decision has been made by Common Council. The designer will then begin designing and laying out the guide out in mid-April, and complete it by mid-May. Under this anticipated schedule, printed guides will be available for distribution by the end of May.

**Contact**  
Tom Knipe, Deputy Director for Economic Development  
607-274-6554, tknipe@cityofithaca.org
3. Finance, Budget and Appropriations

3. PB&D – Request for Funding for 2019 Collegetown Beautification

WHEREAS, The “2009 Collegetown Urban Plan and Conceptual Design Guidelines” were endorsed by the Common Council in August 2009 and serve as the guide for private development and public improvements in Collegetown, with the Plan emphasizing improving the pedestrian realm throughout central Collegetown and calling specifically for improved streetscapes and improved sidewalk and street furniture maintenance; and

WHEREAS, the City’s Office of Economic Development, a part of the Department of Planning, Building and Development, in collaboration with the City Forester, Tompkins County Chamber of Commerce, Tompkins County Beautification Program, Tompkins County Tourism Program, Collegetown Small Business Association, and Cornell University, has identified a need to improve the aesthetics of the streetscape in the center of Collegetown with a set of low-cost near-term beautification improvements; and

WHEREAS, proposals for improvements in the center of Collegetown include replacement of two worn benches on College Avenue with attractive new benches, establishment of a new light pole banner program utilizing 18 City-owned and 7 Cornell-owned street light poles, replacement of several open trash receptacles with closed Big Belly-type trash receptacles, repair of sidewalk and tree well surfaces in collaboration with the City Sidewalk Program and tree program, and replacement of rusty bike racks with attractive community-designed public art bike racks; and

WHEREAS, these improvements are expected to improve the pedestrian realm and enhance the overall neighborhood identity and sense of place; and

WHEREAS, the proposed public art bike racks would be funded separately by a private donor, and any selected sidewalk improvements would be supported separately through the City’s sidewalk program; and

WHEREAS, the budget for the remaining proposed improvements (light pole banner program, bench replacement, and Big Belly trash and recycling receptacles) is $19,500; and

WHEREAS, funding in the amount of $14,500 has been secured from the following partners: Cornell University ($5,000), Tompkins County Tourism Program, ($5,000), and Tompkins County Chamber of Commerce signage reserve ($4,500); and

WHEREAS, the City’s matching share towards implementation of these improvements is $5,000; and

WHEREAS, funds for said City match shall be derived from the unrestricted contingency account which currently has a $115,000 balance; now, therefore be it

RESOLVED, That $5,000 in 2019 City funding be allocated to a City Collegetown Beautification Fund in support of the proposed improvements, and be it further

RESOLVED, That an amount not to exceed $5,000 be transferred from Account A1990 Unrestricted Contingency to Account A8020-5435 Planning Department Contracts.
TO: City Administration Committee, Ithaca Common Council

FROM: Tom Knipe, Deputy Director for Economic Development

DATE: March 11, 2019

RE: 2019 Collegetown Beautification Proposal and Funding Request

The purpose of this memo is to propose several coordinated short-term beautification improvements in Collegetown in 2019 and to request $5,000 in matching funding from Common Council to support a portion of the proposed improvements. This effort is a collaboration between the City’s Office of Economic Development, Tompkins County Chamber of Commerce, Tompkins County Beautification Program, Cornell University, and Collegetown Small Business Association. Partners are contributing funding in the following amounts:

- Cornell University: $5,000
- Tompkins County Beautification Program: $5,000
- Tompkins County Chamber of Commerce signage reserve: $4,500
- City of Ithaca (pending): $5,000

Total: $19,500

Background
The “2009 Collegetown Urban Plan & Conceptual Design Guidelines” were endorsed by the Common Council in August 2009 and serve as the guide for private development and public improvements in Collegetown. The plan emphasizes improving the pedestrian realm throughout central Collegetown and calls specifically for improved streetscapes and improved sidewalk and street furniture maintenance.

In addition, the 2016-2020 Tompkins County Beautification, Signage and Public Art Strategic Plan calls for streetscapes in key focus areas to be attractive and well-maintained, and for the development of a banner program in Collegetown.

Further, in recent conversations with the Tompkins County Beautification Committee, the Cornell-Collegetown Working Group, and with individual business owners and property owners in Collegetown, we identified a shared interest among community partners in pursuing several short-term aesthetic improvements in the core commercial area of Collegetown (100-200 Block of Dryden Rd, 300-400 Block of College Ave, and Eddy at Dryden/Buffalo).

2019 Collegetown Beautification Program
Proposals for short-term improvements in the center of Collegetown include replacement of two worn benches on College Avenue with attractive new benches, establishment of a new light pole banner program utilizing 18 City-owned and 7 Cornell-owned street light poles, replacement of several open trash receptacles with closed Big Belly-type trash receptacles, repair of sidewalk and tree well surfaces in collaboration with the City Sidewalk Program and tree program, and in-kind replacement of rusty bike racks with attractive community-designed public art bike racks.
Several of the components listed above are to be funded separately, outside of the proposed 2019 Collegetown Beautification Fund. The public art bike racks would be funded separately by a private donor, and any selected sidewalk improvements would be supported separately through the City’s sidewalk program.

The budget for the remaining proposed improvements (light pole banner program, bench replacement, and Big Belly trash and recycling receptacles) is $19,500, as detailed in the table below:

<table>
<thead>
<tr>
<th>Beautification Improvement</th>
<th>Proposed Timing</th>
<th>Location(s)</th>
<th>Units</th>
<th>Source of Funding</th>
<th>2019 CT Beautification Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Worn Benches</td>
<td>2019</td>
<td>300-400 block of College Ave</td>
<td>2</td>
<td>2019 CT Beautification Fund</td>
<td>$7,000</td>
</tr>
<tr>
<td>Big Belly Trash &amp; Recycling Receptacles</td>
<td>2019</td>
<td>TBD - replace existing; includes branded signage</td>
<td>4</td>
<td>2019 CT Beautification Fund</td>
<td>$8,000</td>
</tr>
<tr>
<td>Light Pole Banners with Re-Usable Hardware</td>
<td>2019</td>
<td>300-400 College, 100-200 Dryden, Eddy, Eddygate Walk</td>
<td>25</td>
<td>2019 CT Beautification Fund</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

$19,500

Proposed Light Pole Locations for Banner Program
5 poles – 400 block College Ave
3 poles – 300 block College Ave
2 poles – 200 block Dryden Rd. (new silver poles in front of Breazzano Center)
6 poles – 100 block Dryden Rd.
2 poles – Eddy (Dryden to Buffalo)
7 poles – Eddygate to College (Eddygate creek walk behind Schwartz Hall)

Related Efforts
Notably, the City will be working on larger streetscape improvement projects for College Avenue in the next several years. The short-term beautification improvements described here are intended to complement those efforts; designs will be selected that can be repurposed in the new streetscape. For example, as the City undertakes work on the streetscape of College Ave within the next couple of years, several of the existing light poles will be replaced. As such, we will select re-useable hardware so that the banners can be repurposed on any new poles.

This project, combined with other efforts, will help demonstrate a shared interest on the part of local institutions including the City, Cornell, the County, the Chamber and Collegetown businesses in the economic vitality and success of Collegetown. Please contact me at your convenience with any questions.

Tom Knipe
Deputy Director for Economic Development, City of Ithaca
607-274-6554
tknie@cityofithaca.org
WHEREAS, The Ithaca Farmer’s (IFM) Market Board of Directors has been working with its members and customers to envision a vibrant and successful Farmer’s Market that will allow them to grow, better serve their customers, and provide opportunity for economic success for their vendor members; and

WHEREAS, as part of their visioning process, the IFM Board of Directors undertook a feasibility study in 2017 to investigate the issues related to traffic circulation, parking, and pedestrian amenities; and

WHEREAS, concerns expressed by vendors and visitors focused on the amount of available parking; the awkward vehicular circulation due to long rows of parking and vegetated berms; the lack of dedicated sidewalks for pedestrians; and gravel paving that is often muddy and full of pot holes, is not A.D.A. compliant, and has a lack of accommodations for shuttles and buses; and

WHEREAS, The IFM is seeking to renovate the parking lot with improvements which will include: accommodating A.D.A. accessibility, better overall pedestrian access, and a reconfiguration of automobile parking with appropriate surfacing and green amenities; and

WHEREAS, much of the funding distributed by the State of New York happens through the Consolidated Funding Application; and

WHEREAS, the program most likely to fund this project is the New York State Department of State, Local Waterfront Revitalization Program (LWRP) implementation grant, which funds a variety of capital improvements along New York State’s designated waterways; and

WHEREAS, this program is not open to private entities, but since the City of Ithaca owns the land upon which the pavilion and parking lot are located, the City could act as applicant on behalf of the IFM; and

WHEREAS, the IFM intends to seek funding for Engineering/Design, renovation of the parking lot, and administrative/project management costs; now, therefore be it

RESOLVED, That the City of Ithaca agrees to act as sponsor for the project for purposes of the grant application, and be it further

RESOLVED, That the IFM is not seeking any financial support from the City and will provide funding to cover all costs associated with preparation of the grant application.
MEMORANDUM

Re: Ithaca Farmer's Market Renovations:
Phase I - Pedestrian Access and Parking Improvements

Date: March 8, 2019

To: Members of City of Ithaca Common Council

From: Ithaca Farmers Market, Board of Directors
Michele Palmer, Templeton Landscape Architecture & Planning

The Ithaca Farmer's (IFM) Market Board of Directors has been working with its members and customers to envision a vibrant and successful Farmer's Market Steamboat Landing that will allow them to grow, better serve their customers and provide opportunity for economic success for their vendor members. This vision includes educational outreach, more collaboration with public and private organizations having similar goals and working with their neighbors in the developing West End waterfront. As part of their visioning process, they undertook a feasibility study in 2017 to investigate the issues related to traffic circulation, parking, and pedestrian amenities. A study for visioning the future character and functionality of a renovated Steamboat Landing pavilion is planned to begin soon.

Templeton Landscape Architecture & Planning visited the IFM on Memorial Day weekend 2017 to observe the workings of the site with the objective of taking a critical look at the busy market on an historically high traffic weekend. Initial concerns expressed by vendors and visitors focused on the amount of available parking, but it was observed that there were empty spaces available until about midday. Anecdotally, some pedestrians stated they didn’t think they would find a space and so parked a distance away and walked.

The IFM Board is investigating how their market might be positioned in a redeveloped waterfront with residential units and offices nearby. IFM has met with owners and consultants working on the West End waterfront development projects in progress. Board members met with Whitham Planning & Design to discuss the Carpenter Business Park Redevelopment project to understand their plan and the potential influx of residents and consumers to the area. The IFM Board also met with Lincoln Morse of Organic Elements to discuss the City Harbor project. Morse indicated that he believes it likely that an agreement could be reached to allow the proposed medical office building parking (approximately 150 spaces, largely empty on weekends) could be used as overflow parking for the IFM, as it is only a five-minute walk away.

Based on parking counts, anecdotal conversations and collaborative investigations, it became clear that many of the site issues were related more to the quality of parking than simply the quantity. The most pressing include:

• Circulation for customer parking is awkward due to the long rows of parallel parking bays and vegetated berms
• Pedestrian circulation is also awkward for similar reasons; there are no dedicated sidewalks
• The gravel surfacing is often muddy and is not A.D.A. compliant
• There is little accommodation for anyone with even minor physical impairments
• Fire code has changed since the lot was constructed 30 years ago, and the layout will not be grandfathered once any changes are proposed
• There is no accommodation for shuttles or buses

As a first phase, the IFM is seeking to renovate the parking lot with improvements which will include: accommodating A.D.A. accessibility, better overall pedestrian access, and a reconfiguration of automobile parking with appropriate surfacing. Green amenities such as rain gardens and electric vehicle charging stations are planned. Renovation of a parking lot of this size is a costly venture and many potential sources of funding have been investigated. Much of the funding distributed by the State of New York happens through the Consolidated Funding Application, where most of the State’s grant programs are represented.

Since the IFM is a private entity, many of those programs are not available to them. In our opinion, the program most likely to fund this project is the New York State Department of State, Local Waterfront Revitalization Program (LWRP), implementation grant, which funds a variety of capital improvements along New York State’s designated waterways. This program is not open to private entities but since the City of Ithaca owns the land upon which the pavilion and parking lot are located, the City could act as applicant on behalf of the IFM. The City of Ithaca is part of a multi-municipal LWRP that is substantially complete, which is a requirement for participation in this program.

Applications are due at the end of July and the IFM intends to seek funding for Engineering/Design, renovation of the parking lot, and administrative/project management costs.

The IFM respectfully requests that the City of Ithaca act as sponsor for the project for purposes of the grant application. The IFM is not seeking any financial support from the City and will provide the consultants and funding to cover all costs associated with preparation of the grant application. If Common Council approves this request, a resolution must be passed that states the City will act as applicant and a letter will be required from the City describing the relationship between it and the IFM, including its support for the project.

We ask that this request be placed on the April 3, 2019 Common Council meeting agenda. IFM understands the grant application will not move forward without the sponsorship of the City as the application would not be viable coming from a private enterprise.

The Ithaca Farmer’s Market is thankful for the longstanding support of the City of Ithaca and we will work to continue to improve our ability to serve the residents of the City and all of Tompkins County.
WHEREAS, work began in February of 2019 to replace damaged carpet in the training room at Central Fire Station; and

WHEREAS, during the preliminary work, asbestos-containing flooring tile was discovered under the rug; and

WHEREAS, the carpet cannot be removed without damaging the asbestos tile, and therefore the asbestos tile needs to be removed before the carpet replacement can continue; and

WHEREAS, funds to pay for the replacement of the damaged carpet is coming from A3410-5475, Property Maintenance; and

WHEREAS, the cost of the asbestos remediation, which was not anticipated before the carpet work began, was not included in the 2019 Fire Department budget; now, therefore be it

RESOLVED, That Common Council authorize the transfer of $11,000 from Account A1990 Unrestricted Contingency to account A3410-5475.
To: Common Council

From: Tom Parsons, Fire Chief

cc: Svante Myrick, Mayor

Date: 3/11/2019

Re: Amendment to the Fire Department Budget

Last month we began a project as part of station maintenance to replace damaged and worn carpeting in the meeting/training room at Central Fire Station. This room is used daily, and the carpet in the room is almost 30 years old. The carpet has tears, stains, and thinning areas. The estimate for the carpet replacement is approximately $5,000 that is funded out of A3410-5475, the property maintenance account.

During the work to lift the carpet for our contractor, it was discovered that there is tile underneath the carpet, which was installed when the building was constructed in 1966. The carpet replacement contractor would not do any work until it was determined if the tile contained asbestos. There was evidence of cracked tile under the carpet, and the glue holding the carpet could break out the floor tiles as the carpet is removed.

Two weeks ago, we had a contractor, who is licensed for asbestos removal, inspect the room. The contractor determined that the tile and mastic, due to its age, most certainly contained asbestos materials and would require removal and remediation of the tile and the floor under the tile. The cost of the work would be $9,995.

I am requesting an amendment to the 2019 Fire Department Budget, with the transfer of $11,000, from unrestricted contingency to A3410-5475 for the asbestos abatement in this room. The amount requested would cover the cost of the asbestos abatement, and includes a 10% contingency if additional work was required as part of the abatement.

I will be attending the City Administration meeting and will answer any questions you might have.
WHEREAS, the Fire Department and City Prosecutor have identified various updates to portions of the City Code Chapter 181, entitled Fire Prevention to clarify existing code provisions and improve enforcement; now, therefore

Ordinance No. ____-2019

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. Fire prevention is a priority of the City.
B. Clarifying and updating the code provisions pertaining to fire prevention will better inform the public of the City’s requirements and improve enforcement of these requirements.
C. Therefore, the Common Council intends for this ordinance to implement these changes for greater clarity about the requirements and to improve enforcement thereof.

Section 2. Amendment of Section 181-2, Damage to fire apparatus prohibited, to create a new section entitled “Fire Department Access.”
The Ithaca Municipal Code shall be amended so as to delete this section in its entirety, and replace with the following section, newly entitled “Fire Department Access”:

181-2 Fire Department Access
A) It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.

B) Fire Lanes. Designated fire lanes, shall not be obstructed in any manner, including the parking or standing of vehicles, on private or public property.

C) The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. A 3-foot (914mm) clear space shall be maintained around the circumference of fire hydrants, except as otherwise required or approved. Unobstructed access to fire hydrants shall be maintained at all times.

D) Violations of the provisions of the Fire Department Access section of this Code shall be punishable by a fine of $50 for the first offense, $100 for the second offense, and $150 for subsequent offenses.

Section 3. Amendment of Section 181-3, Fire Alarms.
The Ithaca Municipal Code shall be amended so as to delete subsections (a) and (c) in their entirety, and re-letter accordingly, as follows:

A. Tampering prohibited. No person shall meddle or in any manner touch or interfere with the fire alarm wires or boxes of the City, except on proper occasion to give an alarm of fire; nor shall any person place any obstruction or suffer or permit any pole, tree, building or other obstruction to fall upon or against any fire alarm box or wire in the City.

B. Construction/maintenance activities. No person, who will perform maintenance, construction, cleaning, or other such activities which are likely to activate a fire detection or fire suppression system device in a building protected by a fire detection or suppression system, shall initiate any such activities until such time as they have determined that the fire detection or fire suppression system has been properly protected against inadvertent activation of such system. Protective measures include, but are not limited to, device and/or zone isolation, or system isolation. When any question exists as to whether or not such system has been properly isolated, the Fire Department shall be consulted prior to any such work commencing.

C. Fees for master box connections to municipal fire alarm system.
   1) An annual fee shall be assessed to each premises which has a master fire alarm box which interconnects the building fire alarm system with the municipal fire alarm system. This fee shall be the reasonable and expected costs associated with the maintenance of the municipal fire alarm system, as developed through the program budget accounting system. This cost will be divided by the number of master fire alarm boxes connected to the system, as documented by the Fire Chief. The fee for a master box connection shall be calculated each year and approved by the Fire Chief. Upon approval, the Fire Chief shall send notices of such charge and the locations of each master box to the City Chamberlain, but not sooner than March 1 of each year.
   2) The property owner shall be billed for the annual fee as established in Subsection C(1) above. This fee shall be paid to the City Chamberlain within 30 days of the billing date. If the required fee is not paid within 30 days of the billing date, the City Chamberlain shall enter the same as a lien against the premises as provided in § C-54 of the Charter of the City of Ithaca. The Chamberlain shall add the same to the next assessment roll of general City taxes and shall collect and enforce the assessment in the same manner and by the same proceedings, at the same time and with the same penalty as the general City tax and as part thereof, except that, in addition to the penalties provided for in the aforementioned provisions, interest shall accrue from the date of billing to the date of actual payment at 12% per annum or $3 per month, whichever is greater.

Section 4. Amendment of Section 181-7, Code enforcement official; inspectors.
The Ithaca Municipal Code shall be amended as follows, and to add a new subsection C as follows:

A. Enforcement. Pursuant to part 381 of the New York Executive Law, the City of Ithaca shall be the entity responsible for enforcement of the New York State Uniform Fire Prevention and Building Code (the Uniform Code) within the City of Ithaca. This article provides for the enforcement and administration of the International Fire Code and the International Property Maintenance Code, incorporated by reference in 19 NYCRR Part 1225.1.
B. Code enforcement official. The Chief of the Fire Department or the Chief’s designee shall be considered the code enforcement official for the **International** Fire Code and **International** Property Maintenance Code within the City of Ithaca.

C. It shall be a violation of this section of the Ithaca City Code to violate any provision of the International Fire Code or the International Property Maintenance Code referenced in 19 NYCRR Part 1225.1.

**Section 5. Amendment of Section 181-9 (E)(4) Operating permits for certain uses and materials; fees.**
The provisions of subsections (E)(4) and (E)(8) of Ithaca Municipal Code Section 181-9 shall be amended as follows, with all other provisions contained in this section remaining in their current form:

**Section 5A:**

(4) Hazardous materials.

(a) An operating permit shall be required for the manufacturing, storing or handling of hazardous materials in quantities exceeding those listed in Table 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4) in the publication entitled "Fire Code of New York State" the Tables contained in 5003.1.1 (1), (2), (3) or (4) of the International Fire Code, incorporated by reference in 19 NYCRR Part 1225.1.

**Section 5B:**

(8) Welding or cutting **Hot Work**, acetylene generators, calcium carbide and acetylene cylinder charging plants.

(a) Operating permit required for welding or cutting **hot work**. This includes operations such as cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

1) An operating permit shall be required of each company, corporation, co partnership or owner/operator performing welding or cutting **hot work** operations, except as provided by the provisions of § 325.3 below in 8(a)(2). This permit shall not be required for each welding or cutting **hot work** job location. The company, corporation, co partnership or owner/operator shall notify the Fire Chief or the Fire Marshal in advance where such work is done in response to an emergency call that does not allow time to issue the necessary permit.

2) An operating permit shall not be required of any company, corporation, co partnership or owner/operator:

(a) Where the welding or cutting **hot work** is performed in areas approved for the purpose; or

(b) Having an approved permit system established for control of the fire hazards involved.

**Section 6. 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 7. Effective date.
This ordinance shall take effect immediately upon publication as provided in the City Charter.
To: Common Council

From: Tom Parsons, Fire Chief

cc: Svante Myrick, Mayor

Date: 3/11/2019

Re: Changes to Chapter 181, Fire Prevention, Code of the City of Ithaca

At the end of 2018, Assistant Chief Gillian Haines-Sharp working with City Prosecutor Robert Sarachan, and Assistant City Attorney Krin Flaherty recommended various updates to Chapter 181, Fire Prevention, of the Code of the City of Ithaca.

The revisions included updates to the referenced chapters of the Uniform Fire Prevention and Building Code of New York State; new enforcement language for the maintenance of Fire Department Access; the elimination of the language regarding master boxes which the City no longer maintains; and revised language regarding operating permits for Hot Work.

I will be attending the City Administration meeting and will answer any questions you might have.
An Ordinance to Amend Chapter 317 of the City of Municipal Code entitled “Vehicles, Removal of”

ORDINANCE 2019 -

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

Section 1. Chapter 317 of the City of Ithaca Municipal Code is hereby amended as follows:

§ 317-1 Definitions. Towing Provisions

The City of Ithaca shall follow the Guidelines & Requirements for Towing Companies for Tompkins County, City of Ithaca, and New York State Police – Ithaca. Said Guidelines shall be posted to the City website and filed in the City Clerk’s Office.

Unless otherwise expressly provided, for the purpose of this chapter, the following words shall have the meanings herein indicated:

ABANDONED VEHICLE
A vehicle that has been left unattended, and has not moved in 72 hours on any public street, highway or parking facility.

CITY
The geographical area of the City of Ithaca.

FOR HIRE
Includes any incident where a fee, charge or other consideration is, directly or indirectly, imposed for towing, carrying or removing any vehicle, and shall be inclusive of repairs made on a towed vehicle for a consideration, although no charge is expressly imposed for the towing of such a vehicle.

NONCONSENSUAL TOW
The towing of a vehicle made at the request of someone other than the owner or operator of the vehicle towed.

OPERATE
Includes the control and direction of the use of a vehicle for towing from places within the City of Ithaca, for hire.

PERSON
Includes an individual, partnership, unincorporated association, corporation or other entity.

TERMINAL
Any place of business of a tow truck operator located within the County of Tompkins.

TOWING
The moving of a vehicle from public or private property by another vehicle for hire.

TOW TRUCK
A vehicle which is equipped with a crane, winch or similar device designed to raise, remove or carry a motor vehicle or the front or rear end thereof.
TOW TRUCK OPERATOR
Includes a person owning, leasing or controlling one or more tow trucks and driving, operating or causing any such vehicle to be operated upon the public highways for hire.

VEHICLE
A motor vehicle, as defined in §125 of the Vehicle and Traffic Law of the State of New York; a bus, as defined in §104 of such law; a tractor, as defined in §151-a of such law; a trailer, as defined in §156 of such law; or a truck, as defined in §158 of such law.

§317-2 Police Department tow truck list: requirements; application.
A. Every tow truck operator who wishes to be included in the Police Department’s tow truck list and/or heavy vehicle tow truck list for towing ordered by the Police Department pursuant to the provisions of this chapter shall meet the following requirements:
(1) Each tow truck shall be kept fit, of good appearance and in safe condition for towing.
(2) Each tow truck shall have inscribed on the outside of each front door the trade name and business address of the tow truck operator, in letters not less than two inches in height, either painted or otherwise securely affixed to both doors in a conspicuous place.
(3) Each tow truck shall have a fire extinguisher, safety flares, tow chain, pry bars, and suitable brooms, shovels and containers for cleanup.
(4) A schedule of fees as listed in this chapter shall be posted in a conspicuous area on the premises of each tow truck operator and shall be made available upon demand to the general public. A copy of their towing fees must also be kept in the tow truck.
(5) Tow truck operators shall be responsible for removing glass or other injurious substances dropped upon the public highway by the towed vehicle.
(6) Tow truck operators shall keep a record of calls and the fees charged for any towing transaction. Said records shall be made available to the Ithaca Police Department upon request.
(7) Tow truck operators shall own, operate and maintain a bona fide terminal within Tompkins County where they will store vehicles towed from within the City of Ithaca. The terminal shall be identified by a legible, conspicuously displayed sign. The sign shall include the name and telephone number of the tow company and be a minimum size of two feet by two feet.
(8) The terminal must be fenced, locked and lighted in a manner to ensure the safety of vehicles stored on the premises.
(9) Tow truck operators shall allow for the properly authorized release of motor vehicles in their custody 24 hours a day, seven days a week. They may charge an extra fee for vehicles that are retrieved after their regular operating hours as set forth in §317-14A(6) below.
(10) Tow truck operators shall not exceed the gross combined weight rating of their tow trucks.

B. A tow truck operator who wishes to be included in the Police Department’s tow truck list(s) shall file with the Police Chief documentation showing that he/she is insured against public liability in the limits required by law, which insurance certificate shall name the City of Ithaca as an additional insured party, as well as an application upon forms to be furnished by the Police Chief, verified under oath, and stating:
(1) The name and address of the tow truck operator and the address of the place from which the tow trucks are proposed to be garaged and dispatched, specifying, in the case of an unincorporated association, the name and address of each member thereof and, in the case of a corporation, of each officer and stockholder.
(2) The location of any and all depots and terminals proposed to be used by the applicant.
(3) Whether the operator wishes to be included on the heavy vehicle tow truck list.
(4) Any other relevant information which the Police Chief may require.
C. After review of the application, and provided that the tow truck operator meets the requirements of Subsection A above, the Police Chief shall place the tow truck operator on the Ithaca Police Department's tow truck list and/or heavy vehicle tow truck list. The Police Chief shall establish reasonable rules and regulations for the inspection of tow trucks to ensure compliance with the requirements of this section.

D. Tow truck operators on the tow truck list shall be authorized to tow motor vehicles involved in accidents or to have motor vehicles towed or impounded for violations of law by order of the Ithaca Police Department pursuant to § 317-13 below, provided, however, that in instances where time is critical, such as in cases of a snow emergency or auto accident, the officers of the Police Department reserve the right, in their discretion, to call the next operator on the tow operator list if the operator that has been called fails to respond to the scene within a twenty-minute time frame.

§ 317-3 Removal from the Ithaca Police Department towing lists.
A. The Police Chief may remove any tow truck operator from the Police Department towing lists upon a finding that the tow truck operator:
   (1) Violated any of the provisions of § 317-2A above.
   (2) Violated any of the provisions of § 317-14, pertaining to removal and storage charges.
   (3) Repeatedly refused calls or failed to answer calls from the Police Department for towing services.
   (4) Failed to cooperate with Police Dispatchers or any member of the Ithaca Police Department at the scene of any accident or a scene where a vehicle is to be impounded or towed.

B. Removal for a first violation shall be for a period of up to six months, and for a second violation for a period of up to 12 months. A third or following violation may result in permanent removal from the list.

§ 317-4 Application for review.
A. Any tow truck operator whose application to be added to the Ithaca Police Department's towing lists has been denied or has been removed from the lists, may apply to the Common Council for a review of the action by the Police Chief.
   (1) The application to review the Police Chief's determination shall be in writing, signed by the tow truck operator, and shall state his/her reasons for claiming that the Police Chief's determination was erroneous.
   (2) The application for review must be filed with the Police Chief within 20 days of receipt by the tow truck operator, either by mail or in person, of notice of the Police Chief's decision.
   (3) Upon the filing of the application for review, the Common Council shall appoint an ad hoc committee, consisting of three members of the Common Council, and hold a hearing on the application.
   (4) The ad hoc committee of the Common Council shall, at the hearing, review the decision of the Police Chief, and, in its discretion, may receive new or additional evidence in support of or in opposition to the determination under review.

B. The ad hoc committee of Common Council, after the hearing, may either affirm the determination of the Police Chief or direct him to add or restore the tow truck operator to the Ithaca Police Department's tow truck list.

§ 317-5 Hearings.
A. The hearing by the ad hoc committee of Common Council shall be held on a date and at a place and hour designated by the committee.
B. The Police Chief shall give notice of the hearing, stating the name and address of the tow truck operator concerned, the subject matter of the hearing and the date, place and hour thereof, by mailing a copy thereof to the tow truck operator at the most recent known address of the tow truck operator, at least 10 days before such hearing.

C. The tow truck operator involved shall be entitled to be represented by legal counsel at the hearing and to present such testimony or other evidence in his own behalf as may be relevant to the subject matter of the hearing.

D. All witnesses shall be sworn and examined under oath.

E. Any tow truck operator aggrieved by a decision of the ad hoc committee of Common Council may apply to the Supreme Court of the State of New York for review under Article 78 of the Civil Practice Law and Rules.

§ 317-62 Authority of Police Department, Fire Department and Department of Public Works to impound and remove vehicles.

A vehicle may be removed by the Superintendent of Public Works, the Police Chief, the Fire Chief or their designated staff members of the Department of Public Works or by order of the Police Department in the following instances:

A. When any vehicle is found unattended on any highway or public parking lot within the City during a snowstorm, flood, fire or other public emergency which affects that portion of the public highway or public parking lot upon which said vehicle is parked or abandoned.

B. When any vehicle is found unattended on any highway, public parking lot or private property within the city where said vehicle constitutes an obstruction to traffic, a safety hazard, has been left unattended and has not moved in 72 hours, or obstructs ingress to and egress from private property.

C. When any vehicle interferes, obstructs or restricts the mobility of or block the path of travel of a fire department emergency vehicle in any way, or hampers any fire department operation.

D. When a designated fire lane is obstructed in any manner, including the parking or standing of vehicles, on private or public property.

E. When any vehicle deters or hinders the immediate access to fire protection equipment or fire hydrants.

F. In instances involving property appurtenant to and obviously part of a one-, two-, or three-family residence.

G. Where notice is personally given to the owner or other legally authorized person in control of the vehicle that the area in which that vehicle is parked is reserved or otherwise unavailable for unauthorized vehicles and that such unauthorized vehicles are subject to being removed at the owner's or operator's expense.

H. Where a duly authorized traffic ticket for illegal parking has been issued.
F. Where written notice setting forth the following information was posted on the windshield of
the vehicle:
(1) That the vehicle is illegally parked, abandoned or in trespass, as the case may be.
(2) That, if the vehicle is not first removed, it shall be towed after four hours to a local responsible
wrecker service facility which will, of necessity, result in towing and storage charges accruing to the
owner or person(s) in charge of the vehicle.
(3) The time and date when the notice was posted.

G. I. Where posted signage indicating that parking is not permitted. Such signage shall meet and
meeting the following requirements: The signage must be prominently placed and be maintained for 24
hours prior to the towing or removal of the vehicle from the premises. The person posting the signs
shall be responsible for documenting the date, time, and location that signs are placed and are required
to provide that information to City officials upon request.
Agencies that fail to meet this requirement will be subject to reimbursing any resulting tow fees. The
removal of these signs without the proper authority shall be considered an civil violation punishable by
Section 1-1 of the City of Ithaca Municipal Code.

§ 317-7 Procedure for towing ordered by the Ithaca Police Department.
A. Selection of a towing company.
(1) When the services of a tow truck are required, the Police Dispatcher on duty shall notify the
appropriate towing company according to the guidelines hereinafter set forth.
(a) If the vehicle to be towed is under 10,000 pounds' gross weight (five tons), then the next towing
company on the police tow truck list will be called. The Police Dispatcher will record the call in the
"Police Towing" log.
(b) If the vehicle to be towed is over 10,000 pounds' gross weight (five tons), then the next tow
truck on the heavy vehicle tow truck list will be called. The Police Dispatcher will record the call in the
"Heavy Vehicle Police Towing" log.
(2) A towing company may not designate another towing company to answer the call. If a towing
company is not available, the next towing company on the list will be called.
(3) The location of the incident shall not determine which towing company is to be called, unless
life safety is involved. In such instance, the nearest operator to the scene will be called for assistance.
(4) Requests of vehicle owner.
(a) On request of the owner of the vehicle requiring towing, the owner may designate what towing
company is to be called. This call will not be recorded in the police tow truck list, but will be recorded in a "Requests for Towing" log to be maintained by the Police Department. Such a request will not
change the order of the police towing company list. When an owner does not designate a specific
towing company and leaves it to police discretion, the next towing company on the police towing list
will be called as set forth in this subsection.
(b) On request of the owner of a vehicle for towing by the Automobile Association of America
(AAA), the authorized AAA towing company will be called and the call placed in the "Requests for
AAA Towing" log.
(c) On request of the owner of a vehicle, the vehicle may be towed to any destination designated
by the owner. In the event the vehicle is not towed to the storage yard of the towing operator, the
owner of the vehicle shall make arrangements for payment of towing and storage fees with the operator
of the tow truck and/or owner of the garage or other facility to which the vehicle is to be towed.

B. In the event that a tow truck operator refuses to accept a call or does not answer a call, the next
operator on the list will be called. The tow truck operator refusing or failing to answer a call will not be
called again until the operator's name next appears in order to receive a call.
C. No vehicle impounded by the Ithaca Police Department shall be released to the owner of such vehicle without proper authority for release from an authorized member of the Department.

D. The Ithaca Police Department shall not be responsible for the payment of towing and/or storage of motor vehicles. Owners of vehicles are liable for the payment of all charges connected with towing or storage. It shall be the responsibility of the tow truck operators to arrange for the collection of all charges.

§ 317-8 Notice of removal.
Upon the removal and disposition of any vehicle by order of the Ithaca Police Department or Department of Public Works, it shall be the duty of the Ithaca Police Department to ascertain to the extent possible the owner of the vehicle or person(s) in charge of the vehicle and notify him/her of the following information as soon as practicable:

A. That the vehicle has been towed, the location of the vehicle and the towing and storage costs accruing.

B. That the vehicle may be claimed by paying the accrued costs or by posting a bond for such charges.

C. That an investigation of the tow by an impartial officer designated by the Mayor regarding whether the tow was authorized by this section may be requested by applying, in writing, for such investigation within 15 days of receipt of notification of towing. Such application for investigation shall include the reason or reasons the applicant believes the tow was not authorized.

D. That the owner will be liable for all towing and storage costs accrued until the vehicle is claimed and released from storage, unless it is determined that the tow was not authorized.

E. That if the vehicle is not claimed or an investigation requested within 15 days, the city shall confirm a lien against the vehicle for the amount of accrued towing and storage fees and proceed to sell the vehicle at public auction as provided by law. Any proceeds of sale shall be applied first to towing and storage charges. The city shall retain the balance of the proceeds.

§ 317-9 Towing and storage; towing investigation.

A. After the removal of any vehicle as provided in this chapter, the person authorizing the removal may cause such vehicle to be stored in a suitable place. The owner or person in charge of the vehicle may redeem the vehicle upon payment to the responsible tow truck operator of the amount of all expenses actually and necessarily incurred in effecting such removal, but not to exceed the removal charges as established by Common Council, or by posting a bond with the City Chamberlain or the responsible tow truck owner for the cost of said charges.

B. Towing investigation.
(1) In instances where a vehicle was removed by order of the Ithaca Police Department or Superintendent of Public Works, the owner or person in charge of the vehicle may request a towing investigation before an impartial officer designated by the Mayor to determine whether the towing of the vehicle is authorized by this chapter. The investigator will review documents and/or information related to the tow as provided by the applicant and by the Ithaca Police Department or Superintendent of Public Works. Such investigation shall be completed within 15 business days after the request therefor.
(2) The owner of the vehicle shall be liable for all towing and storage fees accrued during the time the vehicle remains unclaimed, or in storage, unless it is determined that the tow was not authorized by this section.

(3) If it is determined that the tow was not authorized under this section, the owner of the vehicle shall be discharged from any obligation for the removal and storage charges. The City of Ithaca shall be responsible for the removal and storage charges in all cases where the removal was effected by the Superintendent of Public Works or by order of the Ithaca Police Department.

(4) If the owner or person in charge of the vehicle does not claim the vehicle or request an investigation within 15 days of being notified of the tow, the city shall be entitled to assert a lien against the vehicle for the amount of accrued towing and storage fees and proceed to sell the vehicle at public auction as provided by law.

§ 317-10-3 Procedures for failure to plea or respond to parking violation notices.
Whenever a person has failed to respond to at least five separate notices of violation for separate parking violations, the City may send to the owner of the motor vehicle by mail a notice to the effect that such person has failed to respond to at least five separate notices of violation for separate parking violations and that the owner's vehicle is subject to being impounded and/or being immobilized. Upon the mailing of such letter, the owner of the vehicle shall immediately be responsible for the cost of sending such notice, including administrative overhead. The owner shall have 10 days from the date of mailing of such letter to respond to the notices of violation. If the owner does not respond to all the notices of violation within said ten-day period, and thereafter the vehicle is found unattended, parked upon a street or any City-owned property or property under the jurisdiction or control of the City, the vehicle may be impounded by or under the direction of an officer or designated employee of the Police Department, the Chief of Police or Superintendent of Public Works or their designees giving authorization to a commercial towing or wrecker service to tow the vehicle and store it in a safe place until claimed by the owner; or it may be immobilized by or under the direction of an officer or designated employee of the Police Department, the Chief of Police or Superintendent of Public Works or their designees in such a manner as to prevent its operation.

§ 317-11-4 Liability.
The operator of a vehicle shall be liable for the fines and penalties imposed for violations of improper parking, standing, or stopping. In addition, except as provided in § 239, Paragraph 2, Subdivision b or e, of the New York State Vehicle and Traffic Law, the owner of the vehicle, even if not the operator thereof, shall be jointly and severally liable with the operator thereof if such vehicle was used or operated with the permission of the owner, express or implied, but in such case the owner may recover any fine or penalties paid by him/her from the operator.

§ 317-12 Number of public auctions.
The public auctions required herein and pursuant to the New York State Vehicle and Traffic Law shall be conducted by the City as often as is necessary in its discretion, but in no event less often than three times per year at intervals of approximately four months.

§ 317-13 5 Procedures for private property towing.
A. Vehicles may be towed away or removed without additional notice to the owner in the following instances:
(1) From property appurtenant to and obviously a part of a one-, two-, or three-family residence.
(2) Where notice is given to the owner or other legally authorized person in control of the vehicle that the area in which that vehicle is parked is reserved or otherwise unavailable for unauthorized vehicles, and that such unauthorized vehicles are subject to being removed at the owner's or operator's expense.
B. Additional notice required. Private property owners shall not authorize or participate in the towing, storage or disposition of vehicles illegally parked or abandoned unless the owner or person(s) in charge of the vehicle shall be notified by one of the following methods:

1. By posted signage on the premises meeting the following requirements:
   a. The notice must be prominently placed on the premises and be continuously maintained on the premises for 24 hours prior to the towing or removal of any vehicle from the premises;
   b. The notice must clearly indicate, in letters not less than two inches high on a contrasting background, that unauthorized vehicles will be towed away at the owner's or operator's expense. The notice must state clearly how long, if at all, or under what conditions a vehicle may park before being towed or removed from the premises;
   c. The sign structure must comply with the provisions of Chapter 272, Signs; or

2. By issuance of a duly authorized traffic ticket for illegal parking. A vehicle tow report will be completed by the Police Department and name the property owner as the complainant.

C. If the vehicle is not removed after proper notice is given as set forth above, the vehicle may be towed immediately thereafter in accordance with the procedure under § 317-14 below.

D. If the vehicle is to be towed by order of a private property owner after such notice as required in Subsections A and B above, the tow truck operator shall inform the Ithaca Police Department 911 Dispatch Center immediately after removal. The identifying information regarding the vehicle shall be entered into a log to be maintained by the Police Department 911 Dispatch Center.

E. When towing of a vehicle from private property is being affected pursuant to this section, the towing operator called must be one listed in the Tompkins County towing company rotation list, who maintains a bona fide terminal within Tompkins County, and the vehicle so towed may not be stored at a location outside the County.

F. The Ithaca Police Department and the City of Ithaca shall not be responsible for the costs associated with towing a vehicle from private property. Tows from private property shall not be subject to a towing investigation as noted in § 317-9 above.

§ 317-14 Removal and storage charges; penalties for offenses.

A. Removal and storage charges for nonconsensual towing of vehicles in the City of Ithaca, whether on public or private property, are hereby established as follows:

1. Removal charges shall not exceed $100.
2. An additional fee, not to exceed $25, may be charged in the instance where a police officer makes the determination that a special problem or circumstance exists. A "special problem or circumstance" means the removal of any vehicle that involves additional steps such as snow removal, difficult access to a locked vehicle, extra cleanup, or winching. The use of dollies, flat beds, ramps, jacks, or slings are not considered a special problem or circumstance. A request shall be made by the tow truck operator to the police officer at the scene of the tow that the tow be treated as a special problem or circumstance removal. Reasons for the request shall be stated by the tow truck operator to the police officer at the scene and shall be recorded in the "Vehicles Towed" report. Approval or denial of the request is to be made at the discretion of the police officer at the scene of the tow and indicated on the "Police Towing" log. Denial of the request by the police officer shall cause the tow to be deemed an ordinary removal.
3. Extraordinary removal charges shall be based on the actual costs of the use of the extraordinary equipment, plus labor charges. "Extraordinary removal" means the removal of any vehicle requiring
the necessary use of one or more additional tow trucks, a crane or other extraordinary equipment other than regular or special towing equipment.

(4) A fee not to exceed $30 may be charged by the tow truck operator to the owner or operator of any vehicle requiring removal services as provided in this chapter whenever the owner or operator appears to remove the vehicle after the tow truck operator has hooked up the vehicle for towing or removal, but before the vehicle has been removed from the scene.

(5) Storage fees not exceeding $25 per day or fraction thereof may be charged by the tow truck operator after the vehicle has been stored for more than 24 hours.

(6) An after-hours service charge not to exceed $25 may be charged by the tow truck operator whenever the tow truck operator is called to release a vehicle from the storage yard during the hours 9:00 p.m. to 7:00 a.m. Upon the request and tender of the required fee, it shall be the duty of the tow truck operator to release a stored vehicle at any time of the day and on any day of the week, including weekends and holidays unless there is a restriction or hold on such vehicle as per a law enforcement agency or by order of a court of competent jurisdiction.

(7) The costs for towing services rendered, pursuant to this section, are subject to the appropriate state tax.

(8) No additional fees, other than the fees that are set forth herein, shall be assessed against the vehicle.

B. Violation of any provision of this chapter shall be punishable by a fine of not more than $250 or by imprisonment for a period not exceeding 15 days for each such offense, or by both such fine and imprisonment. Towing operators, and/or their agents or assigns that violate the provisions as set forth herein are subject to removal from the City towing list for such period of time that the Chief of Police deems appropriate.

§ 317-15 6 Effective date.
This chapter shall take effect immediately and in accordance with law upon publication of notice as provided in the Ithaca City Charter.
MEMORANDUM

To: Common Council

From: Julie Conley Holcomb, City Clerk
Department of Public Information & Technology

Date: March 14, 2019

Subj: Towing Procedures in the City of Ithaca

The Ithaca Police Department and the City Clerk’s Office are interested in participating in a shared service initiative being proposed by the Tompkins County Department of Emergency Response to streamline and standardize towing operations between the Ithaca Police Department, Tompkins County Sheriff’s Office, and the New York State Police – Ithaca station.

This initiative would provide centralized services to the entire county and would be facilitated by the Tompkins County Department of Emergency Response (DOER). The current proposal includes consolidating multiple tow rotation lists into a single list that would be maintained by DOER or their designee. To qualify for the rotation list, tow companies need to submit updated documentation (application, registrations, insurance, etc.) to DOER and pass an equipment inspection performed by the State Police. They must meet all safety guidelines. This would relieve IPD of these responsibilities in the City.

The policy regulates standard fees that can be charged across the County and includes consequences for violating the provisions of the policy. Enforcement of this policy would be administered through DOER and/or their designee.

The proposed revisions to Chapter 317 of the City Code entitled “Vehicles, Removal of” states that the City will follow the County policy regarding towing operations. If approved, it will remove redundant or outdated language and will only contain the authority of certain city departments to tow vehicles and under which circumstances.

The offenses that the City typically tows vehicles for are as follows:

- Being parked 12”/+ away from the curb
- Parked in a bus stop/taxi stand/paid mobile food truck space
- Parked too close to a fire hydrant or in a fire lane

“An Equal Opportunity Employee with a commitment to workforce diversification”
Parked in a crosswalk
Parked blocking a driveway
Parked on private property without permission
Parked in a truck loading zone (for oversized trucks)
Double parking
Abandoned vehicle (vehicle parked without moving for 72/+ hours
Obstruction of a traffic lane
Parked in a zoned marked “No Parking”
When multiple unpaid parking tickets have accrued
*When a vehicle is legally parked, but an emergency occurs – the City typically reimburses those costs

Most of these offenses fall under the provisions of New York State Vehicle and Traffic Law, only a few relate to City Code provisions. Currently, the only departmental personnel authorized to tow vehicles are IPD and the Department of Public Works; however, the Ithaca Fire Department is requesting the authority to tow vehicles that are hampering fire operations and or impinging on public safety. This authorization would free up valuable police officer time.

I am further requesting that the requirement to conduct tow away appeals be repealed. The City of Ithaca is the only agency in Tompkins County that conducts tow away investigations and the New York State Vehicle & Traffic law does not have any provisions relating to tow appeals. The proposed new dispatch system includes a way for people to enter their license plate number into a website that will then inform them of why their vehicle was towed (including a picture when possible), which company is storing their vehicle, and how much the current charges are. The City Clerk’s Office remains willing to work with the Police, Fire, and Public Works departments to investigate any complaints of violations of the towing Guidelines and Regulations provisions.

Please let me know if you would like further information or data prior to the City Administration Committee meeting so that I can be prepared to share that with you. I am always happy to answer any questions you have.
GENERAL
1) All towing companies shall comply with all laws of the State of New York, with special attention given to the New York Code of Rules and Regulations Vehicle and Traffic Law

2) All towing companies will be given a copy of the state police tow truck standards and must submit a “Tompkins County Department of Emergency Response Wrecker Service Rotation/Towing Company Application for Tompkins County, City of Ithaca and SP Ithaca”. If a company is currently on an established list, it must be replaced by the “Tompkins County Department of Emergency Response Wrecker Service Rotation/Towing Company Application for Tompkins County, City of Ithaca and SP Ithaca” in order to remain on the towing list. Applications will be reviewed on an annual basis to ensure vehicles, equipment, insurance and tow operator information is kept up to date.

EQUIPMENT
3) All towing companies must maintain adequate equipment to perform their assigned towing tasks. The company must identify all of their towing equipment at the time of application to the Tompkins County towing program and must immediately notify the Tompkins County Department of Emergency Response of any changes to their equipment and capabilities.

4) The towing company must maintain a valid registration, insurance policy and inspection for all of their tow trucks and all vehicles must be registered to the towing company. All tow companies must forward updated copies of all documentation, including insurance certificates and vehicle registrations. Failure to maintain valid documentation and to forward updated documentation prior to their expiration will result in the company being suspended from the towing list. Each of the company’s listed vehicles are subject to inspection by the New York State Police Commercial Vehicle Enforcement Unit (CVU) or local state police personnel.
5) The towing company must notify the 9-1-1 Center of any vehicles and equipment that are out of service, and if it will affect their availability to respond to requests. The towing company must notify the 9-1-1 Center when vehicles and equipment are back in service.

WRECKER OPERATORS
6) All towing companies must ensure that all listed tow truck operators are identified at the time of application to the Tompkins County towing program. Each tow operator must maintain a valid operator’s license applicable to the class of tow vehicle being utilized, and provide a copy of their license to the Tompkins County Department of Emergency Response. Each tow operator must undergo a local background check and be free of felonies and will be reviewed on an annual basis. The Tompkins County Department of Emergency Response must be notified of any changes to the tow operator list prior to any new operators being utilized in this program, as well of any felony convictions of current tow operators. Unauthorized tow operators may not be on scene of any tows within Tompkins County.

OPERATIONS
7) All towing companies must provide prompt, safe service with minimal delay. The assigned recovery vehicle must be prepared for inclement weather with the proper equipment on board for extraction and removal. The NYS Vehicle & Traffic Law §1219C requires the clean up of materials associated with the vehicle being towed (broken glass, auto parts, etc.).

8) All towing companies must have rates that are competitive with other area companies. The company rates must be published at the garage and on towing invoices and may not exceed posted rates. Vehicle removal charges shall not exceed $175 for the use of a light duty tow vehicle. When the use of a heavy duty tow vehicle, multiple tow vehicle, crane, or other extraordinary removal equipment is required, removal charges shall be based on the actual costs of the equipment usage, plus labor charges. A fee not to exceed $50 may be charged by the tow truck operator to the owner or operator of any vehicle whenever the owner or operator appears to remove the vehicle after the tow truck operator has hooked up the vehicle for towing or removal, but before the vehicle has been removed from the scene. The towing company shall issue all customers an invoice with detailed charges and may only bill customers for the appropriate equipment necessary to complete the assignment. Any disputes in customer billing received will be reviewed by the local law enforcement agency supervisor or their designee and the towing company.

Repeated Confirmed reports of excessive or overbilling may subject the towing company to removal from this program for a period to be determined by the Department of Emergency Response.
9) All towing companies must have a secure vehicle storage area. Tow truck companies shall operate and maintain a bona fide terminal within Tompkins County where they will store vehicles. The terminal shall be identified by a legible, conspicuously displayed sign. The terminal must be fenced, locked and lighted in a manner to ensure the safety of vehicles stored on the premises. Tow truck operators shall allow for the properly authorized release of motor vehicles in their custody 24 hours a day, seven days a week. Storage fees not exceeding $50 per day may be charged by the tow truck operator after the vehicle has been stored for more than 24 hours. An after-hours service charge not to exceed $50 may be charged whenever the tow truck operator is called to release a vehicle from the storage yard during the hours of 9:00 p.m. to 7:00 a.m. No vehicle impounded by a law enforcement agency shall be released to the owner of such vehicle without proper authority for release from an authorized member of the respective Agency. The owner of the vehicle shall be liable for all towing and storage fees accrued during the time the vehicle remains unclaimed, or in storage. The costs for towing services rendered are subject to the appropriate state tax. No additional fees, other than the fees that are set forth herein, shall be assessed against the vehicle. All tow companies must make their facilities available for inspection by the state police to ascertain compliance with the Tompkins County towing policy. Towing companies must comply with New York State Lien Law section 184(2) concerning daily storage fees vehicle liens.

The public auctions required pursuant to the New York State Vehicle and Traffic Law shall be conducted by the appropriate law enforcement agency, as is necessary.

10) Towing companies will identify if they are sponsored by AAA. Their sponsorship will be regularly verified by the Tompkins County Department of Emergency Response.

11) All towing companies must maintain a minimum $300,000.00 of bodily injury insurance and $25,000.00 of vehicle damage insurance. In addition, agencies must maintain minimum of $100,000.00 “Garagekeepers” or “On-Hook-In Cargo” liability insurance for light and medium-duty trucks, and $300,000.00 for heavy duty wreckers.

**DISPATCH PROCEDURES**

12) Towing companies will provide and be permitted two voice contact phone numbers to provide for 24-hour voice contact which will include one main business hours telephone number and other number for the rotating towing list. Tow companies will be allowed 10 rings to answer either listed telephone number before the Dispatch Center will contact the next company on the list. The assigned company must be able to respond to the scene of the tow in their assigned area of responsibility within thirty (30) minutes after acknowledging the request.
for service, weather and traffic conditions permitting, with the exception of the City of Ithaca which shall be within twenty (20) minutes after acknowledging the request for service. No messages will be left. It is the responsibility of the towing company to maintain availability by voice contact at all times. A towing company may not subcontract their tow call to another towing company.

13) All calls for towing services will be made utilizing a rotating basis from the approved towing companies listed in the Tompkins County Department of Emergency Response towing rotation. Only agencies that have been approved and fall within the twenty (20) minutes response protocol (City of Ithaca) and thirty (30) minutes response protocol (all other areas) will be listed on the towing rotation. To be approved for listing on any township towing rotation, the towing company must be able to provide lawful towing services to the entire township within the thirty (30) minute response protocol from their registered business address or business owned property. To be approved for listing on the City of Ithaca towing rotation, the towing company must be able to provide lawful towing services to the entire City of Ithaca within the twenty (20) minute response protocol from their registered business address or business owned property. If documentation is established showing that a towing agency has repeatedly failed to lawfully respond to a towing scene within the response protocol, the towing company may be suspended from the rotation list.

14) A towing rotation log shall be maintained at the Tompkins County Emergency Communications Center. The name of the towing company, the time when the call was made and whether the company responded will be documented.

15) A separate towing list will be maintained for light duty and heavy duty towing companies. A towing company can be listed on both if they have been approved as both a light and heavy duty towing company. Towing agencies sponsored by AAA will be identified.

16) Tow company dispatching will be made in the following priority sequence:

   a) Exigent circumstances at the scene which require response of the nearest towing agency.
   b) Owner request for a specific tow agency or AAA member agency, if the response can be made within a reasonable time as determined by the investigating member at the scene.
   c) Next towing agency on the rotational list for that designated area in accordance with the policy provisions outlined above.

17) All tows completed without the owner’s knowledge must be reported to a law enforcement agency or, if unavailable, the 9-1-1 Center so an “Impound Message” may be issued within two hours of the tow.
The City of Ithaca’s annual street cleaning operations shall be an exception to this process. The street cleaning schedule shall be posted to the City’s website and will be made available to all registered tow truck companies upon request. Interested tow companies shall make tow trucks available by 7:30 am and shall participate until the identified streets have been cleared of vehicles.

COMPLAINTS / DISPUTES

18) Failing to respond to two calls for service will prompt an inquiry from the Tompkins County Department of Emergency Response. Any documented patterns of failing to respond to calls for service, failure to maintain required equipment, or failure to maintain valid licensing, vehicle registration, and insurance coverage will lead to a suspension from the towing list. Such suspensions can be lifted upon confirmation of correction.

19) Any complaints regarding unsatisfactory service provided by a towing company will be reported to the Tompkins County Department of Emergency Response. Appeals will be handled by the law enforcement agency, or their designees, who requested the tow.

20) Violation of these guidelines may result in expulsion from the wrecker rotation file.

21) Any complaints or suggestions by a towing company will be forwarded in writing, on tow agency letterhead, to the Tompkins County Department of Emergency Response at the address below.

All documentation referenced above in the policy section to include all vehicle registrations, insurance policies, licensing, equipment listing, company service rates and related updated documentation must be forwarded to the Tompkins County Department of Emergency Response, 92 Brown Road, Ithaca NY 14850, where they will be kept on file. Any failure to provide the valid, up-to-date documentation referenced in this policy may result in a suspension or removal from the Tompkins County Department of Emergency Response towing list.

I, ____________________________________________________________.

(Towing Company Owner Name)

the registered owner of ____________________________________________.

(Towing Agency Name)

located at ________________________________________________________.

(Physical Company Business Address)

affirm that I desire that my towing service agency be included on the TOMPKINS COUNTY DEPARTMENT OF EMERGENCY RESPONSE WRECKER SERVICE ROTATION FILE and that my
company will maintain full compliance with the policy requirements and towing standards listed.

Signature: _____________________________________________ Date: __________________

22.) Should the Tompkins County Department of Emergency Response choose to outsource all or part of the services provided in these Guidelines and Regulations, the related fees shall be distributed on a per service call basis.
WHEREAS, managerial positions are typically filled by individuals who have years of experience; and

WHEREAS, employees newly hired into managerial positions start out with no leave time and accrue leave time at a rate of ten (10) hours per month, or three weeks per year, for the first two years; and

WHEREAS, concerns have been raised as to whether the City will continue to attract the quality talent desired, with the proven experience expected, from organizations where these individuals have achieved a higher rate of leave time; and

WHEREAS, recent managerial hires have had to take time off without pay due to pre-offer vacation commitments; and

WHEREAS, the Director of Human Resources was asked to make a recommendation to address the above issues and has determined that an initial credit of two weeks, upon hire, would address the leave time comparability for someone leaving a position, and would allow for new hires to honor prior commitments without penalty; now therefore be it

RESOLVED, That Common Council approves the amendments included herewith, effective retroactively to all managerial employees hired since January 1, 2018.
1. **Annual Leave:**

Managerial employees shall earn annual leave on a monthly basis in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>40 hours/week</th>
<th>35 hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>fewer than 2 years</td>
<td>10 hrs/mo (3 wks)</td>
<td>9 hrs/mo (3 wks)</td>
</tr>
<tr>
<td>2-4 years</td>
<td>14 hrs/mo (4 wks)</td>
<td>12 hrs/mo (4 wks)</td>
</tr>
<tr>
<td>5-9 years</td>
<td>17 hrs/mo (5 wks)</td>
<td>15 hrs/mo (5 wks)</td>
</tr>
<tr>
<td>10 or more years</td>
<td>20 hrs/mo (6 wks)</td>
<td>18 hrs/mo (6 wks)</td>
</tr>
</tbody>
</table>

Annual leave shall be posted on the first day of each month, beginning with the first day of the month following the month of hire.

**New managerial hires shall be credited two (2) weeks annual leave on the first day of employment. If an employee separates from employment within their first year, annual leave shall not be paid upon separation.**

Annual leave may be accumulated throughout the year without a limit, but only a maximum of forty (40) days may be carried into the next calendar year. Any days in excess of forty (40) will be forfeited on December 31st. No more than thirty (30) days of accumulated annual leave shall be paid on separation from service **for employees who have completed at least one year of service;** upon retirement, unused annual leave in excess of this amount may be applied toward the purchase of health and dental insurance.

An employee may elect to cash in up to ten (10) days of unused annual leave in December of any calendar year, **but not before the employee’s one year anniversary.** (Note: Pursuant to the Common Council resolution passed on January 8, 2015, this annual leave cash-in was suspended in 2015 and 2016 due to the implementation of a new managerial compensation plan.)

2. **Holidays:**

Holiday leave shall be as follows:

- January 1st
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- One (1) annual leave day to be credited 2/1*

Whenever any of these holidays falls on a Saturday, the preceding Friday shall be considered the holiday. If on Sunday, the following Monday shall be considered the holiday.
An annual leave day was added in lieu of Lincoln’s Birthday, pursuant to a resolution adopted by Common Council on December 5, 2007. The annual leave day is accrued on February 1\textsuperscript{st} of each year.

Managerial employees who work shortened workweeks (i.e. fewer than five days per week) that do not coincide with the established managerial holiday benefit schedule shall receive annual leave accruals on the designated holidays rather than observing the designated holidays as days off. Annual leave accruals shall be prorated as appropriate, based on the employee’s standard workweek. (For example, a 20 hr/wk employee shall accrue four (4) hours of annual leave on each holiday; a 40 hr/wk employee shall accrue eight (8) hours of annual leave on each holiday.) Such annual leave accrual shall be a replacement for paid holidays off, not a supplement to them.

3. **Sick Leave:**

Sick leave shall accumulate at the rate of one (1) day per month. Sick leave shall be posted on the first day of each month, beginning with the first day of the month following the month of hire. There shall be unlimited accumulation of sick leave. Sick leave may be used for personal medical reasons or for illness in the employee’s immediate family (as defined in Section 6).

Any employee who is injured in the course of his/her employment and who is entitled to benefits under the provisions of Workers’ Compensation Law may elect to use his/her accumulated sick leave benefits to cover the workers compensation absence. If an employee elects to do so, the amount of any award made to the employee by the Workers’ Compensation Board for any period of time during which the employee used sick leave benefits shall be paid to the City of Ithaca, which in turn will reimburse the employee’s sick leave account with the amount of sick leave equivalent to the financial value of the award.

4. **Sick Leave Bank:**

Employees may voluntarily make or receive a donation of accumulated sick leave or annual (vacation) leave to or from any City of Ithaca employee. The employee receiving the donated time must have exhausted his/her leave time. The request to transfer leave time must be submitted in writing to the Human Resources Department.

5. **Sick Leave Buyout:**

**Employees whose employment with the City commenced prior to January 1, 2017:**

Upon an employee’s retirement, unused sick leave shall be applied toward the payment of extended health and dental insurance coverage. Extended health and dental insurance coverage shall be provided at the rate of one (1) month of insurance for each twelve (12) hours of accumulated sick leave, or at the established retiree premium, at the discretion of the employee.

**Employees whose employment with the City commenced on or after January 1, 2017:**

Upon an employee’s retirement, the value of the unused sick leave, as valued at an employee’s standard rate of pay as of their date of retirement, shall be used to establish a retirement fund account to pay for health insurance for the retiree and eligible dependents as elected by the retiree. Each month that such health insurance is provided by the City, the value of the retiree
or dependent rate established by the Common Council shall be deducted from the retiree’s retirement fund account. The City will provide an annual statement of retirement fund account dollar balance to all retirees to whom this paragraph applies. Once the account is exhausted, the City will no longer extend health insurance coverage to retirees and dependents except by direct, full payment to the City by the retiree or dependent at the appropriate group rate payment to the City by the retiree or dependent at the appropriate group rate as determined by the City.

All employees regardless of date of hire:

Employees who retire with sick leave balances in excess of two thousand (2,000) hours may elect to receive a cash payment for the portion of their accrued sick leave that exceeds two thousand (2,000) hours, up to a maximum cash payment of $11,000. The employee’s remaining sick leave shall be applied toward the payment of extended health and dental insurance coverage at the rates specified in the preceding paragraph.

In the event of an employee’s death prior to his/her retirement, or if retired, prior to the exhaustion of remaining accumulated funds, such monies due the employee shall be applied toward the purchase of health insurance for his/her surviving dependents, if any.

Upon the exhaustion of the employee’s sick leave balance, the City will no longer extend health insurance coverage to retirees and dependents except by direct full payment to the City by the retiree at the appropriate rate available as determined by the City.

6. **Bereavement Leave:**

In the event of death in the immediate family of the employee or family of the employee’s spouse or domestic partner, such employee shall be allowed a leave of absence with pay to a maximum of three (3) days. The Mayor may grant additional time as needed.

The immediate family is defined as: the spouse or domestic partner, parent, grandparent, child, grandchild, brother or sister of the employee or the parent, grandparent, child, grandchild, brother or sister of the spouse or domestic partner. It shall apply also to any other relative living in the same household.

In the event of death of a friend, family member not in the immediate family or associate of an employee, such employee may be allowed a leave of absence with pay of one (1) day. The Department Head or Mayor, if the department head makes the request, must approve this leave of absence.

7. **Parenting Leave:**

Any employee taking a parenting leave shall be entitled to use up to twelve (12) weeks of accumulated leave running from the date of birth or adoption, of which the first eight (8) weeks may be sick leave without providing a doctor’s certificate. Parenting leaves shall be available to both male and female employees and shall be available only in the case of childbirth or adoption. Employees may use additional sick time at the end of the eight (8) week period following the birth or adoption of the child upon presentation of a doctor’s certificate attesting to the necessity of such continued leave from employment.
8. **Jury Duty:**

An employee shall be granted a leave of absence, with pay, at no loss of accrued leave, to serve jury duty or to appear as a witness pursuant to subpoena, or other order of the court upon presentation to the City of proof thereof. Any compensation received from the court except expense reimbursement, shall be returned to the City.

9. **Work Schedule:**

The City recognizes the need to provide a certain degree of flexibility in the work schedules of managerial employees to accommodate for work performed during non-traditional work hours.

10. **Health & Dental Insurance:**

All employees shall contribute 20% of the health insurance premium equivalent for the type of health insurance (individual or family coverage) that the employee has elected.

The employee prescription drug co-pay shall be $5 for generic drugs, $15 for preferred brand-name drugs that do not have a generic equivalent, and $30 for non-preferred brand-name drugs that have a generic equivalent. The stated co-pays apply to each 30 day supply of the prescription. Each prescription may be filled for up to a 90 day supply at a time, subject to the appropriate co-pays.

In addition, employees have the option of choosing an alternative health insurance plan offered through the Greater Tompkins County Municipal Health Insurance Consortium. The prescription drug co-pays for alternative health insurance plans may vary according to the plan chosen.

The City will provide the Excellus Blue Cross/Blue Shield Dental Blue Options Incentive PPO (formerly known as Schedule A) Plan as individual and/or family coverage, at no cost to the employee. Employees who elect to carry Prime Blue Dental Insurance instead of the Dental Blue Options Incentive PPO Plan shall be responsible for payment of the difference between the two premiums.

Employees who elect to carry Vision Insurance shall be responsible for payment of the full premium.

11. **Retirement:**

The City shall provide membership in the New York State Employees’ Retirement System or, if applicable, in the New York State Police and Fire Retirement System with benefits in accordance with and subject to the provisions of the statutes of the State of New York.

12. **Day Care:**

The City shall continue to provide the established Day Care Assistance Program (Cash Subsidy Program, Flexible Spending Account and Flexible Work Schedule) according to the program and procedures adopted by the Ithaca Common Council.

Notwithstanding the preceding sentence, all employees whose employment with the City
commences on or after January 1, 2017 shall not be entitled to the Cash Subsidy Program.

13. **Educational Assistance:**

The City of Ithaca agrees to pay the tuition for education courses, including technical and trade schools, to assist employees in furthering their education and enhancing their ability and effectiveness on the job. Such assistance shall be limited to courses which are related to an employee’s position and which will further development in the performance of the employee’s duties. Additionally, the employee must receive a passing grade in the course before reimbursement will be issued.

Educational assistance shall be limited to two (2) courses per calendar year for permanent or provisional employees. No employee shall receive assistance for more than a career limit of twenty (20) courses. The City shall pay the actual per hour tuition cost of any approved courses, provided that any employee who receives educational assistance shall reimburse the City for the cost of any course if the employee chooses to leave City employment within six (6) months of the conclusion of that course.

14. **Mileage Reimbursement:**

Employees who are required to use their personal automotive vehicle in the conduct of official business shall be reimbursed at the prevailing IRS rate.

Revised: April 2017
To: City Administration Committee
From: Dan Cogan, Chief of Staff
Date: March 12, 2019
Re: Common Council and Mayor’s Salary Comparison

Following the discussion at the February 2019 City Administration Committee meeting on whether and how much to increase Common Council salaries, I conducted some research into the salaries of elected officials in other municipalities. I used publicly available information and examined the Town of Ithaca, Tompkins County, and the cities of Syracuse and Rochester. See attached table for comparison.

Common Council

Of the five municipalities, Ithaca Common Council members receive the lowest annual salary, at $10,141 per year. However, when salary is calculated per 1,000 residents, City of Ithaca Common Council members receive the second highest annual salary after Town board members. By the same token, if the total legislative salary per 1,000 residents is calculated for each city (adding the salaries of all the members of the legislative body), residents of the City of Ithaca pay the second highest of the five municipalities examined. Of course, it is difficult to compare the demands of the different municipalities’ citizens, though it is well know that Ithaca residents are a relatively engaged citizenry; and furthermore, stakeholders in the City include many who live outside city limits.

It is worth noting that in Syracuse and Rochester, there are dedicated staff who work for the legislatures. Syracuse has four dedicated employees for the nine member Common Council, and Rochester has 3.8 FTEs dedicated to their nine member City Council.¹

I also examined whether Common Council salaries have kept pace with inflation. In 1992 Common Council salaries were $6,000. Had salaries increased with inflation, using the CPI

¹ Syracuse has 1 legislative aide, one administrative officer, and two secretaries to Common Council. Rochester has 1 chief of staff, 1 legislative analyst, 0.3 legislative assistants, 1 secretary, and 0.5 receptionists for their City Council. See information for Syracuse and Rochester on attached sheets.
for the Northeast Region, current salaries would be 84% higher, or $11,019 per year. Similarly, 2008 Common Council salaries were $9,641. If salaries had increased with inflation, current salaries would be 19% higher, or $11,437 per year. See salary history, attached.

**Mayor**

The Mayor of Ithaca makes $58,561 per year, as compared to $115,000 for the Mayor of Syracuse and $145,800 for the Mayor of Rochester. The Town of Ithaca Supervisor makes $57,400 per year.

When calculated as salary per 1,000 residents, the Mayor of Ithaca is paid more than in Syracuse or Rochester, but less than the Town of Ithaca Supervisor. As noted earlier, it is difficult to compare the demands of the different municipalities’ populations. It is also worth noting that the Syracuse Mayor’s office has nine employees in addition to the Mayor while the Rochester Mayor’s office has twelve employees in addition to the Mayor. In Ithaca there are only two employees in addition to the Mayor. ²

Regarding the effects of inflation, in 1992 the Mayor’s salary was $32,000. Had it increased with inflation, the current salary would be $58,768 per year. Similarly, the Mayor’s salary in 2008 was $53,561. If the salary had increased with inflation, the current salary would be $63,538 per year.

---

² The Chief of Staff position was added in 2014.
## Common Council and Mayor Salary Comparisons

<table>
<thead>
<tr>
<th>Municipality</th>
<th>2017 Population</th>
<th>Position</th>
<th>2019 Salary</th>
<th>Number of Positions</th>
<th>Salary per 1,000 residents Per official</th>
<th>Total Legislative Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Ithaca</td>
<td>31,006</td>
<td>Common Council member</td>
<td>$10,141</td>
<td>10</td>
<td>$327</td>
<td>$3,271</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayor</td>
<td>$58,561</td>
<td>1</td>
<td>$1,889</td>
<td></td>
</tr>
<tr>
<td>Town of Ithaca</td>
<td>20,369</td>
<td>Town Board Member</td>
<td>$14,725</td>
<td>6</td>
<td>$723</td>
<td>$4,337</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor</td>
<td>$57,396</td>
<td>1</td>
<td>$2,818</td>
<td></td>
</tr>
<tr>
<td>Tompkins County</td>
<td>104,802</td>
<td>Legislator</td>
<td>$21,400</td>
<td>13</td>
<td>$204</td>
<td>$2,961</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chair of Legislature</td>
<td>$32,100</td>
<td>1</td>
<td>$306</td>
<td></td>
</tr>
<tr>
<td>Syracuse</td>
<td>143,396</td>
<td>Common Council member</td>
<td>$21,224</td>
<td>8</td>
<td>$148</td>
<td>$1,354</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Common Council President</td>
<td>$24,408</td>
<td>1</td>
<td>$170</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayor</td>
<td>$115,000</td>
<td>1</td>
<td>$802</td>
<td></td>
</tr>
<tr>
<td>Rochester</td>
<td>208,046</td>
<td>City Council member</td>
<td>$34,994</td>
<td>8</td>
<td>$168</td>
<td>$1,562</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City Council President</td>
<td>$44,994</td>
<td>1</td>
<td>$216</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mayor</td>
<td>$145,837</td>
<td>1</td>
<td>$701</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Council Salary</td>
<td>Mayor Salary</td>
<td>CPI vs 1992</td>
<td>Council Salary</td>
<td>Mayor Salary</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>--------------</td>
<td>-------------</td>
<td>----------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>1986</td>
<td>$4,500</td>
<td>$24,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1987</td>
<td>$4,500</td>
<td>$24,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1988</td>
<td>$6,000</td>
<td>$32,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1989</td>
<td>$6,000</td>
<td>$32,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990</td>
<td>$6,000</td>
<td>$32,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991</td>
<td>$6,000</td>
<td>$32,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1992</td>
<td>$6,000</td>
<td>$32,000</td>
<td>144.9</td>
<td>$6,000</td>
<td>$32,000</td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>$6,000</td>
<td>$32,000</td>
<td>149.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td><strong>$6,500</strong></td>
<td><strong>$38,000</strong></td>
<td>153.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1995</td>
<td>$6,500</td>
<td>$38,000</td>
<td>157.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td><strong>$7,000</strong></td>
<td><strong>$38,000</strong></td>
<td>161.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>$7,000</td>
<td>$38,000</td>
<td>166.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1998</td>
<td>$7,000</td>
<td>$38,000</td>
<td>168.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1999</td>
<td>$7,000</td>
<td>$38,000</td>
<td>171.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>$7,000</td>
<td>$38,000</td>
<td>176.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>$7,000</td>
<td>$38,000</td>
<td>182.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>$7,000</td>
<td>$38,000</td>
<td>184.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>$7,000</td>
<td>$38,000</td>
<td>190.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>$7,000</td>
<td>$38,000</td>
<td>195.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>$7,000</td>
<td>$38,000</td>
<td>202.6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td><strong>$9,000</strong></td>
<td><strong>$50,000</strong></td>
<td>211.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td><strong>$9,315</strong></td>
<td><strong>$51,750</strong></td>
<td>215.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td><strong>$9,641</strong></td>
<td><strong>$53,561</strong></td>
<td>224.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>$9,641</td>
<td>$53,561</td>
<td>225.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>$9,641</td>
<td>$53,561</td>
<td>232.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>$9,641</td>
<td>$53,561</td>
<td>236.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>$9,641</td>
<td>$53,561</td>
<td>242.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>$9,641</td>
<td>$53,561</td>
<td>247.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>$9,641</td>
<td>$53,561</td>
<td>251.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>$9,641</td>
<td>$53,561</td>
<td>250.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td><strong>$10,141</strong></td>
<td><strong>$58,561</strong></td>
<td>251.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>$10,141</td>
<td>$58,561</td>
<td>258.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>$10,141</td>
<td>$58,561</td>
<td>262.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>$10,141</td>
<td>$58,561</td>
<td>266.1</td>
<td>183.7%</td>
<td>$11,019</td>
<td>$58,768</td>
</tr>
<tr>
<td>2020</td>
<td>$11,437</td>
<td>$58,568</td>
<td>267.8</td>
<td>118.6%</td>
<td>$11,437</td>
<td>$63,538</td>
</tr>
</tbody>
</table>