### AGENDA ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Voting Item?</th>
<th>Presenter(s)</th>
<th>Time Alotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>No</td>
<td>Chair, Deb Mohlenhoff</td>
<td>15 Mins*</td>
</tr>
<tr>
<td>1.1 Agenda Review</td>
<td>*Note: We will review the number of cards received at the beginning of each meeting and adjust time if needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Review and Approval of Minutes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Statements from the Public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Council’s Response</td>
<td></td>
<td></td>
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<tr>
<td>2. Consent</td>
<td>Yes</td>
<td></td>
<td>5 Min</td>
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<tr>
<td>2.1 No Items</td>
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<tr>
<td>3. Finance, Budget and Appropriations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 DPW - Amend Capital Project #799 for Fuel Island</td>
<td>Yes</td>
<td>Tim Logue – Director of Eng.</td>
<td>5 Min</td>
</tr>
<tr>
<td>3.2 Finance – Request to Waive Penalty on Taxes</td>
<td>Yes</td>
<td>Steve Thayer – Controller</td>
<td>5 Min</td>
</tr>
<tr>
<td>3.3 Creation of Grant-Funded Capital Project #868 Downtown Ithaca Transportation Management Association and Authorization to Enter into an Agreement with the Downtown Ithaca Alliance for Project Implementation</td>
<td>Yes</td>
<td>Tom Knipe – Dir. Economic Dev.</td>
<td>5 Min</td>
</tr>
<tr>
<td>3.4 DPW - Resolution to Amend Capital Project #857 for the Comprehensive Parking Study</td>
<td>Yes</td>
<td>Peter Messmer, Dir. of Parking</td>
<td>5 Min</td>
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<tr>
<td>4. City Administration, Human Resources and Policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Modification of Odd/Even Parking</td>
<td>Yes</td>
<td>Dan Cogan, Chief of Staff</td>
<td>10 Min</td>
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<tr>
<td>4.2 Establishment of Platinum Plan Insurance</td>
<td>Yes</td>
<td>Steve Thayer, Controller</td>
<td>5 Min</td>
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<tr>
<td></td>
<td></td>
<td>Schelley Michell-Nunn, Dir. of HR</td>
<td></td>
</tr>
<tr>
<td>5. Discussion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 Council Rules of Procedures</td>
<td>No</td>
<td>Rob Gearhart</td>
<td>15 Min</td>
</tr>
<tr>
<td>5.2 City Hall Security</td>
<td>No</td>
<td>Dan Cogan</td>
<td>15 Min</td>
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<tr>
<td>6. Budget</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6.1 Updates and Special Topics</td>
<td>No</td>
<td>All</td>
<td>5 Min</td>
</tr>
<tr>
<td>7. Meeting Wrap-Up</td>
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<tr>
<td>7.1 Announcements</td>
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<td></td>
<td>5 Min</td>
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<tr>
<td>7.2 Next Meeting Date: September 18, 2019</td>
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<td></td>
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<tr>
<td>7.3 Review Agenda Items for Next Meeting</td>
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<tr>
<td>7.4 Adjourn</td>
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</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.

This meeting can viewed via livestream on [https://ithacany.viebit.com/](https://ithacany.viebit.com/)
3. Finance, Budget and Appropriations
.1 DPW - Amend Capital Project #799 for DPW Fuel Island

WHEREAS, Capital Project #799 was established in 2014 at $488,000 to design and construct a new fuel island at Streets and Facilities to serve the entire City fleet’s fueling needs, as well as to decommission the existing fuel island and tanks; and

WHEREAS, on June 18, 2019, the Board of Public Works, acting as Lead Agency, declared that the project would not have a significant negative environmental impact, in accordance with the City and State Environmental Quality Review laws and ordinances (CEQR and SEQR); and

WHEREAS, bids were opened on August 13, 2019, for this scope of work, and the low bidder was __________________ at $________________; and

WHEREAS, Engineering staff is recommending award of contract to the low bidder conditioned on additional budget and completion of the full scope of work, plus an allowance for construction inspection and material testing and a contingency; now, therefore be it

RESOLVED, That Common Council hereby amends Capital Project #799 by $________________ for the project, bringing the total authorization to $________________; and, be it further

RESOLVED, That funds needed for said amendment shall be derived from issuance of Serial Bonds.
To: City Administration Committee  
From: Tim Logue, Director of Engineering  
Date: August 7, 2019  
Re: Request to Amend CP 799 for DPW Fuel Island

In the 2014 Capital Budget, Common Council authorized $488,000 to design and construct a new fuel island at Streets & Facilities. The City hired Barton & Loguidice Engineering to lead the design work and carried the work through to construction documents by the following year. At about this same time, the City started talking about our city-wide facilities, looking for opportunities to consolidate or relocate our operations. There was a fair consideration about the possibility of relocating Public Works and the decision was made to hold off on bidding the fuel island until we knew what we were doing. Over this past year, I believe two things have become clear: 1) the likelihood of moving or consolidating the Department of Public Works is very low, and 2) the consequences of not replacing our existing fuel facilities have become pretty high. The consequences are threefold: increased staff costs to maintain the aged system, especially through the winter when staff was keeping pumps warm in order to keep them functioning; risks of the control system failing leading to poor experiences getting fuel or poor record keeping and fuel management, which is important for regulatory and Green New Deal purposes; and 3) the increasing possibility of leaks in the single-walled underground fuel tanks. For these reasons, we reengaged the project design, made some modifications (including adding the full decommissioning of the existing fuel tanks and equipment), conducted the environmental and site plan reviews and put the project out to bid.

On August 13th, we opened bids for the project. Our low bidder was __________________ in the amount of $______________. In order to award the contract and carry a small budget for construction inspection, material testing, and a modest contingency, we need about $_______________ added to the Capital Project.

Based on these items, I am recommending awarding the contract to _________ and proceeding with the considered scope of work. A resolution is attached to amend the capital project.

"An Equal Opportunity Employer with a commitment to workforce diversification."
3. Finance, Budget and Appropriations
.2 Finance – Request to Waive Penalty on Taxes

WHEREAS, Common Council established guidelines for the waiver of penalty on taxes to assist in consistency when considering requests; and

WHEREAS, Nick Lambrou has made an appeal to have late penalties removed from his 2019 City 2\textsuperscript{nd} Installment tax payments; and

WHEREAS, the circumstances leading to his request do not fit the guidelines allowing for waiver of penalty as previously established by Common Council; now therefore be it

RESOLVED, That the request to refund paid penalty is denied.
MEMORANDUM

TO: Deborah Mohlenhoff, Chair
    City Administration Committee

FROM: Deborah Whitney
    City Chamberlain

DATE: July 29, 2019

RE: Nick Lambrou appeal of late penalty
    On various City parcels

With regard to Mr. Nick Lambrou’s appeal dated 7-22-2019 requesting a waiver of late fees on his June 2019 property tax payment as attached, I am asking the City Administration Committee to deny his request. The 2019 City 2nd Installment tax bill was due July 1, 2019.

NYS Tax Law, Section 925.1(a) states, “......deposited in a post office or official depository under the exclusive care and custody of the United States postal service, such payment shall, upon delivery, be deemed to have been made to such office on the date of the United States postmark on such wrapper.”

Furthermore, Common Council established and approved guidelines for the waiver of or non-waiver of Penalty on taxes states “Penalties will not be waived if the postmark applied by the post office on the payment envelope is after the penalty free period.”

I explained to Mr. Lambrou, that our determination of a timely tax payment is based solely on the official USPS postmark. The envelope Mr. Lambrou’s tax payments were received in, was officially postmarked 03 JUL ’19 in Rochester. His envelope also has a Pitney Bowes machine paid postage stamp dated JUL 1 2019. Mr. Lambrou claims his envelope went in the mail 7/1.

I am providing a copy of Mr. Lambrou’s envelope as well as a couple samples of envelopes from our office, that we mailed out, but for one reason or the other, were returned to us. In the copy of Mr. Lambrou’s envelope, you can see the Pitney Bowes 7/1 stamp and the official Rochester 7/3 validation. In the samples of our mail, you can see both the Pitney Bowes postage stamp and the official Rochester USPS validation are the same date.

For these reasons, I have determined that Mr. Lambrou’s tax payment was mailed and validated on 7/3 and am therefore asking for the denial of his request.
7-22-2019

City of Ithaca Chamberlain Office
ATTN: Ms. Deborah Whitney
108 E Green St.
Ithaca, NY 14850

RE: City Admin Committee Request for Refund

Dear Ms. Whitney and Committee:

Enclosed please find new checks dated 7-22-19 re-paying the property taxes that were due on July 1 which were originally paid by checks dated 6-27-19 (enclosed). This has been imposed on me and my family because for whatever reason, unbeknownst to me, the City chose to recognize a dubious July 3 post-mark from Rochester instead of the date stamped on the letter, which is July 1.

The total penalties are significant and add up to $6300+ and we feel this should not be assessed due to mail errors or delays.

To wit, attached are receipts from the County that were sent their share of the property taxes on checks also dated 6-27-19 and were sent via mail on same day I am told by my office assistant. There are no penalties imposed by the County.

I would appreciate very much the return of the penalty as it is an anomaly if one were to review the entire payment history to the City of Ithaca for Lambrou related properties over the past 50 years. Thank you for your time and consideration and look forward to a positive response. Please do not hesitate to contact me if there are any questions.

Sincerely,

Nick Lambrou, GM & GP
CITY OF ITHACA
OFFICE OF THE CHAMBERLAIN
108 EAST GREEN STREET
ITHACA, NY 14850

CITY OF ITHACA
OFFICE OF THE CHAMBERLAIN
108 EAST GREEN STREET
ITHACA, NEW YORK 14850

CITY OF ITHACA
OFFICE OF THE CHAMBERLAIN
108 EAST GREEN STREET
ITHACA, NEW YORK 14850

NOT AT THIS ADDRESS

CITY OF ITHACA
108 E. GREEN ST.
ITHACA, NY 14850
3. Finance, Budget and Appropriations
.3 Creation of Grant-Funded Capital Project #868 Downtown Ithaca Transportation Management Association and Authorization to Enter into Agreement with the Downtown Ithaca Alliance for Project Implementation

WHEREAS, the City of Ithaca, in partnership with the Downtown Ithaca Alliance (DIA), applied for and was awarded a grant through the 2018 Consolidated Funding Application – New York State Department of Environmental Conservation Climate Smart Communities (DEC-CSC) Grant – for the purpose of creating a Transportation Management Association and providing an ongoing downtown area Transportation Demand Management (TDM) program; and

WHEREAS, Common Council voted unanimously at its July 5, 2018, meeting to support and encourage this application; and

WHEREAS, the City of Ithaca, as described in the grant application and the previous Common Council resolution, intends to contract with the Downtown Ithaca Alliance (DIA) to fulfill the terms of the grant; and

WHEREAS, administration of the five-year contract between the City of Ithaca and New York State (March 2019-March 2024) and administration of the subcontract between the City of Ithaca and the Downtown Ithaca Alliance will be managed by the City’s Department of Planning, Building, Zoning & Economic Development; and

WHEREAS, all of the match requirements for the grant will be met by the DIA and its affiliated TDM partners, and no City funding is required as a match for this grant; now, therefore be it

RESOLVED, That Common Council hereby establishes Capital Project #868 “Downtown Ithaca Transportation Management Association” in the amount of $460,397 for implementation of DEC-CSC contract #C00777 to create a Downtown Ithaca Transportation Management Association and an ongoing downtown area Transportation Demand Management Program; and be it further

RESOLVED, That funds needed for said Capital Project shall be derived entirely from DEC-CSC grant funding; and be it further

RESOLVED, That the Mayor or his designee is authorized to enter into agreement with the Downtown Ithaca Alliance for implementation of this grant-funded project; and be it further

RESOLVED, That any payment to the DIA through this grant-funded project will be subsequent to the approval and payment of vouchers from the DEC to the City of Ithaca.
3. Finance, Budget and Appropriations

.4 Resolution to Amend Capital Project #857 for the Comprehensive Parking Study

WHEREAS, Capital Project #857 was established in 2019 in the amount of $50,000 for the purpose of scoping both a Comprehensive Parking Study and a separate Transportation Study; and

WHEREAS, the Department of Public Works sent out a Request for Qualifications for a Comprehensive Parking Study on March 5, 2019 to fourteen consulting firms, The New York State Contract Reporter, and the New York Upstate Planning website; and

WHEREAS, The City received Statements of Qualifications from ten consulting firms by the deadline of April 12, 2019; and

WHEREAS, The Parking Division of the Department of Public Works established and convened a Consultant Selection Committee consisting of:

1. City staff: Chief of Staff, Superintendent of Public Works, Director of Parking, Director of Planning, Deputy Director of Economic Development, a Senior Planner, and the Director of the IURA;
2. The Director of the Downtown Ithaca Alliance;
3. Two members of the Mobility, Access, and Transportation Commission;
4. One representative of Allpro Parking;

and

WHEREAS, the Consultant Selection Committee evaluated, ranked, and fully vetted the Statement of Qualifications submitted, and selected Stantec Consulting Services Inc. as the preferred consultant; and

WHEREAS, Stantec Consulting Services Inc has worked collaboratively with the City to produce a Scope of Services; and

WHEREAS, the proposed schedule to complete the full Scope of Services is planned to begin no later than September 16, 2019; and

WHEREAS, the fee for the Scope of Services mutually agreed to by the City and Stantec Consulting is $174,458; now, therefore be it

RESOLVED, That Common Council hereby amends Capital Project #857 by $126,900, including financing costs to fully fund the Comprehensive Parking Study, bringing the total authorization to $177,900; and be it further

RESOLVED, That funds necessary for said project amendment shall be derived from the issuance of Serial Bonds.
Memorandum of Explanation

Date: August 21, 2019

Subject: Resolution to Amend Capital Project #857 for the Comprehensive Parking Study

The Parking Division has been directed by the Superintendent of Public Works to engage a consultant to conduct a Comprehensive Parking Study. The study will include four major tasks which are: assessment and evaluation of the existing conditions, operations, and management of the city-wide parking system; a public outreach to obtain comprehensive stakeholder input; analysis of future demand and development of alternative actions for implementation; and development of an action plan.

The broad objectives for the final action plan include: achieving a parking system that meets the projected parking demands for a ten year study period, especially in the primary areas of growth and development such as the downtown core, the west end and waterfront areas, and College Town; address neighborhood issues, concerns and problems; provide parking services that meet the demands of the broad range of users to include transient parkers, residential parkers, and the workforce; and provide financial analysis means to determine the impacts of various actions on the revenue, costs, and subsidy of the overall parking function.

The attached Fee Summary provided by Stantec Consulting Services Inc., shows the itemization of projected Fees for the four major tasks of the study. Also attached is the schedule proposed by the consultant for the execution of the study.

Capital Project #857 was established in 2019 in the amount of $50,000 for the purpose of scoping both a Comprehensive Parking Study and a separate Transportation Study. The Superintendent of Public Works proposes to utilize these funds, together with an additional $124,458 to pay the total estimated Fee of $174,458 for the parking study, as provided by Stantec Consulting Services Inc.
City of Ithaca Comprehensive Parking Study - Fee Summary

<table>
<thead>
<tr>
<th>Role/Responsibility:</th>
<th>Principal In Charge</th>
<th>Project Manager</th>
<th>Traffic Engineer</th>
<th>Parking Recommendations</th>
<th>TDM</th>
<th>Data Collection/Traffic Analysis</th>
<th>GIS</th>
<th>Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Member:</td>
<td>Ralph DeNisco</td>
<td>Jon Hartley</td>
<td>Adam Catherine</td>
<td>Liza Cohen</td>
<td>Tom Yardley</td>
<td>Rory Weinau/ Mithul Ostwal</td>
<td>Amelia Casey</td>
<td>Gary Garwig</td>
</tr>
<tr>
<td>Hourly Rates:</td>
<td>$225.00</td>
<td>$140.00</td>
<td>$200.00</td>
<td>$145.00</td>
<td>$185.00</td>
<td>$95.00</td>
<td>$100.00</td>
<td>$160.00</td>
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</table>

### Total

**Total Project Cost**  
$174,458

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**Role/Responsibility:**

**Project Management and Meetings**

- Weekly Conference Calls  
- Team Meetings (Assume 6)  
- Q/A/QC

**Tasks/Activities:**

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<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Hours</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Project Management and Meetings</td>
<td>28</td>
<td>$14,720</td>
</tr>
<tr>
<td>01</td>
<td>Existing Conditions</td>
<td>36</td>
<td>$5,400</td>
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<tr>
<td>02</td>
<td>Parking Demand Model</td>
<td>40</td>
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<td>03</td>
<td>Multimodal and Wayfinding Analysis</td>
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<td>04</td>
<td>Parking Policy and Rate Analysis</td>
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<td>$13,920</td>
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<tr>
<td>05</td>
<td>Land Use and Transportation</td>
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<td>$2,030</td>
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<td>06</td>
<td>Parking Structure</td>
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<td>$18</td>
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<tr>
<td>07</td>
<td>Parking Collection/Traffic Analysis</td>
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<td>$0</td>
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<tr>
<td>08</td>
<td>Data Analysis</td>
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<td>$6,170</td>
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<tr>
<td>09</td>
<td>GIS</td>
<td>4</td>
<td>$740</td>
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<td>10</td>
<td>Structures</td>
<td>0</td>
<td>$7,220</td>
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<td>11</td>
<td>Project Management and Meetings</td>
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<td>$2,420</td>
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</table>

**Total**

- **Task 00 Subtotal Hours**: 120  
- **Task 00 Subtotal Cost**: $43,250

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**Tasks/Activities:**

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<th>Description</th>
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<th>Costs</th>
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<tr>
<td>21</td>
<td>Task 1.1 Subtotal Hours</td>
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<td>$24,700</td>
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<tr>
<td>22</td>
<td>Task 1.2 Subtotal Hours</td>
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<td>$6,990</td>
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<td>23</td>
<td>Task 1.3 Subtotal Hours</td>
<td>3</td>
<td>$7,155</td>
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<td>24</td>
<td>Task 1.4 Subtotal Hours</td>
<td>10</td>
<td>$5,510</td>
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<td>25</td>
<td>Task 1.5 Subtotal Hours</td>
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<td>$46</td>
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<tr>
<td>26</td>
<td>Task 1.6 Subtotal Hours</td>
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<td>$3,825</td>
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**Total**

- **Task 1.1 Subtotal Cost**: $24,700  
- **Task 1.2 Subtotal Cost**: $6,990  
- **Task 1.3 Subtotal Cost**: $7,155  
- **Task 1.4 Subtotal Cost**: $5,510  
- **Task 1.5 Subtotal Cost**: $46  
- **Task 1.6 Subtotal Cost**: $3,825

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**Tasks/Activities:**

<table>
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<tr>
<th>Task</th>
<th>Description</th>
<th>Hours</th>
<th>Costs</th>
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<tbody>
<tr>
<td>31</td>
<td>Task 2 Total Hours</td>
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<tr>
<td>32</td>
<td>Task 3 Total Hours</td>
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<td>$14,720</td>
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</tbody>
</table>

**Total**

- **Task 2 Total Cost**: $11,020  
- **Task 3 Total Cost**: $14,720

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**Tasks/Activities:**

<table>
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<tr>
<th>Task</th>
<th>Description</th>
<th>Hours</th>
<th>Costs</th>
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<tbody>
<tr>
<td>41</td>
<td>Task 4 Total Hours</td>
<td>127</td>
<td>$7,980</td>
</tr>
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</table>

**Total**

- **Task 4 Total Cost**: $7,980

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**Stantec Project Hours**

- **Remunerable Costs**: $28,575  
- **Travel and Reproduction Costs**: $3,000

**Stantec Project Cost**

- **Total Labor Cost**: $31,575  
- **Highland Planning Cost (see Highland Cost Proposal for Details)**: $33,203

**TOTAL Project Cost**

- **Total**: $174,458
## City of Ithaca Comprehensive Parking Study - Highland Planning Fee

<table>
<thead>
<tr>
<th>Task</th>
<th>Principal</th>
<th>Planner 1</th>
<th>Planner 2</th>
<th>Planner 3</th>
<th>Total Hours</th>
<th>Subtotal</th>
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<tr>
<td></td>
<td>$150.00</td>
<td>$95</td>
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<td>Project Management</td>
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<td>Pre-Engagement Stakeholder Interviews</td>
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<td>8</td>
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<td>Stakeholder Engagement Plan</td>
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<td>8</td>
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<td>Communications Plan</td>
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<td>0</td>
<td>0</td>
<td>$380</td>
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<td>Plan, Execute and Summarize three two-hour pop-ups (assumes over two days)</td>
<td>1</td>
<td>16</td>
<td>12</td>
<td>12</td>
<td>40</td>
<td>$3,830</td>
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<tr>
<td>Public Meeting #1: Issues &amp; Opportunities (Two meetings)</td>
<td>6</td>
<td>20</td>
<td>0</td>
<td>6</td>
<td>26</td>
<td>$3,310</td>
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<td>Meeting-in-a-Box</td>
<td>2</td>
<td>4</td>
<td>32</td>
<td>0</td>
<td>$3,400</td>
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<tr>
<td>One survey over two months aimed at 1,000 responses</td>
<td>4</td>
<td>24</td>
<td>12</td>
<td>24</td>
<td>60</td>
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<td>Phase 2</td>
<td></td>
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<tr>
<td>Public Meeting #2: Draft Recommendations Review</td>
<td>6</td>
<td>20</td>
<td>0</td>
<td>6</td>
<td>26</td>
<td>$3,310</td>
</tr>
<tr>
<td>Three Stakeholder Workshops/Focus Groups (e.g. downtown, Collegetown, waterfront) (assumes over two days)</td>
<td>8</td>
<td>36</td>
<td>36</td>
<td>0</td>
<td>72</td>
<td>$8,040</td>
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<td>Phase 3</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Final Open House (Hosted by Council; no HP staff present)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Hours</td>
<td>33</td>
<td>152</td>
<td>64</td>
<td>84</td>
<td>264</td>
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<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td>$4,950</td>
<td>$14,440</td>
<td>$6,080</td>
<td>$7,140</td>
<td>528</td>
<td>$33,203</td>
</tr>
</tbody>
</table>
## CITY OF ITHACA COMPREHENSIVE PARKING STUDY - SCHEDULE

### Task 0: Project Management

<table>
<thead>
<tr>
<th>Task</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1 Project Kick-Off Meeting (Estimated)</td>
<td>Sep-19</td>
</tr>
<tr>
<td>0.2 Bi-Weekly Conference Calls</td>
<td>Oct-19</td>
</tr>
<tr>
<td>0.3 Team/Engagement Meetings (6 Estimated)</td>
<td>Nov-19</td>
</tr>
<tr>
<td>0.4H Public Engagement &amp; Communications Plan</td>
<td>Dec-19</td>
</tr>
<tr>
<td>0.5 Monthly Progress Reports and Invoicing</td>
<td>Jan-20</td>
</tr>
<tr>
<td>0.6 Project Management</td>
<td>Feb-20</td>
</tr>
<tr>
<td>0.7 Project Management</td>
<td>Mar-20</td>
</tr>
<tr>
<td>0.8 Project Management</td>
<td>Apr-20</td>
</tr>
<tr>
<td>0.9 Project Management</td>
<td>May-20</td>
</tr>
<tr>
<td>0.10 Project Management</td>
<td>Jun-20</td>
</tr>
<tr>
<td>0.11 Project Management</td>
<td>Jul-20</td>
</tr>
<tr>
<td>0.12 Project Management</td>
<td>Aug-20</td>
</tr>
<tr>
<td>0.13 Project Management</td>
<td>Sep-20</td>
</tr>
<tr>
<td>0.14 Project Management</td>
<td>Oct-20</td>
</tr>
<tr>
<td>0.15 Project Management</td>
<td>Nov-20</td>
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### Task 1: Existing Operations

<table>
<thead>
<tr>
<th>Task</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1H Initial Stakeholder Outreach (Pop Ups, Meeting In a Box, Surveys)</td>
<td>Sep-19</td>
</tr>
<tr>
<td>1.2 Parking Evaluation</td>
<td>Oct-19</td>
</tr>
<tr>
<td>1.3 Submit Draft Summary of Findings (Estimated)</td>
<td>Nov-19</td>
</tr>
<tr>
<td>1.4 Agency Review (Estimated)</td>
<td>Dec-19</td>
</tr>
<tr>
<td>1.5 Update and Submit Summary of Findings (Estimated)</td>
<td>Jan-20</td>
</tr>
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### Task 2: Future Direction

<table>
<thead>
<tr>
<th>Task</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Analyze Future parking demand</td>
<td>Sep-19</td>
</tr>
<tr>
<td>2.2 Recommendations for Smart Technologies/TDM/Other Enhancements</td>
<td>Oct-19</td>
</tr>
<tr>
<td>2.3H Public and Stakeholder Outreach</td>
<td>Nov-19</td>
</tr>
<tr>
<td>2.4 Agency Review (Estimated)</td>
<td>Dec-19</td>
</tr>
<tr>
<td>2.5 Submit Updated Summary of Findings (Estimated)</td>
<td>Jan-20</td>
</tr>
</tbody>
</table>

### Task 3: Recommendations & Implementation

<table>
<thead>
<tr>
<th>Task</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Develop Draft Recommendations and Implementation Plan</td>
<td>Sep-19</td>
</tr>
<tr>
<td>3.2 Submit Draft Implementation Plan</td>
<td>Oct-19</td>
</tr>
<tr>
<td>3.3 Agency Review (Estimated)</td>
<td>Nov-19</td>
</tr>
<tr>
<td>3.4 Submit Final Implementation Plan (Estimated)</td>
<td>Dec-19</td>
</tr>
<tr>
<td>3.5 Project Closeout and Completion</td>
<td>Jan-20</td>
</tr>
</tbody>
</table>

### Key Dates

- **09/16** Kick-Off Meeting
- **03/20** Draft Summary of Findings
- **05/04** Updated Summary of Findings
- **07/20** Draft Summary of Findings
- **08/16** Updated Summary of Findings
- **09/07** Draft Implementation Plan
- **10/26** Final Implementation Plan
- **11/23** Project Closeout & Completion
4. City Administration, Human Resources and Policy
.1 Modification of Odd/Even Parking to extend hours when in effect and to change where parking is permitted on the 31st of the month

Redlined Version
§ 346-26 Overnight parking.

Effective November 1 through April 1 of each year, no vehicle shall be parked between 9:7 p.m. and 6 a.m. on the odd-numbered side of a City street on even-numbered calendar days, nor on the even-numbered side of a City street on odd-numbered calendar days, no person shall park a vehicle between 2:00 a.m. and 6:00 a.m. on the odd-numbered side of all City streets on the odd-numbered days of the calendar month, and on the even-numbered side of all City streets on the even-numbered days of the calendar month, except for streets or parts thereof described in Schedule XIX of the traffic regulations of the Board of Public Works, attached to and made a part of this chapter. For the purpose of this section, a night shall be deemed even-numbered if that portion thereof prior to midnight was part of an even-numbered day and odd-numbered if that portion thereof prior to midnight was part of an odd-numbered day. This section shall not apply to the streets repealed under §§ 346-27 and 346-28 below.

Clean Version
§ 346-26 Overnight parking.

Effective November 1 through April 1 of each year, no vehicle shall be parked between 9:7 p.m. and 6 a.m. on the odd-numbered side of a City street on even-numbered calendar days, nor on the even-numbered side of a City street on odd-numbered calendar days, except for streets or parts thereof described in Schedule XIX of the traffic regulations of the Board of Public Works, attached to and made a part of this chapter. For the purpose of this section, a night shall be deemed even-numbered if that portion thereof prior to midnight was part of an even-numbered day and odd-numbered if that portion thereof prior to midnight was part of an odd-numbered day. This section shall not apply to the streets repealed under §§ 346-27 and 346-28 below.

Plain English Version

From 9:7 p.m. on an odd-numbered day to 6 a.m. on an even-numbered day, cars must park on the odd side of the street.

From 9:7 p.m. on an even-numbered day to 6 a.m. on an odd-numbered day, cars must park on the even side of the street.

On the nights of Oct 31, Dec 31, Jan 31, Mar 31 and Feb 29, when the next day is also an odd day, park on the odd side of the street.
To: City Administration Committee  
From: Dan Cogan, Chief of Staff  
Date: August 15, 2019  
Re: Odd/Even Parking Modifications

At the May City Administration Committee meeting, proposed modifications to the City’s Odd/Even parking legislation were introduced. The rationale for the modifications is that under current regulations, odd/even parking is in effect from 2:00 a.m. to 6:00 a.m., yet our night crew typically only works until 3:30 a.m. Therefore, there is only a 90-minute period on a typical night when one side of the street is clear and effective street cleaning can take place. Even when our crews are working round the clock plowing snow during a storm, there is only a 4-hour period when no cars can be parked on one side of the road. Now that enforcement of odd/even regulations is suspended for much of the winter, it was suggested that extending the hours when odd/even is in effect would allow for more effective clearing of City streets.

At May’s City Administration Committee meeting, a number of questions were raised regarding the proposed modifications. Based on the answers to those questions, summarized below, this month’s agenda includes a slightly modified version of the legislation.

The committee members asked whether Odd/Even parking should be in effect outside of the current November 1 to April 1 timeframe.

The answer is that there is little benefit to having Odd/Even parking outside that schedule because our streets and facilities night snow watch runs from mid-November to April 1. The rest of the year all of our streets crews work during the day.

It was also asked whether it would be helpful if Odd/Even regulations went into effect earlier than 9:00 p.m.
The answer is that, because the snow watch typically runs from 7:00 p.m. to 3:30 a.m., it would in fact be helpful if Odd/Even were in effect earlier. Furthermore, when there are big storm events, which is when Odd/Even is most likely to be in effect, we go to 24-hour snow plow coverage. Therefore, the legislation was modified to include a start time of 7:00 p.m.

Finally, it was asked whether we need to change all of the signs leading into the City, which announce Odd/Even parking, as shown to the right, and if so, what the signs should say, given that the language of the new legislation is more complicated. There are a total of 25 of these signs on roads leading into the City.

The recommendation is for the City to modify the existing signs to read something similar to the sample shown below. Having a QR Code would of course not be required, nor would having a dedicated URL, but www.oddeven.org is used for information about the Syracuse Odd/Even parking system, so www.ithacaoddeven.org could be a helpful way to provide information to the public so that they don’t have to try to read a complicated sign as they drive into the City.

Most of the existing signs can be modified and reused, though there are several that should be replaced due to being very faded.
4. City Administration, Human Resources and Policy

.2 Establishing the Platinum Plan Offered Through the Greater Tompkins Municipal Health Insurance Consortium as an Option Available to All Active City Employees for Health Coverage Provided by the City

WHEREAS, in 2019, the City added the Platinum Plan offered through the Greater Tompkins Municipal Health Insurance Consortium, to the health benefit plans available to certain active City employees; and

WHEREAS, the Greater Tompkins Municipal Health Insurance Consortium makes periodic adjustment to the Platinum Plan it offers in order to maintain an Actuarial Value as defined by the Patient Protection and Affordable Care Act (ACA) that is equal to an overall plan benefit for the average participant of 90% for the Platinum Plan, meaning that co-pays and deductibles may vary from year-to-year in order to preserve a 90-10 split of approved medical costs between the insurance plan and covered members; and

WHEREAS, the City now wishes to add the Platinum Plan, or equivalent plans that may succeed it, to the options available to all active City employees; now, therefore be it

RESOLVED, That Common Council hereby authorizes the Director of Human Resources and the City Controller to make the Platinum Plan option, or its equivalent successor plan, available to all active City employees.
I. Meetings

i. Organization Meeting
   The Common Council shall meet on the first day of January after the election at the regular place of meeting of the Common Council for the previous year, and thereafter it shall meet at such place as it may choose, within or without the territorial limits of the city but in reasonable proximity thereto, and at times hereinafter provided.

ii. Regular Meetings
   The Common Council shall hold regular meetings at least once each month, on the first Wednesday of the month in Common Council Chambers, Third Floor, City Hall, 108 E. Green Street, unless otherwise specified by Council.

iii. Special Meetings
   The Mayor or any six Council members may call a special meeting of the Common Council by 24 hours’ notice, in writing, served personally or by mail upon the other members of the Common Council or by leaving said notice at either their respective usual places of business during business hours or their respective places of abode at other times. In the absence of the Mayor, any three Council members, may call special meetings by 24 hours’ notice in the same fashion.

iv. Voting

   1) In the proceedings of the Common Council, each member present shall have a vote except the Mayor, who shall only have a vote when the votes of the other members are tied, and except as hereinafter provided.

   2) A majority of the members of the Common Council shall be a quorum for the transaction of business. If a member abstains from voting, it shall be considered as if that member did not vote. However, a member may only abstain from voting if that member determines that she or he has a conflict of interest regarding the motion being voted upon.

   3) A majority vote is required to pass any motion or resolution, except as is hereinafter provided. A vote of six (6) or more Council members shall constitute a majority vote.

   4) No tax or assessment shall be ordered except by a concurring vote of a majority of all members of the Common Council in office, including the Mayor, who shall be entitled to vote thereon as a member of the Council, and no tax levied, assessment bill ordered, resolution or ordinance shall take effect until the same shall receive the approval of the Mayor.

   5) The Common Council may override any mayoral veto by a 2/3 vote of the alderpersons.
v. Collection and Distribution of Materials
   1) The City Clerk shall prepare and distribute an agenda to the members
      of Common Council for each meeting of Common Council at least four
      days before each meeting
   2) Staff designated by the appropriate body shall distribute to the members
      of Common Council an agenda of the Board of Public Works, Planning
      and Development Board, Ithaca Landmarks Preservation Commission
      and Board of Zoning Appeals at least four days before each meeting of
      said boards.
   3) Agendas for each meeting of each Standing Committee of Common
      Council will be distributed to the members of Common Council by the
      department responsible for preparing agendas and minutes for said
      Standing Committee. Agendas shall include all supporting documents,
      unless a member of Council indicates that they do not wish to receive
      the documents for a particular committee.
   4) Each Chair of a Common Council committee shall present agenda
      items pertaining to that committee in the appropriate final format to the
      City Clerk no later than 4:00 p.m. on the Thursday preceding any
      meeting of the Common Council and give some indication of whether
      the item is for report or action. Any member of Common Council or the
      Mayor may present agenda items in the same fashion and by the same
      deadline to be considered at the following regular meeting of Common
      Council.
   5) The City Clerk shall transfer in memo or email form all referrals or action
      resolutions from Common Council to the Chair(s) of the involved
      Council committee(s), lay boards, agencies, and departments.
   6) All matters to be brought before Common Council should include
      sufficient supporting information for Council members to fully
      understand the resolution to be voted upon.

vi. Attendance
   Emergencies notwithstanding, Council members shall inform the Council or
   committee chair at least three days ahead of time if they are not able to attend a
   Common Council or Standing Committee meeting.

vii. Length of Meetings
     Any meeting of either a Standing Committee or Common Council shall end after
     four hours unless an extension is authorized by a majority vote of said body.

II. Order of Business
   1. Pledge of Allegiance
   2. Additions To and Deletions From the Agenda
   3. Proclamations/Awards
   4. Special Orders of Business
   5. Special Presentations Before Council
   6. Petitions and Hearings of Persons Before Council
   7. Privilege of the Floor – Common Council and the Mayor
   8. Consent Agenda
   9. Reports and Resolutions from Standing Committees
   10. Reports of Special Committees
11. New Business
12. Individual Member-Filed Items
13. Mayor’s Appointments
14. Reports of Common Council Liaisons
15. Report of City Clerk
16. Report of City Controller
17. Report of City Attorney
18. Minutes from Previous Meetings
19. Adjournment

(1) Pledge of Allegiance
   The Mayor shall lead all present in the Pledge of Allegiance to the Flag.

(2) Additions To and Deletions from the Agenda
   No legislation may be moved for a vote at a regular meeting of the Common Council without unanimous vote of the members unless it first appeared on the agenda. A matter may be reported to the Council at any time, whether or not it appears on the agenda for that meeting, an item may be withdrawn from the Common Council agenda with the consent of the Mayor and either the sponsoring committee Chair or individual member who brought the item.

(3) Proclamations/Awards
   The Mayor shall announce any proclamations or awards.

(4) Special Orders of Business
   Common Council will consider any agenda items or convene any public hearings deemed of special significance.

(5) Special Presentations Before Council
   It is desirable for the Common Council to hear from boards, commissions, neighborhood associations, representatives from other municipalities or some other group or individual in order to get essential information for the effective maintenance of the City. In this case, the three (3) minute time limit shall not apply.

(6) Petitions and Hearings of Persons Before Council
   Persons not members of Common Council shall be accorded the privilege of the floor and be permitted to speak for three minutes in regards to matters within the scope of the powers of Common Council. All persons speaking before Council will observe the Rules of Order posted in Common Council Chambers (See Section III (v)).

   a. Petitions and Hearings of Spokespersons Before Council
      Any provision herein to the contrary notwithstanding, a group of three or four persons wishing to be heard in regards to matters within the scope of the powers of the Common Council may designate a spokesperson to address the Common Council on behalf of said group. Such a spokesperson will be permitted to speak for five minutes. Similarly, a group of five or more may designate a spokesperson to address the Common Council on behalf of said group. Such a spokesperson will be
permitted to speak for seven minutes. All persons represented by such a spokesperson must be present at the Common Council meeting, and appear with the speaker in order for the spokesperson to be heard. All spokespersons speaking before Council will observe the Rules of Order posted in Common Council Chambers (See Section III (v)).

(7) Privilege of the Floor – Common Council and the Mayor
Any member of Common Council or the Mayor shall be accorded the privilege of the floor to speak in response to any person having made comments during the Petitions and Hearing of People Before Council or in regard to any matters pending before the board or any matters of significance to the residents of the city.

(8) Consent Agenda
The Consent Agenda shall be a listing of all resolutions and appointments that have been designated by the Chairs of the recommending Standing Committees, or by the Mayor, as being routine and not likely to need or require discussion by the Common Council, unless said agenda item requires a formal vote in accordance with state or local law. The resolutions and appointments listed in the Consent Agenda are voted on as a group by the Council. Any member of the Council may require that any resolution or appointment in the Consent Agenda be instead included separately and individually as part of the business of a Standing Committee or Special Committee.

(9) Reports and Resolutions from Standing Committees
Reports – The chair of each standing committee shall give a brief oral report of any business of that committee not scheduled for discussion as part of the meeting agenda, followed by an opportunity for other members of the Council to ask questions.
Motions and Resolutions – The Committee Chair shall introduce each motion or resolution brought forward from committee by reading the Resolved portions into the record. The Committee Chair need not read the entire resolution. The Committee Chair may synopsize or summarize the issues in the resolution, if so desired.

(10) Reports of Special Committees
The Chairs of any special committees may give brief oral reports of any business of their committees. Each report shall be followed by an opportunity for other Council members to ask questions. If they have any motions or resolutions, they shall follow the sequence and procedures in No. 9 above.

(11) New Business
The Mayor may ask Common Council to consider any report or resolution whether or not that report or resolution has been previously reviewed by a Standing Committee.

(12) Individual Member-Filed Items
Any individual Council member shall introduce any motion, proposed resolution, or proposed ordinance that was submitted to the City Clerk by that individual Council member by 4:00 p.m. on the Thursday preceding the Common Council meeting and which was included in the agenda for that meeting. Any individual Council member may introduce
Common Council Rules of Procedure
Revised March 7, 2018

a proposed local law that was submitted to the City Clerk by that individual Council member at least seven calendar days (excluding Sundays) prior to the Common Council meeting, laid upon the tables of all the members of Common Council at least seven days (excluding Sundays) prior to the day of the Common Council meeting and which was included in the agenda for that meeting. Common Council may decide to consider the motion or proposed resolution, ordinance or local law, table it until a future meeting, refer said motion or proposed resolution, ordinance or local law to a Standing or Special Committee, or take any other action it deems appropriate.

(13) Mayor’s Appointments
The Mayor shall present her or his appointments to Common Council for a vote.

(14) Reports of Common Council Liaisons
Any Common Council member may provide a report related to any board, commission or other body to which that Council member is a liaison.

(15) Report of City Clerk
The City Clerk shall provide a report.

(16) Report of City Controller
The City Controller shall provide a report.

(17) Report of City Attorney
The City Attorney shall provide a report.

(18) Minutes from Previous Meetings
The City Clerk shall present the minutes from previous meetings to Council. In the absence of objection or correction, the minutes stand approved without formal motion.

(19) Adjournment
Upon completion of the above-listed order of business, the Mayor shall hear a motion to adjourn the meeting.

III. Order and Decorum
i. The Chair shall preserve order and decorum and shall decide all questions of order, subject to an appeal from the Common Council or Standing Committee.

ii. If an appeal is taken from the decision of the Chair, the Chair shall have the right to explain the reason for the decision. The Council or committee shall decide the case without debate, and the question shall be stated by the Clerk or equivalent staff, “Shall the ruling of the Chair be sustained?” The vote shall be taken by roll call and ruling sustained by a majority of the members of Council or Standing Committee. The Mayor does not vote in such an appeal.

iii. While the Chair or the Clerk is taking a vote or while a member has the floor and is speaking, no other member shall speak except to raise a point of order or a point of information.

iv. No matter concerning the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person shall be discussed by Council in open session, but shall instead be taken up in executive session upon a majority vote of the total membership of Council as provided by Sec. 105 subd. 1 f of the Public Officers Law. In any case,
Aldermen and the Mayor shall be sensitive to the negative impact of public statements criticizing an employee. If the direct subject of the public criticism is the content, implementation, or outcome of a policy, this is not considered to be a criticism of job performance.

v. All members of the public who attend meetings of any City board, commission or committee, including public meetings of Common Council, shall act in accordance with the following Rules of Order (as posted in Common Council Chambers):

1) Where public comment is scheduled on the meeting agenda, any member of the public may address the Mayor, Common Council, or a Council Committee in regards to matters within the scope of the powers of Common Council for up to three minutes.

2) Any person may address Common Council or a standing committee of Common Council for up to three minutes during the “Petitions and Hearings of Persons Before Council” or “Public Comment” portion of an official meeting. A speaker will be notified by a timekeeper when her/his time has ended. Neither the Chair, the Mayor, nor any majority vote of the entire body may extend the speaker’s limit. A person may address the body at any point after the “Petitions and Hearings of Persons Before Council” or “Public Comment” portion of the meeting upon invitation by, or permission from, the Mayor, the Chair of the committee or by a majority vote of the body. The provisions of this subsection shall apply to spokespersons, designated per Section II (6)(a), with the exception that the time limit afforded such persons shall be either five or seven minutes, depending on the size of the group the spokesperson represents.

3) Any person who shall desire to speak at a meeting of Common Council, or a Council Committee shall fill out a card stating her or his name, street address, municipality of residence, and the topic upon which they will comment. Any spokesperson, appointed pursuant to Section II (6)(a), who shall desire to speak at a meeting of Common Council, or a Council Committee shall fill out a form stating her or his name, the name, if any, of the group she or he represents, the names of those persons that the spokesperson is designated to represent, and the topic upon which they will comment. If a person identifies himself or herself as a member of such a group, he or she may not exercise the individual right to address council or committee at the same meeting. In completing this card or form each speaker will be affirming that they have read and understand the posted Rules of Conduct. Upon speaking, each person shall verbally state their name, the municipality in which they reside, and the name of the group they represent, if any, for the record.

4) Members of the public addressing the Mayor, Common Council, or a Council Committee shall do so in an orderly manner.

5) No person shall shout, use foul language, throw or slam anything or engage in any other form of disruptive behavior.

6) No member of the public shall approach Common Council members, the Mayor or City staff seated at the Council table, except as detailed in Section III, v. 7, or upon request of the Chair or a majority of the body.

7) Speakers shall give any written materials to the City Clerk or City staff for distribution to Common Council and Committee members.
8) If a member of the public fails to follow the Rules of Order, the Chair shall ask the member of the public to take her or his seat or, if seated, the Chair shall ask the member of the public to cease any behavior in violation of the Rules of Order.

9) If a member of the public fails to sit down after being asked, or continues with outbursts or other behavior prohibited by these Rules of Order while in the audience, the Chair shall ask the member of the public to leave the room.

10) If a member of the public fails to leave the room after being asked or continues with other behavior prohibited by the Rules of Order, the member of the public will be subject to arrest on the charge of Obstructing Governmental Administration.

IV. Standing Committees
The Mayor shall appoint, at the first meeting of the Common Council in each year or as soon thereafter as may be, all standing committees required by the rules of the Common Council and all special committees of the Common Council.

V. Acting Mayor and Alternate Acting Mayor
i. In case the Mayor shall be unable to perform the duties of the Mayor's office in consequence of sickness or absence from the city or if there shall be a vacancy in the office, at the first meeting in each year or as soon thereafter as may be practicable, the Common Council shall appoint by ballot one of its members to preside at the meetings, and the presiding officer thus chosen shall be vested with all the powers and perform all the duties of the Mayor of the city, except as provided in the City Charter § C-33A(1), until the Mayor shall resume the duties of the office or the vacancy shall be filled for the unexpired term by election according to law. The officer so appointed shall be styled "Acting Mayor" and shall sign all necessary papers with his/her name, adding thereto the words "Acting Mayor."

1) The Acting Mayor shall not be vested with the voting powers of the Mayor as described in the City Charter § C-30, but shall instead exercise the voting rights afforded Council members other than the Mayor.

ii. The Common Council may in the same manner appoint another of its members as Alternate Acting Mayor, to assume all the powers and perform all the duties of the Mayor of the city in the same manner and fashion as the Acting Mayor whenever the Acting Mayor is required to assume the powers and duties of the Mayor's office but is unable to do so in consequence of sickness or absence from the city.

VI. Receipt of Reports
i. The Common Council may vote to ACCEPT in whole or in part the report of any person, consultant, committee, task force, or other group. Acceptance is hereby defined to mean that the Common Council acknowledges receipt of the report and thanks its author for it.

ii. The Common Council may vote to ENDORSE any such report in whole or in part. Endorsement is hereby defined to mean that the Common Council acknowledges receipt of the report, thanks its author for it, and concurs in its findings and/or recommendations.
iii. The Common Council may vote to ADOPT any such report in whole or in part. Adoption is hereby defined to mean that the Common Council acknowledges receipt of the report, thanks its author for it, and formally commits itself to implementing its recommendations.

iv. The Common Council may vote to REJECT any such report in whole or in part. This may be done either by voting down an acceptance or an adoption resolution, or by passage of a resolution of rejection. Such a resolution means that while the Common Council has received the report, it finds it unsatisfactory and/or does not choose to implement its findings.

VII. Vacancies

i. In the event that a vacancy is created on Common Council pursuant to Article 3 of New York State Public Officers Law, Council shall fill such vacancy until the next regularly scheduled municipal election.

ii. A Council Selection Committee shall consist of:
   a. The Mayor;
   b. The Council member from the same Ward in which the vacancy has been created;
   c. Another member of Council as selected by the Mayor.

   i. Within 7 days of the receipt of written notice of the creation of a vacancy, the City Clerk shall post a notice of vacancy and request that interested candidates submit an application to the City Clerk.
   ii. The Council Selection Committee shall review applications and schedule a meeting at which candidates have the opportunity to present themselves and answer questions.
   iii. The Council Selection Committee shall, within 30 days of the posting of the vacancy by the City Clerk, present a recommended candidate to Common Council for a vote. The candidate shall be approved upon majority vote of Common Council.
   iv. Approved candidates shall be seated at the next Common Council meeting.
   v. In the event that Common Council does not approve the recommended candidate, the Council Selection Committee shall have the option of presenting an alternate candidate at the same meeting, or tabling the recommendation until the next Common Council meeting.

VIII. Removal of a Council Member

Common Council may initiate the removal of a Common Council member for misconduct or abrogation of duties, otherwise being unfit for services OR pursuant to New York State Public Officers Law 30(1), for failure to maintain residence in the Ward for which the member was elected, as defined in City Code § 90-67(B)(2).

i. Robert’s Rules of Order shall govern the process for investigating a claim that a member is unfit for membership and ultimately removing a Common Council member from office.
ii. Removal of a Common Council member shall create a vacancy, pursuant to Article 3 of New York State Public Officers Law, which shall be filled as outlined in Section VII above.”

IX. Rules of Procedure

In any matter of procedure not governed by these rules, the Common Council shall be governed by Robert’s Rules of Order.
X. Amendment and Suspension of the Rules
   i. These rules shall not be altered or amended except by two-thirds vote of the entire
      Common Council, and then only after at least one week’s notice accompanied by a
      written or printed copy of the proposed alteration or amendment.
   ii. These rules may be temporarily suspended by a two-thirds vote of the Common
       Council.

XI. Communication and correspondence with Council Members and the Public

XI. A Communications between Council Members and Staff

XIA - 1. Council members who need information from City staff to assist them in developing
   policy or in responding to a request from a constituent, shall transmit information requests to the
   department head or directly to the department staff.

XIA - 2. Whenever Council members seek information directly from departmental staff, the
   following procedures should be pursued since individual Council members do not supervise
   staff nor do they establish or change programs.

   1) If the information request is more than minimal in terms of staff time
      required, the Council member should direct the inquiries to the Mayor or
      the chair of the committee to which the department reports. If the
      Mayor or the committee chair declines to authorize the request, an
      appeal may be made to the appropriate committee; and if that fails, to
      the whole Council.

XIA - 3. A Council member should never attempt to influence the conduct of a staff person
   on the job. Any concerns that a Council member has about a staff person’s conduct on the job
   or job performance should be directed to the Department Head, the Mayor, the Human
   Resources Director or the appropriate committee.

   1) In the event that any Council member does so attempt to influence the
      conduct of a City staff member on the job, the staff person should bring
      this to the attention of the department head who will in turn notify the
      Human Resources Director, the Mayor and the Chair of the committee to
      which the department reports.

B. Use of Council letterhead

XIB – 1 The primary use of Common Council letterhead stationery is to communicate official
   Council positions on matter of public concern. These positions may be communicated by
   members of Council designated to speak for the whole when a majority of Council members
   have consented.

XIB – 2. A secondary use of Common Council letterhead stationery is to allow individual Council
   members to express views regarding matters of official City business. In these instances it shall
   be clear that that the opinion expressed by the Council member is that member’s opinion only
   and may not be the official opinion of the City or Council as a body.

XIB - 2 – a – When expressing her/his own position on City letterhead, a Council member shall
   use letterhead designating her/his office, e.g. “Ezra Ithacan, Sixth Ward Alderperson, Common
C. Access by telephone.

XIC -1. Council members shall maintain and publicize a local telephone number such that members of the public can be reached by telephone without incurring long-distance fees.

XII. Budget Review Meetings.

i. After receiving the Mayor’s proposed budget, the Common Council shall conduct a committee meeting (or series of committee meetings) for the purpose of reviewing the proposed budget, receiving presentations from City departments and agencies and affected City-sponsored programs, considering possible modifications to the Mayor’s budget, conducting two or more public hearings on the budget (in addition to the public hearing required at the regular Common Council meeting in November), and recommending a proposed budget to be voted upon by the Common Council at a regular or special Common Council meeting.

ii. The afore-mentioned budget review meetings shall be considered to be Committee of the Whole (COTW) meetings and shall be subject to the following procedural rules:

a. The COTW shall consist of the full membership of Common Council, including the Mayor.

b. These COTW meetings shall be organized by the committee of Common Council charged with budget and finance matters (i.e., the City Administration Committee or whichever successor committee is responsible for budget and finance matters).

c. A quorum for purposes of conducting business shall be a simple majority of the whole membership of Common Council, i.e., six members, and the Mayor shall not count toward said quorum.

d. The Mayor shall not be entitled to vote except to break a 5-5 tie in the vote of the other members of the COTW.
e. The budget review COTW meetings shall be chaired by the chairperson of the committee of Common Council that is charged with budget and finance matters (i.e., the City Administration Committee or whichever successor committee is responsible for budget and finance matters).

f. All budget review COTW meetings are subject to the Open Meetings Law, and are, therefore, open to the public and require advance notice as provided by law. However, with the exception of those COTW meetings, which are specifically designated as “public hearings,” members of the public shall not be entitled to make public comment at the COTW meetings, unless the COTW decides otherwise by majority vote. For those COTW meetings that are specifically designated as “public hearings,” or at any other COTW meeting where the public has been permitted to comment, the same rules as to public comment which are applicable to regular Common Council meetings or other Council committee meetings shall apply.

g. At the first meeting in any year of the budget review COTW, the Mayor’s proposed budget shall be moved (and seconded) for recommended approval by Common Council, for the sake of discussion and possible amendment. Thereafter, including at subsequent COTW meetings, the chair shall entertain proposed amendments to the Mayor’s budget, with regard to any line or amount therein, which proposed amendment shall require a second in order to be considered. For passage by the COTW, any such amendment shall require the affirmative vote of at least six of those COTW members present. Following the consideration of all proposed amendments, the COTW shall vote on a recommendation, to Common Council, of a proposed budget, including any amendments which have been acted upon affirmatively by the COTW. If for any reason the COTW is unable to make such a recommendation, then the Mayor’s proposed budget shall be moved for discussion at a Common Council meeting following the completion of the scheduled budget review COTW meetings.

h. Except as otherwise provided for herein, the meetings of the budget review COTW shall be governed by Robert’s Rules of Order.

iii. Nothing herein is intended to restrict the ability of the Common Council to amend the proposed budget at a Common Council meeting, prior to its adoption.
To: City Administration Committee  
From: Dan Cogan, Chief of Staff  
Date: August 14, 2019  
Re: Whether to require visitors to City Hall to show IDs

“The New York State Public Employer Workplace Violence Prevention Act, signed into law in 2006 and codified as section 27-B of the labor law, went into effect on March 4, 2007, and the final regulations were promulgated on April 29, 2009, giving public employers 120 days — until August 27, 2009 — to comply. The law requires all public employers to establish a written Workplace Violence Prevention Policy, and public employers with twenty or more employees are further required to establish and implement a Workplace Violence Prevention Program. The contents of such a program are enumerated in significant detail in the regulations. See 12 N.Y.C.R.R. Part 800.6.”

The City of Ithaca has complied with these regulations as follows:

- Formed a Workplace Violence Prevention Committee (WVPC)
- In July 2007 Council allocated funding to conduct a security assessment of all City facilities.
- In February 2008 Council allocated up to $51,000 in funding to implement workplace violence prevention improvements recommended in that report.
- In April 2008 Council approved the City’s Workplace Violence Prevention Policy, as required by the new law.

In February 2009 a member of the public threw shoes at elected officials during a Common Council meeting. Immediately thereafter, access to City Hall was reduced to the east entrance and IPD began to staff a security desk.

In September 2009, to reduce the burden on IPD and to reduce costs, Common Council awarded a contract for private security services to RISCS Incorporated, which has been providing security services for the last decade. The policy during that time has been to

1 https://nyassembly.gov/comm/WorkPlaceSafe/20101105/index.pdf
have members of the public go through a metal detector and have their bags searched for any weapons. City staff are generally allowed to enter and leave without going through a security screening.

Over the last ten years there have been discussions about whether City Hall security should continue and if so, whether the security measures should be increased. For example, it has been suggested that perhaps City employees should also be subject to security screening. However, when City employees were asked about this in a survey a few years ago, the majority of respondents said that City employees should not be screened upon entering City Hall.

**Visitors to City Hall**

It has also been proposed that members of the public should show ID and/or sign in upon entering City Hall to help keep our employees safe in their workplaces and protect them from malicious actors. In fact, in the same employee survey referenced above, a majority of respondents agreed that visitors should be required to sign in.

Title 12 of the New York Codes, Rules and Regulations (12 NYCRR) [Part 800.6](#) includes the following language:

“It is the purpose of this part to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and their employees and that such public employers design and implement protection programs to minimize the hazard of workplace violence to employees.

... Factors which might place an employee at risk include but are not limited to:

(i) Working in public settings (e.g. Social Service Workers, Police Officers, Firefighters, Teachers, Public Transportation Drivers, Health Care Workers, other Governmental Workers or Service Workers);

... (v) Working in a location with uncontrolled public access to the workplace; or

(vi) Areas of previous security problems.”
Our current security protocols try to strike a balance between maximum safety for City employees and the public’s desire for unfettered access to local government. However, while we do not have uncontrolled public access to City Hall, we also do not have a reliable way to ensure that members of the public who have been flagged as security risks are identified at the security desk. Checking IDs would help with this.

Some might note that during public meetings there can be dozens of attendees, if not hundreds, and that there are often long lines to get through security. Checking everyone’s IDs could slow that process down further. To address this, the City could require that visitors show IDs during business hours, which would maximize the safety benefits to our employees, and would allow members of the public to enter without showing IDs after regular business hours to facilitate attendance and participation in public meetings.

Listed below are some pros and cons of this approach.

**Potential Benefits of Visitors’ Showing ID and/or Signing In**

- Will make it easier for security to identify members of the public who should not have access to City Hall or who have previously been identified as security risks. Currently we rely on security personnel’s ability to recognize the faces of high-risk individuals, which is unreliable.
- Requiring visitors to first identify themselves would discourage mischief-makers from coming into City Hall, as they would know that their identities are known.
- The higher the level of interaction that security personnel have with visitors, the better able they are to assess a person’s mental state and whether that person presents a security risk.

**Potential Drawbacks of Visitors’ Showing ID and/or Signing In**

- Some visitors may not have photo IDs, and those that do may not bring them when they come to City Hall.
- Checking IDs could slow down the process of screening people, especially when there are large groups.
- Some members of the public may feel that this is additional government intrusion, especially in light of recent concerns over the expansion of activities by Immigration and Customs Enforcement (ICE) and Customs and Border Patrol. Non-citizens and members of historically marginalized and targeted communities may feel less welcome in City Hall.