



CITY ADMINISTRATION COMMITTEE

Date: Wednesday, November 17, 2021
 Time: 6:00 P.M.
 Location: [YouTube Channel](#)

AGENDA ITEMS

Item	Voting Item?	Presenter(s)	Time Allotted
		Chair, Deb Mohlenhoff	
1. Call to Order	No		
1.1 Agenda Review			
1.2 Review and Approval of Minutes			
Approval of October 27, 2021, minutes	Yes	Sign up for public comment here: https://bit.ly/3pDc1LD	15 Min
1.3 Statements from the Public			
The public will be able to provide short statements during the first hour of the meeting.			
*Written comments will be compiled and entered into the record.		*Submit written comments here: https://j.mp/2XUYUdW	
1.4 Council's Response			
2. Consent			
2.1 PIT - Amendment to Personnel Roster			5 Min
2.2 Fire – Fee Increase			
2.3 Finance – Approval of 21-22 Civil Service Agreement			
2.4 Finance – Authorization to Cover Red Accounts			
3. Action Items			
3.1 PBZ & ED – Capital Project for Streatery Study	Yes	Jennifer Kuszniir, Sr Planner	25 Min
3.2 Council – MOUs for Outside Organizations Funded in 2022 Budget	Yes		10 Min
3.3 Wellness Incentive – Mayor	Yes	Ari Lavine, City Attorney	10 Min
3.4 Amendment to Chapter 107 of the City Code, Council and Mayor Salaries	Yes	Ari Lavine, City Attorney	5 Min
			5 Min
4. Discussion			
4.1 There were no items submitted			
5. Meeting Wrap-Up	No	All	5 Min
5.1 Announcements			
5.2 Next Meeting Date: December 15, 2021			
5.3 Review Agenda Items for Next Meeting			
5.4 Adjourn			

2. Consent

.1 Public Information and Technology - Amendment to Personnel Roster

WHEREAS, the Information Technology positions in the Department of Public Information and Technology were created in 2001 when the IT Department was initially created, and

WHEREAS, the positions have been modified over the years to respond to new trends in technology and the City's expanding needs, and

WHEREAS, the level of flexibility and adaptability in departmental job descriptions needs to be adjusted to create a level of depth and redundancy in staff skill levels and responsibilities, and

WHEREAS, the Information Systems Manager title eliminates a narrow, specialized job title and creates a broader job classification that encompasses a variety of advanced technical duties and responsibilities and allows for flexibility as needed in the future, and

WHEREAS, the opportunity to move into the Information Systems Manager title was offered to both senior technical staff members of the Public Information and Technology Department in 2017, and now both employees have elected to do so; now, therefore, be it

RESOLVED, That the Personnel Roster of the Department of Public Information and Technology be amended as follows:

Add: One (1) Information Systems Manager
Delete: One (1) Senior Network Administrator

and, be it further

RESOLVED, That the funding for this roster change shall be obtained from with the allocated departmental budget.

2. Consent

.2 Fire Department - Fee Increase

WHEREAS, section 181-9 F(1) of the Code of the City of Ithaca states the Fire Chief shall promulgate a fee schedule applicable to the permits authorized under such code; and

WHEREAS, §181-9 F states that fees established in the fee schedule shall reasonably reflect the cost of receiving, investigating, processing, and issuing each of said permits; and

WHEREAS, §181-9 F requires that any schedule and said changes proposed thereto shall be submitted to the Common Council for adoption prior to the collection of such fees; and

WHEREAS, the permit fee schedule is based on the cost of labor, fringe benefit, and operational costs of performing the inspections and processing the permits; and

WHEREAS, the fees were last adjusted and approved by Common Council on December 4, 2019, and the current fees do not reflect the actual costs of the service provided; and

WHEREAS, the proposed fee schedule for 2022 increases the hourly rate for inspections and plan reviews, from \$58.00 to \$60.00 per hour, and from \$87.00 to \$90.00 per hour for work performed during non-business hours, which will result in such fees reflecting current costs; and

WHEREAS, the prepared proposal includes additional permit fees for Outdoor Assembly Events and Commercial Outdoor Fire Places, which are permits required under 19 NYCRR 1225, The Fire Code of New York State; and

WHEREAS, all current fire permit fees will remain unchanged in 2022; now, therefore be it

RESOLVED, The Common Council of the City of Ithaca does hereby approve the proposed increase in permit fees as proposed, and, be it further

RESOLVED, These changes shall be authorized upon adoption of this resolution by the Common Council, with an effective date of January 1, 2022.

2022 Fire Prevention Permit and Inspection Fees

Permit Type	Fee	Comments
Assembly Occupancy Permit (50-299 occupants)	\$50/building	Issued annually and does not include inspection fees
Assembly Occupancy Permit (>300 occupants)	\$100/building	Issued annually and does not include inspection fees
Outdoor Assembly Events	\$100/event	Issued per event and does not include inspection or safety plan review fees
Elevator Permit	\$60/elevator unit	Issued every 3 years and does not include inspection fees
Lumberyard Occupancy Permit	\$50/building	Issued annually and does not include inspection fees
Hazardous Occupancy Permit	\$50/building	Issued annually and does not include inspection fees
Fireworks Permit	\$50	Per event and does not include inspection fees
Explosives Use	\$50	Per location and does not include inspection fees
Bon Fire Permit	\$50	Per event and includes 1 inspection
Outdoor Fireplace Commercial Occupancy	\$125 (6 months) \$200 (12 months)	Permit and includes 3 inspections
Asphalt Kettles	\$50	Per location/month and includes 1 inspection
Temporary Propane Permit	\$50	1 month/venue and includes 1 inspection
Temporary Propane Permit	\$125	6 months/venue and includes up to 2 inspections
Temporary Propane Permit	\$200	12 months/venue and includes up to 4 inspections
Food Truck Permit	\$50	1 month/venue and includes 1 inspection
Food Truck Permit	\$125	6 months/venue and includes up to 2 inspections
Food Truck Permit	\$200	12 months/venue and includes up to 4 inspections
Welding and Cutting Permit	\$50	1 month / firm or business and includes 1 inspection
Welding and Cutting Permit	\$125	6 months / firm or business and includes up to 2 inspections
Welding and Cutting Permit	\$200	12 months / firm or business and includes up to 4 inspections
Parking Garage Permit	\$50/Garage	Issued every year and does not include inspection fees
Emergency Responder Radio System	\$50/System	Issued every 3 years and does not include inspection fees
Fire Inspection Rate	\$60/hour	
Fire Protection Plan Review Rate	\$60/hour	
Fire Safety Plan Review	\$60/hour	

2. Consent

.3 Finance – Approval of 2021-2022 Civil Service Agreement with the Ithaca City School District

RESOLVED, That the Mayor and City Controller be authorized and directed to execute an agreement between the City of Ithaca and Ithaca City School District for performance by the City for services in connection with Civil Service matters for the period July 1, 2021, to June 20, 2022, in an amount of \$65,332 payable to the City of Ithaca on or before December 1, 2021.

AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2021, by and between the CITY OF ITHACA, a municipal corporation of the State of New York, hereinafter referred to as the “City”, party of the first part, and CITY SCHOOL DISTRICT, CITY OF ITHACA, a municipal corporation of the State of New York, hereinafter referred to as the “School District”, party of the second part.

WITNESSETH:

WHEREAS, the Board of Education of the School District desires to enter into a contract with the City for the performance by the City of certain services, to avoid duplication and unnecessary expense, particularly services in connection with Civil Service matters on behalf of the School District, pursuant to Section 2503, subparagraph 16, of the New York Education Law, and

WHEREAS, the total number of classified Civil Service employees on the payrolls of the City and the City School District for the final payroll period in December 2020 was 841, and

WHEREAS, the actual annual expenditures for the Civil Service Commission of the City of Ithaca for the 2021 fiscal year of the City was \$125,158;

NOW, THEREFORE, the parties hereto agree as follows:

1. That for the services rendered and to be rendered by the City for the School District during the School District fiscal year, which is July 1, 2021, through June 30, 2022, the School District shall pay to the City a lump sum of \$65,332, payable on or before December 31, 2021.

2. In consideration of such payment, the City agrees:
 - (a) to furnish the School District the part-time services of the Civil Service Commission of the City of Ithaca and the members of its staff, and the City Clerk and the members of her staff; and

- (b) to handle the records and perform any other necessary Civil Service services relating to Board of Education employees in the classified service, including examinations and tests when required.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective duly authorized officers as of the day and year first above written.

CITY OF ITHACA, NEW YORK

By: _____
Mayor

ATTEST:

City Clerk

CITY SCHOOL DISTRICT
CITY OF ITHACA, NEW YORK

By: _____

ATTEST:

School District Clerk

2020 Agreement for Prorating of Expenses
 Of the City Civil Service Commission
 For the Handling of the Records, Examinations, Etc.
 For Civil Service Employees of the Ithaca City School District

<u>EMPLOYEE</u>		<u>NUMBER</u>	<u>AMOUNT</u>
ITHACA CITY SCHOOL DISTRICT		439	52.20%
CITY OF ITHACA/IHA		<u>402</u>	47.80%
		<u>841</u>	<u>100.00%</u>
2020 CIVIL SERVICE EXPENSES			
SALARY:			\$78,561
FRINGE BENEFITS:			
SOCIAL SECURITY/MED.	\$78,561 * 7.65%	\$6,010	
RETIREMENT	\$78,561 * 16.10%	\$12,648	
WORKERS COMP.	\$78,561 * .45	\$354	
HEALTH/DENTAL INSURANCE		<u>\$22,010</u>	\$41,022
TELEPHONE	(\$1,916 * 25% OF TOTAL EXPENDITURES)		\$479
SUPPLIES	(\$10,481 * 25% OF TOTAL EXPENDITURES)		\$2,620
ADVERTISING	(\$3,929 * 25% OF TOTAL EXPENDITURES)		\$982
EQUIPMENT/EQUIP. MAINT.	(\$5,975 * 25% OF TOTAL EXPENDITURES)		\$1,494
	TOTAL EXPENSES		<u>\$125,158</u>
SCHOOL DISTRICT	(\$125,158 * 52.20%)		\$65,332
CITY OF ITHACA/IHA	(\$125,158 * 47.80%)		\$59,826
	TOTAL		<u>\$125,158</u>

2. Consent

.4 Finance – Authorization to Cover Red Accounts

RESOLVED, That the City Controller be empowered to make transfers within the 2021 budget appropriations, as needed, for the remainder of the 2021 Fiscal Year.

.3 Action Items

.1 Request to Establish a Capital Project to Fund Study and Design for Traffic Improvements to Allow for the City to Safely Continue to Allow the Seasonal Aurora Streatery

WHEREAS, in 2020, many restaurants were forced to close for an extended period due to the COVID-19 pandemic, and

WHEREAS, once restaurants were permitted to reopen, NYS Guidelines required them to significantly limit their dining capacity, and

WHEREAS, in May of 2020, the City was approached by a group of restaurant owners on Aurora Street that requested that the City consider closing the 100 block of North Aurora Street to allow for expanded outdoor dining areas that would offset the reduced capacity requirements, and

WHEREAS, the City responded by temporarily closing the 100 block of North Aurora Street to vehicular traffic to allow for the expansion of the outdoor dining area for the remainder of the 2020 outdoor dining season, and

WHEREAS, this temporary pedestrian only block proved to be popular for the community, and response to the popularity of the Streatery, the City decided to extend the outdoor dining season an extra month and keep the street closed until the third week in November, and

WHEREAS, given the ongoing pandemic and ongoing discomfort by many to dine inside of restaurants, the City decided to continue the Streatery for 2021, and

WHEREAS, in 2021 the Streatery was once again widely used by the community and pedestrian counts were approximately 200,000 a month, and

WHEREAS, the Streatery was established in response to the Pandemic and was only meant to be a temporary means of alleviating some of the impacts of the pandemic and the increased requirements, and

WHEREAS, before the City can consider whether to continue to have the Streatery on a more permanent seasonal basis, the City has to fully study the traffic, parking, loading, and safety impacts of closing the 100 block of North Aurora Street to vehicular traffic, and

WHEREAS, staff has determined that in order to properly evaluate the impacts and design and implement traffic mitigations, an outside consultant will need to be hired, and now therefore be it,

RESOLVED, That the Common Council does hereby authorize the establishment of Capital Project #889 in an amount not to exceed \$120,000 to fund a study of potential

seasonal closures of the 100 block of North Aurora Street to vehicular traffic, and the recommendation of traffic, parking, and loading mitigations, and be it further,

RESOLVED, That the Common Council does hereby authorize the Mayor to enter into a contract with a consultant to complete this study, and be it further

RESOLVED, That funds necessary to fund said study shall be derived from the issuance of Serial Bonds.



CITY OF ITHACA
108 E. Green St. — Third Floor Ithaca, NY 14850-5690

Lisa Nicholas, Acting Director
DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT
Division of Planning & Economic Development
Planning & Development – 607-274-6550 Community Development/IURA – 607-274-6565
E-Mail: dgrunder@cityofithaca.org

To: City Administration Committee
FROM: Jennifer Kuszniir, Senior Planner
Eric Hathaway, Director of Transportation and Parking
Erin Cuddihy, Transportation Engineer

DATE: November 8, 2021

RE: Request to Establish a Capital Project to Fund the Study and Design of Traffic Improvements to Allow for the City to Safely Continue to Allow the Seasonal Aurora Streatery

The purpose of this memo is to provide information about a request to establish a new capital project that would fund a study to examine the impacts of the seasonal closure of the 100 block of North Aurora Street.

In 2020, New York State required restaurants to temporarily close in response to the COVID-19 pandemic. Once the New York State restrictions began to lift allowing for restaurants to re-open, they were still significantly limited in allowable capacity. The extended closures and subsequent limited capacities had dramatic economic impacts on restaurants. In May of 2020, the City was approached by a group of restaurant owners on Aurora Street that requested that the City consider closing the 100 block of North Aurora Street to allow for expanded outdoor dining areas that would offset the reduced capacity requirements. The City responded by temporarily closing the 100 block of North Aurora Street to vehicular traffic in order to allow for the expansion of the outdoor dining area for the remainder of the 2020 outdoor dining season. This new temporary pedestrian block has been named the Streatery.

The temporary Streatery proved to be widely popular for the entire community, and the City saw an increase in pedestrian traffic and activity. In response to the popularity of the Streatery, the City decided to extend the outdoor dining season an extra month and keep the street closed until the third week in November. Given the ongoing pandemic and ongoing discomfort by many to dine inside of restaurants, the City decided to continue the Streatery for 2021. Camera-based pedestrian counts in this area are showing as many as 200,000 pedestrians a month visiting the Streatery.

When the Streatery was established, it was only intended to be a temporary means of alleviating some of the impacts of the pandemic and the increased requirements; however, it was not extensively studied for impacts on traffic, parking, and loading. The densification and changes

in this area over the past several years (Marriott, City Centre, Canopy, Gateway, 140 Seneca Way) have changed the parking and traffic dynamics of the eastern portion of downtown. The Streatery helped expose these issues. The already wide sidewalks and narrowed street width of the 100 North Aurora block made delivery and loading an issue, with or without the Streatery.

Given the high usage of the area, staff feels that it is important to consider whether to continue to have the Streatery on a more permanent seasonal or temporal basis. However, before this can be considered, staff is recommending that the City hire an outside consultant to study the traffic, parking, loading, and safety impacts of closing the 100 block of North Aurora Street to vehicular traffic, and to advise what traffic improvements would be necessary to mitigate the city's and the public's concerns. Enclosed for your consideration is a draft resolution requesting that the City establish a capital project to fund this study. Staff have reached out to a qualified engineering firm to get a cost estimate for this study. This information will be forwarded as soon as it is available.

If you have any concerns or questions regarding this information, feel free to contact me at jkusznir@cityofithaca.org.

.3 Action Items

.2 Memorandum of Understandings for Outside Organizations Funded in 2022 Budget

WHEREAS, the Common Council has included funding within the 2022 budget funding for two new non-profits to which the City has not previously directed funding, and

WHEREAS, the Common Council has additionally included 2022 funding for Southside Community Center (“SSCC”), which it has long funded, subject to execution of annual MOUs specifying the community services that Southside is required to deliver in exchange for the City’s funding, and

WHEREAS, the Human Services Coalition (“HSC”) periodically conducts program reviews of various organizations funded by City and County funds; now, therefore, be it

RESOLVED, That any funding that Council may budget for potential expenditure on services to be rendered by Black Hands Universal (“BHU”), Unbroken Promises Initiative (“UPI”), and SSCC is placed in restricted contingency until such time as the Common Council has reviewed and approved the program review and MOUs required by the following provisions of this resolution, and thereafter released from restricted contingency such funding as the Common Council may determine; and be it further

RESOLVED, That the City shall request that the HSC conduct, in the same manner as HSC has for many other organizations receiving City or County funding, a program review of BHU, UPI, and SSCC and provide the same to the Common Council for review; and be it further

RESOLVED, That, upon Council approval of the program reviews, the Attorney’s Office shall prepare for Council approval, separate MOUs for SSCC, BHU, and UPI:

- specifying the community services that each organization is required to deliver in exchange for the City’s funding; and
- requiring each organization to prepare and, no later than September 1, 2022, file with the City Controller for usage in the 2023 budget process, a report detailing the manner in which City funds were expended by that organization in 2022, how many people were served by that organization and in what manner; and
- requiring each organization to agree to collaborate with and amongst SSCC, BHU, UPI, GIAC, and IYB to the maximum extent possible to ensure that services reach a broad population, avoid redundancy, and assist each other in becoming more efficient at serving their overlapping goals.

.3 Action Items

.3 Wellness Incentive - Mayor

WHEREAS, in the face of the pandemic in 2020, the City changed health insurance options for the Mayor—in addition to Management and Confidential employees, among others—to establish the Platinum Plan as the standard health insurance available; and

WHEREAS, in summer 2021 the CSEA Administrative Unit likewise agreed to a labor contract establishing the Platinum Plan as the standard health insurance option for its membership, and in support thereof the City agreed to provide all employees in that bargaining unit (and confidentials) who are enrolled in the Platinum Plan the opportunity to receive substantial financial incentives for successful participation in the Platinum Plan’s wellness program; and

WHEREAS, on September 1, 2021, as updated on November 3, 2021, the Common Council adopted a resolution that implemented wellness program incentives for management (and likewise expanded 2021 payment eligibility for the same for confidentials), providing those employees who were

- “enrolled in the Platinum Plan as of July 1, 2021 [with] applicable wellness amounts in 2021 prorated at 50% value *without* any need to satisfy wellness targets in 2021 (i.e., \$1,000 for family plan participants, and \$375 for individual plan participants), but in succeeding full years at 100% value subject to achieving applicable targets”; and
- “enrolled in the Platinum Plan as of January 1, 2021, and remain employed by the City as of November 3, 2021, shall receive applicable wellness amounts in 2021 at 100% value *without* any need to satisfy wellness targets in 2021 (i.e., \$2,000 for family plan participants, and \$750 for individual plan participants), and in succeeding full years at 100% value subject to achieving applicable target”; and

WHEREAS, those prior resolutions were premised upon the belief that “Management should receive not only the burden of organization-wide shifts in the City’s labor contracts, but also the benefits”; and

WHEREAS, Mayor’s role as a working chief executive officer of the organization justifies providing the Mayor with benefits equivalent to those provided to management employed by the City; now therefore be it

RESOLVED, The Mayor, if enrolled in the Platinum Plan, shall be eligible for the wellness incentive on the same terms as Management; and be it further

RESOLVED, That in light of the inability to administer Wellness testing in the short remainder of 2021, the Mayor, if enrolled in the Platinum Plan as of January 1, 2021, shall receive applicable wellness amounts in 2021 on the same terms as did Management, namely, at 100% value *without* any need to satisfy wellness targets in 2021 (i.e., \$2,000 for family plan participants, and \$750 for individual plan participants),

and in succeeding full years at 100% value subject to achieving applicable targets as provided in the “Fringe Benefits for Managerial Personnel” policy and associated implementation of the Wellness Program; and be it further

RESOLVED, That this resolution shall cease to apply to the position of Mayor at such time, if any, as the City shifts to a Council-Manager form of government.

.3 Action Items

.4 Amendment to Chapter 107 of the City Code, Council and Mayor Salaries

Local Law No. ____-2022

A local law entitled "Amendments to Chapter 107 of the City Code"

WHEREAS, the annual salaries of the members of the Common Council and the Mayor were last adjusted effective January 2016; and

WHEREAS, at that time those salaries were adjusted to their current levels of \$10,141 and \$58,561, respectively; and

WHEREAS, the Common Council approved a 2022 budget that funds these salaries in 2022 at the levels of \$13,141 per member and \$61,489, respectively; and

WHEREAS, the Common Council seeks to amend Chapter 107 of the City Code in order to effectuate these amended salaries as funded by the approved budget; now therefore,

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

Section 1. Legislative Findings, Intent, and Purpose.

It is the intent of this local law to amend Chapter 107 of the City Code in order to effectuate the revised 2022 salaries of Council members and the Mayor as funded in the 2022 approved budget, with said salary to be effective as of January 1, 2022.

The Common Council makes the following findings of fact:

- A. The members of the Common Council and the Mayor expend substantial efforts and devote large amounts of time to their duties, and
- B. The annual salaries of the members of the Common Council and the Mayor were last adjusted nearly six years ago, and there has been some inflation in the intervening years.

Section 2. Code Amendments.

Section 107-1 of the City Code is hereby amended as follows:

The annual salary of the Mayor shall be the sum of [~~\$58,561~~] **\$61,489**.

Section 107-2 of the City Code is hereby amended as follows:

The annual salary of the Council members shall be the sum of [~~\$10,141~~] **\$13,141**.

Section 3. Severability Clause.

Severability is intended throughout and within the provisions of this Local Law. If any section, subsection, sentence, clause, phrase, or portion of this Local Law 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 Local Law.

Section 4. Effective Date.

Upon filing in the office of the Secretary of State, this Local Law shall take effect retroactive to January 1, 2022. This Local Law is subject to referendum on petition pursuant to Municipal Home Rule Law Section 24.