



# CITY ADMINISTRATION COMMITTEE

Date: March 25, 2020  
Time: 6:00 PM  
Location: Zoom Online Meeting  
(Public Viewing on [City of Ithaca Public Meetings YouTube Channel](#))

## AGENDA ITEMS

Item	Voting Item?	Presenter(s)	Time Allotted
1. Call to Order	No	Chair, Deb Mohlenhoff	15 Mins*
1.1 Agenda Review			
1.2 Review and Approval of Minutes			
Approval of February 19, 2020 Minutes	Yes		
1.3 Statements from the Public (via Email)			
1.4 Council's Response			
2. Consent			
2.1 HR - Amendment Budget for a Safety Grant	Yes		5 Min
3. Finance, Budget and Appropriations			
3.1 IFD – Award of Bid for Vehicle Exhaust Extraction	Yes	Tom Parsons, Fire Chief	5 Min
4. City Administration, Human Resources and Policy			
4.1 HR – Revision of Job Application Fees	Yes	Schelley Michell-Nunn, HR Director	5 Min
4.2 HR – Management Benefits – Change in Retirement	Yes	Schelley Michell-Nunn, HR Director	5 Min
5. Discussion			
5.1 Engagement Survey Implementation Teams Update	No	Schelley Michell-Nunn, HR Director	15 Min
6. Meeting Wrap-Up	No	All	5 Min
6.1 Announcements			
6.2 Next Meeting Date: April 15, 2020			
6.3 Review Agenda Items for Next Meeting			
6.4 Adjourn			

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.

This meeting can be viewed via livestream on [https://www.youtube.com/channel/UC7RtJN1P\\_RFaFW2IVCnTrDg](https://www.youtube.com/channel/UC7RtJN1P_RFaFW2IVCnTrDg)

**2. Consent**

**.1 Human Resources – Amendment to Budget for a Safety Grant**

WHEREAS, the City applied for and received an Occupational Safety and Health Training Education Program Grant from the New York State Department of Labor in the amount of \$10,111, and

WHEREAS, the grant will run until July 31, 2020, and provide City staff with various safety training, including, but not limited to confined space, trenching, excavation, lockout/tagout, hazard communications and work zone safety; now, therefore be it

**RESOLVED**, That Common Council hereby amends the 2020 Authorized Human Resources Budget to account for the \$10,111 Safety and Health Training and Education Program Grant from New York State as follows:

Increase Revenue Account:	
A1430-3489 NYS Aid Health	\$ 10,111
Increase Appropriations Account:	
A1430-5435 Human Resources Contracts	\$ 10,111

### **3. Finance, Budget and Appropriations**

#### **.1 IFD – Award of Bid for Vehicle Exhaust Extraction System**

WHEREAS, on February 12, 2020, the City of Ithaca posted a Notice to Bidders with specifications for Vehicle Exhaust Evacuation System; and

WHEREAS, on March 5, 2020, the City of Ithaca Controller's Office received sealed bids from two bidders; and

WHEREAS, Fire Chief Parsons, and the Deputy City Controller Andrew have reviewed the bids, specifications, options and proposals made by each bidder; and

WHEREAS, after review, Chief Parsons recommends the award of the bid be made to Air Cleaning Systems, Inc., 8 Sunset Drive, Latham, NY; now, therefore, be it

**RESOLVED**, The Common Council of the City of Ithaca approves the award of a bid and contract between the City of Ithaca Air Cleaning Systems, Inc. in accordance to the pricing and bid specifications for Vehicle Exhaust Evacuation System received on March 5, 2020.



## CITY OF ITHACA

310 West Green Street Ithaca, New York 14850-5497

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OFFICE OF THE FIRE CHIEF

Telephone: 607/272-1234 Fax: 607/272-2793

To: City Administration

From: Tom Parsons, Fire Chief

cc: Svante Myrick, Mayor

Date: 12 March 2020

Re: Vehicle Exhaust Evacuation System Bid Award

In September of 2019, the City of Ithaca was awarded an Assistance to Firefighters Grant by FEMA for \$169,730.00 for the purchase of a Source Capture Exhaust System, also referred to as a Vehicle Exhaust Evacuation System. The grant required a 10% match of \$16,973 for a total approved budget of \$186,703. Common Council approved the \$16,973 as a Capital Project in the 2020 Budget.

On February 12<sup>th</sup>, 2020, a bid was advertised for a Vehicle Exhaust Evacuation System, which would provide a system in each of the four Ithaca Fire Stations. Bids were received and opened on March 5<sup>th</sup>, 2020. There were two bidders: Aire-Deb Corp of Alden, NY, and Air Cleaning Systems of Latham, NY. Aire-Deb Corp proposed a MagneGrip Exhaust Removal System for \$150,250. Air Cleaning Systems proposed a Plymovent Emergency Vehicle Exhaust System for \$186,686.

In the review of the bid documents, while Aire-Deb Corp was the lowest bidder, there were exceptions taken by Aire-Deb Corp and indicated on their bid documents. In addition to the exceptions noted by Aire-Deb Corp, specification documents that were provided with their bid showed that several items proposed to be installed did not comply with the bid specifications established by the City. The items that were found not to comply with the bid specifications were safety features that would protect firefighters from injury if there was equipment failure, materials that were less durable to corrosion and heat, and system components that were not manufactured by MagneGrip.

Air Cleaning Systems proposal met all aspects of bid specifications established by the City. There were no exceptions taken. Included in the Air Cleaning Systems Proposal was to dismantle and remove the existing 30-year-old Nederman Exhaust Removal System as part of the project. This dismantling the current Exhaust Removal System was not included in the Aire-Deb Proposal.

Based on the information provided in both proposals, it is my recommendation that the Bid is awarded to Air Cleaning Systems from Latham NY.

#### **4. City Administration, Human Resources and Policy**

##### **.1 HR - Revision of Job Application Fees**

WHEREAS, Section 50.5(b) of New York State Civil Service Law allows for the establishment of application fees for civil service examinations, and

WHEREAS, the Ithaca Civil Service Commission wishes to revise the established schedule of application fees for the Police Officer and Firefighter examinations, and

WHEREAS, the revision of application fees is subject to the approval of Common Council, now, therefore, be it

**RESOLVED**, That the Ithaca Civil Service Commission hereby establishes the following schedule of application fees for the Police Officer and Firefighter examinations:

Tompkins County residents: \$15.00

All other applicants: \$50.00

and be it further

**RESOLVED**, That the above application fees shall be waived for residents of the City of Ithaca, and be it further

**RESOLVED**, That the above application fees shall be waived for residents of the Town of Ithaca for the Firefighter exam, and be it further

**RESOLVED**, That pursuant to Section 50.5(b) of New York State Civil Service Law, the above application fees shall be waived for candidates who certify that they are unemployed and primarily responsible for the support of a household and for candidates who are receiving public assistance, and be it further

**RESOLVED**, That no refunds of application fees shall be provided, and be it further

**RESOLVED**, That applications submitted without the required application fee or waiver shall be disapproved, and be it further

**RESOLVED**, That the above schedule of fees shall be implemented immediately.



## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539

Fax: 607 / 274-6574

### **MEMORANDUM**

To: City Administration Committee

From: Valerie Saul, Deputy Director of Human Resources

Date: February 24, 2020

RE: **Revision of Civil Service Application Fees for Police Officer and Firefighter Exams**

Section 50.5(b) of NYS Civil Service Law allows municipalities to charge application fees for civil service examinations to offset the cost of examination fees charged by the NYS Department of Civil Service, as well as the administrative expenses such as staff time, monitor fees, office supplies and postage, that are incurred due to exams. The application fee schedule requires the approval of both the Civil Service Commission and Common Council.

With the exception of the Police Officer and Firefighter exams, the City of Ithaca does not charge application fees because the cost of the civil service examination process is relatively minimal (approximately \$1000 annually), and we do not want to negatively impact our recruitment efforts by requiring candidates to pay to apply for our jobs. In contrast, the Police Officer and Firefighter exams can cost a few thousand dollars each, so an application fee schedule for these two exams was adopted in 2013. The current schedule of fees for the Police Officer and Firefighter exams is as follows:

City of Ithaca residents: fee waived  
Tompkins County residents: \$15  
All other applicants: \$75

This schedule of fees was designed to achieve the following goals:

1. Offset the \$12.50 per applicant fee charged by the NYSDSC.
2. Offset the administrative costs associated with the exams.
3. Screen out applicants who apply for the exam then fail to appear for it, and eliminate the corresponding expenses associated with their applications.
4. Screen out applicants from other counties who apply for the Ithaca exams to keep their options open, but subsequently drop out of the hiring process because they have no real interest in employment with the City of Ithaca, and eliminate the corresponding expenses associated with their applications.

In view of the current recruitment difficulties that we are experiencing for the Police Officer exam, Chief Naylor and Deputy Chief Monticello met with the Civil Service Commission to request a reduction in the application fee for applicants who live outside of Tompkins County. After a productive discussion, the Civil Service Commission voted to reduce the application fee for outside applicants from \$75 to \$50. The Civil Service Commission voted to make this adjustment to the outside applicant fee for both the Police Officer and Firefighter exams, to be consistent. The Commission also used the opportunity to address past concerns that have been raised by Town of Ithaca residents about being charged an application fee for the Firefighter exam when the Town of Ithaca makes a significant payment to the City for fire protection services. The Commission voted to waive the Firefighter application fee for Town of Ithaca residents.

The new application fee schedule that the Civil Service Commission has adopted and is recommending to Common Council is as follows:

- City of Ithaca residents: fee waived
- Town of Ithaca residents: fee waived for Firefighter exam
- Tompkins County residents: \$15
- All other applicants: \$50

The Commission is required by NYS Civil Service Law to waive application fees for unemployed heads of households and individuals receiving public assistance and will continue to do so.

**4. City Administration, Human Resources and Policy**

**.2 HR - Amendment to the Fringe Benefits for Managerial Personnel:**

WHEREAS, the Common Council has from time to time, on the advice of the Director of Human Resources, updated the Fringe Benefits for Managerial Personnel; and

WHEREAS, the Director of Human Resources recommends the amendment included herein; and

WHEREAS, the Managerial fringe benefits allows retirees to cash out sick leave hours that are in excess of 2,000 hours; and

WHEREAS, Managerial Employees typically apply all sick leave to the purchase of health insurance upon retirement; and

WHEREAS, Managerial Employees who retire with a sick leave balance in excess of 2,000 hours, and who desire to apply all sick leave hours toward the purchase of health insurance, are taxed for any amount above the 2,000 hours, despite not receiving cash; now, therefore be it

**RESOLVED**, That the Common Council hereby approves an increase in the sick leave cash out threshold to 3,000 hours, effective January 1, 2020.