



COMMON COUNCIL

COMMITTEE OF THE WHOLE

AGENDA

REVISED

Date: 5-11-2022
Time: 6:00 PM
Location: YouTube
https://www.youtube.com/channel/UC7RtJN1P_RFaFW2IVCnTrDg

Item	Voting Item	Presenter(s)	Time Allotted
Call to Order	No	Acting Mayor Laura Lewis	
Special Order of Business			
1.1 Discussion of City/County Contract for Funding the Community Justice Center	No	All	30 Mins
1.2 Discussion of Process Issues in the Reimagining Public Safety Project	No	All	60 Mins
Meeting Wrap-Up			
2.1 Adjournment			

Written comments can be submitted to Common Council using this form: [Common Council Public Comment Card](#) Comments should be submitted no later than 5:00 pm on the day of the meeting to give Council members an opportunity to read them prior to the meeting.

Questions about the meeting protocol can be forwarded to City Clerk Julie Conley Holcomb at (607) 274-6570 or jholcomb@cityofithaca.org in advance of the meeting.



Memorandum

To: Tompkins County Legislature and City of Ithaca Common Council

From: Jason Molino, County Administrator and Svante Myrick, Mayor

Subject: Community Justice Center

Date: May 18, 2021

In response to Executive Order 203, Tompkins County and Common Council adopted resolutions on March 30 and March 31 to address systemic inequities including disproportionate minority contact on People of Color, specifically Black people in the public safety system. A part of the report included the establishment of a Community Justice Center to coordinate the implementation of the recommendations. City and County leaders have an expressed commitment to continuous progress to address the needs of the community related to disproportionate minority contact.

Since the adoption of the recommendations, County Administration staff met with members of the Legislature, Sheriff's Office, Assistant District Attorney's Office, Assigned Counsel, Public and Mental Health Department, Department of Social Services, Youth Services, Department of Emergency Response, Information Technology Services, Ithaca Police Department and Department of Human Resources for the City of Ithaca to discuss next steps in the process including any concerns moving forward. The feedback included:

- Defined roles and responsibilities as the recommendations are implemented; and
- Ongoing communication about the process and how recommendations are integrated; and
- Request for clarification on the timeline for funding recommendations; and
- Increased opportunities to engage in the process; and
- Clarification on how new staff members will interface with City/County departments.

In consideration of feedback received from community members since the beginning of the process and input provided by City/County elected officials and leaders, the establishment of a Community Justice Center requires the following two-year financial investment which would be reevaluated after the two-year period;

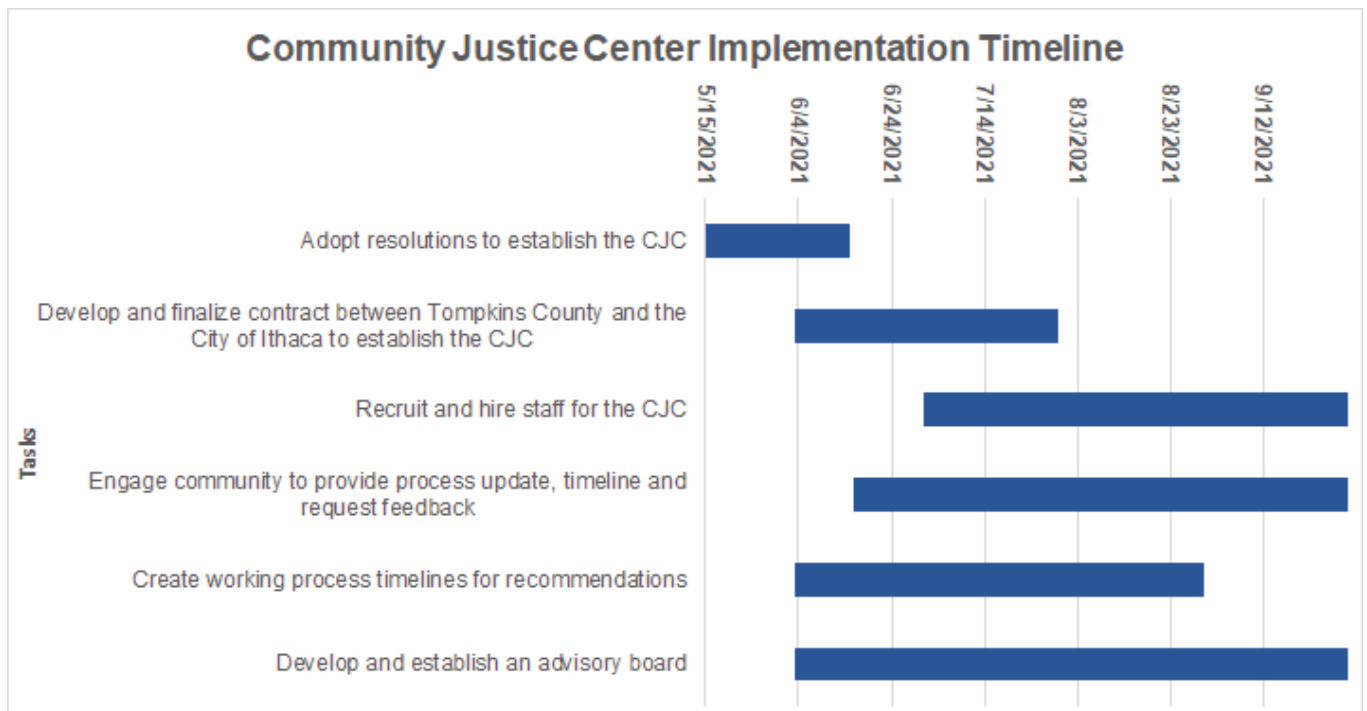
- a. Project Director of the Community Justice Center
 - a. Salary - \$83,866
 - b. Benefits - \$44,197
 - c. Total Position Cost - \$128,063
- b. Data Analyst (Program Analyst)
 - a. Salary - \$69,285
 - b. Benefits - \$36,513
 - c. Total Position Cost - \$105,798
- c. Total Staffing Request - \$233,861
- d. Other Operating Expenses - \$15,000
- e. Project Management Software – \$19,950 (County only expense)
- f. **Total Funding Request - \$268,811 (City of Ithaca would pay \$124,430/Tompkins County would pay \$144,380)**



The budget for the Community Justice Center is loosely based upon an Emergency Operations Center model with two full-time dedicated staff assigned to collaborate between the City of Ithaca and Tompkins County public safety services and administrations to implement the recommendations of the plan. The pandemic highlighted the ability of government to dedicate resources to a critical community issue, make progress, and ensure the health and wellbeing of the community is protected which is one of the primary goals of the Reimagining Public Safety Process.

The expenses of the Community Justice Center would be split evenly except for the project management software which would be owned by the County but accessible by the City for the purposes of the Reimagining Public Safety process. The Community Justice Center staff would be employees of Tompkins County with dual reporting responsibilities for the process. The Community Justice Center staff would be housed in the Mental Health Building and there would be regular reports to the Tompkins County Legislature and Common Council in addition to community forums to provide updates and receive feedback on the process.

To implement the CJC, the following process steps and timeline that include adoption of the resolution, developing and finalizing a contract with the City of Ithaca, engaging community with process updates and next steps, recruiting and hiring staff, development of an advisory board and creating a joint process implementation timeline are provided below with the expectation that CJC staff will be hired and onboard by the end of October:



To operationalize the CJC, the City and County would agree to the following framework:

- Develop a contract that outlines the parameters of the working relationship between Tompkins County and the City Ithaca. The contract would be revisited, revised and



updated as requested by the Tompkins County Legislature and Common Council or their designees.

- The City of Ithaca would reimburse the County for staffing and operating costs of the CJC as outlined in the contract.
- Daily support would be provided by the County Administrator or their designee
- Provide progress reports to the Tompkins County Legislature and Common Council monthly until the end of 2021 and the frequency would be evaluated thereafter but no less than quarterly updates.
 - The CJC would communicate updates in concert with the Legislature and Common Council schedules – Updates may come in the form of written report or presentation based upon the needs of the governing bodies.
 - Updates would include presentations to legislative committees as requested including the Public Safety and Workforce Diversity and Inclusion Committees in addition to CJATI. Committees within the City of Ithaca will also receive routine updates as requested.
- The CJC staff would be responsible for collaborating and facilitating the implementation of the recommendations but would not have direct supervision of any of the services areas that include both elected and non-elected leadership.
- Based upon the approval of the jointly adopted recommendations, collaboration between the City and County has been identified as the best path forward. This means the cooperation of Offices and Departments involved in the public safety system is paramount to the success of implementation of the plan. As such, the CJC staff will serve as projects managers to organize, convene, facilitate, and collaborate across both organizations in addition to the community to implement the plan.
- Conflicts would be resolved through the use of shared working agreements established within the framework and would be addressed directly with the conflicting Offices and Departments.
- The CJC would be responsible for seeking input, providing updates, making recommendations to leadership for community involvement, and implementing community-based solutions as outlined in the resolutions that community be involved in all aspects of the plan while also recognizing leadership and managerial authority within the impacted organizations.

The CJC would establish a framework for an Advisory Board/Commission for public accountability to include:

- Operationalize the advisory board/commission under a specific charge that outlines of the role of the group.
- Adopt a resolution to create a joint commission.
 - Establish the membership.
 - Formalize the protocol.
 - Engage stakeholders around the commission parameters.
- Monitor implementation of the plan and provide recommendations for change management to the Legislature and Common Council as necessary
- Organize around shared working agreement.
- Serve one to two-year term by appointment of the Tompkins County Legislature and Common Council with re-appointment annually.



- Serve as representation of the broader community to reinforce the purpose of Executive Order 203
- Serve as liaisons to the community regarding the process.
- Advise and support the Community Justice Center staff
- The Advisory Board would be coordinated by the Community Justice Center staff and supported by appropriate County/City departments
- The Advisory Board does not replace pre-existing Legislative bodies and would be in addition to the current reporting structure.

The CJC would be responsible for leading community engagement efforts which would include:

- Service to the advisory board
- Facilitation of town halls in-person and virtually no less than quarterly with community partners. Some organizations include GIAC, Southside Community Center, REACH, NAMI, Human Services Coalition, Mental Health Community Services Board, Faith Partners, Tompkins County Anti-Racism Coalition, OAR, URO, and all Community Coalitions) **This list is not all-inclusive and will include many more organizations.**
- Transition the website to the implementation phase.
- Input and recommendations on the metrics for a community dashboard
- Developing routine communications to be distributed in writing and orally to share with the community.
- Engage with the community through website feedback.
- Conducting formal and/or informal surveys of the community to receive robust feedback on an ongoing basis.
- Innovative use of social media and/or the best-practices in reaching minoritized groups.

Upon adoption of the joint recommendation of the CJC, City/County staff would collaboratively develop a hiring, recruitment and search committee strategy for the Community Justice Center with the following:

- A draft of the implementation plan including job descriptions will be submitted to the County Public Safety Committee on May 20 and this meeting will include a request for approval of a resolution the creating the CJC positions.
- Upon approval of the resolution by the Public Safety Committee, the resolution would be sent to Budget, Capital and Personnel Committee on June 14 and a final vote of the Tompkins County Legislature would occur on June 15.
- Common Council will vote on June 2 to approve funding and funding will be available to be expensed.
- Begin advertisement and recruitment for the positions collaboratively between the City and the County by July 15, 2021.
- Develop a search process that incorporates elected officials, department heads and community members by July 30, 2021.
 - Search panel orientation and training
 - Onboard new CJC employees by October 31, 2021

This is a framework and outline for the recommendations with the flexibility to adjust to the plan as a living document to be modified based upon the needs of the community to address Executive Order 203 effectively. In addition, this plan to establish the CJC reinforces the



commitment of the City and County to the process and serves as notification to the community regarding the responsiveness of government.

Until the CJC is fully operational, City/County staff will continue to move the plan forward. It is anticipated the will take a minimum of three to five years with new recommendations to be incorporated as additional needs are identified and plan recommendations progress. The plan implementation process will be iterative and below is a preliminary implementation that will be modified as needed. The Legislature and Common Council will receive routine updates including updates to the implementation schedule.

**4.5 Resolution Establishing the Community Justice Center in Collaboration
Between the City of Ithaca and Tompkins County**

By Alderperson Mohlenhoff: Seconded by Alderperson Kerslick

WHEREAS, the New York State Governor issued Executive Order 203, calling upon local governments that operate police agencies to study their current operations and develop a plan to address “the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color”, and

WHEREAS, the City of Ithaca and Tompkins County have, by concurrent resolutions, submitted plans in response to the Executive Order, which contain both separate and joint undertakings for changes in community policing practices, and

WHEREAS, in those resolutions, the City of Ithaca and Tompkins County recognize the need to determine next steps to develop the programmatic expression of the joint elements of their adopted plans, being a long term process to make substantive improvements in our criminal justice system, recognizing that implementation will require time, resources, investigation, and commitment, including the determination of budget priorities, cost share, and the logistics necessary for cooperation and collaboration between the City of Ithaca and Tompkins County on the joint elements of their respective plans, and

WHEREAS, the City of Ithaca and Tompkins County, as a conclusion to the Reimagining Public Safety Collaborative, received a Draft Report entitled “Public Safety Reimagined. Recommendations report following a collaborative effort between the City of Ithaca & Tompkins County, N.Y.,” which has served as an information resource for the respective plans prepared by the City of Ithaca and Tompkins County, and

WHEREAS, the Draft Report proposed the creation of a Community Justice Center as a jointly funded City/County collaborative department to: determine implementation priorities; develop budget impacts for the implementation of plan elements; manage the implementation of the joint plan elements as approved by the City of Ithaca and Tompkins County; receive, manage, and analyze data; provide coordination of the operation of the policing systems in our community; and provide reports to the City and County regarding the progress in implementing these changes, and

WHEREAS, the City of Ithaca and Tompkins County have each determined that the creation and operation of a Community Justice Center is necessary to implement their respective plans, and

WHEREAS, the City and County held discussions to determine the operational description, budget, and cost share for a Community Justice Center, with those details outlined in a joint memo; now, therefore be it

RESOLVED, That Common Council approves the creation of the Community Justice Center as a collaborative department between the City of Ithaca and Tompkins County, and, be it further

RESOLVED, That Common Council commits to funding its share of the Community Justice Center in an amount not to exceed \$124,430, with the source of funds to be derived from the Unrestricted Contingency Fund, and, be it further

RESOLVED, That Common Council hereby transfers an amount not to exceed \$124,430 from the Unrestricted Contingency Account A1990 to A1210-5435 Mayor Contracts, for the purpose of accounting for the City's funding share of the Community Justice Center, and, be it further

RESOLVED, That Common Council will receive regular reports regarding the establishment of the Community Justice Center, and any additional budgetary requirements for implementation of the undertakings identified in the Reimagining Public Safety Plan and shall consider this information prior to any further expenditure being made.

Carried Unanimously

CITY DRAFT TERM SHEET

FOR DISCUSSION-ONLY AT MAY 11 COMMITTEE OF THE WHOLE

On May 18, 2021, the County Administrator and the Mayor sent to the County Legislature and the Common Council a memo describing the proposed process for creation of a Community Justice Center (“CJC”). That memo provided, in pertinent part:

“To operationalize the CJC, the City and County would agree to the following framework:

- Develop a contract that outlines the parameters of the working relationship between Tompkins County and the City [of] Ithaca. The contract would be revisited, revised and updated as requested by the Tompkins County Legislature and Common Council or their designees.
- The City of Ithaca would reimburse the County for staffing and operating costs of the CJC as outlined in the contract.
- ...”

This term sheet contains, for Council feedback, some key terms for potential inclusion in that contract. These potential terms are intended to address Council’s desire for close consultation with Council throughout this process.

Potential Terms

1. Term: September 1, 2021 through August 31, 2023.
2. The budget of the CJC during its initial year is agreed not to exceed \$268,811, of which the City’s not-to-exceed amount is \$124,430 and the County’s is \$144,380, including \$19,950 of County-only expense for Project Management Software. These budgetary figures are for expenditure on joint City-County work only. The City intends in good faith to support the full year’s expenditure of this budget for each of two years of this contract, pursuant to Council approval as provided in this Agreement. This budget is comprised of:
 - a. Project Manager
 - i. Salary - \$83,866
 - ii. Benefits - \$44,197
 - iii. Total Position Cost - \$128,063
 - b. Data Analyst
 - i. Salary - \$69,285
 - ii. Benefits - \$36,513
 - iii. Total Position Cost - \$105,798
 - c. Total Staffing Cost not to exceed - \$233,861
 - d. Other Operating Expenses - \$15,000
3. On a quarterly basis, the CJC shall, beginning no later than July 25, 2022 and thereafter not less than 45 days prior to the start of each subsequent quarter, present in writing to

the Common Council a prospective quarterly work plan identifying each significant subject matter on which the CJC will work in the subsequent quarter ("Proposed Quarterly Work Plan"), affirming for each subject matter that it is proposed as a joint City-County subject matter, and providing for each such subject matter a budget estimate in a form satisfactory to the Common Council ("Quarterly Budgetary Estimate"). The Common Council shall then, in its discretion, vote to approve, amend, or disapprove of the Proposed Quarterly Work Plan and Quarterly Budgetary Estimate prior to the commencement of the applicable subsequent quarter. Such Quarterly Work Plan and Quarterly Budgetary Estimate as is ultimately approved by the Common Council ("Approved Quarterly Work Plan and Budget") shall be the sole basis for City financial responsibility under this Agreement, with the recognition that the budgetary estimate will be inexact and that variation within 15% of the estimated quarterly amount is expected and permitted within the annual not-to-exceed amount of this contract.

4. The City and County will, within the annual budgetary authorization that each makes towards the CJC, share evenly all expenses for joint City-County elements included in the Approved Quarterly Work Plan and Budget.