



# CITY ADMINISTRATION COMMITTEE

Date: January 16, 2019  
Time: 6:00 PM  
Location: Common Council Chambers,  
3<sup>rd</sup> Floor, City Hall

## AGENDA ITEMS

| Item   | Voting Item? | Presenter(s)                    | Time Allotted |
|--|--------------|---------------------------------|---------------|
|  |              | Chair, Deb Mohlenhoff           |               |
| 1. Call to Order   | No           | *Note: We will review the       | 15            |
| 1.1 Agenda Review  |              | number of cards received at the | Mins*         |
| 1.2 Review and Approval of Minutes   |              | beginning of each meeting and   |               |
| Approval of December 2018 Minutes  | Yes          | adjust time if needed.          |               |
| 1.3 Statements from the Public   |              |                                 |               |
| 1.4 Council's Response   |              |                                 |               |
| 2. Consent   |              |                                 |               |
| 3. Finance, Budget and Appropriations  |              |                                 |               |
| 3.1 CHDF – Approved Projects for Funding                                       | Yes          | Nels Bohn, Director, IURA       | 10 Mins       |
| 3.2 IPD – Request to Amend 2019 Authorized Budget                              | Yes          | Steve Thayer, Controller        | 5 Mins        |
| 3.3 Request for funds for 2019 Authorized Contingency Fund for REACH Project   | Yes          | Steve Thayer, Controller        | 5 Mins        |
| 4. City Administration, Human Resources and Policy                             |              |                                 |               |
| 4.1 Commissions Project Approval   | Yes          | Dan Cogan, Chief of Staff       | 30 Mins       |
| Snow Removal (MAT)   |              |                                 |               |
| Social Media Policy (PSI)  |              |                                 |               |
| Dogs & Commons (PSI)   |              |                                 |               |
| Flags (CL)   |              |                                 |               |
| 4.2 Discussion - Odd/Even Parking – possible extension of hours when in effect | No           | Dan Cogan, Chief of Staff       | 10 Mins       |
| 5. Meeting Wrap-Up   | No           | All                             | 5 Mins        |
| 5.1 Announcements  |              |                                 |               |
| 5.2 Next Meeting Date: February 20, 2019                                       |              |                                 |               |
| 5.3 Review Agenda Items for Next Meeting                                       |              |                                 |               |
| 5.4 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.

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.

**3. Finance, Budget and Appropriations**

**.1 Community Housing Development Fund, Round #18 — Authorize Disbursement of Funds Pursuant to an Executed MOU**

WHEREAS, the Community Housing Development Fund (CHDF) was established in 2009, and renewed in 2015, by Memorandum of Understanding (MOU) among and between the City of Ithaca, Tompkins County and Cornell University to raise and award funds to increase the supply of permanently affordable housing in the County, and

WHEREAS, on an annual basis Cornell University contributes \$200,000 to the CHDF and the City of Ithaca and Tompkins County each contribute \$100,000, and

WHEREAS, the Common Council determined that City contributions to the CHDF should be used solely to assist those projects located within the City of Ithaca, and

WHEREAS, the Program Oversight Committee, which includes three City appointees, reviews and recommends projects for awards, including the amount and funding source, and

WHEREAS, the City of Ithaca Common Council retains authority to approve, modify or reject the POC’s recommendation for use of City funds, and

WHEREAS, action to authorize disbursement of City funds requires prior completion of environmental review for housing projects, and

WHEREAS, recommended round #18 projects for City funding have completed environmental review by the City Planning and Development Board and are ready for Common Council action, and

WHEREAS, the POC recommends the following affordable housing projects for funding:

| <b>Community Housing Development Fund</b>   |                      |                |                     |                           |               |             |              |
|---|----------------------|----------------|---------------------|---------------------------|---------------|-------------|--------------|
| <b>Round #18 Recommended Funding Awards</b> |                      |                |                     |                           |               |             |              |
| <b>Applicant</b>                            | <b>Project</b>       | <b># Units</b> | <b>Municipality</b> | <b>Funding (\$1,000s)</b> |               |             |              |
|   |                      |                |                     | <b>Cornell</b>            | <b>County</b> | <b>City</b> | <b>Total</b> |
| Visum                                       | 327 W. Seneca St.    | 12 rental      | (C) Ithaca          | 170                       | 0             | 30          | 200          |
| INHS  | Scattered Sites 2    | 29 rental      | (C) Ithaca          | 0                         | 0             | 100         | 100          |
| Habitat                                     | 1932 Slaterville Rd. | 1 for-sale     | (T) Dryden          | 0                         | 40            | 0           | 40           |
| NRP Group                                   | Ithaca Townhouses    | 69 rental      | (T) Ithaca          | 150                       | 50            | 0           | 200          |

|               |  |                  |  |            |           |            |            |
|---------------|--|------------------|--|------------|-----------|------------|------------|
| <b>Totals</b> |  | <b>111 units</b> |  | <b>320</b> | <b>90</b> | <b>130</b> | <b>540</b> |
|---------------|--|------------------|--|------------|-----------|------------|------------|

and,

WHEREAS, pursuant to the MOU, Tompkins County administers the CHDF, including collection of contributions to the CHDF and distribution of funds to project sponsors, and

WHEREAS, annual City contributions to the CHDF are placed in Restricted Contingency; now, therefore, be it

**RESOLVED**, That the Common Council for the City of Ithaca hereby authorizes an expenditure of up to \$130,000 to Tompkins County for the following affordable housing projects to implement recommended funding awards for rounds #18 of the Community Housing Development Fund:

Project Name #1: 327 W. Seneca Street  
Amount: \$30,000  
Applicant: Visum Development Group  
Project Summary: Construct a 12-unit affordable rental housing project at 327 W. Seneca Street, Ithaca, NY, and,

Project Name #2: INHS Scattered Sites 2  
Amount: \$100,000  
Applicant: Ithaca Neighborhood Housing Services  
Project Summary: New construction and rehabilitation of 29 affordable rental housing units at various locations, Ithaca, NY

and be it further,

**RESOLVED**, That Common Council hereby transfers an amount not to exceed \$100,000 from the 2018 contingency account A1990 and \$100,000 from the 2019 contingency account A1990 to the following accounts:

- A8020-5700 Planning encumbrances \$100,000
- A8020-5435 Planning Contracts \$100,000, and be it further,

**RESOLVED**, That the \$100,000 transferred, along with the current encumbrance of \$30,000 in A8020-5700, will fund the \$130,000 City portion of the City/County/Cornell Housing Trust for the above listed projects, and be it further

**RESOLVED**, That the Mayor, subject to advice of the City Attorney, is hereby authorized to execute a fiscal agency agreement with Tompkins County to implement this resolution.

**Tompkins County**  
**DEPARTMENT OF PLANNING AND SUSTAINABILITY**

121 East Court Street  
 Ithaca, New York 14850

Katherine Borgella, AICP  
 Commissioner of Planning and Sustainability

Telephone (607) 274-5560

**TO:** Housing Committee  
**From:** David West, Senior Planner  
**Date:** November 6, 2018  
**Re:** Report on Community Housing Development Fund Round 18

**Action Requested**

No action is requested at this time.

**Background**

The Community Housing Development Fund is a joint effort of Tompkins County, the City of Ithaca, and Cornell University. The purpose of the fund is to help communities and organizations throughout Tompkins County respond to the diverse affordable housing needs of its residents. Projects must include units of affordable housing for low and moderate income households. In Rounds One through Sixteen, there have been 445 housing units supported with \$3.3 million in awards.

**Round Eighteen Applications and Recommendations**

The 2018 Notice of Funding Availability for the Community Housing Development Fund provided two rolling deadlines one in May and one in October. The County received three applications for the October deadline and had one project returning from a conditional approval in Round Seventeen, the projects are summarized below together with the funding recommendations, based on the review of the Application Review Committee and recommendation of the Program Oversight Committee.

| Project              | Location       | Applicant            | Number of Affordable Units  | POC Funding Recommendation (vote)     | Proposed Sponsors and Funding Commitments |
|----------------------|----------------|----------------------|---|---------------------------------------|---|
| 1932 Slaterville Rd. | Town of Dryden | Habitat for Humanity | 1 for-sale unit and land for 2 more (30%-60% AMI)                           | \$40,000 (unanimous)                  | Tompkins County \$40k                     |
| Scattered Sites      | City of Ithaca | INHS                 | 29 rental units (6 special needs, 11 units 31-50% AMI, 18 units 51-80% AMI) | \$100,000 (unanimous, one abstention) | City of Ithaca \$100k                     |
| Ithaca Townhomes     | Town of Ithaca | NRP Group            | 69 rental units (62 units 60% AMI, 7 units 80% AMI)                         | \$200,000 (unanimous)                 | Tompkins County \$50k, Cornell \$150k     |
| 327 W. Seneca St.    | City of Ithaca | Visum                | 12 rental units (80% AMI)   | \$200,000 (unanimous, one abstention) | City of Ithaca \$30k, Cornell \$170k      |

Please note that the committee strove to have a single funder per project where possible to minimize administrative complexity – limited project sponsors do not reflect a lack of support for projects.

The Program Oversight Committee choose to encumber funds that become available from the CHDF partners on November 10, 2018 to offer grants to these projects. Ithaca Townhomes, INHS Scattered Sites, and Lakewood all have awards contingent on receiving 9% Low Income Housing Tax Credits in early 2019. If all awarded projects move forward there will be \$176,875 in pledged contributions available for the 2018-2019 funding rounds, with the County's portion being \$33,125. The County is still awaiting an opinion from the NYS Comptroller's Office regarding whether the County may contribute local funds to the Community Housing Development Fund.

Resolutions to approve funding of these applications will occur once environmental reviews are complete for the projects.

**Contact**

David West at 607-274-5560 or [dwest@tompkins-co.org](mailto:dwest@tompkins-co.org).

**3. Finance, Budget and Appropriations**

**.2 Request to Amend the 2019 Authorized Budget for Donations**

WHEREAS, in 2018 the Ithaca Police Department hired a consultant who specializes in law enforcement policy to help update the Department's policies and procedures; and

WHEREAS, the Ithaca Police Department is continuing to update the Department's policies and procedures in 2019 at an estimated cost of \$25,000; and

WHEREAS, the Ithaca Police Department has received a \$10,000 grant from Triad Foundation to help defray the cost of the consultant; and

WHEREAS, the Department received a similar grant in 2018 from Triad; now therefore be it

**RESOLVED**, That Common Council hereby accepts the \$10,000 grant from the Triad Foundation to offset the cost of the consultant helping to update the Department's policies and procedures and amends the 2019 Authorized Police Department budget as follows:

Increase Appropriation Account:

|                 |           |          |
|-----------------|-----------|----------|
| A3120-5435-5000 | Contracts | \$10,000 |
|-----------------|-----------|----------|

Increase Revenue Accounts:

|            |           |          |
|------------|-----------|----------|
| A3120-2705 | Contracts | \$10,000 |
|------------|-----------|----------|

**APPLICABLE PROVISIONS OF \$10,000**  
**TRIAD FOUNDATION GRANT AWARD**

**To: City of Ithaca Police Department  
PO Box 6557  
Ithaca, NY 14851-6557**

It is understood that as recipient of this grant, the City of Ithaca Police Department is once more responsible for ensuring that the grant is used exclusively for the purposes, and on the conditions, described in the award letter and in your governing legal documents. This grant may not be assigned by you or transferred by operation of law or otherwise.

It is understood that Triad Foundation grants are not to be used, directly or indirectly, in an attempt to influence legislation, to influence the outcome of any specific election, or to carry on any voter registration drive.

It would be helpful if, in your acceptance letter, your organization would commit to a time frame for the expenditure of the grant, as well as inform the Foundation in the event matching funds are expected regarding the gift. Should your exempt status be revoked, or if any portion of the grant cannot be used for the purposes defined, the unexpended portion of this grant will be returned.

It also is understood that you will permit the Foundation to inspect any of your facilities, equipment or other assets and to observe your programs, operations, or other activities.

Your acceptance of this grant obligates you to maintain adequate fiscal and program records as to its use, and to be willing to provide relevant information to the Foundation or to appropriate governmental bodies should any questions arise as to your receipt or use of the grant funds.

November 30, 2018



## ITHACA POLICE DEPARTMENT

120 East Clinton Street, P.O. Box 6557 Ithaca, New York 14851-6557

Peter Tyler, CHIEF OF POLICE  
OPERATIONS

Vincent P. Monticello, SR. DEPUTY CHIEF OF POLICE OF

Police Dispatch: 607/272 3245

Police Administration/Records: 607/272 0073

Dear Roy Park Jr

31 December 2018

Triad Foundation

Dear Mr. Park,

Thank you for again helping the City of Ithaca Community and the Ithaca Police Department with your generous donation of \$10,000. I am in receipt of the check and formally accept it on behalf of the department.

The intended usage of the money will be to assist in the overhaul of our policy's and procedures which is already currently underway, using a private vendor in coordination with the City Attorney's Office. This project is critical to the IPD to ensure that our policies are up to date and meet the industry standards that are required in modern policing.

The time table for this project should be completed by the end of 2019, although we would like to realistically be complete by 3<sup>rd</sup> quarter.

Again, thank you so very much for your support and commitment to our community through your generosity.

Best,

Chief Pete Tyler

Ithaca Police Department.



**3. Finance, Budget and Appropriations**

**.3 Request to Release funds from the 2019 Authorizes Contingency Fund for the REACH Project**

WHEREAS, the REACH Project, Inc. also known as Respectful, Equitable, Access to Compassionate Healthcare (REACH) has requested funds from the City of Ithaca to support treatment expansion in 2019; and

WHEREAS, as part of the 2019 authorized City of Ithaca budget, \$30,000 was placed in Restricted Contingency for the purpose of providing funding assistance to REACH for treatment expansion; now, therefore be it

**RESOLVED**, That Common Council hereby authorizes and directs the City Controller to make the following appropriations to the 2019 authorized budget:

|           |  |          |
|-----------|--|----------|
| Decrease: | Appropriation Account A1990 Restricted Contingency   | \$30,000 |
| Increase: | Appropriation Account A1210-5435 Mayor Contracts for the purpose of transferring said funds to the REACH Project, Inc. to provide funding assistance for treatment expansion | \$30,000 |

**City of Ithaca**

**2019 Budget Proposal**

The REACH Project, Inc., also known as - Respectful, Equitable, Access to Compassionate Healthcare (REACH) is a 501c3 non-profit organization formed in 2017, whose mission is to provide compassionate care and social services, utilizing a low threshold, harm reduction philosophy for treating people who use drugs and others who face stigma (target population), without judgement and with compassion. REACH operates a captive professional medical practice, REACH Medical, who opened its doors to patients in February 2018, with the goal of preventing drug overdoses and improving the quality of life for patients it serves. REACH Medical provides integrated services in a single setting including primary care, medication-assisted treatment for opioid use disorder, behavioral services and Hepatitis C treatment. REACH is submitting this proposal to secure operational funds allowing for the expansion of REACH services in the City of Ithaca, which is aligned with the Ithaca Plan. Greater than 75% of patients at REACH are enrolled in Medicaid. Reimbursement from Medicaid falls significantly short of the cost of providing care. REACH will be pursuing an OASAS license as part of the medical practice, and a separate Article 28 license, in collaboration with Southern Tier AIDS Program (STAP) to help increase reimbursement for critical healthcare services, but, in reality REACH will need to rely on grant funding and philanthropy to bridge the funding gap in the long term. REACH does not turn anyone away regardless of their ability to pay for services.

Since opening, REACH has served over 600 unique patients in Tompkins County and surrounding areas. Over 300 patients have received medication-assisted treatment for opioid use disorder at REACH, and approximately 20% of patients receive behavioral health services

onsite as well. Approximately 30 patients are engaged in Hepatitis C treatment at REACH, almost triple the case load with the local Infectious Disease doctor operated by Cayuga Medical Associates. REACH currently has 9 contracted providers prescribing Buprenorphine, offering primary care and behavioral services, and two full time, employed physicians. In the six months since opening, REACH has outgrown its existing space, and is currently looking for a permanent location in which to house the medical practice. Once REACH expands, it is anticipated that capacity for total Suboxone slots will more than double.

As discussed with Tom Knipe and Nels Bohn in August, REACH presents a significant economic development opportunity for the City of Ithaca. REACH has already created 12 new jobs in the community, and will soon implement a Peer Program, which will employ people in recovery to support enhanced outreach, Peer-led support groups and educational sessions for the community regarding harm reduction. REACH is committed to Diversity and Inclusion and is working with Shelley M. from the Mayor's office to ensure that the REACH staff is diverse and therefore able to engage some of the most vulnerable individuals in our community into care. This August, REACH was approved as a Tompkins County Living Wage employer.

REACH is unique as a service provider because of its ability to successfully engage and retain patients in treatment. For patients that have been in treatment with REACH for three months or more, 88% have been retained in treatment, which far exceeds the retention rate for traditional providers – typically not exceeding 50%. REACH has also had tremendous success with recruiting providers. While there is a national shortage of primary care providers and Suboxone prescribers treating Medicaid members, REACH has been able to attract high quality providers without advertising. The low threshold nature of the practice not only improves

patient engagement, but it helps attract providers. The traditional healthcare setting is challenging for providers as it often requires a high level of productivity in order to maximize revenue, limiting the amount of time the provider can spend with the patient. REACH takes a different approach, allowing providers to spend quality time with patients and focus on the needs of the patient.

REACH has received significant support and positive feedback since opening. The NYS Office of Alcohol and Substance Abuse Services (OASAS) has committed operating funding to support REACH through the Federally-sponsored State Opioid Response (SOR) grant, which will be issued in September 2018. The support of OASAS is incredibly valuable from a political and regulatory point of view, and REACH will collaborate with OASAS to help with system reform, both for the healthcare system, and criminal justice system. Additionally, the Substance Abuse and Mental Health Services Administration (SAMSHA), the Federal governing agency overseeing substance use treatment across the Country, will visit REACH on September 12 to learn about our model, and help brainstorm how REACH can grow and be sustainable long term. Finally, the work of REACH could not be possible without the support of the NYS Department of Drug User Health AIDS Institute. The AIDS Institute has been leading the way with regard to harm reduction services for over 40 years. Today they continue to support innovative ideas, including the Drug User Health Hub model, from which the idea of implementing REACH was born. Moving forward, the AIDS Institute will be a critical partner to help REACH achieve its mission of health equity and eliminating the stigma associated with drug use.

Budget Request

REACH is requesting \$200,000 to support treatment expansion in 2019 from the City of Ithaca. This funding will cover the cost of medication assisted treatment (MAT) for approximately 1,400 visits for individuals with opioid use disorder in Tompkins County for one full year. The cost of MAT includes the prescribing provider, nursing, and all other direct costs needed to provide the service (see attached Budget).

Revenue from Medicaid Managed Care Organizations (MCOs) only covers 40% of the cost of providing REACH Medical services, at best. The Ithaca location has an annual operating cost of approximately \$1.3 Million at present. REACH was able to secure approximately \$550,000 in grant funding thus far to support operating expenses in its first 12 months, but a deficit remains a reality. Until REACH successfully establishes an Article 28 license in partnership with STAP, and a separate OASAS license to help cover the cost of MAT, the funding shortfall will continue. Yet this critical work must move forward or additional lives will be lost.

Thus far, REACH has secured the following funding to support its mission in 2018 and beyond:

- Care Compass Network, DSRIP Performing Provider System Lead for the Southern Tier: \$150,000 to support opening a second site in Johnson City, NY (Broome County, which has the #1 drug overdose mortality rate per capita in the entire State of NY).
- NYS AIDS Institute: \$150,000 match funding to help replicate REACH in Johnson City.
- OASAS: \$300,000 to support the cost of MAT across REACH locations in 2019.

There is a projected deficit in 2019 for the Ithaca REACH location of at least \$500,000. By providing \$200,000 in funding, the City of Ithaca will help to ensure that people who use drugs and others who typically face stigma have access to high quality healthcare in a stigma-free, compassionate environment. Ultimately, this funding will have a significant return on investment for the City, as new jobs are created, the community will become safer for residents, and the incarceration system will begin to see some relief as people who use drugs will have additional low threshold treatment options.

Additionally, REACH is working to secure multiple high dollar capital and operating grants, which will support economic development in the City, with the goal of building a permanent home for REACH, which will include a medical services and a supportive housing campus.

### Budget Narrative

The one-year budget included in the attached spreadsheet includes the following assumptions:

- Each unique individual receiving MAT will have 4 visits in the first month, and 1 visit per month thereafter.
- Payer mix is assumed to be 75% Medicaid and 25% Commercial/other, which is consistent with the current payer mix for 2018.
- Budgeted revenue includes \$200K from the City of Ithaca, \$300K from OASAS (committed and expected), \$300K from DSRIP and AIDS Institute (committed and expected), \$200K from other grant revenue and philanthropy (not yet identified).
- Total clinical FTE's, including physicians and advanced practice practitioners is 3.31, which provides a total of 5,512 clinical hours per year, generating approximately 2 patient visits per clinical hour.
- Salaries and Benefits include all direct and fixed staff needed to operate the program, including 1.8 FTEs for The REACH Project Inc., the 501c3 nonprofit organization that owns and operates REACH Medical. The REACH Project is responsible for procuring grants, identifying donors, advocacy work and outreach, the Peer Program, and other critical non-clinical initiatives that are necessary to fulfill the Mission.
- Other Expenses include the following: professional services such as billing and provider credentialing and legal, rent for the current Ithaca location and the new Johnson City location, medical and office supplies, utilities, internet and phone, malpractice coverage for all sites and other direct expenses including marketing, water and other miscellaneous.

REACH Medical, PLLC 8/30/18

- Operating margin is expected to be about break even, but this is contingent upon identifying additional funding while REACH goes through the process of obtaining an OASAS license to bring in enhanced patient revenue.



## COMMISSION PROJECT PLAN

|                     |                                     |   |                                   |           |
|---------------------|-------------------------------------|---|-----------------------------------|-----------|
| ASSIGNED COMMISSION | _____ PSI                           | _____ PRNR  | _____ CL                          | _____ MAT |
| REPORT UP TO        | _____ City Administration Committee | _____ Planning and Economic Development Committee |                                   |           |
|                     | _____ Mayor                         | _____ Common Council                              | _____ City Staff (specify): _____ |           |

This form is to be completed by the Chair of a Council standing committee, the Mayor, or the City Chief of Staff and assigned to a commission through a formal vote of either a Council committee or full Council.

### 1. Project Background and Description

**i** Describe how this project came about, who is involved, and the purpose.

### 2. Project Deliverables

**i** Please check off and describe below the exact deliverable(s) you are expecting from the Commission, and add details as needed.

- Research the topic and provide a summary report on your findings. Include any recommendations along with reasons for the recommendations. (Requires a vote of the commission)
- Review a program, process or legislation from Council and provide feedback on the pros and cons. Report back should indicate whether the commission supports the program, does not support the program, or is neutral, along with the reasons why. (Requires a vote of the commission)
- Arrange for a public presentation on the topic, gather feedback, solicit questions, and synthesize feedback in a findings report. (Vote of commission not required)



### 3. City Staff Participation

**i** Describe below the expectations of City Staff to support this work. List names of City Staff assigned to assist.

### 4. Resources/Materials

**i** List below any existing materials or resources that should be reviewed by the Commission as part of their work.

### 5. Other Stakeholders or Community Partners

**i** List below any other parties that should be included in the discussion or planning of this topic.

### 6. Timeline and Milestones

**i** Please complete the preferred dates for the following milestones. Please use the MONTH/YEAR format.

|  |                                     |   |
|--|-------------------------------------|---|
| Progress Report 1:<br>MONTH/YEAR _____ | Public Input 1:<br>MONTH/YEAR _____ | Final Deliverables Due:<br>MONTH/YEAR _____ |
| Progress Report 2:<br>MONTH/YEAR _____ | Public Input 2:<br>MONTH/YEAR _____ |   |



## COMMISSION PROJECT PLAN

|                     |  |   |                                 |                |
|---------------------|--|---|---------------------------------|----------------|
| ASSIGNED COMMISSION | ___ PSI                                  | ___ PRNR  | ___ CL                          | <u> X </u> MAT |
| REPORT UP TO        | <u> X </u> City Administration Committee | ___ Planning and Economic Development Committee |                                 |                |
|                     | ___ Mayor                                | ___ Common Council                              | ___ City Staff (specify): _____ |                |

This form is to be completed by the Chair of a Council standing committee, the Mayor, or the City Chief of Staff and assigned to a commission through a formal vote of either a Council committee or full Council.

### 1. Project Background and Description

**i** Describe how this project came about, who is involved, and the purpose.

We know that there are issues with clearing routes for pedestrians during and after snowstorms in Ithaca. MAT has done some good work on this topic to date, but Council would like to understand the priorities of the public so we can determine how to proceed. Are the main issues with lack of sidewalk clearing by property owners? Large piles of snow at curb cuts and corners? Other issues? And does the public want the City government to take on more of the responsibility for keeping pedestrian routes open, or to enforce more vigorously the regulations that exist? How much more is the public willing to pay?

### 2. Project Deliverables

**i** Please check off and describe below the exact deliverable(s) you are expecting from the Commission, and add details as needed.

- Research the topic and provide a summary report on your findings. Include any recommendations along with reasons for the recommendations. (Requires a vote of the commission)
- Review a program, process or legislation from Council and provide feedback on the pros and cons. Report back should indicate whether the commission supports the program, does not support the program, or is neutral, along with the reasons why. (Requires a vote of the commission)
- Arrange for a public presentation on the topic, gather feedback, solicit questions, and synthesize feedback in a findings report. (Vote of commission not required)

Please find ways to gather public input, whether through one or more forums; surveys; focus groups; or other methods.

Please try to find answers to questions outlined above, as well as other questions that arise during the course of the data gathering.

### 3. City Staff Participation

**i** Describe below the expectations of City Staff to support this work. List names of City Staff assigned to assist.

Please work with the City Clerk, Julie Holcomb, on scheduling meetings and putting information on the City's website and social media.

Please work with the Planning Department, through Planning Director JoAnn Cornish, to get assistance on how to set up public forums that will generate productive feedback.

### 4. Resources/Materials

**i** List below any existing materials or resources that should be reviewed by the Commission as part of their work.

None

### 5. Other Stakeholders or Community Partners

**i** List below any other parties that should be included in the discussion or planning of this topic.

FLIC; Tompkins County Office for the Aging

### 6. Timeline and Milestones

**i** Please complete the preferred dates for the following milestones. Please use the MONTH/YEAR format.

|  |                                     |   |
|--|-------------------------------------|---|
| Progress Report 1:<br>MONTH/YEAR _____ | Public Input 1:<br>MONTH/YEAR _____ | Final Deliverables Due:<br>MONTH/YEAR _____ |
| Progress Report 2:<br>MONTH/YEAR _____ | Public Input 2:<br>MONTH/YEAR _____ |   |



### COMMISSION PROJECT PLAN

|                     |  |   |                                |                              |
|---------------------|--|---|--------------------------------|------------------------------|
| ASSIGNED COMMISSION | <input checked="" type="checkbox"/> PSI                | <input type="checkbox"/> PRNR   | <input type="checkbox"/> CL    | <input type="checkbox"/> MAT |
| REPORT UP TO        | <input type="checkbox"/> City Administration Committee | <input type="checkbox"/> Planning and Economic Development Committee        | <input type="checkbox"/> Mayor |                              |
|                     | <input type="checkbox"/> Common Council                | <input checked="" type="checkbox"/> City Staff (specify): <u>City Clerk</u> |                                |                              |

This form is to be completed by the Chair of a Council standing committee, the Mayor, or the City Chief of Staff and assigned to a commission through a formal vote of either a Council committee or full Council.

### 1. Project Background and Description

**i** Describe how this project came about, who is involved, and the purpose.

The City's Social Media Policy was originally adopted by Common Council on June 6, 2011. The use of social media has increased dramatically since then and has become a primary communication tool used by a majority of city departments. The policy is outdated and is in need of an update.

### 2. Project Deliverables

**i** Please check off and describe below the exact deliverable(s) you are expecting from the Commission, and add details as needed.

- Research the topic and provide a summary report on your findings. Include any recommendations along with reasons for the recommendations. (Requires a vote of the commission)
- Review a program, process or legislation from Council and provide feedback on the pros and cons. Report back should indicate whether the commission supports the program, does not support the program, or is neutral, along with the reasons why. (Requires a vote of the commission)
- Arrange for a public presentation on the topic, gather feedback, solicit questions, and synthesize feedback in a findings report. (Vote of commission not required)

The Public Safety and Information Commission has been asked to research best practices in the use of social media by government/not-for-profit agencies and to propose policy revisions. Once this work is complete the proposed policy update will be vetted by the City's Senior Staff for potential further revisions. Once complete, the policy will be put forward to either the Mayor or Common Council for approval, whichever is the desired course of action.

### 3. City Staff Participation

**i** Describe below the expectations of City Staff to support this work. List names of City Staff assigned to assist.

City Clerk Holcomb and Public Information Specialist Faraday have provided the Commission with the background on the original policy development and current operating practices in City departments. Both remain available for questions and advice as needed.

### 4. Resources/Materials

**i** List below any existing materials or resources that should be reviewed by the Commission as part of their work.

The City's existing social media policy, NYS Records and Archives policies regarding social media and record retention practices, sample social media policies from other governmental / not-for-profit agencies.

### 5. Other Stakeholders or Community Partners

**i** List below any other parties that should be included in the discussion or planning of this topic.

Senior staff review of proposed revision, including Officer Jamie Williamson, PIO/IPD and Lt. Tom Basher, PIO/IFD.

### 6. Timeline and Milestones

**i** Please complete the preferred dates for the following milestones. Please use the MONTH/YEAR format.

|   |                                     |   |
|---|-------------------------------------|---|
| Progress Report 1:<br>MONTH/YEAR <u>February 2019</u> | Public Input 1:<br>MONTH/YEAR _____ | Final Deliverables Due:<br>MONTH/YEAR <u>March/April 2019</u> |
| Progress Report 2:<br>MONTH/YEAR <u>March 2019</u>    | Public Input 2:<br>MONTH/YEAR _____ |   |



### COMMISSION PROJECT PLAN

|                     |   |  |  |                              |
|---------------------|---|--|--|------------------------------|
| ASSIGNED COMMISSION | <input checked="" type="checkbox"/> PSI                           | <input type="checkbox"/> PRNR  | <input type="checkbox"/> CL                          | <input type="checkbox"/> MAT |
| REPORT UP TO        | <input checked="" type="checkbox"/> City Administration Committee | <input type="checkbox"/> Planning and Economic Development Committee |  |                              |
|                     | <input type="checkbox"/> Mayor                                    | <input type="checkbox"/> Common Council                              | <input type="checkbox"/> City Staff (specify): _____ |                              |

This form is to be completed by the Chair of a Council standing committee, the Mayor, or the City Chief of Staff and assigned to a commission through a formal vote of either a Council committee or full Council.

#### 1. Project Background and Description

**i** Describe how this project came about, who is involved, and the purpose.

Currently dogs are not allowed on the Commons except by special permit, as regulated by § 157-15 in the City Code. There are arguments both for and against changing the code to allow dogs. The police have reported that when they ask dog owners to take their dogs off the Commons, many of them react negatively. They have also reported that signage prohibiting dogs are insufficient.

Common Council has been reluctant to modify the current regulations out of concern that there could be problems if dogs are allowed on the Commons.

#### 2. Project Deliverables

**i** Please check off and describe below the exact deliverable(s) you are expecting from the Commission, and add details as needed.

- Research the topic and provide a summary report on your findings. Include any recommendations along with reasons for the recommendations. (Requires a vote of the commission)
- Review a program, process or legislation from Council and provide feedback on the pros and cons. Report back should indicate whether the commission supports the program, does not support the program, or is neutral, along with the reasons why. (Requires a vote of the commission)
- Arrange for a public presentation on the topic, gather feedback, solicit questions, and synthesize feedback in a findings report. (Vote of commission not required)

We would like PSI to gather information about how dogs are regulated in other pedestrian malls and areas with large concentrations of pedestrians and make recommendations for how the City Code could be modified, if at all.

Areas to explore: dog waste; dogs off leash; dog bites; fights among dogs; signage; dogs in businesses; dogs around food vendors.

### 3. City Staff Participation

**i** Describe below the expectations of City Staff to support this work. List names of City Staff assigned to assist.

City staff can provide information about current issues related to dogs and can help vet findings that the commission develops through their research. Department Heads or their designees who can help:

- Superintendent of Public Works Mike Thorne
- City Clerk Julie Holcomb
- Police Chief Pete Tyler

### 4. Resources/Materials

**i** List below any existing materials or resources that should be reviewed by the Commission as part of their work.

City Code Chapter 157 Commons, specifically Section 157-15 Dogs and other animals.

### 5. Other Stakeholders or Community Partners

**i** List below any other parties that should be included in the discussion or planning of this topic.

Downtown Ithaca Alliance should be consulted, and they can help connect with Commons merchants, residents and property owners.

### 6. Timeline and Milestones

**i** Please complete the preferred dates for the following milestones. Please use the MONTH/YEAR format.

|  |                                     |   |
|--|-------------------------------------|---|
| Progress Report 1:<br>MONTH/YEAR <u>Apr 2019</u> | Public Input 1:<br>MONTH/YEAR _____ | Final Deliverables Due:<br>MONTH/YEAR <u>Sep 2019</u> |
| Progress Report 2:<br>MONTH/YEAR <u>Jul 2019</u> | Public Input 2:<br>MONTH/YEAR _____ |   |



### COMMISSION PROJECT PLAN

|                     |  |   |                                 |         |
|---------------------|--|---|---------------------------------|---------|
| ASSIGNED COMMISSION | ___ PSI                                  | ___ PRNR  | <u> X </u> CL                   | ___ MAT |
| REPORT UP TO        | <u> X </u> City Administration Committee | ___ Planning and Economic Development Committee |                                 |         |
|                     | ___ Mayor                                | ___ Common Council                              | ___ City Staff (specify): _____ |         |

This form is to be completed by the Chair of a Council standing committee, the Mayor, or the City Chief of Staff and assigned to a commission through a formal vote of either a Council committee or full Council.

### 1. Project Background and Description

**i** Describe how this project came about, who is involved, and the purpose.

There are two issues related to flags in the City that could use some research and recommendations:

1. People and/or organizations request that the City fly a particular flag; for example the Pride Flag for the month of June. The City has no policy for which flags can be flown, for how long, on which flag poles, etc. In the absence of a policy, the City has been reluctant to fly any flags.
2. There are questions about when to fly flags at half-staff and for how long, and what protocol to follow. With limited staff, we cannot always follow the protocols set out by legislation. And when special circumstances arise, such as the death of a public figure, the City should have a policy on what to do. Currently, the staff person overseeing flag poles asks the Mayor for guidance.

### 2. Project Deliverables

**i** Please check off and describe below the exact deliverable(s) you are expecting from the Commission, and add details as needed.

- Research the topic and provide a summary report on your findings. Include any recommendations along with reasons for the recommendations. (Requires a vote of the commission)
- Review a program, process or legislation from Council and provide feedback on the pros and cons. Report back should indicate whether the commission supports the program, does not support the program, or is neutral, along with the reasons why. (Requires a vote of the commission)
- Arrange for a public presentation on the topic, gather feedback, solicit questions, and synthesize feedback in a findings report. (Vote of commission not required)

Come back to City Administration with recommendations for what to include in two flag-related policies::

1. Flying of special flags, including application process, who decides which can be flown, how to handle multiple requests for the same time period, who supplies and stores the flags, how long they can be flown, which flag poles the flags should fly on
2. Lowering flags to half-staff, including when flags are lowered, which flags are lowered and for how long; who has authority to make the decision; how is the public notified why the flag is lowered



### 3. City Staff Participation

**i** Describe below the expectations of City Staff to support this work. List names of City Staff assigned to assist.

Staff who should be consulted to understand the challenges with the current system and to help vet recommendations:

- Chief of Staff Dan Cogan
- Assistant to the Mayor Annie Sherman
- Building Maintenance Supervisor Steve Nann
- City Clerk Julie Holcomb

### 4. Resources/Materials

**i** List below any existing materials or resources that should be reviewed by the Commission as part of their work.

City of Ithaca Posthumous Honors policy

### 5. Other Stakeholders or Community Partners

**i** List below any other parties that should be included in the discussion or planning of this topic.

### 6. Timeline and Milestones

**i** Please complete the preferred dates for the following milestones. Please use the MONTH/YEAR format.

|  |                                     |   |
|--|-------------------------------------|---|
| Progress Report 1:<br>MONTH/YEAR _____ | Public Input 1:<br>MONTH/YEAR _____ | Final Deliverables Due:<br>MONTH/YEAR _____ |
| Progress Report 2:<br>MONTH/YEAR _____ | Public Input 2:<br>MONTH/YEAR _____ |   |