



# CITY ADMINISTRATION COMMITTEE OF THE WHOLE

Date: Wednesday, March 24, 2021

Time: 6:00 PM

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 February 24, 2021 Minutes	Yes		
1.3 Statements from the Public		Sign up for public comment here: <a href="https://bit.ly/3pDc1LD">https://bit.ly/3pDc1LD</a>	
Up to 40 members of 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: <a href="https://j.mp/2XUYUdW">https://j.mp/2XUYUdW</a>	
1.4 Council's Response			
2. Consent			
2.1 DPW – Amendment to Personnel Roster	Yes	Mike Thorne, Supt of DPW	5 Min
3. Finance, Budget and Appropriations			
3.1 GIAC – Establishment of Capital Project for Gym Renovations	Yes	Leslyn McBean-Clairborne, Director of GIAC	5 Min
4. City Administration, Human Resources and Policy			
4.1 Support for the Friends of Stewart Park's Application to the Preserve New York Grant Program	Yes	Bryan McCracken, Historical Preservation and Neighborhood Planner	5 Min
4.2 Adoption of the Reimagining Public Safety Plan	Yes	Mayor Svante Myrick	90 Min
5. Discussion			
6. Meeting Wrap-Up	No	All	5 Min
6.1 Announcements			
6.2 Next Meeting Date: April 28, 2021			
6.3 Review Agenda Items for Next Meeting			
6.4 Adjourn			

Due to consideration of the Reimagining Public Safety report, this meeting of the City Administration Committee will be held as a Committee of the Whole to allow all ten Council members to vote.

This meeting can be viewed via livestream on: <https://j.mp/2AWrkvg>

## **2. Consent**

### **.1 Amendment to Personnel Roster – DPW – Administrative Assistants**

WHEREAS, budget reductions in the Department of Public Works due to the COVID-19 pandemic have resulted in the reduction of financial and administrative staff, specifically the Executive Assistant and Manager of Fiscal Operations positions; and

WHEREAS, due to staff reductions, the Financial Management Assistants located at Streets & Facilities, Water & Sewer, and City Hall have assumed additional financial and administrative responsibilities which are more similar to the duties required of an Administrative Assistant; now, therefore, be it

**RESOLVED**, That the personnel roster of the Department of Public Works be amended as follows:

Add: Three (3) Administrative Assistants – 40 hours/week (Grade 8)  
Defund: Three (3) Financial Management Assistants – 40 hours/week (Grade 6)  
Delete: One (1) Financial Management Assistant – 20 hours/week (Grade 6)

and be it further

**RESOLVED**, That the three full-time Financial Management Assistant positions shall remain on the DPW personnel roster in an unfunded capacity until such time as the employees successfully complete the civil service examination process for Administrative Assistant, at which time the positions shall be abolished; and be it further

**RESOLVED**, That the above changes shall be funded from the same accounts which the Financial Management Assistants are currently budgeted, and the differential in pay shall be funded from the vacant part-time Financial Management Assistant position that is being deleted.



## CITY OF ITHACA

108 East Green Street, Ithaca, New York 14850-6590

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DEPARTMENT OF PUBLIC WORKS

Michael J. Thorne, P.E., Superintendent

Telephone: 607/274-6531

Fax: 607/274-6587

Date: March 3, 2021

To: Common Council

From: Michael Thorne, Superintendent of Public Works

Re: New Administrative Assistant Positions in DPW

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Dear Council Members,

Due to budget reductions related to COVID-19, the Department of Public Works has lost administrative and financial staff. The Manager of Fiscal Operations and the Executive Assistant positions have been eliminated, and another part-time Financial Management Assistant (FMA) has recently resigned. As a result, three of our current FMAs have taken on an increased workload with higher level responsibilities. The three positions are located at Streets & Facilities, Water & Sewer, and City Hall. The new responsibilities are more similar to the job description for Administrative Assistant.

I am requesting that three FMA positions be defunded, and three Administrative Assistant positions be created. Increased funding for these positions will come from the part-time FMA position which will not be backfilled, and will result in an overall budget savings.

Sincerely,

Mike Thorne

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

#### **.1 Request to Amend Capital Project #864 – GIAC Gym Renovation**

WHEREAS, a capital project in the amount of \$290,000 was established in 2019 to purchase and renovate the former Immaculate Conception School gymnasium for use by the Greater Ithaca Activities Center for city youth recreation; and

WHEREAS, the City of Ithaca, in collaboration with the Greater Ithaca Activities Center Board of Directors (GIAC, Inc.), purchased the gym from Ithaca Neighborhood Housing Services and now hold the deed to the facility; and

WHEREAS, GIAC received formal schematic designs with alternates, and related estimates for the renovation portion of the project totaling \$3.5 million; and

WHEREAS, this past year the difficulties brought on by the Coronavirus, especially around distancing and having space for program participants, highlighted the importance of having this facility available for programming; and

WHEREAS, GIAC has been fundraising and is ready to move this renovation project forward; and

WHEREAS, Common Council is desirous of progressing this reimbursement project; now, therefore be it

**RESOLVED**, That Common Council hereby amends Capital Project # 864, GIAC Gym Renovation in an amount not to exceed \$3,500,000, for a total project authorization of \$3,790,000, for the purposes of designing and constructing such improvements, and be it further

**RESOLVED**, That funding for said Capital Project shall be derived from the issuance of Serial Bonds with the understanding that eligible expenses will be reimbursed by GIAC, Inc., based on private donations and grants.

GIAC Rashad Richardson Gym SD - Estimate

Rashad Richardson Gymnasium Greater Ithaca Activities Center SD Estimate February 19, 2021					
Summary				Alternate # 1 Gym Addition	Alternate # 2 ADD Insulation & Metal Siding to Existing
Spec	Description	Notes	Total		
01 00 00	General Conditions		\$ 168,119		
02 41 19	Structure Demolition		\$ 21,398		
02 41 19	Building Selective Demolition		\$ 73,500	\$ 44,515	
02 82 13	Asbestos Abatement		\$ 40,000		
03 30 00	Cast In Place Concrete		\$ 64,530	\$ 43,465	
04 20 00	Unit Masonry		\$ 276,896	\$ 228,592	\$ (149,760)
05 10 00	Structural Metal Framing		\$ 77,100	\$ 35,500	
05 50 00	Metal Fabrications		\$ 33,900		
06 10 00	Rough Carpentry		\$ 4,800		
07 10 00	Damproofing and Waterproofing		\$ 4,000		
07 42 13	Metal Wall Panels		\$ 6,240	\$ 5,460	\$ 355,888
07 50 00	Membrane Roofing		\$ 22,080	\$ 18,400	
07 72 00	Roof Accessories		\$ 4,000		
08 10 00	Doors and Frames		\$ 59,500		
08 31 13	Access Doors		\$ 1,200		
08 33 13	Coiling Counter Doors		\$ 5,000		
08 40 00	Entrances, Storefronts and Curtain Walls		\$ 67,300		
09 21 16	Gypsum Board Assemblies		\$ 125,546		
09 30 00	Tiling		\$ 40,140		
09 51 00	Acoustical Ceilings		\$ 14,373		
09 64 00	Wood Flooring		\$ 36,180		
09 65 00	Resilient Flooring		\$ 14,565		
09 65 10	Athletic Flooring		\$ 3,330		
09 65 20	Resilient Base & Accessories		\$ 9,100		
09 91 00	Painting		\$ 37,341		
10 11 00	Visual Display Units		\$ 5,000		
10 14 23	Panel Signage		\$ 3,000		
10 21 13	Toilet Compartments		\$ 14,750		
10 28 00	Toilet, Bath and Laundry Accessories		\$ 5,665		
10 44 00	Fire Protection Specialties		\$ 780		
10 51 00	Lockers		\$ 6,000		
11 30 13	Residential Appliances		\$ 12,000		
11 52 13	Projection Screens		\$ 7,000		
11 66 23	Gymnasium Equipment		\$ 66,000		
11 66 43	Interior Scoreboards		\$ 8,000		
12 35 53	Laboratory Casework		\$ 3,920		
12 48 13	Entrance Floor Mats and Frames		\$ 6,400		
12 61 00	Fixed Audience Seating		\$ 10,000		
12 93 10	Bike Racks		\$ 1,500		
14 20 00	Elevators		\$ 53,000		
21 00 00	Fire Suppression		\$ 42,420	\$ 4,000	
22 00 00	Plumbing		\$ 143,700	\$ 2,000	

GIAC Rashad Richardson Gym SD - Estimate

Rashad Richardson Gymnasium Greater Ithaca Activities Center SD Estimate February 19, 2021					
Summary				Alternate # 1 Gym Addition	Alternate # 2 ADD Insulation & Metal Siding to Existing
Spec	Description	Notes	Total		
23 00 00	Heating, Ventilating and Air Conditioning (HVAC)		\$ 192,096	\$ 14,400	
26 00 00	Electrical		\$ 111,798	\$ 1,800	
28 00 00	Electronic Safety and Security		\$ 32,016		
31 10 00	Earth Moving		\$ 10,640	\$ 7,580	
31 25 00	Erosion and Sediment Control		\$ 2,380		
31 12 16	Asphalt Paving		\$ 10,000	\$ 800	
32 16 23	Sidewalks		\$ 2,400		
32 31 00	Fences and Gates		\$ -	\$ 5,000	
32 90 00	Plantings		NIC		
33 10 00	Water Utilities		NIC		
33 30 00	Sanitary Sewerage		NIC		
33 40 00	Stormwater Utilities		NIC		
<b>Construction Total - Today's Estimated Cost</b>			<b>\$ 1,960,602</b>	<b>\$ 411,512</b>	<b>\$ 206,128</b>
	Design Contingency	10.0%	\$ 196,060	\$ 41,151	\$ 20,612.80
<b>Subtotal</b>			<b>\$ 2,156,663</b>	<b>\$ 452,663</b>	<b>\$ 226,741</b>
	Escalation	3.0%	\$ 64,700	\$ 13,580	\$ 6,802
<b>Total Estimated Bid Day Cost</b>			<b>\$ 2,221,362</b>	<b>\$ 466,243</b>	<b>\$ 233,543</b>
	CM On Site Supervision		\$ 134,800	\$ 17,388	\$ 17,388
	CM Fee	6.0%	\$ 133,282	\$ 27,975	\$ 14,013
<b>Total GMP Cost</b>			<b>\$ 2,489,444</b>	<b>\$ 511,606</b>	<b>\$ 264,944</b>
	Owner Carried Construction Contingency;	10.0%	\$ 222,136	\$ 46,624	\$ 23,354
<b>Overall "Proposed" Project Cost to Owner;</b>			<b>\$ 2,711,580</b>	<b>\$ 558,230</b>	<b>\$ 288,298</b>

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

##### **.1 Support for the Friends of Stewart Park's Application to the Preserve New York Grant Program**

WHEREAS, Stewart Park is a regional waterfront destination within the City of Ithaca that offers a wide variety of recreational opportunities to residents and visitors; and

WHEREAS, the park's dynamic history is represented in its existing buildings, structures, monuments, and landscape features; and

WHEREAS, the Friends of Stewart Park (FSP) is a non-profit organization working in partnership with the City of Ithaca to revitalize the municipally-owned Stewart Park; and

WHEREAS, as part of their revitalization efforts, the FSP promotes the park's significant community history through programming, events, and other projects and activities that engage the public; and

WHEREAS, the FSP wishes to nominate the park for listing on the State and National Registers of Historic Places to further promote its historic value locally, regionally, and nationally; and

WHEREAS, the Preservation League of New York State and New York State Council on the Arts have announced the availability of funds through the 2021 Preserve New York Grand Program; and

WHEREAS, the FSP is interested in applying to the Preserve New York Grant Program to engage a consultant to draft a National Register Nomination for Stewart Park; and

WHEREAS, the FSP will serve as the recipient and administrator of any grant award; and

WHEREAS, the FSP will provide the funding match as required by the grant program; and

**RESOLVED**, That City of Ithaca Common Council hereby offers its support and endorsement for the Friends of Stewart Park's application to the 2021 Preserve New York Grant Program for the completion of a National Register Nomination for Stewart Park.



**CITY OF ITHACA**

**108 E. Green St. — Third Floor Ithaca, NY 14850-5690**

**DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT**

**Division of Planning & Economic Development**

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**MEMORANDUM**

**From: Bryan McCracken, Historic Preservation and Neighborhood Planner on behalf of Friends of Stewart Park**  
**To: City Administration Committee**  
**Date: March 11, 2020**  
**Subject: Preserve New York Grant Program Application**

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Originally established as a trolley park in the late-19<sup>th</sup> century and later used as a silent film studio, Stewart Park has a vibrant history that is represented in its buildings, monuments, and landscape. The Friends of Stewart Park (FSP), a local not-for-profit focused on park revitalization, recognizes this significant history and wishes to honor it through a National Register of Historic Places designation. Monies to fund the completion of a National Register nomination are available through the Preserve New York Grant Program, a signature program of The Preservation League of New York State and the New York Council on the Arts, and FSP plans to apply to this fund to advance this historic designation initiative.

Grant funds will be used to hire an architectural historian to research and document the architecture and history of Stewart Park. This work will result in the completion of a National Register Nomination Form. The grant request will be 80% of the \$12,000 budget; the local match of 20% will be funded by FSP. FSP is not seeking financial support from the City for this project.

Friends of Stewart Park seeks the endorsement of the City as the owners of Stewart Park to help strengthen this grant application. A proposed resolution expressing the City's support for the project is attached for consideration at the March 24, 2021, City Administration meeting.

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

##### **.2 A Resolution Adopting and Authorizing Mayor to Submit the Reimagining Public Safety Plan Pursuant to New York State Executive Order 203**

WHEREAS, The New York State Governor issued Executive Order 203 in order to call 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” with a directive to respond to the Governor by April 1, 2021; and

WHEREAS, the City of Ithaca and Tompkins County conferred and saw a favorable moment for significant positive changes in policing practices, and determined that a joint investigation of this issue would provide the greatest opportunity to apply resources to the project and to reach consistent recommendations in a joint plan that would apply to the two largest policing agencies in the County, being the Tompkins County Sheriff’s Department and the Ithaca Police Department; and

WHEREAS, beginning in September 2020, the City and County appointed nearly forty individuals, based upon their content expertise, role within the system, and the ability to address and implement solutions, to participate on five Working Groups (Leadership/Administration/Budget, Communications/Community, Law Enforcement/Public Safety, Data Analysis, and Academic/Research), with each Working Group charged to gather information and examine specific functional areas within local law enforcement in a project that came to be called Reimagining Public Safety; and

WHEREAS, the City of Ithaca and Tompkins County engaged the services of a consultant, Center for Policing Equity, to assist with the administration and organization of the study of these policing issues, including examination of police force deployments, strategies, policies, procedures, and practices, and to provide informational resources to the Working Groups; and

WHEREAS, in conjunction with the formation of the Working Groups, the City and County consulted with the Tompkins County Sheriff and the City Police Chief, and members of law enforcement, together with an extensive effort to receive public comment from as broad a range of community members as possible, using various tools, including issuing calls for comments, question and answer sessions with community leaders, surveys, interviews, and the use of focus groups to target specific segments of the populations such as the houseless, people of color, and those who have been involved within the criminal justice system, with the goal of obtaining as clear a view as possible of the current state of policing and the community perceptions of policing; and

WHEREAS, beyond complying with the requirements of the Governor’s Executive Order 203, the intention of this project has been to make a good faith effort on a local level towards long term substantive improvement in our criminal justice system, recognizing that formulating the present recommendations in the joint plan would set the community on a pathway that will require consistent and persistent dedication to effect positive change; and

WHEREAS, recognizing the benefit to be achieved by developing a joint plan that reflected a consistent and coherent set of recommendations across the City and County, staff from the City and County worked collaboratively to prepare a Draft Report entitled “Public Safety Reimagined. Recommendations report following a collaborative effort between the City of Ithaca & Tompkins County, N.Y.”, which Draft Report contains a description of the process followed and a draft list of proposed City, County, and joint recommendations made in response to the Governor’s Executive Order 203; and

WHEREAS, the City of Ithaca and Tompkins County having received the Draft Report, and having conducted town halls, public forums, and public hearings after publication of the Draft Report, and the City of Ithaca Common Council and the Tompkins County Legislature determining that an opportunity for meaningful action is possible through development of a joint plan; now therefore be it

**RESOLVED**, That the Draft Report entitled “Public Safety Reimagined. Recommendations report following a collaborative effort between the City of Ithaca & Tompkins County, N.Y.” be accepted, with the gratitude of Common Council for the effort of the consultants at Center for Policing Equity, all those individuals who participated on the Working Groups, members of law enforcement, including the Ithaca Police Chief, Dennis Naylor and Tompkins County Sheriff, Derek Osborne, the Tompkins County District Attorney, the Director of Assigned Counsel, the City and County staff who provided support in the preparation of the Draft Report, and those community members who offered their opinions, viewpoints, ideas, and hope for positive change including equity and safety for all residents, specifically people of color; and be it further

**RESOLVED**, That the City of Ithaca Common Council adopts the following joint recommendations:

- ~~● Evaluate existing models and implement an alternative to law enforcement response system for crisis intervention and wraparound health and human services delivery.~~
- Collect and evaluate the results of officer-initiated traffic stop enforcement
- Identify new curriculum, redesign and implement a culturally-responsive training program that incorporates de-escalation and mental health components into a comprehensive response for law enforcement
- Develop a comprehensive community healing plan to address trauma in the relationship between residents and law enforcement
- Standardize data entry and review existing data sets for more actionable insights and allocation of public safety resources
- Develop a real-time public safety community dashboard.
- Develop a comprehensive, inclusive, and innovative recruitment strategy for law enforcement and corrections officers.
- Develop a County-wide program to promote and support holistic officer wellness.
- Seek ongoing and responsive collaboration from New York State Troopers operating in Tompkins County.
- Repurpose SWAT Mobile Command Vehicle to Tompkins County Department of Emergency Response and develop policies for use of the mobile command center.

- Conduct a review of SWAT callouts to determine appropriate use of service and equipment.
- Revise the Civil Service exam process to diversify law enforcement personnel
- Advocate for New York State to grant local civil service authorities the authority to enact “continuous recruitment” of eligible candidates for law enforcement personnel
- Urge Governor Cuomo and/or the New York State Legislature to reform disciplinary procedures for law enforcement personnel under Civil Service Law Section 75;

and be it further

**RESOLVED**, That Common Council adopts the following City-specific recommendations:

- Create a Department of Community Solutions and Public Safety (DCSPS), led by a Director who may be a civilian employee, to oversee various public safety functions in the City.
  - Include within the new Department (DCSPS) a unit of unarmed first responders to respond to certain non-violent call types. The precise identification of such call-types shall be subject to further study to minimize the risk to unarmed first responders that would arise if tasked to a call-type that produced violence.
  - Retain within the new Department (DCSPS) a unit of armed, uniformed first responders who may be referred to in City-, departmental-, and public-facing communications by a new descriptive title yet to be determined, but who shall qualify in all respects under New York State law as police officers, with said unit therefore led by a unit-head who shall qualify in all respects under New York State law as a Chief of Police.
- Grant City of Ithaca Community Police Board more oversight authority;

With the above listed ~~sixteen~~fifteen recommendations constituting its plan; and be it further

**RESOLVED**, That the Mayor and Common Council recognize the rights, under applicable labor law, of the non-managerial members of the unit of armed officers, to organize and collectively-bargain with the City under such legally-available labor organization and format as the applicable membership shall select, including continuation of the current bargaining unit representing sworn police officers of the City, excluding the Chief and Deputy Chiefs; and be it further

**RESOLVED**, That the Mayor and Common Council intend to implement any organizational transition in such a manner that, to the full extent of armed positions funded in said transition, current officers and supervisors of the Ithaca Police Department would not be required to apply in order to maintain their current positions, and they would retain their civil service status, authority, and benefits of the title of police officer (or higher ranks); and be it further

**RESOLVED**, That the Mayor is authorized to deliver the above stated plan to the New York State Budget Director, Robert Mujica, on behalf of Common Council in accordance with the requirements of Executive Order 203, and to certify to the State Budget Director that the City of Ithaca has complied with the required process; and be it further

**RESOLVED,** That Common Council and the Mayor shall determine next steps to develop the programmatic expression of its plan, determine budget priorities, and work with City staff to implement these recommendations, and to do so where applicable in cooperation and collaboration with Tompkins County; and be it further

**RESOLVED,** That a copy of this resolution shall also be sent to Governor Andrew Coumo, Senator Thomas O'Mara, and Assemblywoman Anna Kelles.