



July 6, 2022

Rich Johns
Ethics Advisory Board
Tompkins County
121 East Court Street
Ithaca, NY 14850

Dear Mr. Johns:

We received your letter of June 21, 2022 regarding the Ethics Investigation arising from the complaint of Cynthia L. Brock. In that letter you have requested certain information from us regarding our participation in the project as a subcontractor to the Center for Police Equity (CPE). We have provided all of the documents that exist to your office and your attention on a flash drive.

I have taken the liberty of copying your request for information, below, and have annotated, in red, whether we have provided the information requested, any qualifiers or notes on the data, or if the requested document does not exist.

1. Complete copy of the Report on Patrol Staffing and Deployment produced by Matrix for the City of Ithaca and/or County of Tompkins.
The draft final report has been provided on the flash drive in the Ithaca/CPE Report Folder (it is dated 1-27-22).
2. Complete copies of all other analysis, audits, evaluations, investigations, research reports, studies, surveys and similar documents, including those electronically created, transmitted or stored, prepared by Matrix for or on behalf of the City and/or the County.
We have provided the following documents on the flash drive:
 - **Preliminary Results of the Call for Service Analysis in the Ithaca/CPE Report Folder (it is dated 11-18-21)**
 - **Preliminary Analysis of Crime Trends in the Ithaca/CPE Report Folder (it is dated 12-15-21)**
 - **Data Collection List in the Ithaca Data Request folder (dated 8-31-21)**
 - **Annotated Data List in the Ithaca Data Request folder (dated 10-4-21)**
3. Any bids, estimates, proposals, quotes or submissions to the City for goods, services or work.
The Ithaca Scope of Work (Proposal) has been provided on the flash drive (it

- is dated 7-28-21).
4. Any contracts or agreements between Matrix and the City.
We did not have an executed contract when we began the work subcontracted to CPE. One was sent to us at the end of May. We still do not have an executed version (though we have signed it and sent it back to CPE). The draft contract file is in the master folder.
 5. Any proposed contracts or agreements between Matrix and the City.
None
 6. Any documents which set forth the scope of services or work to be performed by Matrix for or on behalf of the City.
None
 7. A description of the goods, services or work provided by Matrix to the City.
None
 8. All bills, invoices and/or statements for services or studies performed for or on behalf of the City.
We submitted 4 invoices to CPE on behalf of the City. Each were paid. We have included copies of those invoices in the CPE Invoices folder.
 9. Any bids, estimates, proposals, quotes or submissions to County of Tompkins for goods, services or work.
None
 10. Any contracts or agreements between Matrix and the County.
None
 11. Any proposed contracts or agreements between Matrix and the County.
None
 12. All bills, invoices and/or statements for services or studies performed for or on behalf of the County
None
 13. Any documents which set forth the scope of services or work to be performed by Matrix for or on behalf of the County.
None
 14. A description of the goods, services or work provided by Matrix to the County.
None
 15. Any other materials or information which you believe would assist the Board in its investigation.
We have provided all documents relevant to your request.

If we can be of more assistance, please let me know, I can be contacted at the Page 1 footer address and phone or by email at rbrady@matrixcg.net.

Richard Brady, President
Matrix Consulting Group

