

# Agenda

## Government Operations Committee

Wednesday, June 7, 2017 3:30 PM

Legislature Chambers

1. **Call to Order**
2. **Changes to Agenda**
3. **Comments from the Public**
4. **Minutes Approval**
  - a. May 3, 2017
5. **Executive Session**
6. **Budget Adjustments & Transfers (Info. Only)**
  - a. Information Item: ITS Budget transfer (ID #7081)
  - b. Information Item: Budget Adjustments - County Clerk (ID #7060)
7. **Reports**
  - a. Committee Chair
  - b. County Administrator
  - c. County Attorney
  - d. Director of Finance
  - e. Public Information Officer
8. **Adjournment**

**Government Operations Committee**  
 Regular Meeting Minutes – Draft 5-10-17  
 Wednesday, May 3, 2017 3:30 PM  
 Legislature Chambers

**Attendance**

Attendee Name	Title	Status	Arrived	Departed
Daniel Klein	Chair	Late	3:32 PM	4:45 PM
Carol Chock	Vice Chair	Present		
Dooley Kiefer	Member	Present		
Rich John	Member	Late	3:35 PM	
Will Burbank	Member	Present		
Joe Mareane	County Administrator	Present		
Jay Franklin	Director of Assessment	Present		
Jonathan Wood	Tompkins County Attorney	Present		
Catherine Covert	Clerk of the Legislature	Present		
Paula Younger	Deputy County Administrator	Present		
Greg Potter	Director of ITS	Present		
Loren Cottrell	Deputy Director of ITS	Present		
Deana Bodnar	Program Development Specialist, DSS	Present		
Scott Doyle	Planner, Planning and Sustainability Department	Present		
Ed Marx	Planning and Sustainability Commissioner	Present		
Marcia Lynch	Public Info. Officer, County Administration	Present		
Amie Hendrix	Director of Youth Services	Present		
Dave Sanders	Youth Services Department	Present		
Megan McDonald	Senior Planner, Planning and Sustainability Department	Present		
Martha Robertson	Legislator	Present		

Guests: Paul Rossi, Board of Realtors; Matt Steecker, Ithaca Journal Reporter; Todd Fox, Developer; Suki Tabor, Deputy Director of the Ithaca Youth Bureau; Bill Goodman, Town of Ithaca Supervisor

**Call to Order**

Ms. Chock, Vice Chair, called the meeting to order at 3:31 p.m.

**Changes to Agenda**

The Committee agreed to add to the agenda an appointment to the Tompkins County Public Library Board of Trustees.

Mr. Klein arrived at this time.

**Comments from the Public**

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There was no member of the public who wished to speak.

### **Minutes Approval**

April 5, 2017

<b>RESULT:</b>	<b>ACCEPTED [3 TO 1]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	Carol Chock, Vice Chair
<b>AYES:</b>	Klein, Chock, Burbank
<b>NAYS:</b>	Kiefer
<b>ABSENT:</b>	John

### **Information Technology Services**

#### **Resolution No. - Appropriation from Contingent Fund to Authorize Public WiFi Internet Service and Contract (ID #7011)**

Mr. John arrived at this time.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	Carol Chock, Vice Chair
<b>AYES:</b>	Klein, Chock, Kiefer, John, Burbank

WHEREAS, general public access to WiFi networks and the Internet is an increasingly common expectation of people, and

WHEREAS, the general public is welcomed and encouraged to participate in Tompkins County government, and

WHEREAS, participating in Tompkins County government often involves attending meetings in Tompkins County buildings and accessing services and data via the Internet, and

WHEREAS, while the County has recently made important investments in major information technology systems, which require use of the Internet to access publicly available information, data, and services, and

WHEREAS, the Department of Information Technology Services (ITS) has undertaken a review of ways the County can achieve greater efficiency, responsiveness, inter-connectedness, and security through changes in its office automation, public services, and the implementation WiFi network, and

WHEREAS, this review has determined that the functionality of the County's current WiFi network does not provide an adequate solution to best meet the public Internet access preferences while maintaining Tompkins County IT security mandates, and

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WHEREAS, the initial on-going net costs of the vendor-supplied system are expected to be approximately \$10,254 annually, with likely offsetting of ITS costs over time as the ITS Department may no longer need to respond to public WiFi network connectivity requirements, and

WHEREAS, it is expected that access to these improved technological tools will also contribute to higher levels of public access to County data and services, and

WHEREAS, funds were not budgeted to provide for the proposed solution in the 2017 ITS operating budget and \$5,200 is required to implement this service for the balance of 2017, and

WHEREAS, the target budget for ITS in 2018 shall be increased by \$10,254, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel Committees, That Tompkins County will provide public WiFi Internet access in the Legislature Chambers, the Old Jail Conference Room, the Rice Conference Room at the Public Health Department, and in the first floor waiting room of the Mental Health Building,

RESOLVED, further, That the request for contingency funding be granted to support the transition and installation of the public WiFi network system,

RESOLVED, further, That the Finance Director be and hereby is authorized to make the following adjustments to his books:

FROM: A1990.54440	Contingent Fund	\$ 5,200
TO: A1680.54425	Service Contracts	\$ 5,200

RESOLVED, further, That the target budget for ITS in 2018 shall be increased by \$10,254.  
**SEQR ACTION:** TYPE II-20

\* \* \* \* \*

**Planning and Sustainability Department**

**2017 Foreclosure Report (ID #7021)**

Mr. Doyle reviewed the following list of parcels the Department is recommending to go forward in the foreclosure auction subject to deed restrictions:

Town of Caroline  
Slaterville Road 1, tax parcel 8.-1-4.2  
Slaterville Road 2, tax parcel 8.-1-68

Town of Danby  
1675 Danby Road, tax parcel 7.-1-48.122

Town of Dryden  
Southworth Road, tax parcel 48.-1-77.33  
1920 Slaterville Road, tax parcel 73.-2-4.2

Discussion followed concerning the Town of Danby parcel known as Danby Motors and what liability concerns there was for the County if it were to assume ownership by default. Mr. Wood believes there is a potential for risk. Mr. Wood also stated there could be a similar issue with the Old Crispell

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Garage, tax parcel 73.-2-4.2. Mr. John spoke of his experience in foreclosure proceedings with a junkyard and said the end result was that there was very little environmental issues following a survey being conducted by an environmental engineer.

Mr. Wood said if the Committee was interested in an environmental survey, it would have to occur prior to auction or the property would have to be removed from the auction. He believes both junkyard parcels are worth investigating further. Mr. Doyle also reminded the Committee that these properties could still be redeemed. Mr. John said he would support the County asking if access to the properties could be granted with an environmental engineer to do an assessment. Mr. Doyle said he would follow up on this request.

Ms. Kiefer said in the past Legislators have been contacted about the properties that are owner-occupied and asked if that has happened. It was noted that that is handled through the Finance Department's office and Mr. Doyle agreed to follow-up with Mr. Snyder.

It was the consensus of the Committee to accept the Department's recommendation as presented and have a special meeting if needed prior to the auction to consider any further direction needed by staff.

**RESULT:** COMMITTEE APPROVED [UNANIMOUS]  
**MOVER:** Rich John, Member  
**SECONDER:** Daniel Klein, Chair  
**AYES:** Klein, Chock, Kiefer, John, Burbank

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**Assessment**

**Resolution No. - Appropriation from Contingent - Terminal Pay - Assessment Department (ID #6996)**

**RESULT:** RECOMMENDED [UNANIMOUS]  
**MOVER:** Carol Chock, Vice Chair  
**SECONDER:** Rich John, Member  
**AYES:** Klein, Chock, Kiefer, John, Burbank

WHEREAS, the Department of Assessment had requested terminal-pay reimbursement to the Department from the Contingent Fund on December 20, 2016, and

WHEREAS, upon balancing the 2016 budget, it was discovered the funds requested were not enough to cover the terminal pay, and

WHEREAS, based on the Fiscal Policy of Tompkins County the Department of Assessment is requesting the additional terminal-pay reimbursement to the Department from the Contingent Fund, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel Committee, That the Finance Director be and hereby is directed to make the following appropriation on the 2016 books:

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From: A1990.54400	Contingent Fund	\$11,076.37
To: A1355.51000796	Senior Valuation Specialist	\$ 7,601.66
A1355.58800	Fringes	\$ 3,474.71

**SEQR ACTION:** TYPE II-20

\* \* \* \* \*

**Resolution No. - Authorizing a Public Hearing on Proposed Local Law No. c of 2017 – A Local Law Enacting the New York State Real Property Tax Law Section 485-g, Infrastructure Exemption (ID #6997)**

Ms. Chock requested this not be on the consent agenda when presented to the Legislature.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Dooley Kiefer, Member
<b>SECONDER:</b>	Will Burbank, Member
<b>AYES:</b>	Klein, Chock, Kiefer, John, Burbank

WHEREAS, the Tompkins County Legislature wishes to encourage more housing units within the County, and

WHEREAS, one of the many impediments to building for-sale housing is the holding costs of the land after expending money on upgrading the infrastructure, and

WHEREAS, the New York State Legislature has authorized an exemption that would provide a three-year abatement on the increase in value due to the improvements made to the public infrastructure (utilities and road) so long as the developer retains ownership of the newly subdivided lots, now therefore be it

RESOLVED, on recommendation of the Government Operations Committees, That a public hearing be held before the Tompkins County Legislature in the Legislative Chambers of the Governor Daniel D Tompkins Buildings, 121 E Court St, Ithaca, New York on June 6, 2017, at 5:31 o'clock in the evening thereof concerning proposed Local Law No. c of 2017 - A Local Law Enacting the New York State Real Property Tax Law Section 485-g, Infrastructure Exemption. At such time and place all persons interested in the subject matter will be heard concerning the same,

RESOLVED, further, That the Clerk of the Legislature is hereby authorized and directed to place proper notice of such public hearing in the official newspaper of the County.

**SEQR ACTION:** TYPE II-20

\* \* \* \* \*

**Resolution No. - Adoption of Local Law No. c of 2017 - A Local Law Enacting the New York State Real Property Tax Law Section 485-g, Infrastructure Exemption (ID #6998)**

Mr. Klein was excused following the vote.

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**RESULT:** RECOMMENDED [3 TO 2]  
**MOVER:** Will Burbank, Member  
**SECONDER:** Daniel Klein, Chair  
**AYES:** Klein, Kiefer, Burbank  
**NAYS:** Chock, John

WHEREAS, the Tompkins County Legislature wishes to encourage more housing units within the County, and

WHEREAS, one of the many impediments to building housing is the holding costs of the land after expending money on upgrading the infrastructure, and

WHEREAS, the New York State Legislature has authorized an exemption that would provide a three-year abatement on the increase in value due to the improvements made to the public infrastructure (utilities and road) so long as the developer retains ownership of the newly subdivided lots, now therefore be it

RESOLVED, on recommendation of the Government Operations Committee, That proposed Local Law No. c of 2017 - A Local Law Enacting the New York State Real Property Tax Law Section 485-g, Infrastructure Exemption, be and hereby is adopted,

RESOLVED, further, That the Clerk of the Legislature shall publish in the official newspaper of the County a notice of adoption containing a synopsis of said local law and shall within twenty days file one certified copy in the Office of the County Clerk, and one copy with the Secretary of State.

**SEQR ACTION:** TYPE II-20

\* \* \* \* \*

**Resolution No. - Resolution in Support of Providing Affordable Housing, Urging New York State to Amend the Real Property Tax Law to Allow Tompkins County the Option to Provide a Partial Exemption to Multi-Unit Residential Properties Converted to Owner-Occupied Residences (ID #7003)**

**RESULT:** RECOMMENDED [UNANIMOUS]  
**MOVER:** Rich John, Member  
**SECONDER:** Will Burbank, Member  
**AYES:** Chock, Kiefer, John, Burbank  
**EXCUSED:** Klein

WHEREAS, there is a demonstrable and critical shortage of affordable housing within Tompkins County, and

WHEREAS, this Legislature has attempted to address that shortage through a number of measures, including participation with the City of Ithaca and Cornell University in the development of the Community Housing Fund, and

WHEREAS, the New York State Legislature has authorized many cities to offer an exemption for

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multi-family housing that was converted to single-family houses under Real Property Tax Law Section 421-‘X’, and

WHEREAS, planned development within Tompkins County will add a significant number of bedrooms over the next year that will result in a higher vacancy rate within the County, and

WHEREAS, the higher vacancy rate would allow for older subdivided and poorly maintained housing to return to an owner-occupied single-family residence with one or two units, and

WHEREAS, it is in the interest of Tompkins County to allow for this transition to happen to encourage owner-occupied homes, now therefore be it

RESOLVED, on recommendation of the Government Operations Committee, That the Tompkins County Legislature urges the New York State Legislature to amend the Real Property Tax Law by creating a new section of law that would allow Tompkins County, by local law, to grant a partial exemption equal to the increase in assessment due to the conversion of a multi-unit rental property to an owner-occupied one- or two-unit residence by foregoing any increase in assessment in year one and thereafter increasing the assessment rate by 12.5% per year,

RESOLVED, further, That the Clerk of the Legislature send copies of the resolution to Governor Andrew Cuomo, Senators James Seward, Pamela Helming, and Tom O’Mara, and Assemblywoman Barbara Lifton, and NYSAC (New York State Association of Counties).

**SEQR ACTION:** TYPE II-20

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**Administration**

**Resolution No. - Authorization to Execute a Contract with Clear Impact, LLC for Performance Measurement Software and Related Consulting Services (ID #6947)**

As Ms. Kiefer had several changes she wanted to offer including comments made by Mr. Mareane made earlier, the Committee agreed to recommend the resolution as submitted with the understanding Ms. Kiefer would work with the County Administrator and submit revisions to be considered at the Legislature meeting in a substitute resolution.

<b>RESULT:</b>	<b>RECOMMENDED [3 TO 1]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	Rich John, Member
<b>AYES:</b>	Chock, John, Burbank
<b>NAYS:</b>	Kiefer
<b>EXCUSED:</b>	Klein

WHEREAS, as a means to further improve its management of public resources and the quality delivery of essential programs, Tompkins County desires to establish a countywide performance measurement system, and

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WHEREAS, such a system is intended to enable departments to measure their success in attaining intended program outcomes and to make and assess programmatic changes aimed at improving performance, and

WHEREAS, a performance measurement system is expected to become an important addition to the process of decision-making at every level of the County organization, and

WHEREAS, a single countywide performance measurement system that is adaptable to the wide variety of programs offered by the County will allow all of its users, including this Legislature, to more easily comprehend and utilize the information it produces than would a collection of ad hoc or department-specific systems, and

WHEREAS, as a part of the 2017 County Budget, this Legislature authorized multi-year funding to support a three-year project to acquire a performance measurement system and to implement that system in all County departments, and

WHEREAS, the County issued a Request for Proposals (RFP) for a performance measurement system on February 10, 2017, in accordance with established Tompkins County and New York State purchasing procedures, and received four proposals by the March 10<sup>th</sup> due date for responses, and

WHEREAS, the proposals were evaluated by a team of County department heads and staff based on the criteria established by the RFP, and

WHEREAS, the review team, including the County Administrator whose department will manage and maintain the performance measurement system, has recommended that a contract resulting from the RFP process be awarded Clear Impact, LLC of Rockville, Maryland, for a multi-year agreement, with an initial term of three years, with two one-year renewal options, now therefore be it

RESOLVED, on recommendation of the Government Operations Committee, That the County Administrator or his designee be and hereby is granted authority to enter into all final contract(s) resulting from this RFP process,

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to execute a contract with Clear Impact, LLC for software and related consulting services to implement a countywide performance measurement system for a three-year contract amount not to exceed \$53,600.

**SEQR ACTION:** TYPE II-20

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Proposed Retiree Health Plan Option (ID #7000)

Due to the lack of time, Mr. Mareane did not report. Although, he stated he has given reports in the past on this. A resolution has been prepared and the Budget, Capital, and Personnel Committee will be considering it at their next meeting.

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**Appointment**

**Advisory Board Appointment(s) (ID #7018)**

Library Board of Trustees

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Jason Moore; term expires December 31, 2019

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Dooley Kiefer, Member
<b>SECONDER:</b>	Will Burbank, Member
<b>AYES:</b>	Chock, Kiefer, John, Burbank
<b>EXCUSED:</b>	Klein

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**Adjournment**

The meeting adjourned at 5:38 p.m.

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**Government Operations Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 06/07/17 03:30 PM

Department: ITS

Category: Budget Transfers Not Requiring Action

**BDGT ADJ. & TRANSFERS (INFO. ONLY) NO.  
(ID # 7081)**

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**ITS Budget transfer**

The County Clerk and ITS have collaborated with Lynx Technologies for the implementation of the NetApp equipment for the Data Center upgrade that was purchased through a New York State Grant. ITS is requesting the transfer of the funds to the Professional Services expense account; to be applied towards Professional services provided by Lynx technologies to implement the Net App equipment.

Budget Adjustment and Transfer Request Form

6.a.a

(Budget Adjustments requiring Legislature action must be submitted as a resolution)

Department: **ITS**

Date: **5/30/2017**

**INSTRUCTIONS:** \*Submit **one (1) copy to the Finance Director** and **one (1) copy to Program Committee** through Minute Traq as a new file: "BUDGET ADJUSTMENT OR TRANSFER FOR INFORMATION ONLY"

**\*\* NOTE: TARGET FOR PROGRAM COMMITTEE MEETING AND NOT THE LEGISLATURE**

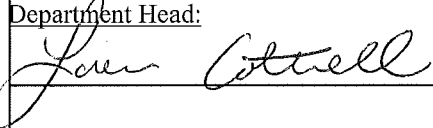
**From/Revenue Adjustment:**

**To/Expenditure Adjustment:**

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
1680.52202	Network Components	\$20,000.00	1680.54442	Professional Services

**Explanation Required:**

The County Clerk and ITS have collaborated with Lynx Technologies for the implementation of the NetApp equipment for the data center upgrade that was purchased through a NYS Grant. ITS is requesting the transfer of the funds to the Professional Services expense account; to be applied towards Professional Services provided by Lynx Technologies to implement the NetApp equipment.

<b>SIGNATURES</b>	Department Head:		Date Signed:	5/30/2017
	Director of Finance:		Date Signed:	

Attachment: ITS Budget transfer 05.30.2017 (7081 : ITS Budget transfer)



**Government Operations Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 06/07/17 03:30 PM

Department: County Clerk

Category: Budget Adjustments Under \$5,000

**BDGT ADJ. & TRANSFERS (INFO. ONLY) NO.  
(ID # 7060)**

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**Budget Adjustments - County Clerk**

**Budget Adjustment and Transfer Request Form**

*(Budget Adjustments requiring Legislature action must be submitted as a resolution)*

<b>Department:</b> County Clerk	<b>Date:</b> 5/18/2017
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**INSTRUCTIONS:** \*Submit **one (1) copy to the Finance Director** and **one (1) copy to Program Committee** through Minute Traq as a new file: "BUDGET ADJUSTMENT OR TRANSFER FOR INFORMATION ONLY"  
 \*\* NOTE: TARGET FOR PROGRAM COMMITTEE MEETING AND NOT THE LEGISLATURE

***From/Revenue Adjustment:***

***To/Expenditure Adjustment:***

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
1410.54442	Professional Services	\$805	1410.54470	Building Repairs

**Explanation Required:**

New Acct set up to make purchase

<b>SIGNATURES</b>	Department Head:	Date Signed:	5/18/2017
	Director of Finance:	Date Signed:	

Attachment: 1410budgetadjustment (7060 : Budget Adjustments)

**Budget Adjustment and Transfer Request Form**

*(Budget Adjustments requiring Legislature action must be submitted as a resolution)*

<b>Department:</b> DMV	<b>Date:</b> 5/18/2017
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**INSTRUCTIONS:** \*Submit **one (1) copy to the Finance Director** and **one (1) copy to Program Committee** through Minute Traq as a new file: "BUDGET ADJUSTMENT OR TRANSFER FOR INFORMATION ONLY"  
 \*\* NOTE: TARGET FOR PROGRAM COMMITTEE MEETING AND NOT THE LEGISLATURE

***From/Revenue Adjustment:***

***To/Expenditure Adjustment:***

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
1411.52206	Computer Equipment	\$332	1411.54470	Building Repairs

**Explanation Required:**

New Acct set up to make purchase

<b>SIGNATURES</b>	Department Head:	Date Signed:	5/18/2017
	Director of Finance:	Date Signed:	

Attachment: 1411budgetadjustment (7060 : Budget Adjustments)