

Agenda

Budget, Capital and Personnel Committee

Tuesday, February 13, 2018 4:00 PM

Scott Heyman Conference Room

1. **Call to Order (4:00)**
2. **Changes to the Agenda (4:00)**
3. **Minutes Approval (4:05)**
 - a. December 5, 2017
 - b. December 11, 2017
 - c. January 2, 2018
 - d. January 16, 2018
4. **Comments from the Public (4:10)**
5. **Committee Chair Report (4:15)**
6. **Director of Finance Report (4:20)**
 - a. Review Audit Process
7. **County Administrator Report (4:30)**
8. **Report from Workforce Diversity and Inclusion Committee (4:40)**
9. **Report from Public Information Officer (4:45)**
10. **Resolutions (4:50)**
 - a. **Resolution:** Increase in Hours and Budget Adjustment - PROS and Care Management Positions - Mental Health Services Department (ID #7610)
 - b. **Resolution:** Budget Appropriation and Adjustment for Continued Funding of Special Advisor to the Office of Human Rights (ID #7601)
 - c. **Resolution:** Appropriation From Contingent Fund - Terminal-Pay Reimbursement - Department of County Administration (ID #7578)
 - d. **Resolution:** Authorization to Accept 2017 Homeland Security Grant and Budget Adjustment - Sheriff's Office (ID #7584)
 - e. **Resolution:** Appropriation from Contingent - Terminal-Pay Reimbursement - Department of Probation and Community Justice (ID #7582)
 - f. **Resolution:** Authorization to Transfer Mental Health Forensic Counselor Position from the Mental Health Department to the Tompkins County Sheriff's Office (ID #7565)
 - g. **Resolution:** Authorization to Transfer Funds from the Mental Health Department Budget to the Tompkins County Sheriff's Office Budget to Fund a New Position of Jail Psychiatric Physician (ID #7563)
11. **Appointments/Liaisons 5:20)**
 - a. **Report/Discussion:** Liaisons Assignments - Non-Voting (ID #7615)
 - b. **Appointment:** Advisory Board Appointments (ID #7592)
12. **Report from the Human Resources Commissioner (5:25)**
 - a. Departmental Update and Tour
13. **Adjournment (6:00)**

Budget, Capital and Personnel Committee
Special Meeting Minutes – Draft 12-6-17
Tuesday, December 5, 2017 5:15 PM
Legislature Chambers

Attendance

Attendee Name	Title	Status
James Dennis	Chair	Present
Michael Sigler	Vice Chair	Present
Leslyn McBean-Clairborne	Member	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Present
Kevin McGuire	Executive Assistant to the County Administrator	Present
Marcia Lynch	Public Info. Officer, County Administration	Present
Paula Younger	Deputy County Administrator	Present
Amy Guererri	Commissioner of Human Resources	Present
Rick Snyder	Finance Director	Present

Call to Order

Mr. Dennis, Chair, called the meeting to order at 5:00 p.m.

Resolutions

Resolution No. - Authorization to Contract with Insero & Co. for the Provision of Financial Auditing Services (ID #7460)

The Committee was presented with suggested amendments by Legislature Kiefer. Mr. Snyder called attention to the proposed change to the second Whereas: "WHEREAS, the Finance Department has been directed by the Audit and Finance Committee to seek Request for Proposals (RFPs) for external auditing services, to include both the normal audit and a Federal grant audit for the fiscal years ending December 31, 2017, 2018, and 2018,". He stated he cannot support the amendment as there are nine audits and all audits should be referenced or none. The Committee did not accept this amendment. All other suggested changes by Legislator Kiefer were accepted as friendly.

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Glenn Morey, Member
AYES:	Dennis, Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, by Resolution 2016-18 Tompkins County entered into a contract for auditing services with Insero & Co. CPAs (Certified Public Accountants) for the purpose of conducting external audits of the County's financial records for fiscal years 2015 and 2016, and

WHEREAS, the Finance Department has been directed by the Audit Committee to seek Request for Proposals (RFPs) for external auditing services for the fiscal years ending December 31, 2017, 2018, and 2019, and

WHEREAS, the Finance Department did issue an RFP for external auditing services in September 2017, and

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WHEREAS, the County received five RFP responses from qualified financial auditing firms that ranged from \$68,000 per year to \$156,000 per year, and

WHEREAS, the responses to the RFPs were evaluated by the members of the Audit Committee, a subset of the Budget, Capital, and Personnel Committee, and the results were presented to the Budget, Capital, and Personnel Committee, and

WHEREAS, the results showed that by both price and qualifications, the County should retain the firm of Insero & Co. CPAs of Ithaca, New York, to conduct the financial audits for the County’s financial records for fiscal years 2017, 2018, and 2019, and that Insero & Co. CPAs has a significant understanding of the County’s financial reporting systems, and that Insero & Co. CPAs would enhance the County’s efforts to implement new accounting standards, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Director of Finance be and hereby is authorized to accept the proposal for auditing services with Insero & Co. CPAs and is also authorized to execute a contract with Insero & Co. CPAs to perform financial auditing services at a cost \$68,000 per year for the fiscal years ending December 31, 2017, 2018, and 2019, with an option to extend the same contract for two additional fiscal years.

SEQR ACTION: TYPE II-20

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Resolution No. - Authorization to Execute Contract - Benetech Inc. - Department of Human Resources (ID #7464)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Dennis, Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, the Department of Human Resources (“Department”) administers a comprehensive employee benefit program that allows employees to benefit from Section 125 of the Internal Revenue Code, whereby employees pay certain qualified expenses for select benefit plans on a pre-tax basis, and

WHEREAS, Flexible Spending Account (FSA) plans, and Health Reimbursement Accounts (HRA’s/VEBA), are among the benefit programs offered, and have been implemented over time as a result of the collective bargaining process, and

WHEREAS, the Department also complies with various labor laws and regulations pertaining to benefit administration, including the Consolidated Omnibus Budget Reconciliation Act (COBRA), which is a federal law that provides continuation of health insurance coverage to employees and eligible dependents who have lost health insurance coverage due to separation from employment or other qualifying factors, and for which such premium is fully paid by the employee, and

WHEREAS, the Department has outsourced the administration of these three (3) benefit programs for well over a decade, and in determining the need to change vendors for improved service and compliance, the Department issued a Request for Proposals (RFP), and received four (4) proposals from qualified vendors, among which an RFP Committee deemed it in the best interest of the County to

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award the contract to Benetech, Inc., of North Greenbush, New York, and

WHEREAS, in addition to the programs mentioned above, both the Departments of Human Resources and Finance administer a time-consuming process for billing County, Library, and Tompkins Cortland Community College retirees for health insurance, and have determined that adding this process as a service to be managed by the same third-party administrator that will manage the above programs, is a cost-effective solution with the potential for long-term savings and efficiencies, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the County Administrator or his/her designee be and hereby is authorized to sign contract(s) and related documents with Benetech, Inc., for a period of two years, beginning January 1, 2018, with the option to renew the contract for three additional one-year terms.

SEQR ACTION: TYPE II-20

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Adjournment

The meeting adjourned at 5:19 p.m.

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Budget, Capital and Personnel Committee
 Regular Meeting Minutes – Draft 12-12-17
 Monday, December 11, 2017 4:00 PM
 Legislature Chambers

Attendance

Attendee Name	Title	Status
James Dennis	Chair	Present
Michael Sigler	Vice Chair	Absent
Leslyn McBean-Clairborne	Member	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Present
Catherine Covert	Clerk of the Legislature	Present
Jeff Smith	Highway Director	Present
Rick Snyder	Finance Director	Present
Kevin McGuire	Executive Assistant to the County Administrator	Present
Amy Guererri	Commissioner of Human Resources	Present
Thomas Knipe	Tourism Coordinator	Present
Megan McDonald	Senior Planner	Present
Paula Younger	Interim County Administrator	Present

Guests: Martha Armstrong, Tompkins County Area Development; Anne Koreman, Legislator Elect

Call to Order

Mr. Dennis, Chair, called the meeting to order at 4:03 p.m.

Minutes Approval

November 14, 2017

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Glenn Morey, Member
SECONDER:	Daniel Klein, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

Comments from the Public

No member of the public present wished to speak.

Resolutions

Resolution No. - Authorization to Execute an Agreement with the Town of Dryden, Adjust the Budget to Transfer from the Highway Fund Balance, and Amend the Capital Program - Freese Road Bridge over Fall Creek (BIN 3209800) and South George Road Bridge over Virgil Creek (BIN 3209830), Reconstruction and Future Maintenance (ID #7488)

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RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Daniel Klein, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, Tompkins County and the Town of Dryden (the Town) cooperatively maintain bridges on Freese Road (BIN 3209800) over Fall Creek, and on South George Road (BIN 3209830) over Virgil Creek in accordance with Resolution Nos. 43 of 1946 and 259 of 1998, and

WHEREAS, in response to deterioration of these Bridges, the County included their reconstruction in its Five-Year Bridge Plan and Capital Program, and

WHEREAS, the Town has been granted funding through the New York State Department of Transportation (NYSDOT) "Bridge NY" program that will pay 95% of the entire bridge reconstruction project costs, saving approximately \$2.44 million in County funds compared to completing these works with local funding, and

WHEREAS, the Town has entered into agreements with NYSDOT to complete design and reconstructions of the structures in accordance with Federal and State highway standards, and

WHEREAS, the Highway Department (D Fund) has an adequate unassigned fund balance to cover the estimated project 5% local share, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and the Budget, Capital, and Personnel Committees, That the County Administrator be and hereby is authorized to execute an Agreement with the Town of Dryden to fund reconstruction of the bridges in the amount of up to \$191,887 and to specify responsibilities for their continued cooperative maintenance,

RESOLVED, further, That the 2017-2021 Capital Program be amended to add the South George Road and Freese Road Bridge Replacements Project and reflect a total project cost/funding contribution from Tompkins County of \$191,887,

RESOLVED, further, That the Director of Finance be and hereby is authorized to allocate \$191,887 in fiscal year 2017 from the Road (Highway) Fund Balance, as needed, to the South George Road and Freese Road Bridge Replacements Project Capital Account (HZ 5327.59239.53.27):

HZ FUND - HIGHWAY FACILITIES AND PROJECTS

Incr. Revenue Account:		
HZ 5327.45035.53.27 - Interfund (D)		\$191,887
HZ 5327.59239.53.27 - South George & Freese Road Bridges Replacement Project	\$191,887	

D FUND - COUNTY ROAD

Incr. Expense Account:		
D5110.54802 - Contribution to Construction		\$191,887

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SEQR ACTION: TYPE II- 21

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Resolution No. - Payment of Multi-Year Tourism Capital Grant - 2017 (ID #7475)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, the Tompkins County Tourism Program includes Tourism Capital Grants and Tompkins County Area Development (TCAD) administers the Tourism Capital Grants process, which includes designing the application process, reviewing and analyzing the feasibility and economic impact of tourism projects, and providing oversight for tourism projects, and

WHEREAS, funding exists within the Tompkins County Tourism Program budget for Tourism Capital Grants, and

WHEREAS, the Tompkins County Tourism Program and Tourism Capital Grants are funded entirely by Hotel Room Occupancy Tax, and

WHEREAS, TCAD reviewed the following project with the Strategic Tourism Planning Board (STPB), and the STPB anticipates that the following project will encourage the development of tourism products and attractions in order to improve community assets, to increase the tourism business in the County, and to increase the income from the Room Occupancy Tax, and the following grant award has been reviewed and recommended by the STPB, and

WHEREAS, the Tompkins County Legislature has reviewed the following project and has approved it for multi-year funding contingent on availability of funds and contingent upon implementation of the recipient’s project as described in the contract, now therefore be it

RESOLVED, on recommendation of the Budget, Capital and Personnel Committee, That the Interim County Administrator or her designee is authorized to sign all documents related to this project:

Multi-Year Grant to be paid out of 2017 Tourism Capital Grant Budget

Applicant	Award Year	Project Value	AWARD	Distribution Years	2017 Payment
Sciencenter: Sustainability Gallery and Garden	2016	144,347	48,115	2016-2017	24,115

SEQR ACTION: Type II-1 and Type II-6

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Resolution No. - Appropriation from the Contingent Fund for Rental Housing Vacancy and Rent Survey (ID #7462)

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RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Glenn Morey, Member
SECONDER:	Daniel Klein, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, the Tompkins County Housing Strategy calls for the Tompkins County Department of Planning and Sustainability to undertake an annual rent and vacancy survey of rental units in Tompkins County, and

WHEREAS, the Tompkins County Department of Planning and Sustainability intends to use consultant services to assist in developing a replicable survey methodology and then to conduct the survey, and

WHEREAS, the County Legislature, in approving the 2017 budget for the Department of Planning and Sustainability, placed funds in the amount of \$30,000 in the Contingent Fund for the purpose of supporting targeted Department of Planning and Sustainability projects to implement the Housing Strategy, and

WHEREAS, the Tompkins County Legislature through Resolution No. 2017-55 authorized the use of \$1,750 of these funds to split the costs of a water and sewer infrastructure study in the Town of Dryden to determine the potential for new housing development, leaving \$28,250 in the Contingent Fund for the purpose of supporting targeted projects to implement the Housing Strategy, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality and the Budget, Capital, and Personnel Committees, That the Director of Finance be and hereby is authorized and directed to make the following budget adjustment:

FROM:	A1990.54400 - Contingent Fund	\$28,250
TO:	A8027.54442 - Professional Services	\$28,250

RESOLVED, further, That the County Administrator or designee be and hereby is authorized to execute any contracts related to this project.

SEQR ACTION: TYPE II-21

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Resolution No. - Budget Appropriation and Adjustments for 2015-2017 Retro Pay – Corrections Officers Unit, Local 2062 (ID #7481)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Glenn Morey, Member
SECONDER:	Leslyn McBean-Clairborne, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, a three-year bargaining agreement, ratified by the Tompkins County Legislature in

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Resolution No. 2017-171 on September 5, 2017, provides retroactive wage increases to employees of the Corrections Division of the Sheriff's Office in the Corrections Officers Unit, Local 2062, set at 2.25% for each of 2015, 2016, 2017, and a one-time lump-sum addition to base pay for those corrections employees at or above Step 6, and

WHEREAS, Resolution No. 2017-236, adopted on November 21, 2017, appropriated funding to cover the current year cost of the increased wages and estimated retroactive pay for part of 2017, and

WHEREAS, the retroactive payments for 2015, 2016, and 2017 have been made and the amounts of those payments are now known, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Director of Finance be and hereby is authorized and directed to make the following appropriation and adjustments during to the 2017 budget:

FROM: General Fund Balance			\$270,266
TO:			
<u>UNIT</u>	<u>ACCOUNT</u>	<u>TITLE</u>	<u>AMOUNT</u>
3150	51000403	COOK (JAIL)	\$1,512
3150	51000406	CORRECTIONS OFFICER	\$143,001
3150	51000411	CORRECTIONS SGT	\$30,559
3150	51000421	HEAD COOK (JAIL)	\$3,385
3150	51700	PREMIUM PAY	\$10,000
3150	58800	FRINGE	\$81,809

SEQR ACTION: TYPEII-20

Note: In the "Account" column above, numbers beginning with "510" identify regular pay. Those beginning with "512" identify overtime, and the one beginning "517" identifies premium pay.

Resolution No. - Appropriation from Contingent Fund - Additional Cost of Hiring a Senior Probation Officer in 2017 - Department of Probation and Community Justice (ID #7379)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Glenn Morey, Member
SECONDER:	Daniel Klein, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, in the Department of Probation and Community Justice, the proposal to add one Senior Probation Officer position in the 2018 Budget has been approved (subject to adoption of the 2018 County Budget in November, 2017) by the Expanded Budget Committee at its meeting on October 16, 2017, and

WHEREAS, in view of the urgent need to increase participation in the Pretrial Release with

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Electronic Monitoring and Ithaca Community Treatment Court programs in order to reduce the jail inmate population, the department has been advised by County Administration to fill the position in 2017 itself as soon as the 2018 Budget is adopted,

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the Director of Finance be and hereby is authorized and directed to make the following budget adjustment for 2017:

FROM:	A1990.54400	Contingent Fund	\$11,882
TO:	A3141.51000597	Senior Probation Officer	\$ 8,285
	A3141.58800	Fringes	\$ 3,597

SEQR ACTION: TYPE II-20

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Resolution No. - Appropriation from Contingent Fund – Terminal-Pay Reimbursement – Department of Human Resources (ID #7470)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Glenn Morey, Member
SECONDER:	Daniel Klein, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, the Employee Benefits Manager resigned effective August 4, 2017, and the Manager of Talent Acquisition and Engagement resigned effective November 13, 2017, in the Department of Human Resources, and

WHEREAS, the Fiscal Policy of Tompkins County allows for terminal-pay reimbursement from the Contingent Fund to the Department, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Director of Finance be and hereby is authorized and directed to make the following budget appropriation for 2017:

FROM:	A1990.54400	Contingent Fund	\$25,462
TO:	A1430.51000291	Mgr. of Talent Acquisition &Engagement	\$ 4,527
	A1430.51000183	Employee Benefits Manager	\$12,369
	A1430.48800	Fringes	\$ 8,566

SEQR ACTION: TYPE II-20

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Resolution No. - Appropriation From Contingent Fund - Terminal-Pay Reimbursement - Department of County Administration (ID #7466)

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RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Glenn Morey, Member
SECONDER: Daniel Klein, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, the County Administrator retired effective November 29, 2017, and

WHEREAS, the Fiscal Policy of Tompkins County allows for terminal-pay reimbursement to the impacted Department from the Contingent Fund, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel Committees, That the Director of Finance be and hereby is authorized and directed to make the following transfer(s) in the 2017 Budget:

FROM:	A1990.54400	Contingent Fund	\$ 38,711
TO:	A1230.51000253	County Administrator	\$ 26,993
	A1230.58800	Fringes	\$ 11,718

SEQR ACTION: TYPE II-20

Annual Resolutions

Resolution No. - Authorization to Participate in Various Contracts Let by Any Government Entity of the United States of America (ID #7480)

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Glenn Morey, Member
SECONDER: Daniel Klein, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, New York State General Municipal Law §103 has been amended to allow counties to utilize a contract let by the United States of America or any agency thereof, any state, or any other county or political subdivision or district therein for materials, equipment, supplies, or contract for services, and

WHEREAS, the Finance Department may determine throughout the 2018 fiscal year that it would be in the County’s best interest to participate in another government agency’s contract, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That Tompkins County is hereby authorized to exercise the option to participate in any bid of the United States Government or its agencies, any state, or any other county or political subdivision or district for materials, equipment, supplies, or contract services as authorized by General Municipal Law §103,

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RESOLVED, further, That the County Administrator, or his designee, be and hereby is authorized to execute required contract documents.

SEQR ACTION: TYPE II-20

Resolution No. - Approving Completed Tax Rolls and Directing the Executing and Delivery of Warrants (ID #7442)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, it is necessary annually to provide for property tax collection in Tompkins County to meet expenses and the cost of municipal governments in Tompkins County, and to direct that upon the tax rolls of the several towns and City, the several taxes will be extended, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the tax rolls be approved as completed and that there shall be extended and carried out upon the roll the amount to be levied against each parcel of real property shown thereon,

RESOLVED, further, That there be annexed to each of said rolls a tax warrant prepared by the Director of Assessment as provided for in Section 4.00(b) of the Tompkins County Charter, that such warrants shall be the respective amounts theretofore authorized to be levied upon each of said rolls, that the several warrants be signed by the Chair and the Clerk of the Legislature under seal of the Legislature and by the Director of Assessment, and that said rolls with said warrants annexed are to be forthwith delivered to the respective collectors of the nine towns and City districts of the County.

SEQR ACTION: TYPE II-20

Resolution No. - Authorization for Finance Director to Make Year-End Transfers, Appropriations, and Budget Adjustments as Required (ID #7444)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	James Dennis, Chair
SECONDER:	Leslyn McBean-Clairborne, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, it is necessary, annually, to balance Tompkins County's financial books, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That during 2018 the County Finance Director be and hereby is authorized and directed to make year-end transfers,

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appropriations, and budget adjustments required to clear credit balances from the books at year's end,

RESOLVED, further, That any such additional entries made by the County Finance Director shall be reported back to the Tompkins County Legislature.

SEQR ACTION: TYPE II-20

Resolution No. - Authorizing 2018 Payments for Tompkins Cortland Community College Operating Budget (ID #7453)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	James Dennis, Chair
SECONDER:	Leslyn McBean-Clairborne, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, this Legislature has by Resolution No. 2017-107 of June 20, 2017, approved the 2017-2018 operating budget for the Tompkins Cortland Community College and appropriated the necessary funds to pay Tompkins County's proportionate share of the operating budget of said college, and

WHEREAS, to accommodate Tompkins Cortland Community College's fiscal year and cash-flow needs, it is important that Tompkins County's share be paid during the first half of the calendar year, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the County Administrator be and hereby is authorized and directed, pursuant to the provisions of the Education Law of the State of New York and within the authorization provided by this Legislature, to pay Tompkins Cortland Community College an amount up to but not to exceed Tompkins County's budgeted share of the operating costs of said college for the fiscal year 2017-2018 in the first accounts-payable processing cycle following the dates below and in the following amounts:

January 1, 2018	\$744,058.25
March 1, 2018	\$744,058.25
May 1, 2018	\$744,058.25
July 1, 2018	\$744,058.25
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Total:	\$2,976,233.00

SEQR ACTION: TYPE II-20

Resolution No. - Town and City Budgets and Printing of Tax Rates (ID #7443)

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RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Glenn Morey, Member
SECONDER: Leslyn McBean-Clairborne, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, annually Tompkins County must keep a record of the adopted City and Town budgets and must, in accordance with the laws of New York State, levy and collect property taxes per those adopted budgets, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That, in accordance with the laws of the State of New York and with budgets adopted by the several town boards of the County of Tompkins now on file with the Clerk of the Legislature, there be levied upon and collected from the taxable property of the several towns of the County and the City of Ithaca the sums contained in those budgets,

RESOLVED, further, That said summaries of the budgets of the several towns of the County and the City of Ithaca be printed in the 2017 Proceedings of the Tompkins County Legislature,

RESOLVED, further, That after the tax rates are ascertained for the various towns and the City of Ithaca, the Clerk shall print such rates in the 2017 Proceedings of the Legislature following the budgets of the several towns and City.

SEQR ACTION: TYPE II-20

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Resolution No. - Authorization to Sign Drafts (Checks) - County Administrator (ID #7445)

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Leslyn McBean-Clairborne, Member
SECONDER: Daniel Klein, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, it is necessary, annually, to authorize a Tompkins County official to sign all Tompkins County drafts (checks), now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That during 2018 the County Administrator be and hereby is authorized to sign all drafts of the County of Tompkins and to delegate this authority to the Finance Director,

RESOLVED, further, That County Officials acting in their official capacity as custodians or other representatives of clients have authority to sign checks in furtherance of their fiduciary responsibilities.

SEQR ACTION: TYPE II-20

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Resolution No. - Delegation of Authority to Authorize Certain Tax and Solid Waste Fee Refunds Under \$500 (ID #7455)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Glenn Morey, Member
SECONDER:	Daniel Klein, Member
AYES:	Dennis, McBean-Clairborne, Morey, Klein
ABSENT:	Sigler

WHEREAS, Section 556 of the Real Property Tax Law authorizes a tax-levying body to delegate the payment of tax refunds due to a clerical error or an unlawful entry (an unlawful entry is any information on the tax roll that violates the Real Property Tax Law), and

WHEREAS, Solid Waste Fee refunds are authorized under Resolution No. 181 of 1996, and

WHEREAS, it is the opinion of the Budget, Capital, and Personnel Committee, that the delegation to the County Administrator would be more efficient in processing said refunds and therefore beneficial to the taxpayer, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the County Director of Assessment shall transmit refund recommendations to the County Administrator,

RESOLVED, further, That the County Administrator is hereby authorized to make payments of any refunds of less than \$500 as if the Tompkins County Legislature had performed this audit in compliance with Paragraph 1-7 of Section 566 of the Real Property Tax Law,

RESOLVED, further, That any refund of \$500 or more must be approved by the Tompkins County Legislature pursuant to Paragraph 8(b) of Section 556 of the Real Property Tax Law,

RESOLVED, further, That the County Administrator shall transmit on or before the 15th day of each month a report to the Tompkins County Legislature of all the refunds processed in the previous month,

RESOLVED, further, That this resolution shall only be in effect during the calendar year 2018.

SEQR ACTION: TYPE II-20

* * * * *

Resolution No. - Delegating to the Finance Director of the County of Tompkins, New York, the Power To Authorize the Issuance of and to Sell \$10,000,000 Revenue Anticipation Notes of Said County in Anticipation of Receipt of State Aid During the Fiscal Year of Said County Commencing January 1, 2018 (ID #7447)

Minutes Acceptance: Minutes of Dec 11, 2017 4:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Monday, December 11, 2017

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: James Dennis, Chair
SECONDER: Glenn Morey, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, it is prudent to allow for the possible issuance of revenue anticipation notes should there be a cash-flow problem resulting from delays in State Aid during 2018, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, by the Legislature of the County of Tompkins, New York as follows:

Section 1. The power to authorize the issuance of and to sell \$10,000,000 revenue anticipation notes of the County of Tompkins, New York, including renewals thereof, in anticipation of the receipt of State Aid due said County during the fiscal year of said County commencing January 1, 2018, is hereby delegated to the Finance Director, the chief fiscal officer of said County. Such notes shall be of such terms, form, and contents, and shall be sold in such manner as may be determined by the Finance Director, consistent with the provisions of the Local Finance Law.

Section 2. This resolution shall take effect immediately.
SEQR ACTION: TYPE II-20

* * * * *

Resolution No. - Authorization to Disburse Funds - County Administration (ID #7448)

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Glenn Morey, Member
SECONDER: Leslyn McBean-Clairborne, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, it is necessary to specify annually the manner of disbursement of appropriated funds, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the County Administrator be and hereby is authorized and directed to disburse all appropriated funds up to the amount of the appropriation included in the 2018 budget, provided that whenever a contract is required funds will be disbursed in accordance with the terms of said agreement.

SEQR ACTION: TYPE II-20

* * * * *

Appointments

Advisory Board Appointment (ID #7436)

Minutes Acceptance: Minutes of Dec 11, 2017 4:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Monday, December 11, 2017

Workforce Diversity and Inclusion Committee
Kit Kephart - County staff; term expires December 31, 2019
Robert Brown - Community member; term expires December 31, 2020

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Leslyn McBean-Clairborne, Member
SECONDER: Glenn Morey, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

Changes to the Agenda

The Committee agreed to add to the agenda the resolution entitled 2017 Budget Appropriation and Adjustment to Fund Special Advisor to Office of Human Rights.

Resolution

Resolution No. - Budget Appropriation and Adjustment to Fund Special Advisor to Office of Human Rights (ID #7496)

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Leslyn McBean-Clairborne, Member
SECONDER: Daniel Klein, Member
AYES: Dennis, McBean-Clairborne, Morey, Klein
ABSENT: Sigler

WHEREAS, pursuant to Administrative Manual Policy 05-02, budget adjustments exceeding \$5,000 require Legislative approval, and

WHEREAS, Tompkins County has entered into an agreement with Dr. Kenneth I. Clarke, Sr., effective from November 6, 2017, through February 6, 2018, in which Dr. Clarke has been retained under contract as a consultant to serve as Special Advisor to the Tompkins County Office of Human Rights, and

WHEREAS, this agreement constitutes an unexpected expense for which funds were not previously appropriated, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel Committees, That the Director of Finance be and hereby is authorized and directed to make the following appropriation and adjustments to the 2017 Budget:

FROM:	1990.54400 Contingent Fund	\$16,800
TO:	1230.54442 Professional Services	\$16,800

Minutes Acceptance: Minutes of Dec 11, 2017 4:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Monday, December 11, 2017

SEQR ACTION: TYPEII-20

* * * * *

Adjournment

The meeting adjourned at 4:52 p.m.

Minutes Acceptance: Minutes of Dec 11, 2017 4:00 PM (Minutes Approval)

Budget, Capital and Personnel Committee
 Special Meeting Minutes – Draft 1-4-18
 Tuesday, January 2, 2018 5:00 PM
 Legislature Chambers

Attendance

Attendee Name	Title	Status
Michael Sigler	Vice Chair	Present
Leslyn McBean-Clairborne	Member	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Present
Catherine Covert	Clerk of the Legislature	Present
Lee Shurtleff	Director, Department of Emergency Response	Present
Katie Borgella	Planning & Sustainability Commissioner	Present
Joan Jurkowich	Planning Administrator	Present
Thomas Knipe	Tourism Coordinator	Present
Megan McDonald	Senior Planner	Present
Amy Guererri	Commissioner of Human Resources	Present
Rick Snyder	Finance Director	Present
Anne Koreman	Legislator	Present

Call to Order

Mr. Sigler, Vice Chair, called the meeting to order at 5:00 p.m.

Changes to the Agenda

There were no changes to the agenda.

Resolutions

Resolution No. - Appropriation from Contingent Fund – Terminal-Pay and Replacement-Pay Reimbursement – Emergency Response (ID #7516)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, the Department of Emergency Response had two (2) Emergency Services Dispatchers retire, with end dates of September 14, 2017, and November 25, 2017, and one (1) Emergency Services Dispatcher resign, with an end date of June 12, 2017, and

WHEREAS, a Department of Emergency Response employee was on extended disability leave from October 2016 to April 2017, and

WHEREAS, the Fiscal Policy of Tompkins County permits reimbursement to the department from the Contingent Fund for terminal pay and replacement pay for absences exceeding two months, now therefore be it

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Tuesday, January 2, 2018

RESOLVED, on recommendation of the Public Safety and the Budget, Capital and Personnel Committees, That the Director of Finance be and hereby is authorized and directed to make the following budget appropriation for 2017:

FROM:	A1990.54440	Contingent Fund	\$60,754.44
TO:	A3410.51000551	Emergency Services Dispatcher	\$24,538.17
	A3410.51400	Disability Pay	\$17,825.99
	A3410.58800	Fringes	\$10,652.02
	A3410.58800	Fringes	\$ 7,738.26

SEQR ACTION: TYPE II-20

* * * * *

Resolution No. - Authorization to Accept Statewide Interoperable Communications Grant and Budget Adjustments – Department of Emergency Response (ID #7517)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, in April 2017, the New York State Division of Homeland Security (DHSES) - Office of Interoperable Communications (OIEC) announced a Statewide Interoperable Communications Grant, allocating funding to counties to aid in making necessary improvements and providing for sustainment of Land Mobile Radio Systems (LMR), and

WHEREAS, through this new grant program, the Tompkins County Department of Emergency Response has been awarded funding for the maintenance of LMR components supporting interoperability in the form of reimbursement for eligible program expenses, and

WHEREAS, Tompkins County has since been notified that various recurring expenses for the maintenance and replacement of the Department’s interoperable radio communications system are eligible for reimbursement beginning in 2017, and

WHEREAS, the Tompkins County Legislature, in anticipation of the planned funding has through the recently adopted 2018 Budget and Capital Program anticipated such reimbursement and established appropriate budgetary mechanisms to execute the grant on a recurring, annual basis, and will now be reimbursed for current year’s systems costs, and

WHEREAS, the Tompkins County Legislature desires that such new sources of funding be directed toward anticipated communications systems replacements and future enhancements, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital and Personnel Committees, That Tompkins County accepts an award of \$738,565 (DHSES Award WM16198674), to fund sustainment, maintenance, and enhancement of the interoperable communications system,

RESOLVED, further, That the Finance Director be and hereby is authorized to amend and adjust the following accounts for 2017 established for the receipt and expenditure of such funds and to establish

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Tuesday, January 2, 2018

and transfer to capital accounts as necessary for ongoing capital improvements and replacements to the system:

Revenue:	3411.44389	Other Public Safety Aid	\$738,565
Expense:	3411.54651	Renewal and Replacement	\$700,000
	3411.54422	Maintenance	\$ 38,565

SEQR ACTION: TYPE II-20

* * * * *

Resolution No. - Acceptance of Grant from Clean Energy Communities Program of the New York State Energy Research and Development Authority (NYSERDA) for Greening the County Fleet and for Developing a Business Energy Navigator Program (ID #7471)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Glenn Morey, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, Tompkins County was the applicant to the New York State Energy Research and Development Authority (NYSERDA) Clean Energy Communities (CEC) grant program for the purpose of reducing greenhouse gas emissions and providing cost-effective energy solutions for County government operations, and

WHEREAS, the County has been awarded grant funds from NYSEDA over a three-year implementation period for two purposes: (1) greening the County’s fleet and (2) developing a Business Energy Navigator program, and

WHEREAS, greening of the County’s fleet will advance conversion to plug-in electric vehicles (PEV) by matching County and potentially New York State incentive funds to cover the approximately \$10,000/PEV cost differential between a gasoline vehicle and a PEV, providing funds for materials required to install level one charging stations for each PEV, and supporting creation of a long-term schedule for conversion and rightsizing of the County fleet, and

WHEREAS, the Business Energy Navigator program will work with businesses in their earliest stages of design and conceptualization of new construction or major renovation projects to help set energy goals and understand energy options, and

WHEREAS, the County Legislature, in anticipation of the award of this grant, included in its 2018 adopted budget a portion of the grant funds and a portion of the matching funds, and

WHEREAS, Tompkins County Area Development (TCAD) has committed three years of funding contributions for 2018, 2019, and 2020 to support the Business Energy Navigator program, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality and the Budget, Capital, and Personnel Committees, That the County hereby accepts Clean Energy Communities Grant funds in the amount of \$250,000 to be received over a three-year period,

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Tuesday, January 2, 2018

RESOLVED, further, That the County Administrator or his designee be authorized to execute any contracts related to this project,

RESOLVED, further, That the Director of Finance be and hereby is authorized and directed to make the following adjustments to the 2018 Budget,

<u>Revenues</u>		
8020.43959	State Aid Planning	\$ -27,658
8027.43959	State Aid Planning	\$ 31,250
		=====
	TOTAL REVENUES	\$ 3,592
<u>Expenditures</u>		
8020.51000049	Project Assistant	\$ 4,500
8020.58800	Fringes	\$ -6,871
8027.52125	Mechanical Equipment	\$ 3,600
8027.52231	Vehicles	\$ 10,000
8027.54444	Professional Services	\$ 7,199
8020.510000609	Sr. Planner	\$ -14,836
		=====
	TOTAL EXPENDITURES	\$ 3,592

SEQR ACTION: TYPE II - 7 (for greening fleet); TYPE II-21 (for Business Energy Navigator)

Resolution No. - Award of 2018 Strategic Tourism Implementation Grant to Historic Ithaca for Joint Heritage Tourism Program Implementation (ID #7525)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Leslyn McBean-Clairborne, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, the Tompkins County Legislature accepted the 2020 Strategic Tourism Plan on September 18, 2012, and

WHEREAS, the Tompkins County Strategic Tourism Planning Board (STPB) has adopted a Heritage Tourism Implementation Plan that further identifies priority actions for implementing the 2020 Strategic Tourism Plan, and

WHEREAS, Tompkins County has established a dedicated funding source for implementing the 2020 Strategic Tourism Plan, known as the Strategic Tourism Implementation (STI) fund, and

WHEREAS, the Joint Historic Ithaca/History Center Heritage Tourism Program is eligible for funding as Strategic Tourism Implementation project, and

WHEREAS, Historic Ithaca and the History Center have provided leadership over the past two years in implementing the STPB's vision for heritage tourism development, and the STPB voted to

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Tuesday, January 2, 2018

recommend partial funding for one-year implementation of the Joint Historic Ithaca/History Center Heritage Tourism Program in the amount of \$55,150, and

WHEREAS, funding exists within the hotel room occupancy tax-funded Tourism Program budget for 2018, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the following grant is awarded 2018 Strategic Tourism Implementation funding:

Applicant / Project	Award
Historic Ithaca, Inc., <i>Joint Historic Ithaca / History Center Heritage Tourism Program</i>	\$55,150

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to sign any agreements pertaining to the aforementioned project.

SEQR ACTION: TYPE II - 20

* * * * *

Resolution No. - 2018 Strategic Tourism Implementation Program Budget Adjustment (ID #7532)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, the Tompkins County Legislature accepted the 2020 Strategic Tourism Plan on September 18, 2012, and

WHEREAS, Tompkins County has established a dedicated funding source for implementing the 2020 Strategic Tourism Plan, known as the Strategic Tourism Implementation (STI) fund, and

WHEREAS, \$268,000 was allocated but unspent from the modified 2017 budget for Strategic Tourism Implementation, and

WHEREAS the Strategic Tourism Planning Board voted unanimously to recommend that these funds be reallocated to the 2018 Strategic Tourism Implementation budget, and

WHEREAS, letters of interest for Strategic Tourism Implementation funding will continue to be accepted on a rolling basis in 2018, with specific allocations to be made by the Tompkins County Legislature on recommendation of the Strategic Tourism Planning Board, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Strategic Tourism Implementation program budget for 2018 is increased by \$268,000 bringing the total modified 2018 budget for this program from \$135,000 to \$403,000,

RESOLVED, further, That the Director of Finance be and hereby is authorized to make the following budget adjustment for 2018:

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Budget, Capital and Personnel Committee
Tuesday, January 2, 2018

Appropriation: 6475.54497	Strategic Tourism Plan	\$268,000
Revenue: 6475.41113	Room Tax	\$268,000

SEQR ACTION: TYPE II - 20

* * * * *

Resolution No. - Allocation of 2018 Strategic Tourism Implementation Funding to the County's Tompkins Center for History and Culture Capital Project Budget (ID #7531)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Leslyn McBean-Clairborne, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, the Tompkins County Legislature accepted the 2020 Strategic Tourism Plan on September 18, 2012, and

WHEREAS, the Tompkins County Strategic Tourism Planning Board (STPB) has adopted a Heritage Tourism Implementation Plan that further identifies priority actions for implementing the 2020 Strategic Tourism Plan, including the establishment of a new home for The History Center, and

WHEREAS, Tompkins County has established a dedicated funding source for implementing the 2020 Strategic Tourism Plan, known as the Strategic Tourism Implementation (STI) fund, and

WHEREAS, the STPB voted to recommend funding in full for the STI proposal for the Tompkins Center for History and Culture project including \$100,000 in 2018 to support a portion of the County's \$450,000 expected contribution towards required code-related improvements, bringing the County's expected contribution from other sources towards these improvements down to \$350,000, and

WHEREAS, Tompkins County has established a capital project budget from which to purchase and make required capital improvements to the Tompkins Trust Building for use as the Tompkins Center for History and Culture, and

WHEREAS, the STPB has requested that were the County to sell the former Tompkins Trust Building in the future due to failure of the project to move forward as anticipated, that the \$100,000 in room tax funds authorized by this resolution be returned to the room tax reserve account, and

WHEREAS, with the budget adjustment authorized by a separate resolution, Strategic Tourism Implementation funding for this project exists within the hotel room occupancy tax-funded Tourism Program budget for 2018, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That \$100,000 is transferred from the room-tax funded Strategic Tourism Implementation program budget to the County's capital project budget for the Tompkins Center for History and Culture project to support renovation of the former Tompkins Trust Building,

RESOLVED, further, That the Director of Finance be and hereby is authorized to make the

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

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Budget, Capital and Personnel Committee
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following budget adjustment in fiscal year 2018 from the General Fund - Room Tax Unit to the Tompkins Center for History and Culture Project Capital Account HB1617.59239.16.17:

A FUND (GENERAL FUND)			
Decrease Appropriation:	6475.54497	Strategic Tourism Plan	(\$100,000)
Increase Appropriation:	6475.54802	Contribution to Construction	\$100,000

HB FUND (BUILDING IMPROVEMENTS FUND)			
Increase Revenue:	HB1617.45031.16.17	Interfund (A)	\$100,000
Increase Appropriation:	HB1617.59239.16.17	Tompkins Ctr for History/Culture Project	\$100,000

SEQR ACTION: TYPE II-20

* * * * *

Resolution No. - 2018 Tourism Grant Programs Budget Adjustments (ID #7524)

Mr. Sigler said he would be abstaining from voting as he hopes to be applying for some of the marketing funds through his business.

RESULT:	RECOMMENDED [3 TO 0]
MOVER:	Glenn Morey, Member
SECONDER:	Leslyn McBean-Clairborne, Member
AYES:	McBean-Clairborne, Morey, Klein
ABSTAIN:	Sigler

WHEREAS, Tompkins County has a variety of grant programs through its Tourism Program using funds drawn entirely from Room Occupancy Tax, and

WHEREAS, the Strategic Tourism Planning Board (STPB) has a policy to allow these grant programs to roll allocated but unspent grant funds from a given year into the next year, and

WHEREAS, the sources for these budget adjustments include allocated but unspent funds from the previous year and funds from released encumbrances for projects for which the full amount of the original award was not required to complete the project, and

WHEREAS, these budget adjustments do not impact the expected room tax reserve balance because they are moving forward unspent and returned funds from 2017 into the into the 2018 budget, and

WHEREAS, in the case of the Tourism Capital Grant budget, \$43,480 of the recommended \$49,874 budget adjustment is to support implementation of the Cayuga Lake Blueway Trail project, which has been previously approved but requires an adjustment to the 2018 budget to move those unspent 2017 funds into the 2018 budget for this project, and

WHEREAS, in the case of the Arts & Culture Organizational Development Grant program, the need for the recommended budget adjustment to this program to allow for partners to be funded (in

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Tuesday, January 2, 2018

aggregate) at historic levels was previously reported to the Budget, Capital and Personnel Committee during process of reviewing the 2018 room tax budget, and

WHEREAS, all specific awards and allocations of grant funds for the grant programs in question will be made by the Tompkins County Legislature upon the recommendation of the STPB through the typical grant application, review, and award processes for those programs, and

WHEREAS, the STPB voted to recommend these budget adjustments at its December 20, 2018, meeting, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Tourism Capital Grant Program budget for 2018 is increased by \$49,874, bringing the total 2018 budget for this program from \$213,260 to \$263,134,

RESOLVED, further, That the Tourism Marketing & Advertising Grant Program budget for 2018 is increased by \$3,135, bringing the total 2018 budget for this program from \$50,000 to \$53,135,

RESOLVED, further, That the Community Celebrations Grant Program budget for 2018 is increased by \$1,090, bringing the total 2018 budget for this program from \$35,500 to \$36,590,

RESOLVED, further, That the New Tourism Initiative Grant Program budget for 2018 is increased by \$6,900, bringing the total 2018 budget for this program from \$74,000 to \$80,900,

RESOLVED, further, That the Tourism Project Grant Program budget for 2018 is increased by \$23,373, bringing the total 2018 budget for this program from \$84,000 to \$107,373,

RESOLVED, further, That the Arts & Culture Organizational Development Grant Program budget for 2018 is increased by \$7,523, bringing the total 2018 budget for this program from \$222,347 to \$229,870,

RESOLVED, further, That the Director of Finance be and hereby is authorized to make the following budget adjustments for 2018:

Revenue:	6475.54625	Tourism Capital Grants	\$49,874
Revenue:	6475.54626	Marketing & Adv Grants	\$3,135
Revenue:	6475.54623	Community Celebrations	\$1,090
Revenue:	6475.54628	New Tourism Initiative Grants	\$6,900
Revenue:	6475.54624	Tourism Projects	\$23,373
Revenue:	6475.54619	Arts & Cultl Orgs Stabil	\$7,523
			=====
			\$91,895
Expenditure:	6475.41113	Room Tax	\$91,895

SEQR ACTION: TYPE II - 20

Other Business

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Tuesday, January 2, 2018

Mr. Sigler congratulated Tom Knipe on his new position as Deputy Director of Economic Development with the City of Ithaca and asked Mr. Knipe if he would be willing to meet with the Committee to discuss what he envisions for the future of the County's tourism program. Ms. Borgella suggested the Committee prepare a couple of specific questions that could be addressed. Mr. Knipe agreed to meet with the Committee and share information.

Adjournment

The meeting adjourned at 5:18 p.m.

Minutes Acceptance: Minutes of Jan 2, 2018 5:00 PM (Minutes Approval)

Budget, Capital and Personnel Committee
Special Meeting Minutes – Draft 1-17-18
Tuesday, January 16, 2018 5:15 PM
Legislature Chambers

Attendance

Attendee Name	Title	Status
Michael Sigler	Vice Chair	Present
Leslyn McBean-Clairborne	Member	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Present
Anne Koreman	Member	Present
Catherine Covert	Clerk of the Legislature	Present
Rick Snyder	Finance Director	Present
Kevin McGuire	Executive Assistant to the County Administrator	Present
Jonathan Wood	Tompkins County Attorney	Present
Marcia Lynch	Public Info. Officer, County Administration	Present

Call to Order

Mr. Sigler, Vice Chair, called the meeting to order at 5:17 p.m.

Appointments

Advisory Board Appointment (ID #7473)

Strategic Tourism Planning Board
Terms expire December 31, 2018
Scott Wiggins - At-large representative

Terms expire December 31, 2019
Baruch J. Whitehead - Arts/Culture representative
Andrew Zepp - Recreation representative

Terms expire December 31, 2020:
Kelli Cartmill - Lodging representative
Joshua Friedman - Arts/Culture representative

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Glenn Morey, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein, Koreman

Changes to Agenda

It was MOVED by Mrs. McBean-Clairborne, seconded by Ms. Koreman, and unanimously adopted by voice vote, to add to the agenda the resolution entitled Appropriation from Contingent Fund - Terminal-Pay Reimbursement - Information Technology Services Department.

Minutes Acceptance: Minutes of Jan 16, 2018 5:15 PM (Minutes Approval)

Minutes
Budget, Capital and Personnel Committee
Tuesday, January 16, 2018

Resolution

Resolution No. - Appropriation from Contingent Fund - Terminal-Pay Reimbursement - Information Technology Services Department (ID #7546)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Leslyn McBean-Clairborne, Member
SECONDER:	Anne Koreman, Member
AYES:	Sigler, McBean-Clairborne, Morey, Klein, Koreman

WHEREAS, the Information Technology Services Department had one Systems Analyst retire effective October 20, 2017, and

WHEREAS, the Fiscal Policy of Tompkins County allows for 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 Committees, That the Director of Finance be and hereby is authorized and directed to make the following budget appropriation for 2017:

FROM:	A1990.54440	Contingent Fund	\$ 3,096.85
TO:	A1680.51000719	Systems Analyst	\$ 2,159.44
	A1680.58800	Fringes	\$ 937.41

SEQR ACTION: TYPE II-20

* * * * *

Adjournment

The meeting adjourned at 5:19 p.m.

Minutes Acceptance: Minutes of Jan 16, 2018 5:15 PM (Minutes Approval)



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM
Department: Mental Health Department
Category: Personnel (Positions, Salaries, Benefits)
Functional Category: Mental Health

SCHEDULED

RESOLUTION NO. *DOC ID: 7610*

Increase in Hours and Budget Adjustment - PROS and Care Management Positions - Mental Health Services Department

WHEREAS, the Mental Health Department has 1.0 FTE Program Director PROS position and 1.0 FTE Program Director - Care Management position, funded in its target budget at 35 hours per week, and

WHEREAS, the programs have seen increasing growth and transformation requiring more time and attention, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital, and Personnel Committees, That the positions of Program Director PROS, labor grade 18, position ID 556, (18/537), and Program Director - Care Management, labor grade 17, position ID 583, (17/555), competitive class be increased from 35 hours to 40 hours per week, effective March 5, 2018,

RESOLVED, further, That the Finance Director is authorized to make the following budget adjustment on his books for the Sky Light Club and Health Home:

REVENUE:	4312.41607	Medicaid Ins. Payments	\$ 11,828
	4330.41607	Medicaid Ins. Payments	\$ 10,755
APPROPRIATION:	4312.51000537	Program Director PROS	\$ 7,938
	4312.58800	Fringes	\$ 3,890
	4330.51000555	Program Director - Care Management	\$ 7,218
	4330.58800	Fringes	\$ 3,537

SEQR ACTION: TYPE II-20

**Tompkins County Legislature**

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM
Department: Mental Health Department
Category: Personnel (Positions, Salaries, Benefits)
Functional Category: Mental Health

SCHEDULED

RESOLUTION NO. *DOC ID: 7610*

1

2 Explanation:

3 · Increasing growth and transformation in both Care Management and PROS requiring more time and attention
4 consistent with 40hr shift.

5 · Care Management Director has added a new employee to supervise (Jail Re-Entry Case Worker)

6 · PROS Director has increased external presentation to community and working to grow the program with significant
7 increase in last year.

8 · Improved availability to their staff and clients in both Programs.



SCHEDULED

RESOLUTION NO. *DOC ID: 7601*

**Budget Appropriation and Adjustment for Continued Funding of
Special Advisor to the Office of Human Rights**

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WHEREAS, the County entered into an agreement (contract number ADM102617) with Dr. Kenneth I. Clark, Sr., effective from November 6, 2017, through February 6, 2018, to act as Special Advisor to the Tompkins County Office of Human Rights, and

WHEREAS, the Legislature and Dr. Clark wish to continue the relationship and extend the agreement as long as needed, and

WHEREAS, this agreement constitutes an unexpected expense for which funds were not previously appropriated, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital, and Personnel Committees, That the County Administrator is hereby authorized to extend the agreement with Dr. Clarke for as long as needed up until December 31, 2018,

RESOLVED, further, That the Director of Finance is hereby authorized and directed to make the following appropriation and adjustments to the 2018 budget:

FROM: A1990.54400 CONTINGENT FUND \$62,400

TO: A1230.54442 PROFESSIONAL SERVICES \$62,400

SEQR ACTION: TYPE II-20



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM
Department: County Administration
Category: Fiscal (Budget)

Functional Category: Contingent Fund, Terminal Pay Reimbursement/Replacement Pay

SCHEDULED

RESOLUTION NO. *DOC ID: 7578*

1 **Appropriation From Contingent Fund - Terminal-Pay Reimbursement**
2 **- Department of County Administration**

3 WHEREAS, the Deputy County Administrator resigned effective January 10, 2018, and

4
5 WHEREAS, the Fiscal Policy of Tompkins County (Administrative Policy 05-02, Section 4.03-1) allows for
6 terminal-pay reimbursement to the impacted Department from the Contingent Fund, now therefore be it

7
8 RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel
9 Committees, That the Director of Finance be and hereby is authorized and directed to make the following
10 appropriation in the 2018 Budget:

11				
12	FROM:	A1990.54400	Contingent Fund	\$ 15,150
13				
14	TO:	A1230.51000	Regular Pay	\$ 10,144
15		A1230.58800	Fringes	\$ 5,006
16				

17 **SEQR ACTION: TYPE II-20**



SCHEDULED

RESOLUTION NO. *DOC ID: 7584*

Authorization to Accept 2017 Homeland Security Grant and Budget Adjustment - Sheriff's Office

WHEREAS, the Sheriff's Office has been awarded funding through the New York State Division of Homeland Security in the amount of \$28,742.00 (FY2017DHSES) in 2017 and have not yet been utilized, and

WHEREAS, said funds must be utilized toward law enforcement terrorism prevention activities, and

WHEREAS, these funds will be used to replace outdated/broken portable radios, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committee, That Tompkins County accept these grant funds in 2018 for the purpose of procuring the aforementioned equipment,

RESOLVED, further, That the Director of Finance is hereby authorized and directed to accept the grant funding from the New York State Division of Homeland Security and adjust the capital project fund as follows:

Homeland Security Project

Revenue:	HI3415.44389 (Project # 3415) Other Public Safety Aid	\$28,742.00
Appropriation:	HI3415.59239 (Project # 3415) Construction Expense	\$28,742.00

RESOLVED, further, That the County Administrator, or his designee, be authorized to execute any contracts or agreements related to this grant.

SEQR ACTION: TYPE II-20

**Tompkins County Legislature**

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM
Department: Sheriff's Department
Category: Grants
Functional Category: Public Safety

SCHEDULED

RESOLUTION NO. *DOC ID: 7584*

1
2 To: Public Safety Committee, Budget Capital and Personnel, Tompkins County Legislature
3 From: Brian P. Robison, Undersheriff
4 Date: January 23, 2018
5 Subject: Authorization to Accept Homeland Security Grant Monies

6
7 The Tompkins County Sheriff's Office has received grant funding from the NYS Division of Homeland Security in
8 2017 and it has not been utilized. This money will be utilized for the specific purpose of replacing portable radios and
9 chargers for the Road Division and other local agencies; while adding to the number of units available.

10
11 The total of the grant monies being accepted would be \$28,742.00.



Homeland Security and Emergency Services

ANDREW M. CUOMO
Governor

ROGER L. PARRINO, SR.
Commissioner

September 25, 2017

The Honorable Michael Lane
Chair, Tompkins County Chair Legislature
Governor Daniel D. Tompkins Building
121 E. Court Street
Ithaca, NY 14850

Dear Mr. Lane:

I am pleased to inform you that Tompkins County is awarded \$114,967 under the FY2017 State Homeland Security Program (SHSP). Funding for this grant is provided by the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA). The New York State Division of Homeland Security and Emergency Services (DHSES) will administer this funding on behalf of FEMA.

As per Federal guidelines, at least 25 percent (\$28,742) of your award must be directed towards law enforcement terrorism prevention activities. These activities should be consistent with the efforts of your local Counter Terrorism Zone (CTZ).

The performance period for this grant is from September 1, 2017 through August 31, 2020. Grant extensions beyond this date are highly unlikely. DHSES grants management staff will work with your designated SHSP grant program point of contact to provide additional administrative guidance in executing this award.

Thank you for your continued support of New York State's homeland security efforts. DHSES remains committed to providing you with outstanding support in the administration of your homeland security programs. If you have any questions, please contact my Director of Grants, Shelley Wahrlich, at (518) 402-2123.

Sincerely,

Roger L. Parrino, Sr.
Commissioner

Attachment: FY2017 DHSES Award (7584 : FY2017DHSES- Authorization to Accept 2017 Homeland Security Grant)



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM
Department: Probation & Community Justice
Category: Fiscal (Budget)
Functional Category: Contingent Fund

SCHEDULED

RESOLUTION NO. *DOC ID: 7582*

**Appropriation from Contingent - Terminal-Pay Reimbursement -
Department of Probation and Community Justice**

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WHEREAS, the Department of Probation and Community Justice had one Senior Probation Officer retire on December 22, 2017, and

WHEREAS, the Fiscal Policy of Tompkins County allows for terminal-pay reimbursement to the Department from the Contingent Fund, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the Director of Finance is hereby authorized and directed to make the following budget adjustment for 2017:

FROM:	A1990.54400	Contingent Fund	\$9,256
TO:	A3141.51000597	Senior Probation Officer	\$6,454
	A3141.58800	Fringes	\$2,802

SEQR ACTION: TYPE II-20



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM

Department: Sheriff's Department

Category: Personnel (Positions, Salaries, Benefits)

Functional Category: Create/Abolish/Increase/Decrease Position, Mental Health, Public Safety

SCHEDULED

RESOLUTION NO. *DOC ID: 7565*

1 **Authorization to Transfer Mental Health Forensic Counselor Position**
 2 **from the Mental Health Department to the Tompkins County Sheriff's**
 3 **Office**

4 WHEREAS, the Mental Health Department has previously covered funding and FTE maintenance for the
 5 Forensic Counselor position in the jail, and

6 WHEREAS, in order to more effectively manage fiscal responsibility and employee roster accuracy, Mental
 7 Health would like to transfer the Forensic Counselor position to the Tompkins County Sheriff's Office budget, now
 8 therefore be it

9 RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees,
 10 That one full-time position in the title of Forensic Counselor, White Collar Labor Grade 16, Job Code 1675, 37.5 hours
 11 per week, be and hereby is transferred to the Tompkins County Sheriff's Office budget and personnel roster,

12 RESOLVED, further, That the Director of Finance be and hereby is authorized to make the following budget
 13 adjustment for the fiscal year 2018 and for all budget cycles going forward:

14	FROM:	4311.51000675	Forensic Counselor	\$100,533.00
15	TO:	3150.51000675	Forensic Counselor	\$ 67,314.00
16		3150.58800	Fringes	\$ 33,219.00

17 **SEQR ACTION: TYPE II-20**



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM

Department: Sheriff's Department

Category: Personnel (Positions, Salaries, Benefits)

Functional Category: Create/Abolish/Increase/Decrease Position, Mental Health, Public Safety

SCHEDULED

RESOLUTION NO. DOC ID: 7565

1
2 To: Public Safety Committee, Budget, Capital, & Personnel, Legislature
3 From: Brian P. Robison, Undersheriff
4 Date: January 16, 2018
5 Subject: **Position Transfer Mental Health Counselor 2018**

6
7 **1. Action requested:**

8 Committee authorization is sought to approve a position transfer from the Mental Health budget to the
9 Tompkins County Sheriff's Office budget to fund the Mental Health Counselor position.

10
11 **2. Background:**

12 The Mental Health Department has previously covered funding for the Mental Health Counselor that is
13 responsible for inmate care. In order to more effectively manage fiscal responsibility and FTE
14 maintenance, Mental Health would like the Sheriff's Office to absorb the finances and job title into
15 their budget and roster.

16
17 **3. Financial Implications:**

18 The financial impact would consist of a salary of Sixty-Seven Thousand Three Hundred and Fourteen
19 dollars (\$67,314.00) with an added fringe, at the 2018 fringe rate of 49.35%, of Thirty-Three Thousand
20 Two Hundred and Nine dollars (\$33,219.00). This would total One Hundred Thousand Five Hundred
21 and Thirty-Three dollars (\$100,533.00).



Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM

Department: Sheriff's Department

Category: Personnel (Positions, Salaries, Benefits)

Functional Category: Create/Abolish/Increase/Decrease Position, Jail, Mental Health

SCHEDULED

RESOLUTION NO. *DOC ID: 7563*

1 **Authorization to Transfer Funds from the Mental Health Department**
2 **Budget to the Tompkins County Sheriff's Office Budget to Fund a**
3 **New Position of Jail Psychiatric Physician**

4 WHEREAS, the Sheriff's Office has identified the need for a position in the title of Psychiatrist, and

5 WHEREAS, the point-factor rating system utilized by Tompkins County to assign salaries to management
6 level positions is unable to adequately address the unique salary requirements of a Psychiatrist operating in the public
7 sector, and

8 WHEREAS, the pay rate designated for the position, as currently graded, is not sufficient to result in a viable
9 pool of highly qualified talent from which to choose, and

10 WHEREAS, the Psychiatrist should be recognized and appropriately compensated for the professional services
11 provided, now therefore be it

12 RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees,
13 That one part-time four hour per week (.10 FTE) position in the title of Psychiatrist is hereby created at Management
14 Grade 90, Job Code 4260,

15 RESOLVED, further, That this position is "red-lined" and the Legislature is hereby authorizing the Sheriff to
16 pay a Psychiatrist at the rate of \$95.00 per hour (equivalent to \$197,600 annual) on a part-time basis not to exceed four
17 hours per week and the budgeted amount authorized below,

18 RESOLVED, further, That the position and salary listed above has not been factored into the Sheriff's Office
19 budget for 2018 and that additional funding will be required in order to hire and compensate a Psychiatrist at this level,

20 RESOLVED, further, That the Mental Health Department has approved the transfer of funding of this position
21 from their 2018 budget,

22 RESOLVED, further, That the Director of Finance be and hereby is authorized to make the following budget
23 adjustment for the fiscal year 2018 and for all budget cycles going forward:

24	FROM:	4311.51000260	Psychiatrist	\$ 25,823.00
25	TO:	3150.51000260	Psychiatrist	\$ 17,290.00
26		3150.58800	Fringes	\$ 8,533.00

27 **SEQR ACTION: TYPE II-20**


Tompkins County Legislature

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM

Department: Sheriff's Department

Category: Personnel (Positions, Salaries, Benefits)

Functional Category: Create/Abolish/Increase/Decrease Position, Jail, Mental Health

SCHEDULED

RESOLUTION NO. *DOC ID: 7563*

1
2 To: Public Safety Committee, Budget, Capital, & Personnel, Legislature
3 From: Brian P. Robison, Undersheriff
4 Date: January 18, 2018
5 Subject: **Funding New Jail Psychiatric Physician 2018**

6
7 **1. Action requested:**

8 Committee authorization is sought to approve a position transfer of funds from the Office of Mental
9 Health budget to the Tompkins County Sheriff's Office budget to fund a new position of Jail
10 Psychiatric Physician.

11 **2. Background:**

12 The Tompkins County Jail routinely incarcerates people that are in need of a variety of services;
13 which include in-person mental health evaluations and treatment. Although we do our best to provide
14 for those people in our facility, it has not been possible to provide this service; due to lack of staff.
15 That being said, by adding a part-time Mental Health Psychiatrist we will be able to provide mental
16 health diagnosis, evaluations, and treatment to individuals in our facility.

17
18 **3. Financial Implications:**

19 The financial impact would consist of a salary of Seventeen Thousand Two Hundred and Ninety
20 dollars (\$17,290.00) with an added fringe, at the 2018 fringe rate of 49.35%, of Eight Thousand Five
21 Hundred and Thirty-Three dollars (\$8,533.00). This would total Twenty-Five Thousand Eight Hundred
22 and Twenty-Three dollars (\$25,823.00).

**Budget, Capital, and Personnel Committee**

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 02/13/18 04:00 PM
Department: Clerk of the Legislature
Category: Advisory Boards/Committees

**REPORT OR DISCUSSION ITEM NO.
(ID # 7615)**

Liaisons Assignments - Non-Voting

Tompkins Cortland Community College (TC3)
3rd Thurs., 5:30 p.m., TC3