

**Budget, Capital and Personnel Committee**  
 Regular Meeting Minutes – Approved 4-10-17  
 Monday, March 13, 2017 4:00 PM  
 Legislature Chambers

**Attendance**

Attendee Name	Title	Status	Arrived
James Dennis	Chair	Present	
Michael Sigler	Vice Chair	Present	
Leslyn McBean-Clairborne	Member	Present	
Glenn Morey	Member	Late	4:11 PM
Daniel Klein	Member	Present	
Joe Mareane	County Administrator	Present	
Amy Guererri	Commissioner of Personnel	Present	
Kevin McGuire	Executive Assistant to the County Administrator	Present	
Kenneth Lansing	Sheriff	Present	
Ed Marx	Planning Commissioner	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Rick Snyder	Finance Director	Present	
Michelle Pottorff	Chief Deputy Clerk of the Legislature	Present	

Guests: John Spence, Convention and Visitors' Bureau

**Call to Order**

Mr. Dennis, Chair, called the meeting to order at 4:00 p.m.

**Minutes Approval**

February 13, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Leslyn McBean-Clairborne, Member
<b>SECONDER:</b>	Michael Sigler, Vice Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Klein
<b>ABSENT:</b>	Morey

February 21, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Leslyn McBean-Clairborne, Member
<b>SECONDER:</b>	Michael Sigler, Vice Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Klein
<b>ABSENT:</b>	Morey

**Comments from the Public**

There were no members of the public who wished to speak.

**County Administrator Report**

Mr. Mareane distributed an update prepared by Paula Younger, Deputy County Administrator, on the Fellowship Program. He provided a brief overview of the three-year pilot program that would cost approximately \$200,000 and would achieve bringing in people who could make a contribution to the County at a level comparable to a high-level intern. Ms. Younger will make a formal presentation on the proposal at the next meeting to see if there is interest in moving forward. He requested members review the information prior to that meeting.

Retiree Health Insurance (ID #6913)

Mr. Morey arrived at this time.

**Changes to the Agenda**

The resolution entitled USDA Grant Budget Resolution 2017 was withdrawn from the agenda.

**Resolutions**

**Resolution No. - Adjustments to the 2017 Budget – Municipal Sales Tax Distribution Agreement (ID #6908)**

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

WHEREAS, Resolution No. 87, adopted March 16, 1993, gave authorization for the County to enter into an agreement with the City of Ithaca for the distribution of sales tax proceeds, and

WHEREAS, under a March 26, 1998, agreement, the County pays for selected services provided by the City in an amount that increases or decreases yearly based on actual sales tax collections in the City of Ithaca during the prior budget year, and

WHEREAS, actual collections within the City of Ithaca increased by 1.0% in 2016 over 2015, a better result than was anticipated, and

WHEREAS, budget adjustments are therefore necessary to recognize the increase in sales tax compared to what was projected in the 2017 Budget, 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 2017 budget adjustments:

	2017 Budget	Actual Due (based on 2016	Change (\$)
<u>Revenues:</u>			

	Actuals)		
County/City Program A6901.41111	\$553,081	\$592,821	\$39,740
<u>Appropriations:</u>			
County/City Program 6901.54666	\$553,081	\$592,821	\$39,740

**SEQR ACTION:** TYPE II-20

\* \* \* \* \*

**Resolution No. - Appropriation from the Contingent Fund for Water and Sewer Infrastructure Study in the Town of Dryden (ID #6884)**

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

WHEREAS, the Tompkins County Housing Needs Assessment indicates the need to produce far more new housing units to meet current and projected needs than recent building trends are producing, and

WHEREAS, Tompkins County is in the process of updating its Housing Strategy, recognizing that the Housing Strategy is a starting point for addressing this critical community need and needs to evolve and be refined over time to better address the community’s housing challenges, and

WHEREAS, infrastructure is a critical component in determining the feasibility of developing additional housing within the County, and

WHEREAS, the Town of Dryden has indicated a willingness to split the costs of a water and sewer infrastructure study that would cost \$3,500 and would help determine the potential for new housing development, and

WHEREAS, the County Legislature, in approving the 2017 budget for the Planning Department, placed funds in the amount of \$30,000 in the Contingent Fund for the purpose of supporting targeted Planning Department 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, contingent upon approval from the Town of Dryden for its share, That the Director of Finance be and hereby is authorized and directed to make the following budget adjustments:

FROM: A1990.54400	Contingent Fund	(\$1,750)
TO: A8027.54400	Program Expenditures	\$1,750

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized

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to execute any agreements related to this project.

**SEQR ACTION:** TYPE II - 21

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**Resolution No. - Budget Adjustment to Transfer from the Highway Fund Balance and Amend the Capital Program, Increasing the Project Cost - Reconstruction of the Forest Home Drive Bridge (BIN 3047450) Over Fall Creek (PIN 3950.41), Town of Ithaca (ID #6856)**

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

WHEREAS, the Highway Division estimates higher than budgeted expenditures for the Forest Home Drive Bridge Reconstruction project, and

WHEREAS, the Highway Division (D Fund) has adequate unassigned fund balance to cover the shortage, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and the Budget, Capital, and Personnel Committees, That the 2016-20 Capital Program be amended to reflect a total project cost for the Forest Home Drive Bridge Reconstruction Project to \$2,277,237.63 and to reflect a funding contribution of 394,015.65 from Tompkins County,

RESOLVED, further, That the Director of Finance be and hereby is authorized to allocate \$363,928.02 from the Road (Highway) Fund Balance, as needed, to Forest Home Drive Bridge Reconstruction Project Capital Account (HZ5103.59239.53.20) for 2016:

HZ FUND - HIGHWAY FACILITIES AND PROJECTS

Incr. Revenue Account: HZ5103.45035.53.20 - Interfund (D) \$363,928.02

Incr. Expense Account: HZ5103.59239.53.20 - Forest Home \$363,928.02

D FUND - COUNTY ROAD

Incr. Expense Account: D5111.54802 - Contribution to Construction \$363,928.02

**SEQR ACTION:** UNLISTED (EAF on file with Clerk of the Legislature, No further action required)

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**Resolution No. - Re-appropriation from the Contingent Fund for a Study of Stewart Park Governance Models (ID #6866)**

Mr. Mareane said the study is underway and a progress report will be presented at a meeting next week and he will report back to the Committee.

<b>RESULT:</b>	<b>RECOMMENDED [3 TO 2]</b>
<b>MOVER:</b>	Leslyn McBean-Clairborne, Member
<b>SECONDER:</b>	Daniel Klein, Member
<b>AYES:</b>	Dennis, McBean-Clairborne, Klein
<b>NAYS:</b>	Sigler, Morey

WHEREAS, the Tompkins County Legislature appropriated \$17,000 from the Contingent Fund in 2016 (Resolution No. 2016-235, of November 15, 2016) to support the “add-alternate” portion of the City of Ithaca Parks and Recreation Master Plan study that will undertake an analysis of Stewart Park to analyze its current management and governance structure and recommend alternatives ranging from modifications to the existing structure to a new governance structure and/or ownership of the Park by the County, and

WHEREAS, the appropriated funds were neither invoiced by the City nor expended by the County in 2016, now therefore be it

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

FROM:	1990.54400	Contingent Fund	\$17,000.00
TO:	1230.54445	Intermunicipal Agreements	\$17,000.00

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Budget Adjustment to Transfer from the Highway Fund Balance and Amend the Capital Program– PIN 3756.10 – Pine Tree Road (CR 174) Intersection Improvements at Ellis Hollow Road and East Hill Plaza Entrance, Town of Ithaca (ID #6919)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sigler, Vice Chair
<b>SECONDER:</b>	Daniel Klein, Member
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, Resolution No. 185 of 2014 authorized an agreement with the State of New York whereby Federal sources will furnish approximately 90% of the funding necessary for design and construction of Highway Safety Improvements at two intersections on Pine Tree Road - Ellis Hollow Road and the East Hill Plaza Entrance - in the Town of Ithaca, P.I.N. 3756.10, (the Project), and

WHEREAS, the Highway Division (D Fund) has an adequate unassigned fund balance to cover the revised project cost, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and the Budget, Capital, and Personnel Committees, That the 2016-20 Capital Program be amended to add the Pine Tree Road Intersection Improvement Project and reflect a total project cost of \$287,000.00 and to reflect a funding contribution of \$28,700.00 from Tompkins County,

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RESOLVED, further, That the Director of Finance be and hereby is authorized to allocate \$287,000 in fiscal year 2016 from the Road (Highway) Fund Balance, as needed, to Pine Tree Road Intersection Improvement Project Capital Account (HZ5112.59239.51.12):

**HZ FUND - HIGHWAY FACILITIES AND PROJECTS**

Incr. Revenue Account: HZ5112.45035.51.12 - Interfund (D) \$287,000  
Incr. Expense Account: HZ5112.59239.51.12 - East Hill Safety Project \$287,000

**D FUND - COUNTY ROAD**

Incr. Expense Account: D5110.54802 - Contribution to Construction \$287,000

**SEQR ACTION: TYPE II-21**

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**Resolution No. - Budget Adjustment - Sheriff's Office- K-9 Program (Vehicle Equipment) (ID #6902)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Michael Sigler, Vice Chair
<b>AYES:</b>	Dennis, Sigler, McBean-Clairborne, Morey, Klein

WHEREAS, the Tompkins County Sheriff's Office needs to transfer funds to cover a purchase for the Tompkins County K-9 Program, and

WHEREAS, the revenue has been received in a separate account for Sheriff K-9 (T20550000) and will be put into the Tompkins County Sheriff's Office budget to accommodate the costs of purchasing vehicle equipment for the K-9 program, now therefore be it

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 the 2017 fiscal year:

Revenue: 3113.42705 Gifts & Donations \$ 3,800.00

Appropriation: 3113.52220 Departmental Equipment \$ 3,800.00

**SEQR ACTION: TYPE II-20**

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**Resolution No. - Appropriation from Contingent Fund - Replacement Pay - Sheriff's Office (ID #6894)**

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

WHEREAS, the Sheriff's Office had four (4) employees out on medical leave longer than two months, and

WHEREAS, the Fiscal Policy of Tompkins County allows replacement pay to the Department from the Contingent Fund for the period beyond the initial two months, now therefore be it

RESOLVED, on recommendation of the Public Safety and the Budget, Capital, and Personnel Committees, That the Director of Finance be and is hereby authorized and directed to make the following budget appropriation for 2016:

FROM: A1990.54400	Contingent Fund	\$ 87,476.82
TO: A3113.51000419	Deputy Sheriff	\$ 14,435.20
A3113.51000413	Criminal Investigator	\$ 19,458.88
A3150.51000406	Corrections Officers	\$ 26,140.80
A3113.58800	Fringes	\$15,492.98
A3150.58800	Fringes	\$11,948.96

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Award of 2017 Arts and Culture Organizational Development Grants (ID #6888)**

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

WHEREAS, the Community Arts Partnership (CAP) and the Tompkins County Legislature recognize that the local arts and cultural community is a valuable and unique asset, and that a need exists to harness the power of the arts to grow tourism, and that strategic management and stabilization of these assets will better serve visitors through well-planned marketing efforts, and

WHEREAS, the County contracts with CAP to develop and implement a plan for financial and operational development and capacity building of arts and cultural entities, and

WHEREAS, the arts and cultural community could better position itself in the marketplace to attract more visitors to and enhance visitors' stay in Tompkins County, thus generating more dollars into the local economy, and

WHEREAS the Strategic Tourism Planning Board has since 2007 recommended allowing tourism grant programs to have the previous year's allocated but unspent funding reallocated to the next year's budget, and

WHEREAS, at the end of 2016 a balance of \$5,173 was considered allocated but unspent within the Arts and Culture Organizational Development Grant Program, and

WHEREAS, pending a recommended budget adjustment, funding exists within the Room Occupancy Tax funded Tompkins County Tourism Program budget for the Arts and Culture Organizational Development Program, and

WHEREAS, CAP has requested and reviewed annual reports for recommendation to the

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Tompkins County Legislature through the Budget, Capital, and Personnel Committee with the advice of the Strategic Tourism Planning Board, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the following Arts and Culture Organizational Development Grants be awarded in 2017:

	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Cayuga Chamber Orchestra</b>	\$18,700	\$21,373	\$21,800	\$22,236	\$27,000	\$27,000	\$27,000	20,000	<b>20,000</b>
<b>Cinemapolis</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,500	<b>\$13,500</b>
<b>CSMA</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	<b>\$7,000</b>
<b>Cayuga Nature Center</b>	\$28,000	\$25,000	\$25,000	\$25,000	\$0*	\$0*	\$0*	\$0*	<b>\$0*</b>
<b>Hangar Theatre</b>	\$24,000	\$22,600	\$23,052	\$23,513	\$27,000	\$27,000	\$27,000	\$24,500	<b>\$24,500</b>
<b>History Center</b>	\$23,200	\$21,458	\$21,887	\$22,325	\$27,000	\$27,000	\$27,000	\$22,000	<b>\$22,000</b>
<b>Ithaca Shakespeare</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	<b>\$5,000</b>
<b>Kitchen Theatre</b>	\$22,400	\$21,264	\$21,689	\$22,123	\$27,000	\$23,000	\$27,000	\$30,000	<b>\$30,000</b>
<b>PRI (Museum of the Earth &amp; Cayuga Nature Center)</b>	\$18,000	\$15,000	\$15,300	\$15,606	\$40,000*	\$40,000*	\$40,000*	\$30,000*	<b>\$30,000*</b>
<b>Sciencenter</b>	\$10,000	\$16,000	\$16,320	\$16,646	\$17,000	\$17,000	\$17,000	\$20,000	<b>\$20,000</b>
<b>State Theatre</b>	\$16,000	\$17,000	\$22,850	\$23,307	\$23,773	\$27,000	\$27,000	\$25,000	<b>\$25,000</b>
<b>Grant Totals</b>	\$160,300	\$159,695	\$167,898	\$170,756	\$188,773	\$188,000	\$192,000	\$197,000	<b>\$197,000</b>

RESOLVED, further, That CAP is paid an amount up to \$10,200 for administrative evaluation and oversight services,

RESOLVED, further, That an agreement with Rent-a-CFO, LLC, is authorized in an amount not to exceed \$4,000 to conduct financial and fiscal progress reviews of grant recipient organizations to determine their current operational status and their ability to fulfill the goals of the Arts and Culture Organizational Development Program of the Tompkins County Tourism Program,

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to sign any agreements with the recipients and CAP pertaining to this program,

RESOLVED, further, That the Arts and Culture Organizational Development Grant Program budget for 2016 is increased by \$5,173 bringing the total modified 2017 budget for this program from \$213,150 to \$218,323:

6475.54619 Arts and Cultural Organizational Development	\$5,173
6475.41113 Room Tax	\$5,173

**SEQR ACTION: TYPE II-20**



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Explanation: \*In 2013, for the first time, PRI applied jointly under a Mergers/Shared Services category. The recommended award to PRI of \$30,000 in 2016 is a joint award to support both the Cayuga Nature Center and the Museum of the Earth.

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**Adjournment**

The meeting adjourned at 5:04 p.m.