

**Budget, Capital and Personnel Committee**  
Special Meeting Notes – FINAL  
Wednesday, May 31, 2017 4:00 PM  
Legislature Chambers

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
James Dennis	Chair	Present
Michael Sigler	Vice Chair	Absent
Leslyn McBean-Clairborne	Member	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Present
Joe Mareane	County Administrator	Present
Michelle Pottorff	Chief Deputy Clerk of the Legislature	Present
Marcia Lynch	Public Info. Officer, County Administration	Present
Rick Snyder	Finance Director	Present
Amy Guererri	Commissioner of Human Resources	Present

Guests: Rod Howe, History Center; Carl Haynes, TC3 President; Jennifer Tavares, Chamber of Commerce; Randy Marcus, Ithaca Aviation Heritage Foundation; Tom Colbert; Press

**Call to Order**

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

**Public Comment**

No member of the public wished to speak.

**Changes to the Agenda**

**MOTION TO:** add to the agenda the resolution entitled Adoption of 2017-2018 Operating Budget - Tompkins Cortland Community College (ID #7072).

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	James Dennis, Chair
<b>SECONDER:</b>	Glenn Morey, Member
<b>AYES:</b>	Dennis, McBean-Clairborne, Morey, Klein
<b>ABSENT:</b>	Sigler

**Resolutions**

**Resolution No. - Adoption of the 2017-2018 Operating Budget - Tompkins Cortland Community College (ID #7072)**

Mrs. McBean-Clairborne asked if this presents the one percentage increase that was talked about when the meeting was held at TC3 and if that could be made clear. Secondly, she asked if the Committee is acting under the impression that Cortland County will do the same and if they do not, whether the

Committee will come back and take another look at this.

Mr. Dennis said without having information to state otherwise, this resolution is being considered under the assumption that Cortland County would approve the same increase. If Cortland County does not approve the 1% increase in its share of sponsor funding Tompkins County can revisit the resolution.

Dr. Haynes noted that the cost for each sponsor can shift each year as it relates to the percentage of enrollment from the counties and that percentage drives the actual dollar amount that a county would contribute. He provided the following information on sponsor shares in the proposed budget and Mrs. McBean-Clairborne requested this be included as an explanation section of the resolution:

Tompkins County's share - 64%; total share - \$3,005,996 (2018 increase of 1% = \$29,663)  
Cortland County's share - 36%; total share - \$1,690,872 (2018 increase of 1% = \$16,700)

Dr. Haynes reported Cortland County's Budget Committee will be holding a special meeting tomorrow to consider the TC3 Budget and he has been informed that they will be rejecting the requested 1% increase. He plans to come back to this Committee at its June 12th meeting and will ask to shift money from TC3's Fund Balance to avoid having to redo the numbers that are in the budget.

Mr. Dennis said this Committee is being asked to approve this resolution and to go on record early in support of the 1% increase in addition to the special funding requests and to then let Cortland County react.

Mr. Dennis said he is troubled by Dr. Haynes' announcement that Cortland County will not be supporting the funding request. Dr. Haynes said he is also troubled by this. It was noted that Cortland County's share is \$16,700. Mr. Dennis said TC3 is a jewel that needs to keep shining.

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

WHEREAS, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2017, through August 31, 2018, has been presented to the Legislature of the County of Tompkins pursuant to County Law and Section 6306 of the Education Law, and

WHEREAS, the Legislature has conducted a public hearing on said proposed budget on the 20<sup>th</sup> of June 2017, and heard all persons wishing to speak on this topic, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That said proposed 2017-2018 operating budget in the amount of \$40,857,954 of which the total sponsoring community contribution is in the amount of \$4,696,867, be and the same hereby is approved,

RESOLVED, further, That the Tompkins County Legislature includes in the 2018 Tompkins County Budget an amount to be determined pursuant to the approved plan for said College in effect as of September 1, 2017, and that the amount when determined be raised by taxation in the County of Tompkins in the fiscal year 2018,

RESOLVED, further, That this resolution shall become effective upon the adoption of a concurrent resolution by the Cortland County Legislature.

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Approval of the Appropriation of Surplus Funds - Tompkins Cortland Community College (ID #7074)**

Dr. Haynes noted this replaced lost revenue. Some expenditures have been reduced and it is possible the College may not need all of these funds.

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

WHEREAS, the operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2016, through August 31, 2017, was adopted via resolution 2016-117, and

WHEREAS, projected enrollment for 2016-2017 is less than budgeted causing tuition revenues to be lower than planned, and

WHEREAS, the College has available surplus totaling \$1,369,461 as of May 31, 2017, and

WHEREAS, it has been estimated that the College will need \$100,000 in surplus funds to replace lost revenue, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That surplus funds in the amount of \$100,000 be appropriated to replace lost revenue,

RESOLVED, further That certified copies of this resolution be sent to the Cortland County Legislature and the Board of Trustees of Tompkins Cortland Community College, for their approval.

**SEQR ACTION:** TYPE II-20

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**Resolution No. - Authorizing a One-Time Supplemental Appropriation of \$83,200 from Contingent Fund to Assist Tompkins Cortland Community College to Implement a Service Management Modernization Plan (ID #7067)**

Dr. Haynes said this will fund an IT (Information Technology) position that opened up as the result of someone leaving. He said this year the College reduced the budget by 19 positions and that type of reduction can't be done without having a lot of impact on operations. This position is an administrative function that will allow offices to function more efficiently with various kinds of software. The total is \$130,000 and \$83,200 is the position, fringe, equipment, training, and implementation fees. It is a one-year position and with the right person they can eventually be brought on board or the position will end in one year.

Mr. Dennis said this is a very good idea and happy that it is being proposed. Dr. Haynes noted this is outside the budget process and being treated similarly to how a grant is treated. The difference between the Tompkins County appropriation and the total cost will be pulled from Foundation funds.

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

WHEREAS, Tompkins Cortland Community College (“College”) has proposed a Service Management Modernization Plan (“Plan”) that will automate and streamline several administrative and finance functions, enabling the College to generate recurring future savings, and

WHEREAS, the College has requested one-time funding of \$130,000 to implement the Plan, and

WHEREAS, if apportioned to Tompkins County and Cortland County in the same manner as the apportionment of the Sponsor Share of the College’s operating budget, which is based on each county’s respective share of student enrollment, Tompkins County’s contribution to the cost of the Plan would be \$83,200, or 64% of the total cost, and

WHEREAS, this Legislature is committed to the success of the College and the students it serves, and recognizes the long-term benefits produced by the implementation of the Plan, and

WHEREAS, a contribution by Tompkins County to support the implementation of the Plan would be an extraordinary, one-time discretionary grant of funds to the College and would not become a factor in future maintenance-of-effort calculations nor require a proportionate match of funds by Cortland County, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That this Legislature wishes to provide a discretionary one-time supplemental appropriation to the College for the sole and restricted purpose of implementing its Service Management Modernization Plan during the College’s 2017-18 fiscal year,

RESOLVED, further, That the Director of Finance be and hereby is directed to make the following adjustment to his budget:

From: A1990.54400	Contingent Fund	\$83,200
To: A2495.54400	Tompkins Cortland Community College-Program Expense	\$83,200

**SEQR Action:** Type II-20

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**Resolution No. - Making a Negative Determination of Environmental Significance in Relation to Resolution No. \_\_ of 2017, Approving the Acquisition and Improvement of Property Commonly Known as the Tompkins Trust Company Building Located at 106-112 North Tioga Street, Ithaca, New York (ID #7037)**

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

WHEREAS, Resolution No. \_\_\_ of 2017 would approve the purchase and improvement of property located at 106-112 North Tioga Street, commonly known as the Tompkins Trust Company Building, for use by the History Center and other complementary not-for-profit agencies, and

WHEREAS, while the project consists of the rehabilitation of an existing structure and comports with a SEQR Type II-2 classification, a Short Form Environmental Assessment Form was completed to ensure a thorough and diligent review of potential environmental impacts, and

WHEREAS, the Tompkins County Legislature has reviewed and accepted as adequate a Short Environmental Assessment Form, which finds no significant impacts associated with the Action, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and the Budget, Capital, and Personnel Committees, That Resolution No. \_\_\_ of 2017 is an Unlisted action,

RESOLVED, further, That the Tompkins County Legislature hereby determines that the acquisition of property at 106-112 North Tioga Street for use by the History Center and other agencies will not have a significant negative impact on the environment, requiring no further environmental review,

RESOLVED, further, That the Tompkins County Legislature hereby issues a “Negative Declaration of Environmental Significance” in accordance with SEQRA for Resolution No. \_\_\_ of 2017.

**SEQR ACTION:** Unlisted

(Short Environmental Assessment Form and Negative Declaration on file with the Clerk of the Legislature)

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**Resolution No. - Authorize Acquisition and Improvement of the Tompkins Trust Building at 106-112 North Tioga Street on the Ithaca Commons to Serve as the Home for the History Center and Other Complementary Organizations and Amend 2017-2021 Capital Improvement Program to Incorporate the Tompkins Trust Building Acquisition and Improvement Project (ID #7035)**

Mr. Mareane spoke to the proposed acquisition and improvement of the Tompkins Trust building to locate a collection of agencies and be the anchor of the History Center.

He said the County has been affiliated with the History Center for many years and has paid its occupancy costs; in 2016 the cost was \$110,000. The History Center rent will double in 2019 if it remains in its current location; the County has historically covered its occupancy so it is in the best interest of the County to search for alternatives. He said a search quickly zeroed in on the Tompkins Trust building because of convenience, availability, correct character, size, and location. As the search was going forward, Rod Howe, who runs the History Center, began to conceive and discuss a potential

Heritage Education Center that would include a collection of non-profits that have similar goals and interests.

Mr. Mareane reviewed the narrative in a memo to Legislators dated May 2, 2017, contained in the agenda packet. The following are highlights provided:

- Building is \$2 million, \$400,000 less than the property's assessment; the cost to make it code compliant are estimated to be \$900,000;
- Intention is to pay cash for the building and will come from new casino revenue;
- Asset will appreciate quicker than cash would generate interest in a bank;
- Sources of funding for \$2.5 million will come from Capital Campaign (\$350,000 to 375,000); Strategic Tourism Planning Board - \$100,000;
- The County will own the building and will rent space in the Center to cover the operating costs of the building;
- The County will not pay for the renovation costs of the building;
- Improvements would begin in May when the bank leaves the building. Goal is to get the History Center into the building by 2019.

Mr. Mareane said the County's relationship with the History Center needs to continue to be strong. There is a risk that the County won't be able to meet the cost needed to make this a spectacular building, which may pose a risk that some tenants won't come over but there are others he thinks would.

In the worst case, the County's acquisition of the property will result in the History Center relocating to the Tompkins Trust Building without achieving the vision of a Heritage Education Center. If that occurred, the County would expect to spend \$152,000 to operate and maintain the building and forego a cash return on its \$2.35 million investment. However, the building's value would continue to appreciate.

Mr. Mareane spoke of many benefits that he and Mr. Howe believe it would have and said it would be a tremendous asset, noting there are tremendous challenges to the existing building. Programming would include a hub, a center, a place for both visitors and county residents, position the County well to be a player for tourism in the region, and economic impacts. Although it is hard to estimate the numbers that can be expected, he said significant visitors are expected and work will be done to develop themes that would be embedded in the exhibit space.

Mr. Dennis said this is a very interesting project and believes the Legislature greatly appreciates the work Mr. Howe and Mr. Mareane have done. Having seen other things happen in the County it is good to see the name associated with this. It is the kind of thing that happens here and appreciates the work that has gone into bringing it to this point.

Mrs. McBean-Clairborne asked what future costs other than maintenance and repairs would be and gave an example of cleaning. Mr. Mareane said those kinds of ordinary costs are included in the rent and he expects to see only ordinary costs.

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

WHEREAS, Tompkins County is a long and steadfast supporter of The History Center (“Center”), which serves as the community’s museum of local history and the repository of historic materials and artifacts, and

WHEREAS, the County’s commitment to the History Center is reflected in a long-standing County annual appropriation to support the Center’s costs of occupancy, and

WHEREAS, the History Center’s 25-year lease of space in The Gateway Building will expire at the end of 2018, and the Center needs to relocate as a means to contain its cost of occupancy and increase its visibility, impact, and accessibility to the public, and

WHEREAS, as the traditional underwriter of the Center’s occupancy costs, and beneficiary of its ability to educate residents and attract tourists, the County has a direct fiscal and programmatic interest in identifying a suitable location for the Center, and

WHEREAS, as a part of its consideration of new locations, the History Center put forward and has continued to develop a plan to locate several complementary not-for-profit organizations into a common location, which it has called a “Heritage Education Center”, where residents and visitors can learn about and explore our unique community, and

WHEREAS, several local agencies have expressed strong interest in such a co-location plan, including the Historic Ithaca Library, the Convention and Visitor’s Bureau’s Visitor Center, the Community Arts Partnership, the Wharton Studio Museum, the Dorothy Cotton Institute, the Discovery Trail, the Sustainability Center, and the Ithaca Aviation Heritage Foundation, and

WHEREAS, because of the size, character, and location of the Tompkins Trust Building (the “Building”) located at 106-112 North Tioga Street, and in light of the fact that the Building will be vacated in 2018 when the Trust Company relocates to a new downtown facility, the Building was identified as a preferred location by the History Center and other Heritage Education Center participants, and

WHEREAS, Tompkins Trust has expressed a willingness to sell the building to the County at a cost of \$2,000,000, subject to final approval by its Board of Directors, and has worked in good faith with the History Center and the County to allow both to undertake necessary due diligence, and

WHEREAS, by Resolution 2016-232, this Legislature authorized the County Administrator to explore the acquisition and re-use of the Building and, as a part of that exploration, to undertake an engineering assessment of the Building’s structural and mechanical systems and any code-related improvements that may be required to accommodate re-use of the Building, and

WHEREAS, the engineering assessment of the Building identified approximately \$900,000 in improvements needed to make the Building code-compliant and ready for tenant renovations, and

WHEREAS, to help offset these costs, the County has received a \$450,000 pledge from the leaders of the History Center/Heritage Education Center's capital fundraising campaign and has also received assurances from the Strategic Tourism Planning Board that the project qualifies, and will be considered for, a \$100,000 capital grant that would, together, reduce the County's net cost to acquire and improve the building to \$2,350,000, and

WHEREAS, it is understood that all costs of interior renovations, tenant improvements, and exhibits shall be borne by the tenants of the building, and that future structural repairs and maintenance shall be the responsibility of the County, and

WHEREAS, to support the costs of interior renovations, improvements, and exhibits, the History Center and other prospective tenants of the Building are collaborating to raise capital funds through a local fundraising campaign and are also working with the Downtown Ithaca Alliance to prepare an application for a \$2.5 million grant from New York State, and

WHEREAS, the projected cost to operate and maintain the building, and to generate a two percent return on the County's investment in the building, can be fully recovered through competitive rents charged to the occupants of the Building, and

WHEREAS, it is the County's intent to apply unanticipated 2016-2017 revenues from the Tioga Downs and del Lago Casinos to finance the acquisition and improvement of the Building, including \$1.9 million in licensing fees already received plus additional unbudgeted casino revenue expected in 2017, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and the Budget, Capital, and Personnel Committees, That the County's 2017-2021 Capital Improvement Program be, and hereby is, amended to include the Acquisition and Improvement of the Tompkins Trust Building at a total cost of \$2,900,000, with an expected net local cost of \$2,350,000 after receipt of grants and contributions,

RESOLVED, further, That the County Administrator be and hereby is authorized to negotiate the acquisition of the Tompkins Trust Company Building at 106-112 North Tioga Street at a cost not to exceed \$2,000,000 plus any associated closing costs, and on such other terms and conditions as the County Administrator may approve in his reasonable discretion and upon consultation with the County Attorney,

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

A Fund-General Fund

Decrease Fund Balance A30909000 - General Fund Unassigned Fund Balance	\$2,900,000
Increase Expense Account A9576.54802 - Contribution to Construction	\$2,900,000

HB Fund-Building Improvements Fund

Increase Revenue Account HB1617.45031.16.17 - Interfund (A)	\$2,900,000
Increase Expense Account HB1617.59239.16.17 - Heritage Education Center	\$2,900,000

**SEQR ACTION:** Unlisted

(Short Environmental Assessment Form on filed with the Clerk of the Legislature)

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Notes  
Budget, Capital and Personnel Committee  
Wednesday, May 31, 2017

**Adjournment**

The meeting adjourned at 4:45 p.m.