

**INTERMUNICIPAL  
RECREATION PARTNERSHIP AGREEMENT**

Pursuant to Section 119-o of the General Municipal Law, the undersigned municipalities hereby enter into this Intermunicipal shared services agreement for a five year renewable recreation partnership “the parties”

This agreement shall become effective upon execution by each and every participating municipality and shall be in force for the period beginning January 1, 2018 through December 31, 2022, and may be renewed for an additional five years by appropriate resolutions by each of the municipal partners on or before December 31, 2022, all other terms and conditions of this agreement remaining the same.

The Recreation Partnership governing board may recommend amendments to this agreement with a two-thirds majority vote of the appointed members to the Recreation Partnership Board. Recommended amendments must be ratified by all participating municipalities to take effect.

**Establishing a Program**

The parties hereby establish an on-going program partnership for the purpose of jointly planning, financing, providing, and coordinating shared recreational services that supplement and complement those offered by localities. A governing board of partners will direct and oversee the contracted services of the Ithaca Youth Bureau’s Recreation Division (IYB), which is hereby designated to provide youth recreation programs and services as set forth in this agreement. The Recreation Partnership will be governed independently of any municipality. The Recreation Partnership will have no authority over any locally planned, locally funded, and locally operated programs except at the request of the sponsoring municipality. Local programs may choose to use the Recreation Partnership as a vehicle for voluntarily sharing information, equipment, publicity about programs, and/or coordinating their respective services.

## **Sharing Program Costs**

Fees, sponsorships, grants, and the use of volunteers are not enough to cover the cost of running Recreation Partnership programs and services. A municipal contribution from all municipal partners is necessary to balance the budget. In order to fairly distribute these costs, the Partners agree to the following cost-sharing formula.

The cost sharing formula allocates the annual net operating costs of programs into four equal shares. The City of Ithaca agrees to pay one quarter of the net operating cost, the Town of Ithaca agrees to pay one quarter, and the County agrees to pay one quarter. The smaller municipalities agree to share the remaining quarter.

The cost for each smaller municipality shall be calculated using an index that combines the previous year's assessed value of its taxable properties in the Ithaca School District and its share of program participation averaged over the past three years. This formula, which assigns the assessed value twice the weight of participation, was selected for several reasons. First, the weighting of assessed value was used as a measure of each municipality's ability to pay for services. Second, the formula recognizes that children from the Ithaca City School District have been significant users of the services and a number of municipalities have been concerned about providing equitable support to all their youth. Third, the use of Ithaca City School District properties as opposed to the municipalities' full assessment, acknowledges that towns like Dryden, Ulysses, Groton, and Newfield also invest significantly in their own local recreation programs, which are used primarily by children from their own school districts. A chart outlining the 2017 approved municipal contribution is attached as Appendix 1; an updated version of this chart including the worksheet shall be given to each partnership municipality for each of the remaining 4 years of this agreement by or before January 15 of each year.

### **To determine future contributions:**

- A) The Recreation Partnership Board shall review preliminary budget projections in June and July and decide on the acceptable net program cost for the upcoming year by the end of July. The budget projections should coincide with other municipal and county budget deadlines.
- B) During the budget development process, each Recreation Partnership Board member shall discuss the municipal payments needed with its municipality to determine if the budget adopted by the Recreation Partnership Board is feasible. If any municipality has an objection to the proposed payment they should notify the Recreation Partnership Board as soon as possible.
- C) The Recreation Partnership Board may re-examine the basis for cost allocation and may recommend amendments to this agreement to be ratified by all partners. Any changes would take effect for the following fiscal year.

## **Governance**

**Name:** The governing board shall be called the Recreation Partnership Board

**Membership:** The Recreation Partnership Board shall have a total of 14 voting members. The partners include: Towns of Caroline, Danby, Dryden, Enfield, Groton, Ithaca, Newfield and Ulysses, the Village of Lansing, City of Ithaca and Tompkins County. Each participating municipality will have one seat on the governing board, except as provided below. The Recreation Partnership Board recommends that these seats be filled with an elected official willing and able to make policy decisions. When deemed necessary by a municipal board, an unelected lay designee who has the confidence of that municipal board may be appointed.

In addition, the City of Ithaca, the Town of Ithaca, and Tompkins County shall appoint one additional representative each to reflect their greater investment in the Partnership. These additional appointed representatives may be elected or lay members. The Recreation Partnership Board may determine if it wants to create any non-voting at-large seats to add expertise or coordinating links to other key stakeholder groups. Municipalities shall designate their representatives and an alternate for each seat by certified resolution to be maintained on file with the Tompkins County Youth Services Department. An alternate may vote in the absence of the municipality's designated member.

Members will serve one-year terms at the pleasure of their municipal board and may be reappointed.

The Recreation Partnership Board will elect its own officers: a Chair and a Vice chair.

### **Roles of the Recreation Partnership Board**

The Recreation Partnership Board shall operate under its own by-laws that have been ratified by all municipal partners. Future amendments to the by-laws that are not inconsistent with this agreement shall be made by a majority vote of the entire Recreation Partnership Board provided that the proposed amendment has been presented for consideration of the Recreation Partnership Board at the preceding regular meeting. In addition, the proposed by laws amendment must be mailed or emailed to all members at least ten days before the meeting at which the proposed change is to be voted upon. An amended copy of the by-laws will be sent to each municipal clerk and chief elected official for their records.

The Recreation Partnership Board will develop a work plan of key policy, program, future amendments, and planning issues to be addressed annually.

The Recreation Partnership Board urges municipal boards to include the proposed costs recommended by the Recreation Partnership Board in their tentative municipal budgets.

The Recreation Partnership Board shall set program and budget priorities, approve the net operating budget for programs, recommend goals for generating additional and/or alternative revenues, set fees, and adopt guidelines for scholarships and fiscal targets,. The Recreation Partnership Board shall determine its own meeting schedule but it shall meet no fewer than six times a year to review progress toward goals, address policy questions and review performance data and finances to assure that provider(s) are meeting the goals and expectations of the partners.

The Recreation Partnership Board in conjunction with Ithaca Youth Bureau Staff will annually evaluate system-wide performance goals using an agreed upon performance measurement system to enable the Ithaca Youth Bureau to improve services.

Recreation Partnership Board representatives will be required to make regular reports to their municipalities including, but not limited to, annual budget guidelines and program services.

### **Roles of officers**

The Chair shall develop the agenda in consultation with the Tompkins County Youth Services Department staff and the Ithaca Youth Bureau, chair the meetings, represent the Recreation Partnership Board at inter-municipal or public meetings, and assist as needed in contract negotiations to implement the wishes of the Recreation Partnership Board.

The Vice Chair shall act in the absence of the Chair.

### **Role of Fiscal Agent and Staff Support**

The participating municipalities will make their payments to Tompkins County on a schedule agreeable to all partners. Tompkins County's fiscal officer will have custody of the funds and make payments to the Ithaca Youth Bureau as authorized by the Recreation Partnership Board. The funds will be managed as a separate program within the Tompkins County Youth Services Department budget.

## **Roles of Tompkins County Youth Services Department**

Staff from the Tompkins County Youth Services Department will work in close cooperation with the Recreation Division of the Ithaca Youth Bureau to provide support to the Recreation Partnership Board that includes:

- coordination of orientation of new members to the Partnership and its services;
- orientation to the roles of the Recreation Partnership Board and its members;
- assistance in developing an annual work plan of priority planning, and collecting performance measurement data
- assistance in developing policy options and guidelines for the Board's action as needed to implement the work plan;
- preparation of meeting agendas in consultation with the Board chair and Ithaca Youth Bureau staff;
- preparation of meeting minutes
- preparation of contracts with the Ithaca Youth Bureau as authorized by the Recreation Partnership Board;
- coordination with the Ithaca Youth Bureau to assure that their program policy questions that require Recreation Partnership Board decisions are acted on in a timely way;
- Authorization of payments per Recreation Partnership Board authorized contracts after audit of claims pursuant to Tompkins County procedure.
- Assistance to the Recreation Partnership Board in monitoring and evaluating providers, as requested.
- Staff support to Recreation Partnership Board to implement work plan.

## **Roles of Recreation Program Provider Ithaca Youth Bureau**

The City of Ithaca as provider will be responsible for:

- providing the programs and services authorized by the Recreation Partnership Board in compliance with all relevant laws and safety regulations;
- providing a yearly summary of participation and periodically highlighting any trends or significant changes in program participation, customer feedback, expenses or revenues for the Recreation Partnership Board;
- providing adequate liability coverage as determined by the County and the Recreation Partnership Board for approved programs and defending, indemnifying and holding the participating municipalities harmless; harmless from all actions, omissions and claims caused by the provider's acts or omissions in connection with its responsibilities under this agreement
- tracking and reporting expenses and revenues as outlined in the contract;
- tracking participation in formats and on a schedule requested by or acceptable to the Recreation Partnership Board;
- recommending programs or changes to improve services and/or lower costs;
- Working with the Tompkins County Youth Services Department to present any policy questions and options related to programs or financing that require Recreation Partnership Board action.

## **FISCAL AND ADMINISTRATIVE ACCOUNTABILITY**

**Role and Relationship of the City of Ithaca:** As a member, the City will be responsible for one quarter of the program costs. Like other members, it will make a payment to Tompkins County for its share of the approved budget. Like Tompkins County and the Town of Ithaca, it will have two seats on the governing board. Like other members, it may ask or convene local advisory committees to recommend the kinds of recreation services they want for the residents of their own municipality.

As a provider selected to operate programs, the City of Ithaca's Youth Bureau will hire/contract staff as needed within the approved budget to provide services authorized by the Recreation Partnership Board. As a provider, the City will use its own facilities and may enter into agreements with other municipal partners or agencies to use other facilities throughout the partnership for approved programs.

As a provider, the Ithaca Youth Bureau may sub-contract with other persons or entities to provide programs under this agreement. Due consideration shall be given to appropriateness and safety of the programs and the providers. Any such sub-contractors must carry adequate insurance as determined by the City and the Recreation Partnership Board against liability for personal injury and/or property damage.

As a provider, the Ithaca Youth Bureau will keep a separate account of partnership funds and report in a format and on a timetable requested by the Recreation Partnership Board.

- **Role of Tompkins County:** Tompkins County is the fiscal agent for the Partnership and the County's fiscal officer shall have custody of the money and made available for expenditure under this agreement. The County shall invoice municipalities based on the agreed-on cost allocation and payment schedule. The Tompkins County Youth Services Department will administer those funds in accordance with the wishes of the Recreation Partnership Board by creating and managing the contract with the Ithaca Youth Bureau and making approved payments.

The Ithaca Youth Bureau will continue to be responsible for tracking line item expenses and program revenues and will provide this information in a format required by the Recreation Partnership Board.

### **Fiscal accountability**

As a condition of this agreement, the Ithaca Youth Bureau shall maintain records of expenses and revenues as required by the Recreation Partnership Board. The Ithaca Youth Bureau shall prepare financial reports in a format that satisfies the governing board which includes proposed budget and year-to-date cumulative expenses and revenues. The County shall pay the Ithaca Youth Bureau 100% of the agreed-upon contract amount to provide approved programs. The County shall make the annual payments in three equal amounts by April 30<sup>th</sup>, September 30<sup>th</sup>, and January 15<sup>th</sup>.

## **How Municipalities Join or Leave the Partnership**

**Joining:** If any non-participating municipality in Tompkins County chooses to join after this agreement goes into effect, the Recreation Partnership Board will calculate the cost for a new member and the board will determine the effective date of membership. After signing this Agreement the new municipality will be invited to appoint one elected official or designee and an alternate to serve as a voting member on the Recreation Partnership Board, and the size of the Recreation Partnership Board shall increase by one. For the first year, the Recreation Partnership Board will determine if the additional municipal contribution will change the already agreed-on municipal contribution for the current partners and if so by how much, subject to approval by all of the municipal boards.

**Leaving:** A member municipality may elect to withdraw from the Recreation Partnership. The municipality seeking to withdraw must notify the Recreation Partnership Board in writing and commit to making its contribution for the following year. E.g., a municipality must notify the Recreation Partnership Board in writing any time in 2018 of its intention to withdraw at the end of December 2019.

If a municipality withdraws the Recreation Partnership will develop future budgets based on adjusted revenues and expenses.

By entering into this agreement, each municipality pledges to honor its contractual obligations to the other members and to abide by the notification policy herein described when it desires to leave the Recreation Partnership.

In 2021, the year prior to the agreement's end, the Recreation Partnership Board will review and update the agreement. Any municipality wishing to withdraw at the end of the agreement must notify the Recreation Partnership Board of its intention by June 2021.

### **Participation in Programs by Residents on Non-Member Municipalities**

Residents from non-member municipalities are welcome to participate on a space-available basis. Since they are not contributing through local taxes to subsidize the programs, they will be charged a fee twice the rate charged to members.

TOWN OF CAROLINE\_\_\_\_\_

date\_\_\_\_\_

by\_\_\_\_\_

TOWN OF DANBY

by\_\_\_\_\_

date\_\_\_\_\_

TOWN OF DRYDEN

by\_\_\_\_\_

date\_\_\_\_\_

TOWN OF ENFIELD

by\_\_\_\_\_

date\_\_\_\_\_

TOWN OF GROTON

by\_\_\_\_\_

DATE\_\_\_\_\_

TOWN OF ITHACA

by\_\_\_\_\_

date\_\_\_\_\_

TOWN OF NEWFIELD

BY\_\_\_\_\_

DATE\_\_\_\_\_

TOWN OF ULYSSES

by\_\_\_\_\_

date\_\_\_\_\_

VILLAGE OF LANSING

by\_\_\_\_\_

date\_\_\_\_\_



CITY OF ITHACA

by \_\_\_\_\_

date \_\_\_\_\_

COUNTY OF TOMPKINS

by \_\_\_\_\_

date \_\_\_\_\_

**Cost Sharing Plan for Recreation Partnership Municipal Members**

In the plan agreed to by all eleven participating municipalities, the cost to partners is calculated by subtracting all fees and other revenues from the cost of providing registration-based programs approved by the Partnership Board. The net cost is to be shared according the following formula:

City of Ithaca shall pay one quarter.

Town of Ithaca shall pay one quarter.

Tompkins County shall pay one quarter to underwrite the cost to all municipalities.

Smaller municipalities shall share the remaining one-quarter.

Formula for sharing one quarter of the net cost of programs among smaller municipalities:

The 2017 figures were calculated using an index of assessed value of 2016 taxable properties in the Ithaca City School District and the percentage of participation from each municipality averaged over a three year period (14, 15, and 16). Property assessments are assigned a value of twice that of participation. (Detailed calculations are on file at Tompkins County Youth Services Dept.)

<b>Partner</b>	<b>2017</b>	<b>2018</b>
City of Ithaca	\$69,122	\$70,505
Town of Ithaca	\$69,122	\$70,505
Tompkins County	\$69,122	\$70,505
Town of Caroline	\$8,690	\$8,512
Town of Danby	\$13,360	\$13,349
Town of Dryden	\$14,596	\$15,287
Town of Enfield	\$5,770	\$5,780
Town of Groton	\$642	\$382
Village of Lansing	\$15,930	\$16,904
Town of Newfield	\$2,356	\$2,418
Town of Ulysses	\$7,778	\$7,887
<b>Total</b>	<b>\$276,488</b>	<b>\$282,020</b>