

Approved 7-9-07

**Budget and Capital Committee  
June 25, 2007  
3:30 p.m.  
Scott Heyman Conference Room**

Present: M. Koplinka-Loehr, R. Booth, K. Herrera (arrived at 4 p.m.); M. Hattery (arrived at 4:15 p.m.)  
Excused: N. Shinagawa  
Staff: S. Whicher, S. Martel-Moore, N. Jayne, M. Lynch, C. DiNapoli, County Administration; P. Meskill, Sheriff; D. Squires, Finance; A. Fitzpatrick, J. Thomas, Personnel; L. Holmes, Office for the Aging; L. Shurtleff, Emergency Response; M. Pottorff, Legislature Office; E. Marx, Planning

**Call to Order**

Mr. Koplinka-Loehr called the meeting to order at 3:35 p.m.

**Changes to the Agenda**

There were no changes made to the agenda. Revisions of material included in the agenda packet relating to the 20-year capital plan and the resolution authorizing pay to employees performing military duty was distributed.

Mr. Koplinka-Loehr introduced Christie DiNapoli, a Cornell University student who has accepted an internship in County Administration and who will be working on Budget and Capital Committee issues.

**Public Comment**

No member of the public was in attendance.

**Chair's Report**

Mr. Koplinka-Loehr distributed the first draft Expanded Budget Committee calendar and asked that members provide him with feedback. Mr. Booth said he would like to spread the Expanded Budget Committee meetings out and finish later so that there isn't so much time between when those meetings finish and when the Legislature takes action on the budget. Mr. Whicher asked that when the Legislature gets to the planning stages for these meetings that consideration be given to a request by department heads to have more clarity on what information should be provided at these meetings.

Mr. Koplinka-Loehr spoke of a joint department head/Legislature meeting that was held in the spring and stated at that time it was decided to have a follow-up meeting and said, to date, there has not been a meeting to plan that. *He asked County Administration staff to follow-up on working with the Chair of the Legislature in setting a meeting to plan this.*

**Sales Tax/Medicaid Swap**

Mr. Koplinka-Loehr said additional information has become available and this item will come back to the Committee for discussion prior to proceeding to the full Legislature.

**Committee Goals**

Mr. Koplinka-Loehr said this item will be placed on the next agenda.

**Finance Director's Report**

Mr. Squires had no report.

**County Administrator's Report**

Mr. Whicher said he recently reported out to department heads on the proposal for the Core Performance Subcommittee and there was a lot of concern expressed. He stated it is clear that there needs to be more clarity about this as some department heads feel it is just another layer of bureaucracy.

Mr. Whicher reported on the process and parameters he will be using for the 2008 County budget to reach a two percent property tax levy increase. He said he hopes to have a list by tomorrow of proposed reductions for departments and will begin meeting with departments to discuss reductions. He said each department has been given a target to which he will be proposing a reduction. Departments will still propose any requested changes to the original target, but Administration will note any voluntary or recommended target reductions clearly in the OTR pages.

**Report from the Public Information Officer**

Ms. Lynch had no report.

**Fringe Rate Proposal**

Ms. Jayne reported a meeting was held with departments who receive state reimbursements for fringe monies. Those departments were going to check with relevant state representatives to see if there would be any problem with state or federal reimbursements if the County were to shift to centralized fringe accounts. Mr. Herden of the Department of Social Services, said the State representative for DSS responded to the inquiry and said as long as the entire County's rate is 39 percent and all department are being charged equally, that would be acceptable. Ms. Jayne said she has not heard back from any departments yet that there would be any problem doing this. She said after running the numbers it does not appear there would be any cost benefit in changing from individually charging departments 39% payroll to an actual amount.

Ms. Herrera arrived at this time.

There was discussion about what exposure there would be if the County was charging 39 percent and the actual was less. Mr. Squires said as long as the County has a consistent and uniform method and it is consistent in the way it is applied across the organization it would be acceptable. Mr. Koplinka-Loehr asked where would the savings come from if fringe costs were centralized? Ms. Jayne said the savings would be the result from the difference in the 39% rate being charged and the actual cost of fringes. In addition, Mr. Whicher said it looks like this would give the County more ability to "tweak" the budget; one negative impact to departments is that it would impact Rollover. Mr. Squires said it would also save him time as it is currently a manual process.

*The Committee directed staff to prepare a resolution that would amend the Fiscal Policy to centralize the fringe costs by fund.*

**Approval of Minutes of May 29, 2007**

It was MOVED by Mr. Booth, seconded by Ms. Herrera, and unanimously adopted by voice vote by members present, to approve the minutes of May 29, 2007 as submitted. MINUTES APPROVED.

**RESOLUTION NO. - AWARD OF TOURISM CAPITAL GRANTS FROM ROOM OCCUPANCY TAX FUND**

It was MOVED by Mr. Booth, seconded by Ms. Herrera.

Mr. Koplinka-Loehr referenced the backup information in which it was stated “significant debt is due in October, 2007. Historic Ithaca is preparing to cover this”. He questioned how significant fundraising could be achieved by October if Historic Ithaca intends to hire a fundraising professional in August. Ms. Kippola said she did not have an answer, however, Ms. Armstrong’s committee had reviewed this. He said that the language could be referencing operating expenses and this is one-time capital so he will support it.

A voice vote resulted as follows: Ayes – 3, Noes – 0, Excused –2 (Hattery and Shinagawa).  
 MOTION CARRIED.

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 Room Tax Occupancy budget for Tourism Capital Grants, and

WHEREAS, TCAD reviewed the following projects 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, 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, now therefore be it

RESOLVED, on recommendation of the Planning, Development and Environmental Quality Committee and the Budget and Capital Committee, That the County Administrator or his designee is authorized to sign all documents related to this project:

<b>Entity</b>		<b>Project</b>	
Historic Ithaca – State Theatre:		Phase 2 Renovations Reinstates the 2003 State Theatre Multi-year Tourism Capital Grant	
<i>Paid in 2003 (Year 1/5)</i>	<i>Paid Year 2004 (Year 2/5)</i>	2005 (Year 3/5)	2006 (Year 4/5)
\$25,000	\$25,000	\$25,000	\$25,000

RESOLVED, further, That the Director of Finance be authorized and directed to make the following appropriation from the Room Tax Reserve:

From: 0980.0000 Room Tax Reserve Fund Balance \$50,000  
 To: 6475.54625 Program Expense \$50,000

**SEQR ACTION: TYPE II-20**

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**RESOLUTION NO. - APPROVAL OF AMENDMENT TO CONTRACT FOR  
BEAUTIFICATION, SIGNAGE, AND PUBLIC ART PLAN  
ENHANCEMENT**

It was MOVED by Mr. Booth, seconded by Ms. Herrera, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature.

WHEREAS, the 2007 budget authorized spending \$102,731 from the Room Tax Fund for the County Beautification, Signage, and Public Art Plan to further the County's tourism program, and

WHEREAS, the scope of services for the Beautification, Signage, and Public Art Plan requires expertise in the area of landscape planning and architecture that is possessed by staff at Cooperative Extension and other sub-contractors of the Chamber of Commerce, and

WHEREAS, the Chamber of Commerce wishes to lead this project to completion by accepting the revenue to contract out the work with those who have expertise in this area, and

WHEREAS, there is a desire to enhance the existing program by purchasing a watering truck for an efficient use of labor and immediate impact on plantings, now therefore be it

RESOLVED, on recommendation of the Planning, Development, Environmental Quality Committee and the Budget and Capital Committee, That the County Administrator or his designee is authorized to execute an amendment to the Chamber of Commerce tourism promotion contract for \$12,500 to purchase a watering truck for the use of the Beautification Program which will be owned by Cornell Cooperative Extension,

RESOLVED, further, That the Director of Finance be authorized and directed to make the following appropriation from the Room Tax Reserve:

From:	0980.0000	Room Tax Reserve Fund Balance	\$12,500
To:	6475.4620	Beautification, Public Art & Signage	\$12,500

**SEQR ACTION:** TYPE II-20

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**RESOLUTION NO. - AUTHORIZING TOMPKINS COUNTY TO PAY THE DIFFERENCE  
IN PAY BETWEEN MILITARY PAY AND BASE COUNTY SALARY  
TO COUNTY OFFICERS AND EMPLOYEES WHILE PERFORMING  
ORDERED MILITARY DUTY**

It was MOVED by Mr. Booth seconded by Ms. Herrera, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature:

WHEREAS, the New York State Military Law provides certain rights to public officers and employees absent on military duty as members of Reserve Forces or Reserve components of the Armed Forces of the United States, and

WHEREAS, County officers and employees on authorized military leave are entitled to all the rights and privileges set forth in said Military Law, and

WHEREAS, despite the rights and benefits afforded by said Military Law, calls to active duty often impose financial hardship on those summoned and their dependents, and

WHEREAS, by Resolution No. 313 of 2002 and Resolution No. 231 of 2004, this Tompkins County Legislature authorized the payment of supplemental benefits to County officers and employees called to serve their country following the September 11, 2001 attacks on the United States through December 31, 2005, and \*more recent decisions by the Federal Executive, and

WHEREAS, there may be renewed need for activation of military personnel, now therefore be it

RESOLVED, on recommendation of the Budget and Capital, the Government Operations, and the Personnel Committee, That effective January 1, 2007, through December 31, 2008, the Tompkins County General Fund will pay the difference between base County salary and military pay for up to 90 work days

per calendar year, when the employee is called to active military duty. If military pay is equal to or in excess of County base salary, no payment will be made,

RESOLVED, further, That the Director of Finance will establish and notify Department Heads and affected employees of the procedures by which the differential shall be paid.

**SEQR ACTION: TYPE II-20**

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**20-Year Capital and Debt Program**

Mr. Koplinka-Loehr began discussion by stating this discussion is part of the 20-year capital plan moving towards an annual review process.

Mr. Hattery arrived at this time.

Mr. Koplinka-Loehr said one of the fundamental premises of the 20-year plan is how to stabilize our tax levy, particularly the percentage that goes to Capital annually at approximately one percent. This is so that in years when we are still setting aside money in the capital reserve and during years when there is a huge capital cost, it doesn't have to be a huge hit to the taxpayers. The grid containing updated financing information being reviewed presented a 20-year capital plan at a one percent annual tax levy target increase. The Committee reviewed the document at this time.

Mr. Booth asked that in the future this spreadsheet show financing for an entire 20-year period.

Mr. Koplinka-Loehr asked if there were any questions Committee members had with regard to the Debt Service portion of the document. No questions were raised. He then asked if there were any questions with regard to Discretionary funds.

Mr. Whicher spoke of emergency generators and suggested the Committee and full Legislature receive a presentation on the County's emergency plan be provided by Ms. Martel-Moore .

Mr. Booth asked about anticipated revenue from the Statewide Wireless Network. Mr. Whicher said SWN hired GE to do the microwave for the entire State. The plan was supposed to be completed in July and they are approximately two months behind. He said the County had a Memorandum of Agreement with SWN that they were essentially going to use as much of the County's equipment and our sites as much as possible. He said there was informal agreement that when they got to build out Region 5 that they would start with Tompkins County and work out from there because a lot of the County's towers are on the outside of the County. Mr. Whicher said the County received one communication from GE and the person wasn't aware there was any communication between Tompkins County and SWN. Mr. Whicher contacted SWN who in turn contacted GE and he said he is still awaiting word. He said he remains optimistic that they will either purchase the entire microwave or will lease the entire system.

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**RESOLUTION NO. - BUDGET ADJUSTMENT AND APPROPRIATION OF UNSPENT GENERAL FUNDS FROM 2006 TO VARIOUS ACCOUNTS**

It was MOVED by Mr. Booth, seconded by Ms. Herrera to approve requests for use of Rollover funds with the Sheriff's Office requested being separated:

Facilities Division – *A request was made for Mr. LeMaro to provide a report on where he stands on one-time money. Mr. Marx said Mr. LeMaro will be giving the Facilities and Infrastructure*

*Committee a report on this. Mr. Booth requested the Budget and Capital Committee receive the same information.*

Personnel Department – There was discussion with regard to whether a hybrid vehicle purchase would be cost effective for the use specified in the request. It was reported the Personnel Committee has asked that this come back to the Committee for further review. *The Committee requested information submitted to the Personnel Committee be distributed to this Committee as well.*

A voice vote resulted as follows on the following requests: Ayes – 4, Noes – 0, Excused – 1 (Shinagawa). APPROVED.

WHEREAS, various departments have been certified by the Director of Finance to have unspent appropriations and excess revenues from 2006 resulting in a surplus of \$1,362,865 on the County's books as of December 31, 2006, and

WHEREAS, pursuant to County Fiscal Policy, surplus funds have been requested for use in the amount of \$1,163,132.00 in the current year budget, now therefore be it

RESOLVED, on recommendation of the Health and Human Services, Planning, Development and Environmental Quality, Public Safety, Government Operations, Facilities and Infrastructure, and Budget and Capital Committees, That the following transactions are approved:

**BUDGET APPROPRIATION:**

**FROM:** General Fund Balance \$ 1,163,132.00

**TO:**

DEPT	Use of funds	Account	Requested Rollover
Assigned Counsel	New phone system to replace 16 year old system that is failing	1170 52220	\$1,300.00
Assigned Counsel	Service contract for copier just purchased	1170 54425	\$476.00
			<u>\$1,776.00</u>
County Clerk	Archives grant completion - scanning backfiled land records into EDMS (Challenge Industries is vendor) \$17,407	1410 54442	\$57,107.00
	Microfilming of civil papers - \$3,500 (Challenge), conversion of microfilm to digital images - \$14,200 (Challenge), and microfilm duplication - \$12,000 (Challenge) \$29,700		
	Inventorying and scanning archival records in Records Center \$10,000		
County Clerk	Installing shelving for off-site records in Records Center	1410 52210	\$15,000.00
County Clerk	Blade Server ( to replace novell server, SQL server & web server) \$50,000	1410 52206	\$58,000.00
	Additional public access computer terminals in Clerk's Office \$8,000		
			<u>\$130,107.00</u>
District Attorney	Increase half-time Assistant District Attorney to full-time	1165 51000228	\$25,866
Emergency Response	Maintenance, Communications Systems	3410 54311	\$6,247.70
Emergency Response	Service Contract- Positron Phone System, Late Billing from '06	3410 54425	\$34,209.00
Emergency Response	Program Expenses- Emergency Management, Granted 12/06	3410 54400	\$28,950.30
Emergency	Communications Equipment- Grant Monies Carried	3410 52222	\$20,000.00

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DEPT	Use of funds	Account	Requested Rollover
Response	Over		
Emergency Response	Program Expense- Training Program Development/OHS Grants	3410 54400	\$40,000.00
			<u>\$129,407.00</u>
Facilities Division	Replace a total of 8 computers for administrative, supervisory, & support staff.	1620 52206	\$6,800.00
Facilities Division	Replace a 10-year old maintenance van.	1620 52231	\$16,887.00
			<u>\$23,687.00</u>
Health Department	Giveback to offset the deficit of \$21,113	4047 54440	\$3,482.00
Human Rights Commission	Training and Development is to complete mandatory human rights training and to continue legal education.	8040 54412	\$3,000.00
Human Rights Commission	Project Assistant to assist with case work and education outreach.	8040 51000049	\$5,577.00
Human Rights Commission	Office Supplies to offset the increase in education outreach	8040 54303	\$1,500.00
			<u>\$10,077.00</u>
Information Technology Services	Clarity Connect (Internet Service Provider-Upgrade of service	1680 54425	\$6,300.00
Information Technology Services	Purchase of used vehicle from Sheriff's Department	1680 54306	\$5,000.00
			<u>\$11,300.00</u>
Legislature	Professional Services - scanning and printing of Journal of Proceedings	1040 54442	\$20,000.00
Office for the Aging	To reimburse volunteers for mileage in Ombudsman Program	6798 54414	\$1,000.00
Personnel Department	Purchase a vehicle for the Central Services program.	1346 52231	\$25,324.00
Planning Department	Housing surveys	8020 54442	\$15,000.00
Planning Department	LIDAR grant match	8020 54400	\$7,000.00
Planning Department	Capital reserve fund for Natural, Scenic, and Recreational Resource Protection	8020 54400	\$25,000.00
			<u>\$47,000.00</u>
Probation	Administrative Assistant (salary increase for increase in weekly hours from 35 to 40):	3141 51000535	\$562.00
		3142 51000535	\$2,246.00
		3142 51000513	\$1,653.00
		3141 51000513	\$413.00
		3142 51000529	\$1,927.00
		3141 51000529	\$482.00
		3142 51000507	\$1,571.00
		3141 51000507	\$393.00
Probation	To purchase one LaserJet Printer 4250DTN Q5403A#ABA with HP 75 Envelope Feeder Q2438B & 3 Year NBD Onsite Warranty Upgrade (replacement of old printer used by Sr. POs at CJC)	3141 52206	\$2,073.00
Probation	Fringes for salary increases for the four positions	3141 58800	\$722.00
Probation	Local Mileage (cost trend higher than anticipated)	3141 54414	\$500.00

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DEPT	Use of funds	Account	Requested Rollover
Probation	Fringes for salary increases for the four positions	3142 58800	\$2,884.00
Probation	Local Mileage (cost trend higher than anticipated)	3142 54414	\$1,200.00
Probation	To purchase (to replace old equipment) two HP Desktop Computers DC5700 SFF PC KIT (RT792UT) with HP Monitors L1706 17-inch LCD (PX849A)	3142 52206	\$1,796.00
			\$18,422.00
Social Services, Department of	The department will return all rollover to the general fund.		\$550,989.00
Weights and Measures	Purchase a new 6' X 12' enclosed trailer for 100gal. prover. It is currently setting on a very old, not road worthy, open utility trailer setting out in the weather.	3630 52220	\$3,011.00
Youth Services Department	Recreation Partnership reserve fund needs to be accessible in 2007 if needed, per intermunicipal agreement.	7021 54400	\$2,087.00

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**Sheriff's Office**

Mr. Booth asked why Mr. Whicher's recommendation was \$59,597 less than the amount requested by the Sheriff. Mr. Whicher said in the past the Sheriff has reserved funds going into the next year to purchase vehicles. He said he was surprised that this request did not include a request for vehicles and was not informed as to the details of the purchases being proposed. Mr. Meskill said he does not reserve money in his budget for cars. He stated he uses the Fiscal Policy as motivator and he has never been expected to use Rollover funds to purchase cars. He said he is up-to-date with vehicle replacements and assuming his budget has a similar amount in 2008 for vehicles he expects it to cover his needs for 2008. Ms. Herrera said she continues to have unanswered questions relating to purchases presented in the Sheriff's request.

Mr. Hattery said he voted against this at the Public Safety Committee meeting because of items included such as gas, auto supplies, and because these are normal operational expenses. A voice vote on this request resulted as follows: Ayes – 3, Noes – 1 (Herrera); Excused – 1 (Shinagawa). MOTION CARRIED.

Sheriff's Office	New glock weapons with holsters, nightsights and attached lights to replace aging weapons and give deputies an additional tactical advantage. approx.\$800.00 x 27	3113 52222	\$21,600.00
Sheriff's Office	Added cost of gasoline and auto supplies, i.e. tires and flares	3113 54306	\$20,697.00
Sheriff's Office	Training for tasers, first phase	3113 512000049	\$10,000.00
Sheriff's Office	New 4 X 4 ATV vehicle for use in rescue and search operations, evidence collection and special patrols.	3113 52231	\$11,000.00
Sheriff's Office	Additional enhanced training funds (approx 20 eight hour shifts at OT rate and fringes)	3113 512000049	\$8,800.00
Sheriff's Office	Added money for enhanced traffic patrols (approx. 34 eight hour shifts of additional patrol OT and fringes)	3113 512000049	\$15,000.00
Sheriff's Office	New computers and servers for needed replacement above and beyond budget allocation.	3113 52206	\$12,000.00
Sheriff's Office	Joint SWAT/tactical team equipment and supplies that have never been budgeted but are needed to enhance the safety, operation and mission of the SWAT team	3113 52222	\$12,000.00
Sheriff's Office	Tasers and supplies for all sworn law enforcement	3113 52222	\$40,000.00

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officers to have another less than lethal choice to use in continuum of force. This will increase safety and should assist with helping to reduce serious injuries and further allow us another tool to avoid, if possible, the need for deadly physical force.

Sheriff's Office	Surveillance equipment to enhance crime solving capability	3113 52222	\$8,500.00
			<hr/> <hr/>
			\$159,597.00

**Adjournment**

The meeting adjourned at 5:30 p.m.