

MINUTES

Approved 9/9/08

GOVERNMENT OPERATIONS COMMITTEE

AUGUST 8, 2008 2:00 P.M. SCOTT HEYMAN CONFERENCE ROOM

Present: M. Hattery, Chair; D. Kiefer; P. Mackesey

Excused: G. Stevenson

Absent: M. Sigler

Staff: P. Younger, Deputy County Administrator; N. Jayne, County Administration; C. Covert, Clerk of the Legislature; J. Wood, County Attorney; M. Lynch, Public Information; D. Squires, Finance Director; S. Whicher, County Administrator; M. Reynolds, Deputy County Clerk

Guests: J. Dennis, Legislator and Budget and Capital Committee member

Call to Order

The meeting was called to order at 2:03 p.m.

Changes to Agenda

The resolution entitled Increase in Hours – Paralegal to the County Attorney – Tompkins County’s Office of the County Attorney was added to the agenda.

Report from the Committee Chair

Mr. Hattery said he did not have a report. Ms. Kiefer asked if there was any update on the Administrative Manual policies. Mr. Hattery said that he had sent the attached memorandum concerning policy revisions to Department Heads earlier this week. Ms. Kiefer requested and Mr. Hattery agreed to share the memorandum with Committee members.

Report from the County Administrator

Mr. Whicher said work continues on the County budget. Requests are coming in higher than anticipated and stated the budget as it now stands is at approximately a 10 percent tax levy increase; however, he believes he will be able to meet the Legislature goal of 3 percent with his recommendations. The recommendations will include some shifting of positions, additional revenue ideas, and some modifications of benefits. The Legislature will likely be looking at budget requests totaling roughly 5 percent from Departments. He is waiting for one more Department and the Human Services Coalition to submit a budget. One of the biggest issues is the unknowns of the State budget.

Mr. Whicher reported on the negotiations with AES Cayuga and said they continue and are going very well. He is hoping that negotiations will be complete next week. It was noted that this is an IDA (Industrial Development Agency) pilot request from AES.

Report and Resolution from the County Attorney

Mr. Wood said he did not have a report.

Resolution

Mr. Wood explained the increased workload is from the Criminal Justice Advisory/Alternatives to Incarceration (CJA/ATI) Board. The County Attorney’s budget is able to fund the additional hours this year but not in future years. Further discussion followed and the Committee agreed to add a third Whereas as follows: “Whereas, the County Attorney’s budget can cover the cost for this year but in future years it is desirable to have a separate budget line created, now therefore be it”. The Committee also agreed to add in the first Whereas the words: “...workload due to Criminal Justice Advisory/Alternatives to Incarceration (CJA/ATI) Board work...”.

It was MOVED by Ms. Mackesey, seconded by Ms. Kiefer, and unanimously adopted by voice vote by members present, to approve and submit the following resolution to the Budget and Capital Committee for approval:

**RESOLUTION NO. INCREASE OF HOURS -PARALEGAL TO THE COUNTY ATTORNEY
- TOMPKINS COUNTY'S OFFICE OF THE COUNTY ATTORNEY**

WHEREAS, the Paralegal to the County Attorney has had an increase in workload due to Criminal Justice Advisory/Alternatives to Incarceration (CJA/ATI) Board work creating a need for additional hours, and

WHEREAS, this requires an increase of hours from 37.5 hours to 40 hours per week, and

WHEREAS, the County Attorney's budget can cover the cost for this year but in future years it is desirable to have a separate budget line created, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget and Capital Committees, That the position of Paralegal to the County Attorney, budgeting unit number 1420.51000312, be increased to 40 hours per week effective August 25, 2008,

RESOLVED, no new monies are needed in the current year to fund this position change.

SEQR ACTION: TYPE II-20

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Report from the Finance Director

Mr. Squires reported that his staff has seen an increase this year in the number of Tompkins County residents requesting Certificates of Residency for attending TC3 in the Fall semester.

He also reported that Tioga County held their property auction last evening. Two vacant land parcels (200 acres each) sold for over \$500,000 each. Speculation is that it was driven by gas rights. He commented that their process is little different in that they set a date at which they begin to refuse to accept payment.

Finally, Mr. Squires said the process for tax searches next year has begun. The number of parcels is a little higher as well as the dollar volume. The list contains many of the same parcels as years past including a farm in the Town of Newfield.

Report from the Public Information Officer

Ms. Lynch said the County's website that hosts the County's budget is being updated and will look like many of the other County department websites and will be more user friendly including the public-comment section.

County Clerk

Local Law – Increase in Fees

It was MOVED by Ms. Kiefer, seconded by Ms. Mackesey, to set a public hearing and approve and submit the following local law to the Budget and Capital Committee. Ms. Reynolds said the unanticipated revenue will be approximately \$270,000 to \$300,000. The items that will be impacted by the increased fees include all land records, deeds, power of attorneys, etc.

Mr. Hattery believes this to be a user fee and supports it. He does not support increases in fees that effect a very general population as an alternative to property taxes.

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A voice vote resulted as follows on adopting the local law and setting a public hearing: Ayes – 3, Noes – 0, Excused – 1 (Stevenson), Absent – 1 (Sigler). MOTION CARRIED.

**LOCAL LAW NO. (Insert Local Law No.) OF 2008
STATE OF NEW YORK
COUNTY OF TOMPKINS**

A local law providing for enhanced personal privacy protection for documents recorded in the office of the county clerk, and authorizing an increase in fees collected by the county clerk for the recording, entering, indexing and endorsing a certificate on any instrument.

Section 1:

A new Article III shall be added to Chapter 114 of the Tompkins County Code which read as follows:

§. 114-22 Title

This article shall be known as the “Enhanced Personal Privacy Protection for Recorded Documents Law.”

§. 114-23 Declaration of intent

In accordance with subparagraph (2) of paragraph 4 of subdivision (a) of section 8021 of the Civil Practice Law and Rules, as amended by Chapter 78 of the Laws of 1989, the Tompkins County Legislature authorizes the Tompkins County Clerk to increase the fees charged for certain documents recorded with the county clerk’s office.

§. 114-24 Fees for recording documents

For recording, entering, indexing and endorsing a certificate on any instrument, the fee is increased from five dollars to twenty dollars and, in addition thereto, is increased from three dollars to five dollars for each page or portion of a page. For the purpose of determining the appropriate recording fee, the fee for any cover page shall be deemed an additional page of the instrument. A cover page shall not include any social security account number or date of birth. To the extent that the Tompkins county clerk has placed an image of such cover page on line, the county clerk shall make a good faith effort to redact such information.

§. 114-25 Severability

If any section, subsection, sentence, clause, phrase or other portion of this local law is for any reason declared unconstitutional, or invalid or in whole or in part by any court of competent jurisdiction, such portion shall be deemed severable and such unconstitutionality or invalidation shall not affect the validity of the remaining portions of this law which remaining portions shall remain in full force and effect.

Section 2: Effective date

This local law shall take effect thirty days after filing in the office of the secretary of state pursuant to section 27 of the municipal home rule law.

County Administration

Correction to Tax Roll – 2008

The report on Corrections to Tax Roll – 2008 was briefly reviewed by the Committee.

Salaries – Legislature

Mr. Hattery asked if the Committee had any suggestions or direction. Mr. Hattery said he supports a minimal change or an increase that aligns with the target increases in the budget for the last few years. Mr. Dennis spoke about salaries of Legislators and Chairs from around the State and said he would like Tompkins County's Legislature salaries to be comparable to other counties with a similar population and government structure. *As a bench mark she is interested in, Ms. Kiefer requested an updated livable wage report from the Alternatives Federal Credit Union.*

Following further discussion, Mr. Hattery requested a resolution be prepared for discussion in November that increases salaries in \$400 increments.

Approval of Minutes

It was MOVED by Ms. Mackesey, seconded by Ms. Kiefer, and unanimously adopted by voice vote by members present, to approve the minutes of June 13, July 1, and July 15, 2008, as corrected.

Recess

Mr. Hattery declared recess at 2:50 p.m. The meeting reconvened at 3:00 p.m.

Core Performance Presentation

At this time a joint meeting of the Government Operations and Budget and Capital Committees was held to hear a presentation from the Core Performance Subcommittee. In addition to those listed above the following were in attendance: Greg Potter, Information Technology Services; Angie White, Information Technology Services; Julia Mattick, Workforce Development; Lisa Holmes, Office for the Aging; Anita Fitzpatrick, Personnel; Patricia Carey, Social Services; Mike Koplinka-Loehr, Legislative Chair; Lee Shurtleff, Emergency Response; Kathy Schlather, Human Services Coalition.

The presentation began with a brief review of the charge to the Subcommittee by Mr. Whicher. Julia Mattick and Lee Shurtleff introduced the Framework:

- Five Performance Dimensions
 1. Service Excellence
 2. Resource Planning and Management
 3. Procedures
 4. Quality Assurance/Risk Management
 5. Staffing and Team Confidence
- Performance Standards and Indicators

Ms. Younger introduced the Quality Assurance Briefing (QAB), a Performance Management Tool for Tompkins County Government.

Greg Potter and Angie White provided an overview of the Human Resources/Payroll Processing project using the Framework presented.

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Mr. Hattery concluded the presentation and a discussion of next steps followed.

Adjournment

The meeting adjourned at 4:30 p.m.