

MINUTES

APPROVED 8/14/08

PLANNING, DEVELOPMENT, AND ENVIRONMENTAL QUALITY COMMITTEE

JULY 10, 2008 3:00 P.M. SCOTT HEYMAN CONFERENCE ROOM

Present: M. Robertson, Chair; F. Proto; P. Mackesey

Excused: C. Chock

Absent: M. Sigler

Staff: C. Covert, Clerk of the Legislature; E. Marx, Planning and Public Works Commissioner; M. Armstrong, Tompkins County Area Development; J. Leccese, Planning Department; N. Bohn, Ithaca Urban Renewal Agency; L. Wagenet, Water Resources Council; K. Wilsea, Planning Dept.; R. Johnston, Water Resources Council; J. Thomas, Personnel Department; J. Jurkovich, Deputy Planning Commissioner; M. Lynch, Public Information Officer; C. Schutt, Water Resources Council; G. Ferguson, Downtown Ithaca Alliance; J. Gaylord, Downtown Ithaca Alliance; S. Wiggins, Strategic Tourism Planning Board; D. Mengel, Transportation (Dept. of Social Services); B. Bossard, Community Arts Partnership; J. Mattick, Workforce Development; S. Stein, Strategic Tourism Planning Board; F. Bonn, Convention and Visitor's Bureau

Call to Order and Introductions

The meeting was called to order at 3:00 p.m. At this time, introductions were made.

Approval of Minutes

It was MOVED by Ms. Mackesey, seconded by Mr. Proto, and unanimously adopted by voice vote by members present, to approve the minutes of the June 10, 2008, meeting as submitted.

Strategic Tourism Planning Board

Resolution

Following a brief explanation of the resolution by Ms. Armstrong, it was MOVED by Mr. Proto, seconded by Ms. Mackesey, and unanimously adopted by voice vote by members present, to approve and submit the following resolution to the full Legislature for approval:

RESOLUTION NO. - AWARD OF TOURISM CAPITAL GRANTS - TOMPKINS COUNTY TOURISM PROGRAM

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 project 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, to increase the tourism business in the County, and to increase the income from the Tompkins County Tourism Program, 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, That the County Administrator or his designee is authorized to sign all documents related to these projects:

Entity	Project	2008 Amount	2009 Amount
Hangar Theatre	Renovation Project	\$50,000	\$34,000
Kitchen Theatre	New Location Costs	\$13,000	0

SEQR ACTION: TYPE II-20

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Planning Department

Housing Trust and Affordability Funds – Notice of Funding Availability

Ms. Leccese said the draft Memorandum of Understanding (MOU) as presented to the Committee has also been sent to members of committees for Cornell and the City of Ithaca for review and comments. She is not asking for Committee action at this meeting, but will bring it back next month for consideration. In response to a question from Mr. Proto, Ms. Leccese hopes this Committee will approve the MOU in August; all three entities will be required to sign the MOU.

Ms. Mackesey inquired about the Town of Ithaca’s involvement. Mr. Marx said representative(s) from the Town have been at the table and have expressed interest; however, they currently do not have a funding source to contribute from. He said the hope is that this project will evolve over time to something much broader in participation both from the public and private sectors and become a formal organization to promote housing development in the County. Ms. Robertson suggested language be included in appropriate documentation that other municipal partners and employers are welcome to participate.

Mr. Proto disclosed for the record that he is the Vice President of HSBC Bank and expressed concern that the Description section under Employer Assisted Housing Program only names two specific lending institutions. He believes that this should be opened up to all local lending institutions and the language changed accordingly. Mr. Bohn commented that Cornell representatives requested the same change. In the same section, Ms. Mackesey suggested and the Committee agreed to change “classes” in the third line to “classifications”.

Ms. Robertson believes that this effort offers a “naming opportunity” and would like that to be considered.

Following further discussion and clarifications, Mr. Marx commented that the Notice of Funding Availability (NOFA) is the controlling piece and describes what will be done. It will be revisited following additional comments by all three entities (Cornell, City of Ithaca, and Tompkins County).

Mr. Bohn said the City of Ithaca has adopted the collaborative guidelines; however, there is some concern with how and what the City’s policy-setting role should be. Ms. Robertson said she has been in contact with the City Mayor and will be having follow-up discussions.

Ms. Robertson recommended that Committee members contact Ms. Leccese before the August PDEQ meeting if they have additional comments.

Guidelines for Advisory Board Term Limits and Attendance

Ms. Wilsea reviewed some of the comments made at the Environmental Management Council meeting last evening concerning this issue. Ms. Chock submitted her comments in writing to the Committee Chair stating her opposition to term limits, but supports enforcing attendance rules.

At this time, Ms. Wilsea reviewed the membership for both the Water Resources Council and the Environmental Management Council (EMC). Ms. Robertson recommended that the letter to municipalities for EMC appointments also include expectations of members and the benefits. Ms. Wilsea commented that presentations are being planned in municipalities explaining what each board does.

Ms. Mackesey believes consideration should be given to having an ex-officio non-voting member from the Planning Department staff serve on each of the two advisory boards. Mr. Marx spoke to the issue of having Department staff hold an ex-officio seat on the two advisory boards and said his Department will continue to work with the groups when appropriate.

Ms. Wilsea said the purpose of the new procedures is to assist with providing a list of appointees the Committee would support.

Ms. Mackesey said she is interested in having people cycle on and off advisory boards. Ms. Robertson said that these are very technical boards and that the history of the members is important. Discussion continued regarding the importance of having active, qualified members.

Ms. Wilsea agreed to bring this proposal back to the Committee next month for approval.

Water Monitoring Plan – Cayuga Lake

Ms. Jurkowich explained a presentation is being planned for the Legislature on August 19th and on September 2, 2008, the full Legislature will be asked to consider adopting the monitoring plan. The resolution will ask that the joint statement be adopted, detailing the collaborative partnership between the Tompkins County Water Resources Council and Cornell University, entitled “Promoting a community-based approach to lake monitoring”. At this time, Ms. Jurkowich provided an overview of rolling out the plan. The Water Resources Council in May accepted the joint statement and monitoring plan and then began rolling it out to the public and agencies. In June, a presentation was provided to the Environmental Management Council. A resolution adopted last evening by the EMC was distributed to the Committee including a memorandum explaining their position and concerns.

Ms. Jurkowich provided a brief overview of the proposed plan and outlined some of the concerns raised, as follows:

- Need to be more specific in stating that it is the first step in the process;
- Need to look at the entire watershed;
- Relationship between this monitoring plan and the regulatory requirements for monitoring Lake Source Cooling, now undertaken by Cornell University as required by Department of Conservation.

In addition, some of the recommendations outlined in the plan were reviewed and discussed.

It was MOVED by Mr. Proto, seconded by Ms. Robertson, to approve and submit the following resolution to the full Legislature for approval. Discussion followed and Ms. Mackesey stated she does not support the proposed plan at this time. She expressed concern with the section of the joint statement pertaining to Cornell’s role and the Lake Source Cooling compliance requirements and that Cornell has requested DEC to remove the in-lake water quality monitoring from the DEC permit. Ms. Johnston commented on the concern raised and said that provisions in permits generally do change over time and that it is important to have Cornell at the table. Cornell has stated that even if the permit does not change they are 100 percent on board with and working within this plan. Ms. Robertson continues to be troubled by the connection, articulated in the joint statement, between the monitoring plan and reduction in the DEC permit requirements. Ms. Robertson reiterated her wish to see the decoupling of funding for the plan from DEC’s decision, as well as Cornell’s compliance with DEC’s request for additional information on sites 4 and 7 as referenced in the proposed plan.

Due to the lack of attendance of members and votes to approve the resolution, Mr. Proto agreed to withdraw his motion. Mr. Proto requested that Committee members send their questions and comments to appropriate staff or himself. Ms. Robertson noted that a resolution would either have to pass

this Committee or be filed by an individual Legislator for the Legislature to consider. Mr. Marx believes a resolution could be prepared that meets everyone's objectives, endorses expectations of the monitoring plan, and decouples the issues relating to the permit for Lake Source Cooling.

RESOLUTION NO. – ADOPTING THE WATER RESOURCES COUNCIL - CORNELL UNIVERSITY LAKE MONITORING PARTNERSHIP'S JOINT STATEMENT AND SUPPORTING THE REFERENCED MONITORING PLAN

WHEREAS, Cayuga Lake is an important community resource that provides drinking water, recreational opportunities, and environmental benefits, and

WHEREAS, the shallow southern end of Cayuga Lake is inherently more vulnerable to pollution than other, deeper portions of the lake, and

WHEREAS, in 2006, the Tompkins County Water Resources Council and Cornell University entered into a partnership to collaborate on issues related to Cayuga Lake, and

WHEREAS, since its inception, this partnership has been developing a community-based monitoring program for the southern end of the lake, and

WHEREAS, the Tompkins County Comprehensive Plan calls for the preparation of a Cayuga Lake water quality and quantity monitoring plan, of which the Monitoring Plan for the Southern Basin of Cayuga Lake is a part, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality Committee, That the joint statement detailing the collaborative partnership between the Tompkins County Water Resources Council and Cornell University, entitled "Promoting a community-based approach to lake monitoring," be adopted,

RESOLVED, further, That the Tompkins County Legislature supports the overall approach described in the Monitoring Plan for the Southern Basin of Cayuga Lake,

RESOLVED, further, That the Partnership provide regular reports on monitoring results and plan changes to the community, the Tompkins County Water Resources Council, the Tompkins County Legislature, and Cornell University.

SEQR ACTION: TYPE II-18

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Commissioner's Report

Mr. Marx said he would defer his report. However, he briefly updated the Committee on the 2009 budget for the department and said he does see anything extraordinary at this point. There may be an over-target request for the Water Resources Council for funding for stream monitoring.

Planning Department's Rollover

In response to the question concerning the \$25,000 fiscal target reduction, Ms. Jayne noted it is no longer being considered. County Administration continues to suggest rollover be used in the 2009 budget.

Transportation

Resolution

It was MOVED by Mr. Proto, seconded by Ms. Mackesey, and unanimously adopted by voice vote by members present, to approve and submit the following resolution to the full Legislature for approval. In response to a question by Ms. Robertson, Mr. Mengel said the New Freedom program is a special allocation of Federal transit funding to extend access for people who have disabilities. It extends

service beyond what are the ADA (American’s with Disability Act) paratransit requirements. Ms. Robertson asked that the explanation be added to the resolution being presented to the Legislature.

RESOLUTION NO. - AUTHORIZING 2008 FEDERAL TRANSIT ADMINISTRATION SECTION 5307 GRANT FOR URBAN, RURAL, JOB ACCESS AND NEW FREEDOM PROGRAMS

WHEREAS, the Secretary of the United States Department of Transportation is authorized to make grants for mass transportation projects pursuant to Section 5307 of Chapter 53, Title 49, of the United States Code (formerly Section 9, Federal Transit Act of 1964), and

WHEREAS, the County of Tompkins is the designated recipient by the Governor of New York State for certain Federal Transit Administration (FTA) funding programs, and

WHEREAS, the New York State Department of Transportation transferred FTA funds for Section 5311 Rural, Section 5316 Job Access and Reverse Commute and Section 5317 New Freedom Programs to the County-administered Section 5307 Urban Program, and

WHEREAS, the FTA fund sources for the 2008 Section 5307 Grant are as follows:

2008 Sec 5307 Urban Formula	\$1,329,810
2007 Sec 5311 Rural Operating Assistance	122,700
2008 Sec 5311 Rural Operating Assistance	128,900
2007 Sec 5311 Rural Capital	1,280,000
2006 Sec 5316 JARC	59,007
2007 Sec 5316 JARC	62,087
2008 Sec 5316 JARC	67,261
2006 Sec 5317 New Freedom	19,242
2007 Sec 5317 New Freedom	21,049
2008 Sec 5317 New Freedom	22,739
Total Federal Funds	\$3,112,795

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WHEREAS, the County desires to submit a request for a grant of funds to the FTA, in the amount of \$3,112,795 to be used for operating assistance, capital and planning projects for 2008 as approved by the Ithaca-Tompkins County Transportation Council and included in the 2006-2008 Transportation Improvement Program as amended on June 20, 2008, and

WHEREAS, the County, as FTA grant recipient, will apply on behalf of the County and Tompkins Consolidated Area Transit (TCAT, Inc.), subrecipient, to receive and use said funds as follows:

Project Descriptions	<i>Federal</i>	<i>NYS DOT</i>	<i>TCAT</i>	<i>County</i>	<i>Operator</i>	<i>TOTAL</i>
Preventive Maintenance	\$1,356,010	169,501	164,501	-	5,000	\$1,695,013
Associated Capital Maintenance	60,000	7,500	3,750	-	-	75,000
Project Administration - County	42,400	5,300	-	5,300	-	53,000
Mobility Management - County	32,000	4,000	-	4,000	-	40,000
Communications	33,000	4,125	4,125	-	-	41,250
Clean Diesel Conversion	64,000	8,000	8,000	-	-	80,000
ADP Hardware & Software	8,000	1,000	1,000	-	-	10,000

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Bus Shelters (4)	28,000	3,500	3,500	-	-	35,000
Type I Small Buses (5) - County	260,000	32,500	-	-	32,500	325,000
30 ft Replacement Buses (4)	384,000	48,000	48,000	-	-	480,000
40 ft Transit Expansion Buses (2)	508,000	63,500	63,500	-	-	635,000
Wheelchair Accessible Taxis (2) - County	50,000	-	-	-	12,500	62,500
Paratransit & Fixed Route Software & Hardware - County	120,000	15,000	4,950	-	10,050	150,000
Short Term Transit Planning	56,000	3,500	3,500	-	-	63,000
Capital & Planning Subtotal	3,001,410	365,426	304,826	9,300	60,050	3,744,763
Operating Assistance New Freedom & JARC - County	81,385	-	-	48,355	33,030	162,770
Operating Assistance	30,000	3,528,166	6,111,765	-	-	9,669,931
Operating Assistance Subtotal	111,385	3,528,166	6,111,765	48,355	33,030	9,832,701
TOTAL	\$3,112,795	3,893,592	6,416,591	57,655	93,080	\$13,577,463

, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality Committee, That the Tompkins County Legislature authorizes the County Contracts Coordinator to execute and file applications on behalf of the County of Tompkins with the United States Department of Transportation for the 2008 Section 5307 Grant, in the amount of \$3,112,795,

RESOLVED, further, That the County Contracts Coordinator is authorized to sign:

1. Any and all agreements between Tompkins County and the Federal Transit Administration for the Project.
2. Any and all agreements between Tompkins County and the State of New York for the Project.
3. Any and all agreements between Tompkins County and TCAT, Inc., and any third-party subcontractors necessary to complete the project, if applicable.

SEQR ACTION: TYPE 11-20

Downtown Ithaca Alliance

Mr. Ferguson distributed information about the BID (Business Improvement District) and its financial operations. The County has a substantial presence in the downtown Ithaca area including infrastructure and employment. The County owns five properties within the BID boundaries with a valuation of more than \$13 million. From 1999-2003, the County was a contributor to BID operations totaling about \$30,000. In the last ten years, private property owners have paid in \$1.9 million to the BID. The City currently pays \$61,000 per year. The County has a very creative economic development plan with three key components: workforce development, housing, and nodal development. To continue with strong nodal development in the downtown area, financial support is needed.

Ms. Mackesey asked if there were any other contributors such as the Town of Ithaca. Mr. Ferguson said the Town stopped contributing at about the same time as the County. The town will be approached again as well for funding.

There are approximately 60 BIDS in upstate New York. This is the only BID in New York State that has a Legislator seat on its Board. The request for funding from Tompkins County is in the amount of \$17,000 and will be submitted with the 2009 budget. The \$17,000 request is based on the Library's new facility being taken off the tax rolls.

Mr. Ferguson commented that the 2020 Strategy is being developed and he would like to have a dialogue with the Committee at a future meeting.

Workforce Development

Budget Adjustment

It was MOVED by Ms. Mackesey, seconded by Mr. Proto, and unanimously adopted by voice vote by members present, to approve and submit the following budget adjustment to the full Legislature for approval:

Workforce Development (Pending Committee Action July 10, 2008)

<u>Revenue Acct</u>	<u>Title</u>	<u>Amount</u>	<u>Approp Acct</u>	<u>Title</u>
6290.44790	Federal Aid Job Training	\$50,000	6290.54400	Program Expense

Explanation: The Workforce Investment Board has been selected by New York State to pilot the Metrix Learning System, a web-based e-learning tool for job seekers, to be used within the One-Stop Center and has approved \$50,000 for the purchase of the skills analysis tool.

Strategic Tourism Planning Board

2009 Hospitality and Tourism Proposal

Mr. Stein provided an overview of the Hospitality and Tourism proposal through Tompkins Workforce New York (WFNY). This proposal is included in the 2009 proposed Tourism program budget. The program will be managed by WFNY through a contract. The purpose of the program is to influence people to work in the tourism field and, especially, to help them move up the career ladder.

Ms. Mattick said that in June, with the assistance of the Convention and Visitors Bureau, the first Industry Intro Training including Destination Orientation was held. There were approximately 30 people registered and said it was tremendously successful. Further discussion followed and a question was raised concerning the scholarship assistance. Mr. Stein noted that the scholarship would carry the Tompkins County Legislature name; *Ms. Robertson and Mrs. Covert asked that a legal opinion be sought and that the Contracts Coordinator and County Attorney be consulted prior to that happening.*

Resolution – Funding of Tourism Project Grant

It was MOVED by Ms. Mackesey, seconded by Ms. Robertson, to approve and submit the following resolution to the full Legislature for approval. Mr. Stein explained the purpose of the resolution. Due to renovations at the Clinton House a temporary visitors' booth was set up on the Commons. This location has been visited frequently and the booth is in need of upgrading. Also because of the uncertainty with the sale of the Clinton House it is desired that a sturdier structure with wheels be purchased that can also be portable for usage in various areas around the County. This grant will also upgrade some of the signage.

A voice vote resulted as follows on the resolution: Ayes – 3, Noes – 0, Excused – 1 (Mackesey), Absent – 1 (Sigler). RESOLUTION CARRIED.

RESOLUTION NO. - FUNDING OF TOURISM PROJECT GRANT

WHEREAS, Tompkins County has a grant program for Tourism Projects using funds drawn entirely from the Tompkins County Tourism Program, and

WHEREAS, Tompkins County has reviewed grant application for recommendation to the Tompkins County Legislature through the Planning, Development and Environmental Quality Committee with the advice of the Strategic Tourism Planning Board, now therefore be it

RESOLVED, on recommendation of the Planning, Development and Environmental Quality Committee, That the following grant is approved:

Downtown Ithaca Alliance	Upgrades for Visitors Project	\$13,000
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RESOLVED, further, That the County Administrator or designee shall be authorized to sign any documents related to the aforementioned projects.

SEQR ACTION: TYPE II-20

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2009 Tourism Program Budget

Mr. Wiggins provided an overview of the Tourism program's budget and highlighted changes and new areas of the budget. Below is the list of new initiatives being proposed:

- Strategic Tourism Planning Board (STPB) – Planning - STPB anticipates that as the budget grows, so does the demand for additional staffing and leadership that is sustainable; at this time the position(s) has not been developed with a job description, but it will be in 2009. This should reduce the amount of committee work and increase the productivity of the Tourism funds.
- Festivals – Establish a program that coordinates festivals at a macro level, to achieve efficiencies through an economy of scale.
- Workforce Development/TC3 Customer Service – A dedicated program that creates a career ladder for entry level jobs in the tourism industry, as well as improves the visitors' experience.
- Market the Arts – Collectively marketing Tompkins County's visual artists and featuring them on one website to allow them to sell their work; will include but not be limited to the members of the Greater Ithaca Art Trail.

Mr. Proto and Ms. Robertson expressed interest in more information on these budget items:

- Marketing and Advertising Grants
- New Tourism Initiative Grants
- Market Tompkins County – CVB
- Market Tompkins County – CVB – Admin

Guidelines for the Arts/Cultural Organization Development Program

Mr. Bossard provided a brief overview of the revised guidelines as presented to Committee. It is essentially a refinement of an existing program created in 2003. The program is a stabilization support grant program that currently is funding seven major arts and cultural organizations in the County. Ms. Robertson said Ms. Chock wished to express her support of the changes in the guidelines.

Convention and Visitors Bureau Quarterly Report

Mr. Bonn provided the Committee with a detailed written report and said he would be happy to answer questions.

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Appointment

It was MOVED by Mr. Proto, seconded by Ms. Mackesey, and unanimously adopted by voice vote by members present, to approve and submit the following appointment to the full Legislature for approval:

Strategic Tourism Planning Board

Marrie Neumer as the Culture representative – term expires December 31, 2010

Adjournment

The meeting adjourned at 5:36 p.m.