

**INTERMUNICIPAL
RECREATION PARTNERSHIP AGREEMENT**

Pursuant to Section 119-o of the General Municipal Law, the undersigned municipalities hereby enter into this Agreement to continue an updated version of a five year renewable Recreation Partnership.

This agreement shall become effective upon execution by each and every participating municipality and shall be in force for the period beginning January 1, 2008 through December 31, 2012 and may be renewed for an additional five years by appropriate resolutions by each of the municipal partners on or before December 31, 2012, 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 entire 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 and other providers. 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, fundraising, 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 2008 approved municipal contribution is attached as Appendix 1; an updated version of this chart shall be given to each partnership municipality for each of the remaining 4 years of this agreement by 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.
- B) During the budget development process, each Recreation Partnership Board member shall discuss the municipal payments needed with its municipality to determine if the preliminary budget adopted by the Recreation Partnership Board is feasible.
- C) The Recreation Partnership Board may allocate revenues earned in prior years through sponsorships, fundraising, and donations to support budgets in upcoming years.
- D) Each municipal board shall accept or reject their respective share of the municipal contribution by the third Tuesday of November.
- E) 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.

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.

Members will serve two-year terms at the pleasure of their municipal board.

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

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 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, fundraising, 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 select providers, set program and budget priorities, approve the net operating budget for programs, set goals for generating additional and/or alternative revenues, set fees, adopt guidelines for scholarships and fiscal targets, and authorize County Youth Service Department to enter into agreements with provider(s) to implement approved actions of the Recreation Partnership Board.

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 will periodically evaluate the performance of its providers and make recommendations to enable providers 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 providers, chair the meetings, represent the Recreation Partnership Board at inter-municipal or public meetings, appoint a Finance Committee 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.

The Treasurer will work with the provider(s) and Tompkins County Youth Services Department staff to develop a format for regular financial reports that meet the needs of the Recreation Partnership Board. The Treasurer and the Finance Committee shall review the financial report prior to the Recreation Partnership Board meetings and present the report to the full Recreation Partnership Board, noting any significant changes in expenses or revenues. The Treasurer and Finance Committee will recommend to the Recreation Partnership Board a budget timetable and guidelines to enable providers to prepare budgets for the upcoming year.

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, which will be managed as a separate program within the Tompkins County Youth Services Department budget. The County Youth Services Department makes payments to providers as authorized by the Recreation Partnership Board in approved contracts.

The Recreation Partnership Board will explore the feasibility of creating a program coordinator position to assist the Recreation Partnership Board in performing the functions the board members, providers, and county staff cannot fulfill. Any such proposal adopted by the Recreation Partnership Board needs to be ratified by all partners.

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 and other providers 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, oversight, fundraising, and evaluation issues;
- 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 providers;
- preparation of minutes;
- preparation of contracts with providers as authorized by the Recreation Partnership Board;
- coordination with the providers to assure that program and financial reporting meets the needs of the Recreation Partnership Board;
- coordination with providers 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(s)

The provider(s) 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;
- 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;
- periodically highlighting any trends or significant changes in programming, participation, customer feedback, expenses, or revenues for 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 will keep 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. The County shall invoice municipalities based on the agreed-on cost allocation and payment schedule. The County shall provide financial reports to the treasurer and Finance Committee as requested by the Recreation Partnership Board.

The County Youth Services Department will administer those funds in accordance with the wishes of the Recreation Partnership Board by creating and managing contracts with designated providers and making approved payments to providers. The providers will contin-

ue 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, designated provider(s) shall maintain records of expenses and revenues as required by the Recreation Partnership Board. The providers 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 30th, September 30th, and January 15th. The County shall pay all other providers the agreed upon total budget for approved programs in the manner described in the provider's contract.

How Municipalities Join or Leave the Partnership

Joining: If any municipality chooses to join after January 2008, 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 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 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 2008 of its intention to withdraw at the end of December 2009.

If a municipality withdraws the Recreation Partnership will budget for this reduction in municipal revenues.

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 2011, 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 2011.

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 OR the actual unsubsidized cost, based on the prior year's calculation, whichever amount is higher.

8/21/07