

Ulysses Town Board Work Plan for 2020	Who will lead/help	Priority: 1-5
Governance & Budget		
<ul style="list-style-type: none"> Request and review staff/department reports on 2019 and goals for 2020 		
<ul style="list-style-type: none"> Audit Courts/Clerk & Tax Collection/ Supervisors procedures 		Mandated
<ul style="list-style-type: none"> Review Annual Update Document- year-end financial review 		Mandated
<ul style="list-style-type: none"> Budget oversight – Auditing Claims- Review/Revise process 		Mandated
<ul style="list-style-type: none"> Budget oversight- Monthly/quarterly fiscal report reviews 		Mandated
<ul style="list-style-type: none"> Track progress on Town Board work plan- quarterly 		
<ul style="list-style-type: none"> Assure all seats are filled on key committees 		
<ul style="list-style-type: none"> Review BZA operating guidelines 		
<ul style="list-style-type: none"> Hear periodic reports from funded programs/advisory boards/courts 		
<ul style="list-style-type: none"> Meet with towns contracting for Fire & EMS 		
<ul style="list-style-type: none"> Assure GASB accounting standards are in place 		
<ul style="list-style-type: none"> Financial: GAAP accounting compliance - inventory roads, bridges, equipment over x, culverts, etc. plus retirement liability 		
<ul style="list-style-type: none"> Review Updated Highway Capital Plan & Town Hall Capital Plan 		
<ul style="list-style-type: none"> Plan for external audit 		Mandated
<ul style="list-style-type: none"> Track revenues & interest 		
<ul style="list-style-type: none"> Oversee progress on grant-funded projects: bridge/aerator 		Mandated
<ul style="list-style-type: none"> Grant: Cemetery Road Bridge 		mandatory-grant
<ul style="list-style-type: none"> Grant: Town Buildings: LED lighting 		mandatory-grant
<ul style="list-style-type: none"> Grant: town hall heat pump project 		mandatory-grant
<ul style="list-style-type: none"> Grant: Water District 3 aerator 		mandatory-grant
<ul style="list-style-type: none"> Jville Park Grant #2, if applied for and funded 		
<ul style="list-style-type: none"> Assure that all reserve accounts are clearly defined 		
<ul style="list-style-type: none"> Provide budget guidelines to supervisor for 2021 budget 		
<ul style="list-style-type: none"> Review, modify and adopt 2021 budget/ consider multi-year, user friendly 		Mandated
<ul style="list-style-type: none"> Clarify oversight of water district operations & DPW functions 		
Policy Review & Development		
<ul style="list-style-type: none"> Investment Policy 		Mandated
<ul style="list-style-type: none"> Sexual Harassment Policy 		Mandated
<ul style="list-style-type: none"> Policies: clarify Harassment & Discrimination as it applies to boards/committees 		
<ul style="list-style-type: none"> Procurement Policy 		Mandated
<ul style="list-style-type: none"> Ethics Policy 		Mandated
<ul style="list-style-type: none"> Policies: update Code of Ethics 		
<ul style="list-style-type: none"> Review proposed Personnel Policy changes & reconciliation with union 		Mandated
<ul style="list-style-type: none"> Review Emergency policies and plans 		Mandated
<ul style="list-style-type: none"> Emergency Planning: make sure up to date on flood preparedness and response as well as the County's Hazard Mitigation Plan. 		
<ul style="list-style-type: none"> Emergency Planning: tabletop exercises to ensure all know what to do in emergencies. 		
<ul style="list-style-type: none"> Emergency Planning: take actions identified in Emergency Response Plan. 		
<ul style="list-style-type: none"> Review updated EMS billing policy/hardship policy and fees 		
<ul style="list-style-type: none"> Fire/EMS: Ambulance Billing Oversight Committee, update financial assistance policy & review billing protocols with Medex re: Medicare, Medicaid and hardship 		
<ul style="list-style-type: none"> Fire/EMS: track CARS use of EMS. 		
<ul style="list-style-type: none"> Consider Highway Policy on driveway permits 		
Planning/Zoning		
<ul style="list-style-type: none"> Planning/Zoning: check Comprehensive Plan goals checklist. 		
<ul style="list-style-type: none"> Identify zoning amendments needed & review proposed changes 		
<ul style="list-style-type: none"> Review and update development districts as needed 		
<ul style="list-style-type: none"> Planning/Zoning - extend conservation zone up Taughannock and Trumansburg Creeks to protect water quality and reduce effects on Cayuga Lake 		
<ul style="list-style-type: none"> Planning/Zoning: address Environmental Protection Area from Comprehensive Plan. 		
<ul style="list-style-type: none"> Planning/Zoning: allow multi-housing units (apartment houses, condos, townhouses in appropriate areas 		
<ul style="list-style-type: none"> Planning/Zoning: Develop drainage law. 		
<ul style="list-style-type: none"> Water: Drainage local law to prevent neighbors from rerouting water onto someone else's property. 		
<ul style="list-style-type: none"> Planning/Zoning: consider land preservation strategy that is guided by natural resource preservation (e.g. prime soils, creeks, wetlands, Unique Natural Areas, wildlife corridors, etc) 		
<ul style="list-style-type: none"> Planning/Zoning: Energy ordinances; amend zoning or pass local ordinance to allow wind turbines 		

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· Planning/Zoning: Noise Local Law - because noise restrictions were removed from zoning		
· Planning/Zoning: overlay to allow expanded uses for buildings that have been abandoned (e.g. Redders, Barangus, Weavers, Conference center on Indian Fort).		
· Sustainability and Environment: Unique Natural Areas; Look at County designated UNAs. Take steps to protect through designating them as Critical Environmental Areas (CEAs)		
· Planning/Zoning: committee training on meeting management, SEQR, planning techniques, etc.		
· Planning/Zoning: ensure committees have adequate membership to meet quorums		
· Planning/zoning: ensure minutes are up to date		
Program Development & Oversight		
<i>Parks & Recreation Related</i>		
· Oversee implementation of Recreation Department		
· Recreation: "The Habitat" (Salo Drive property) - signs on Rod & Gun edge of property		
· Recreation: Work with non-profit Trumansburg Community Recreation on community center, athletic		
· Recreation: work with NYS Parks to extend Black Diamond Trail from Taughannock to Trumansburg.		
· Hear reports & recommendations from Jville Park & Habitat Preserve		
· Collaborate on trail development & tourism initiatives		
<i>Energy</i>		
· Energy: Climate Smart Community - continue work that has begun		
· Review EV charging stations: review use, maintenance/ develop fee charging protocol		
· Heat pump installation		
· Check grants and costs for replacing Town car with electric vehicle		
· Review condition, costs and savings of solar panels on Town Hall & Barn		
· <i>Collaborate with others on water quality initiatives</i>		
Water Quality: develop system for "Purchase of Environmental Protections"		
Water Quality: Septic system testing: consider legislation that would ensure septic systems are not leaking into bodies of water		
Water quality: stormwater - join others in investigating ways to reduce stormwater flows into the lake.		
Water quality: Work with others in the county on preventing Harmful Algal Blooms (HABs)		
· Assist with and review ditching, drainage & stormwater plans & practices		
· <i>Communication/ Outreach :</i>		
Guide & develop improved communication & engagement re: zoning & services & participation in local government		
Newsletter and perhaps other outreach efforts		
· <i>Housing :</i> work on affordable housing. Interface with committee working on housing throughout the county.		
· Housing: Low income housing repairs - explore grant funding		
· Historic Preservation; Appoint a Historic Preservation Board to aid in preserving historic buildings		
Highway Related		
· Highway: generator		
· Highway: LED lights		
· Highway: set up system for Highway Dept to share files with Town Hall.		
· Highway: Clarify DPW duties & water supervision		
· Highway: union contract negotiations		mandatory- expires
· Other: Garret Road Right of Way issue		
· Roads: Rabbit Run speed limit		
· Roads: Rt 96 speed reduction request. Work with Village and resubmit. Contact state legislators to help.		
Facilities Related		
Town Buildings: Presentation for TB info on Town's solar panels: costs, operation, and savings		
Town Buildings: town hall insulation, paint chipping, paint outside, evaluate tile floor replacement.		
Town Buildings: Town hall parking lot needs removal and repaving. Possible grant for permeable pavement. Needs coordination with 4 owners.		
Town Hall: install sign & apply for reimbursement grant		
Town Hall: building accessibility- back door push button for disabled access		
Town Hall: building security- cameras & buzzers for doors		
Town Hall/Town Barn: Explore phone, internet cost savings		

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Water District Related		
Water District 1 - CARS contract		
Water District 1 - out of district user contracts		
Water district 3: progress reports (quarterly), Water District 3 Annual reconciliation with Town of Ithaca.		Mandatory - Health Dept requirement while in violation.
Water District 3 Update Water Units prior to budget		
Water District 3 Oversee Installation of Aerator		
Water District 5: Track progress on creation of new district		
Staff Development & Administration		
· Review and assure implementation of staff safety plans & training		
· Review staff performance and assure staff access to training		
· Review a Town Hall capital plan for repairs, accessibility, & safety		
· Review condition, costs and savings of solar panels & EV charging		
· Invite & Consider recommendations to improve services and/or reduce costs		
· Building/Planning: choose software program to track activity & formalize revenue process		
· Review recommendations to integrate record keeping systems across Dpts, Highway and Town Hall		
· Research and consider Medicare coverage costs for employees & retirees		
· Records: consider options for ownership of e-mail & domain		
· Records: organize electronic filing system and train staff to use		
Shared Services Related		
Shared services: Joint Planning with Village and Town Planning Boards; shared training as well		
Shared services: continue exploration with village, school and other local and countywide municipalities; courts		
Shared Services: Joint effort to help court clerks in response to new NYS laws		