

CAYUGA COUNTY SHARED SERVICES INITIATIVE

PROJECT INTRODUCTION AND PANEL MEMBER PACKET

CAYUGA COUNTY ADMINISTRATOR'S OFFICE

J. JUSTIN WOODS | COUNTY ADMINISTRATOR

LYNN MARINELLI | COUNTY BUDGET DIRECTOR

STEVE LYNCH | COUNTY PLANNING DIRECTOR

FIVE (5) SCHEDULED MEETING DATES TO REMEMBER:

PANEL MEETING #1 FRI. MAY 18 @ 4:00 PM: BOCES

PANEL MEETING #2 FRI. JUNE 1 @ 3:30 PM: BOCES

PANEL MEETING #3 FRI. JUNE 8 @ 3:30 PM: BOCES

PANEL MEETING #4 FRI. JUNE 15 @ 3:30 PM: BOCES

PANEL MEETING #5 FRI. JULY 13 @ 3:30 PM: BOCES

ADDITIONAL MEETING & PUBLIC HEARING DATES WILL BE SET IN CONSULTATION WITH PANEL MEMBERS AND PROJECT SCHEDULE.

CAYUGA-ONONDAGA BOCES IS LOCATED AT 1879 WEST GENESEE STREET ROAD IN AUBURN, NY.

NOTE FOR PANEL MEETING #1 ON MAY 18TH:

THE MEETING AGENDA FOR PANEL MEETING #1 ON FRIDAY,
MAY 18TH, 4:00 PM, AT BOCES IS ON THE NEXT PAGE.

MEETING AGENDA

1 PANEL MEETING 1: FRIDAY, MAY 18, 2018 @ 4:00PM | CAYUGA-ONONDAGA BOCES

1. **WELCOME AND INTRODUCTIONS** – J. JUSTIN WOODS, COUNTY ADMINISTRATOR
2. **OVERVIEW OF SHARED SERVICES INITIATIVE PROCESS** – STEVE LYNCH, COUNTY PLANNING
3. **PANEL DISCUSSION ON SHARED SERVICES ALREADY IN PLACE**

- A. WHAT ARE YOU ALREADY DOING – SUCCESSFUL SHARED SERVICES IN PLACE
- B. WHAT SHARED SERVICES WOULD YOU LIKE TO SEE – OPPORTUNITIES TO CONSIDER
- C. GENERAL EXAMPLES FROM OTHER SHARED SERVICES PLANS
- D. PANEL DISCUSSION
- E. DISCUSSION SUMMARY AND RECAP

4. **PREVIEW OF JUNE AND JULY PANEL MEETINGS**
5. **MEETING ADJOURNMENT**

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INTRODUCTION

Governor Andrew Cuomo established the County-wide Shared Services Initiative (“CWSSI”) in the FY18 State Budget with the stated intent of generating tax savings through inter-government collaboration. This document details the process that the County has outlined for moving through the preparation, development, and adoption of the Cayuga County Shared Services Plan.

This statewide initiative requires County Chief Executive Officers in the 57 counties outside of New York City to convene Shared Services Panels for the purpose of identifying and developing shared services projects. The projects then will be incorporated into a Shared Services Plan and put up for a vote by the Shared Services Panel.

The Shared Services Panels consist of the Mayors of every city and village in each county and the supervisors of every town. For Cayuga County, this creates a working Shared Services Panel of at least 34 elected officials. This Panel can be expanded to include the school district, BOCES, and special district representatives. Development of a Shared Services Plan will also require the input from the public, and from civic, business and labor leaders.

The CWSSI requires the County CEO to convene at least three (3) public meetings in advance of the delivery of a Shared Services Plan to the Panel for a vote. The process will be organized and administered by the County and the inter-governmental Panel will be chaired jointly by County Legislature Chairman Pat Mahunik as County CEO and County Administrator, J. Justin Woods as County CAO/COO.

The Plan must be prepared and voted on by the Shared Services Panel and submitted to the State no later than September 15, 2018 and presented to the Public no later than October 15, 2018. A Summary Sheet of the Key Dates and Proposed Meetings is appended at the end of this document.

An effective Shared Services Plan that expands inter-governmental collaboration and maximizes local tax savings through the shared services projects it includes will require meaningful participation from all stakeholders. We look forward to your cooperation as we work together to prepare the required Plan for the benefit of Cayuga County residents and taxpayers.

KEY ROLES & RESPONSIBILITIES

ROLE OF THE COUNTY ADMINISTRATOR

- Staff the Panel and, with the Chair of the Legislature, Represent the County and its Residents
- Commence Meetings and Consult with the Required Panel Members
- Organize Public Hearings and Topical Meetings with Key Strategic Partners
- Develop and Submit the Plan and Estimated Cost Savings Certification for County Legislature Review
- Submit the Final Approved Plan with Certification to the NYS Division of the Budget
- Present the Final Approved Plan to the Public

ROLE OF THE CHAIR OF THE LEGISLATURE, MAYORS, & SUPERVISORS

- Represent their local government and residents on the Shared Services Panel
- Participate in Plan Development and Provide Local Costs and Savings Estimates
- Collaborate with other Panel Members and Recommend Actions for Implementation
- Determine if your Municipality should Opt-Out of any Actions proposed in the Plan
- Vote on the Plan and Provide Written Reasons for your Vote

PLAN CONTENTS

The Plan must contain new, recurring property tax savings from actions such as, but not limited to:

- Elimination of duplicative services;
- Shared Services, such as joint purchasing, shared highway equipment, shared storage facilities, shared plowing services, and energy and insurance purchasing cooperatives;
- Reductions in back office administrative overhead; and
- Better coordination of services.

The Final Approved Plan must include a Certification of Savings to be achieved through implementation of the shared services actions. For Cayuga County's Plan that will be submitted in 2018, the certified savings will be tracked and documented for new actions taken on and after January 1, 2019 through December 31, 2019.

OUTLINE OF THE CAYUGA COUNTY SSI PROCESS

The following is an outline of the meetings and milestones that will move Cayuga County and the municipal partners through the development and submission of the Shared Services Plan while meeting the timing and public notifications required under the Governor's initiative.

The Shared Services Topics for the Panel Meetings outlined below represent the more typical opportunities for collaboration between governments. As additional areas are identified, meetings and agendas may be added/expanded as appropriate.

Please note that the outline that follows provides specific meeting dates for the first five (5) Panel Meetings. The days/dates for any remaining Panel Meetings and the dates for the required Public Hearings will be established in consultation with the municipal partners, taking into account standing meeting dates for the municipalities.

PANEL MEETING #1: FRIDAY, MAY 18, 2018, 4:00 PM @ BOCES

- INTRODUCTION AND ORIENTATION
- DISCUSSION OF CURRENTLY SHARED SERVICES

PANEL MEETING #2 FRIDAY, JUNE 1, 2018, 3:30 PM @ BOCES

- SHARED SERVICES TOPIC: Highway and Public Works

PANEL MEETING #3 FRIDAY, JUNE 8, 2018, 3:30 PM @ BOCES

- SHARED SERVICES TOPIC: Assessment, Human Resources, Other.

PANEL MEETING #4 FRIDAY, JUNE 15, 2018, 3:30 PM @ BOCES

- SHARED SERVICES TOPIC: Public Safety and the Courts
- SHARED SERVICES TOPIC: Joint Purchasing & Procurement
- RECAP OF SHARED SERVICES TOPICS TO DATE & INFORMATION NEEDED

DRAFT PLAN DEVELOPMENT: SHARED SERVICES ACTION ITEMS

Between Panel Meeting #4 above and Panel Meeting #5 described below, the Cayuga County Administrator and County Project Staff will be working with key contacts and stakeholders in each municipality to gather the costs and operational inputs needed to define and assess the Shared Services Action Items identified in the first four Panel Meetings. They will then incorporate these elements into a framework suitable for in-depth discussion and analysis by the full group in Meeting #5.

The County anticipates that this information gathering and plan development work will require an allocation of approximately 4 weeks.

PANEL MEETING #5 FRIDAY, JULY 13, 2018, 3:30 PM @ BOCES

- EXPANDED WORKING SESSION: Evaluation of Shared Services Action Items.
- Assuming the operational and cost data needed is provided by the participating municipalities, this expanded work session will provide an opportunity to assess the identified cost/benefit and operational pros/cons of the proposed Shared Services Action Items.

PANEL MEETING #6 [MEETING DATE IF NEEDED / TO BE DETERMINED]

The County has reserved a sixth Panel Meeting to provide time to finalize and reach Panel consensus on the Shared Service Actions that will be included in the Final Draft Plan.

COUNTY PREPARATION OF THE FINAL DRAFT PLAN

With consensus on the shared services framework derived from the five (5) Panel Meetings, the County Administrator and project staff will prepare a Final Draft of the Shared Services Plan along with a Certification of Accuracy. As required, the County will present the Final Draft Plan to the Cayuga County Legislature. Under the Governor’s program, the County Legislature may, by majority vote, issue an advisory report with recommendations. The County Chief Executive Officer may modify the Draft Plan to reflect any accepted recommendations.

The County anticipates that the Legislature Review will be scheduled for July 24, 2018.

REQUIRED PUBLIC HEARING PHASE – 3 PUBLIC HEARINGS: DATE TBD

The Governor's program requires a minimum of three (3) Public Hearings during the finalization of the County-wide Shared Services Plan (each with a minimum 1-week public notice).

The County will likely hold these three Public Hearings sequentially within a 1 or 2-week period, with one Public Hearing being located in the North, one in the Central and one in the Southern area of the County for easy access and the convenience of county residents. **To remain on schedule for a September submission, these Public Hearings will likely be held in early August 2018.**

FINAL PANEL MEETING AND VOTE (MEETING #6 OR 7): DATE TBD

- COUNTY SUBMISSION OF FINAL SHARED SERVICES PLAN TO PANEL
- PANEL MEMBERS MEET TO REVIEW PLAN AND PROPOSED ACTIONS
- PANEL MEMBERS MAY OPT-OUT OF ANY PROPOSED ACTIONS ON BEHALF OF THEIR REPRESENTED ENTITY PRIOR TO THE VOTE
- PANEL VOTES ON THE PLAN AND VOTES ARE DOCUMENTED
- **THE FINAL PANEL VOTE MUST OCCUR PRIOR TO SEPTEMBER 15, 2018 – WE WILL TARGET MID-AUGUST 2018.**

FINAL PLAN SUBMISSION TO NY STATE

- **SUBMISSION OF FINAL SHARED SERVICES PLAN PRIOR TO SEPTEMBER 15, 2018**
- The plan is submitted to the Director of the State Division of the Budget and must include a Certification of the Plan and its Associated Savings.

COUNTY PUBLIC REPORT AND PRESENTATION

- Following submission of the final Shared Services Plan to the State, the County Administrator will prepare a report that the Governor’s office states must be prepared in a “...concise, clear, and coherent manner using words with common and everyday meanings” and disseminate that report to County residents.
- **The County Administrator will then provide a Public Presentation of the Plan for County residents. This must be done no later than October 2018.**

A WORD ON STATE MATCHING FUNDS FOR PLAN SAVINGS

The State has indicated that the Secretary of State, with the approval of the Director of the Division of Budget, will develop an application to award one-time State funds that will match certain savings achieved as a result of the Plan.

The guidance documents state that these Matching Funds will be for actual net savings achieved among local governments from new actions resulting from the Plan, as demonstrated by the participating local governments. For the Cayuga County Shared Services Plan, the documentation of cost savings and opportunity for matching funds will be for actions implemented between January 1, 2019 and December 31, 2019.



MEETING TYPE	MEETING TOPIC	DATE	TIME	LOCATION
PANEL MTG. 1	INTRODUCTION TO SHARED SERVICES	FRIDAY, MAY 18	4:00 pm	BOCES
PANEL MTG. 2	HIGHWAY & PUBLIC WORKS	FRIDAY, JUNE 1	3:30 pm	BOCES
PANEL MTG. 3	ASSESSMENT & HUMAN RESOURCES ELECTRIC & GAS OPPORTUNITIES (MEGA)	FRIDAY, JUNE 8	3:30 pm	BOCES
PANEL MTG. 4	PUBLIC SAFETY AND THE COURTS JOINT PURCHASING & PROCUREMENT RECAP OF SHARED SERVICES TO DATE	FRIDAY, JUNE 15	3:30 pm	BOCES
PANEL MTG. 5	EXPANDED PANEL WORK SESSION DRAFT SHARED SERVICES PLAN	FRIDAY, JULY 13	3:30 pm	BOCES
PANEL MTG. 6	RESERVED DATE FOR MEETING	TBD	TBD	TBD
PUBLIC HEARING 1	PUBLIC HEARING FOR NORTH SECTOR OF COUNTY – Panel Attendance Optional	TBD	TBD	TBD
PUBLIC HEARING 2	PUBLIC HEARING FOR CENTRAL SECTOR OF COUNTY – Panel Attendance Optional	TBD	TBD	TBD
PUBLIC HEARING 3	PUBLIC HEARING FOR SOUTH SECTOR OF COUNTY – Panel Attendance Optional	TBD	TBD	TBD
PANEL MTG. 6 or 7	FINAL PANEL MEETING AND VOTE ON SHARED SERVICES PLAN	MID-AUGUST DATE TBD	TBD	TBD