

CAYUGA COUNTY SHARED SERVICES INITIATIVE

SHARED SERVICES PANEL #1 - KICKOFF

INTRODUCTION & ORIENTATION

FRIDAY, MAY 18, 2018 - BOCES

TODAY'S AGENDA

- WELCOME & PANEL INTRODUCTIONS
- OVERVIEW OF THE SHARED SERVICES INITIATIVE PROCESS
- PANEL DISCUSSION – SHARED SERVICES ALREADY IN PLACE & WORKING
- PREVIEW OF UPCOMING JUNE MEETINGS: SHARED SERVICE TOPIC AREAS

SHARED SERVICES INITIATIVE OVERVIEW STATE OF NEW YORK

57 Counties Required to Develop a County-Wide Shared Service Plan

Chaired by CEO of County

- Responsible for Developing/Submitting Plan

Required Panel Members

- All Mayors & Town Supervisors

Optional Members

- School Districts, BOCES, Special Districts

PLAN CONTENTS

New Recurring Tax Savings:

- Elimination of Duplicative Services
- Establishment of Shared Services
- Reduction in Back-Office Overhead
- Better Coordination of Services

DO NOT need to be County-wide

- ie., Town/Village, Town/Town, or regional

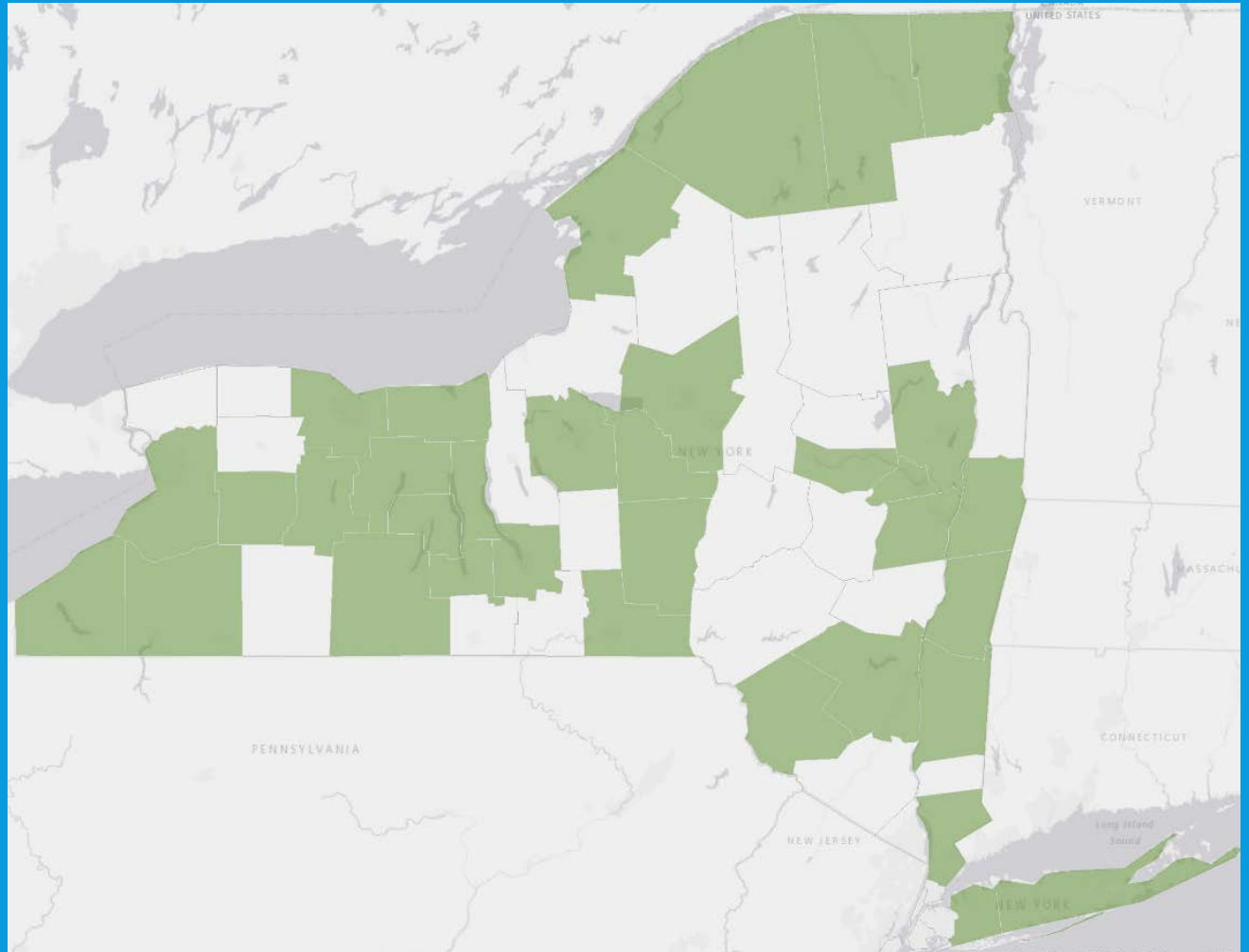
Plan **MUST INCLUDE** a Certificate of Savings

- & State Matches documented 1st year Savings

INTRODUCTION

**34 of 57 counties
(60%)**

**However, many
are resubmitting
their plans in
2018**



REVIEW OF SUBMITTED PLANS



A Review of the Plans Submitted Under the State County-Wide Shared Services Initiative

October 17, 2017

Download Report

REVIEW OF SUBMITTED PLANS

- Health insurance consortia
- Merging emergency communications
- Pooling energy purchases
- Converting to LED streetlights
- Consolidating town and village courts
- Sharing specialty services, equipment and personnel
- Restructuring initiatives

THE CAYUGA COUNTY SHARED SERVICES PROCESS

STEVE LYNCH – CAYUGA COUNTY PLANNING



COUNTY-WIDE

SHARED SERVICES PLAN

TIMELINE

THE PLAN PROCESS AT A GLANCE

- SHARED SERVICE TOPIC MEETINGS – (3) JUNE MEETINGS
- DRAFT PLAN DEVELOPMENT: JUNE-JULY
- JULY PANEL MEETINGS – “WORK SESSIONS” TO FINALIZE THE PLAN – JULY
- COUNTY LEGISLATURE PRESENTATION JULY 24
- FINAL PANEL REVIEW AND VOTE – MID AUGUST
- SUBMISSION TO STATE – BY SEPT. 15
- PRESENTATION TO PUBLIC - BY OCT. 15

PARTICIPATING IN THE PROCESS WHERE TO TRACK AND FIND INFORMATION

- ADMINISTRATOR'S OFFICE - NOTICES AND COMMUNICATIONS
- 1 WEEK IN ADVANCE & POSTED TO WEBSITE
- PANEL MEMBERS SHOULD IDENTIFY KEY PARTICIPANTS TO ATTEND THE SHARED SERVICES TOPIC MEETINGS AND ENCOURAGE THEIR PARTICIPATION IN THOSE MEETINGS

JUNE PANELS MEETINGS
ALL MEETINGS ARE AT BOCES AT 3:30 PM

FRIDAY, JUNE 1ST - HIGHWAY & PUBLIC WORKS

FRIDAY, JUNE 8TH

- **PROPERTY ASSESSMENT & HUMAN RESOURCES**
- **EXPANDING THE HEALTH CONSORTIUM**
COORDINATING ELECTRIC & GAS PURCHASING

FRIDAY, JUNE 15TH

- **PUBLIC SAFETY & THE COURTS**
- **JOINT PURCHASING & PROCUREMENT**

JULY 13 PANEL WORK SESSION AT BOCES AT 3:30 PM

DRAFT PLAN PREPARED AFTER TOPIC MEETINGS

MEETING TO REVIEW DRAFT PLAN

- EXTENDED WORK SESSION TO REVIEW DRAFT PLAN CONTENTS &
- CHECK PLAN ASSUMPTIONS ON OPPORTUNITIES AND OUTCOMES
- SEEKING CONSENSUS ON DRAFT PLAN PRIOR TO PRESENTING TO COUNTY LEGISLATURE

COUNTY LEGISLATURE

- COUNTY LEGISLATURE PRESENTATION & REVIEW: TARGET DATE JULY 24TH
 - County Legislature may, with majority vote, issue an advisory report with recommendations;
 - Chair of County Legislature may modify the Draft Plan to reflect any accepted recommendations.

**GOAL IS TO HAVE A FINAL DRAFT PLAN FOR
REQUIRED PUBLIC HEARINGS**

REQUIRED PUBLIC HEARINGS: AUGUST

- THREE (3) PUBLIC HEARINGS REQUIRED
 - PUBLIC HEARINGS WILL BE HELD IN AUGUST
 - LOCATIONS (TBD): NORTH / CENTRAL / SOUTH
- FOLLOWING PUBLIC HEARINGS, DRAFT PLAN WILL BE FINALIZED FOR PRESENTATION TO THE PANEL MEMBERS IN AUGUST

PANEL MEMBER ACTION ON PLAN (DATE TBD)

- FINAL PLAN TO PANEL MEMBERS IN AUGUST
- PANEL MEMBERS WILL REVIEW THE PLAN
- STATE REQUIRES ALL PANEL MEMBERS TO DOCUMENT THEIR VOTE ON THE PLAN
 - PANEL MEMBERS MAY OPT-OUT OF ANY PROPOSED ACTIONS ON BEHALF OF THEIR MUNICIPALITY PRIOR TO THEIR VOTE
 - VOTE FOR OR AGAINST THE FINAL PLAN
 - FINAL PANEL VOTE ON PLAN MUST OCCUR PRIOR TO SEPTEMBER 15

COUNTY SUBMISSION TO NY STATE

- COUNTY SUBMISSION WILL OCCUR ON OR BEFORE SEPTEMBER 15 2018
- PLAN IS SUBMITTED TO DIRECTOR OF STATE DIVISION OF THE BUDGET
- PLAN MUST INCLUDE A CERTIFICATION OF THE PLAN AND ASSOCIATED TAX SAVINGS
- COUNTY ADMINISTRATOR WILL PROVIDE A PUBLIC PRESENTATION OF THE PLAN FOR COUNTY RESIDENTS BEFORE OCTOBER 15TH.



**IF THE PLAN FAILS OR
IS NOT VOTED ON**

**REPORT ON PROPOSAL RELEASED
TO THE PUBLIC**

PANEL DISCUSSION: “We already Share Services...”

SHARED SERVICES THAT ARE ALREADY IN PLACE
AND WORKING IN CAYUGA COUNTY

SHARED SERVICES IN PLACE & WORKING

- WHAT ARE YOU ALREADY DOING – SUCCESSFUL SHARED SERVICES IN PLACE
- WHAT SHARED SERVICES WOULD YOU LIKE TO SEE – OPPORTUNITIES TO EXPLORE
- GENERAL EXAMPLES OF OTHER SHARED SERVICES PLANS

MEETING RECAP AND NEXT STEPS

- DISCUSSION SUMMARY – RECAP OF SHARED SERVICE AREAS TO EXPLORE
- PREVIEW OF JUNE PANEL MEETING DATES
 - **JUNE 1ST**: HIGHWAY & PUBLIC WORKS
 - **JUNE 8TH**: ASSESSMENT, HUMAN RESOURCES, HEALTH CONSORTIUMS, ENERGY
 - **JUNE 15TH**: PUBLIC SAFETY, THE COURTS, JOINT PURCHASING AND PROCUREMENT