



County-Wide Shared Services Property Tax Savings Plan

APPENDIX A

County-wide Shared Services Property Tax Savings Plan Summary

| | | | |
|--|-----------------------------|---------------------------------|-------------------------------|
| County of Oneida | | | |
| County Contact: Anthony J. Picente Jr. | | | |
| Contact Telephone: 315-798-5800 | | | |
| Contact Email: ce@ocgov.net | | | |
| Partners | | | |
| Row 1 – 3 of 3 Cities in Oneida County | | | |
| | Participating Cities | Panel Representative | Vote Cast (Yes or No)* |
| 1. | Rome | Mayor Jaqueline Izzo | |
| 2. | Utica | Mayor Robert Palmieri | |
| 3. | Sherrill | Mayor William Vineall | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| Use additional sheets, if necessary. *The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1. | | | |
| Row 2 – 18 of 26 Towns in Oneida County | | | |
| | Participating Towns | Panel Representative | Vote Cast (Yes or No)* |
| 1. | Annsville | Supervisor Scott Leuenberger | |
| 2. | Augusta | Supervisor Suzanne Collins | |
| 3. | Boonville | Supervisor Harold LeClair | |
| 4. | Camden | Supervisor Richard Norton | |
| 5. | Deerfield | Supervisor Scott Mahardy | |
| 6. | Floyd | Supervisor Willard Streiff, Jr. | |
| 7. | Forestport | Supervisor Harold Entwistle | |
| 8. | Lee | Supervisor John Urtz | |
| 9. | Kirkland | Councilman Garry Colarusso | |



County-Wide Shared Services Property Tax Savings Plan

APPENDIX A

| | | | |
|-----|-------------|---------------------------------|--|
| 10. | Marcy | Supervisor Brian Scala | |
| 11. | Paris | Supervisor James Christian, Jr. | |
| 12. | Remsen | Supervisor Roger Helmer | |
| 13. | Sangerfield | Supervisor William Fredericks | |
| 14. | Steuben | Supervisor Joseph Rowlands | |
| 15. | Trenton | Supervisor Joseph Smith | |
| 16. | Verona | Supervisor Scott Musacchio | |
| 17. | Vienna | Councilwoman Lorraine Padavan | |
| 18. | Whitestown | Supervisor Shaun Kaleta | |
| 19. | | | |
| 20. | | | |

Use additional sheets, if necessary.

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.

Row 3 – 10 of 17 Villages in Oneida County

| Participating Villages | | Panel Representative | Vote Cast (Yes or No)* |
|------------------------|----------------|-------------------------------|------------------------|
| 1. | Boonville | Mayor Eric McIntyre | |
| 2. | Camden | Mayor William Ballou | |
| 3. | New Hartford | Mayor Donald Ryan | |
| 4. | New York Mills | Mayor John Bialek | |
| 5. | Oriskany | Mayor Donald Rothdiener | |
| 6. | Oriskany Falls | Mayor Steven Jeffers | |
| 7. | Sylvan Beach | Administrator Joseph Benedict | |
| 8. | Waterville | Mayor Ruben Ostrander | |
| 9. | Whitesboro | Mayor Patrick O'Connor | |
| 10. | Yorkville | Mayor Michael Mahoney | |

Use additional sheets, if necessary.

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.

The seal of Oneida County, New York, is a circular emblem. It features a central profile of a Native American man wearing a feathered headdress and a beaded necklace. The man is set against a yellow five-pointed star. The seal is bordered by a dark purple ring containing the text "ONEIDA COUNTY" at the top and "NEW YORK" at the bottom. Two yellow stars are positioned on the left and right sides of the inner circle. The year "1798" is inscribed in white at the bottom right of the seal.

Oneida County Shared Services Plan

**Proposal Composed by the
Shared Services Panel of Oneida County**

Date: 8/1/17

Immediate Actions

Boonville Court Consolidation

The Village of Boonville is considering a plan to abolish its Village Court and consolidate court functions with the Boonville Town Court. This initiative would require a vote of the Village Board of Trustees on a resolution, and would then require a village-wide referendum at a subsequent special election. The Village Court would be abolished upon the expiration of the current term of the sitting Village Justice. If this initiative passes, the Village of Boonville anticipates annual savings in excess of Fourteen Thousand Dollars (\$14,000.00).

Central Services-Shared Printing and Mail Services

The Shared Services Panel recommends a joint municipal agreement be offered to all municipalities in Oneida County that allows for use of county print and mail room services. At this time there are no projected costs savings, but it is known that bulk rates for printing and mailing services will offer savings to local government entities. The extent of the total cost savings will not be known for each municipality until reports detailing their printing and mailing volumes are collected and analyzed.

In addition, the costs savings will also be determined by achieving the following action items that include but are not limited to municipal initiated meetings with Oneida County Department of Central Services. A deeper study will be required to create forecasts related to printing and mailing needs to develop a service model that reduces costs, and improves performance.

Central Services- Records Management

The Shared Services Panel determined there is potential for a local cost savings through the digital processing and storage of municipal records through a shared use agreement between Oneida County Department of Central Services and all interested municipalities. This agreement will outline the utilization and cost to digitize records into the Laserfiche system and general records management operations to maintain that system.

Tax savings will be achieved when a cost comparison and review by all interested municipalities have been initiated, conducted and reported into Oneida County. These cost reviews will investigate storage, paper records access and data management. It is will also determine the savings by including the recovery of floor space from file storage and employee efficiency due to data accessibility.

County-Wide Department of Public Works (DPW) Equipment Sharing

The Oneida County DPW is in the processes of formalizing and quantifying the sharing of equipment for all municipalities within Oneida County for all directly related public works projects in process, planned and future. The following action item would require the administration by Oneida County DPW and the initiation of inter-municipal cooperation between participating municipalities.

The action items will include but are not limited to the tabulation of equipment inventory, equipment usage rates, equipment locations, and logistics analytics. Additional information resource will require interviews, surveys and local meetings with Oneida County DPW directors, Highway Supervisors and municipal leadership.

A countywide cost savings could range between One Hundred Thousand Dollars (\$100,000) and One Hundred and Fifty Thousand Dollars (\$150,000). These amounts can only be realized through inter-municipal collaboration if every municipality were to participate. Complete participation could reduce or eliminate the acquisition of duplicative equipment or unnecessary labor expenses for all participating municipalities.

Rome and Verona Shared Service Agreement

The City of Rome and Town of Verona have come to terms on a shared services agreement that is outlined to do the following:

1. Roadside Mowing of Brown Rd.: Where the Town of Verona maintains .75 miles (length of Brown Rd.) of road that crosses the municipal border of Rome at a rate of Three Hundred Seventy-Five Dollars (\$375.00) per mile (Price under 2016 Oneida County Mowing Agreement). The agreed upon amount will be Two Hundred Eighty-One Dollars and Twenty-Five Cents (\$281.25) annually.
2. Snowplowing of Brown Rd.: Where the Town of Verona maintains .75 miles of road that crosses the municipal boundary of Rome of road that crosses the municipal border of Rome at Six Thousand Dollars (\$6,000.00) per mile (2016-2018 Oneida County Snowplowing Agreement Price) in the total amount of \$4,500.00 annually which results in a total combined amount of Four Thousand, Seven Hundred Eighty-One Dollars and Twenty-Five Cents (\$4,781.25) shared mowing and snow plowing maintenance agreement of Brown Rd. annually.
3. Snowplowing of Heelpath Rd. and Zingerline Rd.: Where the City of Rome agrees to maintain 1.5 Miles of road that crosses the municipal boundary of Rome at a rate of Six Thousand Dollars (\$6,000.00) per mile (2016-2018 Oneida County Snowplowing Agreement Price) resulting in the total agreed amount of Nine Thousand Dollars (\$9,000.00) annually.

The Rome and Verona shared mowing and snowplowing agreement amounts are in process of being calculated. However cost savings through inter-municipal co-ordination of DPW services are anticipated to be realized through labor hours due to efficiency.

Additional Actions potentially to be added before September 15th

Purchasing

The Shared Services Panel recommends revisiting past shared service agreements and investigating potential cost savings through new shared purchasing services with municipalities in Oneida County particularly with Utica, Rome, and the Town of New Hartford. This action requires the initiation and collaboration of municipalities that desire purchasing services to contract with the Oneida County Purchasing Department.

The action items to complete the study include revisiting prior agreements with Utica, Rome and the Town of New Hartford, logistics delivery and examination of total savings potential in existing shared services and municipal budget analysis. The baseline data requires information gathering through surveys, interviews, inter-municipal meetings and consultations with municipalities and fire protection agencies.

Real property tax savings projections are to be determined with the expected costs savings accruing from the elimination of duplicative services, sharing of services, a reduction of back office administration and improved coordination. These reductions will be realized with centralizing purchasing in participating municipalities by obtaining bulk discounts and access to full-time staff expertise.

Long-term Actions

Codes Enforcement Shared Services

The Shared Services Panel recommends a study to determine the potential cost savings through inter-municipal collaboration and shared service agreements related to Code Enforcement. This will be accomplished through the actions initiated by any village, town or city within Oneida County.

The investigation action items will include but are not limited to budget reviews for facility expenses, employee compensation, equipment expenses, contractual services and legal services. That study may also include a review of the annual report submitted to the New York State Code Enforcement Administration. Furthermore it will be necessary to conduct inter-municipal meetings, gather base line data surveys and consultation.

Real property tax savings projections are to be determined. Based on a quick survey of current costs, an expected cost savings of Eighty Thousand Dollars (\$80,000) countywide could be realized if all the villages were to develop a shared service agreement with the town they are within. The savings will be from actions that include but are not limited to the elimination of duplicative services, shared services, a reduction of back office administration and improved coordination.

DPW Consolidation of Salt Storage and Production Facilities

The Shared Services Panel recommends that the creation of an agreement for a centralized large volume salt-brine production and storage operation. It could become the first step in better coordination of highway functions. This effort will be the result of collaborative efforts between all interested municipalities for the potential of real property tax savings.

This agreement will require extensive mapping of all existing salt brine storage units in Oneida County. Upon completion, the map will allow for a comprehensive review and placement of new storage and production facilities.

The projected costs savings could occur through bulk purchasing/production of salt brine. Centralize and properly located facilities will further realize savings in equipment acquisition costs and labor optimization.

Lighting District Consolidation

The Shared Services Panel recommends a study be initiated that reviews existing lighting districts to determine whether costs savings could be obtained. The actions will include but are not limited to accounting for all existing lighting districts within Oneida County and their associated costs.

Any further baseline data will be collected through surveys, inter-municipal meetings and consultations. This all will be accomplished through the initiative and cooperation of the villages, towns and cities within Oneida County.

Real property tax savings projections are to be determined with the expected costs savings as the result from the elimination of duplicative services, shared services, a reduction of back office administration and improved coordination.

Town Court Consolidations

This initiative would involve the sharing or consolidating of court services among two or more contiguous Towns across the County. The process would have to be undertaken by the Towns themselves, and would start with the passage of a Resolution in the Towns wishing to consolidate their Courts. The Resolution could follow one of two approaches:

First, the Towns could vote to keep all or some of their Town Justice Positions, and simply share or consolidate the Court functions as a whole. The Towns could share in expenses, operating one Court for all the Towns involved in the plan, presumably at a central or convenient location. The individual Towns' remaining Justices would each have jurisdiction over all cases in all the participating Towns, and the Justices could rotate or share coverage for the Court. By sharing staff salaries, court expenses, building upkeep and other logistical expenses, the participating Towns could see substantial savings annually.

This measure would require a Resolution passed by each of the participating Town Boards, followed by a public hearing. A referendum would then be held in each of the participating Towns, at the next general election date. If the referenda pass, the Towns would then execute an Inter-Municipal Agreement to set out the specifics.

The second approach is similar to the first, but would involve the consolidation of all the participating Town Courts, and rather than keeping the Justices from each Town, there would instead be one or more Justices elected from across all the participating Towns. This procedure begins with the participating Towns passing Resolutions authorizing the conducting of a study across their respective townships to examine the issue of electing a single town justice from among the participating towns. Once this study has been commissioned and completed, a public hearing is held to discuss the results of the study. If, after the public hearing, all the participating Town Boards pass Resolutions approving a Joint Plan authorizing the consolidation, the Joint Resolutions will constitute a municipal home rule message that is sent to Albany, and upon passage, the plan is approved. An Inter-Municipal Agreement would then be executed by the participating Towns.

If this measure were enacted County-wide, the Towns collectively could see savings totaling more than Two Hundred and Fifty Thousand Dollars (\$250,000.00) annually.

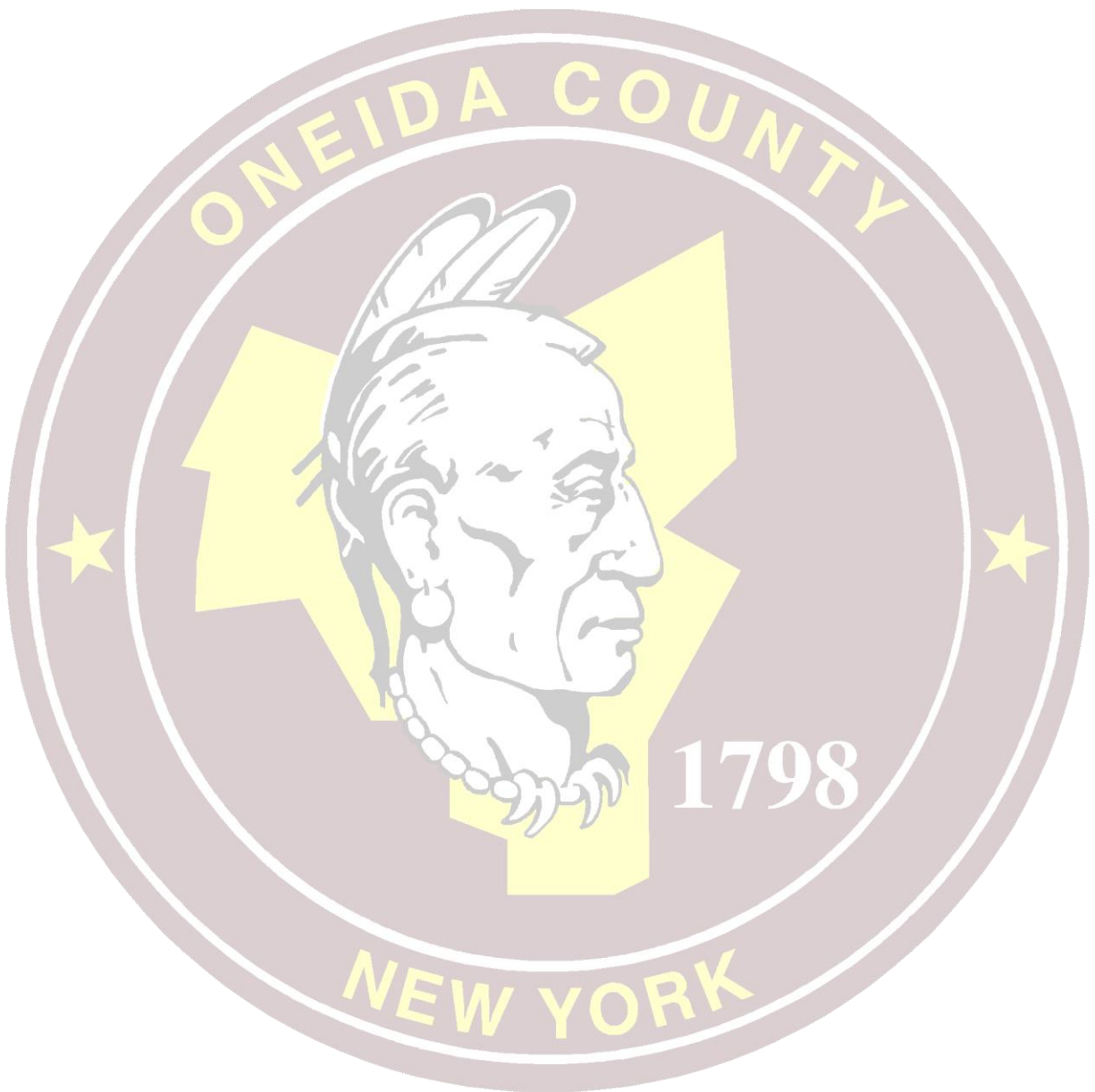
Youth and Recreation Shared Services

The following recommendations for Youth and Recreation shared services will continue to explore, evaluate and ultimately eliminate duplicative services within Oneida County. Cost savings will be seen with inter-municipal collaboration and shared services agreements to create a countywide Youth and Recreation Service.

The Youth and Recreation panel proposes the following research action items to further advance this shared services study. The list of action items will include but are not limited to the following: electronic correspondence between localities, feasibility research, municipal budget reviews, developing a county wide savings model and identifying all Youth and Recreation programs in all municipalities. All action items will further be supplemented by tailored surveys and inter-municipal meetings.

Projected costs savings have yet to be determined but the anticipated savings will occur through development of a countywide Youth Services inter-municipal agreement administered at the

county level. County level administration of Youth and Recreation Services has the potential to eliminate duplicative services, back office administration and duplicative equipment acquisition. This will be reviewed with the intent to not lose quality and responsiveness of service for all participating municipalities.



“By my signature below, I hereby certify that the savings identified and contained herein are true and accurate to the best of my knowledge and belief”.

Anthony J. Picente Jr.
(Print Name)

Oneida County Executive
(Title)

(Signature)

(Date)

