



COUNTY OF OSWEGO OFFICE OF THE COUNTY ADMINISTRATOR

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DRAFT

County-wide Shared Services Panel Report 2021

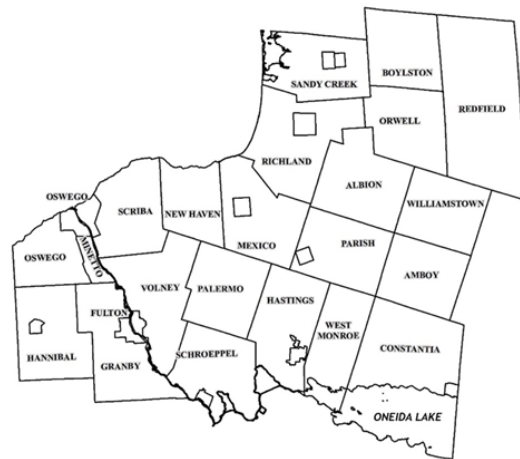
Panel Members:

City Mayors

Oswego William Barlow
Fulton Deana Michaels

Town Supervisors

Albion Michael Faulkner
Amboy Kathleen Wilkinson
Boylston Ann Stacy
Constantia Ken Mosley
Granby John Snow
Hannibal Floyd Calkins
Hastings Tony Bush
Mexico Eric Behling
Minetto John Familo
New Haven Timothy Teifke
Orwell William Potter
Oswego Richard Kaulfuss
Palermo Patricia Redhead
Parish Mary Ann Phillips
Redfield Tanya Yerdon
Richland Daniel Krupke
Sandy Creek Nancy Ridgeway
Schroepfel Lynett Greco
Scriba James Oldenburg
Volney Greg Hartranft
West Monroe Vern Sundet
Williamstown John Hamblin



Chair: Philip Church, County
Administrator

Village Mayors

Central Square	Randy House
Cleveland	Lauren Tackman
Hannibal	Ronald Greenleaf
Lacona	Lyndon Glazier
Mexico	Terry Grimshaw
Parish	Kathryn Perkins
Phoenix	Caleb Sweet
Pulaski	Jan Tighe
Sandy Creek	Lynn Miller

School Districts

Fulton	Brian Pulvino
Hannibal	Christopher Staats

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Executive Summary

Oswego County and its municipal officials, in compliance with New York State Revenue Budget Bill S2009-C/A3009-C Part BBB “County-wide shared services property tax savings plan,” submit the following shared service proposals for 2021, which will produce taxpayer savings in 2022 and beyond.

After the passage of the American Rescue Plan Act (ARPA) Oswego County created an Office of Strategic Initiatives to oversee administration of ARPA funds, vet proposals for fund use, and leverage additional monies into selected projects, and coordinate projects which multiple government and private sector partners. This office will begin operations in earnest in 2022 and will be an asset to shared services initiatives.

As was the case last year, due to the pandemic’s stress on resources, time and finances, several projects previously proposed were not completed. Given the unusual and system-wide impact of the pandemic on local government activities for the past two years, the Oswego County panel again urges legislation to amend the CWSSI to allow for the re-submission of such projects and their eligibility for reimbursement. In anticipation of such legislation being considered, this plan resubmits several projects for consideration, delineated by *.

Proposal	Participants	Description	Savings
1. Mobile Cascade Unit	Oswego County and its municipalities	Procurement of replacement mobile cascade vehicle for fire response	\$500,000
2. Phoenix/Schoeppel Wastewater Treatment	Oswego County, Town of Schroepfel, Village of Phoenix, IDA	Enhance capacity of wastewater treatment system	\$2 million
3. Shared Budgeting Software	Oswego County and its municipalities	Procurement of shared budgeting software	\$4,000 per municipality 2022, TBD annually thereafter.
4. Day Care Service	Oswego County and its municipalities	Remove day care needs as a roadblock to employment	TBD
5. COVID-19 Response*	Oswego County and its municipalities, and surrounding counties.	COVID response collaborations not reimbursed by FEMA or DHSES.	TBD
6. Web Service *	Oswego County and local governments	Web site hosting and design services under the County web site umbrella.	\$11,750 plus additional TDB

7. Procurement	Oswego County and all its local governments, City of Fulton, Onondaga County, Cayuga County, in various combinations	Joint bidding for large scale items, with local government piggy-backing or participation.	TDB depending on bid results.
8. Tax Software and Credit Card System *	Oswego County and its municipalities.	Oswego County will initiate a tax collection and credit card system, which municipalities may join at no cost.	TDB depending on number of municipalities joining. \$4,000 each, plus \$600 annually. Potential \$132,000.
9. Shared Highway Service Agreements. *	Towns of Granby, Hannibal, Oswego, Volney and Minetto.	Intermunicipal agreements for equipment and labor costs associated with municipal road repair and maintenance.	TBD

10. Grant Consulting *	Oswego County and participating municipalities	Consulting services to assist the county and its municipalities in preparing grant and reimbursement applications for shared services funds and grants.	TBD
11. Water/Sewer project *	Towns of Parish and Hastings and Village of Parish	Pre-development consulting services.	TBD depending on RFP results.
12. Wastewater Plant and Lines *	Towns of Cleveland and Constantia	Pre-development consulting services.	TBD depending on RFP results.

The Panel met three times in 2021, sought union input, and three public hearings were conducted. The Panel recognized that Oswego County and its municipalities have a long and successful history of sharing many services, going back decades.

Background

The 2017-18 adopted New York State Budget included a new mandate for all counties, cities, towns and villages, with voluntary participation by school districts, if invited. The mandate required that the chief executive officer (CEO) of each county develop a “county-wide shared services property tax savings plan” by forming and chairing a “shared services panel.” It also mandated that the CEO of every city, town, and village within the county serve on the Panel.

In Oswego County's case, the CEOs are the county administrator, every town supervisor and the mayors of every city and village. Participating school districts designated a representative from their governing board to be a member of the Panel. Due to time constraints, the panel opted to forgo plan development in 2017. The Panel submitted plans in 2018, 2019 and 2020.

The 2019-20 New York State Budget made certain amendments to the shared services panel law, which relaxed plan development timelines, allowed for expanded membership, allowed for annual plan submissions, and required panels to meet at least twice per year. This document is the Oswego County panel's 2021 plan submission.

Shared Service Plans & Projects

Implementation of the projects and goals within this plan are subject to the approval of each individual government's elected body.

Proposal 1: Mobile Cascade Unit – Oswego County and its municipalities.

Oswego County owns and operates a mobile cascade vehicle that serves all paid and volunteer fire departments in every municipality. This unit ensures air supply for firefighters on all calls. The vehicle was purchased by the county over 30 years ago and the vehicle and cascade device need to be replaced. Mobile cascade vehicles units can cost up to \$500,000.

SAVINGS: The Panel has discussed a shared purchase between the County and municipalities, using ARPA funds, thereby saving county taxpayers and municipal/fire district taxpayers the full cost of purchasing replacement units.

Proposal 2: Phoenix/Schoepel Wastewater Treatment – Oswego County, Village of Phoenix and Town of Schroepel

Oswego County, its Industrial Development Agency, the Village of Phoenix and the Town of Schroepel are entering into a wastewater project agreement. The project will repair and renovate the town's conveyance line and the village's treatment plant to expand capacity. Bidding and work may start in 2022 and continue into 2023.

SAVINGS: This partnership is seeking grants toward the total project, and each has committed the following:

Town of Schroepel: \$400,000

Oswego County: \$1,000,000

Village of Phoenix: \$600,000

Proposal 3: Shared Budgeting Software - Oswego County and its municipalities

Oswego County is developing an agreement with ClearGov for software that will interface with current financial systems to perform operational and capital budgeting functions and track ARPA expenses for federal reporting purposes.

SAVINGS: This solution would be \$14,000 per municipality if purchased separately. The cost will be substantially less per municipality if acquired through a shared service with the County.

Proposal 4: Day Care Service – Oswego County, its municipalities and non-profit human service partners.

Through a series of sector forums held in 2021 by Oswego County to discuss community needs and recovery from the pandemic, one issue was universally identified as a roadblock to re-employment: day care services that became a casualty of the pandemic's school shutdowns and social distancing mandates. The County's Office of Strategic Initiatives will explore the feasibility, along with municipalities and day care entities, of a broad county-wide day care solution to lessen this roadblock to employment and help keep municipal workers and possibly other, on the job and service the public.

***Proposal 5: COVID-19 Response – Oswego County and its municipalities, and surrounding counties.**

As the COVID-19 pandemic continues to stress local government resources, and in anticipation of challenges such as vaccine distribution creating further demands on resources, counties and local governments are exploring ways to collaborate to relieve overstressed systems. Not all expenses incurred by such collaborations during this pandemic are reimbursable by FEMA or other emergency funding sources, and the prospect of federal aid to local governments is uncertain. The county, surrounding counties, and local governments are prepared to enter agreements to share such un-reimbursed resources to meet pandemic needs.

SAVINGS: TBD based on need.

***Proposal 6: WEB SITE SERVICES – Oswego County and local governments**

The County of Oswego contracted last year to redesign and overhaul the county's outdated web site. The fully modernized new web site includes enhanced online interaction between the County and its constituents, online bill pay, document access, and promotes government transparency and citizen participation.

Each municipality within Oswego County maintains and pays for its own web site. During planning and development of the County's new web site. During the 2019 development phase, the County explored with the vendor and the municipalities the concept of shared web hosting, whereby the municipalities' web presence could become part of the overall county web presence in 2020, while maintaining their unique identities, and enhancing municipal web site services at potentially lower cost than going it alone. This was determined to be feasible.

Development of sample sites were created in 2020, but the project was sidelined by the pandemic as web-based communication resources were re-tasked to public information.

SAVINGS: In 2021, the County will enter IMAs with additional municipalities for this purpose. Total savings is determined by the number of participating governments.

***Proposal 7: PROCUREMENT – Oswego County, City of Fulton, Cayuga County, Onondaga County and participating local municipalities.**

Oswego County, all its municipalities, and surrounding counties will again consider exploring going out to bid/RFP together on certain large-scale purchases to achieve savings due to higher purchasing volume. Savings would be documented by comparing per unit prices for single bids with those of joint bids.

Oswego County is re-establishing its own Purchasing Department in 2021, and will no longer be under contract with Onondaga County for procurement services. Each new bid/RFP which had not been previously let will be considered a new shared service project.

The County and City of Fulton will explore joint purchasing services.

SAVINGS: To be determined by bid/RFP results and number of local governments piggy-backing or participating.

***Proposal 8: TSC Tax Software and Credit Card System – Oswego County and its municipalities.**

Oswego County will initiate a tax collection and credit card system, which municipalities may join. Municipalities will not be charged any start up or maintenance fee. Credits cards and E-checks will be billed to the taxpayer. The municipality tax collection process remains the same. TCS will assist throughout the process, including retrieval, interest calculation, payments, reporting. The system will manage multi-year receivables, like property tax delinquencies. The process for every effected parcel will be monitored. The system prints reports (custom), letters, legal documents and certified mail tickets. Payments can be accepted online when offices are closed.

SAVINGS: Each municipality will save \$4,000 in start up costs and \$600 annually thereafter.

***Proposal 9: Shared Highway Service Agreements. Towns of Granby, Hannibal, Oswego, Volney and Minetto.**

The towns will enter intermunicipal agreements for equipment and labor costs associated with municipal road repair and maintenance.

SAVINGS: TBD.

***Proposal 10: Grant Consulting – Oswego County and participating municipalities**

Oswego County is utilizing the services of Strategic Development Services to assist the county and its municipalities in preparing grant and reimbursement applications for shared services funds and other grant.

SAVINGS: TBD labor and consulting costs that would otherwise be incurred by each government individually.

***Proposal 11: Pre-development consulting services. Towns of Parish and Hastings and Village of Parish.**

The towns are joining with the village to secure the services of engineering consulting for pre-development services regarding the establishment of water service to the Town of Hastings and the Village of Parish and Town of Parish. The services will be acquired through a joint request for proposals.

SAVINGS: The municipalities will save taxpayers' dollars through the joint RFP process and sharing the costs of the resulting contract. The amount saved will be determined by the proposals received.

***Proposal 12: Predevelopment consulting services. Towns of Cleveland & Constantia.**

The towns are securing the services of engineering consulting for pre-development services regarding the creation of wastewater infrastructure including a plant upgrade and new sewage lines.

SAVINGS: The municipalities will save taxpayers' dollars through the joint RFP process and sharing the costs of the resulting contract. The amount saved will be determined by the proposals received.