

Shared Service Opportunities

Presented on June 27th 2019



Where We've Been

- In the past the County has funded agreed upon projects with municipalities.
- Old system proved to be uneven and lacked clear direction.
- For example in 2018, a shared service plan was submitted to the State with savings around \$600,000 annually. The plan included the County buying two street sweepers and a stone chipper. This went along with a LED streetlight project.
 - These projects were eventually abandoned due to lack of funding.

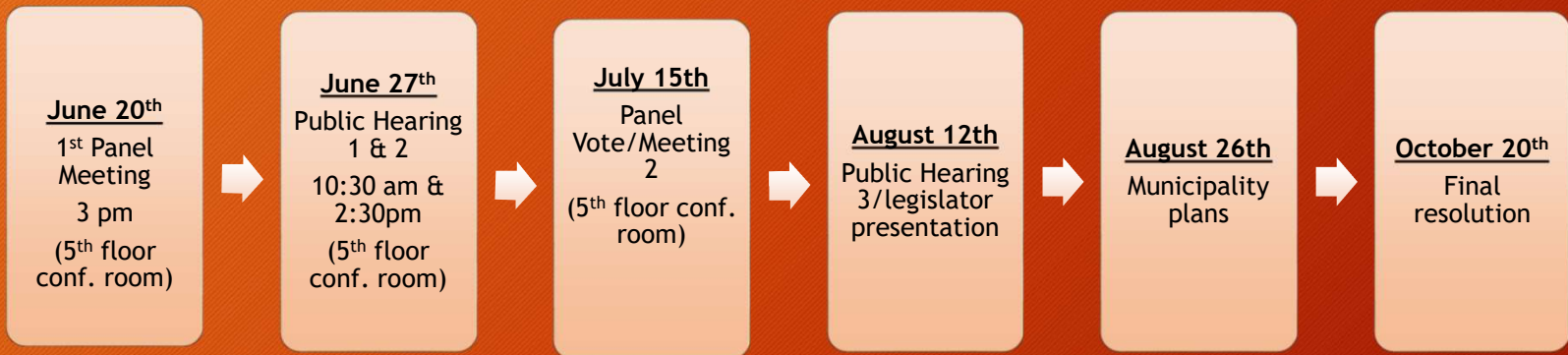


New System

- The County will establish an hourly rate that will be provided to the municipalities.
- More efficient and cost effective to both parties.
- A shared service menu will be available for local municipalities to choose services.
- The County will use the same menu to credit municipalities.



Timeline



DPW Menu of Services

- Engineering Support
 - Project Management
 - Technical Support
 - Topographic Surveying
 - Data Collection
 - GIS Analysis



DPW Continued

Federal / state funded projects

- Provide towns & villages with support through all phases of project management on local pass through projects.
- Grant development & submission.
- Procurement of design teams/ construction support / inspection teams.
- Assist with reporting/invoicing/navigation of the legislative process.
- Serve as the “eyes & ears” of the sponsor to ensure projects are built on time & within budget.



DPW Continued

Locally funded projects

- Provide towns & villages with administrative support for the construction of highway culvert and roadway construction projects.
- Assist in the development and permitting of public works projects.
- Provide proposed construction schedules & material takeoffs.
- Aid in the procurement of materials and contract labor.
- Provide project updates, inc.



DPW Continued

- Technical support
 - Fee schedule & availability
 - April to October - less than 10 hr/ week
 - November to March - 20 hr/ week
 - Licensed professional - \$105/hr
 - Project manager - \$75/hr
 - Technician \$65/hr
 - Clerk - \$45/hr



DPW Continued

- With the technical capabilities of a fully equipped land surveying firm, the department is uniquely qualified to provide data collection and mapping for highway construction projects
 - Available starting June 2018 - 20 hr / month
 - Project manager - \$75 /hr
 - Technician - \$65 /hr
 - Engineering intern - \$25 /hr
 - Survey equipment & vehicle \$200 /tri



DPW Continued

- Data collection
- Field collection of geospatial data.
- Retroreflectometry results and positioning of highway road signs.
- Positional location of utility, highway, & building infrastructure.
- Traffic & turning movements.
- Storm damage.



DPW Continued

- Fee schedule & availability
 - Starting in June 2019 ~10 hrs /week
 - Technicians - \$60 /hr
 - Engineering interns - \$25 /hr
 - Survey equipment and vehicle - \$200 /trip



DPW Continued

- GIS analysis
 - Operating in an arcmap environment, the department can provide:
 - Collection and examination of crash data.
 - Organization of database information.
 - Development of standardized asset forms & reports.
 - Map creation for public information.
 - Establishment of workflows.
 - Fee schedule & availability
 - November -March 10 hr/ week
 - Technician \$65/hr



DPW Equipment Menu

Chemung County Highway Shared Service Equipment					
UNIT	MAKE/MODEL	DESCRIPTION	OPERATOR NEEDED	FEMA	OPERATOR
21	FORD F350	STAKE BODY SIGIN TRUCK	NO	22.85 hr	
21	FORD F450	DUMP	NO	22.85 hr	
21	FORD F350	DUMP	NO	22.85 hr	
31	PETERBUILT	SPRAY PATCHER	YES	92.64 hr	42.64 hr
33	STERLING L9500	6 WHEELED V-BODY PLOW	NO	40.00 hr	
34	GMC TOPKICK	6 WHEELED STAKE BODY	NO	40.00 hr	
35	VOLVO VHD	10 WHEELED DUMP	NO	73.12 hr	
36	STERLING L9500	6 WHEELED V-BODY PLOW	NO	40.00 hr	
37	STERLING LT9500	10 WHEELED DUMP	NO	73.12 hr	
39	WESTERN STAR 4700	6 WHEELED PLOW	NO	40.00 hr	
41	STERLING LT9500	10 WHEELED PLOW	NO	73.12 hr	
42	MACK GU713	10 WHEELED PLOW	NO	73.12 hr	
43	STERLING LT9500	10 WHEELED PLOW	NO	73.12 hr	
44	MACK GU713	10 WHEELED PLOW	NO	73.12 hr	
45	WESTERN STAR 4900	10 WHEELED PLOW	NO	73.12 hr	
46	WESTERN STAR 4700	10 WHEELED PLOW	NO	73.12 hr	
47	WESTERN STAR 4700	10 WHEELED PLOW	NO	73.12 hr	
48	STERLING LT9500	10 WHEELED PLOW	NO	73.12 hr	
49	MACK GU713	10 WHEELED PLOW	NO	73.12 hr	
50	MACK GU713	10 WHEELED PLOW	NO	73.12 hr	
51	STERLING LT9500	10 WHEELED PLOW	NO	73.12 hr	
52	MACK GU713	10 WHEELED PLOW	NO	73.12 hr	
53	WESTERN STAR 4700	10 WHEELED PLOW	NO	73.12 hr	
54	MACK GU713	10 WHEELED PLOW	NO	73.12 hr	
55	FREIGHTLINER COLUMBIA	TRACTOR	YES	52.75 hr	
57	STERLING LT9500	10 WHEELED WATER	NO	50.00hr	
58	VOLVO	TRACTOR	YES	52.75 hr	44.25 hr
59	BROCE 350 SERIES	BROCE BROOM	NO	24.17 hr	
60	CHAMPION 736A	GRADER	NO	67.50 hr	
61	VOLVO G946	GRADER	NO	67.50 hr	
62	STERLING LT9500	10 WHEELED WATER TRUCK	NO	50.00 hr	
66	FORD 6610	ROADSIDE MOWER	NO	28.75 hr	
67	LEE G220	GRADER	NO	43.30 hr	
69	JOHN DEERE 650G	DOZER	NO	51.30 hr	



DPW Equipment Menu

UNIT	MAKE/MODEL	DESCRIPTION	OPERATOR NEEDED	FEMA	OPERATOR				
71	VOLVO SD75	SINGLE DRUM ROLLER	NO	22.30 hr					
75	BOMAG BW12R	OIL/STONE ROLLER	NO	26.00 hr					
76	BEUTHLING B400	DOUBLE DRUM ROLLER	NO	22.30 hr					
78	VOLVO DD110	DOUBLE DRUM ROLLER	NO	22.30 hr					
82	VOLVO L120G	FRONT-END LOADER	NO	59.30 hr					
84	VOLVO L120H	FRONT-END LOADER	NO	59.30 hr					
85	ATHEY 712	LOADER	YES	59.30 hr	44.25 hr				
86	CASE JX1090U	BOOM MOWER	NO	88.23 hr					
89	CASE 430	SKIDSTEER	NO	37.00 hr					
97	VACALL AS13	STREET SWEEPER	YES	96.80 hr	42.64 hr				
99	VAC CON	FLUSHER TRUCK	YES	96.80 hr	42.64 hr				
100	ETNYRE LB237-3A	TRAILER LIVE BOTTOM	YES	14.15 hr	44.25 hr			USED WITH UNIT 40 55 58	
106	LEROI 175 CFM	TOWED COMPRESSOR	NO	18.39 hr					
107	MIDLAND	ROAD WIDENER WA	YES	83.56 hr	33.91 hr			USED WITH UNIT 81 82 84	
108	ATLAS 185 CFM	TOWED COMPRESSOR	NIO	18.39 hr					
112	NELS TRAILER	UTILITY TRAILER	NO	3.10 hr					
114	HILL	DUMP TRAILER	YES	13.10 hr	44.25 hr			USED WITH 40 55 58	
117	TRAIL KING TRAILER	TILT BED TRAILER	NO	3.10 hr					
119	SALSCO 813	WOOD CHIPPER	NO	35.00 hr					
120	EAGER BEAVER TRAILER	LOW BOY TRAILER	YES	14.15 hr	44.25 hr				
121	MIKASA 508DZ	LARGE PLATE TAMP	NO	15.10 hr					
122	CROSS COUNTRY TRAILER	TILT BED TRAILER DOW	NO	3.10 hr					
124	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
125	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
126	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
127	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
128	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
129	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
130	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
131	VERMAC	VMS SIGN BOARD	NO	11.61 hr					
132	HYDRA PLATFORM HP 32	UNDER BRIDGE INSPECTION T	YES		44.25 hr				
133	WANCO	LIGHT PLANT	NO	10.86 hr					
134	WANCO	LIGHT PLANT	NO	10.86 hr					
135	DOMOR	R60 SPREADER	YES		44.25 hr			USED WITH UNIT 70	



Central Services Menu of Services

- Records imaging (“scanning”) and electronic archiving
 - Saves valuable space, reduces search time, simplifies records management
- “Piggybacking” onto County’s Office Supply/Office Equipment Contracts
 - Easy access to lowest cost items from immediately available sources
- Leveraging County’s semi-annual public auctions
 - Add your items without need to set up a separate auction
 - Already partnered with City of Elmira
- Utilizing presort bulk mailing discounts
 - Ideal for large mailings like tax and utility bills



“Old School” Records Storage Approach

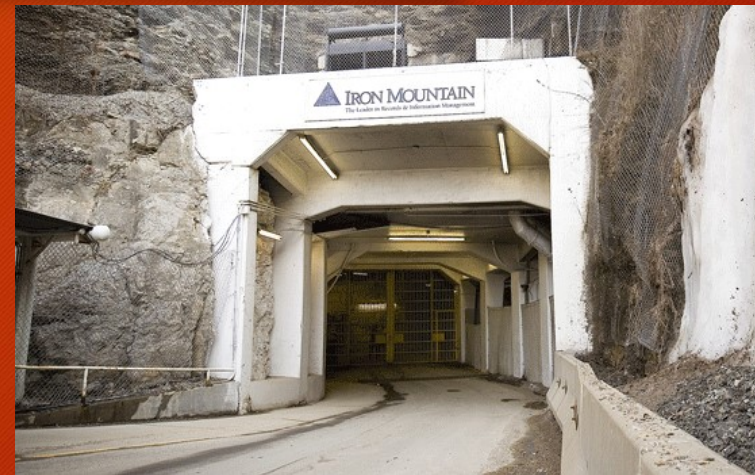
Disadvantages

- Often, extreme difficulty finding what you need
 - Time consuming searches
 - Not labeled? Misfiled?
- Paper documents deteriorate
 - Humidity, mold, pests
- Security may be lacking
- Challenges with disposition calls
- Valuable facility space tied up



Expensive “Outsourced, Off Site” Records Storage

- Disadvantages
- Not all vendors/facilities offer top notch security features
 - Records sometimes lost/misplaced
- An expensive solution!
 - Not only pay to move records, also recurring annual fee for storage
 - Local case: \$2k/yr for 31 cu ft
- Retrieval speed measured in hours, not minutes.



Today's "Best Practice" - Electronic Archiving

Advantages

- Efficiently store documents and easily search and retrieve their contents (even remotely).
- Secure long-term records archive capabilities.
- Elimination of lost or decaying documents.
- Easier disposition management.
- Reclaim storage space in your facility.



Specific Records Imaging Services

- Consultation
- Scanning Options
- Indexing
- Electronic Storage
- Onbase Software Training/Support
- Document Shredding



County Records Imaging Center Prices

- Consultation - No Charge
- Scanning
 - Letter size - .07/pg
 - Legal/ledger - .07/pg
 - Maps/Prints -- \$31/hr
- Indexing
- Server Storage - \$3.90 per GB
- Doc shredding - .15/lb
- Training -



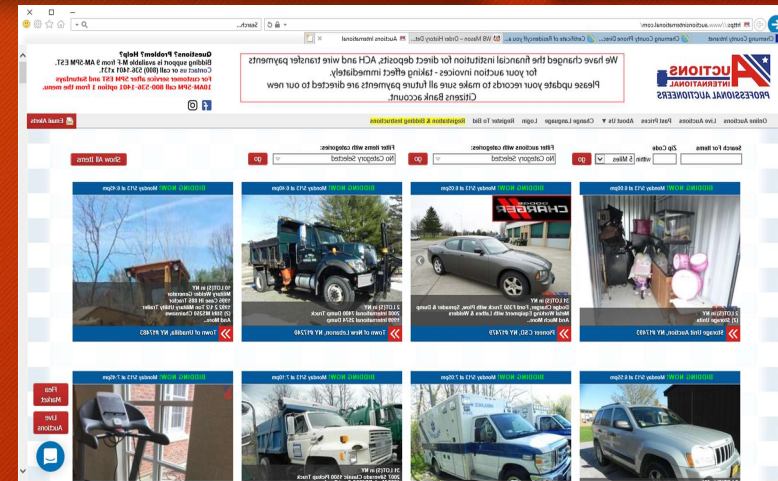
Piggy-backing on Office Supply/Equipment Contracts

- Office Equipment Source printer contract
 - Sourcing, ordering, delivery, recycling many printer styles
 - Service and supplies when needed
- W.B. Mason contract offers steep discounts on commonly used office items such as:
 - Copy paper (\$23/case)
 - Ink pens (.94/dozen)
 - Envelopes 9x12 (\$7/100)
 - Etc.



Leveraging County's Public Auctions

- Can add your vehicles, equipment, furniture, etc. to County's/City's semi-annual auction.
- Payment for your lot kept separate and made directly to you.
- County runs paper ads, does admin work.
- Buyers pay sales fees.



Presorted Bulk Mail Discount

- Volume operation and equipment costs likely beyond smaller municipality budgets or daily needs.
- 46 cents per first class envelope when we presort.
- Need min 500 pieces per day...not typically an issue for County outbound mail.



Buildings and Grounds Menu of Services

- All work requested for consideration will have to be submitted in advance to the director of Buildings and Grounds. He will schedule projects.
- Labor Rates for towns
- Carpenter - \$55/Hour
- Electrician - \$65/HR
- Energy Management Tech - \$65/HR
- Landscape Maintenance - \$45/HR
- Painter- \$45/HR
- Plumber - \$65/HR
- Working Foreperson - \$65/HR



Information Technology Managed System Support

- (\$44.00/hour) \$100/yr per PC
 - County IT system support
 - Best practices in PC security and system architecture.
 - Planning and budgeting.
 - Live help desk
 - Act as liaison between vendor and municipality.



Information Technology Menu

- Infrastructure & Network Connectivity (\$68.00/hour)
 - Network design
 - Standardization of PC infrastructure to an enterprise platform
 - Facilitation of connectivity to the county network backbone via Southern Tier Network
 - Hosting/conversion of servers to VMware virtual environment- subject to available connectivity.
 - (\$500.00/annual + \$3.90/per GB)
 - Integration of municipal PCs to the county's domain - subject to available connectivity.



Information Technology Menu

- Web Hosting
 - \$68.00/hr (Design)
 - \$600 annual
 - \$3.90/per GB
- Website Design in WordPress
- Training in content management for self regulated Add, Change, Deletes
- Website backup for disaster recovery
- Domain and DNS management



Information Technology Menu

- Email
 - \$30/per mailbox annual
 - Email hosting and archiving for foil/retention purposes
 - All email is backed up for disaster recovery



County Treasurer Shared Service Opportunities

- Administrative Functions
 - Accounting functions (staff, payroll processing, software)
 - Real property tax collection
 - Training and education
- Municipality costs are estimated based on type of service and number of hours required. An annual contractual agreement is required.
- Additional costs for Municipalities with greater than 50 employees
 - Software License Agreement (receive Shared Services Discount)
 - Maintenance Agreement



County Treasurer Administrative Function - Accounting

- Staff
 - Provide an added layer of internal control (i.e. segregation of duties)
 - Assist with day-to-day accounting and reporting functions
 - Assist with year-end work and Annual Update Document submission
 - Preparation of IRS Form 1099 for review and distribution by Municipality
 - Assist and work with State and Independent Auditors
- Payroll Processing
 - Performed by experienced payroll employees
 - Assist with Federal and State tax filings (monthly, quarterly and annual)
 - Maintain and update employee information (i.e. wages, withholdings, etc.)
 - Preparation of IRS Form W-2 for review and distribution by Municipality



County Treasurer Administrative Function - Accounting

- Software
 - Government specific financial accounting system (New World)
 - Financial Management
 - Human Resources
 - Utility Management
 - System administration and troubleshooting the financial accounting system.
 - Server and financial system database maintenance (performed by Chemung County IT Department).



County Treasurer Administrative Function - Real Property Tax Collection

- Assist with the collection and processing of real property taxes, preparation of deposits and banking (January - April).
- Prepare and reconcile the Warrant/Abstract Settlement for the Municipality at the end of the property tax collection period (March - April).
- Use of KVS tax collection software.



County Treasurer Administrative Function - Training and Education

- Provide guidance and advise Municipality management and staff on current standards and best practices, including:
 - Generally Accepted Accounting Principles (GAAP)
 - Governmental Accounting Standards Board (GASB)
 - New York State Office of the Comptroller Accounting and Reporting Manual
 - General Municipal Law
 - Internal Revenue Service (IRS)



County Treasurer Menu of Services

Time Category	Time Code	Description
General	101	Questions
General	102	Training
General	103	Review of Contracts/Guidelines
Processing	201	Revenue Collection
Processing	202	Accounts Payable Processing
Processing	203	Payroll Processing
Processing	204	Bank Reconciliations (Prep, Post, Review)
Processing	205	Journal Entries (Prep, Post, Review)
Processing	206	Year End Review and Adjustments
Processing	207	Tax Collection and Processing
Budget	301	Annual Budget Process
Reporting	401	Monthly Reporting
Reporting	402	Quarterly Reporting (NY-45, 941)
Reporting	403	Yearly Reporting
Reporting	404	Tax Updates
Reporting	405	W-2 Processing and Reporting
Reporting	406	1099 Processing and Reporting
Reporting	407	Annual Update Document (Prep, Filing)
Reporting	408	Audit
New World Systems	501	NWS Security
New World Systems	502	NWS Maintenance
New World Systems	503	NWS IT Maintenance
New World Systems	504	NWS Soft Close



Planning Department Menu of Services

Task	Total Estimated Hours	Potential Savings in 2019-2020*
GIS and Mapping (Hourly plus printing costs)	120	\$ 9,000.00
Assistance with Zoning Ordinances	240	\$ 18,000.00
Assistance with Comprehensive Plans	80	\$ 6,000.00
Assistance with RFP and Procurement	80	\$ 6,000.00
Policy Development (i.e., Complete Streets, bike share, etc.)	80	\$ 6,000.00
Marketing and Social Media assistance (Hourly)	40	\$ 3,000.00
Clean Energy Communities Program (\$2,500)	40	\$ 3,000.00
Climate Smart Communities Program (varies depending on goals; may include Greenhouse Gas Inventory)	80	\$ 6,000.00
Agriculture and Farmland Protection Plans (\$25,000)	12	\$ 900.00
Grant Writing (\$1,000+)	120	\$ 9,000.00
Grant Administration (\$2,500+)	40	\$ 3,000.00
Natural Resources Inventory (in collaboration with other departments)	0	\$ -
Consulting Services / various projects	240	\$ 18,000.00
Planning and Zoning Board Training - annual training	40	\$ 3,000.00
Planning and Zoning Board Training - attending monthly meetings	40	\$ 3,000.00
Total potential savings to municipalities in 2019-2020	1252	\$ 93,900.00



Purchasing and Contracts Menu of Services

Policy and Procedure

- Guidance on NYS General Municipal Law 103 & 104
- Develop Organization Policy & Procedure Manual
- Annual Policy & Procedure Review
- Develop Protest Procedure



Procurement Administration (\$66.00/hr in savings)

- Cost analyses - Purchase vs. Lease
- Cooperative Purchasing Justification
- Market Research
- Sole Source & Standardization Guidance



Purchase Orders (\$150/PO in savings)

- Request quotes
- Create requisitions/Blanket Purchase Orders
- Review for accuracy (meets GML/Policy)
- Mail processing
- Handle any invoicing problems
- Close out order



Solicitation of Bids (\$1,200/bid in savings)

- Advertising
- Maintain bid files
- Coordinate bid specs with plans
- Attend Pre-Bid meetings
- Issue Addenda
- Bid Opening - Determine Bids Responsive
- Bid tabulation
- Respond to Late bids/bid mistakes
- Correspondence (phone/e-mail)
- Finalize contract documents/awards
- Or Piggyback Off Of Current Chemung County Bids

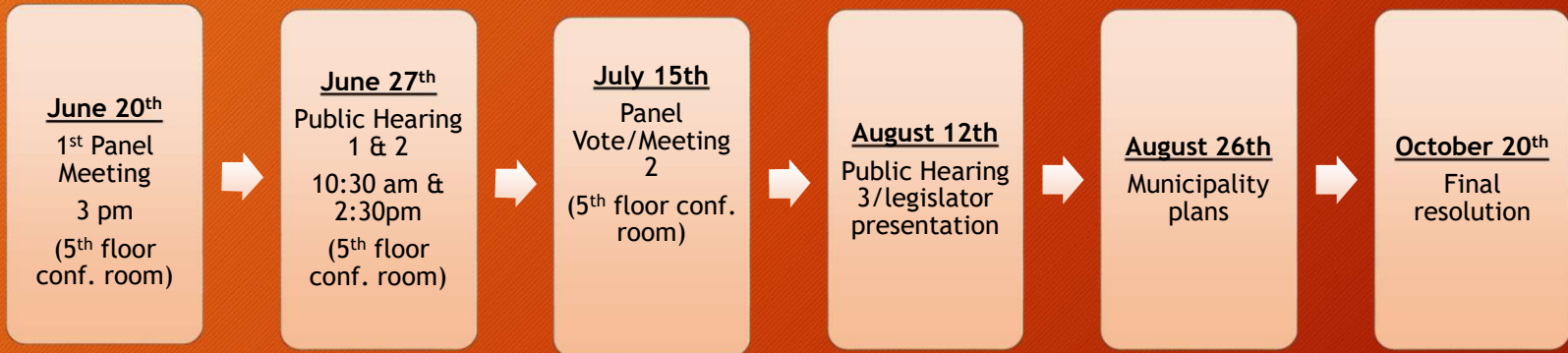


Solicitation of Proposals (up to \$2,500/proposal in savings)

- Assist with Development of Scope of Work
- Develop Evaluation Criteria
- Create proposal list
- Solicit proposal
- Proposal opening/summary
- Evaluate Proposals
- Correspondence (phone/e-mail)
- Finalize contract documents/awards
- Chair Debriefing Sessions



Timeline



Discussion

