

TOWN AND VILLAGE OF PERRY

SHARED MUNICIPAL SERVICES FEASIBILITY STUDY

SUMMARY OF FINDINGS AND OPPORTUNITIES

PURPOSE AND OVERVIEW

The Village and Town of Perry have been working together during the past several months on the preparation of a shared services feasibility study. The study was undertaken for the purpose of identifying opportunities for the Town and Village to work closer together and with other municipalities in ways that would enable the Town and Village to reduce the cost of providing local government services. Funding to assist with this study was provided by the New York State Department of State through the Local Government Efficiency Program.

The Town and Village appointed a Steering Committee comprised of the following members to oversee the preparation of the feasibility study.

Village Officials:

Howard Wood, Mayor

Terry Murphy, Village Administrator

Town Officials:

Jim Brick, Supervisor

Roger Paddock, Town Councilman

At-Large Members of the Community:

Phil Cowie, Businessman and Former Highway Superintendent

Daryl Heiby, Businessman and County Water and Sewer Conservation District Chairman

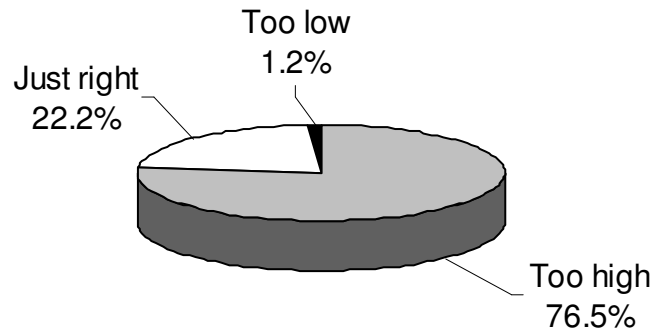
WHAT ARE SHARED SERVICES

1. ***Intermunicipal Service Agreements*** – One municipality provides services to or for one or more other municipalities under a service contract.
2. ***Joint Agreement*** – Two or more municipalities actively share in the work to provide a service.
3. ***Co-Location*** – Two or more municipalities jointly occupy and share space in a building.
4. ***Joint Purchasing and Sharing of Equipment***
5. ***Joint Purchasing*** of supplies or materials in order to receive discounted bulk pricing

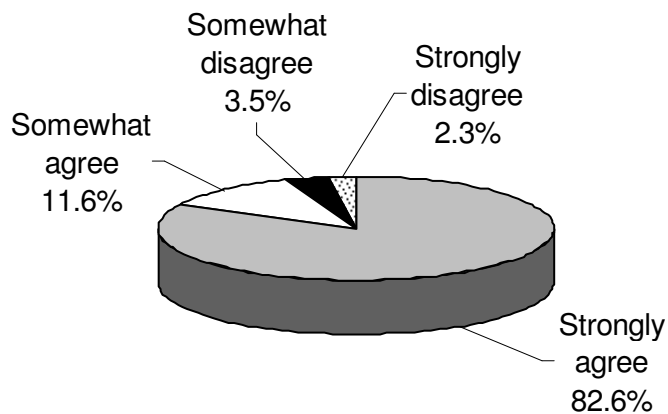
COMMUNITY SURVEY

The results of a public survey conducted earlier in the study process are presented below.

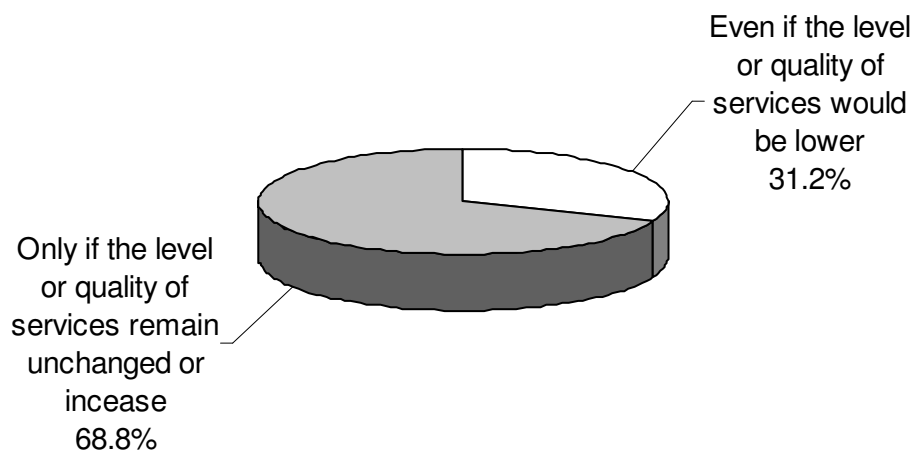
1. What do you think of your property taxes?



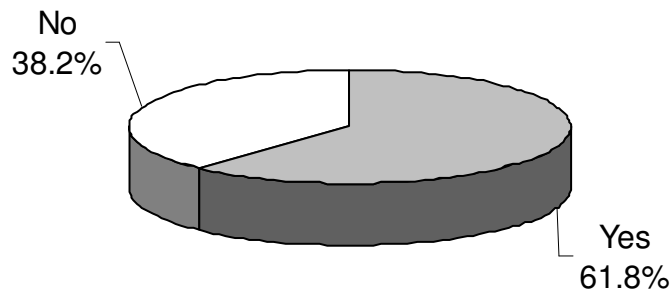
2. The Town and Village should share more services in order to reduce costs.



3. Under what conditions should the Town and Village pursue additional shared services?



4. Should the Town increase short-term spending if it would result in long-term savings?



EXISTING SERVICE THAT ARE SHARED

- Town of Perry Highway Department plows County Roads
- Village of Perry Public Works Plows County and State Routes inside the Village
- Village of Perry supplies water to Water Districts in Towns of Perry and Castile and to Letchworth State Park
- Village treats wastewater from Town of Castile Sewer District
- Perry Village and Town Justice Courts share space in the Village Hall
- Village and Town of Perry jointly purchased and share a wood chipper
- Villages of Perry and Warsaw share a street sweeper
- Wyoming County and all Towns jointly purchased and share a boom mower
- Village provides fire service to portions of the Towns of Perry and Castile

OPPORTUNITIES FOR INCREASING SHARED SERVICES IDENTIFIED AND EVALUATED BY THE STEERING COMMITTEE

HIGHWAY DEPARTMENT AND PUBLIC WORKS OPERATIONS

1. Combine the Superintendents Positions

The Steering Committee determined that it would be possible to combine the Highway Superintendent and DPW Superintendent positions into a single Superintendent position responsible for overseeing the Town Highway Department and the Village's Department of Public Works. This would result in the elimination of one full-time position, would effectively combine the two departments, and could improve operational efficiencies. Annual recurring savings would be in the range of \$35,000 to \$45,000.

2. Co-Locate Town Highway and Village DPW Operations at One Location

The Steering Committee also examined and evaluated the possibility of the two departments sharing a building and site, but it was ruled out for the following reasons.

- Neither site has adequate building space or land for expanding or constructing the buildings that would be needed to accommodate both departments.
- Co-locating the operations at either existing site would create logistical problems that would decrease the efficiency of one or the other of the departments.
- The cost to purchase a more suitably located site and to construct building facilities to accommodate both departments would be prohibitively expensive and would result in little or no operational savings.

3. Consolidate and Share Fueling Facilities

Consolidating the Town Highway Department and Village DPW fueling facilities presented similar logistical, space, and capital cost issues previously described in regard to the potential for co-locating the Highway Department and DPW at a single site. Therefore, the consolidation of fueling facilities was ruled out. As the Perry Central School District does not operate its own busses and has no fueling facility of its own, no opportunity existed for the Village and School District to consolidate fueling facilities.

TOWN AND VILLAGE OFFICES AND JUSTICE COURTS

4. Co-Locate Town and Village Offices and Justice Courts

The steering committee evaluated options for moving the Town and Village Justice Courts to a new location and then moving Town offices into the Village Hall in the space vacated by the Justice Courts. Options evaluated included (1) moving the Justice Courts to the top floor of the Village Hall, (2) moving the Justice Courts into one or two bays of the Fire Hall, or (3) moving the Justice Courts to the current Town Hall at the same time that the Town offices are moved to the Village Hall.

Option (1) and (2) were ruled out due to the substantial expense associated with making the building improvements necessary to make either space suitable for use by the Justice Courts. Option 3, however, could be implemented with a small one-time expense (\$5,000 to \$10,000) for building alterations and would have the following benefits:

- Town and Village services would be available at a single convenient location.
- Sharing office equipment (photocopier, fax, computer server, etc.) possible
- Reduced need for information technology support serves.
- Would eliminate congestion in Village Hall corridor and entryway when Village Justice Court is in session.
- Greatly improved Justice Court security (metal detector and segregated entry points to eliminate the mixing of defendants, court personnel, public, and police and inmates.)
- Small meeting rooms would offer privacy for attorneys and their clients
- Reduced energy consumption
- Greater amount of convenient parking space nearby for the Justice Courts.

The Steering Committee also evaluated the option of eliminating the Village Justice Court. This option was ruled out, however, due the large loss of Village revenues that would result.

5. Combine the Town and Village Zoning Officer Positions

Combine the positions into a single shared position that would serve both municipalities. The cost for the combined position would be shared between the Town and Village. Total work hours would be less than the combined work hours of the two existing Zoning Officers, but greater than the work hours of either Zoning Officer individually. Annual estimated cost savings would range from \$3,000 to \$5,000.

6. Combine the Town and Village Planning Boards and Combine the Town and Village Zoning Boards of Appeal

Combining the Boards would result in no measureable savings, but would help to foster and improve intergovernmental relations between the Town and Village.

POLICE DEPARTMENT AND POLICE SERVICES

The Steering Committee identified and evaluated the following options, (1) eliminate Village Police Department and rely on County Sheriff and State Police for service, (2) eliminate the Village Police Department and contract with the County Sheriff's Office for dedicated police service, and (3) suspend coverage provided by the Village Police Department for a few hours each week when calls for police service are lowest.

The Steering Committee ruled out Option No. 1, due to concerns for the safety of residents and business owners in the Village. The Village has too large a population and too much criminal activity to not have dedicated police protection. The Sheriff's Office and the State Police would be able to provide only a token level of police protection and residents and business owners and their property would be at a much greater risk.

The Steering Committee also ruled out Option 2 for at least three reasons. First, contracting for police services reduces the amount of local control the Village would have on police services. Second, the level of traffic enforcement would be lower which in turn would adversely impact Village revenue from traffic fines. Third, the level of protection would still be appreciably lower than is currently provided by the Village Police Department.

The Steering Committee also did not entirely view reducing the Village's Police coverage even a few hours each week favorably due to a couple of concerns. First, the response time of the Sheriff's Office or State Police to calls for service when Village Police coverage is not being provided would be longer and could jeopardize the safety of residents. Second, coordinating with the Sheriff's Office and the State Police to ensure that they provide police coverage during the few hours each week that Village Police Department is not providing coverage would be difficult to achieve. The Steering Committee may be willing to implement this option on a short-term trial basis to evaluate the impact and to determine if it would be advisable to continue this option on a more permanent basis. The amount of savings that may occur would depend on the number of hours that Village Police coverage is not provided each week and could vary.

JOINT PURCHASE AND SHARING OF EQUIPMENT

7. Share Aerial Truck in Exchange for Use of Baseball Field Maintenance Equipment

The Perry School District rents a lift each year for a short period of time to replace light bulbs in the light fixtures illuminating school parking lots. The School District could avoid the rental fees if it could use the Village's aerial truck. The School District also owns various pieces of equipment for maintaining its baseball and softball fields that the Village Park's Department could use to maintain the ball fields in the Village's park during the summer when the School District does not use the equipment. There is a potential for the Village and School District to share the use of each others equipment. The School could save \$1,600 to \$2,000 annually avoiding rental fees for a lift and the Village Parks Department would benefit by being better able to maintain the Village's ball fields.

8. Sharing of Highway Equipment

The potential for additional joint purchasing and sharing of highway equipment between the Village Public Works Department and the Town Highway Department was evaluated, but ruled out as each has differing equipment needs and the intensity of use of common types of equipment is sufficiently high that sharing such equipment would not be practical. There may be opportunities, however, for the Town of Perry to collaborate jointly to purchase specialized highway equipment that is not used intensively, i.e., road graders and asphalt rollers.

PLEASE PROVIDE YOUR INPUT

Before finalizing the study and making recommendations to the Town and Village Boards, the Steering Committee would like to receive the input and comments of residents and business owners and operators on the advisability of implementing each of the shared service opportunities identified above. Please take a few moments to complete a survey the Steering Committee has prepared. You may access the survey on line by clicking on the following link....

<http://www.zoomerang.com/Survey/WEB22BWGTJXWXW/>

Hardcopies of the survey and drop-off boxes are also available at the following locations.

- Perry Village Hall
- Perry Public Library
- Perry Town Hall
- Perry Food Market