



PROJECT IDENTIFICATION	
Project Name: Village of Owego and Tioga County Police Consolidation	
Lead Local Government: Village of Owego	Date: July 12, 2016
County: Tioga	Region: Southern Tier
Lead Contact: Steve May, Mayor	Robert H. McKertich, Esq., Attorney
Contact Telephone: (607)759-9803	(607)723-9511
Contact Email: steve.may@ohry.net	rmckertich@cglawoffices.com
Project Partners	
Local Government	Contact
Tioga County	Sheriff Gary Howard - (607)687- 1010
<p>Project Background: <i>Describe the background to this project.</i> The Village of Owego is the County seat for Tioga County and is the second most populous village. The Village operates the Owego Police Department ("OPD") which consists of a Police Chief and five fulltime officers (including a Sergeant), as well as a group of part-time officers. The OPD provides 24-hour, 7 day-a-week coverage. The full-time officers are represented by the Police Benevolent Association ("PBA"). The OPD accounted for \$923,213 of the total \$3,337,045 Village budget for 2015-2016, or about 28%.</p> <p>The Town of Owego is home to several county-based departments, including the County Sheriff's Department. The Sheriff's Department has a total full-time equivalent staff of 35 and provides county-wide road patrol.</p> <p>The Village has been deemed a Fiscally Eligible Municipality by the New York State Financial Restructuring Board ("FRB") based upon a review of the Village's Average Full Value Property Tax Rate and the Average Fund Balance Percentage. In an effort to alleviate the Village's fiscal stress, the Village would consolidate the OPD with the County Sheriff's Department as follows:</p> <p>The Village would abolish the Owego Police Department and enter into a contract with the County whereby the Sheriff's Department would provide police coverage in the Village at an estimated annual first year cost to the Village of \$405,000. The contract would include an agreement by the County to hire four full-time OPD officers as Sheriff's Deputies and to staff the Village with two</p>	



Deputies 24 hours per day and 7 days per week. The Sheriff would open a satellite office in the Village downtown area. This approach would also include an agreement with the PBA in which the union consents to the transfer of the officers.

The applicants acknowledge that each step of the process, including but not limited to abolishing the police department, entering into an Inter-Municipal Agreement, and entering into an agreement with the PBA, is contingent upon legislative approval at future dates and is not effective simply by approving this grant application.

Public Benefit:

Describe how this project will benefit the people of the State of New York.

The public benefit for the Village resulting from a consolidated police department is three-fold: First, the Village would save over \$500,000 from its annual budget. Those savings would be applied to a reduction in the Village real property tax rate. Second, the Sheriff's Department would provide equal or greater police coverage in the Village. Third, the Village would benefit from a well trained and better equipped police force which could provide top-quality service to Village residents.

The County also obtains a public benefit by virtue of lower taxes in the County seat, a larger Sheriff's Department with four additional Deputies, and adequate funding from the Village to cover the new positions.

PROJECT OBJECTIVES

Business Need or Opportunity:

Provide a clear overview of the local government's reasons for undertaking the project. This must include an explanation of the financial, management, or service delivery challenges that the project will address.

THE REASON FOR UNDERTAKING THIS PROJECT IS PURELY ECONOMIC. THE VILLAGE'S ANNUAL PROPERTY TAXES ARE ON THE RISE AND ITS TOTAL PROPERTY ASSESSMENT HAS BEEN DECREASING. THAT, COMBINED WITH A TREND OF DECLINING FUND BALANCE, THE LOSS OF FIRE PROTECTION REVENUES AND A DWINDLING MEMORIAL FUND FOR THE VILLAGE'S EMS SERVICE HAS RESULTED IN THE NEED FOR SHARED SERVICES, INCLUDING CONSOLIDATION OF THE POLICE DEPARTMENT.

Project Objectives:

Provide information on the results the efforts or actions are intended to attain or accomplish. THE OBJECTIVE IS TO PROVIDE ADEQUATE POLICE COVERAGE IN THE VILLAGE AT A REDUCED COST TO VILLAGE TAXPAYERS.

Project Type

Number and type of service delivery areas and functions involved with the project. THIS PROJECT PERTAINS EXCLUSIVELY TO PUBLIC SAFETY SERVICES.

Project Scale:

Number and type of local governments involved with the project. THIS PROJECT INVOLVES TWO LOCAL GOVERNMENTS: THE VILLAGE OF OWEGO AND



TIOGA COUNTY

CRITICAL SUCCESS FACTORS

Describe the Critical Success Factors or outcomes that must be achieved in order for the project to be considered a success. The Critical Success Factors should correlate directly with the PROJECT OBJECTIVES as described in the section above:

THE CRITICAL SUCCESS FACTORS INCLUDE LEGISLATIVE APPROVAL BY THE VILLAGE OF OWEGO BOARD OF TRUSTEES AND THE TIOGA COUNTY LEGISLATURE. THE ABOLITION OF THE VILLAGE POLICE DEPARTMENT REQUIRES A LOCAL LAW AND IS SUBJECT TO A PERMISSIVE REFERENDUM PROCESS. THE VILLAGE BOARD WILL CONSIDER A MANDATORY REFERENDUM AT THE APPROPRIATE TIME. THE SHERIFF'S DEPARTMENT WOULD NEED TO AGREE THAT IT CAN PROVIDE THE SERVICES REQUESTED AND THE PBA WOULD NEED TO CONSENT TO THE TRANSFER OF THE OFFICERS.

REQUIRED RESOURCES

What are the Resources required to complete the critical success factors of this project? Format this listing as shown below:

Role:	Resource:
Closing and securing the Village Police Dept. Demolition of the Police Department Building and creation of parking lot, or renovate and repurpose the building. Development of Project Plan Sheriff's Satellite office Village Legal Fees Equipment	Contractor and Village Staff Contractor Legal contractual Contractual Contractual

CONSTRAINTS & DEPENDENCIES

Constraints *List any and all known factors that may limit the execution of this project. For example, a frequent constraint is lack of sufficient funding or resources. For each constraint listed provide a narrative on how it will impact the success of the project in terms of schedule, scope, quality or budget.*

Constraints include: (1) PBA consent; (2) local law and permissive referendum required to abolish police department; (3) relocation of the Village Court if the police/court building is demolished; (4) funding needed for all aspects of the project.

Dependencies *List any and all known dependencies on other projects or how this project impacts other related projects. For example, "This project is dependent on the completion of the data center monitoring system, which is currently scheduled for 1/15/2014". For each dependency listed provide a narrative on how they will impact the success of the project in terms of schedule, scope, quality or budget.*



This project is not dependent upon any other ongoing or planned project.

APPROVALS

Provide a listing of all approvals needed from all of the involved partners. *All partners involved need to provide at a minimum a letter of support for the proposal.*

APPROVALS OF INVOLVED PARTNERS INCLUDE THE VILLAGE OF OWEGO BOARD OF TRUSTEES AND THE TIOGA COUNTY LEGISLATURE.

ATTACHMENTS

The following attachments are required for a Project Charter to be considered complete:

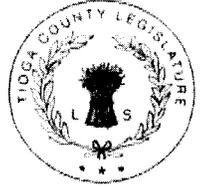
- Tax Levy Impact and Implementation Award Calculation Worksheet (Appendix B of the Guidance)
- Work Plan and Budget Form (Appendix C of the Guidance)

TIOGA COUNTY, NEW YORK

Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 www.TiogaCountyNY.com



July 7, 2016

Dear Sir:

Re: LETTER OF SUPPORT FOR GRANT APPLICATION BY
VILLAGE OF OWEGO

I am writing on behalf of the Tioga County Legislature in support of an application by the Village of Owego for a grant from the New York State Department of State Municipal Restructuring Fund for the purposes of consolidation of the Village of Owego Police Department and the Tioga County Sheriff's Office; and

The Legislature understands that the Tioga County Legislature is not bound by any numbers or details in the grant application as they are all subject to negotiation and vote of the Tioga County Legislature and the Village of Owego Board. We also understand that the purpose of the grant is to investigate the viability of the consolidation of the Village of Owego Police Department and the Tioga County Sheriff's Department. It is important that this action is subject to permissive referendum by the voters of the Village of Owego.

Attached is the Resolution that was passed by the Legislature at a Special Meeting on July 7, 2016.

Regards,


Martha Sauerbrey
Chair, Tioga County Legislature.

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE
ADOPTED 7/7/2016

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. 130-16 AUTHORIZE LETTER OF SUPPORT FOR
GRANT APPLICATION BY
VILLAGE OF OWEGO

WHEREAS: The Village of Owego is seeking to apply for a grant from the New York State Department of State Municipal Restructuring Fund for the purposes of consolidation of the Village of Owego Police Department and the Tioga County Sheriff's Office; and

WHEREAS: The Tioga County Legislature would like to acknowledge support of the Village of Owego's submission of a grant application; and

WHEREAS: The Tioga County Legislature is not bound by any numbers or details in the grant application as they are all subject to negotiation and vote of the Tioga County Legislature and the Village of Owego Board; and

WHEREAS: The purpose of the grant is to study the viability of the consolidation of the Village of Owego Police Department and the Tioga County Sheriff's Department; and

WHEREAS: The abolition of the Village of Owego Police Department is subject to permissive referendum by the voters of the Village of Owego; and

WHEREAS: Said grant application is due no later than July 12, 2016; therefore be it

RESOLVED: That the Chair of the Tioga County Legislature is hereby authorized to sign, on behalf of the Tioga County Legislature, a Letter of Support, to indicate the support of the Tioga County Legislature of the said grant application by the Village of Owego.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the seventh day of July, 2016, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this seventh day of July, 2016.



Maurice J. Dougherty
Clerk of the Tioga County Legislature

Project Identification		
Project Name:		Village of Owego and Tioga County Police Consolidation
Lead Local Government:		Village of Owego
Task 1	Task Name:	Chief Negotiations
	Anticipated Start Date:	18-Jul-16
	Anticipated Completion Date:	1-Sep-16
	Deliverable:	Incentive Agreement
Task Narrative:	Reach an incentive agreement with the Chief.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe	\$30,000.00	Incentive
Non Personal Services,		
Contractual Services		
Travel		
Equipment		
Other		
TOTAL	\$30,000.00	

Task 2	Task Name:	PBA Negotiations
	Anticipated Start Date:	18-Jul-16
	Anticipated Completion Date:	1-Sep-16
	Deliverable:	Transition Agreement
Task Narrative:	Reach an agreement with the PBA to transition OPD officers to the Sheriff's Department.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe	\$150,000.00	Incentives
Non Personal Services,		
Contractual Services		
Travel		
Equipment		
Other		
TOTAL	\$150,000.00	

Task 3	Task Name:	Legal Services
	Anticipated Start Date:	18-Jul-16
	Anticipated Completion Date:	1-Aug-17
	Deliverable:	Contracts, Charter Amendments and Resolutions
Task Narrative:	Negotiation of contracts with PBA, Chief and County. Drafting of local laws.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe	\$50,000.00	
Non Personal Services,		
Contractual Services		Legal Services
Travel		
Equipment		
Other		
TOTAL	\$50,000.00	

Task 4	Task Name:	Abolition of Police Department and Permissive Referendum
	Anticipated Start Date:	1-Jan-17
	Anticipated Completion Date:	3/21/2017
	Deliverable:	Charter Amendment and Permissive Referendum
Task Narrative:	Adopt Charter Amendment to abolish police department and provide for permissive referendum.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe	\$150,000.00	This would partially cover the first year of police coverage in the Village as a transition cost and incentive for voter approval.
Non Personal Services,		
Contractual Services		
Travel		
Equipment		

Other		
TOTAL	\$150,000.00	

Task 5	Task Name:	Develop Satellite Office
	Anticipated Start Date:	1-Jun-17
	Anticipated Completion Date:	1-Aug-17
	Deliverable:	Satellite Office Completed
Task Narrative:	Establishment of a Sheriff Satellite Office in the Village.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe		
Non Personal Services,		
Contractual Services		
Travel		
Equipment		
Other	\$50,000.00	Renovation of physical space
TOTAL	\$50,000.00	

Task 6	Task Name:	Close and Secure OPD Building
	Anticipated Start Date:	1-Jun-17
	Anticipated Completion Date:	1-Aug-17
	Deliverable:	Secure Building
Task Narrative:	OPD building needs to be closed and secured, and files and evidence need to be transferred to the Sheriff.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe		
Non Personal Services,		
Contractual Services		
Travel		
Equipment		
Other	\$50,000.00	Contractual services to close the building and transfer items.
TOTAL	\$50,000.00	

Task 7	Task Name:	Equipment for Sheriff's Department
	Anticipated Start Date:	1-Jun-17
	Anticipated Completion Date:	1-Aug-17
	Deliverable:	Equipment
Task Narrative:	Equipment needs to be purchased by the Sheriff to cover additional policing duties.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe		
Non Personal Services,		
Contractual Services		
Travel		
Equipment	\$50,000.00	Equipment to provide for policing in the Village
Other		
TOTAL	\$50,000.00	

Task 8	Task Name:	Demolish or renovate and repurpose OPD Building
	Anticipated Start Date:	1-Aug-17
	Anticipated Completion Date:	31-Jul-18
	Deliverable:	Repurposed Building or Parking Lot
Task Narrative:	Demolish OPD and construct municipal parking lot, or renovate and repurpose the building.	
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe		
Non Personal Services,		
Contractual Services	\$200,000.00	Demolish building and pave for parking lot, or renovate and repurpose the building.
Travel		
Equipment		

Other		
TOTAL	\$200,000.00	

Task 9	Task Name:	
	Anticipated Start Date:	
	Anticipated Completion Date:	
	Deliverable:	
Task Narrative:		
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe		
Non Personal Services,		
Contractual Services		
Travel		
Equipment		
Other		
TOTAL	\$0.00	

Task 10	Task Name:	
	Anticipated Start Date:	
	Anticipated Completion Date:	
	Deliverable:	
Task Narrative:		
BUDGET CATEGORIES:	BUDGET AMOUNT:	DESCRIPTION (include information on how funds are spent)
Personal Services, Salary & Fringe		
Non Personal Services,		
Contractual Services		
Travel		
Equipment		
Other		
TOTAL	\$0.00	

BUDGET CATEGORIES:	TOTAL BUDGET AMOUNT:
Personal Services, Salary & Fringe	\$380,000.00
Non Personal Services,	
Contractual Services	\$200,000.00
Travel	\$0.00
Equipment	\$50,000.00
Other	\$100,000.00
TOTAL	\$730,000.00

2015-2016 Municipal Restructuring Fund - Award Eligibility

Instructions:

In the **GREEN** area below, enter the name of the project lead and partners. Then enter the fiscal year for the data used and the total real property taxes and assessments (tax levy) for budget items funded by property taxes through the General Fund (A & B funds) or user fees for budget items funded by fees through Enterprise Funds (FX, G & S_ funds).

EXAMPLE	Name	Fiscal Year	Tax Levy or User Fees		Cost Savings (\$)	Cost Savings (%)
			Tax Levy or User Fees	User Fees		
Project Lead	County	2014	\$ 75,000,000		\$ (90,000)	-0.1%
Project Partner 1	City A	2014	\$ 6,500,000		\$ 135,000	2.1%
	Totals		\$ 81,500,000		\$ 45,000	0.1%
Ten Year Savings	\$ 450,000				Maximum Award	\$63,212
			Discount Rate of 7.0%			

PROJECT	Name	Fiscal Year	Tax Levy or User Fees		Cost Savings (\$)	Cost Savings (%)	
			Tax Levy or User Fees	User Fees			
Project Lead	Village of Owego	2013	\$ 2,080,375		\$ 518,213	24.9%	
Project Partner 1	Tioga County	2014	\$ 20,828,048		\$ -	-	
Project Partner 2			\$ -		\$ -	-	
Project Partner 3			\$ -		\$ -	-	
Project Partner 4			\$ -		\$ -	-	
Project Partner 5			\$ -		\$ -	-	
Project Partner 6			\$ -		\$ -	-	
Project Partner 7			\$ -		\$ -	-	
Project Partner 8			\$ -		\$ -	-	
Project Partner 9			\$ -		\$ -	-	
Project Partner 10			\$ -		\$ -	-	
Ten Year Savings	\$ 5,182,130				\$ 518,213	2.26%	
			Discount Rate of 7.0%				Maximum Award
					\$727,942		

If your project impacts more than 10 eligible local governments, please contact the Department of State to ensure that the proper adjustments are made to this form to maintain accuracy.



www.villageofowego.com

Village of Owego

Clerk-Treasurer Mayor 178 Main Street Owego, NY 13827	Code Enforcement Dept. of Public Works 20 Elm Street Owego, NY 13827	WWTP Southside Drive Owego, NY 13827	Owego Police Dept. 90 Temple Street Owego, NY 13827
Office of the Mayor Clerk-Treasurer Code Enforcement Village Fax	607-687-1710 607-687-3555 607-687-1101 607-687-1787	WWTP Police Dept. Public Works Village Garage	607-687-2282 607-687-2233 607-687-1101 607-687-1221

RESOLUTION

At a regular meeting of the Village Board of the Village of Owego, held at 20 Elm Street, Owego, New York on the 5th day of July, 2016, the following resolution was offered and seconded:

WHEREAS, the Village of Owego seeks to partner with Tioga County to apply for a grant from the New York Department of State Municipal Restructuring Fund for purposes of consolidation of the Village of Owego Police Department and the Tioga County Sheriff's Office; and

WHEREAS, said grant application is due no later than July 12, 2016; and

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of Owego, duly convened in regular session, does hereby approve a grant applicant to the New York Department of State Municipal Restructuring Fund for purposes of consolidation of the Village of Owego Police Department and the Tioga County Sheriff's Office; and

BE IT FURTHER RESOLVED THAT THE Mayor is hereby authorized to execute all documents necessary to apply for and administer said grant; and

BE IT FURTHER RESOLVED THAT THIS Resolution shall take effect immediately.

CERTIFICATION

I, Rodney Marchewka, do hereby certify that I am the Village Clerk of the Village of Owego and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board of the Village of Owego at a meeting thereof held at the Village Board Room, 20 Elm Street, Owego New York on the 5th day of July, 2016. Said resolution was adopted by the following roll call vote:

Mayor Steve May Aye
Trustee Earl Hartman Aye
Trustee Jenny Ceccherelli No
Trustee Phoebe Morris No
Trustee Mike Phelps Aye
Trustee Rob Manville Aye
Trustee Ed Morton Aye

Dated: July 5, 2016



Rodney Marchewka, Village Clerk-Treasurer

