

# Seneca County

One DiPronio Drive  
Waterloo, NY 13165

## SHARED MAINTENANCE FACILITY STUDY

*for*

## SENECA COUNTY

March 2011

Updated: October 2011, March 2012

"This report was prepared with funds provided by the New York State Department of State under the Local Efficiency Grant Program."

Prepared by:

**MRB** *group* &

ENGINEERING • ARCHITECTURE • GIS • PLANNING  
MAPPING • CONSTRUCTION • MANAGEMENT



**camoin**  
associates

100 STATE STREET, SUITE 200  
WATERLOO, NY 13165  
TEL: 518.535.1234  
WWW.CAMOINASSOCIATES.COM

## **EXECUTIVE SUMMARY**

Seneca County commissioned the team of MRB Group and Camoin Associates to complete a shared vehicle maintenance facility feasibility study for various County Departments, Municipalities, and School Districts. The analysis conducted is based on survey responses from 7 entities that expressed interest in participating in the study, with the understanding that other entities may choose to use the facility for any major repairs. The 7 participating entities include the Seneca Falls Central School District, Romulus Central School District, Seneca County Human Services Department, Seneca County Highway Department, Seneca County Sheriff Department, Town of Lodi and the "New" Town of Seneca Falls, which includes the Town of Seneca Falls and the former Village of Seneca Falls.

The feasibility analysis took into consideration various building configurations and cost estimates, potential site locations, and projected capital and operational costs. Highlights of these analyses are summarized below.

Additionally, the grantor requested the study examine a scenario in which every entity in the county participated in a shared vehicle maintenance program. To meet this request, a hypothetical scenario with 100% participation is provided at the end of this report.

### **Building Configuration and Cost Estimates**

Two building configuration options were initially considered. Option 1 was the construction of a single vehicle maintenance facility for all the participants. Option 2 was construction of two smaller vehicle maintenance facilities, one located at the north end of the County and the other located at the south end of the County. Construction costs for Option 1 were estimated at \$2.8 million and costs for Option 2 were estimated around \$3.3 million.<sup>1</sup> Based on its lower costs and with input from the County Engineer, Option 1 was chosen as the preferred building configuration.

### **Facility Site Location**

The interested parties currently occupy various separate locations throughout the County. Each of these locations was evaluated as a potential site for a new-shared vehicle maintenance facility. Because most of the potential participants are located in the central/southerly portion of the County, the analysis focused on siting the facility in that area. After evaluation, the two sites chosen for further consideration include the parcel occupied by the Sheriff's Department (the "Army Depot" site) and a site located near the County Highway Facility/Romulus Central School District.

### **Financial Analysis**

Camoin Associates conducted the financial analysis using the existing costs of the participating entities as a base to project future capital and operating costs both with and without a shared maintenance facility. The financial analysis considered three cost scenarios:

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<sup>1</sup> These construction costs are based on the assumption that all seven entities will utilize the shared maintenance facility. In the financial analysis, an additional scenario is evaluated where only the four southern entities participate, utilizing a smaller building. Construction costs for this smaller building are estimated at \$1.8 million.

**Scenario 1:** Cost for two shared services facilities, a northern and a southern facility, in which all seven of the interested entities participate, using the closest facility.

**Scenario 2:** Costs for a single vehicle maintenance facility located in the southern portion of the County where only the four southernmost entities use the facility (i.e. excluding the Seneca Falls School District, the Town of Seneca Falls and the County Human Services Department.)

**Future without Shared Facility:** Costs incurred by the entities without a shared vehicle maintenance facility where some entities must take on a vehicle maintenance facility project individually.

Within these scenarios, two ownership alternatives are evaluated, which include ownership of the facility by the County Highway Department (referred to as "Alternative A") and ownership by the school districts (referred to as "Scenario B"). In Scenario B, the Seneca Falls Central School would own the northern facility and the Romulus Central School District would own the southern facility.

The following table outlines the results of the financial analysis comparing the total annual capital and ongoing costs expected under each scenario. Ongoing costs included both the costs of running the facilities in question as well as any personnel and mileage costs associated with transporting vehicles to and from the facility.

As shown, there is no cost savings for Scenario A, and only \$15,000 in cost savings for Scenario 2A. However, either School District Ownership Scenarios will result in over \$60,000 in savings with a shared maintenance facility.

Total Annual Cost Comparison			
Future Without Shared Services Facility	Annual Capital Costs Net of State Aid	\$183,327	\$113,824
	Ongoing Costs	\$742,763	\$584,502
	<b>Total Costs</b>	<b>\$926,090</b>	<b>\$698,326</b>
Alternative A: County Ownership	Annual Capital Costs	\$230,561	\$109,213
	Ongoing Costs	\$763,192	\$573,736
	<b>Total Costs</b>	<b>\$993,754</b>	<b>\$682,949</b>
Alternative B: School District Ownership	Annual Capital Costs Net of State Aid	\$101,417	\$62,252
	Ongoing Costs	\$763,192	\$573,736
	<b>Total Costs</b>	<b>\$864,609</b>	<b>\$635,988</b>

As discussed below in Section V, Estimated Savings per Entity, cost savings associated with a shared vehicle maintenance facility for Seneca County entities are, for the most part, driven by savings of capital costs. By participating in a shared vehicle maintenance facility project, Seneca County entities can avoid the capital costs of construction projects or equipment replacement. Additionally, as existing maintenance facilities age, analytical equipment becomes outdated, or unforeseen events occur. For some of the entities not currently a party of this study, participating

in the shared vehicle maintenance facility may be a viable alternative to expensive construction or renovation projects.

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## INTRODUCTION

Within Seneca County, most municipalities and School Districts have their own maintenance facilities. However, many of these maintenance facilities are unable to accommodate all the repairs needed for their respective vehicles and equipment. The work that cannot be done by municipal/district staff, due to lack of time or proper equipment, is out-sourced to a third party. Out sourcing repair work to another party can create delays for the return of the vehicle and may be more costly than if completed by municipal/district staff.

Seneca County, along with the Municipalities and School Districts, began to investigate ways to share vehicle maintenance services to save time, reduce costs, and limit duplication of services. The initial investigation began in 2008. Sharing vehicle maintenance services among the respective parties will help reduce cost by limiting out sourcing to third party garages. In 2009, a Request for Proposals was issued to investigate the feasibility of utilizing a shared facility or facilities. Approximately 10 agencies expressed interest in taking part in the study, and based on the results, each entity was expected to make a determination on how to proceed. To study the feasibility of a shared facility, the County retained the team of MRB Group and Camoin Associates.

The first step in this study is to obtain as much information as possible regarding maintenance of vehicles and equipment from the potential stakeholders. To obtain the needed information a survey was prepared and a kick-off meeting was held on May 27, 2010. At that meeting an overview of the study was presented along with the distribution of the surveys to the interested entities. The consultant team requested that the surveys be returned so all the information regarding operations related to maintenance may be evaluated. A number of surveys were returned but unfortunately several municipalities indicated that they are currently not interested in participating in a joint facility. Section I, Survey Methodology & Results, contains a complete list of the entities that submitted a survey and their interest in participating in a shared facility feasibility study.

The report demonstrates an evaluation of various options with a focus on the interested participants. The interested parties include Seneca County, Seneca Falls School District, Romulus Central School District, Town of Seneca Falls, and the Town of Lodi. It is important to note that while some of the surveyed parties indicate that they do not intend to participate in the shared services study at this time, if a shared vehicle maintenance facility is constructed, these entities might have the option of utilizing the facility for major repairs. The summary of the financial analysis contains an estimation of the average cost savings a Town can expect if they choose to utilize the shared vehicle maintenance facility in the future.

Section I of the report summarizes the survey procedure and results. Section II presents potential building configurations designed to meet the needs of all entities involved, including the evaluation of constructing two (2) facilities (one located at the north end and one located at the south end of the County) compared to a common facility for all. Section III evaluates potential site locations for shared facility/facilities. Section IV contains a financial analysis of the potential shared facility location and sizing options.

This study provides the County with information to determine the value of pursuing a shared maintenance facility with the minimal participants. If a new facility is not feasible then some of these municipalities or School Districts may construct their own structure.

## I. SURVEY METHODOLOGY & RESULTS

To begin the study, a kickoff meeting was held on May 27<sup>th</sup> 2010, in which all interested parties were invited to come learn about the purpose of the Shared Maintenance Facility Study and provide preliminary input. The sign-in sheet for the meeting contains a complete list of those entities present at the meeting (provided in Attachment A). During the meeting, each attendee was provided with a copy of the Vehicle Maintenance Facility Survey (see Attachment B), which requested information about existing maintenance facility operations, buildings, staffing, and costs. An official from each organization familiar with the entity's vehicle maintenance facility was asked to fill out the survey to the best of their ability and return the information to the consultant team. In some instances, follow-up phone calls were made to obtain additional information needed for completion of the study.

Three school districts, three County Departments, and five municipalities submitted a total of 12 surveys. The following entities expressed interest in a shared maintenance facility and are the subject of the following analysis:

- Seneca Falls Central School District
- Romulus Central School District
- Seneca County Human Services
- Seneca County Highway Department
- Seneca County Sheriff
- Town of Seneca Falls
- Town of Lodi
- Village of Seneca Falls <sup>2</sup>

Other entities that submitted surveys indicated that they would prefer not to participate in a shared maintenance facility at this time. As such, the following entities submitted surveys but are not included in the subsequent analysis:

- Town of Ovid
- Town of Fayette
- Town of Covert
- South Seneca Central School District

In total, the seven participating entities own over 150 vehicles that are maintained either in-house or at third party garages. Approximately 8,500 hours are spent on in-house vehicle maintenance annually. Annual expenses incurred for maintenance personnel costs, supplies and parts, and third party services total almost \$650,000. Data specific to each entity is provided in Section IV "Financial Analysis" of this report, under the "Existing Conditions" heading.

Taking into consideration the existing operations and needs of the individual entities, the following report outlines a scenario in which each of the above entities participates in a shared maintenance facility operation. The purpose of the analysis is to develop a

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<sup>2</sup> **PLEASE NOTE:** The Village of Seneca Falls indicated that they would be interested in participating in the shared facility study. However, Village voters have voted to dissolve the Village into the Town of Seneca Falls as of December 31, 2011. Since the Town of Seneca Falls has expressed an interest in participating, we have incorporated the Village's survey results in our analysis of the "New" Town of Seneca Falls. Please see Attachment F for a description of how the "New" Town of Seneca Falls was considered in the analysis.

plausible scenario including building design and site location, and evaluate the financial arrangement of the scenario to identify efficiencies and cost savings where appropriate.

## II. BUILDING CONFIGURATION & COST ESTIMATES

Based on the survey information received along with discussions with the County Highway Superintendent and the Transportation Director of the School Districts, two options were considered. The first option is the construction of one single maintenance facility for all the participants. The second option was to consider the construction of two facilities, one at the north end of the County and the other at the south end of the County. These options are further described in the information to follow and schematic designs of each option are provided in Attachment C.

### Option 1

Option 1 includes one facility to accommodate all participants. This facility will be able to accommodate general routine maintenance along with major repairs. In addition to the repair bays, the structure will provide storage for parts and supplies, and office space for County and School District employees. This maintenance facility will assist participants to get repairs completed in a timely manner; faster than most existing maintenance times, which are extended by other responsibilities and time constraints of maintenance staff. Under Option 1, the building size is estimated to be approximately 16,400 square feet

#### Facility Layout

The facility will have 8 bays accounting for 9,600 square feet, a storage area of 3,200 square feet, and 3,600 square feet for "office" space (training, office, break etc.). Four of the bays will have lifts and the other four will be used for washing and general maintenance (inspections, tire changes, etc.). The storage space will be used to store fluids, parts and tires. The office space will include training/conference room, offices for personnel (director, foreman), break room, and restrooms.

#### Construction Costs

The estimated construction cost for this facility is \$2,800,000. This cost does not include property acquisition, site improvements, or design fees.

### Option 2

Seneca County is relatively rectangular oriented in a north-south direction. As such, Option 2 is designed with one shared facility on the northern region of the County and a second shared facility located in the southern region of the County. The facility on the north side of the County would accommodate the Seneca Falls School District, the Town of Seneca Falls and the County Department of Human Services; whereas, the facility on the south side of the County will serve the Romulus Central School District, County Departments (Highway and Sheriff), and the Town of Lodi.

#### North Facility Layout

The square footage proposed for this the northern facility is 13,500 square feet. The facility will have 6 bays accounting for 7,200 square feet, a storage area of 2,400

square feet and 3,900 square feet for “office” space (training, office, break etc.). The facility will contain three lifts, two which will be heavy duty and the third lift will be for cars and light trucks. The remaining bays will be used for washing and general maintenance. The storage space will be used to store fluids, parts and tires. The office space will include training/conference room, offices for personnel (director, foreman), break room and restrooms.

#### South Facility Layout

The square footage proposed for the southern facility is 10,850 square feet. The facility will have 6 bays accounting for 7,200 square feet, a storage area of 2,400 square feet and 1,250 square feet for “office” space. Three lifts will be provided. Two of the lifts will be heavy duty and the third lift will be for cars and light trucks. The remaining bays will be used for washing, minor repairs that do not require a lift, and general maintenance. The storage space will be used to store fluids, parts, and tires. The office space will include training/conference room, offices for personnel (director, foreman), break room and restrooms.

#### Construction Costs

The estimated construction cost for the north facility is \$2,000,000. The estimated construction cost for the south facility is \$1,800,000. These costs do not include property acquisition, site improvements or design fees.

#### Preferred Option

The construction cost for a single facility (Option 1) is approximately \$1,000,000 less than for two separate facilities combined (Option 2). In addition, to operate one building will be less expensive than the operation and maintenance of two structures. Based on the economic savings and conversations with the County Engineer; Option 1 (Single Structure) is the preferred option. This structure will be located in the southern/central region of the County. This option is subject to the subsequent analysis.

### III. FACILITY SITE LOCATION

#### **Sites Evaluated**

The participants interested in a Shared Maintenance Facility currently occupy six separate locations. Five of these sites were evaluated for a potential location of a new Shared Maintenance Facility.<sup>3</sup> The locations considered are described in this section. Refer to Attachment D for aerial mapping.

#### **Seneca Falls Central School District Bus Garage-135 State Street, Seneca Falls:**

The bus garage for the Seneca Falls Central School District is located on the north side of Butler Street and west of State Street. The total parcel area is 8.14 acres. The property occupied by bus parking and structure is approximately 1.5 acres. The remainder of the site is used for School recreational type activities.

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<sup>3</sup> The Seneca County Human Services property was not evaluated.

### **Seneca County Sheriff's Office-6150 NYS Route 96, Romulus**

The Sheriff's Office is located on the south side of NYS Route 96. The parcel occupied by the Sheriff's Department is a portion of the old Army Depot. The acreage used by the Department is 26.0 acres.

### **Seneca County Highway Garage-2017 Prospect Street, Romulus**

The County Highway Department property consists of three (3) parcels. The parcels border on NYS Route 96 and County Road 135 A. The total acreage of the properties is 2.49 acres. Existing buildings and storage occupy the property.

### **Romulus Central School District Bus Yard-5705 NYS Route 96, Romulus**

The Bus Yard is bordered by Schoolhouse Road and County Road 135 A. The size of the parcel is 1.68 acres. A shed exists on the site and the buses are parked within a fenced area.

### **Lodi Highway Facility-8491 Mill Street, Lodi**

The parcel is located on the south side of Mill Street. The parcel is used for vehicle storage, construction material storage, fuel supply, and salt storage.

### **Preferred Option**

Of the five parcels, two (2) sites are potential options considering a single facility. The two sites for consideration are the parcel occupied by the Sheriff's Department (Army Depot) site and a site located near the County Highway Facility/Romulus Central School District.

### **Seneca County Sheriff's Office (Army Depot) Site:**

This parcel is adequate in size and is near a large user (Sheriff's Office) of the facility. The site is within two miles of the Seneca County Highway Department and the Romulus Central School District Bus Yard and 5 miles from the Lodi Highway Department.

### **Romulus Central School District Parcel:**

The Seneca County Highway Department and Romulus Central Bus Yard do not have adequate space to accommodate a maintenance facility. However, a parcel adjacent to these existing facilities, owned by the Romulus School District, is currently vacant. This property is located on the east side of NYS Route 96 across from the School. The site is within 2 miles of the Sheriff's Department Site.

## **IV. FACILITY OPERATIONS AND USE**

Use of the shared maintenance facility will differ for each entity as their specific vehicle maintenance needs vary. It is expected that the County Highway Department and the two School Districts will be the primary users. Both entities will complete all of their vehicle maintenance at the shared maintenance facility, as well as utilize the storage space and office space. The School Districts will perform most all of their own vehicle maintenance utilizing district staff. The County Highway Department will continue completing vehicle

maintenance on County vehicles, as well as on any maintenance for other entities that bring their vehicles in for repair, maintenance, etc.

Both the “New” Town of Seneca Falls and the Town of Lodi will continue to take care of day to day vehicle maintenance in-house and store their vehicles at their respective sites. It is expected that these entities will primarily utilize the shared maintenance facility for major repairs that these entities are unable to complete with in-house staff and/or equipment. The Towns will not utilize any of the storage space or office space at the shared maintenance facility.

The Seneca County Sheriff’s Office and the County Human Services Department will likely utilize the shared maintenance facility for all of the vehicle maintenance, while continuing to store their vehicles at their respective sites.

## V. FINANCIAL ANALYSIS

Camoin Associates conducted a financial analysis using the existing costs of the participating entities as a base to project future capital and operating costs both with and without a shared maintenance facility. Projections are based on a series of assumptions supported by information provided in the vehicle maintenance facility surveys and during follow-up conversations with representatives from the participating entities.

Following the description of existing conditions, three cost scenarios are evaluated:

1. Scenario 1: Cost for a shared services facility in which all six of the interested parties participated, and two maintenance facilities are constructed; a northern facility and a southern facility.
2. Scenario 2: Costs for a vehicle maintenance facility where only the four southernmost entities use a single facility (entities listed below).
3. Future without Shared Facility: Costs incurred by the entities without a shared vehicle maintenance facility where some entities must take on vehicle maintenance facility projects individually.

Within the three scenarios, two ownership alternatives are evaluated for the shared facility. Ownership alternatives include ownership of the facility by the County Highway Department (referred to as “A”, as in Scenario 1A and Scenario 2A) and ownership by the School District(s) (referred to as “B”, Scenario 1B and 2B).

### Existing Conditions

For this analysis, existing expenses include personnel costs, cost of supplies and parts, and payments to third party service providers.

- Personnel Costs: The participating entities were asked to provide personnel costs in terms of the total number of hours dedicated to vehicle maintenance as well as the appropriate hourly rates of personnel involved in maintenance. To account for employee benefits, a 40% “markup” is applied to each hourly rate to calculate total personnel-related costs.

- **Supplies and Parts:** Spending on supplies and parts are contractual costs that entities pay for items needed during in-house vehicle maintenance repairs (tires, oil filters, etc.).
- **Third Party Services:** Third party services are those services provided by private garages or repair shops. With the exception of the County Highway Department, all of the participating entities utilize third party services for some of their vehicle maintenance.

The following table lists the costs incurred by the entities for each of the expense categories. The County Highway Department currently has more expenses than any other entity due to the number and type of vehicles they own and operate. In total, the entities spend approximately \$767,000 on personnel, supplies and parts, and third party services.

Existing Expenses				
Seneca Falls Central School	\$33,333	\$7,800	\$15,000	\$56,133
Seneca County Human Services	\$0	\$0	\$15,000	\$15,000
"New" Town of Seneca Falls	\$81,388	\$29,890	\$6,037	\$117,315
Romulus Central School	\$51,667	\$35,000	\$8,400	\$95,067
Seneca County Highway	\$200,000	\$100,000	\$0	\$300,000
Seneca County Sheriff	\$0	\$0	\$88,197	\$88,197
Town of Lodi	\$55,000	\$35,000	\$5,000	\$95,000
<b>Total</b>	<b>\$421,388</b>	<b>\$207,690</b>	<b>\$137,634</b>	

\* Includes benefits.

The following subsections provide a breakdown of the number and types of vehicles owned and the existing condition of any vehicle maintenance facilities currently operated by each entity. Information on the administration of vehicle maintenance within each organization is also provided.

#### Seneca County Highway Department

The County Highway Department building is over 50 years old and rated in poor condition. The Highway Department itself operates approximately 37 vehicles, including 8 passenger cars, 12 large dump trucks and plow trucks, 7 earthmoving/excavation vehicles, a tractor trailer, and a number of other vehicles and pieces of equipment. The Highway Department has four mechanics that work a total of 6,000 hours a year maintaining vehicles for the County and Romulus Central School District.

The Highway Department has more than sufficient capacity (in terms of volume of vehicle maintenance) to necessitate purchasing a second lift; however, the size and age of the building prohibits the County from considering this option. Additionally, the existing facilities limit the Highway Department's ability to service other County-owned vehicles, such as vehicles belonging to the Sheriff Department or Department of Human Services.

### Seneca County Sheriff Department

The County Sheriff has a fleet of 35 passenger vehicles, 1 lawnmower, and 6 vans. A third party garage performs all of the vehicle maintenance for the Sheriff Department. As such, the department does not have any costs for maintenance personnel or supplies and parts.

### Seneca County Department of Human Services

The Seneca County Department of Human Services operates a fleet of 17 passenger vehicles, which are used to visit and transport clients. Private vendors located throughout the Towns of Seneca Falls and Waterloo perform all maintenance and cleaning of these vehicles.

### Town of Lodi

The Town of Lodi has 2 passenger cars, 3 dump/plow trucks, 4 earthmoving vehicles, and 1 lawn tractor. Four Town employees spend a total of 600 hours each year on maintaining the Town's vehicles. The Town's maintenance building is generally in good condition, but does not provide nearly enough storage space. The maintenance tools the Town currently owns are in fair condition but the Town does not own basic maintenance equipment such as lifts, pits, or other specialty equipment, which limits the amount of maintenance that can be done in-house.

### "New" Town of Seneca Falls

The "New" Town of Seneca Falls includes the Town of Seneca Falls and the operations of the two to be dissolved Village of Seneca Falls. The Town is currently working through the logistics of dissolution and has not made final decisions on which services it will continue to provide to the former Village. Therefore, to include the "New" Town of Seneca Falls in the shared vehicle maintenance facility study, it was necessary to make certain assumptions about the number of vehicles the "New" Town will have as a result of the Village dissolution. Please refer to Attachment F for a complete description regarding the basis of these assumptions.

It is anticipated that the "New" Town of Seneca Falls will maintain 35 passenger cars, small trucks, and tandem trucks. Their existing maintenance facility is approximately 15 years old and in good condition. However, due to the dissolution of the Village, the Town's existing facility is too small for the amount of equipment necessary to maintain the enlarged fleet.

The maintenance facility of the former Village of Seneca Falls is in poor condition, and was not meeting the needs of the Village as the lifts are not large enough to accommodate their larger trucks.

### Romulus Central School District

The Romulus Central School District has a fleet of 15 buses, 2 vans, and 2 passenger vehicles. A fenced in parking area with a shed is the extent of the school's transportation facility. The school's transportation fleet manager spends approximately 4 hours a day, 960 hours a year, doing basic maintenance (changing oil, lens covers, light bulbs, etc.). The

fleet manager conducts all of this maintenance work outside, as the school does not have a bus garage.

Romulus Central School District contracts with the Seneca Highway Department for larger maintenance projects. According to the County Highway Department, they spend approximately 240 hours a year maintaining the school's vehicles. The size of the County's lift and scheduling conflicts limit the amount of work the County is able to do for the school district. Scheduling is particularly difficult during the winter.

#### Seneca Falls Central School District

The Seneca Falls Central School District's 9,080 square foot maintenance building, constructed in 1952, is not meeting the current needs of the district. According to the survey, the maintenance building is small, old, outdated, and in poor condition. The school district expects to replace the building in the next 10 years, and anticipates upgrades or major repairs within the next 5 years.

One lift is located within the Seneca Falls Central School District maintenance facility. The lift is old and just recently required significant repairs. Additionally, the lift restricts the size of vehicles the school can purchase to 59 passenger buses, as it is not large enough to accommodate 66 passenger buses.

In addition to the fleet of 30 school buses, Seneca Falls Central School maintains 3 vans, 3 passenger cars, a plow truck, and a mix of other earthmoving and maintenance vehicles. Currently, three mechanics spend a total of 1,000 hours maintaining these vehicles with the balance of their time spent on covering bus routes transporting students. Seneca Falls Central School District completes most of its vehicle maintenance in-house and contracts with a third-party garage for large projects.

#### **Scenario 1: Northern and Southern Facility**

The first scenario evaluated in the financial analysis is the scenario in which each of the entities that expressed interest in a shared vehicle maintenance facility use the two facilities constructed under the "preferred building" option. Under this Scenario, two potential ownership alternatives are evaluated:

1. Scenario 1A: The two shared maintenance facilities are constructed, owned, and operated by the County Highway Department at the Seneca County Depot site.
2. Scenario 1B: The County transfers ownership of the southern site to the Romulus Central School District, and the northern facility is constructed on the Seneca Falls Central School District property. Under this scenario, the School Districts construct the respective maintenance buildings, and own the properties and the building. Depending on the final structure of the Inter-municipal Agreement, each school district enters into a joint usage agreement with the County Highway Department and/or other parties.

Under the Scenario 1A, the County Highway Department issues debt for construction of the shared maintenance facilities. Once the facilities are constructed, the other entities bring their vehicles to the facility as needed, and mechanics employed by the County Highway Department complete the maintenance. The new facility would likely sustain 8 Full Time

Equivalent (FTE) jobs.<sup>4</sup> It is anticipated that the County will bill each entity an hourly rate for the services performed.

In the second alternative, the Seneca Falls Central School District constructs and owns the new northern shared services facility and the Romulus Central School District constructs and owns the southern facility. This arrangement allows a portion of the annual debt service to be eligible for a subsidy through the State Aid to Schools program (more information on this below). The school districts would allow the County Highway Department access and use of the properties on a long-term agreement to service its own vehicles and to service third-party vehicles owned by the other participating entities. Under this scenario, the school districts perform their own maintenance. Therefore, 5 FTE maintenance jobs are at the County Highway Department and 3 FTE jobs are retained at the school districts.

### Capital Costs – Scenario 1

The following table illustrates the capital costs incurred for each alternative. Under the first alternative, the County Highway Department is responsible for all capital costs of constructing the two buildings. Assuming an interest rate of 3.5% for the loan and a 25-year payment schedule, the annual debt service is just over \$230,000.

In the second alternative, where the school districts own the buildings, it is expected that a portion of the debt service will be eligible for State Aid. The amount is determined based on the needs of the school districts involved. For example, if the Seneca Falls Central School District were to construct a vehicle maintenance facility itself, they would likely need a 4-bay, \$1.5-million facility. Of the \$2-million construction cost for the northern facility under Scenario 1B, approximately 75% of the cost of the facility (i.e. \$1.5-million divided by \$2-million) would be eligible for state aid. The Seneca Falls Central School district currently benefits from a State Aid match of 90.3% of its facility-related debt service. So, by taking 75% of the construction cost times 90.3% of state aid, it is calculated that state aid will cover \$82,183 of the debt service for the northern facility.

The Romulus Central School District receives a state aid match of 77.4%. Without a shared maintenance facility, the Romulus Central School District would likely need a 2-bay facility that would cost approximately \$1-million to construct. It is estimated that approximately 55.6% of the total construction cost for the southern facility (\$1.8-million) would be eligible for state aid. Therefore, state aid would cover \$46,962 of the annual debt service. This leaves the total annual net capital costs for the Scenario 1B at \$101,417.

<sup>4</sup> One FTE job is equal to 2,080 hours a year (one employee working an average of 40 hours a week).

Capital Costs for Scenario 1	
Construction Cost	\$3,800,000
Rate	3.5%
Number of Payments	25
<b>Annual Capital Costs</b>	<b>\$230,561</b>
<b>Northern Facility</b>	
Construction Cost	\$2,000,000
Rate	3.5%
Number of Payments	25
Annual Payments	\$121,348
Portion of Building Eligible for State Aid	75.0%
Percent of Debt Service Paid Through State Aid	90.3%
State Aid Portion of Debt Service	\$82,183
Annual Capital Cost Net of State Aid	\$39,165
<b>Southern Facility</b>	
Construction Cost	\$1,800,000
Rate	3.5%
Number of Payments	25
Annual Payments	\$109,213
Portion of Building Eligible for State Aid	55.6%
Percent of Debt Service Paid Through State Aid	77.4%
State Aid Portion of Debt Service	\$46,962
Annual Capital Cost Net of State Aid	\$62,252
<b>Total Annual Capital Costs Scenario 1B</b>	<b>\$101,417</b>

Ongoing Costs – Scenario 1

Ongoing costs are the collective costs that participating entities are likely to incur under a shared maintenance facility agreement. Ongoing costs include costs of supplies and parts, maintenance personnel costs, and costs involved in transporting vehicles to and from the facility (staff time, gas, and wear and tear). At this stage in the project, it is assumed that the ongoing costs would be the same for both Scenario 1A and 1B.

Maintenance personnel costs were projected based on the anticipated number of hours necessary for vehicle maintenance for all of the entities involved. At the shared maintenance facility, County Highway mechanics will be providing most of the vehicle maintenance. County Highway is currently the only entity that does 100% of their vehicle maintenance in-house. Therefore, the relationship between the number of labor-hours to total spending by the Highway Department, which only includes wages and costs of supplies and parts, can be used to calculate the approximate total number of labor hours necessary to maintain all of the vehicles.

Scenario 1: Labor Hours Projection from Existing Spending of County HW	
Total Existing Spending HW	\$300,000
Existing Labor Hours HW	6,000
Total Existing Spending of All Entities*	\$766,712
<b>Total Labor Hours of All Entities</b>	<b>15,334</b>

\* Includes Supplies & Parts, Personnel, and Third Party Services

Assuming an average hourly rate of \$33 (including benefits) the total costs for maintenance personnel at the new facility is approximately \$506,000. By taking this calculation one-step further, the ongoing costs of supplies and parts can be calculated. Approximately 33% of the County Highway Department's expenses are for supplies and parts and 67% are on labor wages. Therefore, assuming that a similar share of spending between these two variables will occur at the shared maintenance facility, the cost of supplies and parts is approximately \$253,000.

Scenario 1: Calculation for Cost of Labor and Supplies & Parts	
Proportional Total Labor Hours (Private and Third Party)	15,334
Average Hourly Rate *	\$33
<b>Total Cost of Labor</b>	<b>\$506,030</b>
Percent Labor	67%
Percent Supplies	33%
<b>Total Cost of Supplies</b>	<b>\$253,015</b>
<b>Total Cost of Supplies and Labor for All Entities</b>	<b>\$759,045</b>

\* Includes benefits.

Since some of the entities will have to have staff members drive the vehicles to the shared maintenance facility to have maintenance done, the financial analysis considers labor wages for driving vehicles to the facility and transportation costs in terms of cost per mile driven (fuel, wear and tear, insurance, etc.). The following table contains the number of miles and driving time for one round trip from each entity to the potential site of the shared facility. For details on how these costs are calculated, please see Attachment E.

Scenario 1 Driving Time and Distance per Round-Trip		
Entity	Driving Time (Hours)	Distance (Miles)
Seneca Falls Central School	0	0
Seneca County Human	7	14
"New" Town of Seneca Falls	5	12
Romulus Central School	4	4
Seneca County Highway	0	0
Seneca County Sheriff	0	0
Town of Lodi	15.4	24

Source: Google Maps

The American Automobile Association publishes annual cost per mile averages for various passenger vehicles and cost per mile figures for the large trucks and buses were assumed. Assumptions about the number of trips each vehicle will make to the facility were also made for this estimate (see the "Vehicle Mileage Cost Assumptions" Table). The mileage costs are considered conservative as the figures only account for the mileage of the vehicle being maintained and not for any secondary vehicles used as transportation. It is likely that in some instances, entities will have two staff members drive separate vehicles to the facility to drop off one vehicle.

Vehicle Mileage Cost Assumptions				
Cost per mile	\$0.57	\$1.00	\$0.75	\$0.62
Annual Maintenance Trips	4	2	6	4

Source: AAA, Camoin Associates.

For ease in calculating the labor costs for driving vehicles to the maintenance facility, it is assumed that each trip will require two staff members with a rate of \$30 per hour per person. Due to the nature of this scenario, this figure is highly variable and is considered only for comparative purposes.

The total ongoing costs for each of the cost categories discussed above are provided in the following table:

Ongoing Costs for Scenario 1	
Maintenance Personnel	\$506,030
Supplies and Parts	\$253,015
Vehicle Mileage Costs	\$1,124
Staff Driving Time	\$3,024
<b>Total Ongoing Costs</b>	<b>\$763,192</b>

#### Total Annual Costs – Scenario 1

The following table summarizes the total combined cost of constructing and operating a shared maintenance facility under each of the above ownership alternatives.

Scenario 1: Total Annual Costs for All Participating Entities		
Capital Costs	\$230,561	\$101,417
Ongoing Costs	\$763,192	\$763,192
<b>Total Costs</b>	<b>\$993,754</b>	<b>\$802,357</b>

#### **Scenario 2: Four of the Seven Parties Share One Site**

Most of the participating entities are concentrated in the southern-central region of the County, with the exception of the Seneca Falls School District, the “New” Town of Seneca Falls, and the County Human Services Department. The following section provides an assessment of a scenario in which these are not participants in the shared vehicle maintenance facility.

#### Capital Costs – Scenario 2

Most of the assumptions for the “southern entities only” scenario are no different from the assumptions made above for Scenario 1; the “New” Town of Seneca Falls, the Seneca Falls Central School District and the County Human Services Department have simply been removed from the estimates of the shared facility operations and capital costs. Based on the needs of the southern entities only, the size of the shared maintenance facility is reduced to include 6 bays with three lifts (2 heavy duty lifts and 1 car and light truck lift) a 2,400 square foot storage area and 1,250 square feet of office, training, conference room space. It is anticipated that construction would cost \$1.8 million.

The following table outlines the annual capital costs for each ownership option.

Scenario 2: Capital Costs for Southern Entities	
Construction Cost	\$1,800,000
Rate	3.5%
Number of Payments	25
<b>Annual Capital Costs</b>	<b>\$109,213</b>
Construction Cost	\$1,800,000
Rate	3.5%
Number of Payments	25
Annual Payments	\$109,213
Portion of Building Eligible for State Aid	55.6%
Percent of Debt Service Paid Through State Aid	77.4%
State Aid Portion of Debt Service	\$46,962
<b>Annual Capital Cost Net of State Aid</b>	<b>\$62,252</b>

Ongoing Costs – Scenario 2

The following table summarizes the total annual costs for Scenario 2. As shown, the costs for vehicle mileage and staff driving time are significantly less than in Scenario 1.

Scenario 2: Ongoing Costs of Southern Entities	
Maintenance Personnel	\$381,654
Supplies and Parts	\$190,827
Vehicle Mileage Costs	\$479
Staff Driving Time	\$776
<b>Total Ongoing Costs</b>	<b>\$573,736</b>

Total Annual Costs – Scenario 2

The total annual costs for the southern entities under each ownership option are provided in the following table.

Scenario 2: Total Annual Costs for Southern Entities		
Annual Capital Costs	\$109,213	\$62,252
Ongoing Costs	\$573,736	\$573,736
<b>Total Costs</b>	<b>\$682,949</b>	<b>\$635,988</b>

**Future Conditions without a Shared Services Facility**

If they do not participate in a shared services project, many of the entities will individually have to make upgrades to their existing maintenance facilities or construct entirely new facilities sometime in the years to come. As such, the costs of these individual projects, and the associated ongoing costs, can be compared to the costs of the shared facility project to assess its feasibility. The expected future projects and changes for each of the participating entities are described below, followed by a summary of the total annual costs.

### Seneca County Highway Department

Without a shared services maintenance facility, it is anticipated that the Seneca County Highway Department would eventually take on a construction project of its own to replace its aging vehicle maintenance facility. To adequately meet their needs for office, equipment, work, and storage space, the County would have to develop a facility with four bays with four lifts (2 heavy duty lifts for large trucks such as snowplows and dump trucks and 2 light lifts for cars and light trucks). About 2,400 square feet of office space and 1,600 square feet of storage space will also be necessary. Based on the general size and amenities of the new facility, construction costs are estimated at approximately \$1.5 million in today's dollars. The County Highway Department will continue to complete all of their vehicle maintenance in-house.

### Seneca County Sheriff Department

Without a shared services maintenance facility, the Sheriff Department would likely continue to have all of their vehicles serviced by private garages. The analysis assumes that the Sheriff Department's spending on third party services for vehicle maintenance will continue into the future if a shared services facility is not developed.

### Seneca County Human Services Department

Similarly to the Sheriff's Department, it is anticipated that the Seneca County Human Services Department would continue to have all of their vehicles serviced by a private garage and their currently level of spending on vehicle maintenance would continue into the future.

### Town of Lodi

Under the condition where a shared maintenance facility is not the chosen alternative, the Town of Lodi would likely continue to do some maintenance work on-site while bringing their vehicles to private garages for larger maintenance jobs. In their survey, the Town expressed the need for additional storage space to store their equipment. As such, the analysis assumes that the Town will construct a new 2,500 square foot, \$150,000 storage facility.

### "New" Town of Seneca Falls

Within the next five years, the "New" Town of Seneca Falls will need to expand its existing vehicle maintenance facility if a shared facility project is not executed. Based on the assumptions made in Attachment F regarding the number of vehicle the "New" Town will keep, it is estimated that to accommodate its needs, the Town will spend approximately \$1-million on expanding its existing maintenance garage.

### Romulus Central School District

Without a shared maintenance facility, the Romulus Central School District would likely move forward with its own construction project. It is anticipated that the school would require a facility with 2 bays, 2 heavy duty lifts, with additional office and storage space. It is estimated that construction of this facility would cost approximately \$1,000,000.

Additionally, once the new facility is constructed, all of the vehicle maintenance will be conducted in-house.

Seneca Falls Central School District

Within the next 10 years, the Seneca Falls Central School District will replace its existing maintenance facility if a shared maintenance facility is not constructed. It is anticipated that their space, equipment, and storage needs are greater than those of the Romulus Central School District. The Seneca Falls CSD will likely need 4 bays with 4 lifts as well as office and storage space. The Seneca Falls building project is expected to cost \$1.5 million. It is anticipated that the building project will allow the Seneca Falls CSD to complete all of the vehicle maintenance in-house.

Capital Costs – No Shared Services Facility

Based on the assumptions outlined above, the annual debt service paid by each of the participating entities is summarized in the following table. The annual capital costs are calculated assuming a 3.5% interest rate on each loan with a 25-year payment schedule.

Capital Costs Without a Shared Maintenance Facility				
Seneca Falls Central School	\$1,500,000	\$91,011	\$82,183	\$8,828
Seneca County Human Services	\$0	\$0	\$0	\$0
"New" Town of Seneca Falls	\$1,000,000	\$60,674	\$0	\$60,674
Romulus Central School	\$1,000,000	\$60,674	\$46,962	\$13,712
Seneca County Highway	\$1,500,000	\$91,011	\$0	\$91,011
Seneca County Sheriff	\$0	\$0	\$0	\$0
Town of Lodi	\$150,000	\$9,101	\$0	\$9,101
<b>Total - Northern Entities</b>	<b>\$2,500,000</b>	<b>\$151,685</b>	<b>\$82,183</b>	<b>\$69,502</b>
<b>Total - Southern Entities</b>	<b>\$2,650,000</b>	<b>\$160,786</b>	<b>\$46,962</b>	<b>\$113,824</b>

Seneca Central School District State Aid Match: 90.3%

Romulus Central School District State Aid Match: 77.4%

Ongoing Costs – No Shared Services Facility

Projected ongoing costs are based on the assumptions and scenarios for each entity described above.

By not participating in a shared vehicle maintenance facility, those entities who require third party services would likely patronize nearby garages and the other entities would complete all of their vehicle maintenance on-site. The following table reflects this in terms of driving distance and time traveled for vehicle maintenance.

Driving Time and Distance per Round-Trip Without Shared Maintenance Facility		
Seneca Falls Central School	0	0
Seneca County Human Services	10	25
"New" Town of Seneca Falls	0	0
Romulus Central School	0	0
Seneca County Highway	0	0
Seneca County Sheriff	10	25
Town of Lodi	10	25

Source: Google Maps

For those entities that would no longer require third party services (i.e. the two school districts) 67% of the third party spending was transferred to the "maintenance personnel" line item and 33% was applied to the "supplies and parts" line item. The following table summarizes the aggregate ongoing costs experienced by the entities if a shared services facility were not constructed.

Annual Ongoing Costs Without a Shared Maintenance Facility		
Third Party Services	\$108,197	\$93,197
Maintenance Personnel	\$408,457	\$312,267
Supplies and Parts	\$217,502	\$172,800
Vehicle Mileage Costs	\$1,431	\$1,046
Staff Driving Time	\$7,175	\$5,192
<b>Total</b>	<b>\$742,763</b>	<b>\$584,502</b>

Total Annual Costs – No Shared Services Facility

Without a shared vehicle maintenance facility, it is expected that together, the seven participating entities would pay over \$926,000 annually for vehicle maintenance services and the southern entities alone pay almost \$700,000. These projected future costs are compared to costs of the shared maintenance facility in the conclusion of this report.

Total Annual Costs Without a Shared Maintenance Facility		
Capital Costs	\$183,327	\$113,824
Ongoing Costs	\$742,763	\$584,502
<b>Total</b>	<b>\$926,090</b>	<b>\$698,326</b>

**Scenario Comparison**

The "Total Annual Cost Comparison" Table summarizes each of the participation scenarios and ownership alternatives:

Total Annual Cost Comparison			
Future Without Shared Services Facility	Annual Capital Costs Net of State Aid	\$183,327	\$113,824
	Ongoing Costs	\$742,763	\$584,502
	<b>Total Costs</b>	<b>\$926,090</b>	<b>\$698,326</b>
	Annual Capital Costs	\$230,561	\$109,213
Alternative A: County Ownership	Ongoing Costs	\$763,192	\$573,736
	<b>Total Costs</b>	<b>\$993,754</b>	<b>\$682,949</b>
	Annual Capital Costs Net of State Aid	\$101,417	\$62,252
Alternative B: School District Ownership	Ongoing Costs	\$763,192	\$573,736
	<b>Total Costs</b>	<b>\$864,609</b>	<b>\$635,988</b>

**Estimated Savings per Entity**

As mentioned above, some entities indicated that they prefer not to be included in the shared vehicle maintenance facility study at this time. However, if this project moves forward and a shared vehicle maintenance facility program is developed in Seneca County, these entities will benefit from the option of using the shared facility for major repairs instead of using a third-party for vehicle maintenance. Additionally, in the future some entities may choose to increase their use of the shared maintenance facility instead of renovating or expanding their existing maintenance facilities.

Camoin Associates estimated the amount of savings the shared maintenance facility can offer by looking at the Town of Lodi. It is anticipated that with a shared facility the ongoing costs will be a wash for most towns, as they will continue to complete some vehicle maintenance in-house, allocate staff time to drive vehicles to and from the shared vehicle maintenance facility, and pay for the vehicle maintenance completed at the facility. The savings to a town are in the capital costs. As discussed above, it's estimated that the Town of Lodi will take on a small \$150,000 project at some point in the future if they do not participate in a shared facility program. The annual capital costs for this project are estimated at about \$9,000. By participating in a shared maintenance facility, Lodi would save this amount annually by not having to take on their own project.

Other towns interested in participating can estimate their own savings by taking a close look at their needs for building upgrades, repairs, and/or expansions. As existing maintenance facilities age, analytical equipment becomes outdated, or unforeseen events occur, a shared vehicle maintenance facility may be a viable alternative to expensive construction or renovation projects.

## Hypothetical Countywide Participation Scenario

To meet the requirements of the grantor, a hypothetical scenario in which all Seneca County towns, villages, school districts, and County departments participate in a shared services vehicle maintenance facility is provided (i.e. the Countywide Scenario).

All of the entities included as participants in the Countywide Scenario are listed below. They are broken up into three groups **1) participating entities** - those seven entities included in the analysis above; **2) non-participating surveyed entities** - three entities that completed the vehicle maintenance facility survey but indicated that they would prefer not to participate in a shared maintenance facility program (vehicle count information is available for these entities); and **3) non-participating un-surveyed entities**- the eleven other entities that did not answer the survey, therefore, vehicle count information is not available and was estimated for this hypothetical scenario.

### Participating Entities

- Seneca Falls Central School
- Romulus Central School
- Seneca County Highway Department
- Seneca County Sheriff's Office
- Seneca County Division of Human Services
- Town of Lodi
- "New" Town of Seneca Falls

### Non-Participating Surveyed Entities

- Town of Ovid
- Town of Fayette
- South Seneca Central School

### Non-Participating Un-Surveyed Entities

- Town of Covert
- Village of Interlaken
- Town of Junius
- Village of Lodi
- Village of Ovid
- Town of Romulus
- Town of Tyre
- Town of Varick
- Town of Waterloo
- Village of Waterloo
- Waterloo School District

The first step is to determine the total number of vehicles owned by all 21 Seneca County entities. Based on the results of the vehicle maintenance facility survey, the participating entities own 178 vehicles and the non-participating surveyed entities own a total of 33 vehicles. Assumptions made to estimate the number of vehicles owned by the non-participating un-surveyed entities are as follows:

To estimate the number of vehicles owned and operated by the Waterloo School District, vehicle count information for the Seneca Falls (37 vehicles), Romulus (20 vehicles), and South Seneca Central School Districts (33 vehicles) was examined. The average number of

vehicles owned per school district for these three schools is 30 vehicles. Therefore, for the Countywide Scenario it is assumed that the Waterloo School District owns 30 vehicles.

Estimating the number of vehicles owned by each of the un-surveyed municipalities is based on the population of each entity. Vehicle count information is available for four municipalities, who own a total of 54 vehicles and have a population of 24,121. Therefore there are approximately 2.2 vehicles per every 1,000 residents. The total population of the eleven un-surveyed municipalities is about 23,700, which results in an estimate of 53 vehicles owned by the un-surveyed municipalities. Adding the 30 vehicles assumed to be owned by the Waterloo School District, the total estimated number of un-surveyed vehicles is 83.

Un-Surveyed Vehicle Estimate		
Town of Lodi	1,476	5
"New" Town of Seneca Falls	16,245	35
Town of Ovid	2,757	6
Town of Fayette	3,643	8
Total	24,121	54
Average # of Vehicles per 1,000 Residents		2.2
Total Population of Un-Surveyed Municipalities		23,700
Number of Vehicles at Un-Surveyed Municipalities		53
Waterloo School District Vehicles		30
Estimated Total Number of Un-Surveyed Vehicles		83

In total, the number of vehicles in the Countywide Scenario is 294. This includes participating entities (178 vehicles), non-participating surveyed entities (33 vehicles), and non-participating un-surveyed entities (83 vehicles).

The next step in the analysis of the Countywide Scenario is to determine the average cost savings per vehicle. Cost savings of Scenario 1 Alternative B - all interested entities participate with school district ownership of the facility - is used as the base for determining per-vehicle cost savings. As shown in the "Total Annual Cost Comparison" table provided in the previous section, the annual cost savings for this option is approximately \$61,481. This savings is spread among the seven participating entities that own a total of 178 vehicles. As such, we assume the average annual cost savings per vehicle to be approximately \$345.40.

Finally, the total annual savings of the Countywide Scenario is determined by multiplying the total number of vehicles owned by all entities in the County by the average cost savings per vehicle (294 vehicles x \$345.40 annual savings per vehicle = \$101,547).

Based on the results of this analysis, it is assumed that if every entity in Seneca County were to participate in a shared vehicle maintenance facility program in which the various school districts owned and operated the facilities, the countywide savings shared among all Seneca County entities would be about \$101,500 annually.

## Attachment A: Kickoff Meeting Sign In Sheet

# SIGN-IN SHEET

## SENECA COUNTY SHARED MAINTENANCE FACILITY FEASIBILITY STUDY

### KICK-OFF MEETING

Date: May 27, 2010

Time: 10:00 AM

Location: Seneca County Office Building

Name	Representing	Phone	Fax	E-mail
Patrick Nicoletta	NRS Group	(585) 381-9226	(585) 581-1008	patrick.nicoletta@nrbgroup.com
Bob Mckeverny	Seneca Falls CSB	315-568-5818	315-712-0535	bmckeverny@sfcfs.k12.ny.us
Jim Williamson	Romulus Highway	607 869 7578	607 869 5270	romulushighway@rcsom-dsl.com
JOE MULL	Town of Waterloo	315 539 2010		TOWN OF WATERLOO.ORG
JIM MOONEY	TOWN OF WATERLOO	315 539 9731		JMOONEY@TOWNOFWATERLOO.ORG
Ry Gates	SENECA CO.	315-549-8444	869-3921	RGates@seneca.ny.us
Frank Sinicropi	Seneca Co.	315-539-1712	639-1658	FSinicropi@co.seneca.ny.us
Bob Boulware	Seneca Falls + Romulus Schools	(315) 568-5874	(315) 712-0595	rboulware@sfcfs.k12.ny.us
Melissa Killeleagl	DHS	315-539-1895		mkilleleagl@co.seneca.ny.us
Charles Schillaci	SC DHS	509-1632		c.schillaci@co.seneca.ny.us
Carole Sowards	VSF	568-8107	568-8336	VSFADMIN@Rochester.rr.com
Michael N' bilo	Camoin Assoc.	518-899-2608	-	michael@camoinassociates.com
Christa Oederick	Camoin Associates	" X106	-	christa@camoinassociates.com
PETER BROWN	SENECA CITY PLANNING	315 539-1726	315 539-1938	pbrown@co.seneca.ny.us
WALT PRUTY	TOWN OF OVID	607 869-5990		PRUTYS AT FLT@.NET

# SIGN-IN SHEET

## SENECA COUNTY SHARED MAINTENANCE FACILITY FEASIBILITY STUDY

### KICK-OFF MEETING

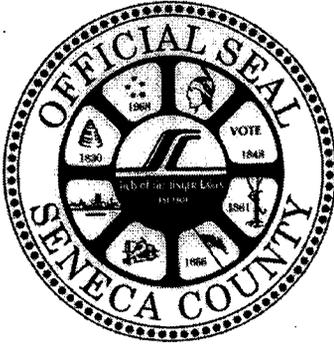
Date: May 27, 2010

Time: 10:00 AM

Location: Seneca County Office Building

Name	Representing	Phone	Fax	E-mail
William Trout	Fayette	815 585-6330	815 885-6283	Bill Trout@Yahoo.com
Don Mayberry	Fayette	589-8573		JMayberry@redchastrv.ny.us
Mike Reynolds	Covert	607-532-9567		treynolds3@rochester.ny.us
JACK WICKHAM	T/O Ovid Hwy	607-869-4361	869-5420	
LEN CARLSEN	T/O LODI HNY	607-582-6888	582-7489	
Ray Langlois	Village of Istenaker	607-532-8882	532-4284	istenaker@pw + Yahoo.com
Jeff MacChesne	T/O COVERT	607-532-4493	532-4203	Jmacworkingman@yahoo.com
Lance Heitmann	South Seneca CSD	607-869-7636	867-2529	LHeitmann@SouthSeneca, NY, US
E. Lee Dawson	Town of Lodi	607-532-4359		Davidson@Ftg.net

## Attachment B: Example of Vehicle Maintenance Facility Survey



## Vehicle Maintenance Facility Survey

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The following survey should be filled out by an official at your organization familiar with your vehicle maintenance facility. We ask that you fill out all questions to the best of your ability and encourage you to provide notes and comments in the space provided or as an attachment. If you should have any questions about this survey or if there is anything unclear about what we are asking, please contact the person listed at the end of the survey.

---

Your Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of your organization: \_\_\_\_\_

### Existing Maintenance Facility and Equipment

How would you describe your existing maintenance facility (circle one)?

- Stand-alone building (attached/detached)
- Dedicated bay(s) in larger garage
- None: vehicles serviced elsewhere by staff
- None: vehicles serviced by third party contract
- Shared facility? With whom?
- Other: (please explain)

If your organization has its own maintenance facility, please fill out the following. If not, skip to the next page. If you have more than one facility, please answer the questions for each facility separately.

Address: \_\_\_\_\_

Parcel Dimensions (length x width): \_\_\_\_\_

Building Size (square feet, approx.) \_\_\_\_\_

Utilities (circle all that exist on site): Water, Sewer, Electric

Age (years, approx.): \_\_\_\_\_

How would you rate the condition of this maintenance facility?

→ Poor                      →Fair                      →Good                      →Excellent

Is your current maintenance facility meeting your needs? If "no", please explain

→Yes                      →No (explain)

Do you anticipate replacing, upgrading or undertaking major repairs on your current maintenance facility in the next ten years (circle one)?

- No
- Yes, we will replace (in \_\_\_\_\_ years)
- Yes, we will upgrade (in \_\_\_\_\_ years)
- Yes, we will make major repairs (in \_\_\_\_\_ years)

If "Yes", please explain below why it will be replaced/upgraded/repared and any specifics on the likely type of replacement facility/upgrade/repair.

How would you rate your maintenance equipment (tools, diagnostics, lifts, etc.)?

→ Poor                      →Fair                      →Good                      →Excellent

What diagnostic equipment, lifts, pits, motorized or electric or specialty equipment do you own or lease? Please list.

What plans, if any, do you have to purchase equipment in the next ten years?

Do you have any secured or unsecured vehicle storage on site?

Do you have any secured or unsecured general storage on site?

Please provide the approximate size of tool/equipment storage areas. \_\_\_\_\_  
square feet

Are you equipped to handle hazardous materials, storage or disposal?

Comments:

Vehicles Being Maintained

Please list the number and type of your vehicles. Only include vehicles owned/leased/used by your organization. Provide estimated hour operation if available. If you maintain vehicles for some other jurisdiction, do not count them here.

Passenger Cars/Small Trucks: \_\_\_\_\_ (pickup trucks, light commercial)

Dumps/Tandems/Large Plow Trucks: \_\_\_\_\_

Earthmoving/Excavation Vehicles: \_\_\_\_\_ (bulldozers, graders, front loader, backhoe, etc.)

Tractors/Riding Lawnmowers: \_\_\_\_\_

Buses: \_\_\_\_\_

Vans: \_\_\_\_\_

Other/Special Equipment: Please list type/number below:

Provide insurance list of vehicles/equipment

What are the dimensions of your largest piece of equipment (approx.)?

Length \_\_\_\_\_ ft.      Height \_\_\_\_\_ ft.      Width \_\_\_\_\_ ft.

Does your organization perform vehicle maintenance for a third party (i.e. other jurisdiction)?

→No                      →Yes

If "Yes", what is the name(s) of the organization(s)?

Does your organization have Labor Agreements in place with other entities (public or private)?

If "Yes", please explain

**Maintenance Personnel**

How many people in your organization are directly involved in vehicle maintenance? (i.e. are performing repairs and maintenance on equipment).

-----

How many total man-hours are dedicated to vehicle maintenance in a year?

-----

(i.e. number of people x average hours of maintenance per month x 12 months)

What types of special certifications/licenses/training does your staff have for vehicle maintenance?

**Comments:**

Costs

The following section is meant to quantify how much your organization spends on vehicle maintenance of your vehicles. Please do not count any costs for vehicles you service for another jurisdiction.

→ Personnel: what are your annual costs of personnel, excluding employee benefits, for vehicle maintenance? (take the total annual hours of vehicle maintenance times the appropriate hourly rate(s).

\_\_\_\_\_ \$\$\$ per year

→ Equipment: what is the approximate value of equipment you purchase on an annual basis related to vehicle maintenance?

\_\_\_\_\_ \$\$\$ per year

→ Contractual: what do you spend each year on contractual costs?

Supplies & parts: \_\_\_\_\_ \$\$\$ per year

Services provided by a third party (private garage): \_\_\_\_\_ \$\$\$ per year

Services provided by contract with another public agency: \_\_\_\_\_ \$\$\$ per year

Other contractual costs: \_\_\_\_\_ \$\$\$ per year

Please explain "other" below.

Existing Shared Services Agreements

Does your organization have any existing shared-services agreements with any other public or private organization/municipality for the purposes of handling vehicle maintenance?

→No

→Yes

If "Yes", please explain below and describe costs, types of contracted services, and terms of any agreements.



Interest in Shared Maintenance Facility

Is your organization interested in participating in a County-level share vehicle maintenance facility?

→No

→Yes

Please explain your response. If "No", why not? If "Yes", what other things (other than those covered above) should the County be aware of in planning for such a facility? Please provide any comments you have below to this initiative.

Thank you for taking the time in participating in this survey. The information supplied will be valuable in moving forward with the Study and providing options for this initiative. We will be contacting you in the next two weeks to follow up on this survey. In the mean time, please feel free to contact us at the telephone/email listed below.

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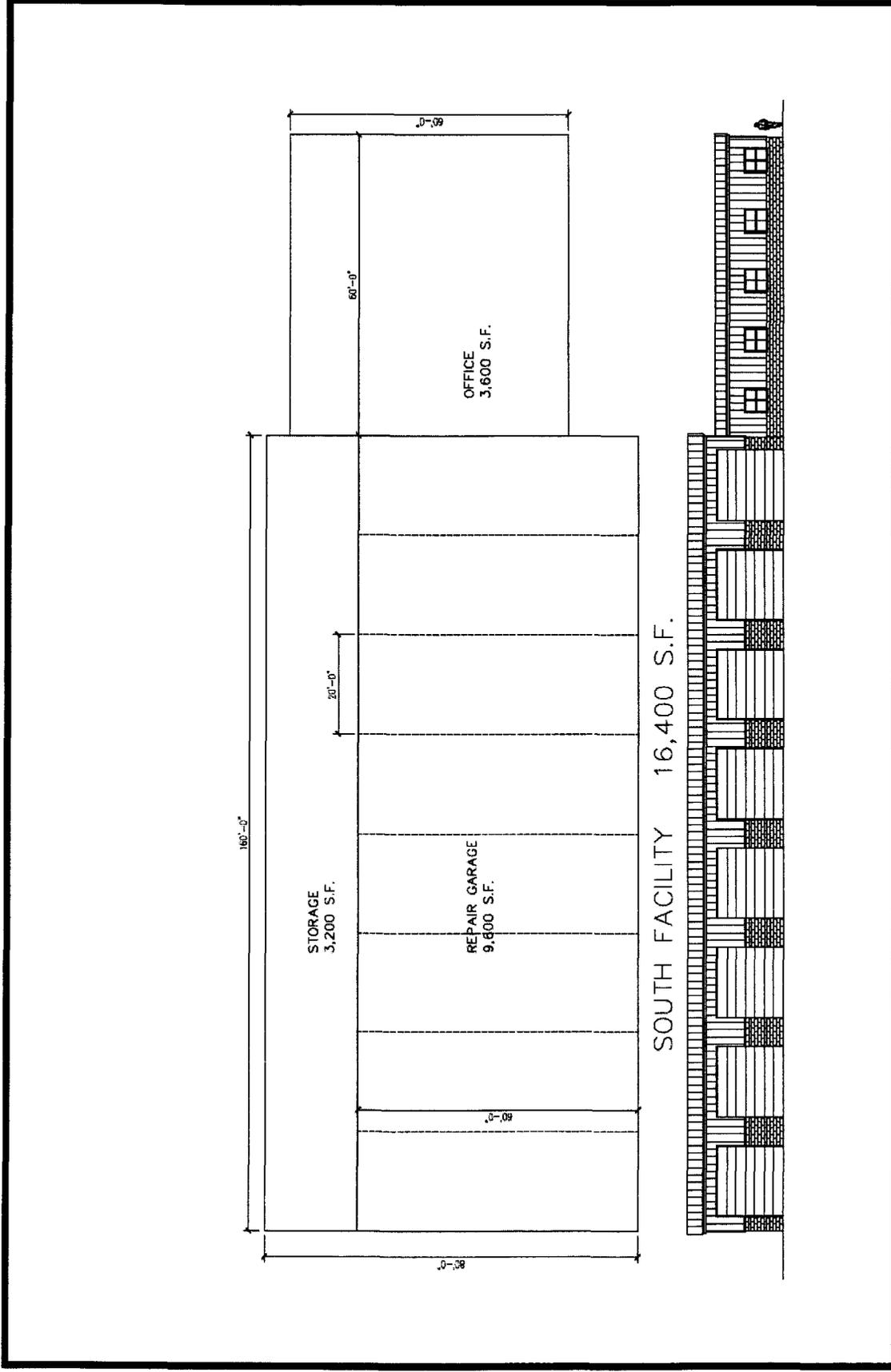
Please send your completed surveys to:  
please contact:

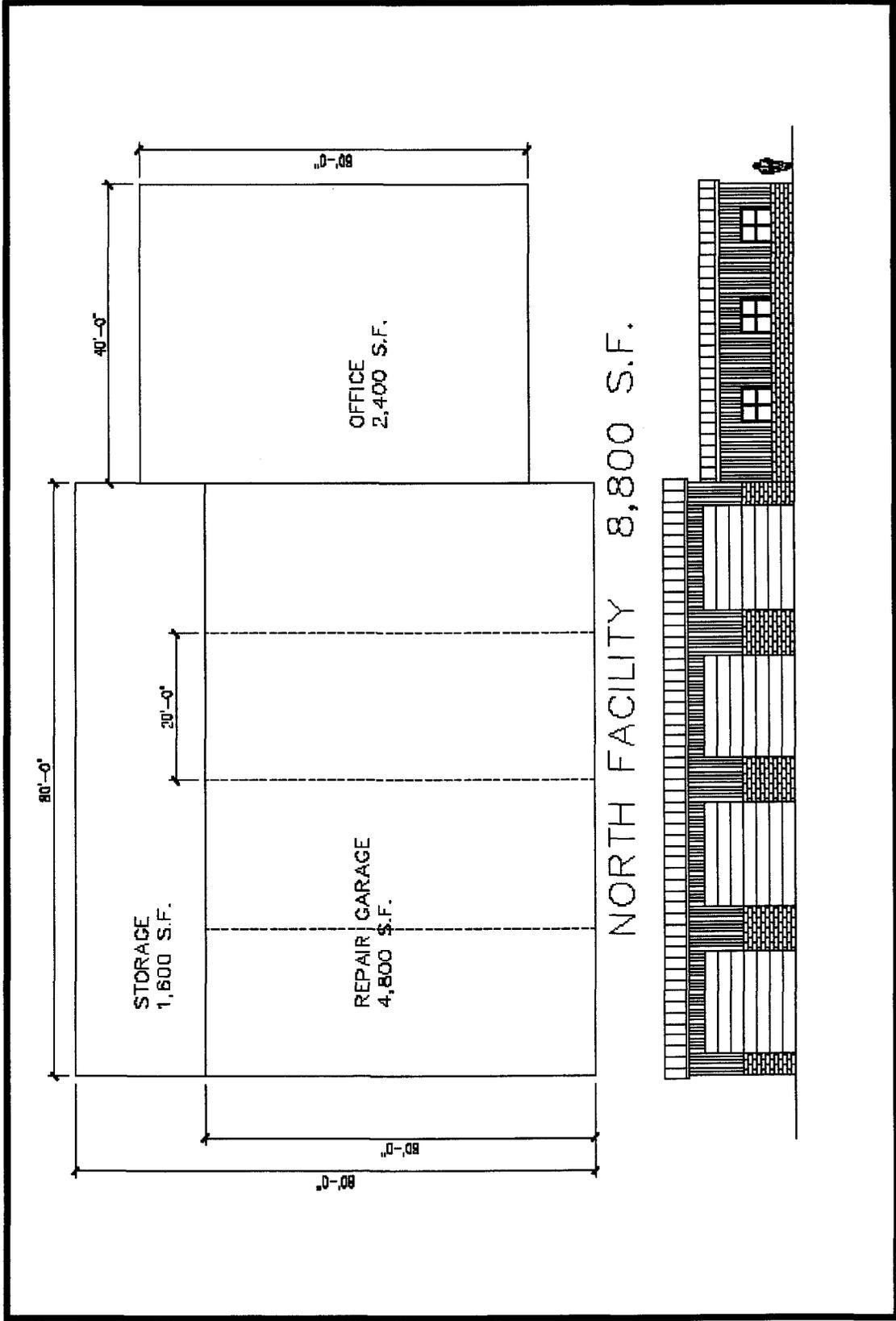
Michael N'dolo  
Camoin Associates  
2392 Route 9  
Malta, NY 12151

For questions/comments,

Michael N'dolo  
Camoin Associates  
(518) 899-2608 x103  
[michael@camoinassociates.com](mailto:michael@camoinassociates.com)

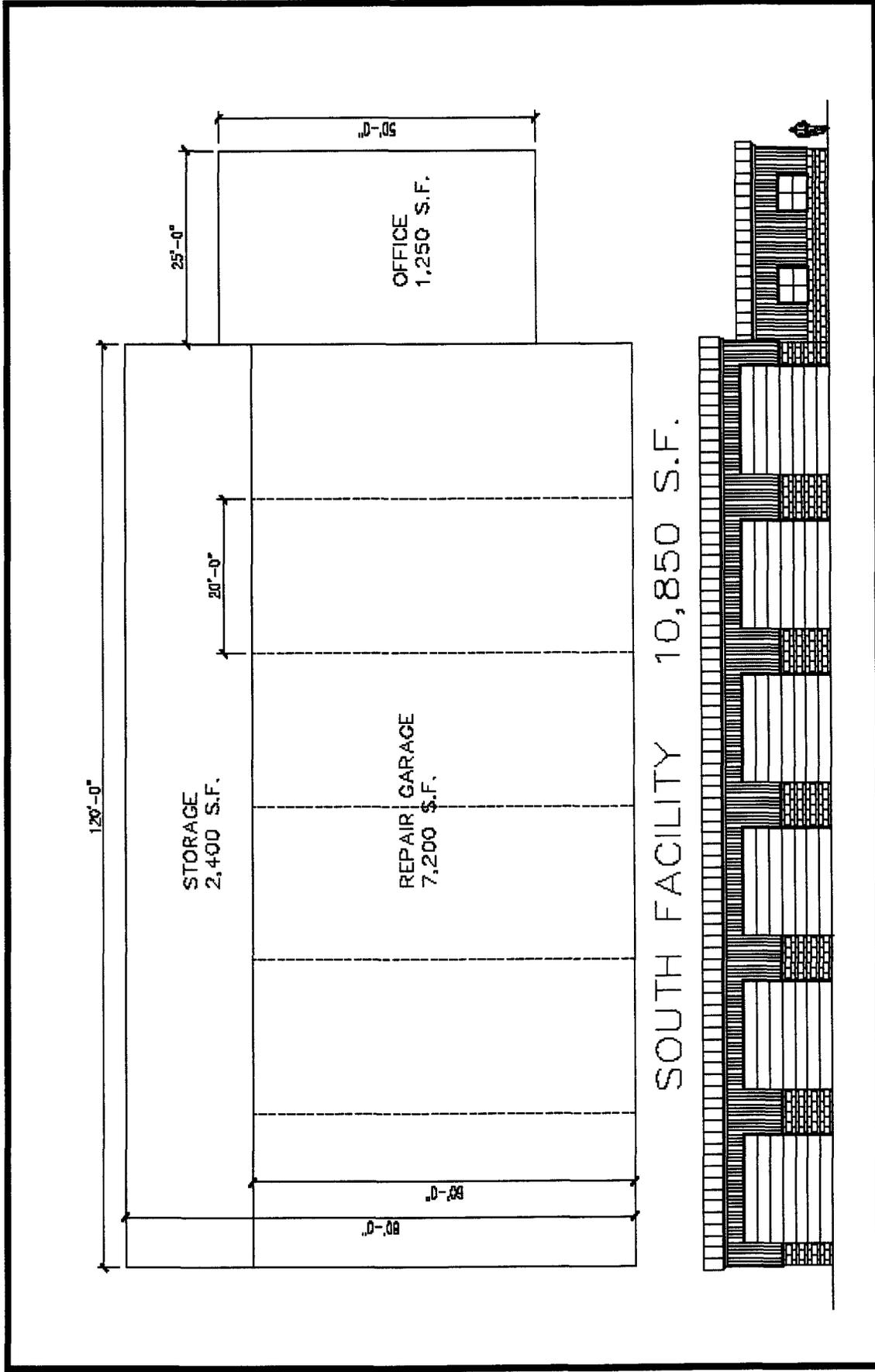
# Attachment C: Schematic Designs of Building Options





**MRB** group

This schematic plan was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program.



## Attachment D: Aerial Maps of Potential Site Locations

SENECA CO. OFFICE BUILDING  
1 DIPRONIO DR. WATERLOO, NY

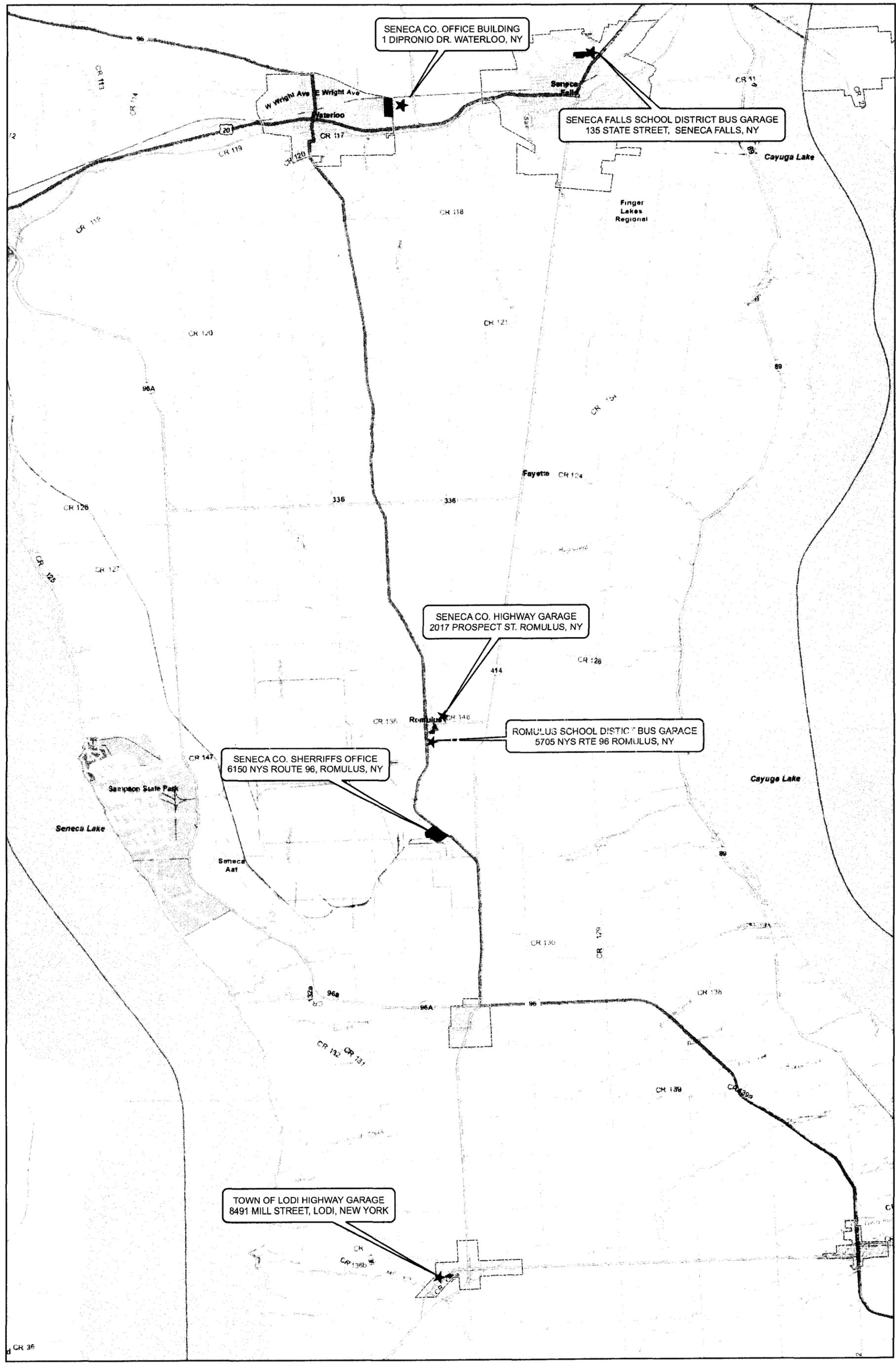
SENECA FALLS SCHOOL DISTRICT BUS GARAGE  
135 STATE STREET, SENECA FALLS, NY

SENECA CO. HIGHWAY GARAGE  
2017 PROSPECT ST. ROMULUS, NY

ROMULUS SCHOOL DISTRICT BUS GARAGE  
5705 NYS RTE 96 ROMULUS, NY

SENECA CO. SHERRIFFS OFFICE  
6150 NYS ROUTE 96, ROMULUS, NY

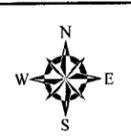
TOWN OF LODI HIGHWAY GARAGE  
8491 MILL STREET, LODI, NEW YORK



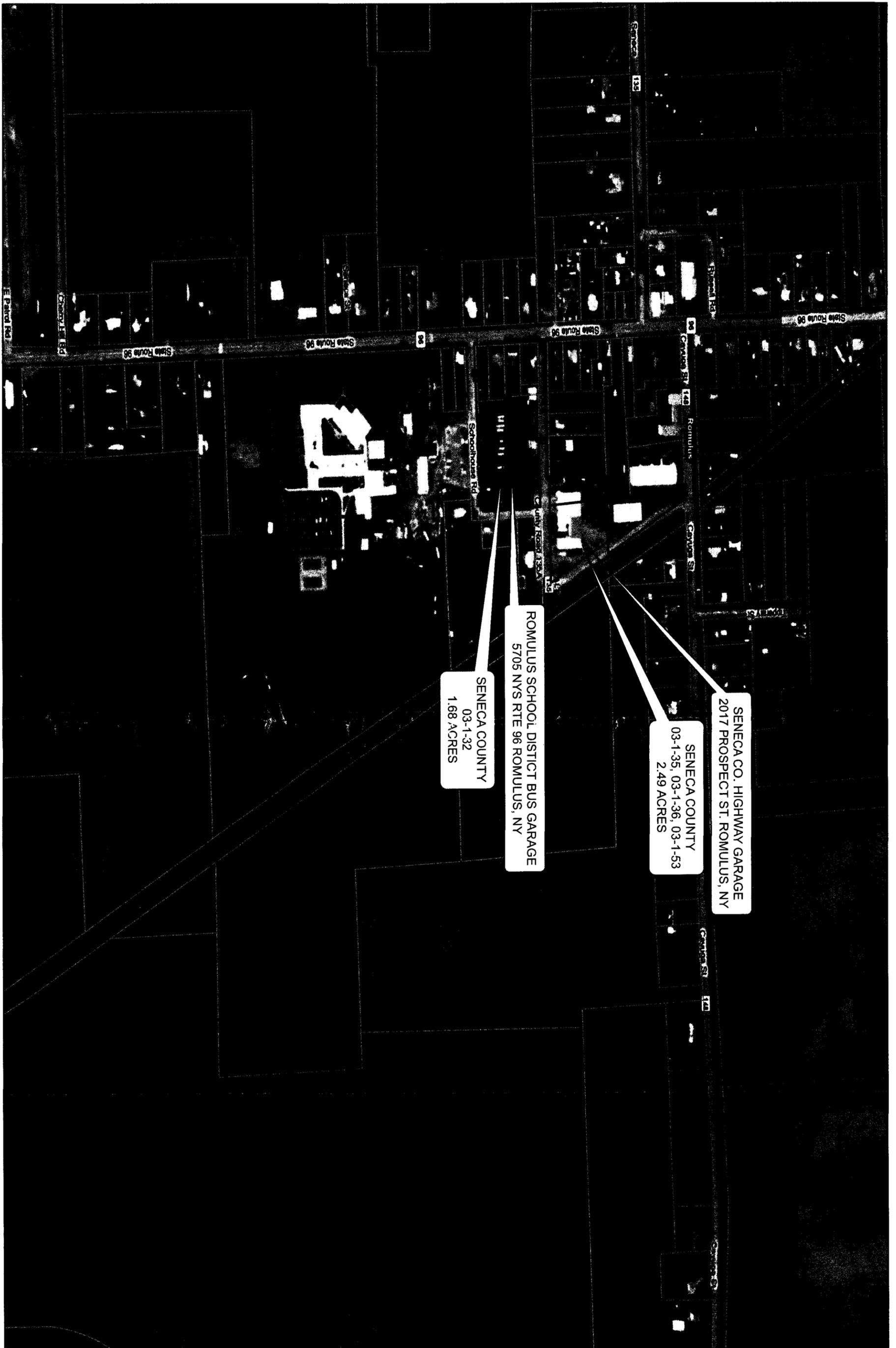
PROJECT NO.  
1 of 1  
SHEET NO.

**MRB | group**  
Engineering, Architecture, Surveying, PC.  
2480 Browncroft Boulevard, Rochester, New York 14625 585-381-9250 FAX 585-381-1008  
2750 Westinghouse Road Suite 1, Horseheads, New York 14845 607-796-9340 FAX 607-796-6600  
www.mrbgroup.com

Drawn By: LSB  
Scale: 1" = 5,000'  
Date: SEPT. 2010



**SENECA COUNTY MAINTENANCE FACILITY**  
**SENECA COUNTY, NEW YORK**  
**OVERALL LOCATION MAP**



\* This schematic Location Map was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program.

PROJECT NO.	SHEET NO. 1 of 1	<b>MRB   group</b> <small>Engineering, Architecture, Surveying, P.C.          2480 Browncroft Boulevard, Rochester, New York 14625 585-381-9250 FAX 585-381-1008          2750 Westinghouse Road Suite 1, Horseheads, New York 14845 607-796-9340 FAX 607-796-6600          www.mrbgroup.com</small>	Drawn By:	LSB		<b>SENECA COUNTY MAINTENANCE FACILITY</b>	
			Scale:	1" = 400'		<b>SENECA COUNTY, NEW YORK</b>	
Date:	SEPT. 2010	<b>LOCATION/ AERIAL MAP - APPEDIX A</b>					

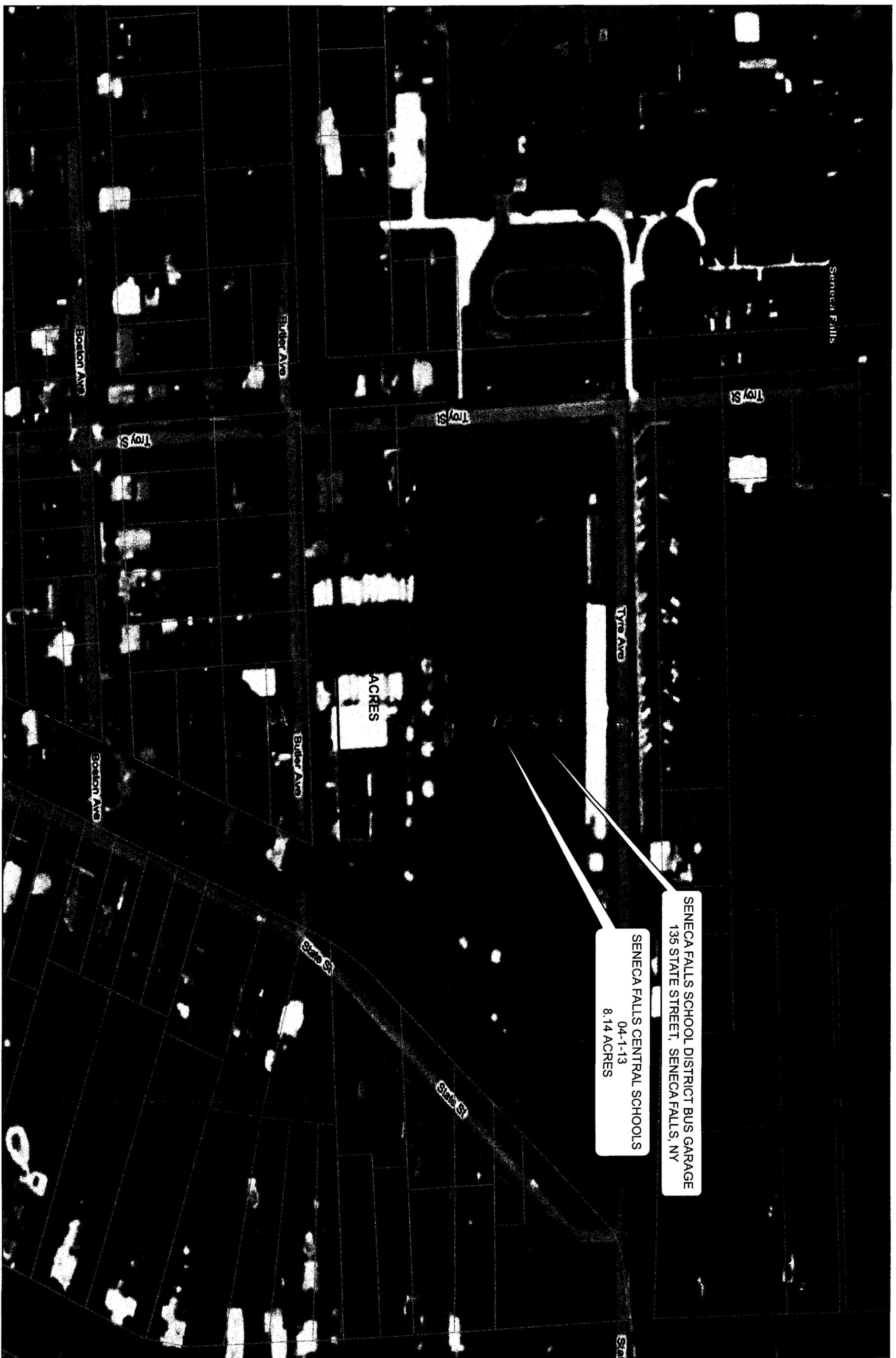


ROMULUS SCHOOL DISTRICT BUS GARAGE  
5705 NYS RTE 96 ROMULUS, NY

SENECA CO. HIGHWAY GARAGE  
2017 PROSPECT ST. ROMULUS, NY

\* This schematic Location Map was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program.

PROJECT NO.	SHEET NO. 1 of 1	<b>MRB   group</b> Engineering, Architecture, Surveying, PC 2480 Browncroft Boulevard, Rochester, New York 14625 585-381-9250 FAX 585-381-1008 2750 Westinghouse Road Suite 1, Horseheads, New York 14845 607-796-9340 FAX 607-796-6600 www.mrbgroup.com	Drawn By:	LSB		SENECA COUNTY MAINTENANCE FACILITY
			Scale:	1" = 400'		SENECA COUNTY, NEW YORK
Date:	SEPT. 2010	LOCATION/ AERIAL MAP - APPEDIX B				



SENeca FALLS SCHOOL DISTRICT BUS GARAGE  
 135 STATE STREET, SENeca FALLS, NY

SENeca FALLS CENTRAL SCHOOLS  
 04-1-13  
 8.14 ACRES

\* This schematic Location Map was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program.

PROJECT NO.	1 of 1	SHEET NO.	<b>MRB   group</b> <small>Engineering, Architecture, Surveying, P.C.          2480 Browncroft Boulevard, Rochester, New York 14625 585-381-9250 FAX 585-381-1008          2750 Westinghouse Road Suite 1, Horseheads, New York 14845 607-796-9340 FAX 607-796-6600          www.mrbgroup.com</small>	Drawn By:	LSB		SENeca COUNTY MAITENANCE FACILITY
				Scale:	1" = 150'		SENeca COUNTY, NEW YORK
Date:	SEPT. 2010	LOCATION/ AERIAL MAP - APPENDIX D					



\* This schematic Location Map was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program.

PROJECT NO.	1 of 1	SHEET NO.	<b>MRB   group</b> Engineering, Architecture, Surveying, PC 2480 Browncroft Boulevard, Rochester, New York 14625 585-381-9250 FAX 585-381-1008 2750 Westinghouse Road Suite 1, Horseheads, New York 14845 607-796-9340 FAX 607-796-6600 www.mrbgroup.com	Drawn By:	LSB		SENECA COUNTY MAITENANCE FACILITY
				Scale:	1" = 400'		SENECA COUNTY, NEW YORK
				Date:	SEPT. 2010		LOCATION/ AERIAL MAP - APPENDIX C

## Attachment E: Calculations

Scenario 1 Driving and Labor Costs

Days per Week	Mileage
20	14.9
20	14.7
2	2
0	0
0	0
12	7.7

Vehicle Mileage Cost Assumptions				
Cost per mile	\$0.57	\$1.00	\$0.75	\$0.62
Annual Maintenance Trips	4	2	6	4

Source: AAA, Camoin Associates.

Existing Vehicles					
Seneca Falls Central	3	1	30	3	37
Seneca County Human	17				17
Romulus Central School	3	0	15	2	20
Seneca County Highway	8	12	0	3	23
Seneca County Sheriff	35	0	0	6	41
Town of Lodi	2	3			5
<b>Total</b>	<b>68</b>	<b>16</b>	<b>45</b>	<b>14</b>	<b>143</b>

<http://www.americanschoolbuscouncil.org/index.php?page=fuel-calculator>

Seneca Falls Central	12	2	180	12	206
Seneca County Human	68	0	0	0	68
Romulus Central School	12	0	90	8	110
Seneca County Highway	32	24	0	12	68
Seneca County Sheriff	140	0	0	24	164
Town of Lodi	8	6	0	0	14
Seneca Falls Central	357.6	59.6	5364	357.6	6138.8
Seneca County Human	1999.2	0	0	0	1999.2
Romulus Central School	48	0	360	32	440
Seneca County Highway	0	0	0	0	0
Seneca County Sheriff	0	0	0	0	0
Town of Lodi	123.2	92.4	0	0	215.6
Seneca Falls Central	\$202	\$60	\$4,023	\$222	\$4,507
Seneca County Human	\$1,132	\$0	\$0	\$0	\$1,132
Romulus Central School	\$27	\$0	\$270	\$20	\$317
Seneca County Highway	\$0	\$0	\$0	\$0	\$0
Seneca County Sheriff	\$0	\$0	\$0	\$0	\$0
Town of Lodi	\$70	\$92	\$0	\$0	\$162
					<b>\$6,117</b>

Scenario 1 Driving and Labor Costs

		Labor Costs of Staff Driving to Shared Facility		
8,240	Seneca Falls Central School	137.3	\$8,240	
2,720	Seneca County Human Services	45.3	\$2,720	
440	Romulus Central School	7.3	\$440	
0	Seneca County Highway	0.0	\$0	
0	Seneca County Sheriff	0.0	\$0	
336	Town of Lodi	5.6	\$336	
<b>11,736</b>	<b>Total</b>	<b>195.6</b>	<b>\$11,736</b>	

Scenario 1 Driving Time and Distance per Round-Trip		
Seneca Falls Central School District	29.8	40
Seneca County Human Services	29.4	40
Romulus Central School District	4	4
Seneca County Highway Department	0	0
Seneca County Sheriff	0	0
Town of Lodi	15.4	24

Source: Google Maps

Scenario 2: Driving Time and Labor Costs

Assumptions	Cost per Mile (\$)	Distance per Year (Miles)
Romulus Central School	2	2
Seneca County Highway	0	0
Seneca County Sheriff	0	0
Town of Lodi	12	7.7

Existing Vehicles					
Romulus Central School	3	0	15	2	20
Seneca County Highway	8	12	0	3	23
Seneca County Sheriff	35	0	0	6	41
Town of Lodi	2	3			5
<b>Total</b>	<b>48</b>	<b>15</b>	<b>15</b>	<b>11</b>	<b>89</b>

Vehicle Mileage Cost Assumptions				
Cost per mile	\$0.57	\$1.00	\$0.75	\$0.62
Annual Maintenance Trips	4	2	6	4

Source: AAA, Camoin Associates.

					Total Trips
Romulus Central School	12	0	90	8	110
Seneca County Highway	32	24	0	12	68
Seneca County Sheriff	140	0	0	24	164
Town of Lodi	8	6	0	0	14
<b>Total</b>					
Romulus Central School	48	0	360	32	440
Seneca County Highway	0	0	0	0	0
Seneca County Sheriff	0	0	0	0	0
Town of Lodi	123.2	92.4	0	0	215.6
<b>Total</b>					
Romulus Central School	\$27	\$0	\$270	\$20	\$317
Seneca County Highway	\$0	\$0	\$0	\$0	\$0
Seneca County Sheriff	\$0	\$0	\$0	\$0	\$0
Town of Lodi	\$70	\$92	\$0	\$0	\$162
<b>Total</b>					<b>\$479</b>

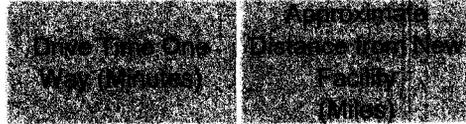
Scenario 2: Driving Time and Labor Costs

Labor Costs of Staff Driving to Shared Facility			
Romulus Central School	440	7.3	\$440
Seneca County Highway	0	0.0	\$0
Seneca County Sheriff	0	0.0	\$0
Town of Lodi	336	5.6	\$336
<b>Total</b>	<b>776</b>	<b>12.9</b>	<b>\$776</b>

Driving Time and Distance per Round-Trip		
Romulus Central School District	4	4
Seneca County Highway Department	0	0
Seneca County Sheriff	0	0
Town of Lodi	15.4	24

Source: Google Maps

Driving and Labor Costs: All Entities Witout a Shared Services Facility



Seneca Falls Central		0
Seneca County Human	12.5	5
Romulus Central School	0	0
Seneca County Highway	0	0
Seneca County Sheriff	12.5	5
Town of Lodi	12.5	5

Existing Vehicles					
Seneca Falls Central	3	1	30	3	37
Seneca County Human	17				17
Romulus Central School	3	0	15	2	20
Seneca County Highway	8	12	0	3	23
Seneca County Sheriff	35	0	0	6	41
Town of Lodi	2	3			5
<b>Total</b>	<b>68</b>	<b>16</b>	<b>45</b>	<b>14</b>	<b>143</b>

Vehicle Mileage Cost Assumptions					
Cost per mile	\$0.57	\$1.00	\$0.75	\$0.62	
Annual Maintenance	4	2	6	4	

Source: AAA, Camoin Associates.

Seneca Falls Central	12	2	180	12	206
Seneca County Human	68	0	0	0	68
Romulus Central School	12	0	90	8	110
Seneca County Highway	32	24	0	12	68
Seneca County Sheriff	140	0	0	24	164
Town of Lodi	8	6	0	0	14
Seneca Falls Central	0	0	0	0	0
Seneca County Human	680	0	0	0	680
Services					
Romulus Central School	0	0	0	0	0
Seneca County Highway	0	0	0	0	0
Seneca County Sheriff	1400	0	0	240	1640
Town of Lodi	80	60	0	0	140
Seneca Falls Central	\$0	\$0	\$0	\$0	\$0
Seneca County Human	\$385	\$0	\$0	\$0	\$385
Services					
Romulus Central School	\$0	\$0	\$0	\$0	\$0
Seneca County Highway	\$0	\$0	\$0	\$0	\$0
Seneca County Sheriff	\$792	\$0	\$0	\$149	\$941
Town of Lodi	\$45	\$60	\$0	\$0	\$105
					<b>\$1,431</b>

Driving and Labor Costs: All Entities Witout a Shared Services Facility

Labor Costs of Staff Driving to Shared Facility			
	Seneca Falls Central School	0.0	\$0
1,700	Seneca County Human Services	28.3	\$1,983
	Romulus Central School	0.0	\$0
	Seneca County Highway	0.0	\$0
4,100	Seneca County Sheriff	68.3	\$4,783
350	Town of Lodi	5.8	\$408
6,150	<b>Total</b>	<b>102.5</b>	<b>\$7,175</b>

Driving Time and Distance per Round-Trip Without Shared		
Seneca Falls Central School District	0	0
Seneca County Human Services	10	25
Romulus Central School District	0	0
Seneca County Highway Department	0	0
Seneca County Sheriff	10	25
Town of Lodi	10	25

Source: Google Maps

Driving and Labor for Southern Entities Without a Shared Maintenance Facility

Entity	Days	Mileage
Romulus Central School	0	0
Seneca County Highway	0	0
Seneca County Sheriff	12.5	5
Town of Lodi	12.5	5

Existing Vehicles					
Entity	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Total
Romulus Central School	3	0	15	2	20
Seneca County Highway	8	12	0	3	23
Seneca County Sheriff	35	0	0	6	41
Town of Lodi	2	3			5
<b>Total</b>	<b>48</b>	<b>15</b>	<b>15</b>	<b>11</b>	<b>89</b>

Vehicle Mileage Cost Assumptions					
Assumption	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	
Cost per mile	\$0.57	\$1.00	\$0.75	\$0.62	
Annual Maintenance Trips	4	2	6	4	
Source: AAA, Camoin Associates.					
Total Trips					
Romulus Central School	12	0	90	8	110
Seneca County Highway	32	24	0	12	68
Seneca County Sheriff	140	0	0	24	164
Town of Lodi	8	6	0	0	14
Total Mileage					
Romulus Central School	0	0	0	0	0
Seneca County Highway	0	0	0	0	0
Seneca County Sheriff	1400	0	0	240	1640
Town of Lodi	80	60	0	0	140
Total					
Romulus Central School	\$0	\$0	\$0	\$0	\$0
Seneca County Highway	\$0	\$0	\$0	\$0	\$0
Seneca County Sheriff	\$792	\$0	\$0	\$149	\$941
Town of Lodi	\$45	\$60	\$0	\$0	\$105
<b>Total</b>					<b>\$1,046</b>

Driving and Labor for Southern Entities Without a Shared Maintenance Facility

Labor Costs of Staff Driving to Shared Facility			
0	Romulus Central School	0.0	\$0
0	Seneca County Highway	0.0	\$0
4,100	Seneca County Sheriff	68.3	\$4,783
350	Town of Lodi	5.8	\$408
4,450	<b>Total</b>	<b>74.2</b>	<b>\$5,192</b>

Driving Time and Distance per Round-Trip Without Shared		
Romulus Central School District	0	0
Seneca County Highway Department	0	0
Seneca County Sheriff	10	25
Town of Lodi	10	25

Source: Google Maps

## Attachment F: Seneca Falls (Village and Town)

## Attachment F: “New” Town of Seneca Falls

The former Village of Seneca Falls will dissolve on December 31, 2011. Since the Vehicle Maintenance Facility Surveys were distributed to interested entities prior to the Village dissolution, vehicle and facility information was provided by the Town and the Village separately. Following dissolution, the “New” Town of Seneca Falls (i.e. the Town following dissolution of the Village) has expressed interest in participating in the shared vehicle maintenance study. The Town is currently working through the logistics of this significant transition and has not made final decisions on which services it will continue to provide to the former Village. It is anticipated that the Town will make final determinations on what services it will offer and which of the former Village vehicles it needs to keep later this year (2011).

Therefore, to include the “New” Town of Seneca Falls in the shared vehicle maintenance facility study, it was necessary to make certain assumptions about the number of vehicles the “New” Town will have as a result of the Village dissolution. The assumptions within this study are based on the findings of the *Village of Seneca Falls Dissolution Plan: Final Report on Dissolution for the Village of Seneca Falls* dated November 2009 (the “Plan”), and the number of vehicles reported by the Village in the vehicle maintenance facility survey.

Relevant quotes from the Plan are provided below, followed by an explanation of how this information was incorporated into the study.

*A. The Town of Seneca Falls will create a town wide police department that will service the entire Town of Seneca Falls.*

The study assumes that all of the police protection vehicles formerly owned by the Village will be acquired and maintained by the “New” Town of Seneca Falls.

*B. The current Bridgeport Fire District boundaries will be expanded to include the entire Town and the Seneca Falls Fire Department (SFFD) will become a second fire company in the District . . .*

The shared services feasibility study assumes that all of the fire protection vehicles formerly owned by the Village will be acquired by the Bridgeport Fire District. As such, the “New” Town of Seneca Falls will not be responsible for the maintenance of these vehicles and the \$20,827 paid for the Village for yearly required inspections and maintenance of fire trucks will not be a “New” Town cost.

*C. All current services such as water, sewer, refuse collection, parks, street maintenance services, etc. will be provided by the Town of Seneca Falls.*

Since the Town will provide a number of services formerly provided by the Village, it is anticipated that the Town will keep all of the vehicles associated with these services. As such, all of the service vehicles reported by the Village have been added to the existing number of vehicles reported by the Town.

*D. Village employees will have the opportunity for employment with the Town of Seneca Falls . . .*

The study makes the assumptions that the two vehicle maintenance employees reported by the Village will become “New” Town employees, for a total of three vehicle maintenance employees.

The “New” Town of Seneca Falls has just begun its first fiscal year; therefore, their existing annual costs are unknown at this time. For the purposes of this analysis, the Town’s existing annual costs are estimated by totaling the vehicle maintenance costs of the Town and Village, net costs for fire department vehicles. The sum of Town and Village costs are distributed between personnel, equipment, supplies, and third party services proportionally based on the costs reported by the Town.

## Attachment G: Inter-Municipal Agreement Information

## Attachment G: Information to be Included in an Inter-Municipal Agreement

Should the Seneca County Entities decide to initiate a shared maintenance facility project, the following information from the feasibility analysis should be included in the Inter-municipal Agreement. As this point in the analysis, the County and participating entities have not determined which of the two scenarios would best meet the needs of the community. As such, an outline of the information for both options is provided.

### Scenario 1: All Six Parties Participate

1. The following entities agree to participate in the shared vehicle maintenance facility project:
  - Seneca Falls Central School District
  - Romulus Central School District
  - Seneca County Human Services
  - Seneca County Highway Department
  - Seneca County Sheriff
  - Town of Seneca Falls
  - Town of Lodi
2. The proposition for the shared vehicle maintenance facility project will be put forth to voters.
3. At this stage in the analysis, a final project site has not been decided upon. Sites being considered include lands owned by the participating School Districts and Lands Owned by the County Highway Department. If County-Owned properties are chosen as sites for the facilities, ownership of the properties will be transferred to the participating school districts.

4. The Seneca Falls Central School District will construct the northern facility and the Romulus Central School District will construct the Southern Facility.
5. The Seneca County Highway Department staff will provide vehicle maintenance services to all participating entities. School district maintenance staff will utilize the facility to perform maintenance on school district vehicles as needed.
6. The County Highway Department and the School Districts will utilize the facility for all vehicle maintenance, storage, and office needs. Other participating entities will continue to store their vehicles at their respective garages, not at the shared facilities.
7. Seneca County will charge participating entities a flat rate for vehicle maintenance services.

#### **Scenario 2: Four of the Southern Entities Participate**

1. The following entities agree to participate in the shared vehicle maintenance facility project:
  - Romulus Central School District
  - Seneca County Highway Department
  - Seneca County Sheriff
  - Town of Lodi
2. The proposition for the shared vehicle maintenance facility project will be put forth to voters.
3. Sites being considered include lands owned by the Romulus Central School District and Lands Owned by the County Highway Department. If a County-owned property is chosen as the site for the facility, ownership of the property will be transferred to the Romulus Central School District.

4. Romulus Central School District will construct the shared maintenance facility.
5. The Seneca County Highway Department staff will provide vehicle maintenance services to all participating entities. Romulus Central School District maintenance staff will utilize the facility to perform maintenance on school district vehicles as needed.
6. The County Highway Department and the School Districts will utilize the facility for all vehicle maintenance, storage, and office needs. Other participating entities will continue to store their vehicles at their respective vehicle maintenance garages, not at the shared facility.
7. Seneca County will charge participating entities a flat rate for vehicle maintenance services.