



Village of Ossining Intermunicipal Agreement - IMA Proposal to the Town of Ossining

Highway Department
Building Department
Planning Department

IMA Proposal

Town of Ossining

- The Springsted Report of the Public Works Analysis commissioned by the Village of Ossining, Town of Ossining and the Village of Briarcliff Manor from ICMA was instituted to examine how best to provide Public Works service to all three municipalities.
- Amongst other recommendations, the report recommended that the Town Highway Department be combined into the Village of Ossining's Department of Public Works.

IMA Proposal

Town of Ossining

- The Board of Trustees directed the Village Manager to develop a report identifying cost savings of combining the Town of Ossining's Highway Department, Building Department and Planning Department into the Village of Ossining's Departments.
- The Board of Trustees determined that the report should provide residents of the unincorporated area of the Town with the same level of service provided to Village of Ossining residents, while also providing a significant cost savings to Town residents.

IMA Proposal - DPW

The Village of Ossining DPW will provide residents in the unincorporated area of the Town of Ossining with **enhanced public works services at a lower cost**. These services include Sanitation, Highway and Administrative services and Storm Sewer Maintenance and Sewer and Pump Stations services.

The Village of Ossining is prepared to offer the following services to the Town of Ossining through the IMA Proposal:

- ❖ Sanitation services: The Town unincorporated resident will receive organic waste, bulk metals, and bulk trash collection every week, services that are not being provided currently.
- ❖ Highway services/storm sewer maintenance: these services will remain the same and be provided at a **lower cost**.
- ❖ Administrative services: these services will remain the same and be provided at a **lower cost**. The elected Highway Superintendent will remain Town liaison to the Village of Ossining DPW.
- ❖ Sewer System/Pump Stations: these services will remain the same and be provided at a **lower cost**.

IMA Proposal - DPW

Town of Ossining – Current

SERVICE	BUDGET
ENGINEERING	\$34,800
HIGHWAY FUND	\$1,877,442
SEWER DISTRICT	\$361,374
STREET LIGHTING FUND	\$64,936
REFUSE DISTRICT FUND	\$564,271
TOTAL	\$2,961,623

Town of Ossining – IMA Proposal

SERVICE	BUDGET
ENGINEERING	\$15,000
HIGHWAY FUND	\$1,782,225
SEWER DISTRICT	\$353,333
STREET LIGHTING FUND	\$63,021
REFUSE DISTRICT FUND	\$447,104
TOTAL	\$2,660,683

The above represents a cost savings of \$242,140 which translates into a 8% reduction in the Town of Ossining Highway and Sanitation operations budget.

IMA Proposal - Building

Currently, the Town of Ossining's Building Department consists of one full time administrative assistant, one part time administrative assistant and one part time Building Inspector who administers the Town building code.

The Village of Ossining is prepared to offer the following services to the Town of Ossining through the IMA Proposal:

- ❖ administration of all building applications and continuation of all current administrative duties;
- ❖ plan review, to be performed by either the Director of Code Enforcement, part-time Building Inspector or the Assistant Building Inspector;
- ❖ all inspections pertaining to all current Town permits, to be performed by either the Director of Code Enforcement, part-time Building Inspector or the Assistant Building Inspector;
- ❖ fire/assembly inspections of all properties mandated per New York State Code, to be performed by either the Director of Code Enforcement, part-time Building Inspector or the Assistant Building Inspector;
- ❖ administration and enforcement of all local Town laws to be performed by the administrative staff and the entire Code Enforcement staff; and
- ❖ code enforcement for local and NYS codes, to be performed by the entire Code Enforcement staff.

IMA Proposal - Building

Town of Ossining – Current

COST CENTER	BUDGET
SALARIES	\$95,527
BENEFITS	\$36,381
CONTRACTUAL	\$27,202
TOTAL	\$ 159,110

Town of Ossining – IMA Proposal

COST CENTER	BUDGET
SALARIES	\$57,314
BENEFITS	\$19,065
CONTRACTUAL	\$15,735
TOTAL	\$92,114

The above represents a cost savings of \$66,996 which translates into a 42% reduction in the Town of Ossining Building Department budget. The above savings is derived in part by removing the following: one part time administrative assistant; a 50% full time administrative assistant and decreasing the maintenance/copier and office rent budgets.

IMA Proposal - Planning

Currently the Town Planning Department services the Planning Board, Zoning Board, administers its affordable housing and storm water Programs.

The Village of Ossining is prepared to offer the following services to the Town of Ossining through the IMA Proposal:

- ❖ administration of all Planning and Zoning Board applications and continuation of all current administrative services;
- ❖ staffing all meetings with a professional planner and building department representatives;
- ❖ plan review by planner, building representative, and engineer for all projects; and
- ❖ administration and implementation of affordable housing and stormwater programs.

IMA Proposal - Planning

Town of Ossining – Current

SERVICE	BUDGET
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PLANNING \$74,882

ZONING \$3,500

STORMWATER \$12,000

EMPLOYEE
BENEFITS \$25,793

Total \$116,175

Town of Ossining – IMA Proposal

SERVICE	BUDGET
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PLANNING \$35,531

ZONING \$2,500

STORMWATER \$5,500

EMPLOYEE
BENEFITS \$15,884

Total \$59,415

The above represents a cost savings of \$56,760 which translates into a 48% reduction in the Town of Ossining planning budget. The above saving is derived in part through a decrease in planning and storm water consultant services and for the provision of same by the Village of Ossining.

IMA Proposal - Summary

Description	DPW	Building	Planning	TOTAL IMA Savings
Total First year Savings	\$242,140	\$66,996	\$56,760	<u>\$365,896</u>

The above represents a decrease to the Town of Ossining unincorporated tax rate of 7% and provides for enhanced services at a lower cost while achieving significant cost savings.

IMA Proposal - Summary

- This report provides the residents of the unincorporated Town of Ossining with the same level of service provided to the Village of Ossining residents, while also providing a significant cost savings in the first year and will provide a projected cost savings of a minimum of \$1,860,105 over a five year period to Town unincorporated residents with projected additional savings through attrition.