



April 10, 2012 DRAFT – For City and County's Review

**City of Napa and County of Napa
Service Sharing Study
Outline of PowerPoint for
Joint Meeting
April 17, 2012**

Meeting Purpose

Create a consensus on implementing service sharing recommendations from the Advisory Committee and agree on next steps.

1. Review service sharing project

- Phase 1 analysis: Threshold level analysis to identify consolidation efforts that might be productive for further follow up
 - Question to be answered: Is it feasible for a specific service to be shared?
 - Threshold analysis does not answer all detailed questions.
- Phase 2 analysis: Detailed analysis for those service areas showing promise for service sharing between the City and County

2. Review methodology

- Interviewed elected officials and staff to identify potential service sharing and co-location possibilities
- Assessed ideas, applied criteria related to cost savings, difficulty of implementation and models that exist elsewhere
- Met with staff committee 2 times on site to review information and obtain feedback
- Met with Advisory Committee 3 times (once to discuss initial ideas, once to present preliminary data and receive direction on which services to analyze, once to present threshold analysis)
- Conducted threshold analysis for six areas; met on site with staff to gather information about each of these areas:
 - Engineering/Construction Management
 - Streets and Roads Management (including signing and striping)
 - Fleet Management/Maintenance
 - Law Enforcement Investigations
 - Law Enforcement Records
 - Permit Services and Plan Review

3. Review Advisory Committee's comments on opportunities for service sharing

- Service sharing is a valid goal for the City and County
- Greatest opportunities are in the general government arena, not in law enforcement, health, welfare or areas that are unique to either the City or County government
- Service sharing should be focused on some short-term opportunities and longer-term opportunities
- To be successful, focus needs to be on long-term effort to integrate service delivery where it makes sense. Focus cannot be solely on short-term cost savings, because it takes time to build a foundation for successful integration efforts, particularly when facility sharing is a cornerstone.

4. Review Advisory Committee's recommendations for service sharing ideas to pursue during a next phase

- Proceed with these in the short term
 1. Prepare joint policy statement to pursue more unified service delivery in the future
 2. Pursue development of business plans for service sharing and consolidations in the following areas:
 - Engineering design and CIP administration
 - Streets and roads maintenance activities
 - Fleet management and maintenance
 - Fire prevention
 3. Collaborate on shared data collection and performance measure initiatives in permit processing and other areas, where long term service sharing and joint facility utilization is a goal
 - Example of the type of data necessary to make good decisions
- Pursue in the long term
 1. Plan for and construct a joint corporation yard in an industrial area (which would include a joint facility for fleet maintenance)
 2. Plan for and construct a joint CNG fuel facility, perhaps as a first phase to a shared corporation yard
 3. Plan for and develop a co-location site for permit processing and a shared IT system to support this service
 4. Other areas to be identified based on the joint policy statement

5. Review areas studied but not being recommended for service sharing

1. Law enforcement investigations and law enforcement records
2. Policy planning and entitlement functions

6. Recommended Phase 2 assistance

- Fleet management (identify options for co-locating staff in one facility; develop a business plan for consolidating fleet staffs, evaluate potential for outsourcing some current work to make joint facility utilization feasible)
- Finalize fire prevention consolidation business plan



- Develop a business plan for service sharing in the area of engineering design and CIP administration
- Develop a business plan for service sharing in the area of streets and road maintenance
- Assist the County and City in preparing a joint policy statement to pursue more unified service delivery opportunities in the future

7. Reach consensus on next steps

