

Village of South Dayton Project Scope

Project Summary

The Village of South Dayton has decided to conduct a study on the potential implications of dissolving the village. In an effort to inform the residents of the issues related to dissolution, including potential impacts to services received by the residents, projected fiscal impacts and other issues, the Village Board will engage a qualified and experienced organization to develop a report that identifies those impacts. The findings of the report will be shared in a written format, at a public meeting and using a project specific public website as outlined under GML 17-A.

Outcomes

The Village, its project steering committee, and CGR will conduct a study on the potential impact of dissolving the Village. The study will include a review of all Village services, a review of comparable Town of Dayton services, the development of a series of options (including but not limited to dissolution) for lowering costs and achieving efficiencies, the creation of a tentative dissolution plan that would include the fiscal and operational impacts for the village residents, and the creation of a final dissolution plan for voter consideration.

Task 1

CGR will work with officials of the Village to identify a steering committee that will be able to assist during this project. The individuals on the steering committee will need to be available to meet either in person or electronically on a regular basis throughout the project.

CGR will develop a public outreach program that will involve a project website, a concise summary of the projected impacts and a public meeting to discuss the results of the project. Throughout the project, residents will be encouraged to use the website to share comments and inquire about the study process. Specific objectives of the public outreach campaign will be developed with the Steering Committee.

Task 2

In this phase of the project, the CGR will facilitate a meeting of the Steering Committee, compile the basic data and conduct a complete service inventory for the Village and Town. These tasks will be completed with a substantial data request, interviews with Village and Town officials, and meetings with the Steering Committee. The project team and Steering Committee will develop a shared, comprehensive and objective understanding of current operations and governance issues. The entire base of objective information about “what exists” will be summarized in an initial report to the Steering Committee (referred to as the Baseline Report). The report will serve as a shared information base for the analysis of potential government structures and will provide an essential fact-based framework for identifying options and assessing their impact.

Task 3

Based on the project team's data compilation/analysis in developing the baseline review, CGR will present in draft form a series of potential operational and governance options for the Steering Committee's consideration. As noted above, although analyzing the feasibility and impacts of a dissolved Village is a central objective of this engagement, the project team will also consider alternative ways to accomplish the objectives of lower costs and reduced tax burden through other means. This review will build on the baseline and fiscal impact analyses and will seek to identify alternative means of realizing operational/financial efficiencies in the event the current municipalities remain separate, independent units.

At this phase of the project, the range of alternatives will be presented at a sufficient level of detail to give the Steering Committee an understanding of their potential structure and impact. The project team will meet with the Steering Committee to review the range of alternatives and discuss the analytical approach for assessing their fiscal and operational impacts.

Upon the Steering Committee's review and approval of the draft list of potential alternatives, CGR's project team will transition to a full analysis of the legal, financial and operational impacts of each alternative. The findings of this stage will be drafted into an Options Report that will be shared with the Steering Committee. It is at this stage that the Steering Committee often seeks the input of other Village residents through a public forum.

Task 4

Using the information compiled and analyzed in Task 3, the project team will commence drafting a formal draft dissolution plan for the Steering Committee's consideration. The plan will provide a "best-case" scenario for a potential dissolution of the Village and will outline the necessary steps to implement the plan. To the extent possible, the dissolution plan will outline the costs of transition and will provide a transition plan for all affected employees. The dissolution plan will include all elements as required by General Municipal Law Article 17-A.

In addition to developing a dissolution plan, the project team will compile its review and analysis of possible alternatives to dissolution as an addendum to the Dissolution Plan developed. Presenting the consideration of dissolution alternatives alongside the dissolution analysis will enable the Steering Committee and larger community an ease of comparison among the options' relative impacts.

CGR will present at one public meeting upon completion of the analysis of both dissolution and other structural options, in order to update the community on the study's progress and review potential operational and financial impacts. At this point, the community will have the opportunity to relate their concerns and provide feedback that may influence the final dissolution plan.

Subsequent to issuing the final report, CGR will participate in one meeting with the full Village Board to review the draft report and discuss public comments as appropriate. The meeting will be organized and publicized by the Steering Committee. CGR will create a PowerPoint

presentation based upon the draft report inclusive of the dissolution plan and the alternatives to dissolution. The Village Board will provide feedback/comment on the draft document and edits will be incorporated into the final report. CGR will incorporate any relevant learning from the public meeting, and the meeting with Village Board into the final documents.