Shared Services & New Initiatives Task Force  
May 16, 2013  
Summary Notes

Agenda

1. Summary of March, 2013 Task Force Meeting (Ms. Sloan)  
   Summary Notes from March Task Force discussion shared with Task Force and public participants

2. Concept Proposal Early Actions
   - Travel Demand Forecasting and General Plan Services  
     (Mr. Griesenbeck)

   Mr. Greisenbeck shared discussions with city staff and consultants for Woodland. Will engage other jurisdictions staff in focus group discussions and input from Woodland experience.

   Sacramento County is working on major traffic impact study on Jackson Corridor. SACOG staff will support county staff and consultant as they navigate through that project.

   Results from county and city staff are positive and hopefully learning opportunity for services SACOG might provide more broadly.

Task Force Members comments included:

- Suggestion that goal of shared service should be to reduce some of the cost for this work by connecting the data to some specific tasks
- Interest and support from Task Force member and their staff for pursuing opportunities for data and information sharing in support of planning

   - Regional Grant Coordination  
     (Mr. Chew)

   Mr. Chew presented a summary of staff research and communications with working group. Grant writing database was of immediate use to the interested stakeholders. Staff worked with working group to identify two companies with subscription products. First product with range of costs upward of $25k with additional license fees per jurisdiction of $1-3k/each. Product includes compilation of original information and availability of additional support services. Second product was cost of $2k for the entire year for the full region using database for other company related needs, set up as joint-venture such that the subscriptions are pure profit for their overhead.
Sixteen jurisdictions on conference call expressed interest. Seven participated in web tour demo to compare with current services. All agreed with product quality and asked for assistance a.s.a.p. to execute. Offer also provides opportunity for local non-profits to participate within the region. They also have an RFP website.

Task Force Members comments included:

- Concern for product consistency and opportunity for quality check
- Interest in regional discount for grant writing software. Interest common amongst participants
- Some debate regarding whether additional support would be helpful either in grant tracking or grant writing
- Concern over competitiveness on grant opportunities amongst jurisdictions
- Interest in possibly forming a technical group for support on grant writing needs amongst member jurisdictions

- Pooled Purchasing
  (Mr. Johnson)

  Johnson provided summary presentation of initial research and communications noting that discussions were focused on one specific product initially. Mark Prestwich, City of Sacramento, brought this forward to us to explore with other jurisdictions for current fuel purchasing arrangements, interests for shared purchasing arrangements, and basic price information to be gathered. Could come back with feasibility analysis if we find interest in moving forward.

  Task Force Member comments included:

  - Interest in opportunities for intern tasks to contact all the jurisdictions initially
  - Interest in including special districts in the research
  - Interest in information sharing of research results
  - Support for role of SACOG as a convener
  - Considerations for other shared service areas including shared use of specialized equipment, e.g. regrinding equipment
  - Recommendation to look at other best practices with example of Orange County LAFCO model for future presentation

- Regional Advocacy Coordination
  (Ms. Sloan)

  Sloan provided brief update of early stages of process including initial discussions with member jurisdictions who maintain dedicated advocacy
budgets. Staff intends to meet with member jurisdictions to identify common areas of advocacy interest, and learn about legislative processes with city councils and boards of supervisors. These member visits will help inform broader working group in the fall to identify areas of shared needs among smaller jurisdictions that may not have active advocacy or government affairs programs.

3. Review and Discussion of Shared Services & New Initiatives Project Origins and Purpose (Ms. Sloan)

Sloan provided a summary of the Shared Services & New Initiatives Task Force from its initiation in January 2012. Chair Hill established the SSNI, with interest in cost saving, improvements in services, and the thought that SACOG provided a place where we could discuss issues and new initiatives.

Chair Hill made committee assignments with Task Force members from the SACOG Board. Staff efforts included survey of current shared services activities in the region and areas of perceived high value for shared services. The responses to the survey were analyzed regionally as well as for sub-regional areas of high interest, low activity. Staff developed eight concept proposals as early opportunity areas or case studies for regional discussion and learning. Board Retreat and Board action in December provided further staff direction. In January 2013, staff came back to the newly constituted SACOG Board for a confirming action to guide staff work in 2013.

To remind the Task Force of those 2013 Board actions:

- Board adopted criteria questions to guide discussion of new initiatives when they come to the SACOG Board
- Board directed staff to work on feasibility analysis on the eight shared services concepts
- Board directed staff to pursue governance structure for each of the new shared services proposals (i.e., including possible formation of a non-profit agency development for greatest flexibility)
- Add support activities to our Overall Work Plan Goal #3

Other Board guidance from 2012 Retreat included:

- Assessment of demand, flexible staffing and voluntary participation assurances
- Consideration of unique small jurisdiction challenges and benefits of reducing redundancy
- Assessment of any cost impacts to other MPO functions
- Assurance of non-competitive stance for public service delivery with private sector models
- Support for leveraging public and private entrepreneurial opportunities
• Monitoring for emerging shared service needs in the region and possible inclusion of special districts
• Monitoring for critical checks and balances for public agency involvement
• Consideration for alternative regional governance structures for unique shared service partnerships

Ms. Sloan also provided a brief overview of the eight shared service concept proposals including timeline.

Task Force Member comments included:

• Appreciation for the breadth of engagement from SACOG staff
• Appreciation for the summary and clear connection of this initiative with work of SACOG
• Interest in opportunities for how SACOG can be a matchmaker – natural progression as long as we remember our underlying function – and it doesn’t distract from that
• Interest in being opportunistic in this discussion to the benefit of limited public agency resources
• Concern that public agencies may not see same rate of recovery as the private sector
• Interest in keeping the communication and discussions open and inclusive of the full Board
• Interest in maximizing SACOG’s advanced technology and web advancements
• Concern for maintaining the focus of SACOG’s mission in mind
• Interest in monitoring and quantifying cost savings and sharing that information with jurisdictions

4. Other Matters

Sloan extended an invitation to all Task Force members to consider shared services and best practices from their jurisdictions to share at Task Force meetings.

5. Adjournment

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