

ATTACHMENT C - WORK PLAN
SUMMARY

PROJECT NAME: Chautauqua County Consolidated Code Enforcement

CONTRACTOR SFS PAYEE
NAME: COUNTY OF CHAUTAUQUA

CONTRACT PERIOD: From: 01/01/2022
To: 12/31/2026

AWARD: \$32,500

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

The project will explore specific actions necessary to study and implement consolidation, shared services, and efficiencies associated with building code administration and enforcement across Chautauqua County's 42 municipalities. Currently, each municipality separately administers these functions. The study will review and evaluate code enforcement services at the county, city, town, and village level and identify opportunities to enforce codes more effectively and efficiently through shared staff and other resources. The expected outcome is a written framework for shared services among the County's municipalities. The goal is to achieve cost savings and improved effectiveness resulting from a single, consistent approach across the County's municipal code enforcement operations. This framework will guide the decision making of the County and its municipalities, benefitting County taxpayers and providing more equitable, cost-effective, and consistent code enforcement services in the County. The objectives are to:

1. Conduct a baseline review of existing code enforcement operations in each municipality,
2. Develop options for countywide code enforcement, and
3. Plan implementation of preferred option.

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1: Baseline Review	Contractual Services	<ul style="list-style-type: none"> a. Hire Consultant b. Interview Code Enforcement Officers c. Interview elected officials d. Compare with other New York State code enforcement models 	<ul style="list-style-type: none"> i. Request for Proposals from qualified consultants ii. Review of bids iii. Executed contract with selected Consultant i. Description of job duties, variation in service demand, challenges, and integration with other municipal functions ii. Information on current inspection and permit fees, budget data, and Article 19 NYCRR Part 1203 Uniform Code Administration and Enforcement iii. Summary of municipal enforcement of local land use regulations or codes i. Discussion of role County should play in municipal code enforcement function ii. Measurement of interest in developing consolidated municipal code/housing court i. Countywide code enforcement approaches ii. Consolidated codes/housing court system processes iii. Baseline Report delivered to County

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
2: Options Development	Contractual Services	a. Develop range of options and alternatives	<ul style="list-style-type: none"> i. Range of consolidation options from status quo to countywide code enforcement ii. Options for consolidated code/housing court iii. Potential staffing, cost and service delivery structures iv. Agreements needed to implement options v. Draft Options Report delivered to County
3: Implementation Plan	Contractual Services	<ul style="list-style-type: none"> a. Identify preferred alternative b. Develop implementation plan for preferred alternative 	<ul style="list-style-type: none"> i. Discussion of reasons for selection i. Action steps needed to implement change ii. Timeline for action steps to develop preferred alternative and consolidated code/housing court iii. Feasible funding opportunities for implementing preferred alternative iv. Final Report including Baseline and Options Reports and Implementation Plan delivered to County