## County Of Sonoma
### Agenda Item
#### Summary Report

**Department:** General Services

**Name and Phone Number:** Gene Clark – (707) 565-2433

**Board Date:** 12/13/2011

**Deadline for Board Action:**

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**AGENDA SHORT TITLE:** County of Sonoma Shared Services Accomplishments and Future Opportunities.

**REQUESTED BOARD ACTION:**

1. Approve the Shared Services Agreement between the County of Sonoma and the City of Rohnert Park.
2. Authorize the Director of General Services to enter into specific contracts for shared services between the County and the City of Rohnert Park.
3. Direct staff to continue efforts to pursue future shared service agreements with other public entities and bring them to the Board for approval as required.

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**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**Explanation (if required):**

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**Prior Board Action:**

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**Alternatives – Results of Non-Approval:** Continued duplication of efforts within the City and County creating unnecessary expenses for both entities. Loss of potential revenue generating opportunities for services to be provided.
Background:

Sonoma County local governments share one common challenge – the continued reduction in revenues and the continued escalation of expenses. To deal with this challenge both administrative and elected leadership have determined that there is value in seeking opportunities to leveraging resources, utilize common supply contracts, and address common expectations by establishing a “shared services” environment. Sharing resources is a strategy predicated on doing more with less or at a minimum, delivering common services more effectively and efficiently.

Earlier this year, leaders of the eight county municipalities came together to discuss how our organizations could work together to cut costs and reduce duplication of services, thereby better utilizing current resources. They began by setting expectations, choosing areas of effort that could lead to success, discussing who we serve and what we provide, identifying “low hanging fruit,” setting priorities and focus areas, and recognizing limitations. Through their leadership and support, a foundation of collaboration was established.

Past and Current Efforts

Over the years, the County of Sonoma has successfully developed partnerships with neighboring cities for services such as law enforcement, administrative services, fleet services, and fire and emergency response services. There is a long history of collaboration and partnerships between the County and the Cities. Most recently, and in parallel with the discussions on shared services being lead by the CAO, the County of Sonoma through the General Services Department entered into discussions with the City of Rohnert Park to determine what specific services and functions could be provided more cost effectively and more efficiently by way of a shared services approach. The County of Sonoma and City of Rohnert Park identified potential areas where shared services would be appropriate. The areas initially identified were fleet services, building maintenance, Cal Card program utilization and procurement services. To facilitate the actual implementation of shared services, the County submitted a Proposal of Services to the City for consideration. This resulted in the development of a proposed Shared Services Agreement between the County and City that establishes the services that may be pursued and delivered by either party. This agreement will serve as the platform upon which specific services, roles and responsibilities will be established. The agreement is presented today to your Board for approval and is another step towards establishing the framework by which a shared services environment can be established. Department staff is requesting authorization for the Director of General Services to execute the specific service contracts that will be established through this agreement. The Director will return to your Board with detailed reports on future service contracts that result for this shared services agreement.

Recommended Action:

1. Approve the Shared Services Agreement between the County of Sonoma and the City of Rohnert Park.
2. Authorize the Director of General Services to enter into specific contracts for shared services between the County and the City of Rohnert Park.
3. Direct staff to continue efforts to pursue future shared service agreements with other public entities and bring them to the Board for approval as required.
**On File With Clerk:** Agreement for Shared Services between County of Sonoma and City of Rohnert Park.

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<th>Board Action (If other than “Requested”)</th>
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