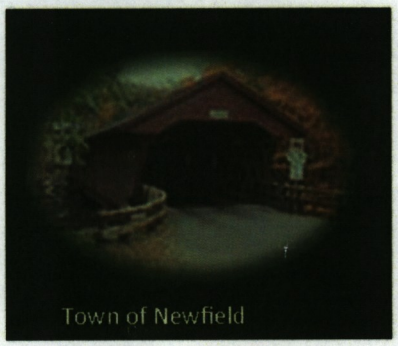
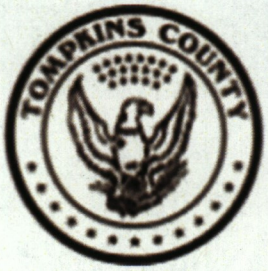
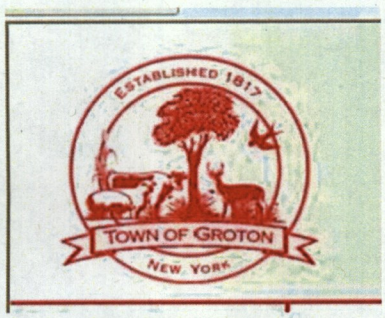
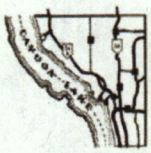
# TSSERR








TOWN of LANSING
"Home of Industry, Agriculture and Scenic Beauty"

Box 186
Lansing, NY 14882

# TOMPKINS SHARED SERVICES ELECTRONIC RECORDS REPOSITORY (TSSERR) GROUP AGREEMENT

Pursuant to Section 119-o of the General Municipal Law, the undersigned municipalities hereby enter into this Agreement to form a form a five year renewable Tompkins Shared Services Electronic Records Repository group, herein after referred to as TSSERR.

The participating voting local governments ("Members") are:

Tompkins County Information Technology Services
Tompkins County Clerk
City of Ithaca
Town of Caroline
Town of Danby
Town of Dryden
Town of Enfield
Town of Groton
Town of Ithaca
Town of Lansing
Town of Newfield
Town of Ulysses
Village of Cayuga Heights

The participating at large (non-voting) agencies include:

New York State Archives (Advisory Only)

Term:

This agreement shall become effective upon execution by each and every Participating Member and shall be in force for the period beginning upon full execution through December 31, 2018 and may be renewed for an additional five years by

appropriate resolutions by each of the members on or before December 31, 2018, all other terms and conditions of this agreement remaining the same.

## Establishing a Program

The parties hereby establish an ongoing partnership for the purpose of jointly planning, providing, and coordinating shared local government digital records technology services within Tompkins County. The TSSERR group will coordinate with the Tompkins County Clerk's Office, the Tompkins County Information Technology Services Department and other providers as necessary and agreed upon by TSSERR. TSSERR will be governed under the terms and conditions of the Tompkins Shared Services Electronic Records Repository By-Laws. TSSERR members may use the group as a vehicle for voluntarily sharing of information, equipment, publicity about programs, and/or coordinating their respective services.

The initial TSSERR focus is:

- Back-file conversion, indexing and import of defined, common record sets (Example: meeting minutes, building permits, City Attorney files) for local municipalities into the County hosted enterprise electronic document management system (EDMS).
- Review and improvement of future processes based on the management, retrieval and records retention requirements within the EDMS platforms and available software tools of the included municipal record sets.
- Redundancy of records based on alternative media and formats (e.g. paper, microfilm, digital) for long term preservation and disaster recovery requirements.
- Implementation of a true electronic disaster recovery solution for existing and future records stored within the EDMS platforms as a goal defined within the Tompkins County Records Management Program.

- Establishing a repository of public records and the improved "transparency" of public information in an electronic system which provides for more immediate access and retrieval.
- The creation of a local, government records management organization initially comprised of all participating municipalities and Tompkins County Departments to be based on the TSSERR By-laws. The purpose of this organization will be to define and continually address collective records management standards, practices and policies, frame level of service requirements of the Tompkins County hosted solution or other service provider hosted solutions, clarify fiscal and participation responsibilities and identify information technology related needs and issues.

Examples include, but not limited to:

- Electronic business process strategies.
- Provides structure and technical capacity for expansion of EDMS shared services model to additional records sets and other local government agencies.

## Sharing Program Costs

TSSERR shall have an annual operational budget as determined by the Tompkins County budgeting process and successful grant funding programs, and other approved local government contributions, as managed in the Tompkins County Clerk's Office budgetary unit. Currently, the projected cost for each member will be derived from a per license fee. This yearly support cost is projected to be $205.00 per license per year (based on 2013 cost) and is subject to an incremental increase per year. A project review/work plan based on the use of these funds will be submitted to the Tompkins County Government Operations Committee no later than the first quarter of each year. Voting TSSERR participating members will receive the following:

1. Tompkins County shall provide TSSERR members secure access to and technical support for the following applications: Laserfiche RIO digital archiving repository and any other systems or services included in the annual TSSERR work plan.
2. Tompkins County shall provide TSSERR members with technical assistance and/or project planning assistance based on any new initiatives included in the annual TSSERR work plan.
3. Tompkins County shall provide services for TSSERR members between the hours of Monday through Friday, 8 a.m. – 5 p.m. Emergencies non-withstanding, any County provided service(s) outside of these core hours must be scheduled one week in advance and mutually agreed upon between Tompkins County and the TSSERR member.

Any proposed project outside of the scope of the base operational services described above must include a funding plan and be mutually agreed upon by the TSSERR group through a majority vote. Any additional funding required from Participating Members above and beyond the annual County Budget allocation must be approved by each individual member participating in the project.

## Governance

**Name:** The governing board shall be called Tompkins Shared Services Electronic Records Repository (TSSERR) Group.

**Membership:** TSSERR shall have a total of 13 (thirteen) voting members. The partners include: City of Ithaca (1), Town of Caroline (1), Town of Danby (1), Town of Ithaca (1), Town of Lansing (1), Town of Dryden (1), Town of Groton (1), Town of Enfield (1), Town of Newfield (1), Town of Ulysses (1), Village of Cayuga Heights,

Tompkins County Clerk (1), and Tompkins County Information Technology Services Department (1).

## Roles of the Tompkins Shared Services Electronic Records Repository Group

TSSERR shall operate under its own by-laws that have been approved by the Tompkins County Legislature and then ratified by all Participating Members.

## Roles of the Tompkins County Clerk's Office & Tompkins County Information Technology Services Department

Staff from the Tompkins County Information Technology Services Department and the Tompkins County Clerk's Office will work with Participating Members to provide support to TSSERR that includes:

- assistance in developing an annual work plan of priority planning, oversight, and evaluation issues;
- assistance in developing options and guidelines as needed to implement the TSSERR work plan;
- staff support to TSSERR to implement work plan;
- preparation of meeting agendas in consultation with the TSSERR Group chair;
- preparation and management of meeting records;
- preparation of contracts with service providers as authorized by the TSSERR Group;
- coordination with the partners to assure that program meets the needs of the TSSERR Group;
- coordination with partners to assure that policy questions that require TSSERR decisions are acted on in a timely way;
- coordination with members to define and develop policy, procedures and information technology & records management security requirements specific to the scope of activities and responsibilities associated with TSSERR members.

## Roles of Tompkins Shared Services Electronic Records Repository Participating Local Governments

The Participating Local Governments will be responsible for:

- upon request, provide a yearly summary of participation and periodically highlighting any trends or significant changes in program participation, feedback, expenses or revenues for TSSERR;
- tracking participation in formats and on a schedule requested by or acceptable to TSSERR;
- recommending programs or changes to improve services and/or lower costs.

## Fiscal Accountability

The Tompkins County Clerk's Office is the fiscal agent for the Partnership. The County Clerk's Office will administer those funds in accordance with the TSSERR annual work plan.

As a condition of this agreement, the Tompkins County Clerk shall maintain records of expenses and revenues as required by TSSERR.

## Liability

No party (Participating Member) shall have any financial liability to any other Participating Member other than the contributions agreed to by the Participating Member, and no Participating Member shall be liable to any other agency or any member of the public for the performance, non-performance, or any breach of this agreement.

## Dispute Resolution

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the members shall use their best

efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties.

## Ratification

**TOWN OF NEWFIELD**

by Karen Millee Kenerson date 2.27.14
Newfield Town Clerk

## Ratification

**TOWN OF ITHACA**

by _____ date 10/7/13

Ithaca Town Clerk

## Ratification

**TOWN OF LANSING**

by_____ date_____
Lansing Town Clerk

## Ratification

**TOWN OF LANSING**

by _____ date 11/1/2013
Lansing Town Clerk

## Ratification

**TOWN OF DRYDEN**

by Pamela J. Avery
Dryden Town Clerk

date Jan 15, 2014

## Ratification

**TOWN OF GROTON**

by Paul L. Schaffer RMC
Groton Town Clerk

date 10/23/2013

## Ratification

**TOWN OF CAROLINE**

by Maribel Hannaham-Lawson date 2-20-2014
Caroline Town Clerk

## Ratification

**TOWN OF DANBY**

by _____ date 10/23/13
Danby Town Clerk

## Ratification

**TOWN OF ULYSSES**

by Marsha L. Georgia
Ulysses

date 10/23/13

## Ratification

**CITY OF ITHACA**

by Julie Conley Holcomb date 9/30/13
Ithaca City Clerk

## Ratification

**VILLAGE OF CAYUGA HEIGHTS**

by _____ date 10-7-13

Cayuga Heights Village ~~Clerk~~ Mayor

## Ratification

**TOWN OF ENFIELD**

by Alice M. Linton date 10-3-13
Enfield Town Clerk

## Ratification

**TOMPKINS COUNTY**

by_____ date 10/17/13
County Administrator

by_____ date 10/18/13
Tompkins County Clerk – Deputy

by_____ date_____
Director of Information Technology

## Ratification

**SOIL AND WATER CONSERVATION DISTRICT**

by _____ date 9/30/2014
Soil and Water Conservation Director

## Ratification

**VILLAGE OF DRYDEN**

by Debra B. Mandatte date 10/10/2014
Village of Dryden Clerk/TREASURER

## Ratification

**VILLAGE OF FREEVILLE**

by _____ date 9-30-14

Village of Freeville Clerk

## Ratification

**VILLAGE OF GROTON**

by _____ date 9-30-14
Village of Groton Clerk

## Ratification

**VILLAGE OF LANSING**

by Jodi Oak
Village of Lansing Clerk

date 9/30/14

## Ratification

**VILLAGE OF TRUMANSBURG**

by Tammy L. Morse
Village of Trumansburg Clerk

date 10-6-14

# BY-LAWS
## Tompkins Shared Services Electronic Records Repository (TSSERR)

**I. Name**

The name shall be Tompkins Shared Services Electronic Records Repository (TSSERR) Group .

**II. Preamble:** Tompkins Shared Services Electronic Records Repository Group is a unique inter-municipal group created to jointly plan, provide, oversee and coordinate shared records management services within Tompkins County.

**III. Purpose:** The Tompkins Shared Services Electronic Records Repository Group shall have the following duties, powers, and responsibilities:

- Identify a set of shared services to be provided to partner municipalities.
- Authorize additions or deletions of TSSERR program services.
- Recommend to the appropriate Tompkins County Legislative Committee and the Tompkins County Legislature a net operating budget and necessary resources for the costs of services, fees, revenues, and grants.
- Recommend contracted services, monitoring the quality and costs of the service providers.
- Evaluate the performance of providers.
- Provide reports to the appropriate Tompkins County Legislative Committee, Tompkins County Legislature and other local government agencies as necessary.

**IV. Membership:**

A. Voting membership shall consist of thirteen members with no set terms:

1. Tompkins County Director Information Technology Services or designee
2. Tompkins County Clerk or designee
3. Dryden Town Clerk or designee
4. Enfield Town Clerk or designee
5. Groton Town Clerk or designee
6. Ithaca Town Clerk or designee
7. Lansing Town Clerk or designee
8. Newfield Town Clerk or designee
9. Caroline Town Clerk or designee
10. Danby Town Clerk or designee
11. Ulysses Town Clerk or designee

12. Ithaca City Clerk or designee
13. Cayuga Heights Village Clerk or designee

In addition, each member may appoint one alternate per seat, in the event the member or designee is not available. Each participating member will strive to fill these seats with agents willing and able to make program and policy decisions. The Tompkins Shared Services Electronic Records Repository Group may determine the need to create any non-voting at-large seats to add expertise and/or additional coordination. This may be done by a 3/4 majority vote of the members. The at-large seats will be filled for a period of up to two-years.

B. **Joining TSSERR:** The Group may invite a new member to join TSSERR after January 2014 with a ¾ majority vote of the existing TSSERR members. After signing this Agreement, the new municipality or its designee will become a voting member, and the size of TSSERR shall increase by one.

C. **Resignations.** A municipality may elect to withdraw from the group at anytime, providing a letter to that effect to the Chair of the TSSERR group. Tompkins County Information Technology Services shall have up to six (6) months from the notification of resignation to provide, if possible, any data or records specific to the resigning agency. By entering into this agreement, each member pledges to honor its contractual obligations to the other members when it desires to leave TSSERR.

## V. Officers

A. Each year the Group shall elect a Chairperson, and a Vice Chairperson, from among its members.

B. **Duties of Officers:**

1. **Chair:** shall develop the agenda in consultation with the Tompkins County Information Technology Services staff, chair the meetings, represent the Tompkins Shared Services Electronic Records Repository Group at inter-municipal or public meetings, and assist as needed in contract negotiations to implement the wishes of the Tompkins Shared Services Electronic Records Repository Group.

2. **Vice Chair:** shall act in the absence of the chair.

C. **Terms of Office:** For the first term, officers will be elected in January 2014, with their term ending December 31, 2014. Thereafter, terms shall be for one year beginning January 1st and ending December 31st. Officers for the new year shall be elected at the last quarterly meeting of the previous year. New names for nomination can be put forth up to and at the last quarterly meeting for consideration. Prior to a vote nominees must have agreed to serve. Vacancies shall be filled as soon as possible for the remainder of the unexpired term.

## VI. Meetings

A. **Quorum:** A quorum shall be at least a majority of the full membership (13 members) or their designated alternate.

B. **Voting:** Each member is entitled to one vote per item at any official meeting. An appointed alternate is permitted to vote when replacing their official agency representative. Passage of a motion requires a majority vote of the full group (13). In order for an alternate to vote, the officially appointed representative must notify the Chair of the Committee prior to the start of the meeting. To the extent permitted by law, participation via electronic means will not be permitted.

C. **Agendas.** An agenda will be sent out at least 7 days prior to the meeting. While not required it is desirable that information of substance be distributed with the agenda so members have time to review the information prior to the meeting.

D. **Records:** The Tompkins County Clerk's Office shall maintain a public record of all proceedings of the TSSERR group in accordance with the procedures as followed by the Clerk of the Legislature.

E. **Attendance:** The Group shall set an annual meeting schedule, but will meet quarterly at a minimum. Any member missing greater than fifty percent (50%) of any given year's meetings will lose their voting member status, in effect becoming a non-voting at-large seat. The TSSERR group may choose, at any time, to make that Participating Municipality a voting member again by a ¾ majority vote of the full group.

F. **Code of Ethics:** All duly appointed members shall be provided a copy of, and be bound by, the Code of Ethics of Tompkins County.

**VII. Fiscal Year:** The fiscal year shall be from January 1 to December 31.

**VIII. Amendments of By-laws:** Future amendments to the by-laws that are not inconsistent with this agreement shall be made by a 2/3 majority vote of the full TSSERR group, subject to subsequent approval by the Tompkins County Legislature, provided that the proposed amendment has been presented for consideration of the TSSERR group at the preceding regular meeting. An amended copy of the by-laws will be sent to each participating municipality for their records.

**IX. Saving Clause:** In the event any part of these by-laws shall conflict with any provisions or requirements of state, local, or federal law, the provisions of any state, local or federal law shall control and the other provisions of these by-laws shall not be invalidated by such conflict.

**X. Conflict of Interest:** If a member has a potential conflict of interest s/he must explain her or his relationship to the municipality before the matter is discussed or voted on. Members must abstain from discussing and/or voting on any specific actions that are, or give the appearance of, being motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties.

**XI. Adoption:** These by-laws shall become effective upon adoption by a majority vote of the members of the Tompkins Shared Services Electronic Records Repository Group and approval of all of the participating partner members and the Tompkins County Legislature.