

The goal of the county-wide planning process is to save property taxpayers money, by identifying collaborative opportunities for shared services between as many local governments as possible.

Plan Development and Submission

The following Plan development timeline outlines responsibilities and important dates. It is intended to help facilitate the creation of the County-wide Shared Services Plan.

Plan Development Timeline	
Starting Immediately	
Action	Explanation
<u>Creation of the Panel</u>	
<input type="checkbox"/> <u>CEO shall</u> convene a Shared Services Panel within the county.	The CEO shall serve as chair of the Panel. In addition to the CEO, the Panel must consist of the mayor of every city or village within the county, and the supervisor of every town within the county.
<input type="checkbox"/> <u>CEO may</u> invite to participate on the Panel: School Districts, BOCES, and/or Special Improvement Districts.	Upon invitation by the CEO, the governing body of the invited entity may accept the invitation by selecting, by a majority vote, a representative of the governing body to serve on the Panel.
No Later Than August 1, 2017	
<u>Development of the Initial Plan</u>	
<input type="checkbox"/> <u>CEO shall</u> consult with, and take recommendations from Panel representatives.	The CEO shall regularly consult with, and take recommendations from all the representatives of the shared services Panel as well as the representative of each collective bargaining unit of the county and the cities, towns, and villages and other optional invited panel members.

Submission to the County Legislative Body



CEO shall submit the plan to the county legislative body. The plan must be accompanied by a certification as to the accuracy of the property tax savings.

CEO shall submit the plan to the county legislative body. The plan must be accompanied by a certification as to the accuracy of the property tax savings. The following certification may be used: *“By my signature below, I hereby certify that the savings identified and contained herein are true and accurate to the best of my knowledge and belief”*. Thereafter, the county legislative body shall review the Plan, and may, by a majority of its members, issue an advisory report with recommendations to the CEO.

No Later Than September 15, 2017



The CEO may modify the Plan in response to any advisory report issued by the county legislative body.

Upon receipt of an advisory report from the county legislative body, the CEO may modify the Plan.

If modified, the CEO shall produce an updated certification as to the accuracy of the property tax savings.



CEO shall arrange three or more public hearings to occur within the county.

The CEO, the county legislative body, and the Panel shall accept input and testimony on the Plan from the: public, civic, business, labor, and community leaders. To facilitate such input, a minimum of three public hearings shall be held within the county. All such public hearings shall be conducted prior to the submission of the county-wide shared services property tax savings plan to a vote of the shared services Panel. Public notice of all such hearings shall be provided at least one week prior in the manner prescribed in subdivision 1 of section 104 of the Public Officers Law. This process should begin as early as possible, as at least three public hearings must be conducted prior to the Panel vote.



Panel shall vote on the Plan submitted by CEO.

A majority vote of the Panel is required for approval of the Plan. Each Panel Member must state in writing the reason for his or her vote. However, prior to the vote each member of the Panel may remove any proposed action that affects their local government. Written notice of the removal will be provided to the CEO prior to the Panel-wide vote.

If the Plan is Approved:



The CEO shall finalize the Plan.



The CEO shall submit to the Director of the Division of the Budget a certification of the Plan and its property tax savings plan.

<input type="checkbox"/> The CEO shall disseminate the Plan to residents of the county in a concise, clear, and coherent manner using words with common and everyday meanings.
<p><u>If the Plan Fails or is not Voted on:</u></p> <input type="checkbox"/> The CEO shall release, to the public, a report on the proposal, including the vote of the Panel, the vote of each Panel Member and the reasons for their vote. <input type="checkbox"/> The CEO shall then follow the same procedures defined in this section to attempt to produce an approved county-wide shared services property tax savings plan by the deadlines required for 2018 (which are the same dates as in 2017).
<p>No Later Than October 15, 2017</p>
<input type="checkbox"/> The CEO shall conduct a public presentation of the Plan, if it was approved. Public notice of such public presentation shall be provided at least one week prior in the manner prescribed in subdivision 1 of section 104 of the Public Officers Law.

Plan Contents

County-wide Shared Service Property Tax Savings Plans should include, but are not limited to, shared and coordinated actions that can be implemented during the subsequent calendar year.

The proposals in the Plan must be among: the county, cities, towns and villages within the county, as well as any participating school districts, BOCES or special improvement districts.

The Plan must contain new recurring property tax savings to be achieved through actions such as, but not limited to, the elimination of duplicative services, shared services, the reduction of back-office administrative overhead, and the improved coordination of services.

If the Plan contains a proposed action that by law is otherwise subject to a procedural requirement such as a public referendum, then the planned action will not be operative until said procedural requirement occurs.

The Plan must begin with the summary document (APPENDIX A) when it is publicly disseminated and when it is submitted to the Director of the New York State Division of the Budget (DOB). There is no prescribed format for the individual proposals contained within the plan, but they must be in a concise, clear, and coherent manner using words