

County-Wide Shared Services – 2018 Plan Submission Update

February 20, 2018

Counties that have developed, adopted and submitted a county-wide shared services property tax savings plan in 2017 to the Director of the Division of the Budget (Director) in accordance with part BBB of Chapter 59 of the Laws of 2017 (Law) may elect to develop, adopt and submit to the Director a new or revised plan in 2018. In such a circumstance, the 2018 plan rather than the 2017 plan may be deemed eligible for one-time state matching funds in accordance with this guidance.

Any county CEO who submitted a county-wide shared services property tax savings plan in 2017 that intends to withdraw the submitted 2017 plan, submit a new or amended 2018 plan, and seek one-time state match funding for the 2018 plan, must provide a letter to the Director on or before September 15, 2018.

This letter must include a justification for the county's decision to withdraw the 2017 plan, provide an explanation demonstrating why such withdrawal is in the best interest of county taxpayers, and address whether such decision has been made for the purposes of identifying, developing and including new or expanded actions in a 2018 plan. The letter must also include evidence showing that withdrawal of the 2017 plan and commitment to the development and submission of a new or amended 2018 plan to the Director was approved by a vote of the majority of the members of the county's shared services panel (this may be in the form of a resolution approved by vote of the panel, or by enclosing panel meeting minutes showing an affirmative vote of the panel on the measure). The letter should be publicly disclosed and should make clear that the county CEO will work with the county's shared services panel to produce an approved 2018 plan in accordance with the Law.

Following submission of the letter to the Director, the previously submitted 2017 plan will no longer be considered eligible for one-time state match, and the one-time match eligibility provided for in the Law will apply to any 2018 plan that is developed, adopted and submitted to the Director in accordance with the Law and this guidance.

The development of any amended or new 2018 plan for submission to the Director must comply with the processes and deadlines established in the Law for convening the county's shared services panel, which includes but is not limited to holding at least three public meetings on the plan, submitting a 2018 plan to the county legislative body (for review by August 1, 2018), certifying and transmitting an approved 2018 plan to the Director (by September 15, 2018), and publicly presenting such plan (by October 15, 2018).

Actions previously listed in a 2017 plan may be included in a 2018 plan, but savings generated from such actions will not be eligible for State match of savings achieved from the implementation of the 2018 plan unless: 1) those 2017 plan actions are also included in the 2018 plan and are first implemented between January 1 and December 31, 2019; and 2) actual and demonstrable savings from those newly implemented actions are achieved between January 1 and December 31, 2019. Only demonstrable savings realized from actions taken between January 1, 2019 and December 31, 2019, in accordance with an approved 2018 plan, will be eligible for the state match of saving

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