



**Tompkins County Administration**  
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**INTERIM COUNTY ADMINISTRATOR**  
Lisa Holmes

**DEPUTY COUNTY ADMINISTRATORS**  
Amie Hendrix

*Inclusion Through  
Diversity*

*"Promoting excellence in County operations while respecting the needs of the people we serve."*

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September 1, 2021

Dear Supervisors and Mayors:

As a part of the 2017-18 New York State Budget, legislation was adopted requiring counties to develop a "County-wide Shared Services Property Tax Savings Plan" that can be put in place annually.

The legislation calls for the County Administrator to assemble a Shared Services Panel that *must* include all mayors and town supervisors, and that *may* include school districts, fire districts, and other special districts.

A plan for shared services needs to be completed and delivered to the County Legislature by November 21, 2021 and finalized and approved by the Shared Services Panel no later than December 21, 2021.

I would like to invite you to attend a meeting at 5:30 PM on Wednesday, September 15, 2021 in the County Legislature Chambers to have an open-ended discussion about shared service possibilities that may be of interest to your municipality. A zoom meeting link is also included with the agenda for anyone that cannot attend in person or that feels more comfortable meeting remotely. I understand that Yom Kippur begins at sunset, if this impacts your presence please me know and we will make sure to accommodate any information that you would like to share. This will be the first meeting of the 2022 Initiative, and we will be discussing potential areas where a shared service approach might produce new, recurring cost savings. Our discussions will be limited as the timeline will draw us close to the end of 2021 for final decision. At this first meeting, we will talk about the timelines of the process and next steps.

Please let us know if you're able to attend by calling our office at 607-274-5551 or emailing our Administrative Assistant, Autumn Edwards, at [aedwards@tompkins-co.org](mailto:aedwards@tompkins-co.org).

Thank you for participating in this process.

I look forward to seeing you on the 15th.

Sincerely,

A handwritten signature in cursive script that reads "Amie Hendrix".

Amie Hendrix  
Deputy County Administrator