

# SUBMISSION OF PLANS FOR APPROVAL BY THE UNITED STATES GOVERNMENT AND/OR THE GOVERNMENT OF NEW YORK STATE

**Objective:** To establish a County procedure for plans the state and/or federal governments must approve, and that also require review and authorization prior to submission.

**Procedure Number:** 01-35

**Reference:** (Laws both state and local)

**Effective Date:** March 17, 1992

**Responsible Department:** County Administration

**Modified Date (s):** May 19, 2009

## Legislative Policy Statement:

### General Information:

All formal written plans prepared by County departments that require the signature of the chief elected official of the municipality prior to submission, or those plans whose public participation requirements mandate advertising in the municipalities' newspapers of general circulation, must be approved by the Legislature upon review by the (1) County Administrator, and (2) the appropriate program committee(s). In addition, if any aspect of any plans submitted requires the expenditure of County funds, all fiscal policies outlined in this Administrative Manual must be followed.

**Resolution No.:** 09-83

**Next Scheduled Review:** May 2012

## I. Definitions

**Chief Elected Official**—The Chief Elected Official of Tompkins County is the current Chair of the Tompkins County Legislature.

**Formal Written Plan**—A “formal written plan” may be a proposed program design, strategy, blueprint, or method to accomplish an objective or to respond to a required course of action.

**Mandated Advertising**—Typically refers to information that must be advertised in the form of a public notice (such as public hearings, adoption of local laws, bond resolutions, etc.) via the local newspaper officially designated by the Legislature. Currently, the official newspaper for the County of Tompkins is The Ithaca Journal ([legals@pressconnects.com](mailto:legals@pressconnects.com)).

## II. Policy: Procedure: