

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: City of Asbury Park COUNTY: Monmouth

RECIPIENT: Village of Loch Arbour COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

City of Asbury Park providing file space for Tax Assessor files.

EFFECTIVE DATE: July 28, 2016

EXPIRATION DATE: July 27, 2026

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT \$950

Please submit this cover sheet with shared service agreement either via email to EGG@dca.state.nj.us or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.



Resolution # 2016-328

**City of Asbury Park
County of Monmouth
State of New Jersey**

**SHARED SERVICE AGREEMENT BETWEEN THE CITY OF ASBURY PARK AND
THE VILLAGE OF LOCH ARBOUR RELATING TO THE
OFFICE OF THE TAX ASSESSOR**

WHEREAS, Sections 1 through 35 of P.L.2007, c.63 (C.40A:65-1 through C.40A:65-35) shall be known and may be referred to as the "Uniform Shared Services and Consolidation Act and allows local units to share services via adoption of a resolution; and

WHEREAS, the City of Asbury Park and the Village of Loch Arbour have an interest in promoting management efficiency, best practices, and shared services; and

WHEREAS, exploring and implementing shared services is an item on the State of New Jersey's Best Practice Checklist; and

WHEREAS, the goal of this shared service is to increase service to the property owners of Loch Arbour while providing payment to the City of Asbury Park for use of its existing office infrastructure; and

WHEREAS, the Village shall pay the City of Asbury Park the lump sum of one thousand dollars and zero cents (\$1,000.00) on September 1 of each year for this service which shall be billed by the City of Asbury Park; and

WHEREAS, the 2016 payment shall be prorated at six months for a total of \$500; and Whereas, this agreement shall last ten (10) years and may be terminated at any time by February 1 of each year and shall provide Loch Arbour thirty (30) days to remove any files from the City of Asbury Park; and

WHEREAS, this agreement shall be terminated in the event the two municipalities do not share the same individual as their tax assessor; and

WHEREAS, the following operational process shall apply with the discretion of the Assessor's duties:

- Tax Assessor Office Hour Availability
 - Loch Arbour residents will be able to visit the Tax Assessor at Asbury Park City Hall during regular office hours to conduct business
 - The Tax Assessor will be accessible to conduct property inspections, meet with Loch Arbour officials & residents and conduct other Loch Arbour related business during regular office hours
 - Current regular office hour availability:
 - Tuesday and Thursday (9am-5pm)*
 - Available by appointment on weekends*
 *Office hours subject to change
- City of Asbury Park Phone and Voicemail
 - Loch Arbour residents will be able to utilize the Tax Assessor's direct line and voicemail to contact and conduct business with the Tax Assessor (732-502-5750)
- City of Asbury Park Email
 - Loch Arbour residents will be able to utilize the Tax Assessor's email to contact and conduct business with the Tax Assessor (erick.aguiar@cityofasburypark.com)
- Office Space and Office Supplies
 - Tax Assessment records and files for Loch Arbour may be stored in the Tax Assessor's Office at Asbury Park City Hall (subject to discretion of the Tax Assessor and Loch Arbour Municipal Officials)
 - Typical office supplies used in support of the office will be covered by the hosting municipality (City of Asbury Park)

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Asbury Park hereby approves the shared services agreement with the Village of Lock Arbour for Tax Assessor Services.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2016-328, which was finally adopted by the City Council at a meeting held on the _____ day of July 2016.

CERTIFIED BY ME THIS 28th DAY OF JULY 2016.



 CINDY A. DYE, CITY CLERK

Record of Council Vote on Final Passage			
COUNCIL PERSON	AYE	NAY	N.V
Mayor John Moor	X		
Deputy Mayor Amy Quinn	X		
Council Member Eileen Chapman	X		
Council Member Yvonne Clayton	X		
Council Member Jesse Kendle	X		

✓Indicates vote

N.V- Not Voting Abstain