

**WARREN COUNTY MUNICIPAL CENTER**



LAKE GEORGE, NEW YORK 12845

**PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT**

Telephone: (518) 761-6410

**Planning and Community Development Committee  
Meeting Agenda  
October 26, 2009**

**A. Pending Items:** (There are no pending items)

**B. Items Requiring Committee Action or Discussion:**

1.) Committee acknowledgment regarding planning staff attendance at the SUNY ESF Conference for GIS in Lake Placid (Crowne Plaza). The Department has sufficient funds to cover registration (\$175.00). There are no costs for mileage or lodging.

2.) An application was submitted to the NYS Department of State to conduct activities related to the 2010 Census Complete Count Program for outreach activities within local communities. The request was for \$32,259.10, primarily for Department personnel services. Funding award announcements are anticipated by the end of the year.

4.) Broadband Needs Analysis and Design Engineering Study Report Contract. Individual interviews are being conducted by Robert Panoff of Stratum Broadband in consultation with CBN Connect to determine specifics as to end user needs. Washington County will be holding their initial "kick-off" meeting this Wednesday, October 28 at 11am in Training Room 2 at their Municipal Center. Members of the Warren County Board of Supervisors are invited to attend if they choose. It will be a similar format to the meeting held in Warren County in September.

5.) The Office of Community Renewal held their workshop on the next round of funding for the Community Development Block Grant program in Lake Placid on October 22<sup>nd</sup>. Staff was present to participate and be informed of program submission requirements. Application submission is scheduled for April 2010. Communities should begin to identify potential projects. The Planning Committee will be apprised of any community requests' for assistance.

6.) The Budget Committee received information on October 13<sup>th</sup> concerning financial information that supports planning staff and provides revenues to the County. Alternative B was identified as a preferred strategy by the Committee at the last meeting requests fees-for-services from the Warren County LDC in the amount of \$31,840 for activities associated with the implementation of the Small Business Program. The LDC will review this request at their meeting. (Information is attached.)

7.) Other.....

**Warren County Planning Department**  
**Additional Information for the Budget Committee Meeting - October 13, 2009**

- On September 28 the Planning Committee reviewed three alternative strategies to maintain the current level of staff and services so that the department can complete their existing contractual obligations of \$4.2 million.
- The Planning Committee selected alternative B as their preferred strategy because it maximized administrative revenues from existing contracts and awards. Alternative B includes revenues from the LDC for management of the Small Business Assistance Program. The LDC Board is aware of this proposal and time records support the level of services provided by planning department staff.
- Alternative B was further refined to include projected revenues from anticipated funding awards. Revenue to cover the cost of the Occupancy Survey and Report for the Department of Tourism was eliminated.

▪ **County Revenues for Alternative B:**

<b>\$ 41, 396</b>	Salary & fringe, Assist. County Planner, LWRP existing contracts
<b>\$ 31, 840</b>	Salary & fringe, Small Business Spec., LDC Business Programs
<b><u>\$ 14, 741</u></b>	Salary & fringe, Assist. County Planner, Census Complete Count Program
<b>\$ 87, 977</b>	<b>Total revenue for Alternative B</b>

Additional revenues for personnel services from projected funding awards:

<b>\$15, 580</b>	CDBG --Hudson Headwaters Health Center award, Queensbury
<b>\$18, 000</b>	HOME Program award, housing assistance in multiple communities
<b><u>\$ 8, 967</u></b>	Census Complete Count Program, Planning staff, county-wide
<b>\$42, 547</b>	<b>Total projected revenues</b>

**\$130, 524      Combined total revenues for personnel services**

- The Planning Department's proposed total administrative budget for FY 2010 includes 41% revenue from non-county sources. The balance of \$260,000, a reduction of 33% from the current fiscal year, supports existing staff and is sufficient to support the \$4.2 million in open contractual obligations the Department has in place.
- Project and program revenue generated by the Department directly impacts property values in the County and helps to create jobs. For example, the Department's housing rehabilitation program creates the equivalent of 26 FTE's annually.
- The Planning Department provides the County with a total return on investment of 16:1 – for every County dollar invested, the Department generates \$16 in program and project funding for Towns and the County.

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**Memorandum**

**To:** Michael Borgos, President  
Warren County LDC

**From:** Patricia A. Tatich, Director *at*  
Planning and Community Development Department  
Warren County

**Date:** October 26, 2009

**Re:** Financial information concerning Small Business Program Services

The Planning Committee has reviewed a proposal to request financial support related to the Small Business Program for staff services associated with the Small Business Specialist. This request recognizes the need for the Planning Department to increase revenues during these difficult economic times - particularly as it impacts the Warren County budget. The Planning Department has identified \$31, 840 necessary to support the salary of the Small Business Specialist. This amount is proposed to be exacted from the fund balance for next year. The details are as follows:

- The balance for program activities will be \$440,000. It is anticipated that \$185, 000 will be encumbered for the Hudson Headwaters Health Center loan, leaving an un-encumbered balance of \$255,000. The request by the Planning Department for financial support will be less than 15%.
- The LDC will receive \$85,000 in annualized loan repayments of which \$12, 750 will be contributed to match Warren County's contribution projected to be \$10,000. Other anticipated fees are to be achieved that will provide the funds for the estimated LDC Budget of \$27,500.
- It is anticipated that this financial scenario will be likely for FY-2011 as well. However, administrative funding from proposed funding requests would reduce this amount.
- See Attachments for additional information.