

Economic Growth & Development Committee  
Planning & Community Development Agenda  
March 22, 2022

COMMITTEE MEMBERS: Supervisors **WILD**, McDevitt, Hogan, Strough, Leggett, Frasier, Magowan - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: *Note – agenda items 1-3 go together:* Transfer of salary funds from 8021 to 9550 910  
Rationale: In kind services to serve as the match for the Recreation Economy study
  2. Request: Transfer of funds from unappropriated surplus to 9550  
Rationale: Reso 294 of 2021 appropriated \$35,000 for the match as part of the application to ESD for Recreation study funding and amended the 8021.470 budget code. The funds did not roll over to 2022 and the Department is requesting that they be re- appropriated into A.9550 910 Transfers - Capital Projects
  3. Request: Establish Capital Project H407 – Warren County Outdoor Recreation Economy Strategic Plan  
Rationale: Establish Capital Project in the amount of \$100,000 for the Warren County Outdoor Recreation Economy Strategic Plan.
  4. Request: *Note – agenda items 4-6 go together:* Transfer \$256.81 from 8029 470 to 9550 910 to clear negative balance  
Rationale: Transfer money to cover overage of \$256.81 in spending on signage for kiosks for boat washing stations.
  5. Request: Increase H347 in the amount of \$256.81  
Rationale: Cover overage of \$256.81 in spending on signage for kiosks for boat washing stations.
  6. Request: Close Capital Project H347 Invasive Species Boat Washing  
Rationale: This project is complete
  7. Request: close capital project H292 First Wilderness  
Rationale: these projects are completed
  8. Request: Fill Senior Planner position  
Rationale: The Senior Planner position is funded in the planning department budget but has been vacant. We plan to post the position and hope to hire a qualified applicant within the next couple of months.
- IV. Discussion Items:
  - *Overview of Comprehensive Plan process, scope of work, next steps.*
  - *Discussion regarding H406 Countryside Adult Home*
- V. Referrals/Pending Items:

*None*
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments:

1. Resolution Request form No. 10 – transfer of salary funds for in kind services as part of creating H407

2. Resolution Request form No. 20 – transfer of \$35,000 from unappropriated surplus as part of creating H407
3. Resolution Request form No. 8 – create H407 – Warren County Outdoor Recreation Economy Strategic Plan
4. Resolution Request form No. 10 – transfer \$256.81 from 8029 470 to 9550 910
5. Resolution Request form No. 9 – increase H347 Invasive Species Boat Washing by \$256.81
6. Resolution Request form No. 20 – close out H347 – Invasive Species Boat Washing
7. Resolution Request form No. 20 – close out H292 – First Wilderness
8. Resolution Request form No. 12 – intent to fill Senior Planner position

# **RESOLUTION REQUEST FORM NO. 10**

## **Request for Transfer of Funds**

**TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**FROM:** Planning and Community Development  
Name of Department

**SIGNED:** \_\_\_\_\_ **DATE:** March 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salaries - Full time	A.9550 910	Transfers	\$6,967.00
A8021.830	Social Security	A.9550 910	Transfers	\$432.00
A8021.831	Medicare	A.9550 910	Transfers	\$101.00

**Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx**

**Please state reason for transfers requested:**

Provide for in kind services as part of creating H407

**\*Please note: All amounts must be in whole dollars – no cents.**

### **CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME:**

**DATE:**

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

## ***RESOLUTION REQUEST FORM NO. 8***

### ***Request to Establish Capital Project or Capital Reserve Project\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: March 2022**

- (a) Exact Title\* **and** Number of Project (**must be obtained from Treasurer's Office**):  
H407 – Warren County Outdoor Recreation Economy Strategic Plan
  
- (b) Is this a Capital Project?
  
- (c) Is this a Capital Reserve Project?  
No
  
- (d) Amount of Project:  
H407.9550 280 - \$100,000,
  
- (e) Source of Funding (including name & title of codes, etc.):  
H407.9550 3717 - \$42,500 – Empire State Development, A.9550 910 Transfers \$57,500
  
- (f) Purpose of Establishment:  
Administer grant award from Empire State Development.

Note: The \$22,500 in transfers includes \$15,000 of Occ Tax funds and \$7,500 in-kind staff services.

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.**

***RESOLUTION REQUEST FORM NO. 10***

***Request for Transfer of Funds***

**TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**DEPARTMENT NAME:** Planning and Community Development

**SIGNED:**

**DATE:** March 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8029 470	Contracts	A.9550 910	Transfers	\$256.81

**Please state reason for transfers requested:**

To clear negative balance and close H347

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

## ***RESOLUTION REQUEST FORM NO. 9***

### ***Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** March 2022

- (a) Exact Title and Number of Project\*:  
**H347 Invasive Species Boat Washing**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**\$256.81**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9550 910 Transfers Capital Projects, Inetrfund Transfers**
- (g) Changes in Funding (if Amendment):  
**amend H347.9550 280 and H347.9550 5031 for \$256.81.**
- (h) Purpose of Increase or Decrease or Amendment:  
**Purchase of signage for kiosks**

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: March 2022**

(a) Purpose of Request:

**To close Capital project H3347 Invasive Species Boat Washing**

(b) Details:

These projects are completed.

(c) Previous Resolution Number:

**N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**There will be no funds returned to the General Fund**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** March 2022

(a) Purpose of Request:

**To close Capital project H292 First Wilderness with no funds to return to general fund.**

(b) Details:

These projects are completed.

(c) Previous Resolution Number:

N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

N/A

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Planning and Community Development Payroll Dept. No: \_\_\_\_\_

Title of Position: Senior Planner Base Salary of Position: \$50,384 Grade: 18

Filling at Step # (If Known): \_\_\_\_\_

Budget code and title: A.8021 Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal <sup>0</sup> \_\_\_\_\_ %  State <sup>25</sup> \_\_\_\_\_ %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# **RESOLUTION REQUEST FORM NO. 12**

## *Schedule "A"*

### **AUTHORITY FOR POLICY AND PROCEDURE**

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

### **WHAT FORM TO USE**

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

### **HOW TO USE THIS FORM**

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

### **OBJECTIONS**

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

### **NO OBJECTIONS**

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

### **PAPERWORK**

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

*Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.*

Economic Growth & Development Committee  
Planning & Community Development Agenda  
March 22, 2022  
**Addendum**

III. Additional Action Agenda/New Business Items:

9. Request: Increase Capital Project H406 Countryside 2021 Capital Improvements  
Rationale: Resolution added to agenda due to action at 17 March Board meeting, per resolution 164 of 2022. Amend H406.9550 5031 for \$1,352,038; H406.9550.4999 4090 for \$950,000

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Attachments:

9. Resolution Request form No. 9 – Increase H406 Countryside 2021 Capital Improvements

## ***RESOLUTION REQUEST FORM NO. 9***

### ***Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: March 2022**

- (a) Exact Title and Number of Project\*:  
**H406 Countryside 2021 Capital Improvements**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**H406.9550 280 \$1,352,038; H406.9550.4999 280 \$950,000**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
A.9950 910 Transfers Capital Projects, Interfund Transfers \$1,352,038  
A691.00 Deferred Revenues \$950,000
- (g) Changes in Funding (if Amendment):  
amend H406.9550 5031 for \$\$1,352,038; H406.9550.4999 4090 for \$950,000
- (h) Purpose of Increase or Decrease or Amendment:  
**Funding for improvements per reso 164 of 2022**