

Economic Growth & Development Committee  
Planning & Community Development Agenda

Updated 3/12/2024

March 20, 2024

COMMITTEE MEMBERS: Supervisors **Etu**, Strough, Bean, Maday, Turner, Dickinson and Wild - *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: Amend revenue codes to reflect ARPA administrative funding  
Rationale: add \$72,868.27 to code 8021.4999 4090 for ARPA administrative funding as per resolution 260 of 2022
  2. Request: Permission to enter into various contracts/agreements not exceeding \$5,000 per year/per vendor  
Rational: The planning department will be able to procure routine services in compliance with Warren County purchasing policy in a more expedient manner while still adhering to all applicable procurement standards
- IV. Discussion Items:
  1. Project Updates
- 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 # 7 amend budget for ARPA administration
2. Resolution request #20 permission to enter into agreements/contracts up to \$5,000

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*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 7, 2024**

(a) Purpose of Amendment:

**Amend revenue codes to reflect ARPA administrative funding for 2024 as per resolution 260 of 2022**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.8021.4999 110 Salaries, regular \$57,363.19**

**A.8021.4999 801 Retirement \$6034.75**

**A.8021.4999 830 Social Security \$3,734.33**

**A.8021.4999 831 Medicare Contribution \$878.43**

**A.8021.4999 860 Hospitalization \$4,815.57**

**A.8021.4999 Dental Insurance \$42.00**

(c) Revenue Code (with title), and Amount:

**A. 8021.4999 4090 - Coronavirus Local Fiscal Recovery Fund (CLFRF)  
total of \$72,868.27**

# ***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**

**DATE: 3/7/2024**

(a) Purpose of Request:

**Authorize Planning Department to enter into certain agreements not to exceed \$5,000**

(b) Details:

**This request would allow the Planning Department to enter into agreements with various vendors or contractors regarding services required on an 'as needed' basis for an amount not to exceed \$5,000 per vendor/contractor, per year.**

(c) Previous Resolution Number:

**NA**

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

**NA**

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

\* as listed in budget and LOGOS