PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
AGENDA
April 18, 2018

1. Approval of Minutes
   - March 21, 2018

2. Craig Clark, Economic Development/ Industrial Development Agency
   - Monthly Report

3. H. Kier Dirlam, Planning Director
   - Monthly Report
   - Business Annual Report Summary
   - Request to create and fill Deputy Director of Economic Development & Planning position
   - Request to create and fill Office Aid Position

4. Gretchen Hanchett, GACCC Executive Director
   - Monthly Report

5. Reita Sobeck-Lynch, Employment & Training Director
   - Monthly Report

6. Planning Board Appointments

7. Old Business

8. New Business

9. Questions from the Media

10. Good of the Order

11. Adjournment
April 2018 Report

Long Term Projects

Crossroads project
- Working with ESD on incentives.
- Continuing to work with developers.
- Anticipated construction start in August 2018.

Waterline
- Finalizing easements.
- Continue to work with Engineer for 2018 construction.
- Friendship continues to work cooperatively on project.

GE Lufkin facility
- ACIDA finalizing Pilot with PM Research.
- Met with ESD on incentives.

Park and Ride
- Parking lot in use and final cleanup will take place in the spring.

Bioenergy Development and Commercialization Center (BDCC)
- BDCC now has state and federal funding for $12.4 million required for the project.
- Finalizing MOU on the last $6.6 million needed for the project.
- Final application is in process for the Economic Development Authority (EDA) $1.5 million grant.
- Highlander initial engineering study completed.

ANGEL fund
- ARC approved funding for startup cost consulting for Angel fund in the STW area.
- First full meeting on March 22, 2018.
- Organizational meeting April 17, 2018.

SIEMENS – Dresser Rand
- Continue to talk to ESD, state, and federal legislators on project.
- Continue to talk to SIEMENS and Curtis Wright on future prospects.
Travel
- Attended the spring Site Selectors Guild March 19-21 in Cincinnati.
- Attending Hannover Messe in Germany week of April 22 (Siemens and Select USA).
- Plan to attend Select USA in June 2018 conference in Washington DC to attract foreign investments.

Meetings
- Next Allegany County Economic Steering Committee May 15.
- Invest Buffalo Niagara visited Crossroads on March 29.
- Invest Buffalo Niagara visiting on April 19.

Advertising
Three Expansion Solutions Magazine ads
- Ad in April Issue.
- Focusing on manufacturing, distribution, and advanced manufacturing.
- Results in leads when they attend trade shows.

Digital Advertising
- Reviewing for future plans for digital marketing.

Marketing
- First article on economic development in weekend newspaper.
- Site Selectors finished Labor Shed Demographics Review for the County intended for marketing.
- We respond to notices from Invest Buffalo Niagara when they are looking for property and leads for companies that want to reside in Western NY.
- Continuing to develop the list of potential buildings and land for development in the county.
- Continue work on a downtown Revitalization Initiative grant for Alfred.
- Continued work with Seneca Nation on filling the Tracewell facility near Cuba.
- Subgroup of the Allegany County Economic Development Committee to develop a program to engage students and alumni at the three colleges regarding employment and economic development in Allegany County.

Maker City
- Project funded by the Allegany County Economic Steering Committee.
- Innovation based economic development to renew and reinvent local economies.
- Meeting to take place May 17-19, 2018.
- Action plan will be developed working with community partners.
2018 Goals

- Monthly positive press and stories for Allegany County and from Allegany County.
- Tracewell building – fill with a working company.
- BDCC - continue engineering, planning and start rehabilitation building.
- Develop adequate last mile providers for internet access.
- Current business - monthly positive stories and support expansion/retention.
- Travel - continue state, national and international connections.
- Meetings – Invest Buffalo Niagara to visit Allegany County.
- Meetings - regular input from Allegany County Young professionals.
- Marketing – continue to improve economic development section on website and social media.
- Marketing – fully develop plan to keep current college graduates and attract alumni to return.
- Site Selectors – labor shed demographics and implement their proposed plan to attract companies.

Needs

- Develop resources for additional incentives.
- Develop project ready sites as per site selector’s suggestions.
- Review and improve ease of fast tracking permits on sites.
- Investigate development of spec building.
April 2018 Report

Office of Planning Projects:

A. Allegany County Planning Board:
   • Planning Board meets tonight at the Crossroads Center 7PM April 18, 2018.

B. General Planning:
   • Met with the Town and am working on edits with the Town of Almond for the Comprehensive Plan and creating maps for their plan.
   • Continue to work on edits for the Village of Alfred for the Comprehensive Plan.
   • Met with NYSDEC, Equestrian groups and other interested parties regarding expanded and improved horse related facilities in the County with a focus on the NYSDEC forests in the Palmer’s Pond/Turnpike/Phillip’s Creek SF areas.

C. Land Bank:
   • Properties have been selected and will be provided to the County Treasurer for acquisition from the Tax Sale.

D. Shared-Services:
   • Have held conference calls with CGR regarding the progress they are making on the plan. A public Forum was held April 9, 2018 at the BOCES center. Another session is planned for April 24th.

E. GIS [Geographic Information System]:
   • The census address data has arrived as well as the encryption codes to open the data. We have begun the process of working on the address data. There are over 29,000 addresses in the data to check. This will be the primary work for staff through June.
   • Attended the 1 day GIS/SIG conference in Rochester to update skills related to Geographic Information Systems.

F. Administrative
   • Reviewed audits for Planning, Development and Tourism as well as Payroll.
   • Notified those who interviewed for the new Planning and Development Specialist staff that the Legislature has decided not to fill the position.
   • Worked with HR to develop a new position and title for the Deputy Director of Economic Development and Planning. Requesting the committee to create and authorize to fill this position at the meeting today.
   • Worked with HR to create a Planning Intern position so that we can utilize college level help with Comprehensive Plan updates and Research. We are utilizing a title of Office Aide for this position and are requesting the committee to create and authorize to fill this position at the meeting today.
   • The Planning and Development Specialist; Finance Office; Tourism Office and Small Conference rooms were moved to accommodate new and changing staffing in these offices and the Emergency Management Offices as well as improving synergy of the office staff for efficiency and assistance to incoming visitors.

G. Meetings
   • Presented at the Planning & Economic Development Committee.
   • Participated in Website Update Conference Calls and the ADA compliance conference calls.
   • Attended the Southern Tier West Regional Planning & Development Board meeting.

Development Projects:

A. Friendship – Belvidere Waterline:
   • Completed & sent out Waterline easement information letters for easements including letter, print detail, and easement’s description.
B. **Advanced Manufacturing Companies**
   • Called and emailed business representatives requesting meetings with Buffalo Niagara Invest on our competitive advantages in placing advanced manufacturing companies in Allegany County.

C. **Empire Zone Business Annual Reporting:**
   • Wendall Brown has completed preparation of the BAR due to NYS. A copy of the report is attached to this report. The results continue to be impressive for a program that NYS chose to eliminate in 2010 it is still providing good benefits to our county businesses. For 2016 the report shows:
     o $53,213,730 gross payroll by EZ businesses,
     o $5,586,896 new capital investment,
     o 30 businesses with total employment by these businesses of 1,223.

Sincerely,

H. Kier Dirlam
DIRECTOR - OFFICE OF PLANNING
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<td>Cumulative Growth</td>
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## Friendship Empire Zone
### Business Annual Report Summary

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<td>Total Employment</td>
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<td>Yearly Employee Growth</td>
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<td>Annual Capital Investment</td>
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<td>$125,960,375</td>
<td>$140,929,441</td>
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## Friendship Empire Zone

**Business Annual Report Summary**

| Year | Certified Businesses | New Certified Businesses | % New Certified Businesses | Businesses Decertified | % Businesses Decertified | NY Tax Credits Received | Benefit / Cost Ratio | Full Time Employees | Part Time FTE Employees | Total Employment | Yearly Employee Growth | Annual Gross Payroll | Annual Capital Investment | Cumulative Growth | Business Net Change | Employee Net Change | New capital investment | Employee Net Change | Investment $ per Business | Investment $ per Employee | Payroll Average $ per Employee |
|------|----------------------|--------------------------|---------------------------|------------------------|-------------------------|------------------------|----------------------|---------------------|------------------------|-------------------|----------------------|---------------------|-------------------------|------------------|-------------------|---------------------|-----------------------------|------------------------|----------------------|
| 2010 | 73                   | 0                        | 0%                        | 7                      | 9%                      | $2,197,143.17          | 2%                   | 2,222.94           | 412.75                | 2,396.66        | (159)                | $119,815,979         | $12,638,171             | $167,035,182        | (8)                | (4)                 | $5,586,896          | 30 Businesses       | $4,568.19           |
| 2011 | 60                   | 0                        | 0%                        | 13                     | 18%                     | $1,690,912.11          | 0%                   | 2,083.55           | 354.18                | 2,437.73        | 41                  | $109,260,650         | $17,579,856             | $184,615,038        | (291)               | (393)               | (113,25)          | $186,229.85         |
| 2012 | 56                   | 0                        | 0%                        | 4                      | 7%                      | $1,960,914.41          | 0%                   | 1,984.84           | 304.54                | 2,147.02        | 16                  | $104,702,188         | $8,922,252              | $202,634,549        | (333)               | (543)               | (113,25)          | $13,809.103         |
| 2013 | 53                   | 0                        | 0%                        | 3                      | 5%                      | $1,735,538.81          | 0%                   | 1,860.25           | 272.00                | 2,162.69        | 16                  | $99,036,462          | $13,019,511             | $211,556,801        | (393)               | (543)               | (113,25)          | $107,44           |
| 2014 | 48                   | 0                        | 0%                        | 5                      | 9%                      | $1,050,269.25          | 0%                   | 1,656.00           | 113.25                | 1,769.25        | 24                  | $89,337,314          | $7,291,173              | $225,365,904        | (46.7)              | (4)                 | (113,25)          | $127,44           |
| 2015 | 38                   | 0                        | 0%                        | 10                     | 21%                     | $433,609.52            | 0%                   | 1,120.75           | 106.00                | 1,226.75        | 48                  | $68,531,914          | $13,809,103             | $232,657,078        | 46.7                | (4)                 | (113,25)          | $174,86           |
| 2016 | 30                   | 0                        | 0%                        | 8                      | 17%                     | $433,609.52            | 0%                   | 1,213.00           | 100.0                 | 1,223.00        | 33                  | $53,213,730          | $5,586,896              | $238,243,973        | 46.7                | (4)                 | (113,25)          | $135,61           |

**Note:**
- Growth is calculated as a percentage of the previous year.
- Benefit / Cost Ratio is calculated as the ratio of the NY Tax Credits Received to the total benefit.
- Employees per business is calculated as the total employment divided by the number of businesses.
- Investment $ per Employee is calculated as the total capital investment divided by the total employment.
- Investment $ per Business is calculated as the total capital investment divided by the number of businesses.
- Payroll Average $ per Employee is calculated as the total payroll divided by the total number of employees.

**4/9/2018**

W. Brown

BAR Summary 2016  Friendship EZ BAR
Friendship Empire Zone

Annual Capital Investment

Dollars

$35,000,000
$30,000,000
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
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Year


Annual Capital Investment
Friendship Empire Zone

Certified Businesses

Year

NO. of Businesses


Certified Businesses

W. Brown

BAR Summary 2016 Businesses
A RESOLUTION IS REQUESTED TO CREATE AND FILL A NEW POSITION OF “DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING” IN THE PLANNING DEPARTMENT, EFFECTIVE 5-1-18.

BE RESOLVED:

1. To create and fill a new position of Deputy Director of Economic Development & Planning with an annual salary range of $50,000 - $59,000.

FISCAL IMPACT: Difference of up to $16,030 as $42,970 is currently budgeted in the 2018 Planning Budget. However, as we have approximately $14,000 available in the 2018 budget for staff that hasn’t been utilized there should be no additional request needed in 2018. Will include increase in 2019 budget.

For further information regarding this matter, contact:

H. Kier Dirlam, Director of Planning  585-268-7442
Request to Fill Position Form

Date: 4/18/18  Committee of Jurisdiction: Planning & Development

Request to Fill: Title of Position: Deputy Director of Economic Development & Planning  
Dept.: Office of Planning

Will any positions be eliminated? No
If yes, which position(s): ____________________________

This position is an:  
Existing position? _______ Newly Created Position? X Created by Resolution #: ____________

This position will be:  

This position will be:  
Non Union? X Union? _______ covered by the ____________ bargaining unit.

Grade: 7  Step: 4 - 10  Hourly pay rate: $27.4308 - $32.7525 ________________
Annual salary of position: To be determined based on Step ___
Cost of benefits for position: To be determined based on Step ___

Does position support a mandated program/grant? No  Name of program: ____________________________

Source of funding for position: 100% County ______% State ______% Federal ______% Other

Source of funding for benefits: 100% County ______% State ______% Federal ______% Other

Amount in 2018 year’s budget for this position: $42,970.00 plus approximately $14,000 available in the 2018 budget staff that has not been utilized to date. ________________

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee. Local small to midsize business outreach and support; Development Administration support; marketing design and layout; public relations coordination and implementation.

2. The goals your organization will not be able to accomplish as a result of not filling this position. Local businesses will receive more attention and support to continue to operate and thrive; development support services; internal marketing; more public outreach.

3. The funding available to fill the position from external sources. N/A

4. The benefit to the County generated by this specific position. Local businesses will receive more attention and support to continue to operate and thrive; more internal capacity to provide development and business support; marketing and public outreach.

Department Name: Office of Planning ________________  Date: 4/18/18
County Administrator Authorization: _____________________  Date: ____________
DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position focusing on the Economic Development of Allegany County. The incumbent applies business and economic principles and practices to attract new businesses and industry, retain and expand existing businesses, increase employment opportunities and serve business needs. The duties are performed with exercise of judgment within the confines of applicable state and federal laws, as well as generally acceptable practices of the planning and economic development professions. The position also assists the Director of Planning in the administration and supervision of planning related functions including, but not limited to, land use planning, water resource planning, comprehensive plans and infrastructure. These services are provided to the County, its municipalities and other community groups. The incumbent may supervise staff, and may assume the duties and responsibilities of the Director of Planning in his/her absence. Evening and weekend work is required. Does related work as required.

TYPICAL WORK ACTIVITES:

- Assists the Director of Planning and/or designated Administrator in preparation of proposed and final budgets for the Department, affiliated organizations (e.g. IDA, Land Bank, etc.) and specific local projects;
- Coordinates with the Director of Planning and/or designated Administrator on administration of the Business Retention and Expansion Programs;
- May assist in preparing financing and incentive packages for new and expanding companies;
- Recommends economic development projects for consideration by the Director of Planning and/or designated Administrator and respective organizations (e.g. IDA, Board of Legislators, etc.);
- Assist the Director of Planning and/or designated Administrator in supervising consultants retained for specialized studies or projects;
- May assist, support, or coordinate the activities of affiliated departments/agencies including but not limited to the Allegany County Development, Industrial Development Agency (IDA), Allegany County Tourism, and Allegany County Land Bank, including the preparation of reports, receipt of applications for consideration, and related activities;
- Oversees large planning and economic development projects;
- Assists with the planning and implementation of local community development activities (e.g. downtown revitalization, shovel ready sites, industrial park development, recreational parks, etc.);
- Monitors existing businesses and collects data on their needs and plans;
- Assists in developing and implementing marketing plans and strategies including assisting with the implementation of the County’s marketing efforts and duties involving public relations for the County and supported organizations;
- May oversee or assist in website design, updates, and maintenance;
- Assists the Director of Planning in the administration and supervision of the Planning Department and its staff with such projects and activities as: land use planning, comprehensive plans, water resources planning, environmental initiatives, zoning, infrastructure planning and development, transportation and logistics projects, community development, preparation of grant applications, and a wide range of other technical assistance to the County and its municipalities;
- Guides and assists in preparation of feasibility studies and statistical analysis for planning reports, including supervision of consultant documents;
- Participates in regional, state and federal planning activities/efforts, including review of new planning and environmental legislation (e.g. National Flood Insurance Program changes, sustainability planning);
• Assists the Director of Planning and/or designated Administrator in remaining current on new funding and incentive programs, as well as general economic development programs and practices;
• Works with the Director of Planning and/or designated Administrator to assess infrastructure needs in the County, recommend solutions to resolve them and implement projects;
• Assists in applying for grant and loan funds to accomplish the mission of the Department;
• Assists in working with other economic development, planning and related organizations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Knowledge of the principles, practices and methods of economic development, as well as municipal and regional planning, land use and zoning; Knowledge of business practices and financial principles; Knowledge of County goals and objectives for planning, economic development, funding and incentive sources, and application procedures; Ability to organize, plan, coordinate all activities related to grant applications; Ability to supervise professional and support staff; Ability to coordinate Department goals, objectives, and work in progress with the IDA and related local economic development corporations; Ability to represent the County as assigned.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s degree and one (1) year of satisfactory experience in Planning or Economic Development; or
(B) An Associate’s degree and three (3) years of experience as described in (A);
(C) Five (5) years of experience in as described in (A).

Civil Service Jurisdictional Classification: Pending Jurisdictional Classification (PJC)

This description is a representative summary of the major responsibilities and accountabilities performed by incumbents in this job title. Any one position may not involve all of the specified duties nor are the listed examples exhaustive. Incumbents may be requested to perform related tasks other than those stated herein.

Adopted: 04/06/2018

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT
Committee of Jurisdiction: Planning & Economic Development  Date: 4/18/18

A RESOLUTION IS REQUESTED TO CREATE AND FILL A TEMPORARY OFFICE AIDE POSITION IN THE PLANNING DEPARTMENT.

THE POSITION WILL BE ASSISTING THE PLANNING & DEVELOPMENT SPECIALIST ON THE COMP PLAN UPDATE, OPEN SPACE INVENTORY AND CENSUS DATA.

BE RESOLVED:

1. To create and fill a temporary Office Aide position with a salary range of $10.40-$15.00/hour.

FISCAL IMPACT: None. $5,040 has been budgeted in the 2018 Planning budget.

For further information regarding this matter, contact:

H. Kier Dirlam, Director of Planning  585-268-7442
# Request to Fill Position Form

**Date:** 4/18/18  
**Committee of Jurisdiction:** Planning & Development

**Request to Fill:**  
**Title of Position:** Office Aide  
**Dept.:** Office of Planning

**Will any positions be eliminated?** No  
If yes, which position(s): 

**This position is an:**  
Existing position? _______  
Newly Created Position? _____  
Created by Resolution #: _______

**This position will be:**  
Full Time? _______  
Part Time? ____  
Permanent? _______  
Temporary? _____  

**This position will be:**  
Non Union? _______  
Union? _____  
covered by the _________ bargaining unit.

**Grade:** N/A  
**Step:** N/A  
**Hourly pay rate:** $10.40 – $15.00  
**Annual salary of position:** Temporary Position – ~12 weeks  
**Cost of benefits for position:** No Benefits

**Does position support a mandated program/grant?** No  
**Name of program:** 

**Source of funding for position:**  
100 % County  
_____ % State  
_____ % Federal  
_____ % Other

**Source of funding for benefits:**  
100 % County  
_____ % State  
_____ % Federal  
_____ % Other

**Amount in 2018 year’s budget for this position:** $5,040

**Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:**

1. **The specific duties that cannot be accomplished by another employee.** This position is necessary to augment our workforce. This position will perform and assist staff with current projects, allowing full-time employees to perform other duties.

2. **The goals your organization will not be able to accomplish as a result of not filling this position.** This position will perform and assist staff with current projects (Comprehensive Plan Update, Open Space Inventory, Census Data, Research, etc.); allowing full-time employees to perform other duties while meeting project deadlines.

3. **The funding available to fill the position from external sources.** None

4. **The benefit to the County generated by this specific position.** This position will perform and assist staff with current projects (Comprehensive Plan Update, Open Space Inventory, Census Data, Research); allowing full-time employees to perform other duties while meeting project deadlines.

**Department Name:** Office of Planning  
**Date:** 4/18/18  
**County Administrator Authorization:**  
**Date:**

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**Approved by the Ways and Means Committee on _________________**  
**Pursuant to Resolution No. 146-03**  
**Form Amended September 27, 2016**
OFFICE AIDE

GENERAL STATEMENT OF DUTIES: Under supervision, provides assistance to a clerical staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a supportive position that provides assistance of a limited nature to a clerical staff. Work is performed under the direct supervision of a unit head or a clerical position.

EXAMPLES OF WORK: (Illustrative only)
Under supervision:
Assists in the clerical operation of a municipality by performing routine tasks such as filing, acting as a receptionist, running errands, operating a switchboard, sorting mail, etc.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Willingness to perform routine work; ability to understand and follow simple oral instructions; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: None.

ADOPTED:

Allegany County
Civil Service Commission
September 11, 1975
Planning & Development Committee Tourism Report;
Gretchen Hanchett

4/18

Long Term Projects

1. The Watchful wild life program continues to move forward, now working with ARCHER for the Watchful wildlife program as they develop the first phase.

2. Tourism packages; Continue to work with businesses to put together packages to making visiting Allegany County easier for our visitors. Packages will be added to the tourism website. Contacted now following up

Marketing/ Projects

1. Regional welcome Grand Island center project. Our five counties (Erie, Niagara, Allegany, Cattaraugus, and Chautauqua) have been discussing plans to create a WNY Region marketing piece for use at the WNY Welcome Center which will open in August of this year. We recently learned that only official NY State marketing resources (ie. ILNY Travel Guide) as well as one (1) regional marketing piece will be distributed at the Welcome Center. This is apparently the case at all of the Welcome Centers being opening or reassigned throughout the state. At this point, we are planning to create a 16-page/panel brochure with a finished size of 4” x 9”. We will print at least 10,000 copies of the piece for 2018. The piece would contain some general information about the 5-county region as well as information about experiences available in each of the five participating counties. Our next step is to work with a designer to create a concept or two and then begin to populate the brochure with descriptive copy and images. This is funded through regional I LOVE NY funds

2. Digital web and content meetings starting
   a. Developing a plan with EquaTEK for content/digital and website transfer.

3. “Discover Allegany video” Campaign
   o Video program meeting
     4 theme videos
     30 Second Video Ad “Outdoor Activities”
     30 Second Video Ad “Local Shopping”
     30 Second Video Ad “Local Restaurants”
     60 Second Video Ad “Local Events”

Travel/Events

Future Events & Much more coming… check out the website calendar
www.discoveralleganycounty.com
• Allegany County Business conference (Spring of 2018)
• GACCC 10th annual dinner 4/20/18
• NYS Tourism Conference 4/23 through the 4/24
• Annual Riverwalk Stock Car Show, March 27
• Peace, Love and Tie Dye. A salute to the ’60s at the Palmer, 4/21/18
• Hot Dog Day, Alfred NY 4/21/18
• Greater Wellsville Trout Derby 4/28/2018 - 4/29/2018
• The Palmer Event Center & Allegany County Arts & Music Road Rally *
  Scavenger Hunt 5/19/2018 1:00

Advertising

• Radio
• Social media for Events
• Cross the Border Website advertising
• Adventure Outdoors Magazine (Spring 2018)

Economic Development Team efforts: Support efforts/projects when/where needed.

Respectfully submitted

Gretchen
Gretchen Hanchett, Executive Director/ Tourism Coordinator
Greater Allegany County Chamber of Commerce & Allegany County Tourism
(W) 585-268-5500 (C) 585-610-9529 ghanchett@alleganychamber.org
www.discoveralleganycounty.com
April 2018 Report

General Information
- Front Door Traffic: 465
- Employment: 2 new full time and 2 new part-time jobs with 3 employers
- Unemployment: February rates: Allegany County 8.4%; NYS 5.1%; US 4.4%. Locally 12 new unemployment claims opened~ 4 fired, 2 layoffs, 1 quit
- Veterans: 2 Veterans utilized our services for assistance with job search and training
- Business Services: 60 services provided to 3 businesses (9 new businesses) for job listing, follow-up, job matching, referrals, youth work experience and skills testing. Administered 18 TABE(Test of Adult Basic Education) tests
- Meetings: Economic Development Team, Legislative Interns, Workforce Development, ACCORD Board of Directors and gave overview of E&T Department to Legislators

Department of Social Services Contract
- 508 services provided: Family Assistance 83; Safety Net Family 3; Safety Net 150 and SNAP 272
- Safety Net Employment Assessment Class: 15 assessed; 5 denied; 4 completed; 0 exempt and 0 re-applied
- Non-Custodial Parent Program: 35 active participants and 20 employed

WIOA (Workforce Innovation and Opportunity Act)
- Youth: 31 enrolled youth, 16 employed, 4 (1 is funded by Division for Youth) in training programs 4 in work experience and 4 being assessed for work experience.
- Training: 8 in training for Dental Assisting, Medical Office Assisting, CDL-B, Phlebotomy Practical Nursing; 8 training inquiries and 2 completed training and are now working with us to find employment
- Trade Act: 10 Outreach contacts; 4 in training

Respectfully submitted,

Reita Sobeck-Lynch, MPH
Director
Memorandum

TO: Planning & Economic Development Committee
FROM: Brenda Rigby Riehle, Clerk of the Board
DATE: April 2, 2018
RE: APPOINTMENT TO THE PLANNING BOARD

The Chairman plans to make the annual ex-officio appointments to the Planning Board as follows:

Guy R. James, Public Works Superintendent, Scio
Terri L. Ross, County Treasurer, Angelica
Philip G. Stockin, Ways & Means Committee Chairman, Houghton

If the Committee approves of these appointments, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition, the Chairman should sign the attached pink appointment forms, where indicated, and return them to me.

Thank you.
REQUEST FOR APPOINTMENT TO A BOARD/COMMITTEE UNDER JURISDICTION OF ALLEGANY COUNTY BOARD OF LEGISLATORS

BOARD/COMMITTEE TO WHICH APPOINTMENT IS TO BE MADE:

________________________________________

Allegany County Planning Board

APPOINTING AUTHORITY _____ Board of Legislators _____ Chairman of the Board

_____ Chairman of the Board Confirmed by Board of Legislators

NAME OF PROPOSED MEMBER: _____ Guy R. James

ADDRESS: ___ c/o Public Works Dept., County Office Bldg., Belmont

Type of Member ___ Ex-officio (Supt. Public Works) _____ (Medical, Sportsman, Farmer, etc.)

Type of Appointment: (check one) _____ New _____ X Reappointment of present incumbent
due to expiration of term

_____ Fill Vacancy due to Resignation _____ Fill Vacancy due to Expiration of Term

Effective Date of Appointment: ___ 01-01-2018 _______ Expiration Date of Appointment: ___ 12-31-2018 _______

Name of Member being replaced (if any): _______________________________________________________________________

Effective Date of Resignation: ___________________________________________________________________________

Filed with Clerk of the Board _____ Yes _____ No

Approval by Committee of Jurisdiction: _______________________________________________________________________

Chairman’s signature

Recorded in minutes of ___________ Meeting of the __Planning & Economic Development__ Committee

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FOR BOARD CLERK’S OFFICE USE ONLY:

Resignation received: ____________ Filed with County Clerk: _______________

Term of Appointment verified: ___________ Copy to County Attorney: ___________

Remarks:

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REQUEST FOR APPOINTMENT TO A BOARD/COMMITTEE UNDER JURISDICTION OF ALLEGANY COUNTY BOARD OF LEGISLATORS

BOARD/COMMITTEE TO WHICH APPOINTMENT IS TO BE MADE:

__________________________
Allegany County Planning Board

APPOINTING AUTHORITY ______ Board of Legislators ______ Chairman of the Board

____X____ Chairman of the Board Confirmed by Board of Legislators

NAME OF PROPOSED MEMBER: ________ Terri L. Ross __________________________

ADDRESS: ________ c/o Treasurer’s Office, Belmont __________________________

Type of Member: Ex-officio (Co. Treasurer) ________ (Medical, Sportsman, Farmer, etc.)

Type of Appointment: (check one) ______ New ______ Reappointment of present incumbent due to expiration of term

______ Fill Vacancy due to Resignation ______ Fill Vacancy due to Expiration of Term

Effective Date of Appointment: ________ 01-01-2018 ________ Expiration Date of Appointment: ________ 12-31-2018 ________

Name of Member being replaced (if any): ________________________________

Effective Date of Resignation: _________________________________________

Filed with Clerk of the Board ______ Yes ______ No

Approval by Committee of Jurisdiction: ________________________________

Chairman’s signature

Recorded in minutes of ________ Meeting of the ______ Planning & Economic Development ______ Committee

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FOR BOARD CLERK’S OFFICE USE ONLY:

Resignation received: ____________ Filed with County Clerk: ________________

Term of Appointment verified: __________ Copy to County Attorney: ________________

Remarks:

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REQUEST FOR APPOINTMENT TO A BOARD/COMMITTEE UNDER JURISDICTION OF ALLEGANY COUNTY BOARD OF LEGISLATORS

BOARD/COMMITTEE TO WHICH APPOINTMENT IS TO BE MADE:

______________________________
Allegany County Planning Board

APPOINTING AUTHORITY _____ Board of Legislators _____ Chairman of the Board

___X___ Chairman of the Board Confirmed by Board of Legislators

NAME OF PROPOSED MEMBER: _____ Philip G. Stockin

ADDRESS: _____ 9790 Luckey Drive, Houghton, NY 14744

Type of Member: ___Ex-Officio (Ways & Means Chair) (Medical, Sportsman, Farmer, etc.)

Type of Appointment: (check one) ___X___ New _____ Reappointment of present incumbent due to expiration of term

_____ Fill Vacancy due to Resignation _____ Fill Vacancy due to Expiration of Term

Effective Date of Appointment: _______ 01-01-2018 ___________ Expiration Date of Appointment: _______ 12-31-2018

Name of Member being replaced (if any): ___Charles O. Jessup

Effective Date of Resignation: _______ 12/31/2017 (Did not seek re-election)

Filed with Clerk of the Board _____ Yes _____ No

Approval by Committee of Jurisdiction: ____________________________

Chairman’s signature

Recorded in minutes of _________ Meeting of the __Planning & Economic Development Committee

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FOR BOARD CLERK’S OFFICE USE ONLY:

Resignation received: _____________ Filed with County Clerk: __________________

Term of Appointment verified: _________ Copy to County Attorney: _____________

Remarks: __________________________

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