



Board of Legislators

County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

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PLANNING & ECONOMIC DEVELOPMENT COMMITTEE AGENDA-Special

May 25, 2022

2:45 p.m.

- 1. Roll Call**
- 2. Economic Development Local Law**
- 3. Request to Fill Director of Economic Development**
- 4. Old Business**
- 5. New Business**
- 6. Good of the Order**
- 7. Adjournment**

MEMORANDUM OF EXPLANATION

Introduction No: _____
(clerk's use only)

COMMITTEE: Planning & Economic Development

DATE: May 25, 2022

Requesting a Resolution setting the date of a Public Hearing on a Local Law Establishing the Office of Economic Development and the Economic Development Advisory Board and Repealing Local Law No. 2 of 1985, (As Amended by Local Law No. 1 of 1995, Local Law No. 1 of 2010, and Local Law No. 3 of 2021).

From 1985 until 2015, the Office of Development oversaw the County's planning and development activities. When a vacancy in the Director of Development occurred in 2015, the County adapted by reorganizing the functions of that office. Subsequently, the Office of Planning was created and the planning tasks were transferred to that office. The development functions that remained in the Office of Development have been outsourced since 2015 through two contracts for economic development services: IOC Services, LLC (from October of 2014 to December of 2017) and Alfred State College (from September of 2015 to current).

At this time, the County wishes to prioritize economic development by re-establishing and renaming the Office of Development as the Office of Economic Development and updating the duties of the office as they were written in 1985 to reflect the conditions and needs of our County as they exist in 2022. This is the first step in anticipation of rebuilding a County office focused on the County's economic development priorities. The next step will involve hiring a Director of Economic Development to coordinate the County's economic development efforts, realign County staff to support those efforts, and work with Alfred State College on a succession plan to transfer the efforts and knowledge gained under that relationship to County employees.

For further information regarding this matter, contact:

Allison B. Carrow, County Attorney

585-268-9410

ADOPTION OF LOCAL LAW INTRO NO. 1-2022, PRINT NO. 1, A LOCAL LAW ESTABLISHING THE OFFICE OF ECONOMIC DEVELOPMENT AND THE ECONOMIC DEVELOPMENT ADVISORY BOARD FOR ALLEGANY COUNTY, AND REPEALING LOCAL LAW NO. 2 OF 1985 (AS AMENDED BY LOCAL LAW NO. 1 OF 1995, LOCAL LAW NO. 1 OF 2010, AND LOCAL LAW NO. 3 OF 2021)

Offered by: Planning & Economic Development Committee

RESOLVED:

1. That proposed Local Law, Intro. No. 1-2022, Print No. 1, is adopted without any change in language, to wit:

COUNTY OF ALLEGANY

Intro. No. 1-2022

Print No. 1

A LOCAL LAW ESTABLISHING THE OFFICE OF ECONOMIC DEVELOPMENT AND THE ECONOMIC DEVELOPMENT ADVISORY BOARD FOR ALLEGANY COUNTY, AND REPEALING LOCAL LAW NO. 2 OF 1985, (AS AMENDED BY LOCAL LAW NO. 1 OF 1995, LOCAL LAW NO. 1 OF 2010, AND LOCAL LAW NO. 3 OF 2021).

BE IT ENACTED, by the Board of Legislators of the County of Allegany, State of New York, as follows:

Section 1. Office of Economic Development. The Allegany County Board of Legislators established the position of Director of Development by Local Law No. 2 of 1985, which was subsequently amended by Local Law No. 1 of 1995, Local Law No. 1 of 2010, and Local Law No. 3 of 2021 and set forth the powers and duties of said position. The Board of Legislators of the County of Allegany now desires to revise the powers and duties set forth in said Local Law and to refocus the direction of the previously established office on Economic Development. The Office of Economic Development is hereby created to plan, coordinate, and encourage all facets of business, industrial, recreational, commercial, tourism, and economic development within Allegany County including the retention, expansion, attraction, and growth of visitors, residents, businesses, and industries within the County.

Section 2. Director of Office of Economic Development.

- a. The head of such office shall be a Director of Economic Development who shall be appointed by the County Board of Legislators and who shall report directly to the County Administrator.
- b. The County Board of Legislators shall have the authority to appoint the Director of Economic Development to a term of office for four years, or to enter into a written agreement with the Director of Economic Development for an agreed upon term of less than four years setting forth the Director of Economic Development’s salary, allowable expenses and benefits, and such other terms and conditions of employment as the Board of Legislators deem appropriate.

Section 3. Qualifications. At the time of the appointment, the Director of Economic Development shall have following education, training, and/or experience:

- 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 in a related economic or business field and five (5) years substantial experience in planning, economic, and/or community development, business, or a closely related field; or an equivalent combination of experience and training, which provides the required knowledge, skills, and abilities;
- b. Experience managing projects and people in a nonprofit, public agency, or private company; and
- c. Direct experience developing close working relationships with governmental groups at the local, state, and federal level, and with constituents and stakeholders, which might include elected officials, board of directors, employees, and other business and community support organizations.

Section 4. Salary. The Director of Economic Development shall receive an annual salary to be fixed by the Board of Legislators.

Section 5. Powers and Duties. Without curtailing, diminishing, or transferring the powers of any elected County official, the Director of Economic Development shall be responsible for the overall economic development efforts of Allegany County, and shall have all the powers and perform all the duties necessarily incidental thereto. Such powers and duties shall include the following:

- a. Determines feasibility and potential value of proposed projects and makes recommendations such as the priorities of projects, the risk of short and long-term success, and the extent and scope of studies;
- b. Identifies, evaluates, and inventories existing and potential industrial and business sites, buildings, and facilities, including infrastructure available at each location;
- c. Maintains an up-to-date inventory of available sites, buildings, and facilities, including available infrastructure;
- d. Gathers information and prepares studies, reports, and recommendations relevant to the County's economic development goals;
- e. Recommends policies, programs, and procedures to the Board of Legislators that are related to economic development and the retention, expansion, attraction, and growth of visitors, residents, businesses, and industries within the County, including the development of future industrial sites and infrastructure,
- f. Periodically evaluates effectiveness of projects under development and reviews their progress as needed;
- g. Supervises consultants engaged to assist in the preparation of highly specialized studies and services;
- h. Consults with representatives of local and regional area economic development agencies, and commercial, industrial, and financial institutions in matters relating to the economic or industrial development of Allegany County;
- i. Coordinates economic development programs and activities and maintains liaison with other local officials, representatives of industry, and community leaders;

- j. Develops and maintains an inventory of tourism prospects and partners;
- k. Develops relationships with local and regional organizations and tourism partners to aide in the generation of tourism and marketing opportunities, the building of awareness of the tourism/travel industry, and the development of strategies for increasing visitor volume and expenditures within Allegany County;
- l. Participates in the development, review, and distribution of guides, brochures, articles, and press releases on tourism-related subjects including Allegany County attractions, events, services, facilities, tourism marketing, and public relations;
- m. Assists with the County's website and social media development and content management, ensuring fresh, relevant content is created as needed;
- n. Develops Allegany County's overall marketing message, as well as marketing, advertising, media, and public relations strategies and tactics that identify target demographics, monitor competition, and adjusts strategies accordingly;
- o. Develops and maintains a knowledge of sources of funding available including relevant federal and state programs and grants;
- p. Provides regular reports to the Board of Legislators regarding the activities of the Office of Economic Development including the progress of proposed and existing projects;
- q. Prepares and submits grant applications on behalf of Allegany County subject to the approval of the Board of Legislators;
- r. Administers and manages grant awards, grant projects, grant reporting, preparing payment requests, and responding to program and financial audits;
- s. Responsible for the analysis of existing economic situations relative to business attraction and expansion, the review of modern techniques for business attraction and retention, and the negotiation and resolution of issues relevant to the County's role in economic development;
- t. Responsible for representing the County and the Office of Economic Development at civic, cultural, charitable, business, community, and other like events that are relevant to the County's economic development goals, and may serve on, or hold positions for, such boards, commissions, committees, and organizations as approved in advance by the Board of Legislators and related to areas that are critical to the County's economic development goals and interests;
- u. Responsible for financial planning and supervision of staff within the Office of Economic Development;
- v. Cooperates with the Allegany County Industrial Development Agency, the Industrial and Commercial Incentive Board, and other relevant offices and organizations to coordinate the overall administration of the County's economic development tools including but not limited to incentive zones, real property tax credits, and payment in lieu of taxes (PILOT) agreements;
- w. Responsible for acting as the County's liaison to various local, state, and federal agencies and organizations for the purpose of coordinating and implementing necessary and appropriate economic development projects;
- x. To have such other related powers and perform such other related duties as may now or hereafter be confirmed or imposed by the Board of Legislators.

Section 6. Deputies.

- a. The Director of Development shall have the power to appoint a Deputy Director of Development as authorized by the Board of Legislators and created by separate Resolution, and subject to Civil Service Law. If said Deputy is determined to be in the exempt class for purposes of the Civil Service Law, the Deputy shall serve at the pleasure of the Director of Economic Development with a term to run concurrently with the Director of Economic Development, whether for four years or an otherwise agreed upon term of less than four years, provided that any such appointment may be revoked, at any time, by the Director of Economic Development, by written revocation filed with the County Clerk and the Clerk of the Board of Legislators.

Section 7. Economic Development Advisory Board.

- a. There is hereby created in the Office of Economic Development an Economic Development Advisory Board. The Advisory Board will consist of a minimum of nine members to a maximum of seventeen at-large members to be appointed by the County Board of Legislators.
- b. The Board of Legislators shall appoint to the Economic Development Advisory Board representatives from organizations directly associated with economic development, including, but not limited to, representatives from the following categories: business, education, and government.
- c. All members of the Advisory Board shall serve at the pleasure of the County Board of Legislators for a term to run concurrently with the Board of Legislators' term, and all members of the Advisory Board shall be subject to removal at the pleasure of the County Board of Legislators.
- d. The members of the Advisory Board shall serve without compensation, but shall be allowed their just and reasonable actual expenses incurred in the performance of their duties hereunder.
- e. The Advisory Board shall have the power and duty to advise the Director of the Office of Economic Development in carrying out the functions, powers, and duties of the Office, as set forth in this local law.

Section 8. Limitations. Nothing contained herein shall be deemed to alter or impair any powers, duties, or responsibilities which are provided to the County Board of Legislators under law, nor shall anything herein be deemed to curtail, diminish, or transfer the powers of any elected County official.

Section 9. Separability of Powers. If any clause, sentence, paragraph, subdivision, section, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree, or order shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation of the clause, sentence, paragraph, subdivision, section, or part thereof directly involved in the controversy in which such judgment, decree, or order shall have been rendered.

Section 10. Local Laws Repealed. The following Local Laws are collectively hereby repealed and shall be superseded by this Local Law, with said repeal to take effect upon the effective date of this Local Law:

- a. Local Law No. 2 of 1985 entitled "A Local Law Establishing an Office of Development and a Development Advisory Board", and all amendments thereto, including Local Law No. 1 of 1995, Local Law No. 1 of 2010, and Local Law No. 3 of 2021.

Section 11. Conflict with Previous Local Laws or Resolutions. In the event of a conflict or inconsistency between this Local Law and any previous Local Law or Resolution of the Board of Legislators, the terms of this Local Law shall govern.

Section 12. Effective Date. This Local Law shall take effect immediately.

DRAFT

I, Brenda Rigby Riehle, Clerk of the Board of Legislators of the County of Allegany, State of New York, do hereby certify that the foregoing constitutes a correct copy of the original on file in my office and the whole thereof of a resolution passed by said

Board on the _____ day of _____ 20_____.

_____ Dated at Belmont, New York, this _____ day of _____ 20_____

Clerk, Board of Legislators, Allegany County

Moved by _____ Seconded by _____ VOTE: Ayes _____ Noes _____ Absent _____ Voice _____

Request to Fill Position Form

Date: May 25, 2022

Committee of Jurisdiction: Planning & Economic Development Committee

Title of Position: Director of Economic Development

Dept.: Office of Economic Development

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

This position is an:

Existing position: Newly Created Position: _____ Created by Resolution #: **Local Law No. 2 of 1985**
(amendment of Local Law to rename position is pending)

This position will be:

Full-Time: Part-Time: _____ Permanent: _____ Temporary: _____

This position will be:

Section IV: Non Union: _____ Union: _____ covered by the _____ bargaining unit.

Grade: _____ Step: _____ Hourly pay rate: _____

Annual salary of position: TBD Cost of benefits for position: TBD

Does position support a mandated program/grant? _____ 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 current year's budget for this position:

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

1. The specific duties that cannot be accomplished by another employee.

The position of the Director of Development became vacant in 2015. When the vacancy occurred, the County created an Office of Planning and transferred the planning tasks to that office and the remainder of the development tasks were fulfilled through two contracts for economic development services (IOC Services, LLC from Oct. of 2014 to Dec. of 2017) and (Alfred State College from Sept. of 2015 to current).

At this time, the County wishes to rename the office as well as the position to focus on economic development. A new Director of Economic Development will coordinate the County's economic development efforts, realign County staff to support those efforts, and work with Alfred State College on a succession plan to transfer the efforts and knowledge gained under that relationship to County employees.

2. The goals your organization will not be able to accomplish as a result of not filling this position.

Investment in economic development is a top priority of this Board. Filling this position will allow the County to hire a full-time Director to concentrate on this priority.

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

There is no funding available at this time from external sources.

4. The benefit to the County generated by this specific position.

The benefit generated by this specific position is that it will allow the County to organize an Office of Economic Development, including personnel and resources, under the direction of this position. The Director will lead this

office in acting as a central point of contact to coordinate and manage the County's economic development tools and services.

Department Head Name: _____

Date: _____

County Administrator Authorization: Carissa M. Krapp

Date: 05/24/2022

Personnel Officer Authorization: Robert Budugis

Date: 5/24/2022