

July 16, 2004

To: Members of Planning and Development Committee

From: Robert F. Hagemann, County Administrator

Subject: Planning and Development Committee Agenda

Please let this correspondence serve as notification that the Planning and Development Committee will meet on *Tuesday, July 20, 2004 at 6:00 PM* in the Board of Legislators' Chambers.

Following is a list of agenda items for the meeting:

Discussion Items:

1. Appointments to Comprehensive Economic Development Strategy Committee (CEDS)
2. DEC Support for Forest Practice Boards

Informational Items:

1. Monthly Departmental Reports:
 - Planning
 - Employment & Training

If any Committee Member has inquiries regarding agenda items, or would like to add an item(s) please do not hesitate to contact me.

cc: Planning
Employment and Training

RFH:kch

July 20, 2004

To: Planning and Development Committee
From: Robert J. Thomas, Chairman of the Board
Subject: CEDS Appointments

Resolution 123 of 1990 authorizes the Chairman of the Board of Legislators to appoint representatives to the Comprehensive Economic Development Strategy Committee (formerly the Overall Economic Development Program Committee).

Currently six incumbent CEDS Committee members' terms have expired, and each has indicated a willingness to continue to serve on the Committee. I respectfully request Committee approval to reappoint County Planning Director Bruce Armstrong, Knowlton Specialty Papers President Frank Cean, DANC Executive Director Robert Juravich, Empire State Development Economic Development Program Administrator Doug Schelleng, Employment and Training Director Marty DelSignor, and former IBEW Business Manager George Intschert.

Thank you for your support in this regard.

RJT:kch

c: Robert F. Hagemann, County Administrator
Bruce Armstrong, Director of Planning

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MEMO

To : Michael Kaskan, Deputy County Administrator
From : Bruce Armstrong, Director of Planning
Subject : Planning and Development Committee Agenda
Date : July 9, 2004

I have one item that requires Committee action that I am requesting be placed on the agenda for the July 20, 2004 Planning and Development meeting.

1. Recommending the Appointment of Representatives to the Comprehensive Economic Development Strategy (CEDS) Committee.

Background :

The Jefferson County CEDS Committee was formed by the County Board of Supervisors in 1990. Through the assistance of the County Planning Department, the purpose of the Committee is to provide economic development planning services for the County and to retain the County's eligibility for federal grants from the U.S. Economic Development Administration (EDA).

Consistent with EDA guidelines, the Committee is comprised of members who are representative of the community and its various economic sectors.

Pursuant to the Board's authorizing resolution, members of the CEDS Committee are appointed by the Chairman of the Board upon the recommendation of the Committee.

There are currently six incumbent CEDS Committee members whose terms have expired and who have indicated their willingness to continue to serve.

They are :

Bruce Armstrong, Jefferson County Planning Director
Frank Cean, President, Knowlton Specialty Papers
Robert Juravich, Executive Director, Development Authority of the North Country
Doug Schelleng, Economic Development Program Administrator, Empire State
Development
Marty DeSignor, Director, Jefferson County Employment and Training

George Intschert, (Retired) former Business Manager, International Brotherhood of Electrical Workers

All six members would be appointed to terms to expire on June 30, 2007.

Department of Planning
June, 2004 Monthly Summary

The overall service objective of the Department of Planning is the provision of quality technical assistance to the County and its local municipalities within the Department's four established workplan areas: County Planning and Economic Development, Community Planning and Development, Resource and Environmental Management, and Information, Demographic, and Data Services.

June activities and highlights within these major categories were as follows:

COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Community Development Block Grant (CDBG) Program

- Met with GYMO Architects and North Country Children's Clinic staff to make preliminary project coordination plans for the Clinic's proposal to rehabilitate a Watertown commercial building. The County's involvement is contingent on the the County's 2004 CDBG application being approved by the Governor's Office for Small Cities later this year.
- Continued financial administration of the County's NYS CDBG Economic Development award to partially offset training expenses for new Stream, Inc. employees. Met with new Stream management representatives and other state and local economic development officials to review reporting requirements.

Comprehensive Economic Development Strategy (CEDS) Committee

- Held a CEDS meeting to meet with Joel LaLone of the Center for Community Studies to discuss primary and secondary research developed by the Center for the Five Year Update. Staff prepared an inventory of community sector-based strategic plans to incorporate and/or recognize in the Update.
- Staff began data compilation for inventory portions of the Five Year Update.

County Planning Board

- Prepared materials and administered the June County Planning Board meeting.
- Assisted local municipalities through staff and County Planning Board reviews for two General Municipal Law, Section 239m referrals, including expansion of a frame manufacturer and the North Country Children's Clinic.
- Conducted twelve Intergovernmental Reviews for a projects applying for Federal funds including a municipal sewer expansion in the Town of Rutland, a new water district in the Hamlet of Redwood and in the Village of Alexandria Bay.

HOME Consortium

- Completed Federal drawdowns, project set-ups, and completion reports using IDIS system for HOME projects.

Fort Drum Regional Economic Impact Model

- With the announcement of a new Unit of Action (UA) at Fort Drum, staff is assisting the FDRLO in revising the Fort Drum Regional Economic Impact Model to demonstrate the total financial impact of the base's expansion on the region's economy. The anticipated RCI construction activity is also being built into the model. Staff coordinated with the Massachusetts firm consulting firm that originally developed the model in 1999 to produce the revised projections of

economic activity.

County Geographic Information System (GIS) Project

- Completed data preparation for two additional towns to insert into the ArcIMS Map Service.
- Continued to work with Applied GIS and Information Services staff to troubleshoot ArcIMS Map service issues for Towns most recently digitized and added to the system.
- Received and backed up new town parcel shapefiles for the 2004 tax year. Awaiting new corresponding RPS Data for the 2004 tax year for data preparation.

Jefferson County World Wide Web Internet Site (www.co.jefferson.ny.us)

- Held a monthly Ad Hoc Website Committee meeting. Coordinated with the Information Services Department to facilitate posting of new and updated information.
- Posted new photos on the Home Page slide show.

COMMUNITY PLANNING AND DEVELOPMENT

Municipal Project Assistance

- Alexandria (T), Orleans (T), Clayton (T) NYS Rt. 12 Corridor Plan - Met with the Town of Orleans Zoning Board of Appeals to start next steps needed for implementation of the Plan. The Zoning Board of Appeals presented the Plan to the Town Board for adoption.
- Clayton Local Development Corporation (LDC) - Assisted the LDC by preparing and submitting an application for a waterfront redevelopment planning project through the Niagara Mohawk Main St\Commercial District Revitalization funding program. Toured project site with LDC and Niagara Mohawk officials.
- Henderson (T) - Met with the Comprehensive Plan Committee to finalize the draft future land use map for the Draft Comprehensive Plan. Initiated final edits and steps to hold an upcoming Public Hearing.
- Hounsfield (T) - Reviewed final edits regarding zoning amendments on public\private road standards within open development areas, new subdivision lots and definitions, as well as within existing waterfront lots that currently lack road frontage.
- Orleans (T) - Assisted the Town over a two day period in the interview and selection process of consultants who responded to the Town's RFP for services to develop economic strategies.

RESOURCE AND ENVIRONMENTAL MANAGEMENT

Black River Blueway Trail

- Along with staff from the Tug Hill Commission, participated in three public meetings to provide information and to gauge community interest and support for submitting an application to the State for assistance in funding a plan for the designation of the Black River as a Blueway Trail.

Jefferson County Water Quality Coordinating Committee

- Attended the June monthly meeting which consisted of on-site inspections of wastewater systems on the St. Lawrence River.

Jefferson County Forest Properties

- Verified the completion of a new sign-in box, railings and other safety barriers installed through a cooperative effort between JC Soil & Water Cons. District and local Boy Scouts in Washington Park.

Fort Drum Regional Liaison Organization

- Continued coordination with state and federal staff regarding the FDRLO mapping assistance and discussed direction of future assistance. Continued to gather map coverages in order to build base maps (including aerial photograph information) from several sources. Met with State representatives to discuss map issues, data collection and future direction of efforts.

Agricultural and Farmland Protection Board

- _____ The New York State Agricultural Districts Law has been amended to allow parcels of predominantly viable agricultural land to be added to existing Agricultural Districts that have been established by the county legislative body. The Board of Legislators passed Resolution No. 98 of 2004 establishing June 1 to June 30th as the annual thirty day review period. The County received requests from 14 landowners to add 2,118.76 acres to existing agricultural districts. The Department provided assistance to several of these landowners in obtaining land use and parcel data and other information required on the application form.
- _____ Staff administered an AFPB meeting. The AFPB discussed applying for a grant from the NYS Department of Agriculture and Markets to capitalize a one time Agricultural Business Plan Development and Implementation Grant Project. The Board also discussed the Purchase of Development Rights (PDR) program and the need to continue to develop additional detail on a program proposal.

Lake Ontario Dune Coalition

- Attended a quarterly meeting in Sandy Pond. Topics discussed were the Dune Steward program, a Recognition evening in September, and the sand transport study and dredging efforts.____

INFORMATION, DEMOGRAPHIC, AND DATA SERVICES

U.S. Census

- Began assistance to the County Office For Aging in reviewing U.S. Census estimates for the elderly population in Jefferson County.

General Technical Assistance

- Responded to miscellaneous requests for Census, socio-economic, land use, and natural resources data.

Geographic Information System (GIS)

- Provided base map coverages for the chosen consultant for the Orleans (T) Economic Development Analysis. Discussed parcel data updating options and assisted the consultant with the information.
- Attended an informal training session on shapefile creation and ArcGIS 9 provided by Weiler Mapping staff for the Real Property AutoCad Map Technician.

BUILDING CODE ENFORCEMENT OFFICE

In addition to its planning tasks, the Department maintains a separate office to enforce the New York State Uniform Fire Prevention and Building Code in 31 municipalities that chose not to enforce the Code at the local level. The Office service objectives are to protect property, encourage quality development, and enhance public safety.

Building Permit Administration

- Issued 118 permits.
- Issued 71 CO's and CC's

Fire Inspections

- Conducted 178 required annual fire inspections for public assembly areas.

Complaints and Violations

- Responded to two complaints concerning Code issues.
- Issued two Violations/Orders To Remedy.

**JUNE 2004 DEPARTMENT REPORT
DEPARTMENT OF EMPLOYMENT AND TRAINING**

CUSTOMER SERVICE AT OUR ONE-STOP CENTER (Mid-Year Report)

The WorkPlace, the Department's One-Stop Career Center, has seen significant increase in customer usage during the first 6 months of 2004, as summarized below:

One-Stop Customers:

Jan-June 2004	4,731 (up 53.5% from 2003, up 83.9% from 2002)
Jan-June 2003	3,083
Jan-June 2002	2,572

CUSTOMER SATISFACTION WITH OUR WORKFORCE SERVICES (Mid-Year Report)

Customer Satisfaction is the primary indicator of the effectiveness of workforce services, and what customers thought about the quality of workforce services they received. Here is a summary of customer satisfaction for the first 6 months of 2004:

(Questions 1-3: Scale of 1-10, with 1=not very satisfied; 10=very satisfied)

- | | |
|--|--------------------|
| 1) How satisfied were customers with services at The WorkPlace? | <u>9.7</u> average |
| 2) Did our services meet customer expectations? | <u>9.4</u> average |
| 3) How do The WorkPlace services compare with the ideal set of services? | <u>9.4</u> average |

(Questions 4-5: Scale of 0-100%, Poor to Excellent)

- | | |
|---|--------------------------------|
| 4) Will our customers use our services again? | <u>98.8%</u> very likely |
| 5) How do customers rate the overall quality of services? | <u>99.2%</u> Excellent or Good |

2004 SCHEDULE OF SUMMER ACTIVITIES

JEFFERSON COUNTY SUMMER PROGRAM

In addition to work experience, the Department of Employment and Training provides a wide range of activities, and career and community service opportunities for youth ages 14-21 participating in our summer youth program. Here is a listing of "what's happening" for youth this summer:

June 24	Team Building @ Beaver Camp
June 25	First Aid and CPR Training
July 1-Aug 6	Careers Program @ BOCES
July 6	Team Building @ Beaver Camp
July 9	Self-Awareness/Self Defense Workshop @ JCC
July 9	American Red Cross "Together We Prepare" training session
July 12-16	Youth Issues Session #1
July 12	American Red Cross "Together We Prepare" @ Jefferson County Fair
July 13	American Red Cross "Together We Prepare" @ Jefferson County Fair
July 16	College Visitation Day (SUNY Cortland)
July 19-23	Youth Issues Session #2
July 20	Office for the Aging Senior Picnic @ Westcott's Beach State Park
July 23	Money Management/Independent Living Workshop
July 23	College Visitation Day (SUNY Potsdam/SUNY Canton)
July 26-30	Leadership and Learning Week
July 30	Hospice Charity Cup Regatta @ Henderson Harbor
July 26	American Red Cross "Together We Prepare" @ Camp Wabasso
August 2-6	Youth Issues Session #3
August 3	American Red Cross "Together We Prepare"/Survival Day Camp @ Ft. Drum
August 6	College Visitation Day (SUNY Oswego)
August 6	American Red Cross "Together We Prepare" @ Camp Wabasso
August 9	Career Day #1 - Law Enforcement
August 10	Career Day #2 - Trades
August 11	Career Day #3 - Child Development and Education
August 12	Career Day #4 - Health Care
August 13	Career Day #5 - Law Enforcement
August 13	Health and Nutrition Workshop
August 13	Career Portfolio Workshop
August 19 & 20	End of Summer Recognition Day