



# Economic Development Committee

Wednesday, June 5, 2024 3:30PM

40 McMaster Street, Ballston Spa, NY

**Chair:** C. Eric Butler

**Members:** Ed Kinowski, Michele Madigan, Ian Murray,  
Jean Raymond, Mo Wright VC, Cynthia Young

## Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the May 8, 2024 meeting
- III. Committee approval of Economic Development Grant reimbursement request from the Towns of Ballston, Clifton Park, Greenfield, Hadley and the City of Mechanicville – Jason Kemper, Planning & Economic Development
- IV. Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2024 County Budget in Relation thereto – Jason Kemper, Planning & Economic Development
- V. Updates – Jason Kemper, Planning & Economic Development
- VI. Other Business
- VII. Adjournment



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTYNY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

## MEMORANDUM

**TO:** Economic Development Committee Members

**CC:** County Administrator's Office  
County Attorney's Office  
Clerk of the Board of Supervisors

**FROM:** Jason Kemper, Director of Planning and Economic Development

**DATE:** May 31, 2024

**RE:** June Economic Development Meeting

### Saratoga County Economic Development Grants Updates/Reserve Fund Transfer

The City of Mechanicville (2022) and the Towns of Ballston (2022), Clifton Park (2023), Greenfield (2023 partial), and Hadley (2022) are seeking reimbursement for their Economic Development Grant projects. Committee approval is required for the municipalities to be reimbursed. A board resolution is required for the transfer of funds from the Economic Development Grant Reserve Account (A.0888.ED) to the Municipal Planning Grant Program (A.80.000-8763).

1. City of Mechanicville (2022 Grant) \$11,433.00 (relinquishing \$2,767.00)
2. Town of Ballston (2022 Grant) \$14,200
3. Town of Clifton Park (2023 Grant) \$7,100.00
4. Town of Greenfield (2023 Partial Reimbursement #2) \$2,337.09
5. Town of Hadley (2022 Grant) \$10,540.00 (relinquishing \$3,660.00)

The 2024 Economic Development Grant application was sent out to all of the Town Supervisors and Village/City Mayors with a due date of June 21, 2024. This will allow time for staff to review the applications for completeness and have the materials ready for review at the committee's July 2024 meeting.

The deadline to submit for completion/reimbursement for the 2022 economic development grants is 7/1/2024, as directed from the Economic Development Committee at the March 6, 2024 meeting. Municipalities not able to meet that deadline would request an extension and give an updated deadline for completion. The 2022 grant projects are Edinburg, Halfmoon, Malta, and Saratoga.

Currently, there are 14 pending Economic Development Projects being administered by the Planning Department. Of the 14 projects, 4 are 2022 awards, 10 are 2023. The City of Mechanicville, the Town of

May 31, 2024

Page 2 of 2

Hadley, and the Town of Ballston requested reimbursement for their 2022 awards and the Town of Clifton Park requested reimbursement for 2023. The Town of Greenfield requested a second partial reimbursement with \$753.63 left open for their 2023 grant.

### **Broadband**

As per Saratoga County Public Relations release:

The Saratoga County Broadband Feasibility Study regarding broadband service availability in the towns of Corinth, Day, Edinburg, Hadley, and Providence is complete. This study provides information on existing broadband infrastructure, identifies unserved and underserved areas, and will assist the County in developing a broadband deployment plan in accordance with federal and state mapping processes.

County officials will use the results of this study to:

- Map coverage areas of current Internet Service Providers (ISP) across the project area.
- Utilize this data during discussions with ISP's regarding potential broadband deployment projects.
- Provide mileage and cost estimates for broadband extensions to unserved and underserved areas.
- Identify next steps, including but not limited to seeking available state and federal funding streams to assist future deployment efforts.

A link to the study is provided below.

<https://www.saratogacountyny.gov/wp/wp-content/uploads/2024/05/Planning-TownBroadbandFeasibilityStudy-2024May24.pdf>

A feasibility study for the rest of the municipalities in Saratoga County and other counties in the Capital Region (Albany, Rensselaer, Saratoga, and Schenectady Counties) is in development through the Capital District Regional Planning Commission ("CDRPC").

### **Economic Development Updates**

The monthly meeting of the Saratoga County IDA is tentatively scheduled for Tuesday, June 11, 2024 at the Saratoga County Planning Conference Room at 8:30am.

If any of the committee members would like additional information on this item, feel free to contact me.



# SARATOGA COUNTY AGENDA ITEM REQUEST

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
George Conway, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Samantha Kupferman, County Attorney's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 5/30/2024

**COMMITTEE:** Economic Development

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

a. Committee approval of reimbursement request from the Towns of Ballston, Clifton Park, Greenfield, Hadley and the City of Mechanicville

b. Authorizing the Transfer of Funds From The Economic Development Grant Reserve Fund And Amending the 2024 County Budget in Relation THERETO

3. Specific Details on what the resolution will authorize:

This is two step process for the Committee: A.) Committee vote to approve the reimbursement request to the Towns of Ballston, Clifton Park, Greenfield, Hadley and the City of Mechanicville, then B.) Authorize a budget transfer from the Economic Development Grant Reserve Account (A.-0888 ED) to the General Fund (A.80-000-8763) in the amount of \$45,610.09 to allow for the payment of ED Grants to the City of Mechanicville (\$11,433, grant closeout) and the Towns of Ballston (\$14,200, grant closeout), Clifton Park (\$7,100, grant closeout), Greenfield (\$2,337.09 partial reimbursement), and Hadley (\$10,540, grant closeout).

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted Yes

Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.0888ED	Econ. Dev. Grant Program Reserve	\$45,610.09

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Program	\$45,610.09

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted A.0888ED and A.80.000-8763
- b. Budget year impacted 2024
- c. Details

The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve fund by \$45,610.09.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require the awarding of a contract:  Y  N

Purchasing Office Consulted

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

8. Is a grant being accepted:  YES or  NO

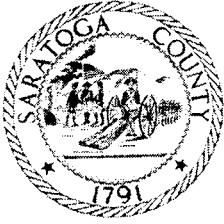
- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Reimbursement Request Forms

10. Remarks:

See attached memo for summary. A committee vote is first required to approve the reimbursement request for the City of Mechanicville (grant closeout) and the Towns of Ballston (grant closeout), Clifton Park (grant closeout), Greenfield (partial reimbursement), and Hadley (grant closeout). Secondly, a vote must be held to approve a resolution moving the funds out of the reserve account and into the 2024 budget to process payment for the grant.



**SARATOGA COUNTY**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

**2022**

**Economic Development Fund Reimbursement Request Form**

Date May 23, 2024

**Applicant Information**

Town/City Mechanicville

**Grant Information**

Project Name Surveillance System

Date of project completion 05/01/2024

Reimbursement Amount Requested (\$14,200 or less) \$11,433.00

Attached documentation

Receipts

Cancelled checks

Project Outcome Narrative:

Center for Security installed nine (9) camera HD surveillance system at the City's Park Avenue playground. The camera's also pick up the area where the students are walking to and from school. The images are much clearer with the new system and we can view remotely now.

Signature of Town/City Supervisor

A handwritten signature in black ink, appearing to be "John A. ...".

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Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at [jkemper@saratogacountyny.gov](mailto:jkemper@saratogacountyny.gov) or mail to:

Saratoga County Department of Planning and Economic Development  
50 West High St.  
Ballston Spa, NY 12020  
518.884.4705



Center For Security  
 Tom Walsh & Scott Hogan  
 1659 Route 9  
 Clifton Park, NY 12065  
 (518)383-5329

www.centerforsecurity.com

# Invoice

DATE	INVOICE #
5/1/2024	116038C

Bill to	Contact Information
City of Mechanicville Central Fire House Main Street Mechanicville, NY 12118	w/a Dept. of Safety Fred

P.O. NO.	TERMS	DUE DATE
	30 Days Net	5/31/2024

QUANTITY	DESCRIPTION	UNIT	AMOUNT
	Prevailing Wage Labor, Gas Surcharge and Service Call to Location supply and install a surveillance system as per your quotation 3/18/24	11,433.00	11,433.00

A finance charge of 1-1/2% per month will be added to all accounts over 30 days.

<b>Total</b>	\$11,433.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$11,433.00

VIEW IMAGE

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE INDICATES A COPY

**CITY OF MECHANICVILLE**  
38 NORTH MAIN STREET  
MECHANICVILLE, NY 12118  
GENERAL FUND ACCOUNT

**TD Bank**  
America's Most Convenient Bank®

No. 023864

DATE 05/02/24 CHECK NO. 23864 AMOUNT \$\*\*\*\*\*11,433.00

50-256  
213

Eleven Thousand Four Hundred Thirty Three AND 00/100 Dollars.

TO THE ORDER OF CENTER FOR SECURITY  
1659 ROUTE 9  
CLIFTON PARK, NY 12065

*Taman J. Martin* AUTHORIZED SIGNATURE  
*Cheryl Blodgett* AUTHORIZED SIGNATURE

[REDACTED]

Pay To The Order Of  
First Niagara Bank  
For Deposit Only

CH [REDACTED]

FINANCIAL INSTITUTION

WASH DETECTION  
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LD BE WHITE

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FEDERAL RESERVE BOARD OF GOVERNORS REG. CC



# SARATOGA COUNTY

EST  
1791

## Planning & Economic Development

2023

### Economic Development Fund Reimbursement Request Form

Date 5/28/2024

#### Applicant Information

Town/City Town of Ballston

#### Grant Information

Project Name 2022: Veterans Trail to Zim Smith and Beacon Hill Connection

Date of project completion Project Ongoing

Reimbursement Amount Requested (\$7,100 or less) \$14,200.00

Attached documentation

- Worksheet listing all expenses
- Receipts
- Canceled checks

Project Outcome Narrative:

Preliminary design of the Veterans Bike Path from its existing terminus at Outlet Road to the Zim Smith Trail connection at Zepko Lane, preliminary design for a bridge to accommodate the bike path over the Mourning Kill, traffic memo documenting the appropriate crossing treatments for the path across Brookline Road & NY Route 67, coordination with NYSDOT to obtain preliminary approval of the path along NY Route 50 and NY Route 67.

Signature of Town/City Supervisor

Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at [jkemper@saratogacountyny.gov](mailto:jkemper@saratogacountyny.gov) or mail to:

Saratoga County Department of Planning and Economic Development  
50 West High St.

Ballston Spa, NY 12020  
518.884.4705

**Town of Ballston**  
**Economic Development Fund Reimbursement**  
**Expense Listing Worksheet**  
**2022: Veterans Trail to Zim Smith and Beacon Hill Connection**

<b>Invoice Date</b>	<b>Vendor</b>	<b>Invoice Number</b>	<b>Invoice Total</b>
10/13/2023	M.J. Engineering and Land Surveying, P.C.	MJ1078.072.1	10,440.00
5/21/2024	Creighton Manning Engineering, LLP	124016#1	5,000.00
			<hr/>
			<b>15,440.00</b>





Engineering and  
Land Surveying, P.C.

1555 Crescent Road  
Clifton Park, NY 12065  
Phone: 518.371.0799  
mjelspc@mjels.com  
mjels.com

Mr. Eric Connolly  
Town Supervisor  
Town of Ballston  
323 Charlton Road  
Ballston Spa, NY 12020  
Email: [durkevich@townofballstonny.org](mailto:durkevich@townofballstonny.org) (David Urkevich)  
[ehadcock@townofballstonny.org](mailto:ehadcock@townofballstonny.org) (Erin Hadcock)

October 13, 2023  
Project No: MJ1078.072  
Invoice No. 1

**MJ1078.072 Veterans Bike Trail Extension Phase 1 & Phase 2**

Services provided through September 15, 2023

Billing Phase	Lump Sum Fee	Percent Complete	Billed To Date	Previously Billed	Current Fee Billing
General	1,300.00	20.00	260.00	0.00	260.00
Data Collection & Analysis	47,800.00	15.00	7,170.00	0.00	7,170.00
Preliminary Phase	30,100.00	10.00	3,010.00	0.00	3,010.00
Environmental	8,000.00	0.00	0.00	0.00	0.00
Right-of-Way	74,600.00	0.00	0.00	0.00	0.00
Detailed Design	60,100.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>221,900.00</b>		<b>10,440.00</b>	<b>0.00</b>	<b>10,440.00</b>

Billing Phase	Lump Sum Fee	Percent Complete	Billed To Date	Previously Billed	Current Fee Billing
Phase 2 General	1,300.00	0.00	0.00	0.00	0.00
Phase 2 Preliminary Design	5,000.00	0.00	0.00	0.00	0.00
Phase 2 Detailed Design	8,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>14,300.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Total this Invoice \$10,440.00**

Should you have any questions or comments regarding this invoice, please do not hesitate to contact me.

Sincerely,

Michael D. Panichelli, P.E.  
President

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## Veteran's Bike Trail Extension

Town of Ballston  
Saratoga County, New York

### Progress Report Number 01

Effort through September 15, 2023

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#### PROJECT ACTIVITIES THIS REPORTING PERIOD

1. Began coordination with CHPE regarding the transmission line being installed in the National Grid right-of-way.
2. Began coordination with property owners along the Phase II connection to the Beacon Hill neighborhood.
3. Submitted an application to National Grid in order to access their lands for survey operations and wetland delineation (approval received 9/19).

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#### PROJECT SCHEDULE

The initial project schedule was delayed due to prolonged coordination with National Grid to obtain access for survey. Kristina Curtis was notified of upcoming survey activities and she in turn notified MJ on 9/19 that she no longer approves the bike trail alignment through the Curtis Industrial Park property. Per a conversation with Supervisor Connolly on 10/6, the project is currently on hold while the Town considers a new trail alignment.

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#### PROJECT BUDGET

The project design budget was maintained for the effort completed. MJ will discuss a revised scope of work and revised fee based on a new trail alignment. Invoice 1 covers all design effort expended thus far.

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#### ANTICIPATED ACTIVITIES DURING NEXT PERIOD

None.

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#### ITEMS NEEDED FROM TOWN OF BALLSTON

None.





Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020



1020  
000 0000001 00000000 0001 0003 04960 INS: 0 0  
M.J. ENGINEERING AND LAND SURVEYING, P.C.  
1533 CRESCENT ROAD  
CLIFTON PARK NY 12065

# Corpay<sup>^</sup>

Nvoicepay, Inc. d/b/s Corpay

If you have questions, please call Nvoicepay at 877.626.6332. To change remittance address, please email vendors@nvoicepay.com.

Want your payments faster? Call 877.626.6332 for electronic payment options.

INVOICE NO.	CUSTOMER NO	INVOICE DATE	DUE DATE	AMOUNT	DISCOUNT	NET
1078.032.22		09/19/23	10/31/23	1035.00	0.00	1035.00
Comments: SMO Assistance 2023						
1078.087.2		09/19/23	10/31/23	2885.00	0.00	2885.00
Comments: Building Assessments: 377 Goode St, 14 Lakehill Rd						
MJ1078.012.34		09/19/23	10/31/23	480.00	0.00	480.00
Comments: Planning Board Meetings 7/26, 8/7						
MJ1078.038.4		09/19/23	10/31/23	345.00	0.00	345.00
Comments: Monopole Application Review - Invoice #4						
MJ1078.058.5		09/19/23	10/31/23	4960.00	0.00	4960.00

\*\*\*\*\* CONTINUED \*\*\*\*\*

CHECK NO.	ISSUE DATE	PAYMENT REFERENCE	NAME	TOTAL NET
935589	11/02/2023	0000-3725:APA002728	M.J. Engineering and Land Surveying, P.C.	****CONTINUED

FC: 1020

3673C01\_KitTemplate v.1.24



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
935589

73-27/421

PAYMENT REFERENCE  
0000-3725:APA002728

DATE OF CHECK  
11/02/23

VOID IN 60 DAYS

CHECK AMOUNT  
\$33,690.00

**PAY:** THIRTY THREE THOUSAND SIX HUNDRED NINETY AND 00/100 DOLLARS

**TO THE ORDER OF** M.J. Engineering and Land Surveying, P.C.  
1533 Crescent Road  
Clifton Park NY 12065

Fifth Third Bank  
Cincinnati, OH

Memo:

Authorized Signature

⑈0000935589⑈ ⑆042100272⑆ 74176471⑈





INVOICE NO.	CUSTOMER NO	INVOICE DATE	DUE DATE	AMOUNT	DISCOUNT	NET
Comments: Mechanical Svcs: Town Hall natural gas conversion						
MJ1078.059.13		09/19/23	10/31/23	2320.00	0.00	2320.00
Comments: Architectural Services: Town Hall Windows & Doors						
MJ1078.072.1		10/13/23	10/31/23	10440.00	0.00	10440.00
Comments: Design for Phase 1 & 2 of Veteran's Bike Path Ext						
MJ1078.081.3		09/19/23	10/31/23	65.00	0.00	65.00
Comments: Katz PUDD Water Extension Review Inv #3						
MJ1078.082.3A		09/19/23	10/31/23	2000.00	0.00	2000.00
Comments: M.J. Engineering - Kingsley Rd Stop Sign Analysis						
MJ1078.082.3B		09/19/23	10/31/23	2200.00	0.00	2200.00
Comments: M.J. Engineering Ballston Ave Stop Sign Analysis						
MJ1078.084.4		09/19/23	10/31/23	160.00	0.00	160.00
Comments: Plan Review - PB 2022-022 1402 Route 50 invoice #4						
MJ1078.089.1		09/19/23	10/31/23	6800.00	0.00	6800.00
Comments: Hillside Cemetery Boundary Survey - Sept '23						
<b>CHECK NO.</b>						
<b>ISSUE DATE</b>						
<b>PAYMENT REFERENCE</b>						
<b>NAME</b>						
<b>TOTAL NET</b>						
935589	11/02/2023	0000-3725:APA002728	M.J. Engineering and Land Surveying, P.C.	\$33,690.00		



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
935589

73-27/421

PAYMENT REFERENCE  
0000-3725:APA002728

DATE OF CHECK  
11/02/23

**PAY:** THIRTY THREE THOUSAND SIX HUNDRED NINETY AND 00/100 DOLLARS

VOID IN 60 DAYS

CHECK AMOUNT  
\$33,690.00



**TO THE ORDER OF** M.J. Engineering and Land Surveying, P.C.  
1533 Crescent Road  
Clifton Park NY 12065

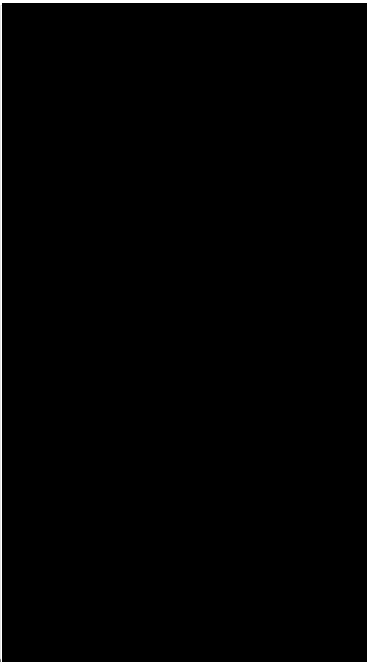
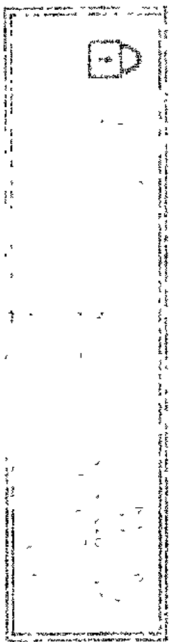
Fifth Third Bank  
Cincinnati, OH

Memo:

  
Authorized Signature

DO NOT CASH IF THE WORD VOID IS VISIBLE - SEE REVERSE SIDE FOR LIST OF SECURITY FEATURES









May 21, 2024

Town of Ballston  
Attn: David Urkevich  
323 Charlton Road  
Ballston Spa, NY 12020

Via email: [durkevich@townofballstonny.org](mailto:durkevich@townofballstonny.org)

RE: Veterans Bike Path

CM Project #124016

Attached under cover of this letter, please find Invoice #1 for the referenced project covering the period of April 1, 2024 through April 30, 2024.

Tasks completed this period included the following:

1. Progressed the development of the survey and ROW research for the design of the multi-use path.
2. Progressed the design criteria and environmental research regarding the design of the multi-use-path.

Should you have any questions or comments regarding this invoice, please do not hesitate to contact us.

Sincerely,  
**Creighton Manning Engineering, LLP**

A handwritten signature in black ink, appearing to read "Tony Christian".

Tony Christian, PE  
Project Manager

Direct: 518-689-1880  
Email: [achristian@cmellp.com](mailto:achristian@cmellp.com)



CREIGHTON MANNING ENGINEERING, LLP  
 2 WINNERS CIRCLE - ALBANY - NEW YORK - 12205  
 P (518) 446 0396 F (518) 446 0397 WWW.CMELLP.COM

Town of Ballston  
 Attn: David Urkevich  
 Via email: durkevich@townofballstonny.org  
 323 Charlton Road  
 Ballston Spa, NY 12020

Invoice number 124016#1  
 Date 05/21/2024

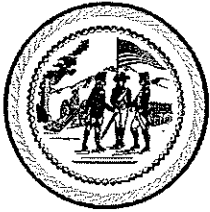
Project 124016 BALLSTON - VETERANS BIKE PATH

124016. Professional Engineering Services provided for Ballston - Veterans Bike Path for the period of April 1, 2024 through April 30, 2024.

	Amount	
<b>Survey and ROW</b>		
Contract Amount	71,750.00	
Percent Complete	5.57	
Prior Billed	0.00	
Total Billed	4,000.00	
		Current Billed 4,000.00
<b>Preliminary Design Report</b>		
Contract Amount	30,700.00	
Percent Complete	3.26	
Prior Billed	0.00	
Total Billed	1,000.00	
		Current Billed 1,000.00
<b>Preliminary Design</b>		
Contract Amount	81,550.00	
Percent Complete	0.00	
Prior Billed	0.00	
Total Billed	0.00	
		Current Billed 0.00
		Total 5,000.00
		Invoice total 5,000.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
124016#1	05/21/2024	5,000.00	5,000.00				
	Total	5,000.00	5,000.00	0.00	0.00	0.00	0.00



# SARATOGA COUNTY

EST.  
1791

## Planning & Economic Development

2023

### Economic Development Fund Reimbursement Request Form

Date 5/23/24

#### Applicant Information

Town/City Town of Clifton Park

#### Grant Information

Project Name Laserfiche Cloud

Date of project completion 5/22/24

Reimbursement Amount Requested (\$7,100 or less) \$7,100.00

#### Attached documentation

- Worksheet listing all expenses
- Receipts
- Canceled checks

#### Project Outcome Narrative:

The Town of Clifton Park purchased Laserfiche Cloud for digital records interface, records storage and repository, records management and retrieval for use by all departments in Town Hall. The Town of Clifton Park has also completed staff training on Laserfiche Cloud on May 16-17, 2024 with in-person training by the vendor, ICC Community Development Solutions (formerly General Code CMS LLC). The Laserfiche Cloud program went live for all staff on May 20, 2024, and it has been successfully deployed.

Signature of Town/City Supervisor

A handwritten signature in black ink, appearing to read "Jason Kemper", written over a horizontal line.

Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at [jkemper@saratogacountyny.gov](mailto:jkemper@saratogacountyny.gov) or mail to:  
Saratoga County Department of Planning and Economic Development  
50 West High St.  
Ballston Spa, NY 12020  
518.884.4705



**COMMUNITY  
DEVELOPMENT  
SOLUTIONS**  
*Formerly General Code CMS LLC*

**Please Note Our New Remit Address**

**ICC CDS, LLC**  
P.O. Box 772511  
Detroit MI 48277-2511  
(800)836-8834 x315 \* Fax(585)328-8189  
accounting@generalcode.com

Invoice No. PC0000033471  
Date: 4/30/2024  
Due Date: 5/30/2024  
Terms: Net 30  
Customer No. CL1051

**Bill To:**

Town of Clifton Park  
Mr. John Scavo  
1 Town Hall Plaza

Clifton Park, NY 12065

**Laserfiche Cloud**

**PO No.**

\$26,450 invoiced upon site activation plus  
\$700 for LF Data Migration

Item	Billing Amount	Tax	Total
Support on Chg Order/Contract	\$26,450.00	\$0.00	\$26,450.00
Professional Services	\$700.00	\$0.00	\$700.00
	\$27,150.00	\$0.00	\$27,150.00

*Payment/Credit applied:*

**Total Balance Due \$27,150.00**

This invoice is subject to ICC CDS Terms & Conditions which are available at  
<https://icc-cds.com/terms-conditions/>

**Claimant's Certification**

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars, that the articles have been furnished or services rendered as stated therein, that no bonus has been given or received by any persons within knowledge of this claimant in connection with the above claim, that the amount therein stated is justly due and owing, and that the amount charged is a reasonable one.

4/30/2024

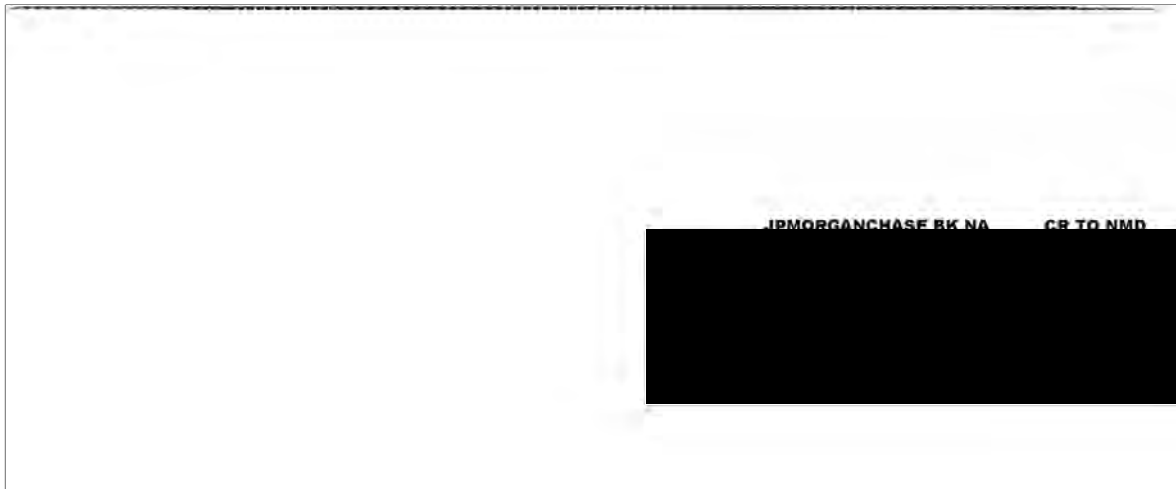
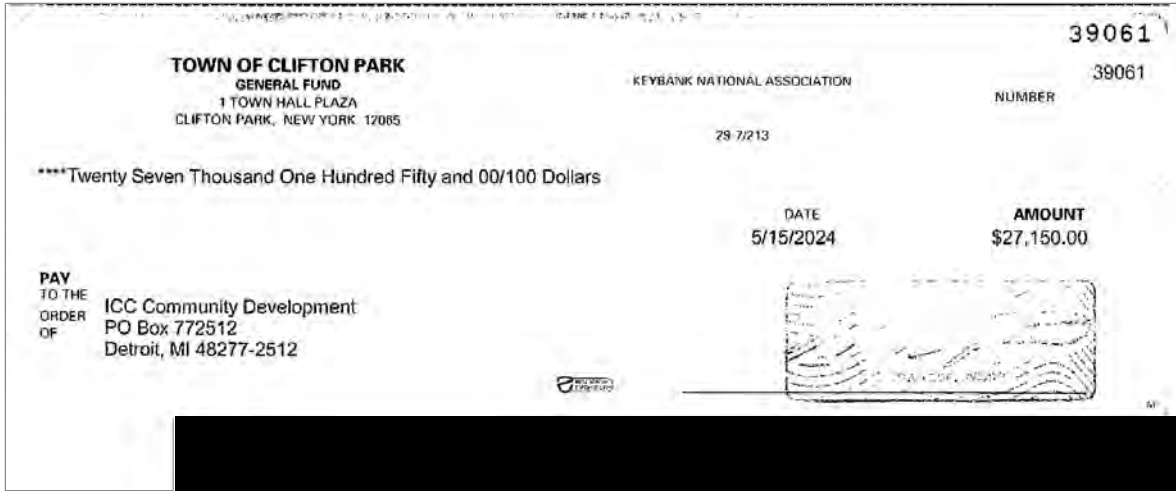
*Catherine Butler*

Accounting Administrator

**Thank you for choosing ICC Community Development Solutions, formerly General code, CMS, LLC. We appreciate your business!**







<b>Account</b> 329681133909	<b>Check #</b> 39061	<b>Amount</b> \$ 27150.00
<b>Date</b> 05/22/2024		

[Return Item Reporting](#)

cmi



# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

### Economic Development Fund Reimbursement Request Form

Date 5/16/24

#### Applicant Information

Town/City Town of Greenfield

#### Grant Information

Project Name Community Newsletters 24

Date of project completion 5/23/24

Reimbursement Amount Requested (\$7,100 or less) \$2,337.09

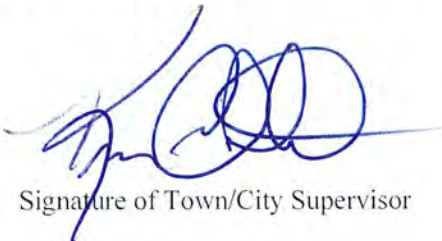
Attached documentation

Receipts

Cancelled checks

Project Outcome Narrative:

The May 2024 newsletter cancelled checks and invoices are attached. I've included a copy of the newsletter. Our newsletter is a tool for grassroots community building and is delivered to each household.



Signature of Town/City Supervisor

---

Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at [jkemper@saratogacountyny.gov](mailto:jkemper@saratogacountyny.gov) or mail to:  
Saratoga County Department of Planning and Economic Development  
50 West High St.  
Ballston Spa, NY 12020  
518.884.4705





5 Sand Creek Road  
 Albany, NY 12205  
 Main: 518-438-7817  
 Accounts Receivable: x214  
 ar@dxp1.com  
 www.dxp1.com

# Invoice

Digital X-Press is a d/b/a of Brigar X-Press Solutions, Inc. New York  
 State certified Woman-Owned Business Enterprise

Bill To:	Customer Information:
<b>Customer Name:</b> Town of Greenfield <b>Attn:</b> Cara Parks <b>Email:</b> <b>Customer Address:</b> PO Box 10 Greenfield Center, NY 12833	<b>Account Number:</b> 8000279F-1653071631 <b>Invoice Number:</b> 103506 <b>Invoice Date:</b> 04/30/2024 <b>Job Number:</b> 7599.01 <b>Digital X-Press Rep:</b> Tracy Terry <b>Job Description:</b> Greenfield Newsletter 4pg. w/2pg. Insert

Terms:	Invoice #	Customer PO	Customer Contact	Ship Date	Payment Due
NET 30 Days	103506			04/30/2024	05/30/2024
Description				Quantity	Total Price
Greenfield Newsletter 4pg. w/2pg. Insert				2,700	\$1,173.19
Mailing				2,517	\$414.25
Postage				1	\$736.49
Prepaid				1	-\$725.00
				<b>Subtotal</b>	\$1,598.93
				<b>Freight</b>	\$13.16
				<b>Tax</b>	\$0.00
				<b>Prepayment</b>	\$0.00
				<b>Total Due</b>	\$1,612.09

FED. ID # 14-1724889  
 FSC-C112638 / RA-COC-006291

To make a credit card payment, please call 518-438-7817 and dial extension 214.  
 A 3% fee will be applied to invoices that are paid via credit card after 10 days of the invoice date stated above.  
 Please make checks payable to Digital XPress.  
 Wire information can be provided upon request via ar@dxp1.com.

DIGITAL XPRESS  
5 SAND CREEK ROAD  
ALBANY, NY 12205

CHECK #: 54220  
CHECK DATE: 05/14/2024  
AMOUNT: \$ 1,612.09

ACCOUNT	VCH #	INVOICE / DESCRIPTION	AMOUNT
A6410.400	5963	103506/TOG NEWSLETTER-MAY 2024	1612.09

DISBURSEMENT ACCOUNT

THIS DOCUMENT HAS A VOID SECURITY PANTOGRAPH AND MICROPRINTING IN THE BORDER

**TOWN OF GREENFIELD**  
GREENFIELD CENTER, NY 12833  
DISBURSEMENT ACCOUNT

**Ballston Spa Nation Bank**  
GREENFIELD CENTER OFFICE  
GREENFIELD CENTER, NY 12833  
50-467/213

54220

**PAY :**

DATE

AMOUNT

ONE THOUSAND SIX HUNDRED TWELVE AND 09/100 DOLLARS

05/14/2024

\$1,612.09

TO THE  
ORDER  
OF:

DIGITAL XPRESS  
5 SAND CREEK ROAD  
ALBANY, NY 12205

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE



5 Sand Creek Road • Albany, NY 12205 • 518-438-7817 • 800-927-9773 • dxp1.com

- **Digital XPress**  
Digital & Offset Printing  
Mailing Services  
Large Format Printing
- **DigitalOne**  
Marketing Strategy  
Copywriting  
Print & Web Design

## Request for Postage

Customer: Town Of Greenfield Acct #: \_\_\_\_\_  
 Estimate Number: 11315 Date: 3/26/2024  
 Job Description: Newsletter Mail Date: TBD

Mail Quantity: 2700 approx  
 Postage Amount: \$725.00  
 Postage Due Date: 4/19/2024

### Instructions for Payment

Please make checks for this postage payable to, "Postmaster".  
 Checks can be delivered or mailed to the address above.  
 To pay by credit card, please request a credit card authorization form.

THIS DOCUMENT HAS A VOID SECURITY PANTOGRAPH AND MICROPRINTING IN THE BORDER

**TOWN OF GREENFIELD**  
GREENFIELD CENTER, NY 12833  
DISBURSEMENT ACCOUNT

**Balleston Spa Nation Bank**  
GREENFIELD CENTER OFFICE  
GREENFIELD CENTER, NY 12833

54096

50-467/213

**PAY :**

**DATE**

**AMOUNT**

SEVEN HUNDRED TWENTY-FIVE AND 00/100 DOLLARS

04/12/2024

\$725.00

**TO THE  
ORDER  
OF:**

**POSTMASTER  
DIGITAL XPRESS  
5 SAND CREEK ROAD  
ALBANY, NY 12205**

*[Handwritten Signature]*  
AUTHORIZED SIGNATURE







**SARATOGA COUNTY**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

2022

**Economic Development Fund Reimbursement Request Form**

Date 5/9/24

**Applicant Information**

Town/City Hadley

**Grant Information**

Project Name Townwide Signage

Date of project completion 4/30/24

Reimbursement Amount Requested (\$14,200 or less) \$10,540.00

Attached documentation

- Receipts
- Cancelled checks

Project Outcome Narrative:

*Interpretive and Economic Banners and signs updated around town  
The rest of the grant award will be relinquished back to the County.*

Signature of Town/City Supervisor

A handwritten signature in black ink, appearing to be "J. Kemper".

Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at [jkemper@saratogacountyny.gov](mailto:jkemper@saratogacountyny.gov) or mail to:  
Saratoga County Department of Planning and Economic Development  
50 West High St.  
Ballston Spa, NY 12020  
518.884.4705

**VOUCHER**

**TOWN OF HADLEY, SARATOGA COUNTY, N. Y.  
HADLEY, NEW YORK**

(CLAIMANT - DO NOT  
WRITE IN THIS AREA)

VOUCHER NUMBER 2024

DATE VOUCHER RECEIVED \_\_\_\_\_

FUND - APPROPRIATION	AMOUNT
A11620.4	3620.00
TOTAL	3620.00
ENTERED ON ABSTRACT NO. _____	

CLAIMANT'S  
NAME  
AND  
ADDRESS

AJ Sign Company  
842 Saratoga Rd.  
Burnt Hills, NY 12027

DETACHED INVOICES MAY BE ATTACHED, AND TOTAL ENTERED ON THIS VOUCHER.  
CERTIFICATION BELOW MUST BE SIGNED.

TERMS \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
			Town of Hadley Banners w/ hardware & installation		
TOTAL					3620.00

(SEE INSTRUCTIONS ON REVERSE SIDE)

**CLAIMANT'S CERTIFICATION**

I, Colleen Demarsh, certify that the above account in the amount of \$ 3620.00 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

3-17-24      Colleen Demarsh      Town Clerk  
DATE                                  SIGNATURE                                  TITLE

(SPACE BELOW FOR MUNICIPAL USE)

**DEPARTMENT APPROVAL**

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

3/14/24      [Signature]  
DATE                                  AUTHORIZED OFFICIAL

**APPROVAL FOR PAYMENT**

This claim is approved and ordered paid from the appropriations indicated above.

[Signature]      [Signature]  
DATE                                  AUDITING BOARD



Top Line Ltd. Inc DBA AJ Signs  
 842 Saratoga Rd.  
 Burnt Hills, NY 12027 US  
 (518)399-9291

# Statement

TO  
 Town of Hadley.  
 4 Stony Creek Rd  
 Hadley, NY 12835

**STATEMENT 34074**  
**NO.**  
**DATE 03/07/2024**  
**TOTAL DUE \$3,620.00**  
**ENCLOSED**

DATE	DESCRIPTION	TOTAL	BALANCE
02/06/2024	Balance Forward		0.00
02/15/2024	Invoice #44379	3,620.00	3,620.00

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
0.00	3,620.00	0.00	0.00	0.00	<b>\$3,620.00</b>

All overdue accounts will be subject to finance charges in the amount of 1.5% per month.

# Glens Falls National

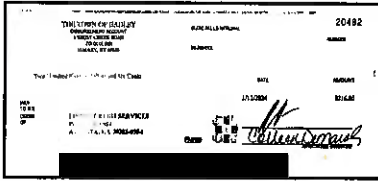
Bank and Trust Company

250 Glen Street PO Box 307 • Glens Falls, NY 12801

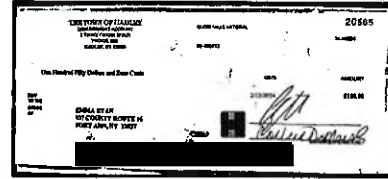
Return Service Requested

Account Number 300027631  
Statement Date 03/29/2024  
Statement Thru Date 03/31/2024  
Page 5

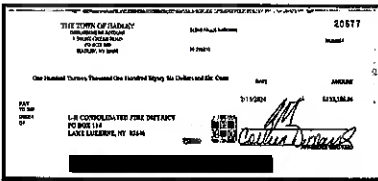
## CHECK IMAGES



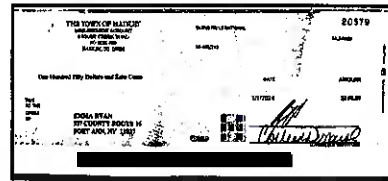
03/05/2024 Check 20482 \$216.06



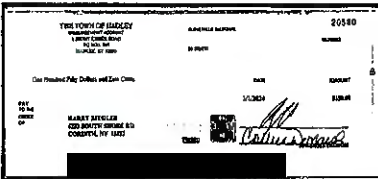
03/18/2024 Check 20565 \$150.00



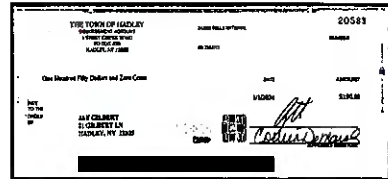
03/05/2024 Check 20577 \$113,186.06



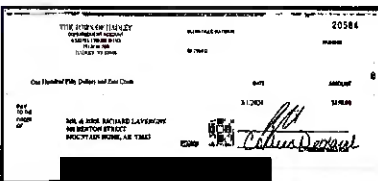
03/18/2024 Check 20579 \$150.00



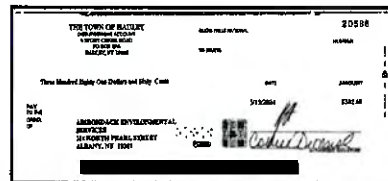
03/08/2024 Check 20580 \$150.00



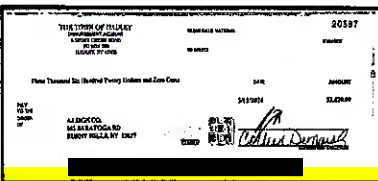
03/19/2024 Check 20583 \$150.00



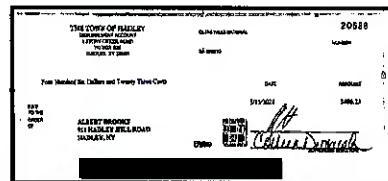
03/12/2024 Check 20584 \$150.00



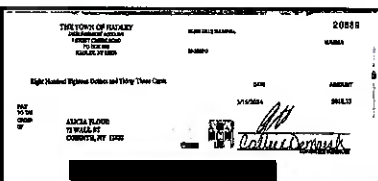
03/19/2024 Check 20586 \$381.60



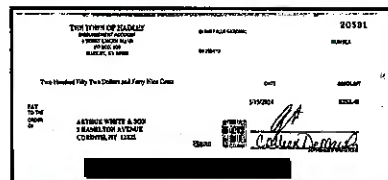
03/22/2024 Check 20587 \$3,620.00



03/15/2024 Check 20588 \$406.23



03/19/2024 Check 20589 \$818.33



03/28/2024 Check 20591 \$252.49



**VOUCHER**

**TOWN OF HADLEY, SARATOGA COUNTY, N. Y.  
HADLEY, NEWYORK**

(CLAIMANT - DO NOT  
WRITE IN THIS AREA)

VOUCHER  
NUMBER 2024

DATE VOUCHER RECEIVED \_\_\_\_\_

FUND - APPROPRIATION	AMOUNT
A1620.4	6420.00
TOTAL	6420.00
ENTERED ON ABSTRACT NO.	

CLAIMANT'S  
NAME  
AND  
ADDRESS

Awards by Walsh's Creative Marketing Inc.  
233 Ontario Street  
Cohoes, NY 12047

DETAILED INVOICES MAY BE ATTACHED, AND TOTAL ENTERED ON THIS VOUCHER.  
CERTIFICATION BELOW MUST BE SIGNED.

TERMS \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
			Gulf War War on Terror sign for Park @ Fowler LOT.		
TOTAL					6420.00

(SEE INSTRUCTIONS ON REVERSE SIDE)

**CLAIMANT'S CERTIFICATION**

I, Colleen Demarsh, certify that the above account in the amount of \$ 6420.00 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.  
4-10-24                  Colleen Demarsh                  Town Clerk  
 DATE                                  SIGNATURE                                  TITLE  
 (SPACE BELOW FOR MUNICIPAL USE)

**DEPARTMENT APPROVAL**

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

4/11/24                  [Signature]  
 DATE                                  AUTHORIZED OFFICIAL

**APPROVAL FOR PAYMENT**

This claim is approved and ordered paid from the appropriations indicated above.

B                  [Signature]  
Tara                  \_\_\_\_\_  
 \_\_\_\_\_                  \_\_\_\_\_  
 DATE                                  AUDITING BOARD



Awards BY Walsh's & Creative Marketing Inc.

233 Ontario St. Cohoes, NY 12047  
Phone (518)235-6362 Fax (518)235-6330  
Web Site - www.awardsbywalsh.com  
Sage #9708 AIM #90221

# Invoice

Date	Invoice #
3/22/2024	185684

Bill To
TOWN OF HADLEY MO RIGHT SUPERVISORWRIGHT@TOWNOFHADLEY.ORG 518-696-4379 EXT 1

Ship To
MO WRIGHT SUPERVISORWRIGHT@TOWNOFHADLEY.ORG 518-696-4379 EXT 1

TAX EXEMPT #	P.O. # CUSTOMER	Terms	Due Date	Rep	Ship Via	DEPT
		Due on rec...	4/24/2024	KPP	PICK UP	ASI
Qty	Description			Rate	Amount	

ASI

2	20"x24"	Cast Bronze	3,210.00	6,420.00T
		Per customer supplied artwork		
		Single Line Border		
		Leatherette texture		
		Dark Oxide		
		Diamond Shield		
		THROUGH THE FACE MOUNTING		
		1- GULF WAR		
		1- WAR ON TERROR		
1	SETUP/ART CHARGE INCLUDED		0.00	0.00T

THANK YOU FOR YOUR BUSINESS!!

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$6,420.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$6,420.00

# Glens Falls National

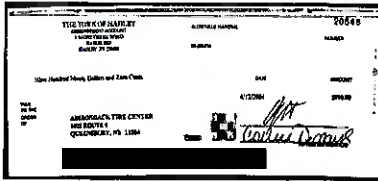
Bank and Trust Company

250 Glen Street PO Box 307 • Glens Falls, NY 12801

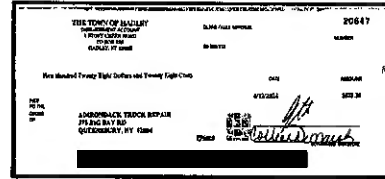
Return Service Requested

Account Number 300027631  
 Statement Date 04/30/2024  
 Statement Thru Date 04/30/2024  
 Page 6

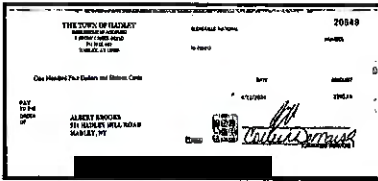
## CHECK IMAGES (Continued)



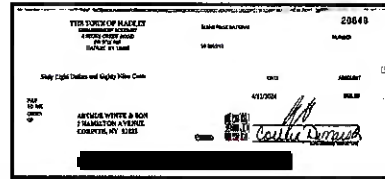
04/17/2024 Check 20646 \$990.00



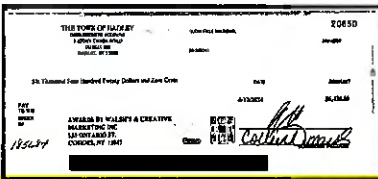
04/16/2024 Check 20647 \$528.28



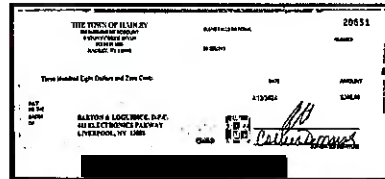
04/12/2024 Check 20648 \$105.16



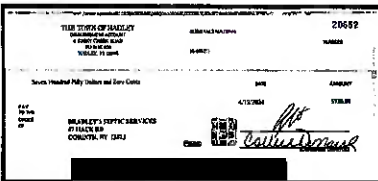
04/30/2024 Check 20649 \$68.89



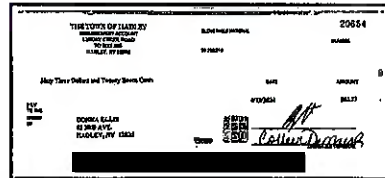
04/19/2024 Check 20650 \$6,420.00



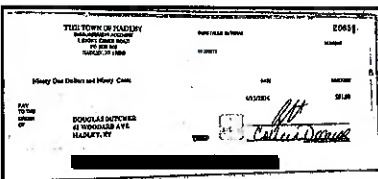
04/17/2024 Check 20651 \$308.00



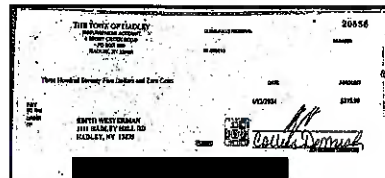
04/26/2024 Check 20652 \$750.00



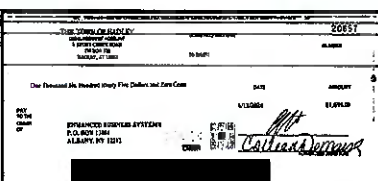
04/16/2024 Check 20654 \$63.27



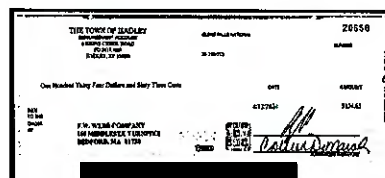
04/17/2024 Check 20655 \$91.90



04/15/2024 Check 20656 \$375.00



04/25/2024 Check 20657 \$1,695.00



04/19/2024 Check 20658 \$134.63







T.R. Signs and Graphics  
75 Feeder Dam Road  
South Glens Falls, NY 12803  
(518) 636-5658

November 14, 2023

Proposal submitted to:  
Arthur Wright  
Town of Hadley

Quantity	Description	Price
1	Repaint/Restored Welcome to Hadley Sign	\$500.00
	Total	\$500.00

Please make check payable to T.R. Signs and Graphics.

T. R. SIGNS  
 518-726-7457  
 151453

CUSTOMER'S ORDER NO. \_\_\_\_\_ DATE 11-15-23

NAME *Town of Hadley*

ADDRESS *STONY CREEK RD.*

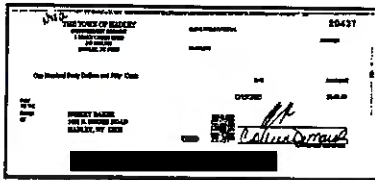
CITY, STATE, ZIP *HADLEY N.Y.*

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MOSE. RETD.	PAID OUT

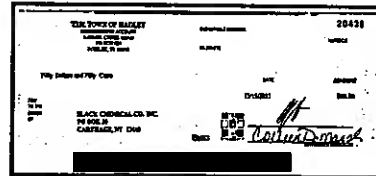
QUAN.	DESCRIPTION	AMOUNT
1	<i>1 WELCOME TO</i>	
2	<i>HADLEY</i>	
3	<i>RESIDENT RECEIPT</i>	
4		<i>\$500.00</i>
5		
6		
7	<i>\$500.00</i>	
8		
9		
10		
11		
12		

RECEIVED BY \_\_\_\_\_

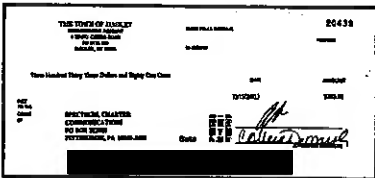
**CHECK IMAGES (Continued)**



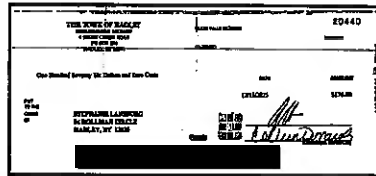
12/22/2023 Check 20437 \$140.50



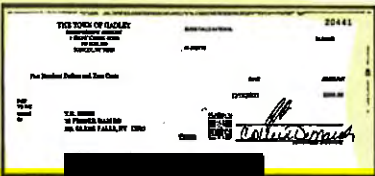
12/19/2023 Check 20438 \$50.50



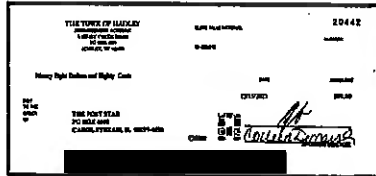
12/28/2023 Check 20439 \$333.81



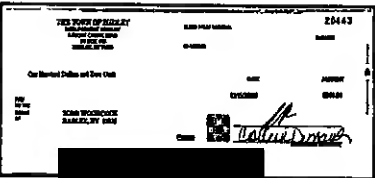
12/22/2023 Check 20440 \$176.00



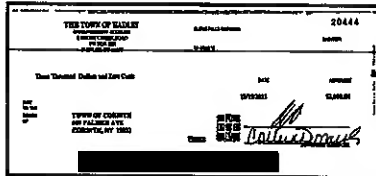
12/19/2023 Check 20441 \$500.00



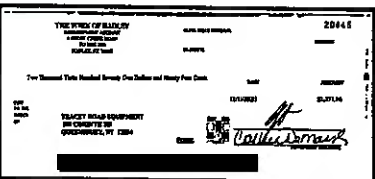
12/29/2023 Check 20442 \$98.80



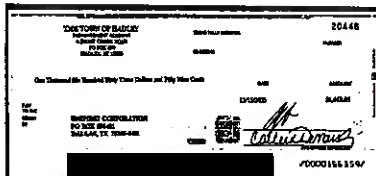
12/21/2023 Check 20443 \$100.00



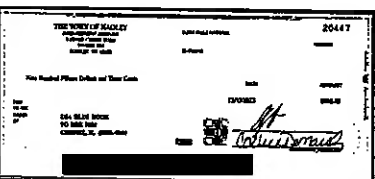
12/20/2023 Check 20444 \$3,000.00



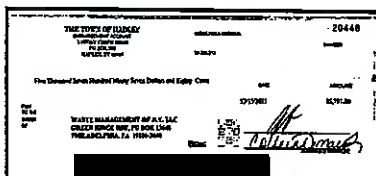
12/20/2023 Check 20445 \$2,371.94



12/28/2023 Check 20446 \$1,663.59



12/22/2023 Check 20447 \$915.03



12/26/2023 Check 20448 \$5,797.80





# BOARD OF SUPERVISORS

06/18/2024

## RESOLUTION - 2024

**Introduced by Economic Development: Supervisors Butler, Kinowski, Madigan, Murray, Raymond, Wright and Young**

### **AUTHORIZING THE TRANSFER OF FUNDS FROM THE ECONOMIC DEVELOPMENT GRANT RESERVE FUND AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO**

**WHEREAS**, pursuant to Resolution 97-2021, this Board established a capital reserve fund to be known as the “Economic Dev Grant Reserve” for the purpose of depositing unexpended funds for the Municipal Economic Development Assistance Program; and

**WHEREAS**, pursuant to Resolution 97-2021 the reserve account was created to house the unexpended municipal economic grant program funds until such funds are needed, and a reimbursement voucher is submitted by the municipal applicant, at which point the funds will be appropriated to the General Fund budget; and

**WHEREAS**, the portion of unexpended grant funds from the 2022 City of Mechanicville (\$11,433.00), 2022 Town of Ballston (\$14,200), 2023 Town of Clifton Park (\$7,100.00), 2023 Town of Greenfield (partial payment #2 of \$2,337.09), and 2022 Town of Hadley (\$10,540.00) total \$45,610.09; and

**WHEREAS**, the grant projects that were approved in 2022 and 2023 have been submitted for payment and reimbursement were approved by our Economic Development Committee; and

**WHEREAS**, the transfer of Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account requires this Board’s approval and an associated amendment to the 2024 County budget; and

**WHEREAS**, our Economic Development Committee and Director of Planning and Economic Development have recommended that \$45,610.09 be transferred from the Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account; now, therefore, be it

**RESOLVED**, that this Board authorizes the transfer of \$45,610.09 from the Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account to provide reimbursement to municipal applicants as approved by our Economic Development Committee; and it is further

**RESOLVED**, that the Budget Officer is hereby authorized to enter the appropriate journal entries to reflect the approved budget transfer; and it is further

**RESOLVED**, that the 2024 Saratoga County Budget is amended as follows:  
PLANNING:

Increase Appropriations:

A.80.000-8763	Municipal Planning Grant Prof-Econ Dev	\$45,610.09
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Decrease Reserve:

A-0888.ED	Economic Dev Grant Reserve	\$45,610.09
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; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to increase appropriations and decrease the Economic Development Grant Reserve Fund by \$45,610.09.



# SARATOGA COUNTY AGENDA ITEM REQUEST

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
George Conway, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Samantha Kupferman, County Attorney's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 5.31.24

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed  
prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
If yes, budget lines and impact must be provided.  
Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
Consulted Yes

Please see attachments for impacted budget lines.  
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require the awarding of a contract:  Y  N

Purchasing Office Consulted

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted



8. Is a grant being accepted:  YES or  NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

Attached memo contains update on Economic Development Updates