

RESOLUTION 27-07

**ACCEPTANCE OF COMPREHENSIVE PLANNING GRANT AND ESTABLISHMENT OF A LIMITED TERM GRANT FUNDED POSITION STARTING IN 2007**

**WHEREAS**, on November 14, 2006, the County Board adopted Resolution 57-06 authorizing the Land Information Director to prepare a Comprehensive Planning Grant application to the State Department of Administration for participation in a multi-jurisdictional project to update the Polk County Land Use Plan for inclusion in a grant cycle, with Polk County acting as fiscal agent for the group of applicant municipalities, with a total County project amount of up to \$100,000, not to exceed \$50,000 of County expense; and,

**WHEREAS**, Polk County has been named the recipient of a three hundred ninety eight thousand dollar (\$398,000) multi-jurisdictional comprehensive planning grant; and,

**WHEREAS**, the receipt of these grant funds is conditional upon the funds being spent for Comprehensive Planning over a three year time period; and,

**WHEREAS**, 16 towns, 8 villages and 2 cities in Polk County have decided to create and/or update their own Comprehensive Plans and to participate in the next cycle of Comprehensive Planning Grant funding administered through the State Department of Administration (DOA); and,

**WHEREAS**, 12 of the 26 local municipalities have provided letters of intent to the County to contract technical services for administration of their comprehensive plans, generating an anticipated revenue of over \$200,000; and,

**WHEREAS**, Polk County has adopted Policy 881 – Staffing, Budget Planning and Position Administration which provides for and regulates the establishment of new positions within county departments; and,

**WHEREAS**, the Land Information Committee has reviewed and approved the request for the County Planner position as provided for by Policy 881; and,

**WHEREAS**, the Finance and Personnel Committees have reviewed the request for the County Planner position as provided for by Policy 881; and,

**WHEREAS**, while County Levy dollars will be required for initial position administration and start-up costs, the anticipated revenues generated by grant administration fees and contracts with municipalities for technical services are expected to reimburse, in excess, the County's initial costs.

**NOW, THEREFORE, BE IT RESOLVED**, that the County accepts the Comprehensive Planning Grant Award.

**BE IT FURTHER RESOLVED**, that in order for the County to maximize the benefit of the Comprehensive Planning Grant Award, the position of County Planner must be established.

**BE IT FURTHER RESOLVED**, that for the remainder of calendar year 2007, one Limited Term, Funding Limited County Planner position be created, that this position be Non-Represented, Exempt and

based on a 40 hour work week, that this position be under the supervision of the Land Information Director, and that this position be assigned to the appropriate job classification in the Non-Represented Employee Compensation Grid as provided for by Policy 390 – Non-Represented Employees Compensation Management.

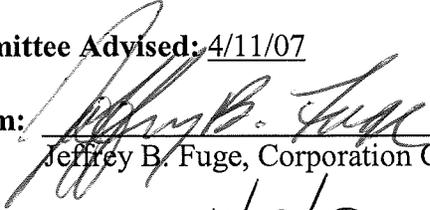
**BE IT FURTHER RESOLVED**, that funding for this position is authorized based on funding through the Comprehensive Planning grant as well as the generation of certain anticipated revenues and that to the extent that such funds cease to be available or revenues are not generated, the hours authorized for this position shall be reduced so that the fiscal impact to the county shall be no greater than the amount allocated for the position through the annual staffing plan process.

**Funding Amount:** up to \$50,000 over 3 years

**Funding Source:** Grant Funds, Outside Revenues and Comprehensive Plan Account Balance \$10,000

**Date Finance Committee Advised:** 4/11/07

**Effective Date:** Upon Passage

**Approved as to form:**   
Jeffrey B. Fuge, Corporation Counsel

**Date Submitted to County Board** 4/17/07

**County Board Action** Adopted

**SUBMITTED BY:**

**The Revolving Loan Fund, Planning, Zoning and Land Records Committee**

