

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

**PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT**

Telephone: (518) 761-6410

**Planning and Community Development
Committee Meeting Agenda 31 October 2012**

A. Pending Items:

None

B. Committee Actions Requested:

- Contract to provide Planning and GIS services to the Adirondack Gateway Council
- Fee structure for Department services.
- GIS Update - potential extension of contract service

C. Program Updates and Discussion:

- First Wilderness Scenic Byway - power point presentation
- Capital funds
- Mtg on 6 November 10:00am with assessors

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning and Community Development

DATE: 31 October 2012

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Provide technical services to Adirondack Gateway Council
- (c) Name of Contractor: Adirondack Gateway Council
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number: Ed Bartholomew
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: 1 October 2012
- (h) Termination Date of Contract: Open
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

LaMothe, Wayne

From: Ed Bartholomew [gfeb@nycap.rr.com]
Sent: Monday, October 29, 2012 2:31 PM
To: LaMothe, Wayne
Subject: agc services with warren county
Wayne amended request thanks ed

From: Ed Bartholomew [mailto:gfeb@nycap.rr.com]
Sent: Tuesday, October 23, 2012 9:26 AM
To: 'LaMothe, Wayne'
Subject: agc services with warren county

Wayne good am here is a overview for requested services for AGC from Warren County Planning – please review and insert proposed hourly rate etc -thanks I would like to have this ready for nov meeting for approval if possible -- alos we need to talk about in kind services --attend meeting etc thanks ed

Provide GIS technical support at an agreed upon rate for the Adirondack Gateway Regional Planning Area on an “as-needed” basis during the life of the HUD Sustainable Communities Planning Grant. Services will include working with AGC or its delegated consultant to:

- Provide advice on the application of GIS to cross-task data inventory and collection before collection begins.
- Assist with the standardization of spatial data for the AGC/HUD Work Plan Tasks as the tasks evolve, RFP’s are issued, and consultants generate information.
- Provide relevant spatial data on a periodic basis for the applicable eLogic performance measures and Flagship Indicators to enable AGC to report to HUD.
- Provide consultation regarding the development of a technical/spatial, web-based, GIS-linked database for the use during the project by consultants and stakeholders.
- And for such other GIS-Technical Services as may be requested and agreed upon rate by the parties

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning and Community development

DATE: 31 October 2012

- (a) Purpose of Request: Establishing billing rates

- (b) Details: The Department will use its current State billable rates for contract or other services provided by the Department to the Adirondack gateway Council or non-governmental entities. +

- (c) Previous Resolution Number: None

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

UPDATED WARREN COUNTY GIS FEE SCHEDULE

GENERAL GIS SERVICES:

SERVICE	FEE
GIS Consulting and Support (includes data development, analysis, GPS collection, and general technical services)	\$30.00/hour
Data Distribution	
Email/FTP upload	No Fee
CD-ROM	\$10.00
DVD (Note: countywide parcel data in Geodatabase format must be burned to DVD)	\$15.00
Custom Mapping	
Total Cost = Map preparation fee (\$15.00) + output fee	
Assumes use of <i>standard available map layers</i> - additional hourly rate will be applied if analysis, conversion and/or new data is required for display on the custom map	
Output Needed	
PDF only (digital file will be emailed if possible, burned to CD-ROM if too large)	Output Fee (email) \$1 (CD-ROM) \$3 Shipping N/A
8.5" x 11" per side (includes emailed PDF if requested)	\$0.50
11" x 17" per side (includes emailed PDF if requested)	\$1.00
17" x 22" (includes emailed PDF if requested)	\$2.00
24" x 36" (includes emailed PDF if requested)	\$3.00
34" x 44" (includes emailed PDF if requested)	\$5.00
Larger custom size - square foot pricing applies (includes PDF if requested)	\$0.50/sq ft
Reprints of Existing Maps	
Total Cost = Processing fee (\$4.00) + output fee	
Output Needed	
8.5" x 11" per side (includes emailed PDF if requested)	Output Fee \$0.50 Shipping \$1.50
11" x 17" per side (includes emailed PDF if requested)	\$1.00
17" x 22" (includes emailed PDF if requested)	\$2.00
24" x 36" (includes emailed PDF if requested)	\$3.00
34" x 44" (includes emailed PDF if requested)	\$5.00
Larger custom size - square foot pricing applies (includes emailed PDF if requested)	\$0.50/sq ft

Payment for services, particularly for large jobs, is preferred in advance but can be deferred until product pickup.
Data and maps to be mailed must be paid for in advance, however.

UPDATED WARREN COUNTY GIS FEE SCHEDULE

E-911 ADDRESSING:

ADDRESSING CASE		FEE
Single address request – Property has pre-2009 driveway and/or house visible on aerial photos (address completed in GIS)		\$15
Single address request – Property has driveway and/or house but is not visible on aerial photos (field investigation required to measure distances for address calculation). <i>Field investigation time based on mileage from Warren County municipal center to site location and back plus 5 minutes to record location via GPS.</i>		\$15 + Field time
Single address request – Vacant land but site plan of proposed development submitted (address completed in GIS)		\$15
Single address request – Vacant land only (address completed in GIS using center of road frontage)		\$15
Single address request – Vacant land only (address completed in GIS using center of road frontage)		\$15
Subdivisions (2 or more tax parcels) – with site plan of proposed development submitted (addresses completed in GIS)		\$15 per address
Multiple address requests for structures on the same parcel – IF structures are visible on aerial photos OR a site plan of proposed development is submitted (addresses completed in GIS)		\$15 per address
Multiple address requests for structures on the same parcel – Structures NOT visible on aerial photos (field investigation required to measure distances for address calculations). <i>Field investigation time based on mileage from Warren County municipal center to site location plus 5 minutes per address to record each location via GPS.</i>		\$15 per address + Field time

Payment for E-911 addressing must be received before notification and final forms are submitted to applicant.

Addressing Process:

1. Application completes request form online OR submits hardcopy form. Required site plans submitted (if needed).
2. Notification of request received by GIS Coordinator.
3. Fee calculated determined and relayed to applicant.
4. Address(es) calculated either directly in GIS or with field investigation and then GIS.
5. Payment received from applicant.
6. Final forms and notifications submitted to applicant and municipality (clerk, assessor, zoning administrator)

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Planning and Community Development

DATE: 31 October 2012

- (a) Purpose of Contract Change: Extend services through to 31 March 2013
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 572/2012
- (c) Name of Contractor: Fountains Spatial
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension: 1 Jan 2013
- (g) Termination Date of Extension: 31 March 2013
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount As per existing schedule
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: 8022.470 Contract

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

WARREN COUNTY GIS TIME SUMMARY and NOTES

October 2012

Time Summary Through 10/26/12

Task	Hours	Percentage
E-911	13.5	22.5%
Transition/Office Setup/Technical Setup	7.5	12.5%
Public Map Requests	4	7%
Lake George Park Commission	1	2%
AGC Grant	12.25	20%
Towns	2.75	4.5%
System Maintenance and Troubleshooting	3.5	6%
Planning Department Miscellaneous (including email, phone calls, etc)	14.75	24.5%
Other County Departments	.75	1%
TOTAL	60	100%

Notes, Priorities and Expected Changes going into November:

I am coming out of the month without a backlog of work. There is some upcoming system maintenance to be addressed, but map requests, e-911 management, and requests from the towns and county this month are all completed and up-to-date.

E-911: A few hours were spent getting up to speed with the e-911 workflow and transitioning Marty to assigning e-911 addresses. It is difficult to predict whether the hours will change in this category, but the time spent on transition and setup will be eliminated in November. Currently, Marty is assigning new address and I am dealing with questions regarding addressing, road names, new roads and corresponding with the Sheriff's department and phone companies. Marty processed 8 new address requests during the month and there were an equivalent number of questions regarding addressing, road names, etc. There is a substantial amount of work relating to e-911.

TRANSITION/SETUP: Much time in the initial couple of weeks was spent meeting with Sheri, getting the computer, VPN, phone, etc. setup and getting familiar with the locations of files and data, people and workflows. I expect this time to be substantially reduced or eliminated over the next month.

MAP REQUESTS/LGPC/AGC GRANT: There were only a few map requests this month and all were completed within a week of the request. I had a little bit of work for the Lake George Park Commission and I expect an hour or two of work for them in November. I spent a substantial amount of time working on Metrics for the AGC Grant. This will be on hold in November and then will ramp back up in December.

TOWNS AND COUNTY DEPARTMENTS: I spent some time reaching out to staff at the towns. I made a site visit to Bolton to help troubleshoot the planning and zoning system. I met with the Sheriff's department to discuss their transition back to New World Systems and I expect that there will be

continuing work on this in November. I will focus on meeting with and surveying the town staff during November so that I can complete the mini needs assessment and compile suggestions for streamlining the GIS moving forward. I expect the hours in these categories to increase during November.

SYSTEM MAINTENANCE AND TROUBLESHOOTING: Because Sheri left the data in the system up-to-date, I did not have much maintenance (updating parcels, etc) to do during October. I expect the time in this category to increase during November. I will also be troubleshooting a couple of outstanding issues with the Community Map website that Sheri created and I expect this to take some time.

All in all, the transition has gone relatively smoothly and so far the work load is manageable with the hours allotted.