

Warren County Board of Supervisors

Committee: Economic Growth & Development

Date: November 30, 2012

Committee Members Present: Others Present:

Supervisors Taylor	Wayne LaMothe, Director of Planning & Community
Conover	Development
Monroe	Sara Frankenfeld, Consultant, Fountains Spatial
Wood	Paul Dusek, County Administrator
Mason	Joan Sady, Clerk of the Board
	Kevin Geraghty, Budget Officer
	Supervisor Thomas
	Supervisor Westcott
	Don Lehman, <i>The Post Star</i>
	Thom Randall, <i>Adirondack Journal</i>
	Nicole Livingston, Second Deputy Clerk

Mr. Taylor called the meeting of the Economic Growth & Development Committee to order at 11:49 a.m.

Motion was made by Mr. Monroe, seconded by Mrs. Wood and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Wayne LaMothe, Director of Planning & Community Development, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. LaMothe began by introducing Sara Frankenfeld, consultant with Fountains Spatial, who had worked in the Planning & Community Development Department from 1999 to 2004 and had built the original GIS (Geographic Information System) database and software package. He noted she had been assisting the Department recently during their transition period following the departure of Sheri Norton, the previous GIS Coordinator. Ms. Frankenfeld had pointed out that the GIS system had not changed since she worked on it. Mr. LaMothe acknowledged that technology had changed, and the current GIS system was not supported on portable devices and it was their goal to correct that.

Mr. LaMothe provided a power point presentation which outlined a recommended course of action concerning GIS, a copy of which is on file with the minutes. He reviewed the power point presentation in detail with the Committee members. He proposed implementing a centralized GIS system, with one database served on the web, which would still require consultant services for 15 hours per week and the E911 Addressing would need to be shifted to the Construction Cost Coordinator. He added that map inquiries from the public would be shifted to the Real Property Tax Services Department. Mr. LaMothe informed the centralized system would eliminate the towns need to maintain software; thereby removing the licensing fees at the towns. He

added the centralized system would also decrease the amount of time needed to maintain the system.

Mr. LaMothe highlighted the associated cost analysis of a full time GIS position plus benefits at a salary of \$66,000 a year versus a part-time/contract position at a cost of \$48,750 a year that did not have any legacy costs. He advised he had released a job announcement for a full time GIS position and received five responses; however, he said, none of the applicants possessed the necessary qualifications. He recommended continuing the contract with Fountains Spatial for GIS services at a cost of \$48,750.

Mr. LaMothe asserted that a centralized GIS system would be the most cost effective system for the County and would be accessible to all portable devices. He pointed out the Warren County Assessor's Association was supportive of this because it would offer them much more capability. The web application, he continued, would require an up-front development cost of \$14,500, plus a commitment to regular maintenance as necessary or a continued contract with the consultant. He apprised the funds for such were available in this year's Departmental budget.

In response to an inquiry regarding the 15 hours per week provided by the consultant, Ms. Frankenfeld reported that she worked in the Planning & Community Development Department on Tuesdays and Fridays and had access to check emails and phone messages on the days that she was not in the office.

Paul Dusek, County Administrator, entered the meeting at 12:05 p.m.

Ms. Frankenfeld presented a demo of the web application for the centralized GIS System. She pointed out that this application allowed for access to base maps that were developed by other organizations and agencies. She mentioned another improvement over the existing Community Map was the ability to do advanced parcel searches.

Mr. Monroe asked how this would impact the support availability to the towns and Mr. LaMothe replied there would be no change in the available support to the towns. Mr. LaMothe added that the Construction Cost Coordinator would perform the field work and provide the data to Ms. Frankenfeld to incorporate into the system.

Mr. Taylor expressed his pleasure with Mr. LaMothe's proposal, which appeared to be a better product at a lower cost. Mr. LaMothe commented that the cost for the development of this system was funded by Tioga County and Warren County was only paying to customize it for the County's data and specific users.

Mr. LaMothe presented a request for a transfer of funds within various codes in the amount of \$33,790 to acquire GIS materials and to cover negative account balances.

Motion was made by Mr. Monroe, seconded by Mr. Conover and carried unanimously to approve the request for a transfer of funds as outlined above, and to refer same to

the Finance Committee. A copy of the Request for Transfer of Funds form is on file with the minutes.

Next, Mr. LaMothe requested to increase the hours of the part-time position of Construction Cost Coordinator from 24 hours per week to 32 hours per week to assume the E911 addressing responsibilities. He noted the funds were available within the Departmental budget to cover this increase. He pointed out that of the 24 hours that the Construction Cost Coordinator currently worked, two days of that were spent working on Building Code Enforcement duties; leaving only one day designated to Planning & Community Development responsibilities. Mr. LaMothe apprised the E911 addressing duties required between 5 to 8 hours a week.

Mr. Conover questioned how this would impact the Construction Cost Coordinator's time spent in the Building Code Enforcement Department and Mr. LaMothe responded the Construction Cost Coordinator would continue to designate 16 hours per week to that Department. Mr. LaMothe stated he could assign 8 of those 16 hours to the E911 addressing; however, he said, there was a high demand for the Construction Cost Coordinator in the Building Code Enforcement Department and he did not think the Administrator of that Department would be in favor of such a move.

Motion was made by Mr. Mason, seconded by Mr. Monroe and carried unanimously to approve the request for an increase in hours as outlined above, and to refer the same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe requested a new contract with Fountains Spatial for GIS software, commencing December 21, 2012 and terminating March 31, 2013 for a lump sum amount of \$14,500, and declaring Fountains Spatial as the sole source provider based on the recommendation of the Warren County Assessor's Association, as well as the Director of the Planning & Community Development Department.

Motion was made by Mr. Conover, seconded by Mr. Monroe and carried unanimously to approve the request for a new contract as outlined above, and the necessary resolution was authorized for the December 21, 2012. A copy of the resolution request form is on file with the minutes.

In relation to the GIS software, Mr. LaMothe requested to extend the contract date with Fountains Spatial for GIS services to a period ending December 31, 2013; thereby amending Resolution No. 649 of 2012. He advised that the cost for the services would be \$48,750 for the year.

Motion was made by Mr. Monroe, seconded by Mr. Mason and carried unanimously to approve the request to amend Resolution No. 649 of 2012 to extend the contract with Fountains Spatial as outlined above, and the necessary resolution was authorized for the December 21, 2012. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe expounded another matter associated with Fountains Spatial for the consultant services was that the contract allotted for 15 hours of services per week, with an option of increasing to 20 hours per week; however, he said, the additional hours would be at a cost of \$100 per hour as opposed to the \$65 per hour rate. He remarked that Fountains Spatial had agreed to remain at the \$65 per hour if the County agreed to reimburse Ms. Frankenfeld for mileage expenses. He noted that this action would not require a resolution, only consensus of the Committee. The Committee agreed and provided the necessary consensus to reimburse Ms. Frankenfeld for mileage expenses.

Concluding the Agenda review with Program Updates and Discussion, Mr. LaMothe reminded the Committee members that the Department had submitted a number of grant applications under the CFA (Consolidated Funding Application) process and the HTFC (Housing Trust Fund Corporation) programs. He reported that due to Hurricane Sandy, the majority of funding would be dispersed to the areas in the State that suffered substantial damage and he opined that the County's applications may not be awarded funding.

There being no further business to come before the Economic Growth & Development Committee, on motion made by Mr. Conover and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 12:50 p.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk