



WARREN COUNTY MUNICIPAL CENTER

LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development
Committee Meeting Agenda
23 August 2017

Committee Members: MCDEVITT, MacDonald, Beaty, Simpson, Sokol, Montesi, Leggett, Braymer, Strough

I. *Committee meeting called to order by Chairman*

II. *Motion to approve minutes of prior Committee meeting*

III: *Committee Actions Requested:*

1. **Resolution to authorize agreement with AGFTC for GIS services.** The Adirondack / Glens Falls Transportation Council is in need of part-time GIS services in order to more effectively and efficiently execute its annual work program and update its Long Range Plan. It is proposed that the initial work effort be limited to four hours per week from October through the end of the calendar year to allow for refinement of the shared service.

2. **Resolution request to extend contract with IBI Group.** Due to the unexpected length of time it took to complete the paperwork with DOS at the start of the contract, the agreement with Warren County will expire on August 2017. Subsequently, the County had to resolve a problem with AMTRAK regarding a NDA. As a result, it is requested that a contract extension through the end of December 2017 be authorized.

IV. *Referral/Pending Items:*

- None identified

V. *Information for Discussion/Review:*

-

VI. *Privilege of the floor to discuss any additional items to come before the Committee*

VII. *Motion to adjourn*

Attachments:

- Resolution request forms

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: 23 August 2017

- (a) Purpose of Request:
Enter in agreement with AGFTC to provide County GIS services.

- (b) Details:
See attached email from AGFTC

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
The County expects to receive monthly revenues estimated at \$1,250 for the identified services.

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

* as listed in budget and LOGOS

From: [Aaron Frankenfeld](#)
To: [LaMothe, Wayne](#)
Subject: draft letter requesting GIS services
Date: Wednesday, August 16, 2017 3:12:59 PM

Wayne -

It is my understanding that I was to generate a request letter for your consideration. Please see the draft below and let me know of any suggested changes or additions. Thanks.

August 16, 2017

Wayne LaMothe, Director
Warren County Planning Department
1340 State Route 9
Lake George, NY 12845

Re: Request for part-time GIS support

Dear Mr. LaMothe:

The Adirondack / Glens Falls Transportation Council is in need of part-time GIS services in order to more effectively and efficiently execute its annual work program and update its Long Range Plan. As a follow-up to our recent conversation regarding the potential for shared staffing services, I would like to formally request that the Warren County Planning Department consider providing GIS services to A/GFTC on a limited trial basis. At present, A/GFTC is short-staffed and likely cannot sustain the costs associated with hiring a full-time GIS professional for an extended time. While there are other public-sector GIS departments that may be in a position to provide assistance to A/GFTC, it is our belief that it would be most advantageous to partner with the Warren County Planning Department given its staff's experience and its recent collaborations with the Adirondack Gateway Council, resulting in the production of extensive regional data sets that could be readily used by A/GFTC staff.

Effective October 2, A/GFTC will be able to fully reimburse personnel costs associated with the execution of GIS-related tasks on its behalf. Anticipated tasks include but may not be limited to database and file system architecture, mapping of infrastructure conditions and trends, and Census-based data mapping. It is proposed that the initial work effort be limited to four hours per week from October through the end of the calendar year; during that time, our departments can collaboratively evaluate the arrangement. If it is mutually determined to be successful, A/GFTC staff would be open to the consideration of exploring possible expansions of shared staffing, with a potential implementation horizon of April 2018.

Should this proposal be found to be acceptable, please advise as to any administrative tasks that would be necessary prior to initiation. Thank you for your consideration.

Aaron Frankenfeld | Director
Adirondack / Glens Falls Transportation Council

11 South Street, Suite 203
Glens Falls, NY 12801
office: 518.223.0086
elsewhere: 518.926.0301



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RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Planning and Community Development

DATE: 9 January 2017

- (a) Purpose of Contract Change:
Extend agreement through 31 December 2017

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
371/2015 and ³⁶26 of 2017

- (c) Name of Contractor:
IBI Group

- (d) Address of Contractor: **IBI Group**
384 Broadway, 3rd Floor
Albany, NY 12207

- (e) Contractor's Contact Person and Telephone Number:
Martin Hull, 518.434.0132

- (f) Commencement Date of Extension:

- (g) Termination Date of Extension:

- (h) 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.

- (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:**

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