

Coalition Adopted 2023 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS		2023											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
BASIC SERVICES From SW Agmt 2023 - 2027 IMA-MOU (Section 4.0) Responsible Party: Coalition Stormwater Program Director													
1. Serve as a clearinghouse for information concerning the MS4 Permit and stormwater management generally by facilitating the routine sharing of expertise, data, and program resources.													
Actions	1.1 Manage monthly Working Group meetings (research/prep content, prep agenda & handouts, facilitate mtgs, plan/coordinate/manage Coalition-wide activities, share regulatory/enforcement information)												
	1.2 Manage Coalition website, post Board mtgs, solicit & receive public comments (Joint Annual Report, SWMP Annual Evaluation); solicit volunteers (clean ups, stream monitoring); post stormwater brochures												
2. Implement MS4 Permit requirements collaboratively for the purpose of MS4 Permit compliance as allowed and described in the most current MS4 Permit. Collaborative activities may include, but are not limited to:													
a. Preparing and submitting a joint annual report to NYSDEC;													
Actions	2.a.1 Prepare schedule for posting Joint AR by June 1; prepare Coalition pages; compile and post individual Member MS4 Permit Annual Reports; add Coalition data; post DRAFT for Public Comment; collect comments; compile FINAL Joint Annual Report; submit to NYSDEC; file at Coalition office												
b. Updating, preparing, and posting an annual evaluation of Storm Water Management Program implementation													
Actions	2.b.i Develop template Annual Evaluation document; meet with Individual Members to evaluate progress meeting goals; draft/write future goals; prepare for individual MS4 Annual Reports; compile individual evaluations into Joint Annual Evaluation document, post on Coaliton website.												
c. Implementing those components of the MS4 Permit where a Coalition-wide approach serves all members equally and is agreed to by all Members													
Actions	2.c.i. Review with Working Group representatives pre-existing volunteer water quality events; If Riverkeeper, coordinate with riverfront Coalition Member to register 1 site; solicit volunteers for event from Coalition networks. If WAVE, identify two or more monitoring sites, locate volunteers; conduct event; share results.												
	2.c.ii. Participate in 1 tabling event selected by Working Group where scheduling permits and location, size of crowd is favorable, and Coaliton staffing is available.												
	2.c.iii. Review with Working Group representatives training needs; identify target audience; topics; purpose, and training format (in person, remote); develop training content; identify interested parties to receive training; implement, track training data, share with Members. Possible topics: Clean Water Act Basics; Maintaining Post Construction Practices - Members Strategies - Public and Private; Catch Basin Inspections & Clean Outs - Member Strategies; MS4 Permit Changes & Requirements (?); ORI, Muni Facility, Construction Inspections - Content; High Priority Municipal Facilities - Facility SWPPPs - Content												
	2.c.iv. Manage outfall fall reconnaissance inventory kits; purchase supplies as needed; purchase water testing lab services for use by Members, as needed.												

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3. Contract for the provision of services and the purchase of goods in support of its purposes. The procurement of any services will comply with the requirements of General Municipal Law.													
Actions	3.1 Manage purchases, research products, submit requisition, monitor POs, pay invoice, use MUNIS system, troubleshoot order and billing issues. Typical items: office supplies, ORI kit, copier lease, Verizon, TU ads, website hosting												
	3.2 For services of a certain amount which require vendor quote or contracts, follow County Purchasing protocol. May require drafting Request for Proposal (RFP); providing purchasing with vendor lists; attending and/or presenting RFP at vendor info meeting; reviewing submitted proposals; coordinating proposal review & ranking sessions; working with Law Dept to develop contract, negotiating contract items with vendor, finalizing contract, monitoring and approving completion of contracted tasks, processing bills. Possible contracts 2023: none planned for 2023, other than potential need for contractual services to train new Coalition staff.												
4. Subject to the approval of lead agencies named in grant applications: on approval of all Members, apply for, administer, and implement stormwater program related grants.													
	4.1 This is an unpredictable 2023 Work Plan item. Historically the Coalition has received NYSDEC WQIP grants. As of 2022, available grant funding did not match needs of Coalition members. For 2023, in early May, grant funding may become available from NYSDEC. If attractive, all components of submitting an application by the end of July, 2023 would apply. Other ongoing Coalition work plan items scheduled from May to July may need to be postponed.												

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5. Manage Coalition operations so that Coalition services are delivered to the satisfaction of all Members.													
Actions	5.1 Manage all aspects of Coalition Board meetings (agenda prep/review; minutes, budget reports, content, Chair coordination, postings of public meeting info, hiring decision, contract decisions)												
	5.2 Manage all aspects of Working Group meetings (agenda, content, meeting location, facilitation, follow up) and special interest committees (ex. ORI kit content meetings, training initiatives, SWPPP review form, draft MS4 Permit input); special interest committees include preparation, facilitation, follow up, documents, as needed.												
	5.3 Manage and guide work of Coalition GIS Coordinator (priorities, implementation timelines, integration with other Coalition activities and MS4 Permit requirements)												
	5.4 Manage all aspects of hiring Coalition staff (Civil Service spec, Affirmative Action approvals, job flyers, participation of Board reps in interviews, selection of candidates, communication with candidate, HR paperwork, County IT set up, training). Anticipated hiring for 2023: Minimally Temp Help -student intern, depending on 2023 budg et; Coalition Director, timeframe to discuss.												
	5.3 Manage and guide work of Coalition Temp Help - Student Intern U Albany Environmental Engineering (?)												
	5.5 Manage all aspects of Coalition IMA-MOU updates and amendments (text, input, Law Dept review, communication, monitor governing board decisions, obtain signature pages, troubleshoot).												
	5.6 Prepare and send invoices for Member dues, monitor issues												
	5.7 Prepare and submit End of Year forms for County Comptroller												
	5.8 Prepare and submit Coalition budget for upcoming year. Attend Management and Budget quarterly meetings; prep/attend Audit and Finance Committee meeting Coalition budget review meeting.												
5.9 This is an unpredictable WorkPlan activity, which happens with some regularity after Board mtgs. When legislative action is required (amendments to Coaliton budget, IMA-MOU governing board approval, grant application approvals), submit Request for Legislation action documents to County Exec's office, then Legislature, attend Legislative Committee meetings, monitor final vote by Legislature.													

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6. Communicate Members' interests to relevant parties													
Actions	6.1 This is an unpredictable 2023 Work Plan item. As needed or requested the Coalition provides letters of support for other grant applications submitted by Members and/or letters of concern or interest regarding a stormwater issue. Discussed with Board, if possible.												
7. Facilitate the sharing of information pertaining to regulator audits, inspections, and policy directives generally; provide support as needed.													
Actions	7.1 This is an unpredictable 2023 Work Plan item. As needed Coalition staff support and provide guidance when an MS4 is audited. Changes in regulatory policy are communicated at Working Group meetings, if clear, and as needed.												
8. Provide information regarding MS4 Program and stormwater management funding mechanisms which are sustainable, long term.													
Actions	8.1 This is an unpredictable 2023 Work Plan item. Information is shared if available regarding any changes state-wide in how to pay for the MS4 Program and stormwater management generally.												
9. Identify issues of concern related to stormwater management; coordinate a Member-wide response; and advocate for appropriate changes.													
Actions	9.1 This is an unpredictable 2023 Work Plan item. Depending in status of updated MS4 Permit, prepare and submit comments from the Stormwater Coalition and participate in stakeholder meetings sponsored by NYSDEC.												

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ADDITIONAL SERVICES - GIS From SW Agmt 2023 - 2027 IMA-MOU (Section 5.0, Section 10.3, and Appendix A) Responsible Party: GIS Coordinator																
Additional GIS Services listed in IMA-MOU	a. Create and update stormwater, combined, and sanitary infrastructure data															
	b. Create and maintain ArcGIS Online (AGOL) Web Application "Viewing Platforms"															
	c. Facilitate the sharing and viewing of water infrastructure data															
	d. Create and maintain ArcGIS Online Inspection Forms															
	e. Purchase and manage GIS software licenses															
	f. Train Members in use of GIS applications developed by the Coalition															
	g. Manage GIS projects efficiently so that all receive requested services															
2023 Work Plan Individual Members		2022 July-Sep Oct-Dec		2023 Jan Feb Mar April May June July Aug Sept Oct Nov Dec												
City of Albany	Tier 1 Coalition-wide - Shared Viewing/Products \$1500															
	None															
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option)															
	None															
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)															
	None															

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Village of Altamont	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>Village: \$1500. (1) Field Worker license - \$350</i>																
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Town access to 3 Coalition-wide WebApps (content to be determined). No V/Alt WebApp as of 6/29/2022.																
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.																
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for Village: \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms)																
	VI. Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates																
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Village assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Village assists.																
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) <i>Village: \$1000</i>																
	IV Inspection Forms: GIS Coordinator reviews existing CBI/MS4 inspection forms, integrates these forms with standardized Coalition forms (ORI, Facilities, Catch Basins).																
	VI. Training: GIS Coordinator provides training to Village in use of these integrated S123 Forms.																
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option) <i>Village: \$750</i>																
	I. Mapping/Special Projects: Export/Import of mapping data from MS4/CBI to create AGOL WebMap for Inspections & WebApp Viewing platform.																

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Town of Bethlehem	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>Town: of Bethlehem: \$1500</i>																	
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Town access to 3 Coalition-wide WebApps (content to be determined). No T/Beth WebApp as of 6/29/2022.	July-Sep '22	Oct-Dec '22															
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.																	
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																	
	V. Mapping Software: No licenses to be purchased for Town by Coalition.																	
	VI.Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates																	
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Town assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Town assists.																	
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option)																	
	None																	
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)																	
None																		
City of Cohoes	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>City of Cohoes: \$1500</i>																	
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides City access to 3 Coalition-wide WebApps (content to be determined). City of Cohoes WebApp created & released with training ~2/2022; (additional layers requested 2/2022)	July-Sep '22																
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.																	
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																	
	V. Mapping Software: No licenses to be purchased for City by Coalition.																	
	VI.Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates																	
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; City assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; City assists.																	

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City of Cohoes	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) City of Cohoes: \$3500													
	I. Mapping (Field Mapping): GIS Coordinator maps Columbia Street sewer separation (40 hrs or 1 wk), with field assistance as needed from City staff.													
	IV and VI. Inspection Forms: GIS Coordinator trains future City Engineer in AGOL tablet technology and content of inspections, as needed with support from other Coalition staff and/or members.													
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option) City of Cohoes: \$3500													
	I. Mapping (Field Mapping/Special Projects): GIS Coordinator provides additional field mapping hours, as needed for Columbia Street and/or other areas; may involve other methods to update infrastructure data. Mapping data is reviewed and finalized.													
	I. Mapping (Data Provided by City): GIS Coordinator provides guidance regarding content of 'as built' data; receives and uses as built data, this will depend on quality and efficiencies													
	II. WebApp: Finalized infrastructure data is posted on Cohoes WebApps; other layers as requested													
Town of Colonie	Tier 1 Coalition-wide - Shared Viewing/Products \$1500													
	None													
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option)													
	None													
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)													
	None													

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Village of Green Island	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>Village: \$1500. (1) Field Worker license - \$350</i>																	
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Village access to 3 Coalition-wide WebApps (content to be determined). Village of Green Island WebApp created & released w/training ~6/2022, needs maintenance (additional layers requested 6/2022).																	
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.																	
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																	
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for Village: \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms)																	
	VI.Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates																	
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Village assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Village assists.																	
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) <i>Village: \$3500</i>																	
	I. Mapping (Field Mapping): GIS Coordinator maps Starbuck Island and Hudson Ave (may use 'as built', to be determined (40 hrs or 1 wk), with field assistance as needed from Village staff.	July-Sep '22	Oct-Dec '22															
	II. WebApp: GIS Coordinator posts new, finalized storm data; plus additional map layers as requested.		Oct-Dec '22															
	IV and VI. Inspection Forms: GIS Coordinator trains Village staff in AGOL tablet technology and content of inspections, as needed with support from other Coalition staff and/or members.																	
IV Inspection Forms: May combine standardized MS4 Permit catch basin inspection form with content of CSO catch basin inspection form. If yes, publish to AGOL S123 platform, provide training as needed.																		
Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)																		
None																		

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Town of Guilderland	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>Town of Guilderland: \$1500</i>																	
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Town access to 3 Coalition-wide WebApps (content to be determined). No T/Beth WebApp as of 6/29/2022.	July-Sep '22	Oct-Dec '22															
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.																	
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																	
	V. Mapping Software: No licenses to be purchased for Town by Coalition.																	
	VI. Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates																	
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Town assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Town assists.																	
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option)																	
	None																	
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)																	
None																		

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Village of Menands	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>Village: \$1500. (1) Field Worker license - \$350</i>																
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Village access to 3 Coalition-wide WebApps (content to be determined). Village of Menands WebApp created ~3/2022; but as of 6/29/23 not released to Village staff, staff need training.	July-Sep '22	Oct-Dec '22														
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.																
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for Village: \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms)																
	VI. Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates	July-Sep '22															
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Village assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Village assists.																
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) <i>Village of Menands: \$1000</i>																
	IV. Inspections and VI. Training: GIS Coordinator trains Village staff in AGOL tablet technology and content of inspections, as needed with support from other Coalition staff and/or members.	July-Sep '22	Oct-Dec '22														
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)																
None																	

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Town of New Scotland	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>T/New Scotland: \$1500. (1) Field Worker license - \$350; (1) Viewer license - \$100</i>																
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Village access to 3 Coalition-wide WebApps (content to be determined). Town of New Scotland WebApp created & released w/training ~5/2022, needs maintenance (additional layers requested 5/2022).																
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchHUB where all WebApps are posted.																
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms																
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for Town: (1) \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms) and (1) \$100/annually Viewer license (with this licenses a user can view the Town Web App)																
	VI.Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates																
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Town assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Village assists.																
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) <i>Town of New Scotland: \$3500</i>																
	I. Mapping (Field Mapping): GIS Coordinator maps Kensington Woods; a project near Town Hall, and Firehouse. All data are reviewed and finalized (40 hrs or 1 wk), with field assistance as needed from Town staff.	July-Sep '22	Oct-Dec '22														
	I. Mapping (Data Provided by Town): GIS Coordinator provides guidance regarding content of 'as built' data; receives and may use as built data, this will depend on quality and efficiencies																
	II. WebApp: GIS Coordinator posts new, finalized storm data; plus additional map layers as requested.		Oct-Dec '22														
	IV. Inspection Forms and VI. Training: GIS Coordinator trains Town staff in AGOL tablet technology and content of inspections, as needed with support from other Coalition staff and/or members																
VI. Training: GIS Coordinator trains Town staff in ise of WebApp (access, content, widgets)																	
Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)																	
None																	

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Village of Voorheesville	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>V/Voorheesville: \$1500 Viewer license: \$100</i>														
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides Village access to 3 Coalition-wide WebApps (content to be determined). Village of Voorheesville WebApp created & released w/training ~5/2022, needs maintenance (additional layers requested 5/2022).														
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.														
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms														
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for Village: \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms)														
	VI. Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates														
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Village assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Village assists.														
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) <i>Village of Voorheesville: \$1000</i>														
	I. Mapping (Field Mapping): GIS Coordinator maps remaining areas in V/Voorheesville 40hrs/1 wk), with field assistance as needed from Village staff.	July-Sep '22	Oct-Dec '22												
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)														
None															

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City of Watervliet	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 <i>City of Watervliet: \$1500 (1) Field Worker license-\$350; (1) Viewer license - \$100</i>															
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides City access to 3 Coalition-wide WebApps (content to be determined). City of Watervliet WebApp created & released with training ~2/2022; needs maintenance (additional layers requested 2/2022)	July-Sep '22														
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.															
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms															
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for City: (1) \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms) and (1) \$100/annually Viewer license (with this license a user can view the City Web App)															
	VI.Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates															
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; City assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; City assists.															
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option) <i>City of Watervliet: \$3500</i>															
	I. Mapping (Field Mapping): GIS Coordinator maps sewer separation projects (various locations in Watervliet); creates storm only and sanitary only data layers (40 hrs or 1 wk), with field assistance as needed from City staff. Anticipated completion date of sewer separation project: Fall, 2022															
	II. WebApp: Post new field mapped infrastructure on City WebApp.															
	IV. Inspection Forms and VI. Training: GIS Coordinator trains Wvliet staff in AGOL tablet technology and content of inspections, as needed with support from other Coalition staff and/or members															
	IV Inspection Forms: May combine standardized MS4 Permit catch basin inspection form with content of CSO catch basin inspection form. If yes, publish to AGOL S123 platform, provide training as needed.															
	VI. Training: GIS Coordinator provides training in use of WebApps, as needed.															
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option) <i>C/Wvliet: \$7000 (max)</i>															
	II. WebApp/Special Project: GIS Coordinator links existing City of Watervliet infrastructure map records to WebApp so that map records can be displayed in the field using tablet, City staff provide support as needed.															
II. WebApp/Special Project: GIS Coordinator posts existing water supply infrastructure data (GDB) on Wvliet WebApp (symbology, metadata, query tools). NOTE: This would combine all of the City of Watervliet water related infrastructure data onto 1 webapp, for use internally. Approved, Board-7/15/22																
II. Special Project: GIS Coordinator provides guidance and support to City staff in how best to manage GIS data.																

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U Albany - SUNY (Uptown Campus)	Tier 1 Coalition-wide - Shared Viewing/Products \$1500															
	None															
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option)															
	None															
	Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)															
	None															
Albany County	Tier 1 Coalition-wide - Shared Viewing/Products \$1500 Albany County: Included with County Coalition Support as stated in IMA-MOU. LICENSES NOT INCLUDED with Support: TO BE PURCHASED by DPW: 1) Field Worker license-\$350; (1) Viewer license - \$100															
	II. WebApps: GIS Coordinator creates and/or maintains individual municipal/MS4 WebApps, provides County access to 3 Coalition-wide WebApps (content to be determined). Albany County WebApp created & released to Gunther & DeGaetano, no training ~5/2022.	July-Sep '22														
	III. Sharing-Viewing Data: GIS Coor shares URL or other individual MS4 WebApps, GIS data, and/or access to ArchUB where all WebApps are posted.															
	IV. Inspection Forms: GIS Coordinator provides updates to existing S123 ORI, Muni Fac, Constr Activ forms & provides future standardized PCSMP or CB Forms															
	V. Mapping Software: Purchase & manage AGOL license. Extra cost for County (as of 6/29/2022 TO BE DETERMINED). Options: \$350/annually Field Worker (with this license, 1 user can view WebApps and conduct field inspections using tablet/smart phone and AGOL S123 forms); \$100/annually Viewer license (with this licenses a user can view the County Web App)															
	VI.Training: GIS Coor provides training in use of WebApp(s) and S123 Form updates	July-Sep '22														
	VII. Project Management: GIS Coordinator establishes deadlines for Tier 1 tasks; Village assists with implementation of tasks; GIS Coordinator develops data sharing policies established for all Coalition members; Village assists.															
	Tier 2 Infrastructure Map'g & Inspections \$3500 (partial \$ option)															
	I. Mapping (Field Mapping): GIS Coordinator maps storm infrastructure on Albany Shaker Road (NYSDOT Exit 3 project), ~2.5 miles, one trunk line w/offset curb inlets, 2 outfalls (40 hrs or 1 wk) with field assistance as needed from County staff. Data reviewed and finalized.	July-Sep '22	Oct-Dec '22													
	II. WebApp: Maintenance, County MS4 data. Update WebApp w/current field data (metadata, symbology)		Oct-Dec '22													
Tier 3 Infrastructure Map'g & Special Projects \$7000 (partial \$ option)																
	None															

Coalition Adopted 2023 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS			2023															
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Stormwater Coalition (GIS Coordinator)	Tier 1 Coalition-wide - Shared Viewing/Products																	
	III. Sharing-Viewing Data: GIS Coordinator gets current separated storm data from Members (Town of Bethlehem, UAlbany, City of Albany, T/Guilderland, Town of Colonie)	July-Sep '22	Oct-Dec '22															
	II. WebApps: Maintenance GIS Coordinator incorporates new and/or updated datasets into Tier 1 WebApps. Datasets include updated infrastructure data of adjacent MS4s or County infrastructure data where present in other MS4s; County Tax Parcel updates; other regulatory data layers when updated; drinking water infrastructure layers if requested and available for MS4s, as approved by Board.																	
	II. WebApps: GIS Coordinator researches WebApp content of potential interest to Members; designs and develops the 3 WebApps; and shares 3 WebApps with Coalition members receiving Tier 1 services																	
	III. Sharing-Viewing Data: GIS Coordinator shares separated storm GIS data (GDB, shapefiles) with all Coalition MS4s if requested, as approved by interested parties.																	
	III. Sharing-Viewing Data: GIS Coordinator develops and finalizes an ArchHUB portal for use by Coalition members and staff where all Coalition WebApps are posted.	July-Sep '22																
	III. Sharing-Viewing Data: GIS Coordinator shares with Members receiving Tier 1 services WebApp URLs needed to access individual MS4 WebApps of interest and/or provides access to ArchHUB where all WebApps are posted.	July-Sep '22	Oct-Dec '22															
	IV. Inspection Forms: Review status of all existing AGOL S123 Forms (ORI, Muni Fac, Construction); establish which is the most up-date form; communicate status and content to Members; publish out most current S123 Inspection Form to all Tier 1 users, train as needed.		Oct-Dec '22															
	IV. Inspection Forms: Review status of existing Coalition AGOL S123 PCSMP Inspection forms and Catch Basin Inspection forms (content, standardization, needs)		Oct-Dec '22															
	IV. Inspection Forms: Create PCSMPs forms; communicate content to users, publish out standardized PCSMPs forms to all S123 Tier 1, train as needed.		Oct-Dec '22 ?															
IV. Inspection Forms: Create standardized catch basin form based on MS4 Permit requirements, publish to all users, update once FINAL MS4 Permit released.		Oct-Dec '22 ?																

Coalition Adopted 2023 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS				2023													
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Stormwater Coalition (GIS Coordinator)	V. Mapping Software: GIS Coordinator confirms licenses to be purchased for 2023; Coalition Director purchases all Esri AGOL licenses requested and paid for by members. All licenses: Start Date 2/7/2022. End Date 2/6/2023.	July-Sep '22															
	V. Mapping Software: GIS Coordinator manages all licenses and access to AGOL for Coalition Members, as required by license type and organization- i.e. Coalition-owned licenses versus MS4 owned licenses	July-Sep '22	Oct-Dec '22														
	VI. Training: GIS Coordinator provides training as requested and needed by Tier 1 users. Topics: Accessing & using WebApps; updating S123 Forms																
	VII. Project Management: GIS Coordinator identifies data sharing concerns member-wide; develops policy document based on data sharing experience and consensus; Presents to Coalition Board for approval; distributes to all members.		Oct-Dec '22														
	VII. Project Management: GIS Coordinator and Coalition Director meet with members to discuss Additional Services - GIS needs for upcoming fiscal year; establishes work to be completed, timeline for completion, and related fees; incorporates information into Coalition Work Plan and Budget.																
	VII. Project Management: GIS Coordinator assists Coalition Director with creation of 2024 Work Plan																
	VII. Project Management: Additional Services - GIS Work Plan items and Fees presented by Director to Coalition Board for review and approval by June 26.																
	VII. Project Management: GIS Coordinator monitors work completed; identifies delays, if any, discusses revised schedule with members and Coalition Director; communicates adjusted schedule to relevant parties (members, Board, Working Group).	July-Sep '22	Oct-Dec '22														
	VII. Project Management: GIS Coordinator attends Working Group Meetings and coordinates Additional Services - GIS with Coalition Members as needed	July-Sep '22	Oct-Dec '22														
VII. Project Management: GIS Coordinator evaluates new MS4 Permit for GIS related content and assists municipalities with identifying new GIS related tasks and items necessary under the new permit.																	

Coalition Adopted 2023 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS			2023															
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Stormwater Coalition (GIS Coordinator)	Tier 2 Infrastructure Map'g & Inspections																	
	I. Mapping (Field Work): GIS Coordinator evaluates all field mapping requests; clarifies the complexity of mapping tasks; identifies necessary resources; establishes an efficient & practical time frame for completion; communicates time frame to members; evaluates and prepares mapping equipment; monitors completion of field mapping tasks (field and desk work); and prepares data for posting on WebApps (symbolology, metadata, release, training).	July-Sep '22	Oct-Dec '22															
	IV. Inspections and VI. Training: GIS Coordinator develops a template training package (agenda, hand outs) for users unfamiliar with AGOL Survey123 technology and the purpose and intent of mandated inspections. Template is the foundation of Tier 2 training support related to inspections; adjusted as needed by GIS Coordinator and member depending on needs of member. Coordinator monitors quality of completed inspections; suggests and provides additional training as needed. Clean Water Act related training may be provided as a Basic Service to support inspection training.																	
	Tier 3 Infrastructure Map'g & Special Projects																	
	II. WebMaps (Special Projects) V/Altamont: GIS Coordinator researches, as needed options for transitioning from CBI/MS4 Web application to AGOL WebApp and SVY 123 technology.																	
	II. WebMaps (Special Projects) C/Watervliet: GIS Coordinator researches, as needed existing map record data and options for linking records to a WebApp.																	
I. Create/Update Infrastructure Data (Data provided by Community): GIS Coordinator researches, as needed all aspects if using 'as built' data for infrastructure mapping updates. Research includes likely obstacles to using as built; what to request from whom, by when; typical procedures within an MS4/municipality which maximize the ability to receive the 'as built' data in a timely fashion, such that the data is useful, and addresses potential issues related to integrating the Coalition storm and/or combined data model with information provided in 'as built'.		Oct-Dec '22																