

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

2024 BUDGET SESSION 2

Wednesday, November 1, 2023

5:30 PM

**Harold L. Joyce Albany County Office Building
Cahill Room - First Floor**

Audit and Finance Committee

2024 BUDGET SESSION 2

INFRASTRUCTURE & GENERAL GOVERNMENT

1. ECONOMIC DEVELOPMENT AND PLANNING
2. CIVIC CENTER
3. PARKS & RECREATION
4. CORNELL COOPERATIVE EXTENSION
5. WATER PURIFICATION
6. STORM WATER COALITION
7. INFORMATION SERVICES
8. HUMAN RESOURCES
9. CIVIL SERVICE
10. PUBLIC WORKS
11. GENERAL SERVICES

ECONOMIC DEVELOPMENT AND PLANNING

Albany County
Department of Economic Development, Conservation and Planning
 112 State Street, Room 1310
 Albany, NY 12207-2021
 Telephone: (518) 447-5670
<http://www.albanycounty.com>

MEMORANDUM

TO: Hon. Wanda F. Willingham
CC:
FROM: Kevin O'Connor
DATE: October 16, 2023
RE: Proposed 2023 Budget
SUBJECT: Request for Information

The following is in response to your request for information regarding the Audit and Finance Committee's analysis of the Proposed 2024 Executive Budget related to the Department of Economic Development, Conservation and Planning. Should you have any questions or require additional information, please feel free to contact Kevin O'Connor at 518-447-3048 or Kevin.OConnor@albanycountyny.gov .

- 1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.**
 Kevin O'Connor, Director
- 2. Identify by line item all vacant positions in your department.**
 There are no vacant positions in the department.
- 3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.**
 A8020 12624 001 550030 County Historian - \$15,000
- 4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).**
 A 8020 11022 001 550001 Director - 3% Cost of Living Raise is included in the 2024 budget.
 A 8020 12628 001 550008 Senior Natural Resource Planner - increase of \$3574 for additional job duties of unfilled position, salary equalization, workforce stabilization, 3% Cost of Living Raise,
- 5. Identify by line item any position proposed to be eliminated or salary decreased.**
 There are none proposed for 2024.
- 6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2023.**

No positions are currently funded by grant money.

7. Identify by line item all job titles proposed to be changed or moved to another line item.

No proposed changes.

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 budgeted expenditures compared to 2024 proposed expenditures (included a column for each expenditure year).

EDCAP Special Projects: 25,000

In addition, the 2024 proposed budget also continues to invest the Advance Albany County Alliance, the STAGE Program and the Albany County Improvement Initiative

9. Identify any new initiatives and/or eliminated programs and reimbursements associated with those programs.

A 8020 44484 - Arts and Culture Support \$1,000,000

10. Identify all County vehicles used by your department. Include the title of the employee(s) using each vehicle and the reason for the use of a County vehicle.

No County-owned vehicle is specifically assigned to the Department for staff use. Staff relies on County motor pool vehicles when available and a personal vehicle when not available. The County vehicle is used by the Sr. Natural Resource Planner to attend meetings and trainings and to conduct field work.

11. Provide a specific breakdown of the use for the proposed funding for all Conference/Training/Tuition line items in your department budget.

N/A

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

N/A

13. Identify by line any positions that were established/changed during the 2023 fiscal year.

A8020 12624 001 550030 County Historian

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2023) to better understand risk and mitigate it.

The biggest risk is not securing a permanent funding stream for the Advance Albany County Alliance LDC.

15. Please list the performance indicators and metrics used by your department and current statistics for those metrics.

Metrics include: 1) amount of private sector investment in dollars; 2) creation or retention of jobs in Albany County 3) Net new tax revenue 4) New leads generated and 5) leads landed. In 2023, the County Department of Economic Development, in conjunction with the Advance Albany County Alliance continued it's track record of success, with over 15 active leads and a major win in the attraction of Regeneron to the County.

16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.

None

CIVIC CENTER

MEMORANDUM

To: Honorable Andrew Joyce – Chairman – Albany County Legislature
Honorable Members of the Audit & Finance Committee
Honorable Members of the Albany County Legislature

From: Bob Belber – General Manager
MVP Arena

Date: October 3, 2023

Re: Response to Request for Information Re: Proposed 2024 Budget

Attached are answers to the questions that were asked in your memo.

Events presented in 2023 resulted in excellent large crowds attending great family shows like Disney on Ice, Monster Jam, Hot Wheels Monster Trucks, the Harlem Globetrotters and Jurassic World Live will be presented in October. Outstanding sports events included the 2023 NCAA Division I Men's Basketball 1st & 2nd Rounds, the Mayor's Cup RPI vs Union hockey rivalry game and the Siena vs UAlbany Men's Basketball rivalry game will take place in November. Some of the biggest concert tours stopped at MVP Arena in 2023 including Old Dominion, For King & Country, Zach Bryan, Thomas Rhett, A Boogie Wit A Hoody, Trans-Siberian Orchestra, and the Jonas Brothers. One of the worst experiences we have had took place related to one of our sports team tenants - The Albany Empire arena football team, when ownership changed, and the team was voted out of the NAL league due to non-payment of team dues. However, ticket refunds were provided and within sixty days, a new team has been announced with a familiar name – The Albany Firebirds, which will play in the top indoor football league in the US – the AFL. The Firebirds was the name of the first arena football team to play in the Knickerbocker Arena in the 90's and won the 1999 AFL Arena Bowl, which had 14,000 people in attendance and the game was broadcast internationally on ABC Wide World Of Sports. The previous Albany Empire team has won two consecutive NAL Arena Football Championships prior to the change in ownership. The Albany FireWolves NLL Pro Lacrosse team are back for their third season (2023-2024). Siena College drew sizable numbers of fans for their men's basketball games hosted in 2023 at the MVP Arena. The forecasted net profit that will be generated from the 2023 calendar year of operation is expected to exceed the budget submitted to Albany County for 2023.

I will hit my 30th year managing the MVP Arena in January of 2024. As we move into the fall of 2023 and into 2024. I pledge to Albany County to manage the operations of the MVP Arena with a close eye on minimizing expenses while maximizing revenues to generate the highest profits possible. I welcome your review of our answers and if you have any questions, we would be happy to provide further information.

October 3, 2023

INFORMATION REQUIRED BY AUDIT & FINANCE COMMITTEE -
ALBANY COUNTY LEGISLATURE

To: Honorable Andrew Joyce - Chairman – Albany County Legislature
Honorable Members of the Albany County Legislature Audit & Finance Committee

Please see the answers to all questions listed below:

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation. Bob Belber – General Manager
2. Identify by line item all vacant positions in your department. No Open Positions
3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable. There are no new positions available.
4. Identify by line item any proposed salary increase(s) beyond union contract commitments or any proposed salary increase(s) that is related to the County Buyout Program of 2020. Include justification for those raise(s). No salary increases and the MVP Arena staff is not involved with the County Buyout Program.
5. Identify by line item any position proposed to be eliminated or salary decreased. No eliminated positions and no salary decreases will exist.
6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2024. No positions are funded with grant money.
7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications) No job titles and no moving of positions to other line items.
8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 expenditures compared to 2024 proposed expenditures. No fees are being paid out for services.
9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs. SMG continues to concentrate on efforts to cut down on utility costs and operational expenses will take place in 2024. New revenue generating initiatives were launched in 2023 including the sponsorship/advertising agreement with National Grid whereby an advertisement with National Grid's branding will be placed above the new walk-in cooler that was just installed on the concourse. \$50K is being paid by National Grid annually for this marketing exposure. The walk-in cooler now allows Aramark to stock beer and other sellable items right on the concourse making it easy to restock concession stands during events. This will increase per-cap spending on F&B sales, which will help grow higher net profits at the MVP Arena in 2024. Many other ideas that will increase revenues are being planned for 2024. Private events and special events such as corporate holiday parties, receptions and non-profit events are going to be marketed more aggressively in 2024 to rent out the Terrace View Room (which connects the parking garage to the concourse at Level # 3), the Media Room (on the mezzanine level of the atrium), the Atrium and the arena floor itself when the building is not hosting major events.

10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee. There are no Albany County vehicles used at the MVP Arena.
11. Provide a specific breakdown of the use for the proposed funding for all Conferences/Training/Tuition line items in your department budget. SMG mandates that all SMG employees must take annual training sessions provided by SMG in the following areas:
 - New York State Sexual Harassment Prevention
 - Customer Service Training
 - What is Diversity and Inclusion
 - Workplace Security – What You Need to Know
 - Ransomware Attack and Incident Response Planning
 - Cyber Security – How to Stay Safe Online
 - Cyber Security Risks and Social Media

These training sessions are developed and administered online by the SMG/ASM Global corporate office and is a major reason why our company is the biggest and best facility management company in the world.

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years. No overtime permitted.
13. Identify by line item any positions that were established/changed during the 2023 fiscal year. No changes to positions took place.
14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2024) to better understand that risk and mitigate it. SMG and its parent company ASM Global have formed a new division known as the ASM Global Corporate Partnership Division, which will be aggressively pursuing national brands for purposes of selling advertising inventory within facilities that they manage and operate. Our Director of Sales – Gary Holle and the GM of the MVP Arena are working closely with senior management and Division EVP's to maximize new revenue that can be generated for the MVP Arena, which will directly have a favorable outcome for Albany County as our bottom line profits grow.
 In certain markets where municipal approvals have taken place, and where proposals submitted by ASM Global have been accepted, the management company has started to invest its own money into producing engineering and design concepts as well as investments in the build-out of identified large rooms that connect to arena concourses for the purpose of creating unique VIP Clubs & VIP Lounges. These beautifully designed rooms have attractive bars and upscaled furniture and fixtures. On non-event nights the spaces are then rented out for private parties and special events. During events, the spaces are used as made available to suite holders, advertisers and premium seats holders. This ability to have access to this beautiful new club is an added benefit for these supporters of the arena and it has enabled the rates charged for suites and premiums seat holders as well as advertising rates to increase due to this privilege. A proposal is being worked on for the MVP Arena within ASM Global, which will be presented to the County

Executive's office and if it is acceptable there it will be presented to the Public Works Committee and then the full legislature. In other markets, ASM Global has paid for the full design and build-out of the rooms that became VIP Clubs and proposed a financial plan for just the revenues generated within that club to be split in such a way that ASM Global received a reimbursement of its investment and a split of net revenues over time. This type of arrangement was handled as an amendment to the management agreement so as to not impact the rest of the management agreement between the parties while enabling these mostly unused spaces to become revenue generating VIP Clubs at no expense to the municipal partner. The space identified for a potential VIP Club at the MVP Arena is the room that currently exists between the parking garage at Level # 3 where it connects to the concourse of the arena. There is a separate entrance on the walkway that can be used for patrons entering and exiting the concourse, thus allowing this room to be used for private/special events or for VIP Club use. We look forward to presenting this proposal once it is completed and received from the ASM Global corporate office. It will take approximately one year to design and build-out this space. Therefore, additional incremental revenues are expected to start in late 2024 or 2025.

15. Please list performance indicators and metrics used by your department and current statistics for those metrics. The MVP Arena in Albany has been one of the best performing arenas that SMG manages in the US. SMG merged with AEG Facilities just prior to the start of the pandemic and a new company ASM Global was formed. SMG is a subsidiary of ASM Global. Over 350 stadiums, arenas, convention centers and theaters are managed by ASM throughout the world. For close to 30 years SMG provided an annual net operating profit that averaged \$1 million dollars annually with the exception of the pandemic years. Siena College Men's Basketball plays their home games at MVP Arena. The Albany FireWolves in the National Lacrosse League are a major tenant. On October 2, 2023, it was announced that the Albany Firebirds Arena Football Team will begin playing within the new AFL Arena Football League starting in 2024. Compared to other similar sized markets/arenas in the US, the MVP Arena's schedule of confirmed sports and entertainment events as well as concert date holds for Q4 of 2023 and into 2024 is filling dates and ahead of similar sized markets/facilities.
16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source. No mandates and no grants.

PARKS & RECREATION



ALBANY COUNTY PARKS & RECREATION

Daniel P. McCoy, Albany County Executive
Justin L. Atlas, Commissioner

Hon. Wanda F. Willingham, Chair
Audit and Finance Committee
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

10/17/2023

To Hon. Wanda F. Willingham,

1. Justin Atlas, Commissioner
2. Vacant Positions:
 - a. Community Program Educator
 - b. Community Health & Wellness Development Coordinator
3. No new positions.
4. A proposed 3% increase for all staff is being requested.
5. No positions being eliminated.
6. N/A
7. Job titles proposed to be changed:
 - a. Rink Manager to be changed to Recreation Facility Manager III
8. Fees for Services 2023 actual vs 2024 projected:

VDR NAME/ITEM DESC	2023	2024
MISCELLANEOUS	\$ 2,110.44	\$ 5,000.00
MAINTENANCE SERVICES	\$ 729.96	\$ 1,500.00
AMERICAN RED CROSS	\$ 3,045.00	\$ 4,000.00
ATTENTION PEST SOLUTIONS	\$ 390.00	\$ 750.00
CAPITAL REGION PARKS & REC ASSOC INC	\$ 120.00	\$ 200.00
CHEMENERGY LLC	\$ 4,009.74	\$ 5,000.00
COUNTY WASTE AND RECYCLING SERVICE,	\$ 1,662.72	\$ 2,000.00
DOYLE SECURITY SYSTEM	\$ 241.92	\$ 500.00
DS WATERS OF AMERICA INC	\$ 434.76	\$ 500.00
HOCKEY BOARD DOCTOR	\$ 710.00	\$ 750.00
INDEED	\$ 701.82	\$ 500.00
FALL FEST SERVICES	\$ 2,364.00	\$ 3,000.00
JOHN W. DANFORTH COMPANY	\$ 269.69	\$ 300.00
LATHAM WATER DISTRICT	\$ 5,367.92	\$ 5,500.00
LOWES	\$ 893.15	\$ 1,000.00





ALBANY COUNTY PARKS & RECREATION

Daniel P. McCoy, Albany County Executive
Justin L. Atlas, Commissioner

MONDAY.COM	\$ 1,433.96	\$ 1,500.00
MOORE FIRE EXTINGUISHER CO., LLC	\$ 253.50	\$ 350.00
NOLAN BOTTLE GAS CO	\$ 3,046.95	\$ 4,000.00
OMEGA BUSINESS SYSTEMS	\$ 640.00	\$ 750.00
RESURFIX, INC	\$ 4,191.80	\$ 5,000.00
TIME WARNER OF ALBANY NY	\$ 519.55	\$ 600.00
USA RACING LLC	\$ 5,664.06	\$ 6,000.00
VALLEY MACHINE KNIFE CORP	\$ 298.00	\$ 300.00
REC DESK		\$ 5,000.00
POND AND LAKE CONNECTION		\$ 18,500.00
	\$ 39,098.94	\$ 72,500.00

9. New initiatives:

- NFL Flag Football program – No reimbursements
- Plumeri Summer Camps – No reimbursements
- Lawson Lake Summer Festival – No reimbursements
- ACPR Lacrosse – No reimbursements
- E-Sports Programs – No reimbursements
- Outdoor Education Programs – No reimbursements
- Virtual Recreation Programs – No reimbursements
- Senior Pickleball League – No reimbursements

10. County Vehicles assigned to Parks & Recreation

- 2018 Chevrolet Bolt EV – staff pool vehicle
- 2015 Ford Focus ICE – staff pool vehicle
- 2015 Chevrolet Silverado ICE – maintenance truck at Lawson Lake.

11. Use for proposed funding for Conferences/Training/Tuition

- NRPA Annual Conference - \$1,300
- NFL Flag Football Summit - \$700
- American Red Cross Certifications - \$520

12. N/A

13. N/A

14. The biggest risk we face in Parks & Recreation is not being able to recruit and hire qualified individuals to be our front line staff for the various recreation programs that we operate year round. The actions we have taken to mitigate the risk is to by developing pipelines for recruitment of personnel through establishing relationships with numerous organizations and individuals to continually feed candidates for our recruitment needs. We will continue to build on, and develop more, relationships with the various communities to foster connections that result in identifying and recruiting the right individuals for our front line instructors, coaches, and program staff.





ALBANY COUNTY PARKS & RECREATION

Daniel P. McCoy, Albany County Executive
Justin L. Atlas, Commissioner

15. Performance indicators:

- a. Registration rates – 73%
- b. Facility reservation hours – 3,694

16. N/A

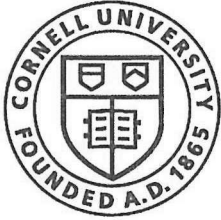
Sincerely,



Justin L. Atlas
Commissioner



CORNELL COOPERATIVE EXTENSION



Lisa V. Godlewski
Association Executive Director
 Cornell Cooperative Extension
 Albany County
 24 Martin Road
 Voorheesville, NY 12186-4814
 t. 518-765-3500
 f. 518-765-2490
www.ccealbany.com

October 18, 2023

Honorable Wanda F. Willingham, Chair
 Albany County Legislature
 Audit and Finance Committee
 112 State Street, Room 710
 Albany, New York 12207

Dear Chairperson Willingham,

The 2024 Albany County Executive Budget proposes \$1,164,121.00 for Cornell Cooperative Extension's (CCE) appropriation, which is in line with our initial request. The additional dollars supporting the successful Albany County Healthy Homes initiative implemented by CCE Albany, are included in the Department of Health's budget for 2024.

We continue to work with the Board of Directors to bring Cornell Cooperative Extension's 2024 budget into balance through proposed grants and contracts, program prioritization and county partnerships and collaborations.

Please let me know if you have any questions about Cornell Cooperative Extension's 2024 proposed budget and the various ways Extension assists the county.

Sincerely,

Lisa V. Godlewski

Lisa V. Godlewski
 Association Executive Director

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

WATER PURIFICATION



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD SOUTH
ALBANY, NEW YORK 12204
PHONE: (518) 447-1611 FAX: (518) 433-0369
www.albanycounty.com

COMMISSION
DENNIS RIGOSU
CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES G. CARLUCCIO

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

To: Hon. Wanda F. Willingham, Chair, Audit and Finance Committee

From: Angelo Gaudio, Executive Director 

Date: October 12, 2023

Re: 2024 Proposed Budget

Per the Proposed 2024 Budget memo dated October 2, 2023, please accept the following as the Water Purification District's responses. Should you have any questions I can be reached at 518-447-1617.

1. Identify department representative appearing before the Audit & Finance Committee:
Angelo Gaudio, Executive Director
2. Identify by line item all vacant positions in your department:

Title	Org#	Position #	Notes
Laboratory Technician	G98130.1.3122	630007	
Process Operator II- Assistant	G98130.1.7006	630035	Recruiting
Process Operator II-Assistant	G98130.1.7006	630037	Recruiting
Process Operator II-Assistant	G98130.1.7006	630038	Recruiting
Process Operator II	G98130.1.7006	630022	Recruiting
Process Operator II	G98130.1.7006	630025	Recruiting
Process Operator II	G98130.1.7006	630028	Recruiting
Process Operator I	G98130.1.7008	630046	Pending certified list
Process Operator I	G98130.1.7008	630047	Pending certified list
Chief Maintenance Mechanic	G98130.1.7020	630051	Interviewing now
Maintenance Mechanic 2	G98130.1.7024	630060	Recruiting
Mechanic Specialist (Facilities)	G8130.1.8817	630095	Recruiting
Labor Sub-foreman	G8130.1.7009	630087	Recruiting
Laborer	G8130.1.8403	630081	Interviewing now
Laborer	G98130.1.8403	630079	Interviewing now

The above vacant positions are essential for the continued effective and efficient operation and maintenance of the District's two wastewater treatment plants. The District is currently in the process of filling open positions.

3. Identify by line item any new position(s), how the position will be funded and the reimbursement rate(s), if applicable.
 - *Senior Laboratory Technician (G8130.1.3121) being created to allow current laboratory technician to be promoted. One laboratory technician position will be eliminated to fund the majority of the new line.*
 - *Mechanic Specialist-Facilities (G8130.1.8117): This new tile will replace Automotive Mechanic. Title was changed because the current fleet isn't large enough to justify a dedicated auto mechanic.*

4. Identify by line item any proposed salary increase(s) and justification for the raise(s) beyond the union contract commitments.

Nonunion employees are programmed for a 3% increase as proposed by the County with the exception of the following title(s):

Permit Compliance Manager (G98130.1.3613.001.630082) – 7% increase (\$83,239 to \$89,193)
Justification: This is a highly technical position requiring in depth knowledge of wastewater treatment processes and State and Federal regulations. In addition to managing the District's industrial pretreatment program and certified laboratory this individual also oversees the collection system. The requested salary increase is to ensure the salary is competitive with similar positions outside of the County and to make sure we are able to retain our current Permit Compliance Manager.

South Plant Chief Process Operator (98130.12635.002.630004) –6.6% increase (\$83,627 to \$89,193)
Justification: This increase is to correct a salary gap between the same titles and standardize the salary for both the North and South Plant Chief Process Operator..

Administrative Aide (G8110.1.5501.610003) – 11% increase (\$55,627 to \$61,800)
Justification: This increase is associated with increased responsibilities that have been given to the title. These responsibilities include an overlap of duties with the Business Office Manager which will provide an extra level of redundancy in the abilities of the office staff allowing for succession planning of office titles.

5. Identify by line any position proposed to be eliminated or salary decreased.

No positions are anticipated to be eliminated in 2024.

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2023.

None.

7. Identify by line item all job titles proposed to be changed or moved to another line. (eg reclassification)
 - *Automotive Mechanic will be changed to Mechanic Specialist (Facilities). The current fleet is not large enough to justify a full time position. The position has been reclassified to include grounds and building maintenance.*

8. Provide a breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 expenditures compared to 2024 proposed expenditures.

G98110.4.4046 Fees for Services

Description	2023 Adopted	2024 Proposed
Board of Commissioners Mtgs.	\$2000	\$2000
Random Drug Testing (CDL)	\$360	\$360
Pre-emp. Physicals	\$720	\$720
Lead & Respiratory physicals (Maint.)	\$3,360	\$3,360
Extra fit testing	\$180	\$180
NYWEA Utility Membership	\$2,200	\$2,200
Cleaning/Exterminator Service	14,735	\$10,000
Administrative Fees EFC		
EFC Bar Screen 2015-E	\$ 215	\$ 0.00
EFC Incinerator 2006-C	\$4,300	\$ 1,687
EFC Disinfection 2015-B	\$7,400	\$5,286
TOTAL	\$35,469	\$25,793

G98130.4.4046 Fees for Services

Description	2023 Adopted	2024 Proposed
North & South Plants SPDES permits	\$ 31,000	\$ 31,000
NYSDEC transporter fee (dumpster trucks)	\$ 1,100	\$ 1,100
Misc. fees	\$ 500	\$ 500
ELAP FEES	\$ 850	\$ 850
Title 5 Incinerator Emissions	\$ 10,000	\$ 10,000
County Waste Recycling	\$ 600	\$ 600
Electrical Service Contract	\$ 75,000	\$ 75,000
City water backflow testing 2@\$250	\$ 500	\$ 750
Laboratory scale calibration 4@\$150	\$ 600	\$ 600
Aeration Blower Service	\$ 15,000	\$ 15,000
Oil/Chemical Disposal	\$ 5,000	\$ 6,000
TOTAL	\$ 141,150	\$141,400

Miscellaneous Contractual expenditures

G98130.4.4107 Chemicals

Description	2023 Adopted	2024 Proposed
Total Cost Polymer	\$ 430,250	\$ 434,552
Total Cost Oxidant	\$ 255,000	\$ 257,550
Sodium Hypochlorite	\$ 82,320	\$ 83,143
Sodium Bisulfite	\$ 35,066	\$ 35,416
Grand Total	\$ 802,636	\$ 810,662

G98130.4.4101 Electric

Description	2023 Adopted	2024 Proposed
Electric	\$ 1,980,000	\$ 2,092,500

G98130.4.4102 Gas & Diesel

Description	2023 Adopted	2024 Proposed
Gas	\$ 111,390	\$ 112,426

G98130.4.4102 Natural Gas

Description	2023 Adopted	2024 Proposed
Natural Gas	\$ 410,958	\$ 440,000

9. Identify any new initiatives and/or eliminated programs.

No programs were eliminated, our mission to protect the environment remains the same.

New/Ongoing Initiatives:

- *Roll out online training program for new process operators*
- *Continue succession planning efforts and staff development to ensure critical positions are adequately staffed to ensure long term compliance and efficiencies.*
- *Continue the development of an asset management program for preventive maintenance.*
- *Continue efforts to optimize operations and identify efficiency measures while ensuring permit compliance.*
- *Continue partnership with our Combined Sewer Overflow communities to implement the requirements of the CSO / LTCP and improve water quality of the Hudson River.*
- *Achieve greater than 90% removal efficiency for permitted discharge parameters.*
- *Continue to progress capital improvements to restore critical infrastructure within both treatment plants while minimizing user fees.*
- *Continue to evaluate opportunities to increase revenues from outside sources in order to minimize rates for our member communities.*

10. Identify all County vehicles used by your department. Include the title of the employee(s) using each vehicle and the reason for the use of a County vehicle.

Year/Make of Vehicles	Personnel Using Vehicle	Reason of Use
1995 VAC CON	Sewer Crew	Used to clean metering pits
2015 Ford Fusion	Courier / North Plant Personnel	Daily mail pickup
2003 Ford F250 Pick Up	Maintenance Personnel	Maintenance Operations
2005 Chevy Silverado Pick Up	Instrumentation Personnel	Daily Instrumentation Monitoring
2008 International Dumpster	Sewer Crew	Transport of debris to Landfill
2008 Ford 150 Pick Up	South Plant Maintenance	Maintenance Operations
2010 Ford F350 Pick Up	North Plant Maintenance	Maintenance
2010 Ford Ranger Pick Up	Lab Personnel	Sampling pick up / delivery between plants
2014 Ford 150 Pickup	Permit Compliance Officers	Inspections/sampling
2011 Ford Pick Up XL Ranger	South Plant Process	Daily South Plant Operations
2015 Ford F550 Dump Truck	Sewer Crew	Metering Pit monitoring/Plant Usage/Snow Plowing
2017 Ford F250 Pickup Truck	Lab North Plant	Sampling
2020 Chevy Silverado 2500 Pickup	North Plant Maintenance	Maintenance Operations
2021 Western Star Dumpster	Sewer Crew	Transport of debris to Landfill
2021 Western Star Dumpster	Sewer Crew	Transport of debris to Landfill
2022 Chevy Colorado	Incinerator Mechanics	Maintenance Operation
2022 Chevy Colorado	South Plant Process	Daily South Plant Operations
2022 Chevy Silverado 2500	North Plant Maintenance	Maintenance Operation
2023 Chevy Colorado	Lab Personnel	Pending delivery
2023 Chevy Colorado	Lab Personnel	Pending delivery

11. Provide a specific breakdown of the use for proposed funding for all conferences/training/tuition lines items in your department budget:

Conference, Training, Tuition G98130.4.4039	
Mandated Operator Recertification Training	\$ 2,500
Operator Certification Courses	\$ 6,000
NYWEA Spring & Winter Conference	\$ 2,500
Lodging	\$ 1,500
Correspondence Courses/License Renewals	\$ 1,000
Total	\$ 13,500

The District as a condition of the CSEA contract is requiring operator classes and certifications for new process operators.

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

Sanitary Sewers G98120.19900 - Overtime Expenses			
2021 OT Expenses	2022 OT Expenses	2023 OT Expenses	2024 Proposed OT Expenses
\$ 3,181 (Actual)	\$ 2,860 (Actual)	\$ 5,244 (YTD)	
\$ 2,500 (Budget)	\$ 2,750 (Budget)	\$ 3,000 (Budget)	\$ 3,500 (Budget)

Sewage Treatment G98130.19900 - Overtime Expenses			
2021 OT Expenses	2022 OT Expenses	2023 OT Expense	2024 Proposed OT Expenses
\$ 272,161 (Actual)	\$ 420,514 (Actual)	\$ 426,008 (YTD)	
\$ 212,500 (Budget)	\$ 230,000 Budget	\$ 260,000 (Budget)	\$ 360,000 (Budget)

13. Identify by line item any positions that were established/changed during the 2023 fiscal year.
None.

14. Identify the biggest risk your department faces and the actions you have taken (or will take in 2024) to better understand that risk and mitigate it.

While there are many inherent risks in operating two wastewater treatment plants that service combine sewers systems, our largest risk continues to be maintaining a skilled workforce that is capable of supporting our operations. We continue to have difficulties in filling senior process operator positions which has created coverage issues and additional overtime expenses. For 2024, the District will continue to focus on staff recruitment, training and refining our program for operators to obtain operator certifications.

In addition, the District has experienced an increase in emergency repairs of equipment that is past its useful life. The District will move capital projects along as quickly as possible to replace aged systems but the failure of critical systems could lead to permit violations or unanticipated repair expenditures.

15. Please list performance indicators and metrics used by your department and current statistics for those metrics:

Our treatment plants are required to meet New York State Department of Environmental Conservation State Pollution Discharge Elimination System (SPDES) Permit limits. To date the removal efficiencies for our primary water quality parameters are as follows:

Parameter – North Plant	Permitted Removal %	Actual Removal %
Biochemical Oxygen Demand (BOD)	85%	96.9%
Total Suspended Solids (TSS)	85%	96.9%
Parameter – South Plant		
Biochemical Oxygen Demand (BOD)	85%	95.6%
Total Suspended Solids (TSS)	85%	91.0%

16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source (eg, indicate any potential funding reductions for NYS revenue sources).

NYSDEC is currently evaluating implementing sampling requirements for PFAS compounds. We currently do not know the schedule or the full financial impact of these sampling requirements but we will continue to track NYSDEC progress as they move the sampling requirements forward.

STORM WATER COALITION

**Stormwater Coalition of Albany County
Proposed 2024 Budget (A8021)
Audit and Finance Committee Questions
Prepared by Nancy Heinzen, Stormwater Coalition of Albany County, Director**

Background:

On August 25, 2023 the Stormwater Coalition Board of Directors approved the Coalition 2024 budget.

Questions:

1. Identify the department representative appearing before the Audit & Finance Committee for your agency budget presentation.

Nancy Heinzen, Coalition Director

2. Identify by line item all vacant positions in your department.

None

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.

A8021 12718 550022 Tech/Admin-GIS/GPS

This is a salary line used previously to provide administrative and/or GIS support for Coalition operations. It was resurrected so that the current, 'experienced' Director could cross train the new Director. Member dues fund the position and it is currently a full time position with benefits. Cross training will end, mid-year 2024. At that point, the Coalition Board may choose to hire someone new for this position.

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).

None.

The Stormwater Program Coordinator salary was increased mid-year 2023 from \$71,051 to \$90,000. As explained then, this was to attract and retain candidates for the Stormwater Program Coordinator (Coalition Director) position. For 2024, the same salary was reduced to \$80,000. Given the job market and impact on member dues, an \$80,000 salary was thought to be as competitive a salary as \$90,000 plus more affordable for member communities, a key consideration.

5. Identify by line item any position proposed to be eliminated or salary decreased.

A8021 12633 550028 GIS Specialist (eliminated)

The Coalition Agreement allows member communities to purchase Additional Services-GIS. For 2023, it was assumed that a full time person in the GIS Specialist position would provide these services.

Instead when the GIS Specialist resigned from the Coalition in 2022, rather than recruit and hire a GIS Specialist, the Coalition hired consultants to provide field mapping services, the current Coalition Director provided licensing and data management support, and the County GIS Coordinator, once hired in 2023 provided some technical support.

The Coalition is currently rethinking the need and value of a full time GIS Specialist staff person working exclusively for the Coalition. Until there is a clear understanding of what is necessary and affordable, along with how a Coalition GIS Specialist may interact with the emerging County-wide GIS program, the position has been eliminated.

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2024

None.

7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications).

Portions of GIS services intended to be provided by a GIS Specialist (A8021 12633 550028) have been reassigned to the Tech/Admin-GIS/GPS (A8021 12718 550022). This will allow key, comparatively simple GIS services related to MS4 Permit compliance to continue for interested Coalition members.

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 budgeted expenditures compared to 2024 proposed expenditures (include a column for each expenditure year).

A8021 44046 Fees for Services	2023	2024
ADK Certified Lab – Outfall water testing – Illicit Discharges	\$880	\$880
ORI Outfall Testing Kit Supplies	\$1500	\$1500
Total	\$2,380	\$2,380
A8021 44999 Miscellaneous Contractual	2023	2024
GIS/Mapping/Mapping Services - Consultants	\$500	\$5,000
Coalition Website Hosting and Maintenance	\$4,800	\$2,000
Total	\$5,300	\$7,000

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.

No change in the Fees for Services line.

The Miscellaneous Contractual line increased by \$1,700 from \$5,300 to \$7,000. This reflects a decrease in funds budgeted for a Coalition website re-design, considered no longer necessary and an increase of funds budgeted for a GIS consultant services, potentially necessary given the elimination of the GIS Specialist position.

10. Identify all County vehicles used by your department. Include the title of the employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee.

None. As stated in the Coalition inter-municipal agreement, Coalition staff have access to County vehicles. To date, Coalition staff prefer to use their own vehicle and they are reimbursed for mileage.

11. Provide a specific breakdown of use for the proposed funding for all Conferences/Training/Tuition line items in your department budget.

There is \$2250 budgeted for Conferences/Training/Tuition. These funds are used by staff from Coalition member communities to attend trainings and to cover program expenses for in-house training initiatives.

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

None.

13. Identify by line item any positions that were established/changed during the 2023 fiscal year.

A new Coalition Director was hired in the Stormwater Program Coordinator line (A98021 12629 550015) on September 29, 2023. To cross train the new director and continue to provide some GIS services the current, 'experienced' Coalition Director was reassigned to the GIS Specialist line (A98021 12633 550028). This arrangement was possible given the current, 'experienced' Coalition Director's academic background (Masters in Geography, GIS Certificate) and will continue until the end of fiscal year 2023.

Starting 2024, the current, 'experienced' Director will move to the Tech/Admin Asst –GIS/GPS line, providing additional cross training support, as needed ending early to mid-2024, along with administrative and some GIS related support.

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2024) to better understand that risk and mitigate it.

Succession planning is a recognized challenge for organizations. It is particularly difficult when the Department or organization consists of one staff person, which has been true of the Stormwater Coalition intermittently for many years. For this reason, the Coalition is devoting resources to ensuring that the Coalition Director hired in September, 2023 is well prepared to take over the position in 2024 when the current, 'experienced' Director retires.

Consequently, the biggest risk facing the Coalition is the success or failure of the succession plan. Success will depend on training and mentoring across a wide range of Coalition activities. These include County procedures pertaining to in-kind services, as well as training specific to Coalition services which enable MS4 Permit compliance for all member communities.

The best mitigation is a thoughtful, deliberate approach to handing off Coalition responsibilities. To that end member communities have and will continue to take an active role in providing a hands-on understanding of stormwater permit requirements. Similarly County staff responsible for providing in-kind services will continue to provide the necessary support.

The Coalition Board of Directors recognizes that 2024 will be a transitional year which includes many unknowns. Despite these uncertainties there continues to be a tenacious commitment by all Coalition members to the purpose and value of the Coalition.

15. Please list performance indicators and metrics used by your department and current statistics for those metrics.

There are performance indicators and metrics built into the NYSDEC MS4 Stormwater Permit and Coalition Inter-municipal Agreement.

In particular, progress meeting stormwater program goals are found in two documents, the MS4 Permit Joint Annual Report which is on the Coalition website here: <https://stormwateralbanycounty.org/stormwater-coalition/annual-report/> and the Stormwater Management Program Annual Evaluation here: <https://stormwateralbanycounty.org/programs/>.

Services and tasks specific to 2024 Coalition operations are detailed in an annual work plan adopted by the Coalition Board of Directors which is posted on the Coalition website here: <http://www.stormwateralbanycounty.org/stormwater-coalition/coalition-work-plan/>.

Coalition member communities, along with Coalition staff participate in preparing these documents which include program metrics specific to their community and Coalition. The member communities include: Albany County/DPW; University at Albany-SUNY; City of Albany; Village of Altamont; Town of Bethlehem; City of Cohoes; Town of Colonie; Village of Green Island; Town of Guilderland; Village of Menands; Town of New Scotland; Village of Voorheesville; and the City of Watervliet.

16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.

NYSDEC continues to delay the release of a final, updated MS4 Permit.

While new, more detailed and comprehensive stormwater program requirements are anticipated, it has been seven years since the first draft MS4 Permit was released for review.

Should the FINAL MS4 Permit be released soon, that will immediately establish a time line to complete multiple, mandated MS4 Permit tasks. The financial and staffing burdens posed by the updated MS4 Permit remain to be seen.

INFORMATION SERVICES



DANIEL P. MCCOY
COUNTY EXECUTIVE

M. DAVID REILLY
COMMISSIONER

PATRICK ALDERSON
DEPUTY COMMISSIONER

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ANDREW BELLINGER
CHIEF INFORMATION OFFICER

DAVID BERKUN
DEPUTY CHIEF INFORMATION OFFICER

To: Audit and Finance Committee
From: Div. of Information Services
Date: October 19, 2023
Re: Legislative Questions on Proposed 2024 Executive Budget

In anticipation of the 2024 Tentative Annual Budget to be submitted by the County Executive, the following information is required by the Audit & Finance Committee:

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.
 - a. **Andrew Bellinger, Chief Information Officer**
2. Identify by line item all vacant positions in your department.
 - a. **1680.1.1914.001.350089 Manager of Programming Svcs. – Created 7/23**
(finishing interviews)
 - b. **1680.1.2725.004.350063 Sr. Network/Systems Tech (Finalizing Skill Needs)**
 - c. **1680.1.2725.007.350066 Sr. Network/Systems Tech (Currently Advertising)**
 - d. **1680.1.2726.005.350052 Network/Systems Tech (Canvassing Existing List)**
3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.
 - a. **None**
4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).
 - a. **None**
5. Identify by line item any position proposed to be eliminated or salary decreased.
 - a. **None**
6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2024.
 - a. **None**

7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications).
 - a. **None**
8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 budgeted expenditures compared to 2024 proposed expenditures (included a column for each expenditure year).

2023 Amount	2024 Amount	Description
\$62,000.00	\$62,000.00	First Light - Fiber Services and Internet Connectivity
\$948.00	\$948.00	Big Stock photo Subscription for Graphic Design work done by DIS for other Departments
\$15,000.00	\$15,000.00	Cloud Backup Storage
\$884.00	\$884.00	Kyocera quarterly photocopier lease payments plus overage charges.
\$6,000.00	\$6,000.00	Interactive Mapping (GIS) - Yearly Updates - CHA
\$3,740.00	\$3,740.00	HVAC maintenance for Lieberts in DIS Server Room (Vendor - John Danforth)
\$1,500.00	\$1,500.00	Microsoft Advanced Support
\$15,000.00	\$30,000.00	Networking Professional Services
\$1,000.00	\$1,000.00	AV Professional Services
\$200.00	\$200.00	Rise Vision - Welcome TV @ 112 State Street - Lobby
\$13,700.00	\$13,700.00	Carahsoft Technology Corp - Website for Albany County
\$8,500.00	\$8,500.00	Music Royalties - SESAC and Global Music Rights
\$3,660.00	\$22,320.00	Spectrum Internet Connection (Needed for Remote Work)
\$80,000.00	\$80,000.00	Cybersecurity; Emergency Operations & Business Continuity
\$150.00	\$150.00	Zoom Video Conferencing – CEO
\$180.00	\$192.00	Zoom Video Conferencing – IT
\$150,000.00	\$150,000.00	Intranet/Document Management/SharePoint Integrations
\$0.00	\$150,000.00	Contractor for firewall, misc. needs
\$0.00	\$50,000.00	NIST Vulnerability Assessment/Policy Development
\$0.00	\$30,368.00	Spectrum increases; SIP Trunk replacement

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.
 - a. **None**
10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee.
 - a. **DIS uses DGS Fleet Vehicles as needed for IT support at various county sites.**
11. Provide a specific breakdown of the use for the proposed funding for all Conferences/Training/Tuition line items in your department budget.
 - a. **Nearly 50% of the 2024 budget is for all County employee's security awareness training. On top of this, the budget proposal includes: NYSLGITDA Membership; NYSLGITDA Conference Registration; employee training manuals; Microsoft Training; Laserfiche Training Center; LinkedIn Learning for Gov't; and other professional development opportunities for DIS.**

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.
- a. **None**
13. Identify by line item any positions that were established/changed during the 2023 fiscal year.
- a. **Resolution 288 of 2023 defunded the Applications Developer (350030) and created a Manager of Programming Services (350089). This change is continued into 2024.**
14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2024) to better understand that risk and mitigate it.
- a. **Information Security concerns are always at the top of any IT departments list of risks. Albany County Division of Information Services will be kicking off the following initiatives throughout the remainder of 2023 and into 2024 to better understand and mitigate risks.**
- i. **Albany County Information Security Committee Development**
 - 1. **Made of up representation from all departments**
 - 2. **Used to assist in identifying department specific risks & resolutions.**
 - ii. **Risk Assessment to be performed by 3rd party information security consultants.**
 - iii. **Cyber & Information Security Policy Development Project supported by 3rd party consultants.**
 - iv. **Legacy Infrastructure Hardware – Legacy Network and Storage hardware is a risk given its age, supportability, and workload. The replacement and upgrades to this hardware are starting in 2023 and will continue into 2024.**
15. Please list performance indicators and metrics used by your department and current statistics for those metrics.
- a. **DIS uses Support ticket volume as a metric to help understand our department's workload, as well as employee efficiency. Example:**

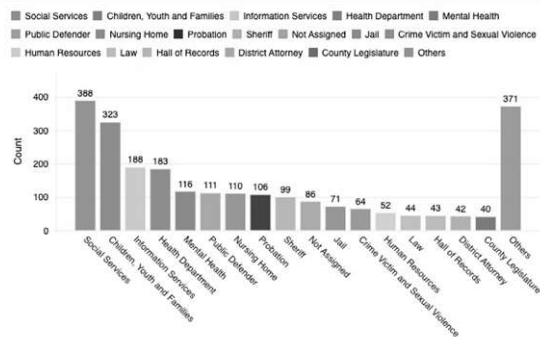


Requests by Department

Generated by Bellinger, Andrew

Total records: 2437

Created Time: From 01/01/2023 12:00 AM To 31/12/2023 11:59 PM



16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.
- a. **None**

Respectfully submitted,

Andrew Bellinger, Chief Information Officer
Division of Information Services

HUMAN RESOURCES

Albany County

Department of **HUMAN RESOURCES**

Daniel P. McCoy, Albany County Executive

Jennifer S. Clement, Commissioner

Tyrell Gladden, Deputy Commissioner

MEMORANDUM

TO: Hon. Wanda F. Willingham, Chair
Audit and Finance Committee

FROM: Jennifer Clement 

DATE: October 12, 2023

RE: Human Resources 2024 Budget

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation. **Jennifer Clement**
2. Identify by line item all vacant positions in your department
The Department currently has three vacant positions as indicated below.

Position	Line
Director of Personnel Services	A1432.11241
Personnel Assistant	A1432.12414
Equity Agenda Coordinator	A1432.12445

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.

We have no new positions proposed for the 2024 budget.

4. Identify by line item any proposed salary increase(s) beyond union contract commitment or any proposed salary increase(s) that is related to the County Buyout Program of 2020. And the justification for those raise(s).
The Department's personnel lines reflect a 3% increase for the 2024 budget.

5. Identify by line item any position proposed to be eliminated or salary decreased.

There are no positions proposed to be eliminated or salaries decreased at this time.

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2024.

The department has no grant funding at this time.

7. Identify by line item all job titles proposed to be changed or moved to another line item. (e.g. reclassifications)

There are no positions proposed to be changed or moved at this time.

8. Provide a breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 expenditures compared to 2024 proposed expenditures.

Fees for Services	2023	2024
Benefits Consultant	\$35,000	\$35,000
EAP Program	\$47,850	\$47,850
Preferred Group – Section 125 Plan	\$7,500	\$7,500
Civil Service Fees	\$20,000	\$20,000
Employee Benefit/Payroll Portal	\$20,000	\$20,000
Affirmative Action Investigations	\$100,000	\$100,000
Retiree Health Plan Payment Program	\$8,000	\$8,000
Total	\$238,350	\$238,350

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.

New: Improve the delivery of employee payroll and benefits through technology enhancement and establishment of an employee portal. In 2023, the Albany County Legislature approved a contract with Paycom to administer employee payroll and benefits. The program will include a self-serve website with a confidential access for individual employees to change deductions, addresses, contact information, taxes withholdings, voluntary deductions and access payroll records and W2's.

New: Subsidy for County Employees for daycare onsite at the Shaker Place Rehabilitation and Nursing Center. The intent of this subsidy is to provide childcare support for our workforce through a subsidy, administered through the Albany County payroll.

Computer Fees Budget Line 1432 44041	\$1,133,000
County Contribution-Daycare for Non Nursing Home Employees 1432 44089	\$250,025

10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee. **There are no vehicles assigned to the Department of Human Resources.**

11. Provide a specific breakdown of the use proposed funding for all Conferences/Training/Tuition line items in your department budget.

Conferences/Training	2024 Budget
Mandated Sexual Harassment	\$11,000
CPR and HR Certifications and training	\$3,000
Countywide Tuition Reimbursement	\$30,000
Countywide Safety Training	\$10,000
Countywide Implicit Bias Awareness	\$8,000
Countywide Diversity and Sensitivity Training	\$9,000

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

There is no overtime budget for the Department.

13. Identify by line item any positions that were established/changed during the 2023 fiscal year.

There were no positions changed during the 2023 fiscal year.

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2023) to better understand that risk and mitigate it.

The largest risk facing Human Resources will be to continue to address department personnel issues and concerns relating to the continued impact of staffing shortages. Also, increased requests for reasonable accommodations, remote work capabilities, workplace/site health and safety protocols, employee daycare concerns. Through innovative recruitment and specifically targeted contractual services, Human Resources intends to directly address this risk in 2024.

15. Please list the performance indicators and the metrics used by your department and current statistics for those metrics.

Performance Measurements:

1. Affirmative Action Employment Program:

For all eligible vacancies candidate referrals and hires:

Goals	Referrals	Hires
2022	100	30
2023 to date	90	15

2. Employee Survey Activities

2024 proposed employee surveys: 3

3. Safety and Security Measurements

Conduct on Work Site Safety and Security Inspections: 62

15. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.

As of January 1, 2024, NYS minimum wage will increase to \$15 per hour.

CIVIL SERVICE



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF CIVIL SERVICE
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MICHAEL LALLI
DIRECTOR

DAVID WALKER
DEPUTY PERSONNEL OFFICER

TO: Hon. Wanda F. Willingham
Chair, Audit and Finance Committee

FROM: Michael Lalli
Director of Civil Service

DATE: October 12, 2022

RE: Proposed 2024 Budget

Below you will find our answers to the questions posed in your October 2nd memo.

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.

Michael Lalli, Director.

2. Identify by line item all vacant positions in your department.

There are no vacant positions.

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.

There are no new positions. All positions are County funded.

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).

A raise of \$10,000 (\$47,223 to \$57,223) has been proposed for the Personnel Technician II (formerly Personnel Technician).

A raise of \$3,625 (\$66,375 to \$70,000) has been proposed for the Personnel Technician III (formerly Senior Personnel Technician).

A raise of \$8,205 (\$71,795 to \$80,000) has been proposed for Deputy Personnel Officer.

These raises have been requested to remain competitive with the local job market. Adjacent municipal and state entities offer higher salaries for similar positions. Below are examples of these higher salaries. Civil Service does not want to lose its current employees to these

competitors. We would also like to recognize the excellent service they perform with corresponding pay.

Entity	Title	Salary	Experience
NYS Civil Service	Human Resources Specialist 1 Testing	Up to \$73,259	Reachable on NYS PCO exam
Albany BOCES	Senior Recruitment and Retention Specialist	\$85,000	Bachelor's and 3 years' exp.; <u>or</u> Associates' and 5 years' exp.: <u>or</u> HS/GED and 7 years' exp.
Albany BOCES	Personnel Assistant III	\$69,000	Associates' and 4 years' exp.: <u>or</u> HS/GED and 6 years' exp.
SUNY Albany	Personnel Coordinator	Up to \$56,000	Bachelor's and 2 years' exp.

5. Identify by line item any position proposed to be eliminated or salary decreased.

There are no positions proposed to be eliminated or salaries to be decreased.

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2024.

Civil Service does not have any positions funded by grant money.

7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications).

Two titles are being changed as indicated below.

2023 Title	2024 Title	2023 Salary	2024 Salary
Personnel Technician	Personnel Technician II	\$47,223	\$57,223
Senior Personnel Technician	Personnel Technician III	\$66,375	\$70,000

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 budgeted expenditures compared to 2024 proposed expenditures (included a column for each expenditure year).

2024 requested fees for services in the amount of \$70,000. We anticipate the purchases in 2024 to grow substantially as the Department of Civil Service will lead an aggressive campaign to solicit and recruit candidates for Civil Service exams. Anticipated costs include recruiting on Indeed and LinkedIn, contracting with advertisement agencies to reach under represented populations, contracting with recruiting firms for assistance with hard to fill vacancies, and fees associated with modernizing the Civil Service process.

2024 requested NYS Civil Service Test Fees line in the amount of \$18,000. This line is used to pay New York State Civil Service for exams we conduct. New York State produces all exam materials and we must pay a fee for each approved applicant.

Below are the 2023 expenditures as requested.

Description	Amount
-------------	--------

Monitor fees	\$105.00
NYS Association of Personnel and Civil Service Officers annual membership	\$313.00
NYS Association of Personnel and Civil Service Officers conference fees	\$100.00
Catalogue and Commerce (records management software) fee	\$6,300
Transfer to Printing and Advertising 1430.4.4402 for printing costs	\$400
Transfer to Computer Equipment 1430.2.2050 for iPad purchase	\$1,255
Total	\$8,473

Below are an estimate of 2024 Civil Service Fees.

Description	Amount
Monitor fees	\$150.00
NYS Association of Personnel and Civil Service Officers annual membership	\$500.00
NYS Association of Personnel and Civil Service Officers conference fees	\$100.00
Catalogue and Commerce (records management software) fee	\$6,300
Online advertising (Indeed, LinkedIn, Facebook, etc.)	\$10,000
Physical advertising	\$10,000
Consulting/Recruiter fees	\$30,000
Job fair fees	\$1,000
Enhancements to Civil Service Portal	\$10,000
Total	\$68,050

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.

Civil Service will launch an electronic canvass letter initiative in November 2023. In Spring 2024, we plan to accept only electronic applications. We anticipate these initiatives to greatly reduce the costs associated with postage, printing and advertising in 2024. Finally, we are also investigating the potential to create our own Civil Service exams rather than use solely NYS Civil Service exams. This would save both time and money.

These initiatives will also increase the efficiency of the department, allowing our staff to focus on creative solutions to existing problems rather than repetitive administrative work.

10. Identify all County vehicles used by your department.

Civil Service does not use county cars.

11. Provide a specific breakdown of the use for the proposed funding for all Conferences/Training/Tuition line items in your department budget.

Civil Service does not have a Conferences/Training/Tuition line.

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

Civil Service does not have an overtime line.

13. Identify by line item any positions that were established/changed during the 2023 fiscal year.

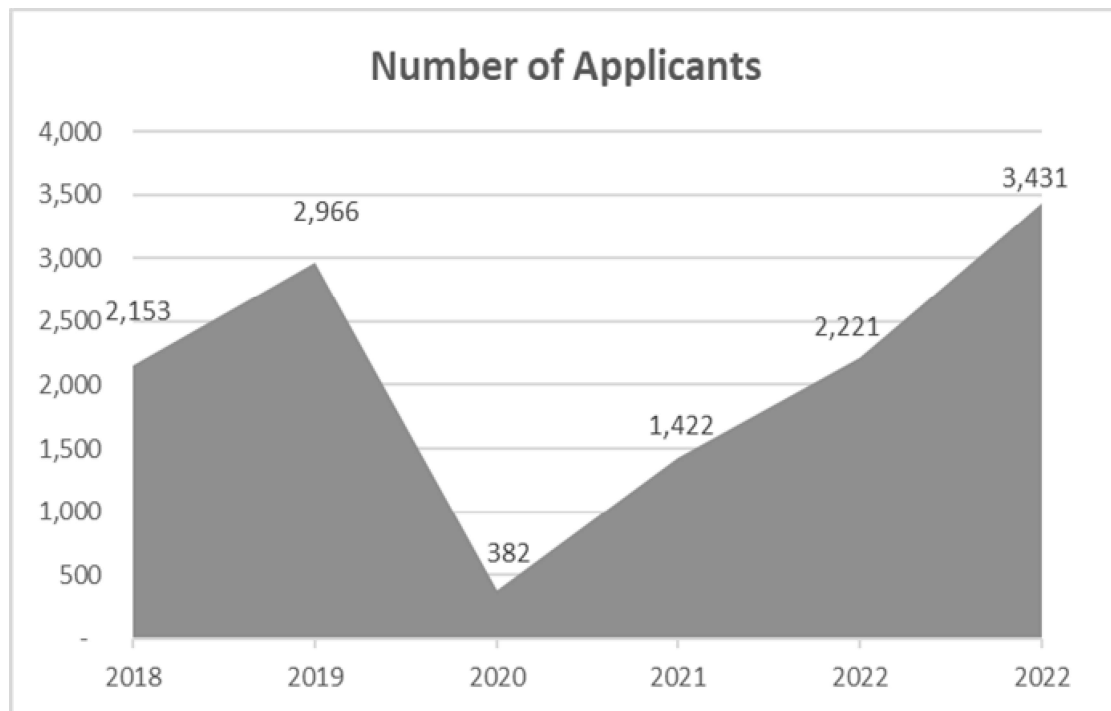
There were no positions established or changes in Civil Service in the 2023 fiscal year.

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2024) to better understand that risk and mitigate it.

The biggest risk this department faces is exam security, mainly that of the exam materials themselves. We follow all of New York State Civil Service's exam security guidelines and house our exam materials in a secure area.

15. Please list performance indicators and metrics used by your department and current statistics for those metrics.

Civil Service measures much of our performance off the number of annual applications, which also is a good measure of the local labor pool.



16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.

Not applicable.

PUBLIC WORKS



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF PUBLIC WORKS
449 NEW SALEM ROAD
VOORHEESVILLE, NEW YORK 12186-4826
(518) 765-2055 - FAX (518) 447-7047
WWW.ALBANYCOUNTY.COM

LISA M. RAMUNDO, PE
COMMISSIONER

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

TO: Hon. Wanda F. Willingham

FROM: Lisa Ramundo, Commissioner, Albany County DPW

DATE: October 12, 2023

RE: Proposed 2024 Budget

I respectfully offer the following information as requested.

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.

Lisa Ramundo, PE, Commissioner, DPW

2. Identify by line item all vacant positions in your department.

- D5110 17212 008 590020 Equipment Operator I
- D5110 17212 013 590025 Equipment Operator I
- D5110 17212 016 590028 Equipment Operator I
- D5110 17205 003 590107 Highway Foreman II
- D5010 16232 001 560008 Clerk Typist III
- D5020 12601 001 580002 Civil Engineer
- D5020 12607 001 580022 Stormwater Program Tech (DPW)
- DM5130 18414 001 600021 Utility Person

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.

N/A

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).

The following raises are being requested to bring the salaries of these positions up to current, capital region market rates. This will enable the Department to retain talented employees as well as make us more competitive when recruiting new employees. Foremen raises in the amounts listed were required in order to bring their salaries above the Equipment Operators they supervise. Foremen raises were offset by defunding two Equipment Operator Positions. Engineering Technician raises were offset by decreasing the amount in the Capital Region Transportation Association Line D 5020 44003 by \$15,000.00.

- D5010 12623 001 560013 Senior Planner 12% increase
\$64,419.00
- D5010 16204 001 560006 Clerk II 13% increase \$60,025.00
- D5020 12812 001 580007 Traffic Safety Instructor 14% increase
\$65,746.00
- D5020 13603 001 580009 Senior Engineering Technician 13% increase
\$60,887.00
- D5020 13603 004 580012 Senior Engineering Technician 13% increase
\$60,887.00
- D5020 13621 002 580015 Senior Traffic Technician 13% increase \$60,344.00
- D5110 17205 002 590098 Highway Foreman II 20% increase \$65,728.00
- D5110 17205 003 590107 Highway Foreman II 20% increase \$65,728.00
- D5110 17205 004 590113 Highway Foreman II 20% increase \$65,728.00
- D5110 17205 005 590114 Highway Foreman II 20% increase \$65,728.00
- D5110 17205 006 590115 Highway Foreman II 20% increase \$65,728.00
- D5110 17205 007 590116 Highway Foreman II 20% increase \$65,728.00
- D5110 17205 008 590117 Highway Foreman II 20% increase \$65,728.00
- DM5130 17511 001 600008 Automotive Mechanic Foreman II 20% increase
\$66,835.00

5. Identify by line item any position proposed to be eliminated or salary decreased.

- D5110 17212 017 590029 Equipment Operator I \$44,262.00
- D5110 17212 020 590032 Equipment Operator I \$44,262.00

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2024.

- D5020 12812 001 580007 Traffic Safety Instructor
- 100%
- Yes

7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications).

N/A

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2023 budgeted expenditures compared to 2024 proposed expenditures (included a column for each expenditure year).

See attached spreadsheet

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.

This year the Department purchased a horizontal shaft impact crusher, a machine that enables us to recycle millings generated from our yearly paving contract. This purchase was 100% State funded. In 2023 we recycled 27,000 tons of asphalt millings from 10 miles of roadways. The millings were processed through the impact crusher and recycled for use as shoulder backup along 10 miles of newly paved roadways. Rather than purchasing crusher run for shoulder backup at a cost of approximately \$7.95/ton, the County was able to use recycled millings for shoulder backup as opposed to purchasing crusher run. This resulted in over \$200,000.00 of material savings which was re-invested into in other in-house projects such as concrete and site work for the MVP Fitness Court and site work at the new County pickle-ball courts. We are currently investigating the possibility of selling surplus recycled millings which will generate revenue.

In an effort to save money on road striping, DPW purchased a paint striping truck so this work can be done in-house. The cost to contract out the work has escalated to over \$400,000 per year. We project we will be able to do this work in house for less than half the price of contracting out.

10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee.

Vehicles are taken home by the Commissioner, Deputy Commissioner and Highway Foremen. Employees in these positions are expected to respond to calls at job sites 24 hours a day and need to have safety equipment on hand. Please see attached list of County vehicles.

11. Provide a specific breakdown of the use for the proposed funding for all Conferences/Training/Tuition line items in your department budget.

Professional development training is used by the Commissioner, Engineers, Engineering Technicians, Senior Planner, Foremen, Mechanics, and other employees when opportunities arise. The following are examples of conferences, and professional development training classes that are attended: Engineers Week, NYS County Highway Superintendent Winter and Spring Conference, Statewide Conference on Local Bridges, Erosion, Stormwater and Sediment Control training. Attendance varies from year to year.

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

See attached overtime spreadsheet

13. Identify by line item any positions that were established/changed during the 2023 fiscal year.

N/A

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2024) to better understand that risk and mitigate it.

Our biggest risk continues to be finding qualified operators to keep up with retirements. With passage of the union contract this year, our operator salaries are competitive. This is great news, and the salary increases have helped us bring in 7 new hires in 2023, however we currently have 15 operators with more than 20 years of experience who we expect to retire in the coming years. We continue to advertise on indeed, on our County website, on VMS boards throughout the County as well as participate in job fairs. We partner with BOCES and offer training positions to graduates and assist them with getting their CDL.

An additional risk the Department is facing is more severe and unpredictable weather events. These events are causing flooding, shoulder and roadway washouts. The County Department of Public Works is leveraging and implementing findings from the Climate Resiliency Plan as well as participating in the County's Hazard Mitigation Plan to identify projects that have the most impact to mitigate these risks.

15. Please list performance indicators and metrics used by your department and current statistics for those metrics.

Delivering capital projects on-time and on budget:

- CR 352/Fox Creek Bridge Replacement project – Delivered on-time and on budget
- 2023 Hauling and Placing Project – Delivered on-time and on budget
- Albany County Rail Trail Bridge – Original Construction completion date was October 31, 2023, Original Structure was on track for completion 2 months early, interim structure will be open by original construction completion date.
- Watervliet Shaker Rd. Reconstruction Project – Construction completion is pushed to spring of 2024 due to traffic signal equipment being on backorder and utility relocation delays.

Keeping roadways clear and passable throughout the winter weather season:

- On 1 occasion throughout the 2022/2023 season, CR 14 was closed for 3 hours due to snow drifts.

Filling Vacancies in 6 months or less:

- We filled 5 out of 8 operator positions this year, we continuously advertise for these positions
- We filled our Director of Operations position within 6 months of advertising it
- It has taken us more than 6 months to fill our Stormwater Program Technician position; we are currently interviewing for this position. The following positions are newly vacant:
 - D5110 17205 003 590107 Highway Foreman II
 - D5010 16232 001 560008 Clerk Typist III
 - D5020 12601 001 580002 Civil Engineer
 - DM5130 18414 001 600021 Utility Person

Increase Department Efficiencies:

- On track to save upwards of \$200,000.00 on road striping by doing work in-house
- Recycled 27,000 tons of millings and reused them for shoulder backup and culvert backfill, saving upwards of \$200,000.00 in roadway material purchases.

Apply for Grants to offset Capital and Budget Costs:

In 2023 we applied for and received the following grants:

- NYS Child Passenger Safety Grant \$37,000.00
- NYS Governor's Traffic Safety Grant \$90,000.00
- Bridge NY Grant – CR 352 over Fox Creek \$2,472,850.00

Our goal in 2024 is to apply for and receive a TAP (Transportation Alternative Program) and/or CMAQ (Congestion Mitigation and Air Quality Improvement) grant(s) for pedestrian improvements along County roadways.

16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.

N/A

Forward four copies of the above information to me in Rm. 710 at 112 State Street, no later than October 18, 2023 by 12:00pm. Please submit complete, clear and thorough information.

2023		2024		2023		2024		2023		2024	
MISC. CONTRACTUAL		MISC. CONTRACTUAL		MISC. CONTRACTUAL		MISC. CONTRACTUAL		FEES FOR SERVICES		FEES FOR SERVICES	
DMS130.4999		DMS130.4999		D5110.4999		D5110.4999		D5110.4046		D5110.4046	
\$30,000.00		\$30,000.00		\$6,400.00		\$6,400.00		\$140,000.00		\$130,000.00	
								\$254,217.50*			
								*(Encumbrance for Mitigation Plan)			
AIRGAS (Cylinder Rental)	\$14,418.08	AIRGAS (Cylinder Rental)	\$21,000.00	Omega Business (Banners)	\$239.25	Lowes-Misc. Bldg. Items	\$3,000.00	Energetix (Drug Testing)	\$1,591.00	Energetix (Drug Testing)	\$3,200.00
SAFETY-KLEEN	\$3,217.84	SAFETY-KLEEN	\$5,400.00	Lowes	\$1,200.00	Lowes-Misc. Rail Trail (seed. Lumber for rails etc.)	\$2,400.00	County Waste Recycling	\$749.60	County Waste Recycling	\$1,200.00
EZ PASS	\$551.09	EZ PASS	\$50.00	Printing of Daily Forms	\$900.00	Printing of Daily Forms	\$1,000.00	Culligan	\$673.40	Culligan	\$900.00
ALTAMONT ENTERPRISE	\$34.93	ALTAMONT ENTERPRISE	\$65.00					Moore Fire Extinguisher	\$1,919.00	Moore Fire Extinguisher	\$2,600.00
NYS HIGHWAY SUPERINTENDENT FEES	\$650.00	NYS HIGHWAY SUPERINTENDENT FEES	\$200.00					Postler&Jaekle (HVAC)	\$2,636.09	Postler&Jaekle (HVAC)	\$6,500.00
NYS DEPT. OF MOTOR VEHICLES	\$12.50	Postler&Jaekle (HVAC)	\$3,285.00					NYS Waste Water Transport	\$500.00	NYS Waste Water Transport	\$500.00
NYS Fees	\$150.00							NYS DEC	\$220.00	Countryside Septic	\$2,500.00
Postler&Jaekle (HVAC)	\$1,122.50							Mileage Reimbursement	\$154.59	Mileage Reimbursement	\$250.00
McGreevy Pro Lab	\$265.74							Alarm & Suppression	\$1,395.41	Alarm & Suppression	\$3,500.00
Staples	\$50.10							NYS DOT Lights	\$7,509.72	NYS DOT Lights	\$7,509.72
Corner Gateway (Printing)	\$19.04							Employee CDI Renewal	\$40.00	Employee CDI Renewal	\$1,800.00
								J McBain Electric	\$1,136.08	Troy Industrial (Generator)	\$2,500.00
								Attention Pest Solutions	\$7,560.00	Stanley Steamer Yrly Cleaning	\$5,000.00
								Mangione Locksmiths	\$476.25	MS4 Fees for Consultant	\$40,000.00
								City of Albany Landfill	\$673.84	Overhead Door Repairs	\$7,000.00
								Dalrymple Gasboy System	\$865.11	Heat Repairs	\$6,500.00
								NYS Perb Case	\$200.00	Serving of Fuel Pumps/Gasboy System	\$4,500.00
								CDM Smith Kings Lane	\$2,000.00	Landfill Charges	\$2,000.00
								Belmonte & Sons Permit	\$358.62	Repairs as needed to DPW Bldg.	\$15,000.00
								Countryside Septic	\$375.00	NYS Fee-Register Fuel Tanks	\$3,500.00
								Arbitrator Services	\$800.00	Wash Facility Maintenance	\$6,500.00
								Camelot Copy	\$812.01	Misc.	\$7,000.00
								Construction Tech Testing	\$1,302.25		
								NYS Power Authority	\$2,456.76		
								Troy Industrial (Generator)	\$1,195.00		
								Lamont Eng. Design Services	\$4,582.56		
								Delaware Eng. Ann Lee	\$16,250.00		
								Anticipated Contracted Spending			
								Conference Room Blinds	\$5,000.00		
								Installed Fencing	\$20,000.00		
								Stanely Steamer-Office/Eng. Rugs	\$5,000.00		
								Westerlo Bathroom Repairs	\$8,000.00		
								MS4 Fees	\$15,000.00		

OVERTIME LINES							
	2021	2022	2023		2021	2022	2023
	D5110.19900	D5110.19900	D5110.19900		DM5130.19900	DM5130.19900	DM5130.19900
Original Budget	\$243,000.00	\$243,000.00	\$243,000.00		\$10,000.00	\$10,000.00	\$10,000.00
Transfers In	\$0	\$148,000.00	\$53,650.00		\$0	\$0	\$11,700.00
Transfer Out	(\$19,704.02)	\$0	\$0		(\$4,422.28)	\$0	\$0
Expenditure	\$221,772.28	\$317,309.65	\$281,786.01		\$4,252.27	\$8,750.11	\$16,087.27
Ending Balance	\$1,523.70	\$73,690.35	\$14,863.99		\$1,325.45	\$1,249.89	\$5,612.73

Name	Vehicle Number	Year	Make	Model	VIN	License
Lisa Ramundo	0001	2018	Ford	Fusion Sedan	3FA6POLUXKR151392	BB7691
Scott Duncan	0002	2020	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE71LF304073	BD7649
Shop-(Joe Vitetta)	0047	2020	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE7XLF304119	BD8626
Coeymans (Bob Travis)	0201	2022	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE79NF242487	BF3246
Colonie (Paul Price)	0301	2020	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE75LF304142	BD7650
Knox (Jason Smith)	0401	2022	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE76NF242513	BF3249
New Scotland (Benji Furman)	0501	2020	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE79LF303415	BD7651
Rens'v (John Pine)	0601	2022	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE70NF242460	BF4229
Westerlo (Matt Motchmann)	0701	2022	Chevrolet	Silverado 2500 Crew Cab	1GC5YLE77NF242505	BF3909

GENERAL SERVICES



DANIEL P. MCCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTY.COM

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

TO: Hon. Wanda F. Willingham, Chair
Audit and Finance Committee

FROM: Commissioner David M. Latina

DATE: November 1, 2023

RE: Proposed 2024 Budget

In anticipation of the 2024 Tentative Annual Budget to be submitted by the County Executive, the following information is required by the Audit & Finance Committee:

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.

Commissioner David M Latina

2. Identify by line item all vacant positions in your department

Position #	Description	Group/BU	Org	Object
<u>300012</u>	CONFIDENTIAL SECRETA	NONU	A91610	1640
<u>300022</u>	LABORER PT 20	GSEA	A91620	1840
<u>300025</u>	LABORER PT 20	GSEA	A91620	1840
<u>310018</u>	SECURITY GUARD	GSEA	A91620	1441
<u>310052</u>	SENIOR MAINT MECH	GSEA	A91620	1811
<u>310054</u>	BUILDING MAINT MECH	GSEA	A91620	1811
<u>310055</u>	BUILDING MAINT MECH	GSEA	A91620	1811
<u>310099</u>	CUSTODIAL WORKER	GSEA	A91620	181
<u>310102</u>	CUSTODIAL WORKER PT	GSEA	A91620	1814
<u>310140</u>	CUSTODIAL WORKER PT	GSEA	A91620	1814
<u>320004</u>	GARAGE ATTENDANT PT	GSEA	A91640	181

<u>340008</u>	ASST OFFSET PRINTING	GSEA	A91670	1730
<u>490009</u>	INSPECTOR	NONU	A96610	1790
<u>680039</u>	CUSTODIAL WORKER	GSEA	A91164	1814
680041	CUSTODIAL WORKER	GSEA	A91164	1814

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.

A1610 12534 001 300026 Operations Analyst

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).

3% COLA increase for Non Union

A6610 11123 001 490002 Director of Weights and Measures

A6610 17905 001 490005 Inspector

003 490009 Inspector

004 490011 Inspector

005 490012 Inspector

A1610 16401 001 300012 Confidential Secretary

A1440 13605 002 280013 Engineering Tech

All adjustments in the Division of Consumer Affairs, as well as the Division of Plans and Projects, are intended to make salaries more competitive in relation to the state average for this professional work. The pay adjustment for the Confidential Secretary is pursuant to the proposed County-wide confidential administrative staff salary increase schedule.

5. Identify by line item any position proposed to be eliminated or salary decreased.

None

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2023.

None

7. Identify by line item all job titles proposed to be changed or moved to another line item (**e.g., reclassifications**).

None

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2022 budgeted expenditures compared to 2023 proposed expenditures (**included a column for each expenditure year**).

See Attached spread sheet for all DGS service contracts.

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.

1620-44509: Employee Safety Initiatives – To fund identified deficiencies (DSS, Training, Field Worker Training, AED, Communications Plan).

10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee.

See attached spreadsheet for all DGS fleet inspections conducted in 2023.

11. Provide a specific breakdown of the use for the proposed funding for all Conferences/Training/Tuition line items in your department budget.
 - Code Enforcement Training
 - Weights and Measures Training
 - Purchasing Training
 - Engineering Training
12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.
 - See Attached Spreadsheet titled "OT Audit"
13. Identify by line item any positions that were established/changed during the 2023 fiscal year.
 - None
14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2023) to better understand that risk and mitigate it.
 - Security and aging infrastructure
 - Working with the Director of employee safety to develop new safety protocols
 - Continue to replace and repair mechanical systems for more energy efficiency
15. Please list performance indicators and metrics used by your department and current statistics for those metrics.
 - The Department of General Services uses DGS request and Custodial request email system to monitor all request for services in are buildings .They are put into a work log system that we monitor for timely completion and repeat calls. DGS also monitors all of our contracts for completion and compensation costs according to contract parameters.
16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.
 - None

DGS SERVICE CONTRACTS 2023 - 2024 PROJECTIONS

Contract #	Start Date	Expiration Date	Vendor	Services	Facility	Budget Line	2023 Contractual	2024 Projected
2023-1131		7/31/26	City Building Systems	Window Cleaning	Co. Court House	1620-4046	\$4,500.00	\$9,000.00
"	"	"	"	"	Judicial Center	1620-4046	\$3,800.00	\$7,600.00
"	"	"	"	"	Family Court	1620-4046	\$1,100.00	\$2,200.00
"	"	"	"	"	Health Dept.	1620-4046	\$1,480.00	\$1,480.00
"	"	"	"	"	M.H./CAC/BOE	1620-4046	\$1,350.00	\$1,350.00
"	"	"	"	"	Social Services	1620-4046	NA	NA
"	"	"	"	"	County Office Building	1620-4046	\$5,600.00	\$5,600.00
"	"	"	"	"	Mercantile	1620-4046	\$950.00	\$950.00
"	"	"	"	"	Hall Of Records	1620-4046	\$100.00	\$100.00
2023-874	1/1/23	12/31/27	NYSID	DA Stedman House Cleaning	Stedman House	1620-4046	\$8,328.00	\$9,619.67
2023-870	1/1/23	12/31/27	NYSID	Court House Cleaning	Family Court	1164-4046	\$180,756.00	\$189,793.80
2023-870	1/1/23	12/31/27	NYSID	Court House Cleaning	Judicial Center	1164-4046	\$146,904.00	\$154,249.70
2022-586	1/1/23	12/31/23	NYSID	Court House Covid Cleaning	County Court House	1164-4046	\$69,326.00	\$0.00
2022-334	4/1/22	3/31/25	Kone, Inc.	Elevator PM	Judicial Center	1164-4046	\$15,156.00	\$15,156.00
"	"	"	"	"	Family Court	1164-4046	\$9,360.00	\$9,360.00
"	"	"	"	"	Court House	1164-4046	\$14,880.00	\$14,880.00
"	"	"	"	"	Health Dept.	1620-4046	\$1,320.00	\$1,320.00
"	"	"	"	"	Mental Health Dept.	1620-4046	\$1,320.00	\$1,320.00
"	"	"	"	"	Mercantile	1620-4046	\$3,312.00	\$3,312.00
"	"	"	"	"	Social Services	1620-4046	\$3,480.00	\$3,480.00
"	"	"	"	"	112 State Street	1620-4046	\$20,760.00	\$20,760.00
6621	1/1/22	12/31/24	BPI Mechanical	60 South Pearl St. - Boiler PM	Mercantile	1620-4046	\$1,200	\$1,200
"	"	"	"	162 Wash. Ave. - Boiler PM	Social Services	1620-4046	\$2,200	\$2,200
"	"	"	"	30 Clinton Ave - HVAC PM	Family Court	1164-4046	\$5,280	\$5,280
"	"	"	"	30 Clinton Ave - Boiler PM	Family Court	1164-4046	\$2,870	\$2,870

Contract #	Start Date	Expiration Date	Vendor	Services	Facility	Budget Line	2023 Contractual	2024 Projected
6623	1/1/22	12/31/24	Eckert Mechanical	112 State St. - HVAC PM	County Office Building	1620-4046	\$18,250.00	\$18,250.00
"	"	"	"	162 Wash. Ave. HVAC PM	Social Services	1620-4046	\$10,500.00	\$10,500.00
"	"	"	"	16 Eagle St. - HVAC PM	County Court House	1164-4046	\$19,325.00	\$19,325.00
6620	1/1/22	12/31/24	J W Danforth	112 State St Boiler PM	County Office Building	1620-4046	\$4,094.00	\$4,094.00
6622	1/1/22	12/31/24	Johnson Controls	112 State St. Chiller PM	County Office Building	1620-4046	\$11,756.00	\$11,756.00
"	"	"	"	6 Lodge St. Chiller PM	Judicial Center	1164-4046	\$21,322.00	\$21,322.00
6618	1/1/22	12/31/24	Postler & Jaekle	60 South Pearl St. HVAC PM	Mercantile	1620-4046	\$6,750.00	\$6,750.00
6619	1/1/22	12/31/24	ESCO	175 Green St. - HVAC PM	Health Dept.	1620-4046	\$4,100.00	\$4,100.00
"	"	"	"	260 South pearl St. - HVAC PM	Mental Health/CAC	1620-4046	\$2,240.00	\$2,240.00
6843	1/1/22	12/31/24	ESCO	224 south Pearl St - HVAC PM	Board of Elections	1620-4046	\$2,380.00	\$2,380.00
"	"	"	"	24 Martin Rd - HVAC PM	Cooperative Extension	1620-4046	\$1,780.00	\$1,780.00
4742	5/1/22	4/30/25	Moore Fire Extinguisher Co.	Fire Extinguisher Testing	Social Services	1620-4046	\$234.00	\$769.50
"	"	"	"	"	County Office Building	1620-4046	\$492.50	\$1,389.50
"	"	"	"	"	County Court House	1164-4046	\$595.00	\$170.00
"	"	"	"	"	Judicial Center	1164-4046	\$291.50	\$373.50
"	"	"	"	"	Family Court	1164-4046	\$277.20	\$265.00
"	"	"	"	"	Mercantile	1620-4046	\$372.50	\$307.50
"	"	"	"	"	Health Dept.	1620-4046	\$178.50	\$197.50
"	"	"	"	"	Mental Health Dept.	1620-4046	\$98.00	\$166.00
"	"	"	"	"	CAC	1620-4046	\$31.50	\$96.50
"	"	"	"	"	Board of Elections	1620-4046	\$98.00	\$76.00
"	"	"	"	"	Shaker Meeting House	1620-4046	\$200.00	\$138.00
"	"	"	"	"	Lawson Lake	1620-4046	\$190.00	\$91.50
"	"	"	"	"	Spruce Street Garage	1620-4046	\$18.00	\$211.50
"	"	"	"	"	Cooperative Extension	1620-4046	\$500.00	\$573.00
"	"	"	"	"	Steadman House	1620-4046	\$18.00	\$18.00

Contract #	Start Date	Expiration Date	Vendor	Services	Facility	Budget Line	2023 Contractual	2024 Projected
6615	1/1/22	12/31/24	Gotham Refining	HVAC Water Treatment	Family Court	1164-4046	\$800.00	\$800.00
"	"	"	"	"	Judicial Center	1164-4046	\$7,000.00	\$7,000.00
"	"	"	"	"	County Office Building	1620-4046	\$7,500.00	\$7,500.00
"	"	"	"	"	Social Services	1620-4046	\$6,500.00	\$6,500.00
"	"	"	"	"	Mercantile	1620-4046	\$6,400.00	\$6,400.00
??	3/1/23	2/28/26	Unifirst	Uniforms & Runners	DGS	1620-4046	\$27,050.00	\$27,050.00
2023-1060	7/1/23	6/30/28	Emergency Power Systems	Generator PM	County Office Building	1620-4046	\$3,340.00	\$3,425.00
"	"	"	"	"	Family Court	1164-4046	\$1,590.00	\$1,630.00
"	"	"	"	"	Court House	1164-4046	\$2,605.00	\$2,670.00
"	"	"	"	"	Judicial Center	1164-4046	\$4,060.00	\$4,160.00
2023-937	5/1/23	4/30/24	Alarm & Suppression	Fire Alarm Inspections	County Office Building	1620-4046	\$13,250.00	\$14,575.00
"	"	"	"	"	Dept. of Social Services	1620-4046	\$1,200.00	\$1,320.00
"	"	"	"	"	Stedman House	1164-4046	\$600.00	\$660.00
"	"	"	"	"	Judicial Center	1164-4046	\$8,000.00	\$8,800.00
"	"	"	"	"	Board of Elections	1164-4046	\$1,900.00	\$2,090.00
"	"	"	"	"	Mercantile	1620-4046	\$1,400.00	\$1,540.00
"	"	"	"	"	County Court House	1620-4046	\$8,000.00	\$8,800.00
"	"	"	"	"	Hall Of Records	1620-4046	\$1,160.00	\$1,276.00
"	"	"	"	"	Health Department	1620-4046	\$1,410.00	\$1,551.00
"	"	"	"	"	Mental Health Dept/CAC	1620-4046	\$2,500.00	\$2,750.00
"	"	"	"	"	Spruce Street Garage	1620-4046	\$150.00	\$165.00
"	"	"	"	"	Family Court	1620-4046	\$2,500.00	\$2,750.00
"	"	"	"	"	Clarksville	1620-4046	\$2,430.00	\$2,673.00
2023-1084	8/1/23	7/31/2028	Pro-Bel	Roof Anchors Inspection	Judicial Center	1164-4046	\$1,200.00	\$1,450.00
2022-550	10/1/22	12/31/24	Eckert Mechanical	Boiler PM	Judicial Center	1164-4046	\$3,895.00	\$3,995.00
2022-347	1/1/23	12/31/24	IGEN Network Corp.	GPS Monitoring	DGS Fleet	1620-4046	\$16,200.00	\$13,720.00
5625	7/1/20	6/30/25	Liberty Elevator Experts LLC	Elevator Inspections	DGS Facilities	1620-4046	\$5,925.00	\$5,925.00

Contract #	Start Date	Expiration Date	Vendor	Services	Facility	Budget Line	2023 Contractual	2024 Projected
5864	1/1/18	12/31/23	County Waste	Trash & Recycling	Health Dept.	1620-4050	\$4,107.48	\$5,134.35
"	"	"	"	"	BOE/M Health /CAC	1620-4050	\$3,912.00	\$4,890.00
"	"	"	"	"	Family Court	1164-4050	\$4,780.32	\$5,975.40
"	"	"	"	"	Cooperative Extension	1620-4050	\$2,678.40	\$3,348.00
5865	1/1/18	12/31/23	Casella Waste	Trash & Recycling	Social Services	1620-4050	\$6,180.00	\$7,725.00
"	"	"	"	"	County Office Building	1620-4050	\$9,540.00	\$11,925.00
"	"	"	"	"	County Court House	1164-4050	\$5,820.00	\$7,275.00
"	"	"	"	"	Judicial Center	1164-4050	\$5,700.00	\$7,125.00
"	"	"	"	"	Mercantile	1620-4050	\$1,644.00	\$2,055.00
6163	4/1/21	3/31/24	Convergent Technologies	Card Access System PM	DGS Facilities	1620-4046	\$0.00	\$9,000.00
	10/1/19	M to M	O'Donnell Custom Finishes	Bronze - Entrance Doors	112 State St	1620-4046	\$6,200.00	\$6,200.00
6345	7/1/18	6/30/24	Pestmaster Services	Pest control	County Office Building	1620-4046	\$1,852.80	\$2,316.00
"	"	"	"	"	County Court House	1164-4046	\$462.96	\$578.70
"	"	"	"	"	BOE	1620-4046	\$462.96	\$578.70
"	"	"	"	"	Mental Health Dept.	1620-4046	\$462.96	\$578.70
"	"	"	"	"	Health Dept.	1620-4046	\$462.96	\$578.70
6343	7/1/18	6/30/24	Attention Pest Service	Pest control	Social Services	1620-4046	\$468.00	\$585.00
"	"	"	"	"	Judicial Center	1164-4046	\$468.00	\$585.00
"	"	"	"	"	Mercantile	1620-4046	\$468.00	\$585.00
"	"	"	"	"	Family Court	1164-4046	\$546.00	\$682.50
"	"	"	"	"	CAC	1620-4046	\$468.00	\$585.00
"	"	"	"	"	Cooperative Extension	1620-4046	\$468.00	\$585.00
"	"	"	"	"	Lawson Lake House	1620-4046	\$468.00	\$585.00
2022-448	9/1/22	8/31/25	CPS of Albany	Snow Removal	Health/BOE	1620-4046	\$25,000.00	\$33,000.00
							\$832,609.54	\$824,072.22

FLEET INSPECTIONS

013	AY1898	AY1898	16	Ford Focus	Aging Dept		208 Washington Ave		
123	AK7660	AK7660	08	ford box truck	Board of Elections		times union center		
124	AK7659	AK7659	09	chevy van	Board of Elections		times union center		
001	BB7694	BB7694	19	Ford Fusion	Children W / Special Needs		times union center		
019	AW9103	AW9103	15	Ford Focus	Children W / Special Needs		times union center		
149	BD1119	BD1119	20	Chevy Bolt	Children W / Special Needs/Tara Barrett	Pool Car	times union center		
043	BF5391	BF5391	17	Ford Fusion	County Clerk		eagle st		
140	KKW3102	KKW3102	21	Chevy Tahoe	County Executive's Office	Dan MCCoy	times union center		
135	R38158	AF7985	13	Chevy Surbaun tahoe	County Executive's Office		175 green st		
067	BG5674	BG5674	23	Chevy Bolt EV	CYF	Pool Car	times union center		
068	BG5666	BG5666	23	Chevy Bolt EV	CYF	Pool Car	times union center		
069	BG5667	BG5667	23	Chevy Bolt EV	CYF	Pool Car	times union center		
053	AZ7829	AZ7829	18	Ford Fusion	CYF - Auclair-CAC	Pool Car	175 green st		
044	AZ4674	AZ4674	17	Ford Focus	CYF - Preventive	Pool Car	175 green st		

061	AZ7831	AZ7831	18	Ford Fusion	CYF - Preventive	Pool Car	175 green st		
002	AZ7837	AZ7837	18	Ford Fusion	CYF / matt k unit	Pool Car	times union center		
021	AW9105	AW9105	15	Ford Focus	CYF /CAC CENTER		175 green st		
027	AW9107	AW9107	15	Ford Focus	CYF /pleatt		times union center		
054	BB7693	BB7693	19	Ford Fusion	Cyf Transportation aid	Pool Car	times union center		
049	AY5078	AY5078	17	Ford Fusion	CYF/ Richiutti		times union center		
024	AY4362	AY4362	17	Ford Fusion	CYF/Amanda Tiffany		times union center		
031	AY1688	AY1688	16	Ford Focus	Cyf/Corrine Bramer		times union center		
039	AZ7835	AZ7835	18	Ford Fusion	CYF/FAMILY COURT		30 Clinton Ave		
023	BA9287	BA9287	19	Ford Transit Van	CYF/Front Desk		times union center		
022	AZ7836	AZ7836	18	Ford Fusion	CYF/Stalker	Pool Car	times union center		
006	AW8960	AW8960	15	Ford Focus	CYF/UNIT 110		times union center		
064	BB7683	BB7683	19	Ford Fusion	D.C.Y.F./Camella Arkazana	Pool Car	times union center		

062	BB7681	BB7681	19	Ford Fusion	D.C.Y.F./Fitzgibbon	Pool Car	times union center		
030	BB7697	BB7697	19	Ford Fusion	D.C.Y.F./pleat	Pool Car	times union center		
145	BA6527	BA6527	18	Chevy Bolt	DPW	Pool Car	DPW		
026	BB8497	BB8497	19	Ford Escape	Finance		times union center		
012	AZ7838	AZ7838	18	Ford Fusion	fleet motor pool	Pool Car	times union center		
038	AY4358	AY4358	17	Ford Fusion	code enforcement	fleet motor pool	times union center		
046	BF7059	BF7059	17	Ford Fusion	fleet motor pool		times union center		
101	M15382	AF8506	06	Dodge Caravan	fleet motor pool	Mike Tiriney	times union center		
103		AF7972	06	Ford Ranger	fleet motor pool		spruce st garage		
071	BG5675	BG5675	23	Chevy Bolt EV	fleet motor pool	code enforcement	times union center		
129	BG9559	BG9559	23	Chevy P/U 2500	fleet motor pool	pool truck	times union center		
130	BG9560	BG9560		Chevy P/U 2500	fleet motor pool	pool truck	times union center		
131	R 38197	AF7987	13	Chevy P/U	fleet motor pool	pool truck	times union center		

132	R38198	AF7988	13	Chevy P/U	fleet motor pool	pool truck	spruce st garage		
133	R38199	AF7989	13	Chevy P/U with lift gate	fleet motor pool	pool truck	times union center		
134	R40637	AF7990	12	Mereces box truck	fleet motor pool	Pool Truck	175 green st		
146	BA6528	BA6528	18	Chevy Bolt	fleet motor pool	Co Exs	times union center		
032	AW7896	AW7896	15	Chevy P/U	Fleet Motor Pool	Consumer Affairs	spruce st garage		
040	AZ4676	AZ4676	17	Ford Focus	Fleet Motor Pool	CONSUNER AFFAIRS	times union center		
041	BB7691	BB7691	19	Ford Fusion	Fleet Motor Pool	DPW/LISSA R	DPW		
150	BE2141	BE2141	20	Chevy Bolt	Fleet Motor Pool	John Neri	times union center		
072	BG5679	BG5679	23	Chevy Bolt EV	Fleet Motor Pool	Pool Car	times union center		
073	BG5680	BG5680	23	Chevy Bolt EV	Fleet Motor Pool	Pool Car	times union center		
074	BG5683	BG5683	23	Chevy Bolt EV	Fleet Motor Pool	Pool Car	times union center		
037	AZ7839	AZ7839	18	Ford Fusion	Fraud unit	fraud unit	times union center		
141	BC9109	BC9109	18	Ford Fusion	Fraud unit/2nd floor	Pool Car	times union center		

138	AF2178	AF2178	14	Ford Van E150	Hall of Records	Pool Car	Hall Of Records		
075	BF7058	BF7058	20	Chevy Blazer	Health Dept.	Pool Car	times union center		
028	AY2797	AY2797	16	Ford Focus	Health Dept.	Pool Car	175 green st		
047	AY4364	AY4364	17	Ford Fusion	Health Dept.	Pool Car	175 green st		
050	AZ4679	AZ4679	17	Ford Focus	Health Dept.	Pool Car	175 green st		
052	BE9424	BE9424	17	Ford Focus	Health Dept.	Pool Car	175 green st		
055	BB7692	BB7692	19	Ford Fusion	Health Dept.	Pool Car	175 green st		
056	AZ4684	AZ4684	17	Ford Focus	Health Dept.	Pool Car	175 green st		
057	BB7684	BB7684	19	Ford Fusion	Health Dept.	Pool Car	175 green st		
058	AZ4688	AZ4688	17	Ford Focus	Health Dept.	Pool Car	175 green st		
059	AZ4691	AZ4691	17	Ford Focus	Health Dept.	Pool Car	175 green st		
060	BB7682	BB7682	19	Ford Fusion	Health Dept.	Pool Car	175 green st		
063	BB7695	BB7695	19	Ford Fusion	Health Dept.	Pool Car	175 green st		

065	BC2109	BC2109	19	Ford Fusion	Health Dept.	Lead Car	175 green st		
003	AY1349	AY1349	16	Ford Fusion	Health Dept.	lead car	175 green st		
029	AW9108	AW9108	15	Ford Focus	Healthy Families	Pool Car	times union center		
004	BB7689	BB7689	19	Ford Fusion	Mental Health	Pool Car	175 green st		
005	BC8641	BC8641	20	Ford Escape	Mental Health	Pool Car	New Scotland Ave		
009	AY2794	AY2794	16	Ford Focus	Mental Health	Pool Car	175 green st		
010	AZ4673	AZ4673	17	Ford Focus	Mental Health	Pool Car	175 green st		
014	AZ7832	AZ7832	18	Ford Fusion	Mental Health	Pool Car	175 green st		
015	AW9098	AW9098	15	Ford Focus	Mental Health	Mental Health	New Scotland Ave		
016	AW9099	AW9099	15	Ford Focus	Mental Health		175 green st		
033	BB7690	BB7690	19	Ford Fusion	Mental Health	Mental Health	New Scotland Ave		
042	AZ4678	AZ4678	17	Ford Focus	Mental Health	Pool Car	175 green st		
045	AY4360	AY4360	17	Ford Fusion	Mental Health	MOBILE CRISIS	New Scotland Ave		

048	AY4365	AY4365	17	Ford Fusion	Mental Health	ACT	175 green st		
066	BD7415	BD7415	19	Ford Van	Mental Health	Pool Car	175 green st		
144	BA6526	BA6526	18	Chevy Bolt	Nursing Home	Pool Car	Albany Shaker Rd		
148	BA9286	BA9286	19	Ford Transit Van	Nursing Home	Pool Car	Albany Shaker Rd		
007	AW9081	AW9081	15	Ford Focus	Probation	Pool Car	times union center		
008	AW9097	AW9097	15	Ford Focus	Probation	Pool Car	times union center		
035	AZ7833	AZ7833	18	Ford Fusion	Probation	Pool Car	times union center		
036	AZ7834	AZ7834	18	Ford Fusion	Probation	Pool Car	times union center		
121	AU9225	AU9225	07	dodge charger	Probation	Pool Car	times union center		
125	AU9227	AU9227	09	dodge charger	Probation	Pool Car	times union center		
147	BA6529	BA6529	18	Chevy Bolt	rec Bureau	pool car	24 martin rd		
020	AW9104	AW9104	15	Ford Focus	Rec Bureau/coop		coop center		
011	AY2790	AY2790	16	Ford Focus	Social Services		208 Washington Ave		

[illegible]

ID No.	Plate No.	new plate #	Yr	Make & Model	Department	Assignment (Driver)	Location		
001	K10103	AF7982	01	Chevy Cavalier	Health Dept.	Pool Car	175 green st		
002	K10254	AF7944	01	Chevy Cavalier	Social Services	Pool Car	out of sev 08/01/17		
006	ADJ429		94	Dodge Intrepid	Board of Elections	Motor Pool	OUTOESERVICE 06/21/07		
007	L27554		95	Ford Escort	C Y F	Motor Pool Downtown	Out of Service 01/2006		
008	L27561		95	Chevy Cavalier	Social Services	162 Wash Lot	208 Washington Ave		
009	K10097	AF8505	01	Chevy Cavalier	Mental Health	Pool Car	175 green st		
010	K10096	AF8504	01	Chevy Cavalier	Mental Health	Pool Car	175 green st		
011	K10256	AF7946	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	John Sanford		
012	K10257	AF7947	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	Howard St.		
013	K10258	AF7948	01	Chevy Cavalier	Fleet Motor Pool	Aging Department	208 Washington Ave		
014	K10120	AF8508	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	175 green st		
015	A80258		91	Chevy Sport Van	Hall of Records	Pool Van	out of service 01/01/09		

017	L27550		84	Ford Pickup	Buildings Court House Truck not in use since 12/31/03	Pool Vehicle			
018	B57465		85	Chevy Pickup	Buildings Court House Truck not in use since 12/31/03	Crew Truck			
019	L27555		96	Chevy Pickup	Buildings 112 State	Pool Truck	out of service10/01/07		
020	L27551		95	Jeep	Buildings 112 State	Pool Vehicle	Spruce St.		
022	K10116	AF7975	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	Howard St.		
023	K10122	AF8510	01	Chevy Cavalier	Mental Health	Pool Car	175 green st		
024	K10264	AF7950	01	Chevy Cavalier	D.C.Y.F.	Pool Car	Howard St.		
025	K10121	AF8509	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	Howard St.		
026	K10265	AF7951	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	times union center		
030	K10283	AF7962	01	Chevy Cavalier	Fleet Motor Pool	Bill Kent	times union center		
028	K10117		01	Chevy Cavalier	Bright Beginnings	Pool Car	times union center		
033	k37221	AF7992	02	Chevy Impala	Probation	Pool Car	Green St.		
034	L27553		95	Ford Taurus	Probation	Pool Car	out of service 04/07/07		

035	K10118	AF7978	01	Chevy Cavalier	Probation	Pool Car	Green St.		
036	K10266	AF7952	01	Chevy Cavalier	Probation	Pool Car	Green St.		
037	K10267	AF7953	01	Chevy Cavalier	Social Services	Lorraine Sheffer	208 Washington Ave		
038	K10076		01	Chevy Cavalier	Children W / Special Needs	Pool Car	Howard St.		
039	K10102	AF7981	01	Chevy Cavalier	Children W / Special Needs	Pool Car	howard st		
040	K10099	AF7979	01	Chevy Cavalier	Children W / Special Needs	Pool Car	howard st		
041	K10115	AF7977	01	Chevy Cavalier	Mental Health	Pool Car	175 green st		
042	K10064	AF7942	01	Chevy Cavalier	Mental Health	Pool Car	New Scotland Ave		
044	M19156	AF7976	01	Chevy Cavalier	CYF - Preventive	Pool Car	175 green st		
047	K10138		01	Chevy Cavalier	Health Dept.	Bill Kent	out of service 09/01/09		
049	K10075	AF8501	01	Chevy Cavalier	Children W / Special Needs	Pool Car	Howard St.		
050	K10140	AF7941	01	Chevy Cavalier	Health Dept.	Pool Car	175 green st		
052	K10269	AF7955	01	Chevy Cavalier	Health Dept.	Niki Miller	175 green st		

053	K10270	AF7956	01	Chevy Cavalier	CYF - Preventive	Pool Car	175 green st		
054	K10271	AF7957	01	Chevy Cavalier	Fleet Motor Pool	Pool Car	howard st		
055	K10063	AF7943	01	Chevy Cavalier	Health Dept.	Pool Car	175 green st		
056	K10101	AF7980	01	Chevy Cavalier	Social Services	geri dydych	208 Washington Ave		
057	K10139	AF7940	01	Chevy Cavalier	Health Dept.	STEVE VAN WORMER	Health		
060	K10272	AF7958	01	Chevy Cavalier	Health Dept.	Chris Graham	Health		
061	L27557		95	Chevy Cavalier	Health Dept.	Tim Burke	OUT OF SERVICE 06/21/07		
062	L27558		95	Chevy Cavalier	Children Services	Sold at auction 9/17/05	Sold to Auctions international \$625.00		
063	L27559		95	Chevy Cavalier	Health Dept.	Michelle Clickner	OUT OF SERVICE 06/21/07		
064	L27560		95	Chevy Cavalier	Fleet Motor Pool	Out of Service 09/2006	Green St.		
065	K10273	AF7959	0	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	times union center		
066	K10274	AF7960	01	Chevy Cavalier	Mental Health	MCT	New Scotland Ave		
067	C10489		93	Dodge Ram	Mental Health	ICM	out of servive apr 09		

068	K10286	AF7965	01	Chevy Cavalier	Fleet Motor Pool	rec bureau	cornell coop		
069	C24667		95	Oldsmobile Cutlass Wagon	Mental Health	Courier	N/A		
070	K10275	AF7961	01	Chevy Cavalier	Fleet Motor Pool	Motor Pool Downtown	Howard St.		
072	L27552		94	Chevy Truck	Consumer Affairs	John Deyoe	Spruce St.		
087	K10284	AF7963	01	Chevy Cavalier	Bright Beginnings	Pool Car	times union center		
088	K10285	AF7964	01	Chevy Cavalier	Health Dept.	Pool Car	175 green st		
089	K10287	AF7966	01	Chevy Cavalier	D.C.Y.F.	Pool Car	Howard St.		
090	K10288	AF7967	01	Chevy Cavalier	Fleet Motor Pool	Pool Car	times union center		
091	K10308	AF7968	01	Chevy Cavalier	Social Services	Pool Car	208 Washington Ave		
093	K10310	AF7970	01	Chevy Cavalier	D.C.Y.F.	Pool Car	Howard St.		
094	K10311		01	Chevy Cavalier	Fleet Motor Pool	Bill Kent	Howard St.		
095	K10312		01	Chevy Cavalier	Probation	Green st. Lot	Green St.		
096	K37202	AF8503	02	Chrysler Voyager	Finance dept	Pool Van	Spruce St.		

097	K37222	AF7993	03	Dodge Van	Hall of Records	Pool Van	Hall Of Records		
098	K37489		91	Chevy Caprice	Management & Budget	Pool Car	Broadway Lot		
099	L82004	AF8500	02	Dodge Pick-up w/Plow	Buildings	Pool Truck	spruce st		
100	L82003	AF7999	02	Dodge Pick-up w/Plow	Buildings	Pool Truck	Clinton St		
104	M19116	AF7998	07	Ford Taurus	CYF	Motor Pool Downtown	Howard St.		
129	R34361	AF7986	08	Ford Crown Victoria	CYF	Pool Car	Family Court Lot		
137	AE9980	AE9980	05	Ford Crown Victoria	Real Property		times union center		
115	m34906	AJ3194	07	chevy malibu	cac center	pool car	175 green st		
136	GNU-1752	GNU-1752	09	Ford Escape	Rec Bureau		cornell coop		
108	M19120	AF7996	07	Ford Taurus	CYF	Motor Pool Downtown	Howard St.		
105	M19117	AF7997	07	Ford Taurus	Probation	green st lot	Green St.		
106	M19118	AF7994	07	Ford Taurus	Health Dept.	Tim Burke	175 green st		
092	K10309	AF7969	01	Chevy Cavalier	Fleet Motor Pool	security car chris johnson	times union center		

073	K10259	AF7949	01	Chevy Cavalier	Fleet Motor Pool		times union center		
107	M19119	AF7995	07	Ford Taurus	Health Dept.	dave diligent x 4627	175 green st		
111	m34902	AF8513	07	chevy malibu	Mental Health	MCT	New Scotland Ave		
117	m34908	AF8517	07	chevy malibu	D.C.Y.F.	Pool Car	175 green st		
051	K10268	AF7954	01	Chevy Cavalier	Health Dept.	Barry Peck	175 green st		
005	K10255	AF7945	01	Chevy Cavalier	Board of Elections	Pool Car	30 russell rd		
109	m34912	AF8521	07	chevy malibu	Health Dept.	BILL RYAN	175 green st		
110	m34901	AF8512	07	chevy malibu	Health Dept.	Pool Car	175 green st		
103	M19110	AF7972	06	Ford Ranger	Buildings	Pool Truck	times union center		
112	AZ7827	AZ7827	18	Ford Fusion	Social Services	Pool Car	208 Washington Ave		
113	m34904	AF8515	07	chevy malibu	fleet motor pool	Pool Car	times union center		
116	m52599	AF8511	07	chevy malibu	D.C.Y.F.	Pool Car	times union center		

118	m34909	AF8518	07	chevy malibu	Bill Kent	Pool Car	times union center		118
119	m34910	AF8519	07	chevy malibu	Mental Health	Pool Car	175 green st		
120	m34911	AF8520	07	chevy malibu	D.C.Y.F.	Pool Car	times union center		
139	AJ3189	AJ3189	03	Gmc Yukon	fleet motor pool	Pool Car	times union center		
099	AB1720	AB1720	04	Jeep Liberty	fleet motor pool	Pool Car	times union center		
100	AB1719	AB1719	08	Jeep Liberty	fleet motor pool	Pool Car	times union center		
118	m34909	AF8518	07	chevy malibu	Bill Kent	Pool Car	times union center		
127	AF7984	AF7984	04	honda pilot	fleet motor pool		times union center		
142	AA7570	AA7570	04	Dodge Dakota	fleet motor pool	Bill Hamilton Truck	spruce st garage		
143	m34903	AF8518	07	chevy malibu	Fleet Motor Pool	Pool Car/BILL KENT	times union center		
102	BE9426	BE9426	06	Chevy Impala	Fraud unit	Pool Car	times union center		
025	AZ4675	AZ4675	17	Ford Focus	Children W / Special Needs		times union center	out of service	
034	AY2796	AY2796	16	Ford Focus	CYF /front desk		times union center		

102	BE9426	BE9426	06	Chevy Impala	Fraud unit	Pool Car	times union center	6/15/2023	
128	AF7991	AF7991	04	Chevy Surbaun tahoe	Consumer Affairs	pool truck	times union center		
122	AU9223	AU9223	08	ford truck	Consumer Affairs	pool truck	spruce st garage	6/15/2023	

[illegible]

DGS OVERTIME						(1620 - 19900)					
HISTORICAL YTD 2020 - 2023											
2021						2022					
FYE						FYE					
BUDGET			\$	70,000			\$	70,000			
TRANSFERS			\$	-			\$	-			
REVISED BUDGET			\$	70,000			\$	70,000			
EXPENSE			\$	52,086			\$	50,697			
AVAILABLE			\$	17,914			\$	19,303			
Comparison By Week											
DATE		AMT	TOTAL		AVG	DATE		AMT	TOTAL		AVG
	1/7/2021	\$ 877				1/6/2022	\$ 1,094				
	01/14/21	\$ 1,178				1/13/2022	\$ 839				
	1/21/2021	\$ 928				1/20/2022	\$ 1,667				
	1/28/2021	\$ 1,116	\$ 4,098	\$ 1,025		1/27/2022	\$ 1,814	\$ 5,415	\$ 1,354		
	2/4/2021	\$ 1,515				2/3/2022	\$ 933				
	2/11/2021	\$ 1,854				2/10/2022	\$ 802				
	2/18/2021	\$ 561				2/17/2022	\$ 2,228				
	2/25/2021	\$ 1,345	\$ 5,275	\$ 1,319		2/24/2022	\$ 508	\$ 4,470	\$ 1,117		
	3/4/2021	\$ 1,214				3/3/2022	\$ 1,488				
	3/11/2021	\$ 743				3/10/2022	\$ 2,075				
	3/18/2021	\$ 1,314				3/17/2022	\$ 312				
	3/25/2021	\$ 916	\$ 4,187	\$ 1,047		3/24/2022	\$ 1,432				
						3/31/2022	\$ 762	\$ 6,068	\$ 1,214		
	4/1/2021	\$ 505									
	4/8/2021	\$ 266				4/7/2022	\$ 891				
	4/15/2021	\$ 553				4/14/2022	\$ 867				
	4/22/2021	\$ 1,144				4/21/2022	\$ 261				
	4/29/2021	\$ 263	\$ 2,731	\$ 910		4/28/2022	\$ 546	\$ 2,566	\$ 641		
	5/6/2021	\$ 261				5/5/2022	\$ 548				
	5/13/2021	\$ 1,634				5/12/2022	\$ 2,813				
	5/20/2021	\$ 785				5/19/2022	\$ 49				
	5/27/2021	\$ 266	\$ 2,947	\$ 737		5/26/2022	\$ 497	\$ 3,906	\$ 977		

DGS -OT Audit -2023.xlsx

