AGENDA

PUBLIC WORKS COMMITTEE

JANUARY 29, 2019

CURRENT BUSINESS:

1. LOCAL LAW NO. "U" FOR 2018: A LOCAL LAW OF THE COUNTY OF ALBANY AUTHORIZING THE COUNTY EXECUTIVE TO ENTER INTO A LEASE AGREEMENT OF PROPERTY OWNED BY ALBANY COUNTY WITH HUDSON VALLEY WIRELESS, SUBJECT TO THE APPROVAL OF THE ALBANY COUNTY LEGISLATURE

2. AUTHORIZING AN AGREEMENT WITH THE TOWN OF BETHLEHEM REGARDING THE ALBANY COUNTY SHARED SERVICES PROPERTY TAX SAVINGS PLAN

3. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE CAPITAL DISTRICT TRANSPORTATION COMMITTEE REGARDING THE (SR155/CR157) WATERVERLIEET SHAKER ROAD PHASE III PROJECT

4. AUTHORIZING THE SUBMISSION OR A GRANT APPLICATION TO THE CAPITAL DISTRICT TRANSPORTATION COMMITTEE REGARDING THE (SR155/CR157) NEW KARNER ROAD CORRIDOR REHABILITATION PROJECT

5. AMENDING RESOLUTION NO. 465 FOR 2016 WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION REGARDING SNOW AND ICE REMOVAL

6. AUTHORIZING AN AGREEMENT WITH AMERICAN ROCK SALT CO., LLC REGARDING THE PURCHASE OF ROAD SALT FOR THE CONTROL OF SNOW AND ICE ON STATE AND COUNTY ROADS
7. AUTHORIZING A LEASE AGREEMENT WITH SEFCU REGARDING SUITE #7 AT THE TIMES UNION CENTER

8. AUTHORIZING A LEASE AGREEMENT WITH THEC FORWARD INC. AT THE TIMES UNION CENTER

9. REVIEWING INCOME STATEMENTS
LOCAL LAW NO. “U” FOR 2018

A LOCAL LAW OF THE COUNTY OF ALBANY AUTHORIZING THE COUNTY EXECUTIVE TO ENTER INTO A LEASE AGREEMENT OF PROPERTY OWNED BY ALBANY COUNTY WITH HUDSON VALLEY WIRELESS, SUBJECT TO THE APPROVAL OF THE ALBANY COUNTY LEGISLATURE

Introduced: 11/13/2018
By Mr. Smith

BE IT ENACTED by the County Legislature of the County of Albany, pursuant to Section 33 of the Municipal Home Rule Law, as follows:

SECTION 1. Sub-Lease Agreement

Notwithstanding Section 215 of the New York State County Law, the County Executive of Albany County is hereby authorized to enter into a sub-lease agreement with the Hudson Valley Wireless allowing for the placement of high-speed Broadband Internet equipment on real and personal property owned by Albany County, for an original term not to exceed twenty five (25) years, with three (3) successive five (5) year options to renew that will each be subject to the approval by the Albany County Legislature.

SECTION 2. Severability

If any article, section, subsection, paragraph, phrase or sentence of this local law is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION 3. Effective Date

This Local Law is adopted subject to permissive referendum pursuant to Section 24 of the New York State Municipal Home Rule Law.

Referred to Law and Public Works Committees – 11/13/18
January 9, 2019

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

As part of the implementation of the Albany Countywide Shared Services Property Tax Savings Plan the County Executive’s Office requests authorization to enter into an agreement to share specialty equipment with the Town of Bethlehem. The sharing of equipment will allow both municipalities to realize savings by avoiding costly equipment purchases and/or rentals while continuing to provide a high level of services. Municipalities will not be mandated to share equipment and will only do so when it is operationally feasible. Any savings generated in 2019 as a result of this agreement will be eligible for a 50 percent match from New York State.

If you should have any questions, please do not hesitate to contact me.

Sincerely

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauelio, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Authorization to Enter into a Shared Services Agreement with the Town of Bethlehem

Date: 1/9/2019
Submitted By: Lucas Rogers
Department: County Executive
Title: Senior Policy Analyst
Phone: 518-447-5566
Department Rep. Michael McLaughlin/Lucas Rogers
Attending Meeting:

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☒ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
File #: TMP-0576, Version: 1

☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☒ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline: Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Town of Bethlehem
445 Delaware Ave, Delmar, NY 12054

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Current Budget: Yes ☐ No ☒
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: Click or tap here to enter text.
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 2/15/19 to 2/14/21
Length of Contract: 2 Years

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
As part of the Implementation of the Albany County-Wide Shared Services Property Tax Savings Plan the County Executive's Office requests authorization to enter into an agreement to share specialty equipment with the Town of Bethlehem. The sharing of equipment will allow both municipalities to realize savings by avoiding costly equipment purchases and/or rentals while continuing to provide a high level of services. Municipalities will not be mandated to share equipment and will only do so when it is operationally feasible. Any savings generated in 2019 as a result of this agreement will be eligible for a 50 percent match from New York State.
MEMORANDUM

To: County Legislature
From: Office of the County Executive
Date: January 24, 2019
RE: Shared Equipment Agreement with Town of Bethlehem

Background
As part of the implementation of the Albany Countywide Shared Services Property Tax Savings Plan the County Executive’s Office requests authorization to enter into a two year agreement to formalize the sharing of specialty equipment with the Town of Bethlehem. The sharing of equipment will allow both municipalities to realize savings by avoiding costly equipment purchases and/or rentals while continuing to provide a high level of services. Municipalities will not be mandated to share equipment and will only do so when it is operationally feasible. Any savings generated in 2019 as a result of this agreement will be eligible for a 50 percent match from New York State.

Key Provisions
The County DPW Commissioner and Town of Bethlehem Highway Supervisor will have discretion over what equipment is available to lend and when it is available. Any sharing of equipment will occur during normal business hours, with the exception of emergency situations.

Each government will remain fully responsible for its own employees (i.e. salary, benefits, and worker’s compensation). Each municipality will hold the other harmless from costs, damages, claims or expenses attributable to negligence of their own employees. Borrowing governments will be responsible for damage to equipment that they have borrowed, outside of normal wear and tear. In addition, borrowing governments will be expected to maintain adequate insurance as agreed upon by the County and Town attorneys. Any disputes relating to repair, maintenance, cost, or damage to equipment that cannot be resolved between the parties will be resolved through arbitration.
The County and Town will track all equipment sharing, including but not limited to date requested, operator, and recent maintenance. This tracking will be aided by the County’s development of a shared equipment database allowing each participating municipality to enter a list of available equipment and supporting information. Any state reimbursement as part of the County Wide Shared Savings Initiative will be shared evenly between the two parties.
Amended Albany County Shared Services Property Tax Savings Plan

September 14, 2018

The Rockefeller Institute of Government
The Benjamin Center
On Behalf of the Albany County Shared Services Panel
The Albany County Shared Services Panel
Honorable Daniel McCoy, Chair
County Executive

Honorable Kathy M. Sheehan
Mayor, City of Albany

Honorable Sean Lyons
Supervisor, Town of Berne

Honorable Paula A. Mahan
Supervisor, Town of Colonie

Honorable Vasilios Lefkaditis
Supervisor, Town of Knox

Honorable Richard H. Rapp
Supervisor, Town of Westerlo

Honorable Frank A. Leak
Mayor, Village of Colonie

Honorable Robert D. Conway
Mayor, Village of Voorheesville

Honorable Shawn M. Morse
Mayor, City of Cohoes

Honorable David VanLuven
Supervisor, Town of Bethlehem

Honorable Rachel A. Perfetti
Supervisor, Town of Green Island

Honorable Douglas LaGrange
Supervisor, Town of New Scotland

Honorable William Misuraca
Mayor, Village of Ravena

Honorable Ellen M. McNulty-Ryan
Mayor, Village of Green Island

Honorable Michael Manning
Mayor, City of Watervliet

Honorable Philip A. Crandall
Supervisor, Town of Coeymans

Honorable Peter G. Barber
Supervisor, Town of Guilderland

Honorable Steven Pfleging
Supervisor, Town of Rensselaerville

Honorable Megan Grenier
Mayor, Village of Menands

Honorable Kerry A. Dineen
Mayor, Village of Altamont

Brian Hunt
Superintendent, Voorheesville School District

Mark Jones
Deputy District Superintendent and Chief Operating Officer, Capitol Region BOCES

Dale Breault
Northeast Regional Information Center, Capitol Region BOCES

Maureen A. Long
Superintendent, Menands School Districts

Sherri Fisher
Assistant Superintendent, South Colonie School District

Kaweeda G. Adams
Superintendent, Albany School District

Timothy Mundell
Superintendent, Berne-Knox-Westerlo School District

Jody Monroe
Superintendent, Bethlehem School District

Jennifer Spring
Superintendent, Cohoes School District

Teresa Snyder
Superintendent, Green Island School District

Brian Bailey,
Superintendent, Ravena-Coeymans-Seikirk School District

D. Joseph Corr
Superintendent, North Colonie School District

Jonathan A. Buhner
Superintendent, South Colonie School District

Lori S. Caplan
Superintendent, Watervliet School Districts

Marie Wiles
Superintendent, Guilderland School District
Phase 2 of the Albany County Shared Services Plan: Amended Plan and Implementation

On September 13, 2017, the Albany County Shared Services and Taxpayer Savings Panel (the panel) by a twenty to zero vote adopted an Eight-Point Shared Services and Property Tax Savings Plan (the plan), as required by Part BBB of Chapter 59 of the State Laws of 2017, known as the "County-Wide Shared Services Initiative." Under the law, every county had to convene a shared services panel to develop a Shared Services and Taxpayer Savings Plan. (For a full summary of the law's requirements under the law, see Appendix C)

Since the adoption of the plan by this unanimous vote, the team assembled by Albany County has been working diligently to implement the approved plan. The county has already made several announcements regarding meeting plan benchmarks. In the course of working on the plan, the panel found that implementation teams identified additional areas of potential savings. As work progressed, some on the panel indicated that it would be in taxpayers' interest to allow more time to implement the plan in order to maximize benefits to residents. Additionally, several new savings proposals were raised for the panel to consider. Therefore, we are withdrawing and resubmitting the plan to the state. We have held three additional public hearings and submitted the amended plan to the county to review to comply with state shared services law.

For plan modification, we persisted in adhering to the county executive's directive that our approach be driven from the bottom-up, and that every community be heard. Albany County has three cities, ten towns, six villages, twelve school districts, twenty fire districts, and fifty-three special town-run districts (lighting, sewer, etc.). This makes individual outreach a challenge — but one that is critical to the success of the plan. We thank the local representatives for their continued assistance in working with the team to fine-tune the shared services panel's existing plan.

The county implementation team, as well as the teams from the Rockefeller Institute of Government and the Benjamin Center, have convened a series of implementation
meetings in areas ranging from the health consortium to energy efficiency. Team members have met with the panel and municipalities as a group various times since September 15, 2017, and are in the process of meeting individually with municipalities to refine savings estimates. Those updated estimates are found below.

Changes from the 2017 Adopted Plan

After working with municipalities, school districts, and subject-matter experts, we were able to refine several proposals, as well as add three new proposals to the plan. In some cases, although not directly applicable with compliance under the state process, yet important to expand shared services nonetheless, several proposals have been refined to extend beyond Albany County’s borders to other local governments outside the county. It is a testament to the continued hard work of the panel.

Even with conservative estimates and the narrowing of one proposal, when fully implemented this plan contains $10,215,500 in total annual savings. This is a more than 5 percent increase in the overall savings than included in the plan last year. Given the new proposals and greater savings, the resubmission to the state is in the Albany County taxpayers’ interest. Over time, with more complete data, additional opting in, and with the potential addition of proposals not yet formally adopted by the panel, we expect the savings to grow considerably.

The amended plan, when fully implemented, contains $10.2M in annual savings, which is 5 percent more than the adopted plan.

Current Status of the Adopted Albany County Shared Services and Taxpayer Savings Action Plan

PROPOSAL 1
The Community Choice Aggregation Energy Program

There was significant interest in reducing a sizable and growing cost for local governments — energy consumption. In 2016, the New York State Public Service Commission (PSC) issued an order authorizing the establishment of Community Choice Aggregation (CCA) programs by municipalities (see PSC Case 14-M-0224). A CCA allows municipalities to use their collective purchasing power to enter into an energy contract to lower prices and/or increase usage of renewable energy supplies. Under the program, each municipality must pass a local law to participate; once they do, the government and local residents are entered into the program. Residents and businesses may opt out of the program.

Not only did the panel members raise this as an issue, but the public raised energy issues time and time again at our public hearings — in costs and going greener. The
cities of Albany, Cohoes, and Watervliet; towns of Bethlehem, Berne, Coeymans, Colonie, Guilderland, Knox, Green Island, New Scotland, and Westerlo; villages of Altamont, Green Island, Menands, and Voorheesville; and school districts of Albany, Berne-Knox-Westerlo, Cohoes, Guilderland, North Colonie, Coeymans-Ravena-Selkirk, South Colonie, Voorheesville, and Watervliet all agreed to adopt the proposals in the plan, though several may not do so in 2018.

There has been considerable activity since the adoption of this proposal. There has been interest from community and environmental groups, as well as resolutions passed by the Albany Common Council to implement the program.

The county has convened implementation meetings between interested municipalities and state energy offices (e.g., New York State Energy Research and Development Authority, New York Power Authority, and the Public Service Commission). Albany County will begin working with municipalities in 2018 to pass the requisite local laws to establish the CCA program in each community, conduct a public campaign to inform residents about the program, and develop a competitive bid to select an energy provider to supply the energy services.

We continue to estimate a more conservative overall energy savings of 10 percent.

**PROPOSAL 2
Creation of a County Health Consortium**

Every municipality, except the village of Ravena and the school districts of Bethlehem, Guilderland, Menands, and Ravena-Coeymans-Selkirk, has agreed to implement a county-wide health consortium.

Since the adoption of the proposal, Albany County, Altamont, Bethlehem, Berne, the town and village of Green Island, Guilderland, Voorheesville, Watervliet, and Westerlo, among others have provided the information necessary to build the health benefits database. This database will help determine what type of plans the consortium has to offer in order to meet or exceed existing health benefits to employees and retirees. Additional municipalities have indicated an interest in joining the consortium, but have not provided the necessary information to move forward. In May, after months of work with the County Department of Human Resources and other participating municipalities, the county officially announced the creation of the health consortium program. We are now in the process of building the aforementioned health benefits database and beginning to take the legal steps necessary to form the consortium.

Moreover, last year we raised several potential barriers to implementing a robust health consortium in the county and worked with state and other local officials in an attempt to eliminate some of the barriers. In his 2018 State of the State address, Governor Cuomo directed the New York State Department of Financial Services to publish guidance and provide technical assistance to local governments in order to
ease the process of creating health consortia, specifically for smaller municipalities and such direction was included in the amendments to the Shared Services law contained in the 2018-19 enacted budget. Since then, the team has worked with state officials to make a county-wide consortium more flexible for municipalities, demonstrating a collaborative state and local process. Team members participated in an April teleconference held by the Department of State and the Department of Financial Services, which specifically covered the actions that agencies have implemented to make it easier to form such consortia.

Finally, the county is considering opening up the health consortium to other counties if it does not violate state rules regarding matching funds and does not make it more difficult to establish the consortium. Although it won’t result in eligible savings under the state law, it could lower the overall health costs to participating municipalities even further. Already, two neighboring counties have inquired about participating in the program.

The county is ahead of schedule implementing the health consortium.

PROPOSALS 3 & 4
County-Wide Centralized Shared Specialty Equipment and Personnel Programs

Virtually every municipality and school district were supportive of sharing specialty equipment with one another either with the county, or among local governments and school districts and this is one area that shows additional taxpayer savings opportunities. While the county would maintain the list of equipment, this does not mean the county would purchase all the equipment. Rather, the county will act as the clearinghouse.

The cities of Albany, Cohoes, and Watervliet; towns of Bethlehem, Berne, Coeymans, Colonie, Guilderland, Green Island, New Scotland, Rensselaer, and Westerlo; villages of Altamont, Green Island, Menands, and Voorheesville; and school districts of Albany, Berne-Knox-Westerlo, Cohoes, Guilderland, North Colonie, Coeymans-Ravenna-Selkirk, South Colonie, Voorheesville, and Watervliet all agree to participate in the program.

After several months of preparation and the development of the database, the county of Albany officially launched the program in May of 2018 — which is like the portal Suffolk County is currently implementing. The county is currently working with municipalities to develop a formal memorandum of understanding (MOU) agreement to deal with issues like potential shared service charges, liability, insurance, and other legal issues. Those agreements will be completed by the end of the calendar year.

Some municipalities, like the towns of Bethlehem and Guilderland, have submitted extensive lists, which in those places would likely mean even greater savings. Shared equipment interest has exceeded earlier projections and, therefore, has been adjusted upward. However, by the final report there is a high likelihood of even greater savings in this area.
Similar to equipment, the county is also implementing a central database to allow municipalities to facilitate personnel sharing — e.g., construction crews, abandoned property maintenance, lawyers, animal control officers, assessors, financial advisers, and engineers. In addition to sharing personnel and creating centralized contracts for services, a recommendation from the 2015 GEP would create a county-wide workforce database that would include data for all employees that currently work for Albany County and its municipalities. This would facilitate collaborative workforce management and improved succession planning among local governments and across the range of local government functions. This project is underway with financial support from the county, but has been hampered by the lack of workforce data provided by municipalities. The county is working with municipalities to get better workforce data to be able to better achieve its initial goals.

The cities of Albany, Cohoes, and Watervliet; towns of Bethlehem, Coeymans, New Scotland, Menands, Westerlo, Rensselaerville, and Green Island; villages of Altamont, Green Island, Voorheesville, and Guilderland; and school districts of Albany, Bethlehem, Berne-Knox-Westerlo, Cohoes, Guilderland, North Colonie, Coeymans-Ravena-Selkirk, South Colonie, Voorheesville, and Watervliet all agreed to implement the proposal.

PROPOSAL 5
Create Additional Joint Purchasing Agreements for Equipment, Materials, Services, and Supplies6

Albany County is currently creating a centralized purchasing system for all municipalities, including piggybacking on existing state, county, or local contracts with the best price for such items and services, such as medical supplies; software; computer hardware; equipment; telecommunication systems; gasoline; diesel fuel; waste removal; recycling; electrical; plumbing; heating, ventilation, and air conditioning (HVAC); and asbestos removal, including piggybacking on the state contracts.

As adopted under the final 2017 plan, the county is in the process of convening a working group to develop a process for local municipalities and school districts to help lower costs for services, supplies, and equipment as they see prices change and opportunities arise, including piggybacking on existing county contracts if the terms and pricing are better. As an example, the county will allow local municipalities to use their wireless contract.

All municipalities originally approved this proposal, except the village of Ravena. Since then, Ravena has joined.
PROPOSAL 6
Consolidate Vehicle Maintenance and Repair Services within the County and Combine County, Town, and School District Vehicle Maintenance Facilities in Voorheesville, Berne, Knox, and Westerlo

The county will offer maintenance repair services and body work to municipalities and school districts (in certain instances). Several smaller districts and municipalities have expressed an interest in this. Specifically, municipalities would have access to the county Department of Public Works (DPW) stations for servicing of their vehicle fleets through an MOU or other formal arrangement. The county would assess a fee for the service. However, capacity issues and implementation still need to be worked out. The county will also explore with interested municipalities and school districts developing a centralized contract for vehicle maintenance and repair as well as a centralized contract to purchase vehicles and vehicle parts. It is possible a centralized contract for vehicle service and maintenance could supplement a county service.9

Currently there are eight vehicle maintenance and/or storage facilities in the hilltowns. Albany County has its facilities in Berne, Knox, and Westerlo. The towns of Berne, Knox, and Westerlo have their own facilities as does the Berne-Knox-Westerlo school district. All of these jurisdictions’ facilities are outdated and need to be replaced or significantly renovated. These jurisdictions are interested in consolidating their eight current facilities into three vehicle maintenance facilities. The Berne-Knox-Westerlo school district is interested in an arrangement with the county and town to lease or rehabilitate a consolidated facility at the town of Berne’s current facility.10

The Voorheesville School District was originally interested in moving the storage and maintenance of their buses and equipment to the county’s New Scotland facility in 2018, but there were problems with the dimensions of the space being able to accommodate their vehicles, so they are no longer interested.11 As such, we have adjusted the potential savings estimates.

PROPOSAL 7
Consolidate Interpretation/Translation Services within Albany County Government12

There are many new federal and state requirements to translate materials into languages other than English. As population diversity grows, translation needs will continue to grow. Budget lines for this service are often exhausted (or not included), nor is there in-house expertise to complete this new task. The county explored the possibility of providing a centralized translation service to all municipalities, by either performing it or connecting to providers or other government entities to do so. Unfortunately, federal requirements do not allow for the county to offer this type of centralized service. Instead the county found a centralized state contract for translation services and offered that contract to interested municipalities.

All municipalities, except the town of Knox and the village of Ravena, are participating in the Albany County program.
PROPOSAL 8
Retrofit Lights to High Efficiency LED Lighting

Various municipalities have or will be installing high efficiency light-emitting diode (LED) lighting. LED lights use about 75 percent less energy than traditional incandescent lights and, by 2027, the U.S. Department of Energy believes they could result in more than $30 billion in electricity cost savings nationwide.

The team is currently working with municipalities to address issues, most recently with the town of Bethlehem on streetlight conversion to LED lighting. However, even with the potential for using more efficient and less costly lighting, as a result of difficult interactions with utility companies, municipalities and school districts have developed concerns about whether it is better to lease or sell the equipment, the specialized maintenance of the lights, and overall capital costs. The county is coordinating a process to work with municipalities and schools to install additional LED lights in addition to the projects currently underway, including serving as the point person on negotiating with the utilities since working with the utilities was one of the major complaints by municipalities in upgrading to LED. Moreover, the county is working to develop a team of shared maintenance personnel for those municipalities that need assistance with upkeep, since several municipalities raised ongoing maintenance as a concern.

All municipalities, except the village of Ravena, are participating.

PROPOSAL 9
Issue a County-Wide Request for Proposal (RFP) for a Solar Energy Consortium

Many municipalities are constructing solar fields to expand renewable electricity at a cheaper cost and the move to more renewable sources of energy is part of the county’s climate smart community plan. As we noted in the 2017 preliminary report, the village of Voorheesville installed solar panels at their garage and fire house. Moreover, the town of Bethlehem installed a 3.75MW solar system several years ago and there is another project in Coeymans. The town of Bethlehem project is estimated to save $150,000 annually. To better leverage the available land and resources of all the local governments within the county, the panel proposes that the county should issue a solar energy consortium RFP. The panel does recognize some of the problems of previous efforts, namely federal regulatory and tax uncertainty that could affect the program. With those caveats in mind, the program will be modeled off of Schenectady County’s county-wide solar farm RFP in their 2017 shared services plan. Under the program, the county and participating towns shared land, savings, and costs for the respective projects.
PROPOSAL 10
Expand Access to the Albany/Saratoga Counties’ Anaerobic Digester Facility

In March 2018, Albany and Saratoga Counties announced construction of a $45M waste to energy plan, known as an anaerobic digester.\(^9\) This project will be transformational in that it will save money on shipping and storing organic and sludge waste in landfills and instead use the material to generate electricity — which will also save both counties money in the long run. Sited in Menands, this will save Albany County $1 million annually on disposal costs and even greater savings on energy costs. The county proposes opening up the state-of-the-art facility to other municipalities and school districts within Albany County.

PROPOSAL 11
Implement a County-Record Digitization Program

Albany County purchased the LaserFiche Electronic Content Management system through a grant application by the county clerk for a joint project with the city of Albany. Albany County hosts the LaserFiche server and data storage. LaserFiche will allow the county to move forward with an electronic records management program that can be used for documents such as contracts, employee records, and any type of electronic form. The county, like other counties, proposed to extend record digitization and management to other municipalities. Tompkins County is a model the panel will explore when implementing this proposal.\(^{10}\) Moving to greater use of joint electronic records management helps provide information with more ease to the public, is more efficient for local governments, and results in reduced costs.
## Shared Services Report Card

<table>
<thead>
<tr>
<th>PROPOSAL</th>
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<tr>
<td>(1) Creation of the Albany County Community Choice Aggregation Energy Program</td>
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<td>(2) Create a County Health Consortium</td>
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<td>(3) Creation of a County-Wide Centralized Shared Specialty Equipment Program</td>
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<td>(5) Create Additional Joint Purchasing Agreements and Centralized Contracts for Equipment, Materials, Services, and Supplies</td>
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<td>(9) County-Wide Solar Request for Proposal (RFP)</td>
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<td>(10) Expand Access to the Albany/Saratoga Anaerobic Digester</td>
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<td>(11) County Digital Records Management</td>
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<th>DRAFT POTENTIAL SAVINGS 2019</th>
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<td>(1) Creation of the Albany County Community Choice Aggregation Energy Program</td>
<td>$106,000</td>
<td>$1,000,000</td>
<td>$1,500,000</td>
<td>Begun meetings with interesting municipalities, energy experts, and community organizations.</td>
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<tr>
<td>(2) Create a County Health Consortium</td>
<td>-</td>
<td>$1,500,000</td>
<td>$3,000,000</td>
<td>We have met with interested municipalities, thirteen of which have provided us with the necessary information to begin to build the health benefits database necessary to establish the consortium. Also considering opening the health consortium to other municipalities outside the county.</td>
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<td>(2017: $300,000) $850,000</td>
<td>(2017: $525,000) $1,050,000</td>
<td>(2017: $525,000) $1,050,000</td>
<td>The county announced the online clearinghouse to offer shared equipment. Municipalities are submitting equipment to populate the database.</td>
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<td>$425,000</td>
<td>$800,000</td>
<td>$1,300,000</td>
<td>A database is in place, but additional information from municipalities is necessary in order to achieve targeted savings.</td>
</tr>
<tr>
<td>(5) Create Additional Joint Purchasing Agreements and Centralized Contracts for Equipment, Materials, Services, and Supplies</td>
<td>$500,000</td>
<td>$600,000</td>
<td>$600,000</td>
<td>One municipality, Voorheesville, withdrew from the project because the facility's dimensions did not meet their needed requirements.</td>
</tr>
<tr>
<td>(6) Consolidate Vehicle Maintenance and Repair Services within the County and Combine County, Town, and School District Vehicle Maintenance Facilities in Berne, Knox, and Westerlo</td>
<td>$106,000</td>
<td>(2017: $1.99M) $990,500</td>
<td>(2017: $1.99M) $990,500</td>
<td>One municipality, Voorheesville, withdrew from the project because the facility's dimensions did not meet their needed requirements.</td>
</tr>
<tr>
<td>(7) Consolidate Interpretation/Translation Services within County</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>The county has implemented a program to provide the translation services.</td>
</tr>
<tr>
<td>(8) Retrofitting Lights to High-Efficiency LED Lighting</td>
<td>$175,000</td>
<td>$250,000</td>
<td>$750,000</td>
<td>The county will coordinate technical assistance, implementation, and other issues related to the implementation of the LED retrofitting.</td>
</tr>
<tr>
<td>(9) County-Wide Solar Request for Proposal (RFP)</td>
<td>$0</td>
<td>$150,000</td>
<td>$225,000</td>
<td>New proposal.</td>
</tr>
<tr>
<td>(10) Expand Access to the Albany/Saratoga Anaerobic Digester</td>
<td>$0</td>
<td>$100,000</td>
<td>$250,000</td>
<td>New proposal.</td>
</tr>
<tr>
<td>(11) County Digital Records Management</td>
<td>$0</td>
<td>$300,000</td>
<td>$500,000</td>
<td>New proposal.</td>
</tr>
</tbody>
</table>

| 2017 Projected | $1,556,000 | $6,715,500 | $97,566.00 |
| 2018 Projected | $2,239,000 | $7,206,000 | $10,215,500 |
Appendix A. County-Wide Shared Services Property Tax Savings Plan Summary

County of Albany
County Contact: Michael McLaughlin, Director of Policy and Research
Contact Telephone: 518-447-7040
Contact Email: Michael.McLaughlin@albanycounty.ny.gov

<table>
<thead>
<tr>
<th>Participating Cities</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Albany</td>
<td>Kathy M. Sheehan, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Cohoes</td>
<td>Shawn M. Morse, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Watervliet</td>
<td>Michael Manning, Mayor</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participating Towns</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Berne</td>
<td>Sean S. Lyons, Supervisor</td>
<td>Absent</td>
</tr>
<tr>
<td>2. Bethlehem</td>
<td>David VanLuven, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Coeymans</td>
<td>Philip A. Crandall, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Colonie</td>
<td>Paule A. Mahan, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Green Island</td>
<td>Rachel A. Perfetti, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Guilderland</td>
<td>Peter G. Barber, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Knox</td>
<td>Vasiliios Lefkadiotis, Supervisor</td>
<td>Absent</td>
</tr>
<tr>
<td>8. New Scotland</td>
<td>Douglas LaGrange, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Rensselaerville</td>
<td>Steven Pfleging, Supervisor</td>
<td>Absent</td>
</tr>
<tr>
<td>10. Westerlo</td>
<td>Richard H. Rapp, Supervisor</td>
<td>Absent</td>
</tr>
</tbody>
</table>
### Row 3 - Villages in Albany County

<table>
<thead>
<tr>
<th>Participating Villages</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Altamont</td>
<td>Kerry A. Dineen, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Colonie</td>
<td>Frank Leak, Mayor</td>
<td>Absent</td>
</tr>
<tr>
<td>3. Green Island</td>
<td>Ellen M. McNulty-Ryan, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Menands</td>
<td>Megan Grenier, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Ravena</td>
<td>William J. Misuraca, Mayor</td>
<td>Absent</td>
</tr>
<tr>
<td>6. Voorheesville</td>
<td>Robert D. Conway, Mayor</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Row 4 - School Districts, BOCES, and Special Improvement Districts in Albany County

<table>
<thead>
<tr>
<th>Participating School Districts, BOCES, and Special Improvement Districts</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Albany School District</td>
<td>Kaweeda G. Adams</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Berne-Knox-Westerlo Central School District</td>
<td>Timothy Mundell, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>3. Bethlehem Central School District</td>
<td>Jody Monroe, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>4. Cohoes City School District</td>
<td>Jennifer Spring, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>5. Green Island, Union Free School District</td>
<td>Teresa Snyder, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>6. Guilderland Central School District</td>
<td>Marie Wiles, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>7. Menands Union Free School District</td>
<td>Maureen A. Long, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>8. North Colonie Central School District</td>
<td>D. Joseph Cor, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>9. Ravena-Coeymans-Selkirk Central School District</td>
<td>Brian Bailey, Superintendent</td>
<td>Yes</td>
</tr>
<tr>
<td>10. South Colonie Central School District</td>
<td>Jonathan A. Buhner, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>11. Voorheesville Central School District</td>
<td>Brian Hunt, Superintendent</td>
<td>Yes</td>
</tr>
<tr>
<td>12. Watervliet City School District</td>
<td>Lori S. Caplan, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>13. Capital Region BOCES</td>
<td>Mark Jones</td>
<td>Yes</td>
</tr>
<tr>
<td>14. Capital Region BOCES</td>
<td>Dale Breault</td>
<td>Absent</td>
</tr>
</tbody>
</table>

### Row 5

#### 2018 Local Government Property Taxes*

*Using available Office of the State Comptroller data*

The sum total of property taxes levied in the year 2018 by the county, cities, towns, villages, school districts, BOCES, and special improvement districts within such county is:

$710,893,499
### Row 6

**2018 Participating Entities Property Taxes**

The sum total of property taxes levied in the year 2018 by the county, any cities, towns, villages, school districts, BOCES, and special improvements districts identified as participating in the panel in the rows above.

$710,893,499

*Using available Office of the State Comptroller data*

### Row 7

**Total Anticipated Savings**

The sum total of net savings in such plan certified as being anticipated in calendar year 2019, calendar year 2020, and annually thereafter.

$2,239,000 (2019), $7,206,000 (2020), $10,215,500 (fully phased in)

### Row 8

**Anticipated Savings as a Percentage of Participating Entities Property Taxes**

The sum total of net savings in such plan certified as being anticipated in calendar year 2019 as a percentage of the sum total in Row 6, calendar year 2020 as a percentage of the sum total in Row 6, and annually thereafter as a percentage of the sum total in Row 6.

0.31% (2019), 1.01% (2020), 1.43% (fully phased in)

### Row 9

**Anticipated Savings to the Average Taxpayer**

The amount of the savings that the average taxpayer in the county will realize in calendar year 2019, calendar year 2020, and annually thereafter if the net savings certified in the plan are realized.

$15.22 (2019), $48.98 (2020), $69.44 (fully phased in)
**Row 10**

Anticipated Costs/Savings to the Average Homeowner

*Factors in growth under the tax cap of average annual increase of 2% given CPI is currently 2.2% and tax cap limit is 2%.

The percentage amount a business can expect its property taxes to increase or decrease in calendar year 2019, calendar year 2020, and annually thereafter if the net savings certified in the plan are realized.

1.68% (2019), 1.0% (2020), 0.6% (fully phased in)

---

**Row 11**

Anticipated Costs/Savings to the Average Business

*Factors in growth under the tax cap of average annual increase of 2% given CPI is currently 2.2% and tax cap limit is 2%.

The percentage amount a business can expect its property taxes to increase or decrease in calendar year 2019, calendar year 2020, and annually thereafter if the net savings certified in the plan are realized.

1.68% (2019), 1.0% (2020), 0.6% (fully phased in)

---

**Certificate of Plan and Property Tax Savings to Director of Budget**

By my signature below, I hereby certify that the County-Wide Shared Services Property Tax Savings Plan submitted herewith is final, that it was completed in accordance with the requirements of Part BSB of Chapter 59 of the Laws of 2017, and that the savings identified and contained herein are true and accurate to the best of my knowledge and belief.

Daniel P. McCoy

County Chief Executive Officer

September 14, 2018
Appendix B

Proposal 1: Creation of the Albany County Community Choice Aggregation Program
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
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<tr>
<td>City of Cohoes</td>
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<tr>
<td>Town of Coeymans</td>
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<td>Town of Bethlehem</td>
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<td>Town of New Scotland</td>
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<td>Town of Guilderland</td>
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<td>Town of Green Island</td>
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<tr>
<td>Town of Colonie</td>
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<tr>
<td>Village of Altamont</td>
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<td>Village of Menands</td>
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<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
</tbody>
</table>

The town would like to be involved in the review and development of the plan before making a final commitment.

Proposal 2: Create a County Health Consortium
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
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</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
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<td>City of Albany</td>
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<td>Town of Guilderland</td>
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<td>Village of Menands</td>
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<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Capital Region BOCES</td>
<td></td>
</tr>
</tbody>
</table>
Proposal 3: Creation of a County-Wide Centralized Share Speciality Equipment Program
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
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<tr>
<td>City of Cohoes</td>
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</tr>
<tr>
<td>City of Albany</td>
<td></td>
</tr>
<tr>
<td>Town of Coeymans</td>
<td></td>
</tr>
<tr>
<td>Town of Bethlehem</td>
<td>Yes, but need assurances in advance that will yield state match.</td>
</tr>
<tr>
<td>Town of New Scotland</td>
<td></td>
</tr>
<tr>
<td>Town of Guilderland</td>
<td></td>
</tr>
<tr>
<td>Town of Green Island</td>
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<tr>
<td>Town of Colonie</td>
<td></td>
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<tr>
<td>Village of Altamont</td>
<td></td>
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<tr>
<td>Village of Menands</td>
<td></td>
</tr>
<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td></td>
</tr>
<tr>
<td>Ravena-Coeymans-Seikirk Central School District</td>
<td></td>
</tr>
</tbody>
</table>

Proposal 4: Shared Personnel through a Centralized Process Organized by the County
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
<td></td>
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<tr>
<td>City of Cohoes</td>
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</tr>
<tr>
<td>City of Albany</td>
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<tr>
<td>Town of Coeymans</td>
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<td>Town of Bethlehem</td>
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<tr>
<td>Town of New Scotland</td>
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<tr>
<td>Town of Guilderland</td>
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<tr>
<td>Town of Green Island</td>
<td></td>
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<tr>
<td>Town of Colonie</td>
<td></td>
</tr>
<tr>
<td>Village of Altamont</td>
<td>Currently not interested: Although already sharing personnel with Guilderland, we are too small in participating sharing our staff.</td>
</tr>
<tr>
<td>Village of Menands</td>
<td></td>
</tr>
<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td>Partial opt-in: Although there are some potential issues (BOCES, Education Department, contracts), some areas would be of interest — HVAC, mechanical, assessors, etc.</td>
</tr>
<tr>
<td>Ravena-Coeymans-Seikirk Central School District</td>
<td>Partial opt-in: Although there are some potential issues (BOCES, Education Department, contracts), some areas would be of interest — HVAC, mechanical, assessors, etc.</td>
</tr>
<tr>
<td>Capital Region Boces</td>
<td></td>
</tr>
</tbody>
</table>
Proposal 5: Create Additional Joint Purchasing Agreements and Centralized Contracts for Equipment, Materials, Services, and Supplies

The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
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<td>City of Albany</td>
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<tr>
<td>Town of Coeymans</td>
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<tr>
<td>Town of Bethlehem</td>
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<tr>
<td>Town of New Scotland</td>
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<tr>
<td>Town of Guilderland</td>
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<tr>
<td>Town of Green Island</td>
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<tr>
<td>Town of Colonie</td>
<td></td>
</tr>
<tr>
<td>Village of Altamont</td>
<td></td>
</tr>
<tr>
<td>Village of Menands</td>
<td></td>
</tr>
<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td>School already partners with BOCES, but might be useful for i.e. waste removal, recycling, paper.</td>
</tr>
<tr>
<td>Ravena-Coeymans-Selkirk Central School District</td>
<td>School already partner on many things through Ed. Data and BOCES, but might be useful for i.e. copiers, waste removal, recycling, asbestos removal, HVAC, paper.</td>
</tr>
<tr>
<td>Capital Region Boces</td>
<td></td>
</tr>
</tbody>
</table>

Proposal 6: Consolidate Vehicle Maintenance and Repair Services within the County and Combine County, Town, and School District Vehicle Maintenance Facilities in Berne, Knox, and Westerlo

The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
<td></td>
</tr>
<tr>
<td>City of Cohoes</td>
<td></td>
</tr>
<tr>
<td>Town of Green Island</td>
<td></td>
</tr>
<tr>
<td>Town of Colonie</td>
<td></td>
</tr>
<tr>
<td>Village of Altamont</td>
<td>Currently not interested: Too small and limited to see significant benefit/shared cost.</td>
</tr>
<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Capital Region Boces</td>
<td></td>
</tr>
</tbody>
</table>
Proposal 7: Consolidated Interpretation/Translation Services with County
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
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<td>Town of New Scotland</td>
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<td>Town of Guilderland</td>
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<td>Town of Green Island</td>
<td>--</td>
</tr>
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<td>Town of Colonie</td>
<td>--</td>
</tr>
<tr>
<td>Village of Altamont</td>
<td>--</td>
</tr>
<tr>
<td>Village of Menands</td>
<td>--</td>
</tr>
<tr>
<td>Village of Green Island</td>
<td>--</td>
</tr>
<tr>
<td>Ravena-Coeymans-Selkirk Central</td>
<td>--</td>
</tr>
<tr>
<td>School District</td>
<td></td>
</tr>
</tbody>
</table>

Proposal 8: Retrofitting Lights to High-Efficiency LED Lighting
The following' municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
<td>--</td>
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<td>City of Cohoes</td>
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<tr>
<td>Town of Bethlehem</td>
<td>--</td>
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<tr>
<td>Town of New Scotland</td>
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<tr>
<td>Town of Guilderland</td>
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<td>Town of Green Island</td>
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<tr>
<td>Town of Colonie</td>
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</tr>
<tr>
<td>Village of Altamont</td>
<td>--</td>
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<tr>
<td>Village of Menands</td>
<td>--</td>
</tr>
<tr>
<td>Village of Green Island</td>
<td>--</td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td>--</td>
</tr>
<tr>
<td>Ravena-Coeymans-Selkirk Central</td>
<td>--</td>
</tr>
<tr>
<td>School District</td>
<td></td>
</tr>
<tr>
<td>Capital Region BOCES</td>
<td>--</td>
</tr>
</tbody>
</table>
Proposal 9: County-Wide Solar Request for Proposal (RFP)
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
<td></td>
</tr>
<tr>
<td>City of Cohoes</td>
<td></td>
</tr>
<tr>
<td>Town of Coeymans</td>
<td></td>
</tr>
<tr>
<td>Town of Bethlehem</td>
<td>Potential interested: Maybe, not sure how it would benefit the town</td>
</tr>
<tr>
<td>Town of New Scotland</td>
<td></td>
</tr>
<tr>
<td>Town of Guilderland</td>
<td></td>
</tr>
<tr>
<td>Town of Green Island</td>
<td></td>
</tr>
<tr>
<td>Town of Colonie</td>
<td></td>
</tr>
<tr>
<td>Village of Altamont</td>
<td>Currently not interested: Not enough information at this time regarding shared cost(s).</td>
</tr>
<tr>
<td>Village of Menands</td>
<td></td>
</tr>
<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td></td>
</tr>
<tr>
<td>Ravena-Coeymans-Selkirk Central School District</td>
<td></td>
</tr>
</tbody>
</table>

Proposal 10: Expand Access to the Albany/Saratoga Anaerobic Digester
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
<td></td>
</tr>
<tr>
<td>City of Cohoes</td>
<td></td>
</tr>
<tr>
<td>City of Albany</td>
<td></td>
</tr>
<tr>
<td>Town of Coeymans</td>
<td></td>
</tr>
<tr>
<td>Town of Bethlehem</td>
<td>Please accept organic waste from sewage plant.</td>
</tr>
<tr>
<td>Town of New Scotland</td>
<td></td>
</tr>
<tr>
<td>Town of Guilderland</td>
<td></td>
</tr>
<tr>
<td>Town of Green Island</td>
<td></td>
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<tr>
<td>Town of Colonie</td>
<td></td>
</tr>
<tr>
<td>Village of Altamont</td>
<td></td>
</tr>
<tr>
<td>Village of Green Island</td>
<td></td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td></td>
</tr>
<tr>
<td>Capital Region BOCES</td>
<td></td>
</tr>
</tbody>
</table>
Proposal 11: County Digital Records Management
The following municipalities chose to opt-in:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Watervliet</td>
<td>--</td>
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<tr>
<td>City of Cohoes</td>
<td>--</td>
</tr>
<tr>
<td>City of Albany</td>
<td>--</td>
</tr>
<tr>
<td>Town of Coeymans</td>
<td>--</td>
</tr>
<tr>
<td>Town of Bethlehem</td>
<td>Potential interested: Since it is very complicated, there is a concern regarding loss and management of town records.</td>
</tr>
<tr>
<td>Town of New Scotland</td>
<td>--</td>
</tr>
<tr>
<td>Town of Guilderland</td>
<td>--</td>
</tr>
<tr>
<td>Town of Green Island</td>
<td>--</td>
</tr>
<tr>
<td>Town of Colonie</td>
<td>--</td>
</tr>
<tr>
<td>Village of Altmont</td>
<td>--</td>
</tr>
<tr>
<td>Village of Menands</td>
<td>--</td>
</tr>
<tr>
<td>Village of Green Island</td>
<td>--</td>
</tr>
<tr>
<td>Voorheesville Central School District</td>
<td>--</td>
</tr>
<tr>
<td>Ravena-Coeymans-Selkirk Central School District</td>
<td>--</td>
</tr>
<tr>
<td>Capital Region BOCES</td>
<td>--</td>
</tr>
</tbody>
</table>
Appendix C. The Legal Process and Public Hearings

The process to resubmit is almost identical to the required process last year:

- **Draft Savings Plan Submission to County Legislature.** On August 1, 2018, present the County Legislature with an updated draft Savings Plan.

- **Public Hearings.** The law requires three public hearings prior to September 15, 2018.

- **County Legislature Review of Draft Plan.** After the county executive submits a draft plan on behalf of the panel, the County Legislature shall “review and consider the county-wide Shared Services Plan.” There is no other mandatory requirement of the County Legislature, though they may by majority vote to issue an “advisory report” making recommendations as deemed necessary.

- **Modification of Draft Plan by the County Executive.** The law does authorize the county executive to modify the plan based upon such recommendations prior to the submission of the final plan to the Shared Services Panel for a final vote. Modifications were made to the draft report based on the input from the public hearings and members of the Shared Services Panel.

- **Adoption of Final Plan.** The vote on the final plan must be held by September 15, 2018, and the plan will be submitted to the New York State Division of Budget by the county.

- **Public Notification of Final Adopted Plan.** The county executive must publicly disseminate the plan and hold a public presentation on it by October 15, 2018.

**Roles of Municipal Elected Officials**

- **Local Opt Out.** Before the final vote by the Shared Services Panel (panel), members may opt out of any action in the draft Shared Services Plan that would impact their county, city, town, village, school district, Boards of Cooperative Educational Services (BOCES), or special improvement district. Written notice of opting out of a shared services option must be provided to the county executive. However, if such action includes multiple other units of local government, the action can still go forward for other members of the panel who have not opted out. Albany County has decided to use a more positive opt-in approach, recognizing that not all shared services options are in the best interest of all municipalities and school districts in the county.

- **Role of Municipal Legislative Boards.** The Shared Services Property Tax Savings law does not provide for a specific role for town and village boards or city councils in the development of the Shared Services Plan. The chief executive of a city, town, village, or school district is empowered and authorized by state law to determine if their community should opt out of a plan option and to vote for or against a plan.

There may be circumstances where local officials are bound by their governing documents, like a local government charter, to follow certain protocols before they can take an action on behalf of the local government. In such circumstances,
it is the duty and power of a municipal official who is serving on the Shared Services Panel to determine such application based upon the governing documents that are applicable to such municipality or school district.

It should be noted, however, that implementation of the panel-approved shared services contained in the plan are NOT binding on municipalities and their elected boards. All applicable legal prerequisites to the implementation of any action or component of an action contained within a final, approved plan must be satisfied in order for that action, or component of an action, to properly take effect in any municipality or school district.
Appendix C. The Project Team

Jim Malatras is president of the Rockefeller Institute of Government. Dr. Malatras holds a doctorate in political science from the University at Albany and has had a distinguished career in public service including roles in the New York State Legislature, attorney general’s office, and governor’s office.

Thomas Cetrino graduated from SUNY New Paltz in 1973 with a bachelor of arts in political science and continued his education at SUNY Albany where he earned a master’s degree in criminal justice. He served with the office of the New York State Senate Minority Leader for twenty years, serving as the primary researcher and author of reports that led to the passage of several current laws. After leaving the New York State Legislature, Mr. Cetrino became the research director for the New York State Public Employees Federation.

Gerald Benjamin is director of the Benjamin Center and distinguished professor of political science, SUNY’s highest academic recognition. He is an acknowledged authority on state and local government in New York State and has served as staff to or a member of a number of statewide, regional, and local commissions.

Urška Klančnik is a research scholar at the Rockefeller Institute of Government. She holds a master of arts in intercultural communication and European studies from Hochschule Fuld – University of Applied Sciences, Germany, and a bachelor of arts in English and American studies from University of Salzburg, Austria. In the course of her bachelor studies, she spent a year at the Bowling Green State University, Ohio as an exchange student.

Kyle Adams is director of communications at the Rockefeller Institute, where he helps bring relevant, evidence-based policy analysis into the public decision-making process. He previously worked in communications at SUNY Cobleskill and SUNY Delhi, as a news reporter, and served as a United States Peace Corps volunteer. He holds bachelor’s degrees in journalism and anthropology from Syracuse University.

Michael Cooper is director of publications at the Rockefeller Institute. He supervises all stages of the publication process, handles desktop publishing, and exercises editorial supervision of the website operations of the Institute. Prior to joining the Institute in 1988, he was a production editor at Ziff-Davis Publications, the Association for Computing Machinery, and Simon & Schuster. Cooper is a graduate of the University at Albany.

Michele Charbonneau is staff assistant for publications at the Rockefeller Institute, where she assists in the various stages of publishing the Institute’s reports and publications including the New York State Statistical Yearbook. Michele received her bachelor’s degree at the University at Albany.
## Appendix D. Project Team Assignments

### CONTACTS FOR SHARED SERVICES PROPOSAL IMPLEMENTATION

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Albany County Contact</th>
<th>Rockefeller Institute Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Creation of the Albany County Community Choice Aggregation Energy Program</td>
<td>Lucas Rogers</td>
<td>Jim Malatras</td>
</tr>
<tr>
<td>(2) Creation of a County Health Consortium</td>
<td>Bakary Janneh</td>
<td>Thomas Cetrino</td>
</tr>
<tr>
<td>(3) Creation of a County-Wide Centralized Shared Specialty Equipment Program</td>
<td>Mike McLaughlin</td>
<td>Jim Malatras</td>
</tr>
<tr>
<td>(4) Shared Personnel through a Centralized Process Organized by the County</td>
<td>Bakary Janneh</td>
<td>Jim Malatras</td>
</tr>
<tr>
<td>(5) Create Additional Joint Purchasing Agreements and Centralized Contracts for Equipment, Materials, Services, and Supplies</td>
<td>Mike McLaughlin</td>
<td>Jim Malatras</td>
</tr>
<tr>
<td>(6) Consolidate Vehicle Maintenance and Repair Services within the County and Combine County, Town, and School District Vehicle Maintenance Facilities in Berne, Knox, and Westerlo</td>
<td>George J. Penn</td>
<td>N/A</td>
</tr>
<tr>
<td>(7) Consolidate Interpretation/Translation Services within the County</td>
<td>Bakary Janneh</td>
<td>Jim Malatras</td>
</tr>
<tr>
<td>(8) Retrofitting Lights to High-Efficiency LED Lighting</td>
<td>Lucas Rogers</td>
<td>Jim Malatras</td>
</tr>
</tbody>
</table>
Appendix E

2018 Public Hearings

Wednesday, September 5, 2018
10:00 a.m. — 11:00 a.m.
Albany County Office Building (in the Cahill Room)
112 State Street, Albany, NY 12207

Friday, September 7, 2018
2:00 p.m. — 3:00 p.m.
Guilderland Town Hall
5209 Western Turnpike, Guilderland, NY 12084

Tuesday, September 11, 2018
5:00 p.m. — 6:00 p.m.
Watervliet Senior Center
1501 Broadway, Watervliet, NY 12189
Endnotes


4 Virtually every municipality expressed interest in moving forward with the Community Choice Aggregation (CCA) program. We arrived at the estimate by doing the following:

We estimated a 10 percent overall reduction in energy costs for those interested municipalities. Some municipalities did not provide their electric costs to us in time for the draft report. In those cases, we estimated their total cost of electricity based upon existing budget documents or costs from similar municipalities. The CCA proposal alone could save up to 20 percent on electricity costs. See Matt Coyne, "Westchester communities join to seek lower energy bills," lohud.com, May 16, 2015, http://www.lohud.com/story/news/local/westchester/2015/05/16/community-choice-aggregation-energy-savings/79430997. Although other municipalities have noted a 20 percent savings, we estimated a more conservative estimate of 10 percent because some municipalities and school districts, like the city of Albany, were already part of other energy consortia. Some municipalities were more interested and provided their energy costs, from which we took 10 percent from their actual 2016 data to arrive at a total year one savings. Those municipalities and school districts were: Voorheesville Central School District ($24,910.74), Guilderland Central School District ($87,000), Watervliet City School District ($20,509.61), city of Watervliet ($2,943), village of Altamont ($1,500), city of Albany ($64,180.30), town of Bethlehem ($78,458.60), town of Rensselaer ($3,600), village of Voorheesville ($313,933.70), Albany County ($257,610.40), town of Knox ($550), town of Colonie ($28,881.50), town of Guilderland ($84,972.65), town of New Scotland ($13,984.37), town of Westerlo (3,909.10), city of Cohoes ($74,900), and village of Green Island ($500).

For the second year, we took the remaining municipalities and school districts and estimated their savings based on the similar size of municipalities that submitted actual data. For example, we basing the savings estimates for the towns of Berne, Green Island, and Rensselaer on the actual data provided by the town of Knox. Though not a perfect measure, it gave a conservative estimate for which the team and panel was comfortable.


6 Most municipalities expressed interest in a centralized shared equipment plan, with the exception of a few, like the village of Colonie. This methodology used to get the initial estimate was based upon a percentage of the total purchase price of several of the pieces of equipment needed by municipalities cross-walked to the same equipment made available by another municipality or where there was another need for a new machine that if purchased could be shared.

We took 30 percent of the typical cost of equipment and added those rough savings, though we could have taken a bit more in savings up front, knowing this would be an ongoing process. The initial breakdown from the September 2017 plan was as follows:


Street sweepers cost around $100,000. See "Sweeper Trucks For Sale," CommercialTruckTrader.


Dump trucks cost around $150,000. See “Class 7 Class 8 Heavy Duty Dump Trucks For Sale,” EquipmentTrader.com, access July 18, 2018, http://www.commercialtrucktrader.com/Heavy-Duty-Dump-Trucks-For-Sale/search-results?category=Dump+Truck%2C010694&type=heavy; $45,000 in savings.


Cherry pickers cost around $10,000. See “New Cherry Pickers for Sale,” Alibaba.com, accessed July 18, 2018, https://www.alibaba.com/showroom/new-cherry-pickers-for-sale.html; (given number of requests factoring at least two) = $6,000 in savings.


We only factored what was provided, and given that there are outstanding information requests pending, we factored in a 75 percent growth in the program when fully up and running in year two. It would be set at that level given that older equipment would continually need to be repaired or replaced. Again, this is a conservative projection.


We arrived at the savings estimate in two ways: (1) by taking the total cost of services like information technology (IT), fuel, and the like provided by municipalities and school districts and projected a 10 percent savings through greater centralization of contracts, or (2) by the actual cost of savings provided by the municipality. For example, using municipalities that were specifically interested in the proposal:

- The city of Watervliet provided $56,873 in potential savings for IT/fuel/telecom;
- The city of Albany could save $413,665.60 on IT upgrades assuming 10 percent savings;
- The town of Colonie could save $15,575 on IT/telecom assuming 10 percent savings;
- The Watervliet City School District could save $750 on telecom; and
- The village of Altamont could save $544 on telecom.

We assumed conservative growth in savings in year two. The cost would likely be greater when each municipality and school district submits their equipment needs and availability to the county.

We estimate that this will net a savings of $106,000 annually.

The 2015 Highway Study estimated the savings for the county and Knox sharing a facility at $320,000 and we assume the same savings for a joint Albany County-Westerlo facility for a total savings of $640,000. We also assume that these facilities have a thirty-year life expectancy. Based on the state’s regulations regarding amortizing savings we subtracted 1/30 (3.3 percent) of this savings ($21,120) for a total savings of $618,880 (rounded up to $619,000) for these joint facilities. We estimate that half of these savings ($309,500) can be realized in 2020 and the remainder in 2021. The total cost savings from this initiative would be $106,000 annually for the county maintenance and repair facility being used by municipalities and school districts (a total of $318,000) + $69,000 (Knox and Westerlo facility savings) + $115,500 (savings from the Berne-Knox-Westerlo school district-Berne-Albany County facility), which equals $2,087,500. The savings in 2019 would be $106,000, $990,500 in 2020, and $990,500 in 2021.
The Voorheesville School District estimated it would save $3 million by forgoing building its facility and using the county’s facility. Voorheesville’s buses will not fit into Albany County’s garages, which necessitates removing them from this initiative. We assume Berne-North-Westerlo would save the same amount as Voorheesville by forgoing the construction of their own facility for a total of $3 million in savings, which must be reduced to account for the cost of leasing, building, and/or renovating these facilities. We are assuming that this cost would reduce this savings by between $1 million and $2 million for a totalnet savings of between $1 million and $2 million. We are assuming that these facilities have a thirty-year life expectancy. Based on the state’s regulations regarding amortization, $322,000 (3.3 percent) was subtracted from this savings ($33,000 if $1 million and $66,000 if $2 million) for a total savings of between $967,000 and $1,334,000 for these joint facilities. We used the midpoint of this savings range, which is $1,150,500. We estimate that half of these savings can be realized in 2020 ($575,000 and the remainder in 2021). This underestimates the savings because there will be annual operational savings, especially in energy costs, in operating three vehicle maintenance facilities rather than eight facilities but those savings cannot be calculated at this time.

This estimates if several municipalities entered into a contract with a third-party service. For instance, certain packages are upwards of $6,000 per contract (see “Translation Price Guide,” StrakerTranslations.com, accessed July 18, 2018, https://www.strakertranslations.com/translation-pricing/). Our conservative estimate is if seven municipalities participate to start, minus a fee to run the program by the county.

Many municipalities have aggressively pursued LED lighting projects that have already saved considerable savings. Given that so many are in the pipeline, this is a rough estimate of those who have yet to begin projects, though ultimately the savings, we believe, will be much higher. LED lighting conversion alone could result in even greater savings, so we believe 10 percent overall cost reduction is a conservative and reasonable estimate. More savings are likely.


ABOUT THE ROCKEFELLER INSTITUTE

Created in 1981, the Rockefeller Institute of Government is a public policy think tank providing cutting-edge, evidence-based policy. Our mission is to improve the capacities of communities, state and local governments, and the federal system to work toward genuine solutions to the nation's problems. Through rigorous, objective, and accessible analysis and outreach, the Institute gives citizens and governments facts and tools relevant to public decisions.

Learn more at [www.rockinst.org](http://www.rockinst.org).

ABOUT THE BENJAMIN CENTER

Independently and in collaboration with local governments, businesses, and not-for-profits in the Hudson Valley, The Benjamin Center (formerly CRREO):

- conducts studies on topics of regional and statewide importance;
- brings visibility and focus to these matters;
- fosters communities working together to better serve our citizenry;
- and advances the public interest in our region.

The Benjamin Center connects our region with the expertise of SUNY New Paltz faculty. We assist in all aspects of applied research, evaluation, and policy analysis. We provide agencies and businesses with the opportunity to obtain competitive grants, achieve efficiencies, and identify implementable areas for success.
ADOPTED
The Eight-Point Albany County Shared Services & Property Tax Savings Action Plan

September 14, 2017
The Rockefeller Institute of Government
The Benjamin Center
On Behalf of the Albany County Panel

www.rockinst.org
@rockefellerinst
The Eight-Point Albany County Shared Services & Property Tax
Savings Action Plan

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The Albany County Shared Services Panel

Honorable Daniel McCoy, Chair
County Executive

Honorable Kathy M. Sheehan
Mayor, City of Albany

Honorable Kevin Crosier
Supervisor, Town of Berne

Honorable Paula A. Mahan
Supervisor, Town of Colonie

Honorable Vasilios Lefkaditis
Supervisor, Town of Knox

Honorable Richard H. Rapp
Supervisor, Town of Westerlo

Honorable Frank A. Leak
Mayor, Village of Colonie

Honorable Robert D. Conway
Mayor, Village of Voorheesville

Honorable Shawn M. Morse
Mayor, City of Cohoes

Honorable John Clarkson
Supervisor, Town of Bethlehem

Honorable Rachel A. Perfetti
Supervisor, Town of Green Island

Honorable Douglas LaGrange
Supervisor, Town of New Scotland

Honorable William Misuraca
Mayor, Village of Ravena

Honorable Ellen M. McNulty-Ryan
Mayor, Village of Green Island

Honorable Michael Manning
Mayor, City of Watervliet

Honorable Philip A. Crandall
Supervisor, Town of Coeymans

Honorable Peter G. Barber
Supervisor, Town of Guilderland

Honorable Valerie Lounsbury
Supervisor, Town of Rensselaer

Honorable Megan Grenier
Mayor, Village of Menands

Honorable Kerry A. Dineen
Mayor, Village of Altamont

Brian Hunt
Superintendent, Voorheesville School District

Mark Jones
Capital Region BOCES

Dale Breault
Northeast Regional Info. Center,
Capital Region BOCES

Maureen A. Long
Superintendent, Menands School Districts

Sherri Fisher
Assistant Superintendent, S. Colonie School District

Kimberly Young D. Wilkins
Superintendent Albany School District
Replaced by
Kaweeda J. Adams
Timothy Mundell  
Superintendent Berne-Knox-Westerlo School District

Jody Monroe  
Superintendent Bethlehem School District

Jennifer Spring  
Superintendent Cohoes School District

Teresa Snyder  
Superintendent Green Island School District

Brian Bailey,  
Superintendent Ravena-Coeymans-Selkirk School District

D. Joseph Corr  
Superintendent North Colonie School District

Jonathan A. Buhner  
Superintendent South Colonie School District

Lori S. Caplan  
Superintendent Watervliet School Districts

Marie Wiles  
Superintendent Guilderland School District
Introduction

On September 13, 2017, the Albany County Shared Services and Taxpayer Savings Panel (the panel) adopted, by a 20-0 vote, the following Eight-Point Shared Services and Property Tax Savings Action Plan (the plan). The plan was required by Part BBB of Chapter 59 of the State Laws of 2017, known as the “County-Wide Shared Services Initiative.” Under the law, every county had to convene a shared services panel to develop a Shared Services and Taxpayer Savings Plan (For a full summary of the law’s requirements, see Appendix E).

Leading up to the adoption of the plan and beyond, the team assembled by Albany County has been working tirelessly to gather and analyze ideas from all the county’s local government chief executives, other stakeholders, and public in order to finalize the plan. The state’s process, which began in mid-May, provided a tight timeframe within which to conduct a comprehensive audit and review of potential avenues for shared services and taxpayer savings. Two factors, however, made the task easier: the cooperation of all the stakeholders that participated in the process; and earlier collaborative efforts undertaken by the municipalities within Albany County over the past several years. Now, the county, local municipalities, and school districts will enter the implementation phase.

Albany County Executive Daniel P. McCoy headed this effort and served as chair of the panel. As required by state law, County Executive McCoy convened the panel, made up of the chief executives of the county’s cities, towns, villages, and school districts.

Further, County Executive McCoy brought in the Rockefeller Institute of Government to help facilitate the process, analyze the ideas and recommendations, and draft the county’s plan. The Rockefeller Institute has decades of experience and expertise in this area. For assistance, the Rockefeller Institute called upon another expert group in this area, the Benjamin Center at SUNY New Paltz.

We would be remiss if we did not mention the extraordinary effort and assistance provided by County Executive Dan McCoy’s staff under the leadership of Deputy County Executive Philip Calderone, including Michael McLaughlin, George Penn, Matthew Cannon, Christine Quinn, and Mary Rozak.

The County Executive’s office specified that our approach to this task had to be one that was driven from the bottom-up, and that every community had to be heard. We believe that an inclusive, bottom-up process is reflected in the adopted plan.

In all, the team spoke individually to each chief executive (and also staff members, in many cases) from every town, village, city, and school district in the county, conducted in-depth research of the county and local municipality finances, and held special forums to discuss cost savings and efficiency topics. We consulted with subject matter experts in local finance, health care, insurance, and other local government issues. In addition, as required by law, we sent every collective bargaining unit in the county, local municipality, and school a summary of activities and ideas. Finally, we led the state-required three public hearings to discuss the draft plan and to solicit additional ideas and information. For more information on the public hearings, including links to the presentations, transcripts, and video of the hearings, please see Appendix E.
Past Shared Services Successes

Albany County has within it an array of local governments diverse in size, character, and demography — ranging from the City of Albany to the hill towns. Likewise, there are various types and sizes of school districts. Previous collaborative efforts between and among these jurisdictions provided a foundation for our work. Over the past several years, the county and local municipalities have worked closely together to share services and improve service delivery for residents. Three studies evidencing these efforts are: the 2017 PFM report on Financial Options for the City of Albany; the 2015 Albany Countywide Government Efficiency Plan (GEP), and the 2014 Albany County Countywide Shared Highway Study.

The 2017 state law that is the basis for this plan does not allow inclusion of previous shared services and efficiencies efforts. The numerous examples of shared services and resulting efficiencies currently underway in Albany County municipalities, however, confirm a consistent commitment to intergovernmental collaboration. The 2015 GEP plan identified more than $15 million in savings through efficiencies and shared services that would be fully implemented by 2019 in Albany County.

Specific examples of collaboration and shared services among cities, towns, villages, and school districts in the county include:

- Bethlehem combined highway and parks maintenance, restructured tax collections and consolidated ambulance districts — reducing town expenditures by more than $2 million annually.

- A major savings and service improvement is being realized through shared acquisition by Albany County and the Towns of Bethlehem and Colonie of an emergency services system, including Computer-Assisted Dispatch, field reporting, and records management (CAD/RMS). This shared acquisition saves Bethlehem taxpayers $150,000 annually and Colonie taxpayers $200,000 annually. This is in addition to the $900,000 annual savings realized through the consolidated dispatch by Albany County and Coeymans, Cohoes, Green Island, and Watervliet.

- There is a mutual aid agreement among Troy, Watervliet, Green Island, the City of Albany, and Cohoes for fire calls and for mutual aid for EMS calls during major fires among Colonie, Guilderland, and Albany County Sheriff's EMS.

- The City of Albany combined training of new firefighter recruiting class with the cities of Troy, Watervliet, Saratoga, Amsterdam, Rensselaer, Gloversville, and the Albany International Airport.

- All of Albany County's municipalities share crews and equipment with their neighboring municipalities through MOUs or informal agreements. For example, the Towns of Knox, Berne, Rensselaerville, Westerlo, and Guilderland regularly share equipment and personnel.

- In another example, the Town of Colonie performs fire inspections for the Village of Menands.

- Seven school districts — Bethlehem, Cohoes, Green Island, Guilderland, Ravena-Coeymans-Selkirk, South Colonie, and Voorheesville — purchase health insurance collectively through the Capital Area Schools Health Insurance.
Consortium (CASHIC). The consortium recently negotiated a revised prescription drug contract, resulting in significantly lower average wholesale prices.

- The Voorheesville, Guilderland, and Berne-Knox-Westerlo school districts collaborate on transportation.

- The Capital Region BOCES operates a Pharmacy Purchasing Coalition serving school districts in Albany County which has reduced their members' prescription drug costs between 10 and 25 percent.

- The county shares fueling stations at their main shop in Voorheesville. The county Department of Public Works (DPW), Soil and Water Department, Voorheesville School District, Cornell Cooperative Extension, Weatherization Department, and City of Albany Water Department all share the county fueling stations at the County's main shop in Voorheesville.

- The county has a shared service agreement with state Department of Transportation (DOT) pertaining to snow removal/winter road maintenance.

- The Town of Bethlehem converted lights to more energy efficient models and saved 35 percent at their Town Hall, highway, and DPW sites. The town also replaced pedestrian area lighting fixtures, and 32 decorative light fixtures which will reduce energy use by 27,630 KWh/year and save the town an estimated $2,700 on energy bills. The town will reduce its maintenance costs for the lights, as well.

- The City of Albany has a 27-point energy plan to reduce carbon emissions by 20 percent, including a city-wide LED lighting retrofit program that is estimated to save $110,000 annually.

- The Village of Voorheesville installed solar panels at their garage and fire house.

- The Town of New Scotland and the Village of Voorheesville have developed a comprehensive plan for LED lighting for streetlights that will save $65,000 annually.

- Currently the City of Albany is in very early stages of purchasing 10,300 streetlights from National Grid, with plans to convert all of them to LEDs. A GIS inventory and audit of streetlights is expected to be completed by early August 2017; this information will provide detailed data regarding fixture type and wattage.

- The Town of Knox converted 25 street lights to LED with an anticipated savings of up to $800 annually.

- The county converted to LED lighting in the social services building, the Times Union Center garage, the Mental Health building, and County office buildings with a projected annual savings of $91,861.

Additional efforts can be found throughout this report. It is a testament to the collegiality and ongoing cooperation among the governments within the County.

What’s more, and often overlooked, is that shared services among local governments is not entirely contained within counties. In fact, we received a number of examples where municipalities in Albany County were in shared services arrangements with towns in other counties, and some with towns in other states.
Final Savings Estimates

After working with municipalities, school districts, and subject-matter experts, we were able to reach consensus on eight proposals and fine-tune their final savings estimates. Proposals included in the approved plan must include overall tax savings estimates, which will eventually be certified by the state. In accord with the bottom-up approach, the plan is constructed as an opt-in model: where municipalities are able to voluntarily adopt, but are not required to participate in, specific recommendations.

This final adopted plan deliberately uses conservative estimates to create a baseline. Even with the careful estimates, this plan contains $9,715,500 in total annual savings when fully implemented. Over time, with more complete data, additional participating municipalities, and with the addition of proposals not yet formally adopted by the panel, we expect the savings to grow considerably.

The adopted plan contains $9,715,500 in total annual savings when fully implemented. As municipalities opt in, savings will likely grow.
<table>
<thead>
<tr>
<th>Proposal</th>
<th>2018 Savings</th>
<th>2019 Savings</th>
<th>Fully Phased in Savings</th>
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<tbody>
<tr>
<td>(1) Creation of the Albany County Community Choice Aggregation Energy Program</td>
<td>$106,000</td>
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<td>$1,500,000</td>
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<tr>
<td>(2) Create a County Health Consortium</td>
<td>—</td>
<td>$1,500,000</td>
<td>$3,000,000</td>
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<tr>
<td>(3) Creation of a County-Wide Centralized Shared Specialty Equipment Program</td>
<td>$300,000</td>
<td>$525,000</td>
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<tr>
<td>(4) Shared Personnel through a Centralized Process Organized by the County</td>
<td>$425,000</td>
<td>$800,000</td>
<td>$1,300,000</td>
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<tr>
<td>(5) Create Additional Joint Purchasing Agreements and Centralized Contracts for Equipment, Materials, Services, and Supplies</td>
<td>$500,000</td>
<td>$600,000</td>
<td>$600,000</td>
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<tr>
<td>(6) Consolidate Vehicle Maintenance and Repair Services Within the County and Combine County, Town, and School District Vehicle Maintenance Facilities in Voorheesville, Berne, Knox, and Westerlo.</td>
<td>—</td>
<td>$1,990,500</td>
<td>$1,990,500</td>
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<tr>
<td>(7) Consolidate Interpretation/Translation Services Within County</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
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<tr>
<td>(8) Retrofitting Lights to High Efficiency LED Lighting</td>
<td>$175,000</td>
<td>$250,000</td>
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<td></td>
<td>$1,556,000</td>
<td>$6,715,500</td>
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As we stated in the draft report, we hope this plan marks a step in a continuing process, not an end point. There were plenty of good ideas offered that could not be fully developed at the time and hope there is momentum to continue this effort. One product of this process is an organizational infrastructure to continue collaborative efforts, even after the statutory obligation has been fulfilled. If history is our guide, the municipalities and school districts within the Albany County will continue to work together to provide more efficient and affordable services to its residents.

The Eight-Point Albany County Shared Services and Taxpayer Savings Action Plan

There follows a list of proposals approved by the panel. For the specific methodologies of how the savings estimates were determined, see the endnotes.

Adopted Proposal 1
Albany County Will Create the Community Choice Aggregation Energy Program

There was significant interest in reducing a sizeable and growing cost for local governments — energy consumption. Not only did the panel members raise this as an issue, the public raised energy issues time and time again at our public hearings — in costs as well as going greener.

As a start, the county will work with state energy offices (e.g. New York State Energy Research and Development Authority, New York Power Authority, and the Public Service Commission) to facilitate a state energy audit for any municipality or school district wishing to lower its overall energy costs, and use additional renewable sources of energy. Although many have had recent audits done, given the numerous state programs, there may be additional programs — and funding — available for municipalities.

In 2016, the New York State Public Service Commission (PSC) issued an order authorizing the establishment of Community Choice Aggregation (CCA) programs by municipalities (see PSC Case 14-M-0224). A CCA allows municipalities to use their collective purchasing power to enter into an energy contract to lower prices and/or increase usage of renewable energy supply. Under the program, each municipality must pass a local law to participate; and once they do, the government and local residents, are entered into the program. Residents and businesses may opt out of the program at any time.

Westchester County created a CCA program that attracted the participation of 17 of its 20 municipalities with 90,000 residential and small business customers. A multi-county CCA has been created by the Municipal Electric and Gas Alliance (MEGA) program to serve some 500,000 residents in 11 counties from the Finger Lakes to the Hudson Valley. The City of Albany participates in the MEGA program.

Reports have projected up to 20 percent annual savings in energy costs by entering into a CCA and to start we have projected a more conservative overall estimate of 10 percent.
Albany County will begin working with municipalities in 2017 to have pass the requisite local laws to establish the CCA program. It will also begin to develop and request for proposal for providers.

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<th>Fully Phased in Savings</th>
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<tr>
<td>—</td>
<td>$1,000,000</td>
<td>$1,500,000</td>
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Adopted Proposal 2
Albany County Will Create a County Health Consortium

Municipalities were concerned about exploding costs of fringe and other benefits. In fact, we heard from various speakers at the public hearings that these costs are now outpacing the overall growth of salaries in the county. Therefore, municipalities had interest in developing a county health consortium, like some school districts have done with the Capital Area Schools Health Insurance Consortium which currently includes the Albany County school districts of Bethlehem, Cohoes, Green Island, Guilderland, Ravena-Coeymans-Selkirk, South Colonie, and Voorheesville.

Most municipalities and school districts want to maintain their current health benefits; few had interest in having a standard countywide set of benefits. A 2012 study, done before the complete implementation of the Affordable Care Act, offered three different options under current law that the County could use to form a health insurance consortium (see ALBANY COUNTY HEALTH CARE FEASIBILITY STUDY by the Segal Group — November, 2011 (Revised March 2012)). The 2012 study recommended three different options under current law the county could use to form a health insurance consortium:

- **Article 47 — Municipal Cooperative Health Benefits Plans.** This article of the Insurance Law allows a municipality, school district, BOCES, or fire district to share in the costs of self-funding employee health benefit plans. This is an alternative approach to: stabilize health claim costs; lower per unit administration costs; and enhance negotiating power with health providers by spreading such costs among a larger pool of risks.

- **Article 44 Welfare Funds.** This article of the Insurance Law allows medical benefits to be provided through an “employee welfare fund.” This is a trust fund maintained by one or more governmental employers with one or more labor unions, directly or indirectly through trustees. The benefits can be provided through the purchase of insurance or otherwise.

- **Establishing a County Trust Fund.** This would allow municipalities, school districts, fire districts, and BOCES to obtain desired health care coverage, care management, risk and administrative arrangements through that trust. This is the
approach used by area school districts to form the Capital Area Schools Health Insurance Consortium.

The Capital Region BOCES created the NYS Benefit Corporation, a 501(c)(3) nonprofit brokerage entity to purchase and manage health insurance through a pooled arrangement, but could only get six school districts to join, which was not enough buying power. However, the entity still exists and could be a vehicle to purchase health insurance for Albany County municipalities and school districts.

In 2011 Tompkins County created the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC), an Article 47 municipal cooperative health benefits plan that creates hospital, medical, surgical, and prescription drug plans, collects premiums, and pays medical and pharmaceutical claims for its covered members. The consortium began its operations with 13 municipal partners and now has 28 municipal partners covering approximately 2,350 employee and retiree contracts and more than 5,000 covered lives. What is unique about this consortium is its ability to experience rate municipalities with less than 50 employees. These smaller units of government are generally subject to community rating under New York State Department of Financial Services' regulations which greatly increases their health insurance costs. Since 2011 GTCMHIC’s premiums have averaged to be 4 percent lower than the comparable small group rates that municipalities would have paid. Since 2015 GTCMHIC’s rates have averaged 7 percent lower and in 2017 they were 9.5 percent lower. We believe that Albany County’s municipalities can match these savings if it formed a similar consortium, especially its smaller municipalities.

Starting this year, Albany County will begin developing a health consortium modeled off the Tompkins County plan that will hopefully by operational sometime in 2019.

Finally, municipalities were interested in reducing prescription drug costs. One option is encouraging all municipalities and school districts that self-insure for their prescription drug benefits to join the Capital District BOCES Pharmacy Purchasing Coalition which has reduced their members’ prescription drug costs between 10 percent and 25 percent. Another option is in January 2019 New York State is planning to offer all local governments and school districts to join its just prescription drug program which could also significantly lower their prescription drug costs.

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<th>2018 Savings</th>
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<tbody>
<tr>
<td>—</td>
<td>$1,500,000</td>
<td>$3,000,000</td>
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</table>

Participating: All except Village of Ravena; and School districts of Bethlehem, Guilderland, Menands, and Ravena-Coeymans-Selkirk — all of whom (except Menands) are members of the Capital Area Schools Health Insurance Consortium.

**Adopted Proposal 3**

**Creation of a County-Wide Centralized Shared Specialty Equipment Program**

Virtually every municipality and school district was supportive of sharing specialty equipment with one another, either with the county, or among local governments and school districts.
In many cases, there are informal agreements in place between municipalities to share equipment. For instance, the Towns of Westerlo, Rensselaer, and Knox share equipment. Rensselaer also shares equipment with the Town of Durham in Greene County. There are also examples of shared equipment and services between school districts and municipalities. The Village of Menands assists the Menands School District with snow removal.

The county will create a formal shared equipment program MOU as a way for municipalities to more easily share specialty equipment with one another within the county, including school districts. Over the course of our outreach there were specific requests to share various equipment. Some examples are listed in Appendix D.

While the County would maintain the list of equipment, this does not mean the county would purchase all the equipment. Rather, the county will act as the clearinghouse. The county will start the program in 2018.

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<tr>
<th>2018 Savings</th>
<th>2019 Savings</th>
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<tr>
<td>$300,000</td>
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**Adopted Proposal 4**

**Shared Personnel through a Centralized Process Organized by the County**

The 2017 PFM report recommended that the City of Albany work with other local governments to determine whether a county-wide approach could provide equal or better services and more competitive rates on contracted services. Generalizing from this, there was considerable interest among municipalities in sharing specialty personnel, especially in cases where there was not in-house staff or expertise. Therefore, starting in 2018, the county will create a central database to allow municipalities to facilitate personnel sharing — e.g., construction crews, abandoned property maintenance, lawyers, animal control officers, assessors, financial advisers, and engineers. In addition, the county will create a list of pre-approved contracts for engineering, attorneys, payroll services, land remediation, roofing, plumbing, HVAC, and the like, modeled on BOCES practice.

There were many examples, where a centralized process of available shared staff and/or a centralized list of private sector specialty contractors (HVAC, electricians, and asbestos abatement) would be valuable. The Guilderland School District has only two grounds maintenance workers to cover seven schools. The City of Albany has planned to increase the use of Department of General Services (DGS) employees, especially the landfill crew, to complete smaller construction projects for other municipalities and departments. In addition, Menands wanted to enter into a cooperative agreement with a nearby locality to share DPW manpower to complete mid-sized special projects that
cannot be completed due to limited year-round staff size, and therefore must be contracted out to a private company. Many municipalities have shared personnel arrangements already. The Town of Bethlehem Highway Department has informal arrangements with Albany County DPW, which includes equipment relocation, paving and maintenance of equipment, and with Bethlehem Central School District for shared road salt storage. Watervliet City School District specifically called for sharing people to do construction, roofing, plumbing, and electrical work.

There was interest by several municipalities for a shared animal control program. In many cases, there were already shared arrangements among municipalities, like the Village of Altamont using the Town of Guilderland's officer, the Village of Menands using the Town of Colonie's, and the Town of Rensselaerville sharing an officer with the Town of Berne. The Albany Police Department planned to share animal control services with other municipalities in the county. The county will create a central shared animal control program where municipalities will share this function, if needed.

Several municipalities use private engineering firms, like CS Arch and the Laberge Group. Many were happy with the service and arrangement. However, there was great interest in having the county create a shared engineering services program; for many this shared service was a high priority. Therefore, the county will allow municipalities to opt-in to use Albany County's engineering services, specifically a list of pre-approved outside private firms. Moreover, the county will centralize a list of engineers from other local municipalities that could be available for projects.

In addition to the centralized database and contractor list, there were some potential individual shared service arrangements identified, like the Cohoes City School District sharing staff with the City of Cohoes.

Response time was a concern raised by many municipalities and school districts, so the county will work to ensure timely responses to meet service needs.

In addition to sharing personnel and creating centralized contracts for services a recommendation from the 2015 GEP would create a county-wide workforce database that would include data for all employees that currently work for Albany County and its municipalities. This would facilitate collaborative workforce management and improved succession planning among local governments and across the range of local government functions. This project in under way with financial support from the county but has been hampered by the lack of workforce data provided by municipalities. If the county could get better workforce data from the City of Albany and get data from Guilderland the database would be able to better achieve its initial goals. It would be even better if all Albany County municipalities shared their current workforce data. This tool could generate annual savings of one million dollars when fully phased in in 2020 depending on how widely the database is used to identify employees willing to retire and work at other part-time jobs in Albany County government and its municipalities.

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<th>2018 Savings</th>
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<tr>
<td></td>
<td>$425,000</td>
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Participating: Cities of Albany, Cohoes, and Watervliet; Towns of Bethlehem, Coeymans, New Scotland, Menands, Westerlo, Rensselaerville, and Green Island;
Villages of Altamont, Green Island, Voorheesville, and Guilderland; School districts of Albany, Bethlehem, Berne-Knox-Westerlo, Cohoes, Guilderland, North Colonie, Coeymans-Ravenna-Selkirk, South Colonie, Voorheesville, and Watervliet.

**Adopted Proposal 5**

**Create Additional Joint Purchasing Agreements for Equipment, Materials, Services, and Supplies**

Beginning in 2018, Albany County will create a centralized purchasing system for all municipalities, including piggybacking on existing state, county or local contracts with the best price for such items and services as: medical supplies, software, computer hardware, equipment, telecommunication systems, gasoline, diesel fuel, waste removal, recycling, electrical, plumbing, HVAC, and asbestos removal. For instance, the City of Watervliet said a joint purchasing system could save the municipality $50,000 for shared fuel and up to $5,000 for information technology.

There were many examples of these activities already, including various county municipalities piggyback on the state fuel contract.

Starting in 2017, the county will convene a working group to develop a process for local municipalities and school districts to help lower costs for services, supplies, and equipment as they see prices change and opportunities arise, including piggybacking on existing county contracts if the terms and pricing are better. As an example, the county will allow local municipalities to use their wireless contract.

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**Participating:** All except Village of Ravena.

**Adopted Proposal 6**

**Consolidate Vehicle Maintenance and Repair Services Within the County and Combine County, Town, and School District Vehicle Maintenance Facilities in Voorheesville, Berne, Knox, and Westerlo**

The county will offer maintenance repair services and body work to municipalities and school districts (in certain instances). Several smaller districts and municipalities have expressed an interest in this. Specifically, municipalities would have access to the county Department of Public Works (DPW) stations for servicing of their vehicle fleets through a MOU or other formal arrangement. The county would assess a fee for the service. However, capacity issues and implementation still need to be worked out. The county will also explore with interested municipalities and school districts developing a centralized contract for vehicle maintenance and repair as well as a centralized contract to purchase vehicles and vehicle parts. It is possible a centralized contract for vehicle service and maintenance could supplement a county service. We estimate that this will net a savings of $105,000 annually.

Currently there are nine vehicle maintenance and/or storage facilities in the hill towns. Albany County has its facilities in Berne, Knox, Westerlo, and Voorheesville. The Towns of Berne, Knox, and Westerlo have their own facilities as does the Voorheesville
and Berne-Knox Westerlo school districts. All of these jurisdictions' facilities are outdated and need to be replaced or significantly renovated. These jurisdictions are interested in consolidating their nine current facilities into four vehicle maintenance facilities. The Berne-Knox-Westerlo school district is interested in an arrangement with the county and town to lease or rehabilitate a consolidated facility at the Town of Berne's current facility. A possible component of the vehicle maintenance facility consolidation in Berne is the consolidation of the Berne highway department with the county highway department. Such a consolidation, and the savings it could generate, will only be realized if Berne residents pass a referendum in 2018 approving such a consolidation.

The Voorheesville School District is also interested in moving the storage and maintenance of their buses and equipment to the county's New Scotland facility in 2018. It would cost $5 million to build a new school facility, of which $3 million would have to be provided locally — after state aid. The school district is unsure how much it would cost to rent and rehabilitate the needed space from the county, but it would almost certainly be significantly less expensive than the local costs of building a new facility.

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<td>$106,000</td>
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Participating: Cities of Cohoes, and Watervliet; Towns of Berne, Bethlehem, Knox, Westerlo, Coeymans, and Green Island; Villages of Menands, and Voorheesville; School Districts of Cohoes, Guilderland, North Colonie, South Colonie, Berne-Knox Westerlo, and Voorheesville.

Adopted Proposal 7
Consolidate Interpretation/Translation Services Within Albany County Government

There are many new federal and state requirements to translate materials into languages other than English. As population diversity grows, translation needs will continue to grow. Budget lines for this service are often exhausted (or not included), nor is there in-house expertise to complete this new task. Therefore, starting in 2018, the county will offer a centralized translation service to all municipalities, by either performing it or connecting to providers or other government entities to do so. The county may charge a fee for service, but by aggregating the function, there would be better service and savings.

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<th>2018 Savings</th>
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<td>$50,000</td>
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Participating: All except the Town of Knox and the Village of Ravena.
Adopted Proposal 8
Retrofit Lights to High Efficiency LED Lighting

Another area which had considerable support was the conversion of lighting to light-emitting diode (LEDs). LED lights use about 75 percent less energy than traditional incandescent lights and by 2027 the U.S. Department of Energy believes they could result in more than $30 billion in electricity cost savings nationwide. These high efficiency lights save significant money in the long run and are worth the capital investment.

However, even with the potential for using more efficient and less costly lighting, as a result of difficult interactions with utility companies, municipalities and school districts have developed concerns about whether it is better to lease or sell the equipment, the specialized maintenance of the lights, and overall capital costs.

Beginning in 2018, the county will run a centralized process to work with municipalities and schools to install additional LED lights in addition to the projects currently underway, including serving as the point on negotiating with the utilities (since working with the utilities was one of the major complaints by municipalities in upgrading to LED). Moreover, the county will work to develop a team of shared maintenance personnel for those municipalities that need assistance with upkeep, since several municipalities raised ongoing maintenance as a concern.

The projections for this proposal is low given the number of new projects already in the pipeline that would not qualify under this plan, but there is an opportunity for significant future savings as new projects emerge. Many municipalities have already replaced many of their lights with LED lighting for consideration cost reductions.

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<td>$175,000</td>
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Participating: All except village of Ravena.

Legal and Regulatory Barriers to Shared Services

In our discussions with municipal leaders and school superintendents, a number of barriers to sharing services between municipalities and school districts were identified. These include:

- School districts cannot obtain power from solar facilities located outside school district boundaries. This makes it difficult for school districts in urban areas to take advantage of solar power. It also makes it impossible for solar collaborations between neighboring school districts and municipalities when economy of scale can result in greater energy cost savings.

- Under current state regulations there is great confusion over whether health insurance consortiums organized under Article 47 of the insurance law can cover municipal employers with under 50 employees without subjecting them to
community rating, which increases their cost of insurance. The only county that has been able to organize such a consortium and experience rate these small municipalities is Tompkins county. This confusion, and the current difficult barriers to overcome, effectively denies small municipalities (who need the most help in keeping their health care costs down) the advantage of entering into health care consortia. These consortia try to pool risk so that the pool including smaller municipalities can be experience rated rather than community rated. Local governments should work with the state Department of Financial Services to find ways to streamline its current regulations and provide technical assistance so that it is easier for counties to form such consortia and reduce health insurance costs for its municipalities and school districts.

- Under current state law and regulations, a public-sector health insurance brokerage, like the New York Municipal Benefits Corporation, cannot refund commissions to the municipalities and school districts that are part of their consortium. This has the effect of increasing the cost of health insurance to municipalities and school districts in a consortium. Insurance Law §4224(c) should be amended to exempt public entities and entities wholly owned or controlled by public entities from the anti-rebating law. In addition, Education Law §1950 should be amended to expressly authorize a BOCES to create a subsidiary public benefits corporation.

- The property tax cap’s adjustment for transfers of function (General Municipal Law Section 3-c (3)(d)), as currently interpreted by the State Comptroller’s Office, has created a disincentive to shared service or functional consolidations. Any budget cut made by a local government counts towards meeting the property tax reduction target, unless that expense reduction is based on a transfer of function — in which case the amount saved by a partnering local government is subtracted from its tax cap levy limit. The local government gets no credit for having implemented such a change for the purposes of the tax cap. Layoffs, spending down reserves, or deferring maintenance all count for the purposes of the cap, but transfers of functions which truly reduce recurring expenditures do not.

This interpretation in implementation is a flaw, because the tax cap and the property tax freeze credit laws were intended to encourage transfers and/or consolidations of functions. In his policy document published in 2010, THE NEW NY AGENDA: A PLAN FOR ACTION, Governor Andrew Cuomo made this intention clear when he wrote:

Exceptions or adjustments [to the property tax cap] would apply to consolidations of services (so that the cap would not discourage a county or town from taking on consolidated services from other localities or special districts). In fact, the cap may well encourage cost saving consolidations, where existing arrangements prove to be too expensive for the new discipline (p. 44).

- Given the current low-interest rate environment, there was an idea to allow the county to offer municipalities an option to consolidate and pool debt. Recent data from the Office of the State Comptroller shows that municipalities within Albany County have nearly $1 billion of existing debt. Many municipalities have
refinanced and consolidated their debt on their own, lowering interest rates, and therefore overall annual costs. For instance: The Town of Knox has approximately $487,000 in debt and recently refinanced the debt with a low interest rate of 0.88 percent. Many municipalities have much higher interest rates. However, upon working with the county bond counsel counties are prohibited from doing so. Therefore, local municipalities should work with the state to find ways to provide more flexibility to refinance local debt.

- Under current state education law shared services purchased from a county are not eligible for state education aid reimbursement. There was support to have the state and counties work together to allow shared services purchased from a county to be eligible for reimbursement (just as it is for BOCES) as long as the shared service is for the same or lower cost than the cost available from BOCES.

- The shared services law creating this process provides financial disincentives to municipalities to complete the plan this year since the law only allows the state match for savings achieved in year one. Given the difficulty in implementing big shared services savings proposals that will significantly reduce property taxes in one year, especially creating a countywide health insurance consortium, which is difficult under current state regulations, the panel supports changing the process to allow financial incentives in 2018 and 2019, especially for those municipalities that got their Shared Services Taxpayer Savings Plans in immediately.
### Appendices

**Appendix A. New York State Shared Services Worksheet**

#### County-Wide Shared Services

**Property Tax Savings Plan Summary**

**Appendix A**

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<thead>
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<tbody>
<tr>
<td><strong>County Contact:</strong> Michael McLaughlin, Director of Policy and Research</td>
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<tr>
<td><strong>Contact Telephone:</strong> 518-447-7040</td>
</tr>
<tr>
<td><strong>Contact Email:</strong> <a href="mailto:Michael.McLaughlin@albanycounty.ny.gov">Michael.McLaughlin@albanycounty.ny.gov</a></td>
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#### Partners

**Row 1 – (total # of) Cities in County**

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<thead>
<tr>
<th>Participating Cities</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
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<tbody>
<tr>
<td>1. Albany</td>
<td>Kathy M. Sheehan, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Cohoes</td>
<td>Shawn M. Morse, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Watervliet</td>
<td>Michael Manning, Mayor</td>
<td>Yes</td>
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**Row 2 – (total # of) Towns in County**

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<tr>
<th>Participating Towns</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Berne</td>
<td>Kevin Crosier, Supervisor</td>
<td>Yes</td>
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<tr>
<td>2. Bethlehem</td>
<td>John Clarkson, Supervisor</td>
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</tr>
<tr>
<td>3. Coeymans</td>
<td>Philip A. Crandall, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Colonie</td>
<td>Paula A. Mahan, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Green Island</td>
<td>Rachel A. Perfetti, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Guilderland</td>
<td>Peter G. Barber, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Knox</td>
<td>Vasilios Lefkaditis, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>8. New Scotland</td>
<td>Douglas LaGrange, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Rensselaeville</td>
<td>Valerie Lounsbury, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Westerlo</td>
<td>Richard H. Rapp, Supervisor</td>
<td>Yes</td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
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<tr>
<td>13.</td>
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</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
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<tr>
<td>15.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### County-Wide Shared Services

**Property Tax Savings Plan Summary**

**Appendix A**

18.  
19.  
20.  

Use Additional Sheets if necessary

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.*

### Row 3: (Total # of) Villages in County

<table>
<thead>
<tr>
<th>Participating Villages</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Altamont</td>
<td>Kerry A. Dineen, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Colonie</td>
<td>Frank A. Leak, Mayor</td>
<td>Absent</td>
</tr>
<tr>
<td>3. Green Island</td>
<td>Ellen M. McNulty-Ryan, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Menands</td>
<td>Megan Grenier, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Ravena</td>
<td>William Misuraca, Mayor</td>
<td>Absent</td>
</tr>
<tr>
<td>6. Voorheesville</td>
<td>Robert D. Conway, Mayor</td>
<td>Yes</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use Additional Sheets if necessary

*The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.*

### Row 4: (Total # of) School Districts, BOCES, and Special Improvement Districts in County

<table>
<thead>
<tr>
<th>Participating School Districts, BOCES, and Special Improvement Districts</th>
<th>Panel Representative</th>
<th>Vote Cast (Yes or No)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Albany City School District</td>
<td>Kaweeda J. Adams, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>2. Berne-Knox-Westerlo Central School District</td>
<td>Timothy Mundell, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>3. Bethlehem Central School District</td>
<td>Jody Monroe, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>4. Cohoes City School District</td>
<td>Jennifer Spring, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>5. Green Island Union Free School District</td>
<td>Teresa Snyder, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td>6. Guilderland Central School District</td>
<td>Marie Wiles, Superintendent</td>
<td>Absent</td>
</tr>
<tr>
<td></td>
<td>County-Wide Shared Services Property Tax Savings Plan Summary Appendix A</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Menands Union Free School District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maureen A. Long, Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>North Colonie Central School District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Joseph Corr, Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Ravenna-Coeymans-Selkirk Central School District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brian Bailey, Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>South Colonie Central School District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jonathan A. Buhner, Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Voorheesville Central School District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brian Hunt, Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Watervliet City School District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lori S. Caplan, Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Capital Region BOCES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mark Jones</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Capital Region BOCES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dale Breault</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

Vote Total (With County Executive): 20-0

---

**Row 5**

**2017 Local Government Property Taxes**

The sum total of property taxes levied in the year 2017 by the county, cities, towns, villages, school districts, BOCES, and special improvement districts within such county.

$710,893,499.32

---

**Row 6**

**2017 Participating Entities Property Taxes**

The sum total of property taxes levied in the year 2017 by the county, any cities, towns, villages, school districts, BOCES, and special improvements districts identified as participating in the panel in the rows above.

$695,929,615.32 (minus fire districts and Village of Ravena)
<table>
<thead>
<tr>
<th>Row 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Anticipated Savings</strong></td>
</tr>
<tr>
<td>The sum total of net savings in such plan certified as being</td>
</tr>
<tr>
<td>anticipated in calendar year 2018, calendar year 2019, and</td>
</tr>
<tr>
<td>annually thereafter.</td>
</tr>
<tr>
<td>$1,556,000 (2018), $6,715,500 (2019), $9,715,500 (fully phased in)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Savings as a Percentage of Participating</strong></td>
</tr>
<tr>
<td><strong>Entities property taxes</strong></td>
</tr>
<tr>
<td>The sum total of net savings in such plan certified as being</td>
</tr>
<tr>
<td>anticipated in calendar year 2018 as a percentage of the sum total</td>
</tr>
<tr>
<td>in Row 6, calendar year 2019 as a percentage of the sum total in</td>
</tr>
<tr>
<td>Row 6, and annually thereafter as a percentage of the sum total in</td>
</tr>
<tr>
<td>Row 6.</td>
</tr>
<tr>
<td>0.22% (2018), 0.96% (2019), 1.40% (fully phased in)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Savings to the Average Taxpayer</strong></td>
</tr>
<tr>
<td>The amount of the savings that the average taxpayer in the</td>
</tr>
<tr>
<td>county will realize in calendar year 2018, calendar year 2019, and</td>
</tr>
<tr>
<td>annually thereafter if the net savings certified in the plan</td>
</tr>
<tr>
<td>are realized.</td>
</tr>
<tr>
<td>$10.58 (2018), $45.65 (2019), $66.04 (fully phased in)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Costs/Savings to the Average Homeowner</strong></td>
</tr>
<tr>
<td>The percentage amount a homeowner can expect his or her</td>
</tr>
<tr>
<td>property taxes to increase or decrease in calendar year 2018*,</td>
</tr>
<tr>
<td>calendar year 2019*, and annually thereafter if the net</td>
</tr>
<tr>
<td>savings certified in the plan are realized.</td>
</tr>
<tr>
<td>*Factors in growth under tax cap (avg increase of 1.5%)^1.</td>
</tr>
<tr>
<td>1.28% (2018), 0.54% (2019), 0.10% (fully phased in)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row 11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Costs/Savings to the Average Business</strong></td>
</tr>
<tr>
<td>The percentage amount a business can expect its property</td>
</tr>
<tr>
<td>taxes to increase or decrease in calendar year 2018*, calendar</td>
</tr>
<tr>
<td>year 2019*, and annually thereafter if the net savings certified</td>
</tr>
<tr>
<td>in the plan are realized.</td>
</tr>
<tr>
<td>*Factors in growth under tax cap (avg increase of 1.5%).</td>
</tr>
<tr>
<td>01.28% (2018), 0.54% (2019), 0.10% (fully phased in)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby affirm under penalty of perjury that information provided is</td>
</tr>
<tr>
<td>true to the best of my knowledge and belief. This is the finalized</td>
</tr>
<tr>
<td>county-wide shared services property tax savings plan. The county-</td>
</tr>
<tr>
<td>wide shared services property tax savings plan was approved on</td>
</tr>
<tr>
<td>September 13, 2017, and it was disseminated to residents of the</td>
</tr>
<tr>
<td>county in accordance with the County-wide Shared Services Property</td>
</tr>
<tr>
<td>Tax Savings Law.</td>
</tr>
<tr>
<td>Daniel P. McCoy</td>
</tr>
<tr>
<td>(Print Name)</td>
</tr>
<tr>
<td>(Signature)</td>
</tr>
</tbody>
</table>
Appendix B. The Project Team

Jim Malatras, President of the Rockefeller Institute, led the project. Dr. Malatras held several high-ranking positions in New York State Government and is an expert in local governmental policy. Most recently, he served as Director of State Operations to Governor Andrew M. Cuomo, where he managed the day-to-day operation of state government and served as the Administration’s point person on policy. In addition, he previously served as Deputy Secretary for Policy Management to Governor Cuomo and as Deputy Director of Policy on Governor Cuomo’s successful campaign for Governor. Dr. Malatras also previously served as Executive Directive of Legislative Affairs and State Policy to Attorney General Cuomo and Legislative Director to former Assemblyman and current RIG Board member, Richard L. Brodsky, who chaired the Environmental Conservation and Corporations, Authorities and Commissions Committees in the New York State Assembly.

Thomas Cetrino, of the Benjamin Center, advised on the project. Mr. Cetrino graduated from SUNY New Paltz in 1973 with a BA in Political Science and continued his education at SUNY Albany where he earned a MA in Criminal Justice. He has worked in several different leadership positions in the NY State Division of Criminal Justice Services, the Office of New York State Senate Minority Leader and the New York State Public Employees Federation. His work has led to the enactment of several laws including the establishment of the Community Dispute Resolution program within the Office of Court Administration and the Contract Disclosure Law of 2001.

Mr. Cetrino is currently a member of SUNY New Paltz’s Benjamin Center Advisory Board and serves as a research consultant on many of the Center’s local government projects. He recently was the chief staff researcher and writer in assisting Albany County in the development of its 2015 Government Efficiency Plan.

Gerald Benjamin, Director of the Benjamin Center, advised on the project. Dr. Benjamin is one of the foremost experts on local government policy. He previously served as Director of the Center for the New York State and Local Government Studies at SUNY’s Rockefeller Institute of Government in Albany. While in that post, between May of 1993 and March of 1995, Dr. Benjamin served as Research Director of the Temporary State Commission on Constitutional Revision appointed by Governor Mario Cuomo. Earlier he was Principal Research Advisor to a New York City Charter Revision Commission that achieved the most extensive structural changes in the government of that city in recent history. Between 2004 and 2006, by unanimous bipartisan action of the county legislature, Benjamin was appointed to chair the Ulster County Charter Commission. The work of this commission resulted in approval at the polls of the county’s first charter. That charter went into effect in January of 2009. In 2007 Associate Vice President Benjamin was appointed by Governor Spitzer to the State Commission on Local Government Efficiency and Competitiveness that in 2008 proposed wide-reaching reforms in local government in New York State.

Between 1981 and 1993 Gerald Benjamin was an elected member of the Ulster County legislature. He served in legislative leadership as both Majority Leader (1985-91) and Chairman (1991-93). Ulster County during this time has no elected executive; the legislative chairman was therefore the County’s Chief Elected Officer. Under his leadership the Benjamin Center has provided studies on government restructuring,
redistricting and intergovernmental collaboration for counties, cities, towns and villages in the Hudson Valley and elsewhere in New York State.

**Urška Klančnik**, Research Scholar, at the Rockefeller Institute of Government. She holds a M.A. in Intercultural Communication and European Studies from Hochschule Fulda — University of Applied Sciences, Germany, and a B.A. in English and American Studies from University of Salzburg, Austria. In the course of her bachelor studies, she spent a year at the Bowling Green State University, Ohio as an exchange student.

**Michael Quintman**, Research Assistant at the Benjamin Center. Michael graduated with a BA in Political Science and History from New Paltz in May.

**Michael Hattery**, Director of Local Government Studies for the Rockefeller Institute, worked with Dr. Malatras on the overall management and completion of the final plan. Dr. Hattery has a range of experience as a student of state and local government in New York. He has conducted applied research, community-based technical assistance and developed educational programs for state and local officials. His research interests are centered in the areas of public finance, local government organization and service delivery. Dr. Hattery has also worked in the areas of management capacity building and the analysis of intergovernmental service delivery options — particularly among smaller governments in New York’s nonmetropolitan regions. He has served as an elected governing board member for village, town and county government.
Appendix C. Albany County Municipal Boundaries

Albany County has 3 cities, 10 towns, 6 villages, 12 school districts, 20 fire districts and 53 special town-run districts (lighting, sewer, etc.). The map shows the geographic overviews of the various municipalities and schools districts. The total population of Albany County is 309,381 with 147,116 full-year resident taxpayers.
# Appendix D. Some Examples of Shared Equipment

## Table 1. Some Examples of Equipment Need and Availability

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Need</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Island</td>
<td>• Pavers</td>
<td>• Paver</td>
</tr>
<tr>
<td></td>
<td>• Vacuum trucks</td>
<td>• Excavator</td>
</tr>
<tr>
<td></td>
<td>• Asphalt milling machines</td>
<td>• Guardrail equipment</td>
</tr>
<tr>
<td></td>
<td>• Street sweepers</td>
<td>• Backhoe</td>
</tr>
<tr>
<td></td>
<td>• Camera machine (for inventorying things like sewer pipes)</td>
<td>• Roller</td>
</tr>
<tr>
<td>Town of Knox</td>
<td>(willing to share with neighboring municipalities subject to board approval and discussion with highway superintendent)</td>
<td>• Trailer</td>
</tr>
<tr>
<td>Voorheesville School District</td>
<td>• Snow removal during heavy snow</td>
<td>• CAT Wheeled Excavator</td>
</tr>
<tr>
<td></td>
<td>• Lifts</td>
<td>• CAT Roller</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Over the Rail Mower</td>
</tr>
<tr>
<td>Town of Westerlo</td>
<td>• Shoulder machine</td>
<td></td>
</tr>
<tr>
<td>Altamont</td>
<td></td>
<td>• Loaders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Generators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Backhoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Brush Chipper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dump Truck with Plows Mowers</td>
</tr>
<tr>
<td>North Colonie School District</td>
<td>• Cherry picker</td>
<td>• Mini excavator</td>
</tr>
<tr>
<td>Village of Voorheesville</td>
<td>• Trench box for shoring during water breaks</td>
<td>• Small backhoe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Skid steer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Garbage packer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Trailers</td>
</tr>
<tr>
<td>Location</td>
<td>Equipment Need and Availability</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Town of Bethlehem</td>
<td>- Road miller</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Speed sign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Portable Pipeline Video Camera</td>
<td></td>
</tr>
<tr>
<td>City of Albany</td>
<td>- Paver, Roller, and Gradall Fusion Machine (for water pipe infrastructure).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dura-Patcher (pothole machine)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Backhoes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Loaders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dump Trucks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Foam Trailer (fire)</td>
<td></td>
</tr>
<tr>
<td>Guilderland Central School District</td>
<td>- Loader w/snow pusher (large)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Loader w/snow pusher (medium)</td>
<td></td>
</tr>
<tr>
<td>Watervliet City School District</td>
<td>- Lift</td>
<td></td>
</tr>
<tr>
<td>City of Watervliet</td>
<td>- Cherry picker truck or lift</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Brush hog cutter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Street sweeper</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Bucket loader</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Backhoe</td>
<td></td>
</tr>
<tr>
<td>Town of Colonie</td>
<td>- Various DPW (highway, water, sewer) equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Emergency situations</td>
<td></td>
</tr>
<tr>
<td>County of Albany</td>
<td>- Graders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Gradalls</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Road Wideners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Skid-Steers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Bulldozers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Excavators (both tracked and wheeled)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wheel loaders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Tree truck</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Low-boy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dump trailer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Paver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Rollers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Backhoes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Hydro-seeder</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wood chippers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Water pump.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E. The Legal Process and Public Hearings

- Draft Savings Plan Submission to County Legislature. On August 1, 2017, we presented the County Legislature with a draft plan.

- Public Hearings. The law required three public hearings prior to September 15, 2017.
  - On July 31, 2017, the County Executive held the first public hearing in the Cahill Room of the Albany County Office Building at 2:00pm in order to gather input from the public in preparation of the draft plan.

    The transcript of the public hearing is at

    A video of the public hearing is at
    https://www.youtube.com/watch?time_continue=1&v=kEayOshSxaw.

  - A second public hearing was held on August 7 at 5:30pm at the Crossings in Colonie.

    A copy of the presentation is at
    http://www.albanycounty.com/Libraries/County_Executive/20170807-AlbanyCountySharedServicesPresentation.sflb.ashx.

    The transcript of the public hearing is at
    http://www.albanycounty.com/Libraries/County_Executive/20170807-SharedSvcs.sflb.ashx

    A video of the public hearing is at
    https://www.youtube.com/watch?v=0EQpx5RfxFc.

  - A third public hearing was held on August 29 at 5:30pm in the Bethlehem Town hall.

    A link to the video of the public hearing is at
    http://bethlehemtownny.igm2.com/Citizens/Media.aspx

County Legislature Review of Draft Plan. After the County Executive submits a draft plan on behalf of the panel, the County Legislature shall "review and consider the county-wide Shared Services Plan." There is no other mandatory requirement of the County Legislature though they may by majority vote issue an "advisory report" making recommendations as deemed necessary. The County Legislature submitted a report on August 15, 2017 to the County Executive that was supportive of the draft plan. That report can be found at http://www.albanycounty.com/Libraries/County_Executive/20170815-LegResponse-SharedSvcs.sflb.ashx. There was no legal requirement that the County Executive or panel incorporate those findings.

- Modification of Draft Plan by the County Executive. The law does authorize the County Executive to modify the plan based upon such recommendations prior to the submission of the final plan to the panel for a final vote. Modifications were made to the draft report based on the input from the public hearings and members of the panel.
- **Adoption of Final Plan.** The vote on the final plan was held on September 13, 2017 and the plan was submitted to the New York State Division of Budget by the County Executive on September 14.

- **Public Notification of Final Adopted Plan.** The County Executive will publicly disseminate the plan and hold a public presentation on it by October 15, 2017.

**Roles of Municipal Elected Officials**

- **Local Opt Out.** Before the final vote by the panel, members were authorized to opt out of any action in the draft plan that would impact their county, city, town, village, school district, BOCES, or special improvement district. However, if such action includes multiple other units of local government, the action can still go forward for other members of the panel who have not opted out. Albany County has decided to use a more positive opt-in approach recognizing that not all shared services options are in the best interest of all municipalities and school districts in the county.

- **Role of Municipal Legislative Boards.** The Shared Services Property Tax Savings law does not provide for a specific role for town and village boards or city councils in the development of the plan. The chief executive of a city, town, village, or school district is empowered and authorized by state law to determine if their community should opt out of a plan option and to vote for or against a plan.

  There may be circumstances where local officials are bound by their governing documents, like a local government charter, to follow certain protocols before they can take an action on behalf of the local government. In such circumstances, it is the duty and power of a municipal official who is serving on the panel to determine such application based upon the governing documents that are applicable to such municipality or school district.

  It should be noted, however, that implementation of the panel-approved shared services contained in the plan are NOT binding on municipalities and their elected boards. All applicable legal prerequisites to the implementation of any action or component of an action contained within a final, approved plan must be satisfied in order for that action or component of an action to properly take effect in any municipality or school district.
Endnotes

1 After repeated requests, the Village of Ravena chose not to participate in the process.

2 There were many proposals that were raised during the course of the process, and many had merit. Given the timeframe, they were not included in the final plan, but are things the county and municipalities should explore, including civil service consolidation, consolidation of records clerks, workers' compensation and liability insurance consortia, consolidated dispatch operations, municipal payroll operation consolidation, regional SWAT teams, construction of anaerobic digesters to turn waste into energy, and the creation of a joint enterprise resource planning system.

3 Virtually every municipality expressed interest in moving forward with Community Choice Aggregation program. We arrived at the estimate by doing the following:

   We estimated a 10 percent overall reduction in energy costs for those interested municipalities. Some municipalities did not provide their electric costs to us in time for the final report. In those cases, we estimated their total cost of electricity based upon existing budget documents or costs from similar municipalities. The CCA proposal alone could save up to 20 percent on electricity costs. See Matt Coyne, "Westchester communities join to seek lower energy bills" (May 16, 2015) at http://www.lohud.com/story/news/local/westchester/2015/05/16/community-choice-aggregation-energy-savings/27443009/. Although other municipalities have noted a 20 percent savings, we estimated a more conservative estimate of 10 percent because some municipalities and school districts, like the City of Albany, were already part of other energy consortia. Some municipalities were more interested and provided their energy costs of which we took 10 percent from their actual 2016 data to arrive at a total year one savings. Those municipalities and school districts were: Voorheesville Central School District ($24,910.74), Guiderland Central School District ($17,000), Watervliet City School District ($20,508.61), City of Watervliet ($22,943), Village of Altamont ($1,500), City of Albany ($64,180.30), Town of Bethlehem ($78,458.60), Town of Rensselaerville ($3,600), Village of Voorheesville ($13,933.70), Albany County ($257,510.40), Town of Knox ($950), Town of Colonie ($284,121.50), Town of Guiderland ($64,872.66), Town of New Scotland ($3,884.37), Town of Westerlo (3,909.10), City of Cohoes ($74,900), and Village of Green Island ($500).

   For the second year, we took the remaining municipalities and school districts and estimated their savings based on the similar size of municipalities that submitted actual data. For example, we based the savings estimates for the Towns of Berne, Green Island, and Rensselaerville on the actual data provided by the Town of Knox. Though not a perfect measure, it gave a conservative estimate for which the team was comfortable.

4 Most municipalities expressed interest in a centralized shared equipment plan, with the exception of a few, like Village of Colonie and Town of Knox. This methodology used to get the initial estimate was based upon a percentage of the total purchase price of several of the pieces of equipment needed by municipalities cross-walked to the same equipment made available by another municipality or where there was a need for a new machine for several municipalities that, if purchased, could be shared.

   We took 30 percent of a typical cost of equipment and added those rough savings, though we could have taken a bit more in savings upfront, knowing this would be an ongoing process. The initial breakdown is as follows:

   Pavers cost around $100,000 see http://www.equipmenttrader.com/Construction-Equipment/Asphalt-Pavers-For-Sale/search-results?category=Asphalt+Pavers%7C2000240 ; (given number of requests factoring at least two) $60,000 in savings
   Backhoes cost around $90,000 see http://www.costowlo.com/b2b/backhoe-loader-cat-cost.html; (given number of requests factoring at least two) $54,000 in savings
   Street sweepers cost around $100,000 see http://www.commercialtrucktrader.com/Sweeper-Trucks-For-Sale/search-results?type=light, medium, heavy&category=Sweeper%7C2001720; $30,000 in savings
   Mowers cost around $10,000 see http://www.equipmenttrader.com/Farming-Equipment/Mower-For-Sale/search-results?category=Mower%7C2003524; $3,000 in savings
Dump trucks cost around $150,000 see [http://www.commercialtrucktrader.com/Heavy-Duty-Dump-Trucks-For-Sale/search-results?category=Dump+Truck%7C2000609&type=heavy]; $45,000 in savings.

Loaders cost around $350,000 see [http://www.rockanddirt.com/equipment-for-sale/CATERPILLAR/wheel-loaders]; (given number of requests factoring at least two) $70,000 in savings.

Cherry pickers cost around $10,000 see [https://www.alibaba.com/showroom/new-cherry-pickers-for-sale.html]; (given number of requests factoring at least two) $6,000 in savings.

Industrial chippers cost around $30,000 see [http://www.equipmenttrader.com/Farming-Equipment/Chipper-For-Sale/search-results?category=Chipper%7C2012692]; $3,000 in savings.

Rolling fusion pipe machines cost around $300,000 see [https://www.machinerytrader.com/listings/construction-equipment/for-sale/list/?Manu=MCELROY]; $30,000 in savings.

We only estimated data of equipment needs that were specifically provided. Given the overall interest and need was significant, we factored in a 75 percent growth in the program when fully up and running. We set year two's savings as the fully implemented savings, given that older equipment would continually need to be repaired or replaced. Again, this is a conservative projection.

Although many municipalities and schools expressed interest, we note there were a handful that were not, including Village of Colonie, Menands School District, Bethlehem School District, Green Island, Voorheesville School District, City of Cohoes, Town of Colonie, and Village of Altamont.

The savings methodology used was a rough estimate of services that municipalities said they would be open to sharing.

The savings methodology for the workforce database is as follows. Based on 2016 data Albany County and its municipalities had 19 full-time Tier 1 employees and 643 full-time Tier 2 employees. Their 75-percentile salary for these tier 1 employees is $55,530 (since there is a lot of variation in these salaries and we are looking for the older employees we believe this is the correct salary to use rather than the median which is $49,131) and their health insurance, dental, vision and pension costs is 50 percent of their salary or $32,765 (based on the NY State Comptroller's state employee fringe benefit rate; municipal employees fringe benefit rates are probably higher than the state's). Assuming four Tier 1 employees can be enticed to retire if offered a part-time job elsewhere in the county the savings would be the difference between their 75-percentile full-time salary ($55,530) and the maximum salary for retired state and local government employees who work for state and local governments which is $30,000. The salary savings is $35,530 (rounded). That savings plus the fringe benefit savings equals $68,295 per employee ($35,530 + $32,765) times four employees equals $273,180 or close to the $250,000 minimum savings we estimate for 2018.

Based on 2016 data Albany County and its municipalities have 643 full-time Tier 2 employees. Their 75-percentile salary for these tier 2 employees is $102,213 and their health insurance, dental, vision and pension costs is 50 percent of their salary or $51,106. Assuming that 2 percent of the Tier 2 employees (13 employees) can be enticed to retire if offered a part-time job elsewhere in the County the savings would be the difference between their 75-percentile full-time salary ($102,213) and the maximum salary for retired state and local government employees who work for state and local governments which is $30,000. The salary savings is $72,213. That savings plus the fringe benefit savings equals $123,319 per employee ($72,213 + $51,106) times 32 employees equals $1,603,147 in savings above the $1.5 million savings we estimate for 2019 ($500,000 in savings) and 2020 and annually thereafter ($1 million in savings).

We arrived at the savings estimate in two ways: (1) by taking the total cost of services like IT, fuel, and the like provided by municipalities and school districts and projected a 10 percent savings through greater centralization of contracts or (2) by the actual cost of savings provided by the municipality. For example, using municipalities that were specifically interested in the proposal:

- City of Watervliet provided $56,873 in potential savings for IT/fuel/telecom.
- City of Albany could save $413,885.80 on IT upgrades assuming 10 percent savings.
- Town of Colonie could save $15,575 on IT/telecom assuming 10 percent savings.
- Watervliet City School District could save $750 on telecom.
Village of Altamont could save $544 on telecom

We assumed conservative growth in savings in year two. The cost would likely be greater when each municipality and school district submits their equipment needs and availability to the county.

7 We arrived at the savings estimate by taking the total vehicle maintenance costs provided by municipalities and school districts that provided information (less than half) and estimated a very conservative 4 percent reduction in their overall costs.

Currently there are nine vehicle maintenance and/or storage facilities. Albany County has its facilities in Berne, Knox, Westerlo, and Voorheesville. The towns of Berne, Knox, and Westerlo have their own facilities as does the Voorheesville and Berne-Knox Westerlo school districts.

The 2015 Highway Study estimated the savings for the county and Knox sharing a facility at $320,000 and we assume the same savings for a joint Albany County-Westerlo facilities for a total savings of $640,000. We also assume that these facilities have a 30-year life expectancy. Based on the state’s regulations regarding amortizing savings we subtracted 1/30 (3.3 percent) of this savings ($21,120) for a total savings of $618,880 (rounded up to $619,000) for these joint facilities. We estimate that half of these savings ($309,500) can be realized in 2019 and the remainder in 2020.

The Voorheesville School District estimated it would save $3 million by forgoing building its facility and using the county’s facility. We assume Berne-Knox-Westerlo would save the same amount for a total of $6 million in savings, which must be reduced to account for the cost of leasing, building and or renovating these facilities. We are assuming that this cost would reduce this savings by between $2 million and $4 million for a total net savings of between $2 million and $4 million. We are assuming that these facilities have a 30-year life expectancy. Based on the state’s regulations regarding amortizing, 1/30 (3.3 percent) was subtracted from this savings ($68,000 if $2 million and $132,000 if $4 million) for a total savings of between $1,934,000 and $3,868,000 (rounding down to $1,900,000 and $3,800,000) for these joint facilities. We used the midpoint of this savings range which is $2,850,000. We estimate that half of these savings can be realized in 2019 ($1,425,000 and the remainder in 2020). This underestimates the savings because there will be annual operational savings, especially in energy costs, in operating four vehicle maintenance facilities rather than nine facilities but those savings cannot be calculated at this time.

We estimate that just allowing municipalities and school districts to use the county maintenance facility in Voorheesville for repairs would save $105,000 annually beginning in 2018. In addition, we estimate that an annual savings of $150,000 will be realized if Berne residents pass a referendum in 2018 to consolidate their highway department with Albany County’s department. Absent both a resolution explicitly stating intent by the Berne Town Board and referendum passed by the citizens of Berne, Albany County will be unable to implement this proposal. We added those figures to the 2019 savings calculated for building the joint maintenance facilities which is $309,500 plus $1,425,000, plus $106,000 plus $150,000 which equals $1,990,500 in 2019 and another $1,990,500 in 2020.

8 This estimates that seven municipalities will enter into a contract with a third-party service provided by the county. For instance, certain packages are upwards of $8,000 per contract (see https://www.strakertranslations.com/translation-pricing/) and our conservative estimate subtracts a fee to run the program by the County.

9 Many municipalities have aggressively pursued LED lighting projects that have already saved considerable savings. Given so many are in the pipeline, this is a rough estimate of those who have yet to begin projects, though ultimately the savings, we believe, will be much higher. LED lighting conversion alone could result in even greater savings so we believe a 10 percent overall cost reduction is a conservative and reasonable estimate.

10 We assumed a 1.5 percent annual property tax increase based on historical increases over the past several years. The property tax cap has a greater allowance this year (approximately 1.8 percent), but some municipalities will be cutting their overall property tax levy and others will exceed 1.8 percent so the historical number was deemed a more appropriate estimate.
January 9, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

We are requesting the Legislature’s permission to apply to Capital District Transportation Committee (CDTC) for funding for SR155/CR157 Watervliet Shaker Road Phase III Project. This project will complete the reconstruction of Watervliet Shaker Road (SR155/CR157) begun in 2001. It will reconstruct the final section of Watervliet Shaker Road from New Karner Road to Sand Creek Road (0.7 mile) in the Town of Colonie. The estimated cost is $3,462,409.00. If awarded, the Federal Government will pay 80% of the project with Albany County paying for 20%. The project will be for the new TIP Solicitation for years 2019-2024.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc:    Dennis Feeney, Majority Leader
       Frank Mauriello, Minority Leader
       Kevin Cannizzaro, Majority Counsel
       Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services): Authorization to Apply to CDTC for TIP Funding

Date: 01/09/2019
Submitted By: Lisa Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.
Attending Meeting: Lisa Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☒ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed)

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☒ Grant

New
11/28/2018

☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
   Capital District Transportation Committee
   One Park Place, Main Floor
   Albany, NY 12205-2676

Additional Parties (Names/addresses):
   Click or tap here to enter text.

Amount/Raise Schedule/Fee: $3,462,409.00
Scope of Services:
   Funding to Reconstruct the Final Section of SR155/CR157.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☐ No ☒
Anticipated in Current Budget: Yes ☐ No ☐
Justification: (state briefly why legislative action is requested)

We are requesting the Legislature’s permission to apply to Capital District Transportation Committee (CDTC) for funding for SR155/CR157 Watervliet Shaker Road Phase III Project. This project will complete the reconstruction of Watervliet Shaker Road (SR155/CR157) begun in 2001. It will reconstruct the final section of Watervliet Shaker Road from New Karner Road to Sand Creek Road (0.7 mile) in the Town of Colonie. The estimated cost is $3,462,409.00. If awarded, the Federal Government will pay 80% of the project with Albany County paying for 20%. The project will be for the new TIP Solicitation for years 2019-2024.
Section A: Sponsor Information and Project Priority

1) Project Name:

SR 155/CR 157 Watervliet Shaker Road Phase III

2) Project Location (city, town, village):

Town of Colonie

3) Project Sponsor (government body submitting the proposal):

Albany County

4) Contact person with direct knowledge of the project:

Name: Jim Mearkle, P.E.
Title: Traffic Engineer
Municipality/Agency: Albany County Department of Public Works
Street Address: 449 New Salem Rd
City/Zip: Voorheesville, NY 12205
Telephone: 518-765-2055
Email: James.Mearkle@AlbanyCountyNY.gov

5) Check the boxes to indicate that you have read and understand the following:

[X] A signed cover letter from the chief elected official or equivalent has been provided along with this Project Justification Package.

[X] A municipal sponsor or other non-NYSDOT agency will be responsible for project administration and management in accordance with NYSDOT Procedures for Locally Administered Federal Aid Projects (PLAFAP).

[X] The sponsoring municipality or agency agrees to provide the minimum required local match (20% of the total project cost). NOTE: The 20% local match may be reduced depending on the project type, the federal fund source and the availability of Marchiselli funding.

[X] The sponsoring municipality or agency acknowledges that funds for locally administered federal aid projects will be provided on a reimbursement basis. The sponsor will be responsible for 100% of the upfront costs and will be reimbursed following completion of the project.

[X] The sponsoring municipality or agency acknowledges that the cost estimate provided by the sponsor may be adjusted by CDTC staff based on federal unit costs or other information related to federal aid projects.

[X] The sponsoring municipality or agency acknowledges that if preliminary engineering funds are not obligated in the federal fiscal year in which they are programmed, the entire project will be removed from the TIP and federal funds will be returned to their source. The project would then have no status. The CDTC Planning Committee can take action to approve exceptions to this rule at its discretion.

6) Sponsors submitting multiple projects should numerically rank them (1 being highest) within a general project category (i.e. pavement, bridge, safety, transit, bicycle/pedestrian, etc.) as an indication of their priority.
General Project Category: Pavement
Priority Level: Second of two projects

Section B: Project Description and Key Project Features

Describe the proposed project with as much detail as possible including key project features by general project type.

Pavement Projects:

1) Project Limits - Describe the start and end points of the project using side street names, reference markers or specific street addresses.

   This project will complete the reconstruction of Watervliet Shaker Road (State Route 155/County Route 157) begun in 2001. It will reconstruct the final section of Watervliet Shaker Road from New Karner Road to Sand Creek Road.

2) What is the length of the pavement area in feet or miles?
   0.7 mile

3) What is the width of the pavement area in feet (curb to curb or pavement edge to pavement edge if no curbs)?
   The existing widths are 70 feet between New Karner Road and Vly Road, and 28 feet between Vly Road and Sand Creek Road.

4) If the project is related to an existing federal aid project funded in the current TIP, provide the TIP number and the NYSDOT PIN number (a list of current TIP projects is available at www.cdtcmpo.org/documents/transportation-improvement-program/tipsearch).

   A453, PIN 1759.22

5) What is the AADT (Annual Average Daily Traffic) or the range of AADTs in the corridor and what year is the traffic count(s) from? If known, what is the percentage of Heavy Vehicles? Refer to the NYSDOT traffic data view for more information at; gis3.dot.ny.gov/html5viewer/?viewer=tdv. Traffic counts from local sources or consultant studies are also acceptable sources of data.

   The AADT was 16,208, with 2.8% heavy vehicles as of 2017. The count was taken by Albany County, using NYSDOT seasonal factors.

6) What is the purpose and need for the project? Is the project preventive maintenance, corrective maintenance, rehabilitation (system renewal) or reconstruction (system renewal)? Provide the pavement condition score and/or other necessary engineering data that describes the problem.

   This will be a system renewal reconstruction project. It was originally proposed in the Airport Area GEIS study. In the 1991 Statement of Findings, widening Watervliet Shaker Road were “prerequisite to accommodating even minimal amounts of continued development.”

   The original scope was a four-lane divided roadway similar to Watervliet Shaker Road and Albany Shaker Road in the vicinity of the Albany International Airport. Based on more recent counts, a narrower cross section may be more appropriate. Considering the shift in the traffic
DATE: October 17, 2018

To: All Interested Parties

From: Michael V. Franchini, Executive Director

Re: Notification of TIP Solicitation

The Capital District Transportation Committee (CDTC), as the designated Metropolitan Planning Organization for Albany, Rensselaer, Saratoga and Schenectady Counties, has the responsibility under federal law to adopt a Transportation Improvement Program (TIP). The TIP is our 5-year regional capital plan in which hundreds of State and local transportation projects are programmed with federal surface transportation funding. For a copy of our existing 2016-2021 TIP, see the following webpage, http://www.cdtcmpo.org/2016TIP.

Projects programmed on the TIP usually receive 80% of their funding from federal fund sources and the remaining 20% from local fund sources (either State or local). Transportation facilities which are eligible for this federal funding include roads on the federal aid-eligible system (see http://gis3.dot.ny.gov/html5viewer/?viewer-risvexternal), bridges, transit systems, and some multi-use trail systems. Project types include highway and bridge preservation (repair) projects, traffic signal and intersection improvements, safety improvements, bicycle and pedestrian projects, and some beyond preservation (reconstruction and replacement) projects.

We are currently in the process of developing our new 2019-2024 TIP, and with this letter we are soliciting projects for this new TIP. Please note: For this TIP development process, unlike previous processes and in order to meet our June 2019 deadline, we are soliciting for candidate projects before we have definite revenue projections. As we have been advised, we will assume the same revenue projections as was available during the previous TIP update.

For preservation projects we are only soliciting projects for the first 3 years of the TIP. Because beyond preservation projects take longer to complete and because there is less funding for them, we are soliciting beyond preservation projects for all 5 years of the TIP. Eligible project sponsors (NYSDOT, CDTA, counties, cities and other municipalities and public entities) should consider candidates and submit those of greatest priority and best fit to CDTC’s adopted principles and plans.
CDTC's eligibility criteria require integration of modes and appropriate integration of transportation and land use in all projects. All candidate projects must be consistent with CDTC's New Visions plan as reflected in its adopted Planning and Investment Principles and Recommendations. For a copy of these principles and recommendations, please see the following webpage, http://www.cdtcmpo.org/nv2040.

If you have candidate projects that meet the federal and CDTC eligibility criteria and would like to submit candidate projects for CDTC to consider adding to the new 2019-2024 TIP, you must do so by 5:00 p.m. on Wednesday, November 28, 2018. If we do not hear from you by then, we will conclude that your jurisdiction is not interested in submitting candidates for funding for this new TIP.

Your submission letter to CDTC should be signed by the chief elected official or equivalent and contain the following:

1) Completed project justification packages (enclosed) for each project submittal. If a given candidate project was submitted in an earlier project solicitation but not programmed for funding or if a project is programmed on the current TIP, but no federal funds have been obligated for any project phases, you will still need to complete and submit a project justification package for that project.

2) An indication of your priorities among the projects you propose. (Because of the effort required for CDTC to evaluate projects, your effort to submit only your highest priority projects will be appreciated.)

3) An affirmation of local ability/willingness to pay up to 20% of project costs (subject to federal fund source requirements and the availability of state “Marchiselli” funds, this could be reduced to 5% for many project types) and to maintain the project once built, if a non-state facility, should also be included. Note that state procedures will require the local jurisdiction to "front" money for future reimbursement during the project development process.

4) The name of a contact person for further information. CDTC staff will rely on this individual during the process of clarifying project details and evaluating project merit.

Candidate projects will be first screened for basic eligibility and consistency with the long range transportation plan by CDTC staff, who will also calculate each candidate project’s benefit/cost ratio and fill out a qualitative merit categories scoresheet. CDTC’s Planning Committee will then use this information to evaluate the projects and to form a balanced program that makes progress towards meeting regional goals. Please see our website, http://www.cdtcmpo.org/tipupdate, for fund eligibility, evaluation criteria, a fillable copy of our project justification package, and other relevant materials.

If you have any questions, please call or email us and we will direct you to the appropriate CDTC staff.
January 9, 2019

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

We are requesting the Legislature’s permission to apply to Capital District Transportation Committee (CDTC) for funding for SR155/CR157 New Karner Road Corridor Rehabilitation Project. This project will rehabilitate the pavement of CR157 (New Karner Rd.) from US Route 20 (Western Ave.) to Watervliet Shaker Rd. (4.1 miles) in the Towns of Guilderland and Colonie, City of Albany and the Village of Colonie. The estimated cost is $5,101,291.00. If awarded, the Federal Government will pay 80% of the project with Albany County paying for 20%. The project will be for the new TIP Solicitation for years 2019-2024.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo
Commissioner

cc: Dennis Feeney, Majority Leader
    Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Majority Counsel
    Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Authorization to Apply to CDTC for TIP Funding

Date: 01/09/2019
Submitted By: Lisa Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep. Lisa Ramundo
Attending Meeting: Lisa Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☒ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☒ Grant
   New
   11/28/2018
☐ Release of Liability
☐ Other: (state if not listed)

Contract Terms/Conditions:

Party (Name/address):
   Capital District Transportation Committee
   One Park Place, Main Floor
   Albany, NY 12205-2676
Additional Parties (Names/addresses):
   Click or tap here to enter text.

Amount/Raise Schedule/Fee: $5,101,291.00
Scope of Services: Funding to Rehabilitate the Pavement of SR155/CR157

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☑
If Mandated Cite Authority: Click or tap here to enter text.
Is there a Fiscal Impact: Yes ☐ No ☑
Anticipated in Current Budget: Yes ☐ No ☐

County Budget Accounts:
Justification: (state briefly why legislative action is requested)
We are requesting the Legislature’s permission to apply to Capital District Transportation Committee (CDTC) for funding for SR155/CR157 New Karner Road Corridor Rehabilitation Project. This project will rehabilitate the pavement of CR157 (New Karner Rd.) from US Route 20 (Western Ave.) to Watervliet Shaker Rd. (4.1 miles) in the Towns of Guilderland and Colonie, City of Albany and the Village of Colonie. The estimated cost is $5,101,291.00. If awarded, the Federal Government will pay 80% of the project with Albany County paying for 20%. The project will be for the New TIP Solicitation for years 2019-2024.
Section A: Sponsor Information and Project Priority

1) Project Name: SR 155/CR 157 New Karner Road Corridor Rehabilitation

2) Project Location (city, town, village):
   Towns of Guilderland and Colonie, City of Albany and Village of Colonie

3) Project Sponsor (government body submitting the proposal):
   Albany County

4) Contact person with direct knowledge of the project:
   Name: Jim Mearkle, P.E.
   Title: Traffic Engineer
   Municipality/Agency: Albany County Department of Public Works
   Street Address: 449 New Salem Rd
   City/Zip: Voorheesville, NY 12205
   Telephone: 518-655-7928
   Email: James.Mearkle@AlbanyCountyNY.gov

5) Check the boxes to indicate that you have read and understand the following:
   ☑️ A signed cover letter from the chief elected official or equivalent has been provided along with this Project Justification Package.

   ☑️ A municipal sponsor or other non-NYSDOT agency will be responsible for project administration and management in accordance with NYSDOT Procedures for Locally Administered Federal Aid Projects (PLAFAP).

   ☑️ The sponsoring municipality or agency agrees to provide the minimum required local match (20% of the total project cost). NOTE: The 20% local match may be reduced depending on the project type, the federal fund source and the availability of Marchiselli funding.

   ☑️ The sponsoring municipality or agency acknowledges that funds for locally administered federal aid projects will be provided on a reimbursement basis. The sponsor will be responsible for 100% of the upfront costs and will be reimbursed following completion of the project.

   ☑️ The sponsoring municipality or agency acknowledges that the cost estimate provided by the sponsor may be adjusted by CDTC staff based on federal unit costs or other information related to federal aid projects.

   ☑️ The sponsoring municipality or agency acknowledges that if preliminary engineering funds are not obligated in the federal fiscal year in which they are programmed, the entire project will be removed from the TIP and federal funds will be returned to their source. The project would then have no status. The CDTC Planning Committee can take action to approve exceptions to this rule at its discretion.

6) Sponsors submitting multiple projects should numerically rank them (1 being highest) within a general project category (i.e. pavement, bridge, safety, transit, bicycle/pedestrian, etc.) as an indication of their priority.

   General Project Category: Pavement (Preservation)
   Priority Level: First of two projects
Section B: Project Description and Key Project Features

Describe the proposed project with as much detail as possible including key project features by general project type.

Pavement Projects:

1) Project Limits - Describe the start and end points of the project using side street names, reference markers or specific street addresses.

   This project will rehabilitate the pavement of County Route 157 (New Karner Road) from US Route 20 (Western Avenue) to Watervliet Shaker Road.

2) What is the length of the pavement area in feet or miles?

   4.1 miles

3) What is the width of the pavement area in feet (curb to curb or pavement edge to pavement edge if no curbs)?

   Between major intersections, the roadway is 40 feet wide. It increases to 60-72 feet at major intersections due to auxiliary lanes. This includes shoulder widths.

4) If the project is related to an existing federal aid project funded in the current TIP, provide the TIP number and the NYSDOT PIN number (a list of current TIP projects is available at www.cdotcmpo.org/documents/transportation-improvement-program/tipsearch).

   TIP Number A295, PIN 1753.60

5) What is the AADT (Annual Average Daily Traffic) or the range of AADTs in the corridor and what year is the traffic count(s) from? If known, what is the percentage of Heavy Vehicles? Refer to the NYSDOT traffic data view for more information at: gis3.dot.ny.gov/html5viewer/?viewer=tdv. Traffic counts from local sources or consultant studies are also acceptable sources of data.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>AADT</th>
<th>% HV</th>
</tr>
</thead>
<tbody>
<tr>
<td>US 20</td>
<td>Wash Ave Ext</td>
<td>18,575</td>
<td>4.7%</td>
</tr>
<tr>
<td>Wash Ave Ext</td>
<td>Old State Rd</td>
<td>23,000</td>
<td>3.6%</td>
</tr>
<tr>
<td>Old State Rd</td>
<td>Albany St</td>
<td>20,917</td>
<td>4.1%</td>
</tr>
<tr>
<td>Albany St</td>
<td>NY 5</td>
<td>14,604</td>
<td>4.6%</td>
</tr>
<tr>
<td>NY 5</td>
<td>Vly Rd</td>
<td>11,317</td>
<td>4.4%</td>
</tr>
</tbody>
</table>

   All counts were taken in 2017 by AC DPW, using NYSDOT seasonal factors.

6) What is the purpose and need for the project? Is the project preventive maintenance, corrective maintenance, rehabilitation (system renewal) or reconstruction (system renewal)? Provide the pavement condition score and/or other necessary engineering data that describes the problem.

   This is primarily a corrective maintenance project. The existing pavement is four inches of hot mix asphalt placed in 2007, over the original concrete from the 1960s. Pavement condition ratings range from 6 to 7. The predominant distress is reflective cracking from the underlying concrete pavement. Heaving at some underlying joints points to possible joint failures at those locations.

   Safety improvements will be included. Systemic safety upgrades will implemented at the signalized intersections, including conversion of five-section “doghouse” left turn heads to flashing yellow arrow signals, addition of reflectorized signal backplates, and signal timing updates. Other improvements will include replacing traffic signs and markings, and upgrading guiderail end sections to current standards.

   Complete street components include addition of 3400 feet of sidewalks, curb ramps and pedestrian signal heads.
Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

We request the Legislature’s approval to execute Amendment B to the 2017/2018 Municipal Snow and Ice Agreement with the New York State Department of Transportation. Amendment B increases the total State reimbursement to Albany County from the original estimate of $649,238.13 to $1,128,639.04, the increase of $479,400.91 to be realized in the State’s final payment to Albany County under the 2017/2018 Agreement. We have already provided these services under the 2017/2018 Snow and Ice Agreement.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Amend Snow and Ice Expenditures for 2017-2018 Winter Season

Date: January 3, 2019
Submitted By: Lisa Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep.: Lisa Ramundo
Attending Meeting: Lisa Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☒ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
File #: TMP-0558, Version: 1

☑ Revenue

Increase Account/Line No.: Snow Removal Svcs-Other Govts.-D5142.02302
Source of Funds: NYS Dept. of Transportation
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☑ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item. Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
NYS Department of Transportation
50 Wolf Rd. 5th Floor Pod 5-4
Albany, NY 12232

Additional Parties (Names(addresses)):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: $479,400.91
Scope of Services:
Snow and Ice Agreement

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☒
If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☒ No ☐
Anticipated in Current Budget:
Yes ☐ No ☒
County Budget Accounts:
Revenue Account and Line: Snow Removal Srvs-Other Govts. D5142.02302
Revenue Amount: $479,400.91
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: 100%
County: Click or tap here to enter text.
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 9/1/2017-4/30/2018
Length of Contract: 8 Months

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

We request the Legislature's approval to execute Amendment B to the 2017/2018 Municipal Snow and Ice Agreement with the New York State Department of Transportation. Amendment B increases the total State reimbursement to Albany County from the original estimate of $649,238.13 to $1,128,639.04, with the increase of $479,400.91 to be realized in the State's final payment to Albany County under the 2017/2018 Agreement. We have already provided these services under the 2017/2018 Snow and Ice Agreement.
Janis,

As discussed, in order to be able to pay the higher than estimated expenditures for 2017/18 we'll need to process an Amendment B (form attached) and get a resolution from the County.

Thanks,

John.

From: French, Brian (DOT)
Sent: Monday, December 10, 2018 8:31 AM
To: Izzo, John (DOT) <John.Izzo@dot.ny.gov>
Cc: Ward, Christopher F (DOT) <Christopher.Ward@dot.ny.gov>; Maloney, Sue (DOT) <Sue.Maloney@dot.ny.gov>
Subject: 17/18 Amendment B - D012130 Albany County

Good morning, John:

I received the snow and ice vouchers for Albany County and after looking at them, I found that DOT currently does not have enough money on the contract to pay them their final payment, since the final net due was higher than the initial estimated expenditure for the 17/18 season. As a result, I'll need to request an increase from OSC. To do that, they require the County fill out an Amendment B, which I've attached here. I will need back 4 signed and notarized originals, along with four sealed resolutions from the County. If you have additional questions, please ask. Thanks!

Brian French
Administrative Specialist Trainee 1, Office of Transportation Maintenance

New York State Department of Transportation
50 Wolf Road 5th Floor, Pod 5-4, Albany, NY 12232
518-457-1962 | Brian.French@dot.ny.gov
AMENDMENT B

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Municipality</th>
<th>Ext. Seson</th>
<th>Region #</th>
</tr>
</thead>
<tbody>
<tr>
<td>D012130</td>
<td>County of Albany/Albany County</td>
<td>2017/18</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Type of Contract</td>
<td></td>
<td>Conventional</td>
</tr>
</tbody>
</table>

AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT

Due to the severity of the winter during 2017/18 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

<table>
<thead>
<tr>
<th>Original Estimated Expenditure</th>
<th>Final Snow &amp; Ice Voucher</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$649,238.13</td>
<td>$1,128,639.04</td>
<td>$479,400.91</td>
</tr>
</tbody>
</table>

Adjustment = Final Snow & Ice Voucher - Original Estimated Expenditure

TOTAL REVISED ESTIMATED EXPENDITURE

<table>
<thead>
<tr>
<th>Original Estimated Expenditure</th>
<th>Adjustment</th>
<th>Revised Estimated Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>$649,238.13</td>
<td>$479,400.91</td>
<td>$1,128,639.04</td>
</tr>
</tbody>
</table>

Revised Estimated Expenditure = Original Estimated Expenditure + Adjustment

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.
Agency Certification Contract No. D012130

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

BY ________________________________

For Commissioner of Transportation

MUNICIPALITY

BY ________________________________

ATTORNEY GENERAL'S SIGNATURE

______________________________

Dated ___________________________

NYS COMPTROLLER'S SIGNATURE

______________________________

Dated ___________________________

STATE OF NEW YORK )
COUNTY OF Albany ) SS:

On the ______ day of _____________ in the year _______ before me personally came

_________________________________________ to me known who, being by me duly sworn, did depose and say that (s)he resides in ____________________________, New York; that (s)he is the ____________________________ of ____________________________ the municipality described in and which executed the above instrument; that (s)he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on _____________________________; a certified copy of such resolution attached hereto and made a part hereof.

_________________________________________

Notary Public
AGREEMENT TO EXTEND CONVENTIONAL MUNICIPAL SNOW AND ICE AGREEMENT

This Agreement made this 8th day of December, 2016, by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the County Executive of the County of Albany of Albany County (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. D012130, entitled Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of County of Albany dated February 11, 1999; and

WHEREAS, the term of the said Agreement is for a period of three years commencing 1998 and the said Agreement provides that the parties may at the end of each year of the term of the Agreement extend such term for an additional year; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, 2017; and

WHEREAS, Section 7 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 10 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 10 at the time for extension of the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned Snow and Ice Agreement between New York State Department of Transportation and the MUNICIPALITY is hereby extended for a period of one year; now to expire on June 30, 2018, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, 2015, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The estimated expenditure specified in Section 10 of the aforementioned Agreement shall be $649,238.13 for 233 lane miles for the 2015/16 season and for the remainder of the term of the Agreement commencing July 1, 2015, unless changed by future update.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

RECEIVED

DEC 23 2016

OFFICE OF TRANSPORTATION MANAGEMENT
Agency Certification Contract No. D012130

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

BY

for Commissioner of Transportation

DEC 05 2017

MUNICIPALITY

BY

DEC 05 2017

ATTORNEY GENERAL'S SIGNATURE

APPROVED AS TO FORM
NYS ATTORNEY GENERAL

Dated

DEC 08 2017

Benjamin L. Maggi
ASSISTANT ATTORNEY GENERAL

COMPTROLLER'S SIGNATURE

APPROVED
DEPT. OF AUDIT & CONTROL

Dated

DEC 18 2017

FOR THE STATE COMPTROLLER

STATE OF NEW YORK

) SS:

) SS:

COUNTY OF Albany County

On the 8th day of December in the year 2016 before me personally came

Philip Caldeone

Diplomat Executive of Albany County

to me known who, being by me duly sworn, did depose and say

that he resides in Albany, New York; that he is the

municipality described in and which executed the above

instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which

was duly adopted on 11/14/16; a certified copy of such resolution attached hereto and made a

part hereof.

Michael J. bellini

Notary Public
# NYSDOT MUNICIPAL SNOW & ICE CONTRACTS

## Estimated Expenditure Calculation

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>COUNTY OF ALBANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT:</td>
<td>D012130</td>
</tr>
<tr>
<td>COUNTY:</td>
<td>ALBANY</td>
</tr>
<tr>
<td>EXTENSION SEASON:</td>
<td>2017/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Final S&amp;I Voucher Payment</th>
<th>3 Year Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14</td>
<td>$890,494.09</td>
<td></td>
</tr>
<tr>
<td>2012/13</td>
<td>$679,977.00</td>
<td></td>
</tr>
<tr>
<td>2011/12</td>
<td>$377,243.30</td>
<td></td>
</tr>
<tr>
<td><strong>3 Year Average</strong></td>
<td><strong>$649,238.13</strong></td>
<td></td>
</tr>
</tbody>
</table>

## 2016/17 Estimated Expenditure

|                | $649,238.13 |

Recommended By: Transportation Maintenance Representative

[RECEIVED]

DEC 23 2016
OFFICE OF PD. OPERATIONS
M18-161
MAP SHOWING COUNTY OF ALBANY

RESPONSIBILITY FOR SNOW & ICE CONTROL ON STATE HIGHWAYS FOR THE SEASONS OF 2015/16-2017/18

<table>
<thead>
<tr>
<th>CENTER LANE MILES</th>
<th>CONTRACT LANE MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>116.50</td>
<td>233</td>
</tr>
</tbody>
</table>

SIGNED __________________________  __________________________
REGIONAL DIRECTOR OF OPERATIONS  DATE 12/23/14

SIGNED __________________________  __________________________
COMPRESSOR  DATE Sept 26, 16
FOR MUNICIPALITY
NYSDOT MUNICIPAL SNOW & ICE CONTRACTS
Estimated Expenditure Calculation

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>COUNTY OF ALBANY</th>
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<tbody>
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<tr>
<td>EXTENSION SEASON</td>
<td>2017/18</td>
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</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14 FINAL S&amp;I VOUCHER PAYMENT</td>
<td>$890,494.09</td>
</tr>
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<td>$679,977.00</td>
</tr>
<tr>
<td>2011/12 FINAL S&amp;I VOUCHER PAYMENT</td>
<td>$377,243.30</td>
</tr>
<tr>
<td>3 YEAR AVERAGE</td>
<td>$649,238.13</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17 ESTIMATED EXPENDITURE</td>
<td>$649,238.13</td>
</tr>
</tbody>
</table>

Recommended By: ___________________________
Transportation Maintenance Representative
RESOLUTION NO. 465

AUTHORIZING AN AGREEMENT WITH THE NYS DEPARTMENT OF TRANSPORTATION FOR SNOW AND ICE REMOVAL

Introduced: 11/14/16
By Public Works Committee:

WHEREAS, The work of controlling snow and ice may be performed by a municipality pursuant to an agreement between the municipality and the NYS Department of Transportation, and

WHEREAS, Pursuant to the NYS Highway Law, the maintenance of State highways includes the control of snow and ice in a manner the Commissioner of Public Works may deem to be necessary to provide reasonable passage and movement, and

WHEREAS, Albany County and the NYS Department of Transportation have entered into a snow and ice removal agreement which provides for extensions as the parties may find appropriate, and

WHEREAS, The County of Albany is willing to continue to perform the function so delegated to it for a year commencing July 1, 2017 to June 30, 2018 with respect to the control of snow and ice which has been deemed appropriate by the Commissioner of Public Works to be in the best interest of the public, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the NYS Department of Transportation regarding snow and ice removal on state roads commencing July 1, 2017 and ending June 30, 2018 in an amount of $649,238, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote. 11/14/16
Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

We request the Legislature’s approval to purchase road salt from the NYS OGS State Contract PC66658, Award 22843, for the snow and ice removal on County and State Highways.

We estimate that we will purchase approximately 21,000 tons of road salt during 2018-2019 Snow and Ice Season at the NYS Contract Price of $62.19 per ton. These funds come from the 2018 and 2019 appropriations not to exceed $1,305,990.00.

Please feel free to contact my office if additional information is needed.

Sincerely,

Lisa M. Ramundo  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Contract Authorization to Purchase Road Salt from the NYS Contract

Date: 1/4/2019
Submitted By: Lisa Ramundo
Department: Public Works
Title: Commissioner
Phone: 518-765-2055
Department Rep. Lisa Ramundo
Attending Meeting: Lisa Ramundo

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☒ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
- [ ] Change Order/Contract Amendment
- [X] Purchase (Equipment/Supplies)
- [ ] Lease (Equipment/Supplies)
- [ ] Requirements
- [ ] Professional Services
- [ ] Education/Training
- [ ] Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.

- [ ] Settlement of a Claim
- [ ] Release of Liability
- [ ] Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
- American Rock Salt Co., LLC
- PO Box 190
- 5520 Rt. 63
- Mount Morris, NY 14510

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: $1,305,990.00
Scope of Services: Purchase of Road Salt from NYS OGS Contract

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes [ ] No [X]
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes [ ] No [ ]
Anticipated in Current Budget: Yes ☒ No ☐

County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Chemical-Salt D95142.44107
Appropriation Amount: $1,350,000.00

Source of Funding - (Percentages)
Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term
Term: (Start and end date) 9/1/2018-8/31/2019
Length of Contract: 12 Months

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)
We request the Legislature’s approval to purchase road salt from the NYS OGS State Contract PC66658, Award 22843, for the snow and ice removal on County and State Highways.

We estimate that we will purchase approximately 21,000 tons of road salt during the 2018-2019 Snow and Ice Season at the NYS Contract Price of $62.19 per ton. These funds come from the 2018 and 2019 appropriations not to exceed $1,305,990.00.
# Contract Award Notification

<table>
<thead>
<tr>
<th>Title</th>
<th>Group 01800 – ROAD SALT, TREATED SALT, &amp; EMERGENCY STANDBY ROAD SALT (STATEWIDE) Classification Code(s): 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>22843 (Replaces Award 22730)</td>
</tr>
<tr>
<td>Contract Period</td>
<td>September 1, 2014 – August 31, 2019</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>July 31, 2014</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>September 26, 2014 (Revised August 31, 2018)</td>
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<tr>
<td>Specification Reference</td>
<td>As Incorporated in The Invitation for Bids</td>
</tr>
<tr>
<td>Contractor Information</td>
<td>Appears on Page 2 of this Award</td>
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## Address Inquiries To:

<table>
<thead>
<tr>
<th>State Agencies &amp; Vendors</th>
<th>Political Subdivisions &amp; Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Bailey Baleno</td>
<td>OGS Procurement Services - Customer Services</td>
</tr>
<tr>
<td>Title: Contract Management Specialist</td>
<td>Phone: 518-474-6717</td>
</tr>
<tr>
<td>Phone: 518-473-1614</td>
<td>Fax: 518-474-2437</td>
</tr>
<tr>
<td>Fax: 518-486-6867</td>
<td>E-mail: <a href="mailto:customer.services@cgs.ny.gov">customer.services@cgs.ny.gov</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Bailey.Baleno@cgs.ny.gov">Bailey.Baleno@cgs.ny.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

Procurement Services values your input. Complete and return the **Contract Performance Report** at the end of this document.

### Description

Road Salt is used for snow and ice control. Treated Salt is granular sodium chloride (Rock Salt) treated with corrosion inhibited liquid magnesium chloride – Types 1 and 2. These are filed requirement contracts which require the Contract User to purchase 70% of their filed requirement or 50% of their filed requirement if an awarded county is for Solar Salt. Automatic price increases become effective once deliveries exceed 120% of the Contract User’s filed requirement.
Contract Award Notification Update

Subject: Contract Renewal until August 31, 2019

DATE: August 31, 2018
AWARD #: 22843
GROUP #: 01800

AWARD DESCRIPTION: Road Salt, Treated Salt, & Emergency Standby Road Salt

CONTRACT PERIOD: September 1, 2014 – August 31, 2019

CONTACT: Bailey Baleno | 518-473-1614 | bailey.baleno@cgs.ny.gov

CONTRACT NO.: PC66658
PC66698

CONTRACTOR: American Rock Salt Co., LLC.
Compass Minerals America Inc.

Please be advised that the above referenced contracts have been renewed one additional year until August 31, 2019 with new pricing for Lots I – III.

In addition to the revised Price Pages (see Pages 20-21, 27-28 of the Contract Award Notification) reflecting the new pricing, Authorized users are hereby advised of the following contract amendments in the Contract Award Notification:

1. Section titled Contractor Requirements and Procedures for Business Participation Opportunities for NYS Certified Minority- and Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women has been amended (see Pages 10 – 15).

2. Section titled Delivery Timetable has been amended (see Page 18).

3. Section titled Delivery Rate Guarantees/Exceptions has been amended (see Page 18).

4. Section titled Minimum/Maximum Obligations has been amended (see Page 19).

5. Section titled Inventory Maintenance has been deleted and replaced with Section titled On Ground/Delivered Inventory (see Page 22).

6. Section titled Liquidated Damages has been amended (see Pages 17-18).

7. Sections titled Buy Against has been amended (see Pages 22 & 29).

8. Section titled Emergency Standby Road Salt [Lot IV] has been deleted and replace with Section Titles Emergency Standby Road Salt [Lot IV] Use Guidelines (see Pages 38 – 40).

Authorized users should refer to the most recent Contract Award Notification (Revised August 31, 2018) before purchasing from the contract.

All other terms and conditions remain the same.
NOTE: See individual contract items to determine actual awardees.
    See page 3 to place order.
    See page 4 for emergency ordering.

<table>
<thead>
<tr>
<th>CONTRACT #</th>
<th>CONTRACTOR &amp; ADDRESS</th>
<th>TELEPHONE #</th>
<th>FED. IDENT. # / NYS VENDOR#</th>
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<tr>
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<td>AMERICAN ROCK SALT CO., LLC.</td>
<td>585-991-6817</td>
<td>161516458</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 190</td>
<td>Jamie McClain</td>
<td>10000008297</td>
</tr>
<tr>
<td></td>
<td>5520 Rt. 63</td>
<td>Fax: 585-991-6917</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mount Morris, NY 14510</td>
<td>E-mail: <a href="mailto:Jamie.McClain@americanrocksalt.com">Jamie.McClain@americanrocksalt.com</a></td>
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</tr>
<tr>
<td></td>
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<td>Website: <a href="http://www.americanrocksalt.com">www.americanrocksalt.com</a></td>
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<tr>
<td>PC66698</td>
<td>COMPASS MINERALS AMERICA INC.</td>
<td>800-323-1841</td>
<td>481047632</td>
</tr>
<tr>
<td></td>
<td>9900 West 109th Street, Suite 100</td>
<td>Harrison Green</td>
<td>1000031899</td>
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<tr>
<td></td>
<td>Overland Park, KS 66210</td>
<td>Fax: 913-344-9123</td>
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<td>E-mail: <a href="mailto:greenh@compassminerals.com">greenh@compassminerals.com</a></td>
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Road Salt (Lot I) Pricing Per Item Effective from September 1, 2018 to August 31, 2019

**Note:** Awards 22955 & 23134 items are listed for informational purposes only. The contracts for these items have been awarded under Awards 22955 & 23134. Please reference the assigned contract number from Awards 22955 & 23134 for these items.

* Solar Salt will be allowed in these counties only.

<table>
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<tr>
<th>Award</th>
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<th>Filed Requirement (tons)</th>
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MEMORANDUM

To: Honorable Members – Albany County Legislature
   Honorable Albany County Chairman – Andrew Joyce
   Honorable Albany County Executive – Daniel McCoy
   Honorable Albany County – Deputy County Executive – Phil Calderone

From: Bob Belber
       Regional General Manager

Date: January 3, 2019

Re: Request For Legislative Action – Lease Suite # 7
    SEFCU

Suite Renewal – Term – JANUARY 1, 2019 - DECEMBER 31, 2021

This suite holder has been the tenant in Suite # 7 and is current with all payments owed. They would like to renew their lease and we are seeking approval from the Albany County Legislature to proceed with entering into a new lease agreement with the current annual lease amount of $48,500 per year.

A letter of intent has been received with a deposit and pending approval, the County Attorney’s office will produce a new lease document with the Resolution # assigned.

The tenant will also be responsible for sales tax on tickets to sporting events and cable TV monthly charges as well as any catered food they purchase through Aramark.

Thank you for adding this to the agenda of the next available Civic Center Committee.

Sincerely;

[Signature]

Bob Belber
General Manager
REQUEST FOR LEGISLATIVE ACTION

DATE: January 3, 2019
DEPARTMENT: Times Union Center

Contact Person: Robert Belber
Telephone: (518) 487-2008
Dept. Representative Attending: Robert Belber, Times Union Center

Purpose of Request:
Adoption of Local Law
Amendment of Prior Legislation
Approval/Adoption of Plan/Procedure
Bond Approval
Budget Amendment (See below)
Contract Authorization (See below) X
Environmental Impact
Home Rule Request
Property Conveyance
Other: (State briefly if not listed above)

Concerning Budget Amendments State the Following:
Increase Account/Line No.
Source of Funds:
Title Change:

Concerning Contract Authorization State the Following:

Type of Contract
Change Order/Contract Amendment
Purchase (Equipment/Supplies)
Lease (Equipment/Supplies) X
Requirements
Professional Services
Education/Training
Grant:
New
Renewal
Submission Deadline Date
Settlement of a Claim
Release of Liability
Other: (State briefly):

Concerning Contract Authorization (Cont’d)
STATE THE FOLLOWING:

Contract Terms/Conditions:
Party (Name/Address):
Ms Nicole Stein – Senior VP of Marketing
SEFCU
700 Patroon Creek Blvd
Albany, NY 12206
Amount/Rate Schedule/Fee: $48,500 per year

Term: One year January 1, 2019– December 31, 2021
Scope of Services: Renting suite #7

Contract Funding:
Anticipated in Current budget: Yes ___ No ___
Funding Source: ____________________________
County Budget Accounts: ____________________
Revenue: ____________________________
Appropriation: ____________________________
Bond (Res. No. & Date of Adoption) _______

CONCERNING ALL REQUESTS:
Mandated Program/Service: Yes ___ No ___ X
If Mandated Cite: Authority __________________
Anticipated in Current Adopted Budget: Yes ___ No ___
If yes, indicate Revenue/Appropriation Accounts: ________________
Fiscal Impact/Funding: (Dollars or Percentages)
Federal ________
State ________
County ________
Term/Length of Funding ________________

Previous Requests For Identical or Similar Action:
Resolution/Law Number: ________________
Date of Adoption: ________________

Justification: (State briefly why legislative action is requested)
Leasing suite #7 for a 3 year period – January 1, 2019 thru December 31, 2021. This is a renewal agreement and this suite holder has been occupying this suite for three years previously. The tenant is current on all payments and they have paid not only the $3,000 deposit required with the Letter of Intent but they also paid $17,500, which is the first payment due pursuant to the lease agreement.

Back-up Material Submitted: (i.e., application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

Signed letter of intent by SEFCU
Copy of check in the amount of $20,500.00 and Cover letter from GM

Submitted By: ____________________________
Title: General Manager @ the Times Union Center
LETTER OF INTENT

BY

SEFCU

FOR

CORPORATE SUITE #7

The above named party or parties recognize that Corporate support is vital to the continued success of the Albany County Civic Center a.k.a. the TIMES UNION CENTER (hereafter the "TIMES UNION CENTER") and evidencing our support of this facility by this Letter of Intent.

This Letter of Intent demonstrates our intention to lease one of the TIMES UNION CENTER Private Corporate Suites, namely Suite 7 (hereafter the Suite). The cost to lease one of these suites will be FORTY EIGHT THOUSAND AND FIVE HUNDRED DOLLARS ($48,500.00) per contract year for a three (3) year term. The parties will endeavor to negotiate mutually acceptable lease terms within ninety (90) days of signing the letter of intent.

The SUITE will be furnished and consist of sixteen (16) seats. The basic amenities typically included in a SUITE are appended and made part of the Letter of Intent. Sixteen (16) passes will be provided at no charge for all Albany Empire and Siena home games. Sixteen (16) passes will also be provided for every ticketed event at the TIMES UNION CENTER in each contract year with the exception of the NCAA events. Suite tickets for NCAA events can be purchased by the Suite holder.

Furthermore, each SUITE holder will be entitled to purchase up to sixteen (16) additional tickets for all ticketed events. These tickets shall be in preferred locations outside of the SUITE. Certain events may be restricted to eight (8) additional "outside" seats.

To further solidify this Letter of Intent, a non-refundable deposit of $3,000.00 (THREE THOUSAND AND 00/00 DOLLARS) for the SUITE has been made upon the signing of this document. This deposit represents the first payment as indicated in the lease agreement.
Letter of Intent
SEFCU
Suite #7
Page 2

Dated: 12/27/2018

Nicole Stein
Senior Vice President of Marketing
SEFCU
SEFCU  
700 PATROON CREEK BLVD  
ALBANY, NY 12206  

<table>
<thead>
<tr>
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<th>AMOUNT</th>
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<tbody>
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<tr>
<td>LETTER OF INTENT</td>
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TOTAL AMOUNT DUE  
20,500.00  

REMIT ADDRESS:  
TIMES UNION CENTER  
ATTN.: ACCOUNTING DEPARTMENT  
51 SOUTH PEARL STREET  
ALBANY, NY 12207
SEFCU
P.O. Box 12189
Albany, NY 12212-2189

TIMES UNION CENTER

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SEFCU
P.O. Box 12189
Albany, NY 12212-2189

740045548

DATE
1/3/2019

AMOUNT
$20,500.00**

TO THE ORDER OF:
TIMES UNION CENTER

Twenty Thousand Five Hundred, and 00/100 Dollars

SMG
C/O TIMES UNION CENTER
31 SOUTH PEARL ST ATTN GROUP SALES
ALBANY, NY 12207
UNITED STATES
MEMORANDUM

To: Albany County Legislature
   Albany County Executive - Dan McCoy
   Albany County Legislature Chairman – Andrew Joyce
   Civic Center Committee Members

From: Bob Belber

Date: December 10, 2018

Re: Request For Approval Of Lease For – TECH FORWARD, INC

Attached is a Request For Legislative Action, a copy of a Letter of Intent from Tech Forward, Inc., a copy of a deposit check in the amount of $1,631.25 which is the first month’s rent, copies of resumes for the principals of the company, a copy of tax returns, a copy of their business plan and a copy of a brochure related to their goods and services.

The office space that this company is desirous of leasing used to be occupied by Talk 1300 and is located in the Times Union Center’s atrium on the mezzanine level. The rental rate for this lease is $12 per square foot plus $1.50 per sq. ft. for common area maintenance = $13.50 per square foot x 1,450 square feet = $19,575 annually. This lease has a term of three years and the lease payments would remain the same throughout the term of the lease.

The tenant is in the business of installing LED digital video walls and systems in businesses as well as computer systems. They wish to install a large video wall at their own expense just outside their office space where currently there is a glass wall, which used to have the Talk 1300 name. A video wall would be installed in this location at no cost to the arena. Video spots for upcoming events will be shown on this video wall along with our sponsor loop at no cost to the arena. The tenant will also have inventory on this wall which will explain the goods and services offered by Tech Forward, Inc. A video spot will be provided to Tech Forward, Inc. on the arena’s outdoor video boards at no cost as part of this arrangement at no cost to the tenant.

Thank you for your review and hopeful approval of this RLA.
REQUEST FOR LEGISLATIVE ACTION

DATE: December 10, 2018
DEPARTMENT: Times Union Center

Contact Person: Robert Belber
Telephone: (518) 487-2008
Dept. Representative Attending
Committee Meeting: Robert Belber, Times Union Center

PURPOSE OF REQUEST:
Adoption of Local Law
Amendment of Prior Legislation
Approval/Adoption of Plan/Procedure
Bond Approval
Budget Amendment (See below)
Contract Authorization (See below) X
Environmental Impact
Home Rule Request
Property Conveyance
Other: (State briefly if not listed above)

CONCERNING BUDGET AMENDMENTS STATE THE FOLLOWING:
Increase Account/Line No.
Source of Funds:
Title Change:

CONCERNING CONTRACT AUTHORIZATION STATE THE FOLLOWING:
TYPE OF CONTRACT
Change Order/Contract Amendment
Purchase (Equipment/Supplies)
Lease (Equipment/Supplies) X
Requirements
Professional Services
Education/Training
Grant:
New
Renewal
Submission Deadline Date
Settlement of a Claim
Release of Liability
Other: (State briefly):

CONCERNING CONTRACT AUTHORIZATION (Cont’d)
STATE THE FOLLOWING:
Contract Terms/Conditions:
Party (Name/Address):
Tech Forward, Inc.
Attn: Wendi Enright
CEO
3030 Evelyn Drive
Schenectady, NY 12303

Amount/Rate Schedule/Fee: $12 per square foot for rent and $1.50 per square foot for common area maintenance fees (total $13.50 per sq. foot) x 1.45 square feet of space = $19,575 annually for a three year lease as shown below.

Term: Three years - February 1, 2019 - January 31, 2020
February 1, 2020 - January 31, 2021
February 1, 2021 - January 31, 2022

Scope of Services: Renting Office Space for Tech Forward, Inc.

Contract Funding:
Anticipated in Current budget: Yes _X__ No ___
Funding Source: ________________________________
County Budget Accounts: _________________________
Revenue: ________________________________
Appropriation: ______________________________
Bond (Res. No. & Date of Adoption) __________________

CONCERNING ALL REQUESTS:
Mandated Program/Service: Yes ___ No ___ X
If Mandated Cite: Authority
Anticipated in Current Adopted Budget: Yes _X__ No ___
If yes, indicate Revenue/Appropriation Accounts: ___________________
Fiscal Impact - Funding: (Dollars or Percentages)
Federal: ____________
State: ____________
County: ____________
Term/Length of Funding: ________________________________

Previous Requests For Identical or Similar Action:
Resolution/Law Number: ____________
Date of Adoption: ____________

Justification: (State briefly why legislative action is requested)

Retail leases require legislative approval. This is a new tenant. One of the principals in this company (James Aniowski) has provided excellent consulting services for the Times Union Center related to the computer systems and wi-fi in the arena for over six years. This Tech Forward, Inc. company has been in business two years and its core business is the installation of LED digital video systems and computer systems. The Via Port aquarium used Tech Forward, Inc. to install all of the video systems that includes a huge virtual video wall, which is one of the big attractions in the aquarium. Many other businesses in the capital region have also used this company. They would like to locate...
their home office in the space within the TU Center atrium. As part of their lease, they would like to install a large video wall on the glass wall facing the atrium which will be installed 100% at Tech Forward, Inc.'s expense. As part of the arrangement, the TU Center will be permitted to place upcoming event video spots on this screen and our building sponsor loop. This will allow Tech Forward, Inc. to demonstrate the technology that their company has to offer. They will have info videos about their goods and services shown on this video wall as well.

**Back-up Material Submitted:** (i.e., application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

1. Copy of first month’s rent - $1,631.25 deposit.
2. Copy of a Letter of Intent from Tech Forward, Inc. to lease the space.
3. Copy of resumes for both Wendi Enright and James Anilowski, the principals.
4. Copy of tax returns
5. Copy of business plan for the company
6. Copy of brochure about the company’s goods and services

Copy of current lease agreement with tenant

Signed:

Submitted By: __________________________

Title: General Manager @ the Times Union Center
December 7, 2018

Bob Belber
SMG General Manager
Times Union Center
51 South Pearl Street
Albany, NY 12207

Dear Mr. Belber,

We hereby submit a letter of intent to lease 1,450 square feet of office space located on the second floor of 51 South Pearl Street, Albany, NY.

As consideration for this, we would provide compensation of $19,575 per year ($12 per square foot plus $1.50 per square foot for common area maintenance), paid as follows:

1. $1,531.25 deposit [enclosed].
2. Balance in equal payments paid monthly for remainder of agreement.

As part of this letter of intent, we would require that you refurbish the space, to include the following:

1. Repair/replace missing or stained ceiling tiles, paint all walls, clean/replace dirty or stained carpet.
2. Repair/replace broken light fixtures, remove cables/wires from common areas.

We would also require a solution to allow easy access for visitors and guests that does not require pre-credentialing or keyed entry. Additionally, as discussed, a 15-second video spot to be shown on the large video boards will be provided, along with the right to install (at our expense) an Atrium-facing digital sign for cooperative advertising.

Sincerely,

Wendi Enright, CEO
Tech Forward, Inc.
Wendi@TechForwardInc.com
(518) 533-8228
TECH FORWARD INC.
3920 EVELYN DRIVE
SCHENECTADY, NY 12303

PAY TO: Times Union Center
THE ORDER OF: Schenectady, New York

NBT Bank
of Schenectady, NY

MEMO

DATE: 12-7-18

$1,631.25

1219
MISSION STATEMENT

Tech Forward, Inc. is a veteran-owned triple-bottom-line business:

- We help our clients maximize profits by providing expert consultation, uniquely innovative solutions, and full-service IT project management.
- We recruit historically underemployed populations, providing training and mentoring for our skilled and dedicated employees.
- We assist in the reduction of electronic waste, lessening the negative impact we have on future generations.

DIRECTORS

President James Aniowski is a former United States Marine, honorably discharged in 1990. He has over 20 years of experience as an IT professional, is the senior on-site IT consultant at the Capital Region’s largest events venue, and is the Regional IT Field Engineer for one of the largest logistics companies in the world. James is an expert in technology deployments and installations, project management, and network design. He previously served as Deputy Director of Networks and Senior Project Manager for the New York City School District.

CEO Wendi Enright has an MBA with a concentration in Management from York College of Pennsylvania, and a bachelor’s degree in Accounting from Bemidji State University. She has an extensive and successful track record as a corporate executive, human resource director, small business owner, college instructor, and business reporter. A resident of Albany County, Wendi is an active member and Ambassador for the Capital Region Chamber of Commerce, a volunteer for multiple local agencies, and the Business & Technology Department Chair at Mildred Elley College.

MARKET SPACE

Tech Forward, Inc. has two primary verticals:

- Managed Services and Personnel Placement.
- Digital Displays including digital signs, video walls, interactive touch walls, and 360-degree video.

Managed Services clients are small- to mid-size companies, that for a monthly fee, are provided the following:

- Confirmation that timely updates of anti-virus software and operating system patches are installed.
- Security of knowing that data backups are performed systematically and consistently.
- Guaranteed response time for general and emergency maintenance and repairs.
- Reduced hourly rate for project work.

Personnel Placement clients are mid- to large-size clients, who purchase a set number of IT service hours per week or month. Tech Forward, Inc. hires the employees, pays all relevant Insurance and taxes, and provides the following:

- Appropriately skilled labor.
- A deep bench of knowledge and experience, beyond the skill set of one employee.
- Cost and time savings from recruitment and training.
- Relief from hassles of turnover.
Digital Signs and Video Walls: Tech Forward, Inc. utilizes proprietary technology that gives businesses the ability to customize digital signage, wirelessly from any desktop, without paying a monthly storage or usage fee. There are many features that make our product unique in the marketplace:

- NO monthly fees for storage or content management. The client owns the hardware and software, and they always own their own content.
- Pre-scheduling of sign and video wall changes and updates from anywhere, anytime, from virtually any device.
- Creative designs that can replace posters and menu boards and can be designed to look like pieces of art, chalkboards, etc.

LOOKING FORWARD

Tech Forward, Inc. is an approved NYS vendor, #1100178017. The company was created with the goal of sustainability and steady growth without debt. To date, that has been achieved. Tech Forward, Inc.’s revenue grew by approximately 25 percent from 2016 to 2017 and by nearly 50 percent from 2017 to 2018, while hiring employees, without incurring any debt, and with a healthy increasing net income.

You will see the above reflected on the attached 2017 tax return, 2018 profit/loss statement, and current balance sheet.

Reflected on the attached 2019 budgeted profit/loss statement, which includes the additional TUC lease expense, is the anticipation of continued growth without debt. The goal by the end of 2019 is for the President to be available for full-time corporate oversight.

To that end, we have taken the following steps:

- A full-time employee hired this past year will spend a larger percentage of time on business development.
- We are leasing space in downtown Albany, which will provide positive exposure for Tech Forward, Inc.
- We have hired an intellectual property attorney, and are in the process of trademarking the company name and copyrighting the computer code for the digital sign software.
- Once the above are completed, we plan to upgrade our web site and sell a turn-key digital sign product online.

The directors of Tech Forward, Inc. have cultivated strong relationships in the community, and have made a name for the company at some of the best-known recreational venues in the area including Howe Caverns, Proctor’s Theatre, Via Aquarium in Rotterdam, the Times Union Center, and the Albany Capital Center.

However, there is much growth to be realized, especially in the areas of managed services and personnel placement, which provide recurring revenue; but also in the digital sign market, as we offer the only product [that we have seen] that does not require a monthly commitment of any kind from the client. Our customers have been thrilled with the discovery, and we plan to spread the word more aggressively, once the business development employee is full trained, the office space has been leased, the trademark and copyright are filed, and we have upgraded the web site.
WENDI ENRIGHT
wend@techforwardinc.com
(518) 533-8228

EDUCATION

• MBA with concentration in Management; York College of Pennsylvania; 3.8 GPA.
• Bachelor’s Degree in Accounting; Bemidji State University; graduated Cum Laude.

EXPERIENCE

Chief Executive Officer: Co-founder of Tech Forward, Inc., a veteran-owned, enterprise-level
information technology project management firm, 2015-present. The company is a triple-bottom-line business, which means we focus equally on profit, people, and the planet.

Business, Legal and Technology Department Chair: Mildred Elley College. Previously a part-time adjunct professor at various community colleges; currently as Department Chair, I provide curriculum review, oversight of book selection and syllabi creation, recruitment and training of faculty, and academic support for and scheduling of students.

Executive Level HR, Operations, Budgeting, & Strategic Planning: Sportime New York, 2007-2014

• Executive Director Human Resources, January, 2012-September, 2014: Created a professional Human Resources department for the 13-site, 700-employee company. Coordinated and oversaw global implementation of staff career development, recruitment, performance reviews, entry-level to general manager staff training, hiring forecasts, and retention efforts. Ensured compliance with state and federal employment laws and the resolution of employee-related complaints.

• Executive Regional Manager January, 2012-September, 2014: Assisted with long-term strategic planning and growth at 13 clubs; and with input from stakeholders, compiled and monitored goal attainment of company’s $45 million annual budget. Designed, implemented, and oversaw global operations, marketing, and budgeting processes. Mentored the general managers of Sportime Clubs in best practices for operations and maximizing profits.

• Executive Oversight of Sportime World Team Tennis professional team 2012-2013 season, and General Manager 2011-12 season: Marketing, recruitment of staff, drafting of players, logistics, strategic planning, and budgeting for the professional tennis team owned by Sportime New York.

• Co-General Manager of New York City Randall’s Island and Capital Region sites September, 2007-January, 2012: Hired and trained staff; designed and implemented operational systems; organized budgetary efforts and planning; and led marketing efforts to grow businesses exponentially.

Business Writing & Research: The York Dispatch; 205 North George Street, York, PA, 1994-2006

• Copy Editor for Business Section 2005-2006
• Political and Business Reporter 2000-2005
• Municipal and Business Correspondent 1994-2000

Corporate Accountant: CP National Consulting & Engineering, Gaithersburg, MD; 1990-1993.

• Cost Accountant for home construction division.
• Promoted to Credit Manager, approving the contracts and release of material draws, as well as approving credit extensions and supervising collections.
JAMES MARK ANILOWSKI  
Email: James@DataTekConsultingServices.com  
Cell: (518) 852-9666

PROFESSIONAL EXPERIENCE

Tech Forward, Inc. Albany, NY  
President and majority owner of Tech Forward, Inc., a veteran-owned, enterprise level information technology project management firm; providing executive oversight and management.

Fedex (Regional Field Engineer), Albany, NY  
2012 to Present  
- Domicile (Menands, NY) – Support all Technologies for Fedex Operating Companies throughout the Northeast.  
- Install, Troubleshoot and Repair network cabling, switches, routers, servers, laptops, WiFi AP’s etc.  
- Received Purple Promise Award for outstanding customer service.

DataTek Consulting Services (Consultant), Saratoga Springs, NY  
2005 to 2015  
The Times Union Center (Arena in Albany, NY) – Maintain Servers, Routers, 22 WiFi APs, and 45 workstations  
- The WBE (live show & Pay-Per-View tour) - Setup networking between each venue & TV Production truck

Tech II Business Services, Inc. (Consultant), Saratoga Springs, NY  
2003 to 2012  
Worked in the capacity as Project Manager. Led large computer deployments of hundreds of computers to schools throughout Upstate NY. As Director of Business Development, procured new service contract with New York State and placed IT professionals for 18 month deployments. Led team to develop site-survey/audit standards and processes for bringing new client businesses on-board.

New York City Department of Education (Consultant), Brooklyn, NY  
Deputy Director of Network Services – NYC Schools & Districts  
1999 to 2003  
Held long-term consulting role, performing duties equal to Chief Technology Officer while advising the Chief Information Officer and Director of Networks for largest K-12 school system in the United States with over 1,400 locations across New York City. Serve also as Co-Chair of Technology Architecture Committee. Advise on all technology and business matters within educational services organization with $700 million budget. Serve as position equal to Director of Planning & Standards, investigating new technologies, developing standards and creating white papers. Active in design and operational management of wide area network support infrastructure. Director-level project management authority, overseeing Senior Project Managers and staff of 50 while reporting to Chief Information Officer and Director of Networks. Facilitate communications between technical division and other divisions.
- Successfully developed scripts using resource kit utilities to manage 1200 servers, eliminating need to invest minimum of $1.2 million dollars in enterprise systems management software.
- Co-authored networking standards document, which standardized hardware, cabling and network equipment deployment and configurations, reducing annual support cost by an estimated minimum of $300 thousand.
- Developed, published and presented white paper on Wireless LAN Networking designed to increase security, functionality, reliability, supportability and performance of wireless infrastructure.
- Provided recommendations for determining budget projections for $300 million federal grant including total cost of ownership for new technologies, design policies, architectural documents and maintenance plans.
- Received letter of recommendation from Mr. Kevin F. Gill, CIO & Chief Executive of the New York City Department of Education.
- Received letter of recognition from Dr. Jackson Tung, CIO of the New York City Department of Education, for participation in Internet filtering steering committee.

ACCOMPLISHMENTS

Led the NYC Department of Education Systems Architecture Team and deployed 1200 servers throughout NYC. Lead project manager to deploy WiFi technology to more than 500 schools (working with IBM and Cisco in NYC).

Microsoft Certified Professional, HP Certified Technician, Dell Authorized Technician, Lenovo Certified Technician.

Completed 6 year tour of duty as a United States Marine from 1984 to 1990 (honорably discharged).
Tech Forward, Inc. is a Veteran-Owned, Triple-Bottom-Line business:

✓ Profit
✓ People
✓ Planet

**PROFIT:** We help our clients maximize profits by providing expert consultation, uniquely innovative solutions, and full-service IT project management.

**PEOPLE:** We recruit historically underemployed populations, providing training and mentoring for our skilled and dedicated employees.

**PLANET:** We assist in the reduction of electronic waste, lessening the negative impact we have on future generations.
Key Offerings

- 360-degree interactive video displays
- Augmented reality displays
- IT personal placement
- IT security camera systems
- Cable & wireless installation
- Server/desktop deployment
- Network & system architecture
- Touch walls/video walls
- User-friendly, affordable digital signage

Absolutely no monthly fees.

We can create an experience that sets you apart from the competition.

Our leaders are at the top of their field in designing reproducible video displays. Interactively touch walls and displays. Technology professional. Your technology

We specialize in personal placement. Our leaders are at the top of their field in designing reproducible video displays. Interactively touch walls and displays.

We can create an experience that sets you apart from the competition.

Contact Us

* 360-degree interactive video displays
* Augmented reality displays
* IT personal placement
* IT security camera systems
* Cable & wireless installation
* Server/desktop deployment
* Network & system architecture
* Touch walls/video walls

獨特且經濟實惠的解決方案

* 360度交互式視頻顯示器
* 增強現實顯示器
* IT 個人安置
* IT 安全攝影機系統
* 有線及無線安裝
* 伺服器/桌面部署
* 網絡及系統架構
* 觸碰壁/視頻壁

Experts in Video Technology and IT Project Management

We can create an experience that sets you apart from the competition.

Absolutely no monthly fees.

RCT Forward, Inc.

360-degree interactive video displays
Augmented reality displays
IT personal placement
IT security camera systems
cable & wireless installation
server/desktop deployment
network & system architecture
touch walls/video walls

Absolutely no monthly fees.

We can create an experience that sets you apart from the competition.

Contact Us

* 360-degree interactive video displays
* Augmented reality displays
* IT personal placement
* IT security camera systems
* Cable & wireless installation
* Server/desktop deployment
* Network & system architecture
* Touch walls/video walls

獨特且經濟實惠的解決方案

* 360度交互式視頻顯示器
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Absolutely no monthly fees.

RCT Forward, Inc.

360-degree interactive video displays
Augmented reality displays
IT personal placement
IT security camera systems
cable & wireless installation
server/desktop deployment
network & system architecture
touch walls/video walls

Absolutely no monthly fees.

We can create an experience that sets you apart from the competition.

Contact Us

* 360-degree interactive video displays
* Augmented reality displays
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獨特且經濟實惠的解決方案

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Augmented reality displays
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獨特且經濟實惠的解決方案

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* 伺服器/桌面部署
* 網絡及系統架構
* 觸碰壁/視頻壁

Experts in Video Technology and IT Project Management

We can create an experience that sets you apart from the competition.

Absolutely no monthly fees.

RCT Forward, Inc.

360-degree interactive video displays
Augmented reality displays
IT personal placement
IT security camera systems
cable & wireless installation
server/desktop deployment
network & system architecture
touch walls/video walls
Expert and Professional IT Project Management

Industry studies indicate up to 70 percent of IT spending is wasted.

- Businesses often contract with large IT companies, which have expensive overhead to cover. Tech Forward, Inc., on the other hand, is a lean company led by seasoned management and Information Technology professionals. Your dollars will be invested wisely.

- You can leave the IT hiring to us. We specialize in personnel placement – Contract with us, and your organization will be well staffed by Tech Forward, Inc. employees, with our deep bench of knowledge at their disposal.

Unique and Affordable Solutions for the Future

We can create an experience that sets you apart from the competition.

- Our leaders are at the top of their field in designing affordable video walls, virtual and augmented reality displays, interactive touch walls, and stunning 360-degree video displays.

- Tech Forward, Inc. utilizes proprietary technology that gives businesses the ability to customize digital signage, wirelessly from any desktop, without paying a monthly storage or usage fee. Signs can be scheduled to change and designed to look like posters and chalkboards. Training is provided – There are absolutely no monthly fees.

Key Offerings

- User-friendly, affordable digital signage, with no monthly fees
- IT Personnel Placement
- Augmented reality displays
- 360-degree interactive video
- Touch Walls / Video Walls
- Network & System architecture
- Ransomware rescue
- Server/desktop deployment
- Cable & wireless installation
- IP security camera systems

Contact Us

Wendi Enright, CEO
Tech Forward, Inc.
1971 Western Avenue, #221
Albany, NY 12203

Web site: TechForwardInc.com
Email: Wendi@TechForwardInc.com
Phone: 518-533-8228

Follow us on LinkedIn:
linkedin.com/company/techforwardinc
## Times Union Center
### Statement of Income
Period ended December 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th></th>
<th>Year To Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Last Year</td>
<td>Actual</td>
</tr>
<tr>
<td><strong>Total Event Income</strong></td>
<td>250,842</td>
<td>222,339</td>
<td>429,073</td>
<td>2,810,779</td>
</tr>
<tr>
<td><strong>Indirect Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive</td>
<td>25,279</td>
<td>21,111</td>
<td>21,699</td>
<td>380,337</td>
</tr>
<tr>
<td>Finance</td>
<td>23,870</td>
<td>25,387</td>
<td>25,572</td>
<td>293,510</td>
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<tr>
<td>Marketing</td>
<td>47,855</td>
<td>17,676</td>
<td>31,430</td>
<td>250,468</td>
</tr>
<tr>
<td>Group Sales</td>
<td>-</td>
<td>7,292</td>
<td>6,645</td>
<td>28,835</td>
</tr>
<tr>
<td>Operations</td>
<td>97,496</td>
<td>156,018</td>
<td>135,643</td>
<td>1,627,347</td>
</tr>
<tr>
<td>Box Office</td>
<td>29,053</td>
<td>25,210</td>
<td>28,506</td>
<td>300,392</td>
</tr>
<tr>
<td>Overhead</td>
<td>85,704</td>
<td>80,727</td>
<td>88,287</td>
<td>990,444</td>
</tr>
<tr>
<td><strong>Total Indirect Expenses</strong></td>
<td>309,257</td>
<td>313,405</td>
<td>335,982</td>
<td>3,871,553</td>
</tr>
<tr>
<td><strong>Net Operating Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Income</strong></td>
<td>162,801</td>
<td>169,237</td>
<td>282,632</td>
<td>2,633,764</td>
</tr>
<tr>
<td><strong>Net Operating Income</strong></td>
<td>104,386</td>
<td>77,970</td>
<td>375,723</td>
<td>1,572,990</td>
</tr>
<tr>
<td>Fixed Management Fee</td>
<td>18,953</td>
<td>18,866</td>
<td>18,512</td>
<td>225,920</td>
</tr>
<tr>
<td>Performance Incentive</td>
<td>50,991</td>
<td>10,530</td>
<td>73,581</td>
<td>225,919</td>
</tr>
<tr>
<td><strong>Net Income (Loss)</strong></td>
<td>34,442</td>
<td>48,574</td>
<td>283,630</td>
<td>1,121,151</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of events</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Attendance</td>
<td>54,052</td>
</tr>
</tbody>
</table>
## Department Income Statement: OVERHEAD
For the Twelve Months Ending December 31, 2018

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>Current Month Actual</th>
<th>Current Month Budget</th>
<th>Current Month Prior Year</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Year to Date Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Salaries and Benefits</td>
<td>0</td>
<td>1,583</td>
<td>0</td>
<td>0</td>
<td>32,991</td>
<td>0</td>
</tr>
<tr>
<td>Professional Fees - Other</td>
<td>$1,583</td>
<td>$2,100</td>
<td>$333</td>
<td>$25,200</td>
<td>$15,250</td>
<td>0</td>
</tr>
<tr>
<td>Bank Service Charges</td>
<td>0</td>
<td>81</td>
<td>1,779</td>
<td>470</td>
<td>1,950</td>
<td>12,280</td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>477</td>
<td>500</td>
<td>477</td>
<td>5,760</td>
<td>6,000</td>
<td>5,774</td>
</tr>
<tr>
<td>Postage</td>
<td>1,528</td>
<td>1,932</td>
<td>1,446</td>
<td>14,593</td>
<td>19,650</td>
<td>14,604</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>1,051</td>
<td>2,163</td>
<td>1,058</td>
<td>22,185</td>
<td>20,000</td>
<td>25,475</td>
</tr>
<tr>
<td>Licenses &amp; Fees</td>
<td>200</td>
<td>0</td>
<td>500</td>
<td>468</td>
<td>0</td>
<td>583</td>
</tr>
<tr>
<td>Employee Training</td>
<td>315</td>
<td>0</td>
<td>1,123</td>
<td>315</td>
<td>3,500</td>
<td>2,448</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>348</td>
<td>450</td>
<td>249</td>
<td>4,725</td>
<td>5,400</td>
<td>3,024</td>
</tr>
<tr>
<td>Maintenance Agreements</td>
<td>495</td>
<td>275</td>
<td>234</td>
<td>3,334</td>
<td>3,300</td>
<td>3,493</td>
</tr>
<tr>
<td>General Liability Insurance</td>
<td>8,913</td>
<td>9,860</td>
<td>9,925</td>
<td>117,031</td>
<td>118,364</td>
<td>114,444</td>
</tr>
<tr>
<td>Insurance Expense</td>
<td>6,833</td>
<td>6,913</td>
<td>6,720</td>
<td>82,708</td>
<td>83,000</td>
<td>77,690</td>
</tr>
<tr>
<td>Electricity</td>
<td>44,715</td>
<td>30,138</td>
<td>40,936</td>
<td>381,729</td>
<td>393,089</td>
<td>250,293</td>
</tr>
<tr>
<td>Telephone</td>
<td>2,240</td>
<td>2,050</td>
<td>2,421</td>
<td>30,047</td>
<td>24,600</td>
<td>33,293</td>
</tr>
<tr>
<td>Water &amp; Sewage</td>
<td>650</td>
<td>4,000</td>
<td>(1,899)</td>
<td>77,743</td>
<td>54,121</td>
<td>87,137</td>
</tr>
<tr>
<td>Miscellaneous Expense</td>
<td>454</td>
<td>663</td>
<td>5,171</td>
<td>11,818</td>
<td>8,000</td>
<td>19,823</td>
</tr>
<tr>
<td>Depreciation</td>
<td>15,902</td>
<td>19,587</td>
<td>17,814</td>
<td>204,527</td>
<td>235,000</td>
<td>215,801</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>85,704</strong></td>
<td><strong>80,712</strong></td>
<td><strong>88,287</strong></td>
<td><strong>990,444</strong></td>
<td><strong>1,000,174</strong></td>
<td><strong>881,412</strong></td>
</tr>
</tbody>
</table>
## Times Union Center Garage
### Statement of Income
For The Period Ended December 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>Total Event Income</strong></td>
<td>32,372</td>
<td>16,704</td>
</tr>
<tr>
<td><strong>Indirect Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>34,165</td>
<td>30,630</td>
</tr>
<tr>
<td>Overhead</td>
<td>2,697</td>
<td>1,850</td>
</tr>
<tr>
<td>Washington Ave</td>
<td>3,913</td>
<td>4,667</td>
</tr>
<tr>
<td><strong>Total Indirect Expenses</strong></td>
<td>40,775</td>
<td>37,147</td>
</tr>
<tr>
<td><strong>Net Operating Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>38,342</td>
<td>36,021</td>
</tr>
<tr>
<td><strong>Net Operating Income</strong></td>
<td>29,939</td>
<td>15,578</td>
</tr>
<tr>
<td><strong>Fixed Management Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Incentive</td>
<td>3,804</td>
<td>5,350</td>
</tr>
<tr>
<td><strong>Net Income (Loss)</strong></td>
<td>26,135</td>
<td>10,228</td>
</tr>
</tbody>
</table>
### OPERATING EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Current Month Actual</th>
<th>Current Month Budget</th>
<th>Current Month Prior Year</th>
<th>Year to Date Actual</th>
<th>Year to Date Budget</th>
<th>Year to Date Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Salaries and Benefits</td>
<td>$0</td>
<td>$1,358</td>
<td>$0</td>
<td>$0</td>
<td>$2,863</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Fees - Other</td>
<td>$513</td>
<td>$900</td>
<td>$784</td>
<td>$10,603</td>
<td>$7,850</td>
<td>$7,013</td>
</tr>
<tr>
<td>Credit Card Discounts</td>
<td>$595</td>
<td>$700</td>
<td>$687</td>
<td>$7,616</td>
<td>$8,400</td>
<td>$8,263</td>
</tr>
<tr>
<td>Miscellaneous Expense</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>($8)</td>
</tr>
<tr>
<td>Depreciation</td>
<td>$231</td>
<td>$250</td>
<td>$234</td>
<td>$2,666</td>
<td>$3,000</td>
<td>$3,106</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>2,697</strong></td>
<td><strong>1,850</strong></td>
<td><strong>1,705</strong></td>
<td><strong>23,748</strong></td>
<td><strong>19,250</strong></td>
<td><strong>18,374</strong></td>
</tr>
</tbody>
</table>

Times Union Center Parking Garage

**Department Income Statement: OVERHEAD**

For the Twelve Months Ending December 31, 2018

An SMG Managed Facility