

# **County of Albany**

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



## **Meeting Agenda**

**2022 BUDGET SESSION 4**

**Monday, October 25, 2021**

**5:30 PM**

**Held Remotely**

**Audit and Finance Committee**

2022 BUDGET SESSION 4

LEGAL AGENCIES

1. BOARD OF ELECTIONS
2. COUNTY ATTORNEY
3. PROBATION
4. PUBLIC DEFENDER
5. ALT. PUBLIC DEFENDER
6. ASSIGNED COUNSEL
7. IMMIGRATION
8. MANAGEMENT & BUDGET WITH FINANCE

# **BOARD OF ELECTIONS**



**Albany County**  
**Board of Elections**

COMMISSIONERS OF ELECTION

RACHEL L. BLEDI  
REPUBLICAN

KATHLEEN A. DONOVAN  
DEMOCRATIC

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32 NORTH RUSSELL ROAD  
ALBANY, NEW YORK 12206-1324  
OFFICE HOURS: 8:30 AM to 4:30 PM  
TELEPHONE: (518) 487-5060  
FAX: (518) 487-5077  
[WWW.ALBANYCOUNTY.COM/VOTE](http://WWW.ALBANYCOUNTY.COM/VOTE)

DEPUTY COMMISSIONERS

DAVID CADY (D)

MELISSA KERMANI (R)

TO: Hon. Wanda Willingham, Chair  
Audit & Finance Committee

FROM: Albany County Board of Elections

Date: October 14, 2021

RE: Proposed 2022 Budget

1. The department representatives appearing before the Audit & Finance Committee will be: Kathleen Donovan and Rachel Bledi.
2. There is one vacant position- Part-time Laborer, (#290017)
3. There are no new positions.
4. There are two proposed salary increases that have been included in the executive budget: a \$10,000 increase has been proposed for the Elections Administrator and \$5,000 has been proposed for the Supervising Elections Specialist. Attached is a memo that was submitted to Management and Budget justifying the increases. To offset the increases, a simultaneous deduction was made to the Temporary Help line (#19970) in the amount of \$10,000 and the Overtime line (#19900) in the amount of \$20,000.
5. There are no positions proposed to be eliminated or salary decreased.
6. There are no positions funded by grant money.
7. There are no proposed job title changes or movements to another line item.
8. There is a decrease in the 2022 fees for services line (1450-44046). These decreases are attributable to a significant decline in the disinfecting and cleaning of pollsites. There is an additional request for \$25,000 for professional services related to a 2022 redistricting. While there is an overall decline in the postage (1450-44035) and printing and advertising (1450-44042) lines, there remain significant increases over previous years in anticipation of a large-scale increase in the number of absentee ballots, used in both the primary and general elections, and the prospect that the county may be required to pay the return postage (as was done in the 2021 General Election) and contract with a third-party vendor to produce and mail the ballots (as was done with the 2020 General election). It also reflects an increase in postage and printing costs to be incurred in relation to redistricting.
9. There are no new initiatives or eliminated programs.
10. The Board of Elections has two (2) county vehicles, a 2008 Ford box truck and a 2009 Chevy van, which are used to transport voting machines and election-related supplies to

polling sites and voter outreach presentations. There are no county vehicles assigned to any staff member of the Board of Elections.

11. There is \$10,000 allocated to the Conferences Training Tuition line (#44039) which covers expenses for two major conferences held annually for Commissioners and staff. Both conferences are hosted by the NYS Elections Commissioners Association.
12. Our overtime budget in 2020 (\$95,924.75) was nearly entirely expended in 2020 due to many factors including the issuance of COVID-related Executive Orders that imposed numerous election law changes that changed the date of our primary election, impacted our operations and significantly increased the amount of absentee ballots processed. In 2019, our overtime use was nearly half at \$41,489
13. There were no positions established or changed in 2021.
14. Cyberattacks pose a serious threat to election security and is an ongoing concern and challenge. We have applied for a Cybersecurity Remediation Grant, in the amount of \$145,220 to address vulnerabilities identified in risk assessments. We have developed a remediation plan with a nonprofit technology consulting company, NYSTEC, to ensure that our systems are more secure.
15. The Board of Elections sole performance metric is the successful conduct of our elections.
16. The Board of Elections is presently aware of two (2) potentially unfunded mandates: a) the acquisition of a new line of electronic voting machine is all but inevitable given the well-known obsolescence rate of electronic equipment; and b) redistricting following the 2020 federal decennial census will necessitate the expenditure of additional county money for GIS services.



**Albany County**  
**Board of Elections**

COMMISSIONERS OF ELECTION

**RACHEL L. BLEDI**  
REPUBLICAN

**KATHLEEN A. DONOVAN**  
DEMOCRAT

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DEPUTY COMMISSIONERS

**MELISSA KERMANI (REP)**  
**DAVE CADY (DEM)**

**MEMO**

**TO:** M. David Reilly, Commissioner, Management and Budget  
Christopher Herbert, Budget Analyst, Management and Budget

**FROM:** Rachel Bledi, Republican Commissioner, Board of Elections  
Kathleen Donovan, Democratic Commissioner, Board of Elections

**RE:** Proposed Salary Increases

**DATED:** July 23, 2021

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In an effort to create a more fair and equitable distribution of salaries that is commensurate with experience and workload, we are requesting consideration for the following salary increases for two titles in the department: \$5,000 for the positions of Supervising Elections Specialist and \$10,000 for the positions of Elections Administrator.

A1450 16802 001 290007 Supervising Elections Specialist  
A1450 16802 002 290008 Supervising Elections Specialist  
Current Salary: \$45,649  
Increase Request: \$5,000 for each position

A1450 11270 001 290005 Elections Administrator  
A1450 11270 002 290006 Elections Administrator  
Current Salary: \$57,634  
Increase Request: \$10,000 for each position

The Supervising Elections Specialist is responsible for the processing and administering of all absentee ballots in the county. In the past few years, there has been a rapid expansion of absentee ballot requests due to the epidemic along with less restrictive absentee eligibility requirements. Additionally, it is expected that “no excuse” absentee balloting will pass as a referendum on the ballot this coming General Election, further increasing the number of absentee ballots to be processed. Due to these factors, the Supervising Elections Specialists are expected to work long, intense hours while shouldering enormous responsibility, keeping up with election law changes and managing other employees. One of our Supervising Elections Specialists, Debbie Smith, has been a dedicated employee of the County for 14 years, providing service to our department and voters. She has invaluable institutional knowledge, helps train and manage employees and successfully navigates a complex absentee process alongside her Democratic counterpart, Evan Place. With little

opportunity for advancement due to low employee turnover rate, a salary increase in that position would more fairly reflect the responsibilities associated with the title.

The Elections Administrator primarily serves as the liaison for the personnel department and handles budgetary matters, including all billing and Munis entries. Additionally, due to cross-training, job responsibilities have expanded to include warehouse tasks and recruiting and management of election inspectors. The position plays an important supervisory role in the office, providing operational and personnel assistance to the Deputy Commissioner. Despite the lengthy list of job duties performed, the Elections Administrators are compensated less than employees lower in hierarchy since they are excluded from overtime benefits. Debora Banks, an Elections Administrator, is a dedicated county employee who has worked at the Board of Elections for 17 years and is deserving of proper recognition for her work and years of service. A salary increase would help create greater equity in salary distribution and more properly reflect job duties.

Any assistance we can receive in providing salary increases for the Supervising Elections Specialist and the Elections Administrator would be greatly appreciated and help ensure we continue to operate at the highest possible level.

# **COUNTY ATTORNEY**



DANIEL P. McCOY  
COUNTY EXECUTIVE



EUGENIA KOUTELIS CONDON  
COUNTY ATTORNEY

JOHN W. LIGUORI  
DEPUTY COUNTY ATTORNEY

COUNTY OF ALBANY  
OFFICE OF THE COUNTY ATTORNEY  
COUNTY OFFICE BUILDING  
112 STATE STREET, ROOM 600  
ALBANY, NEW YORK 12207-2021  
PHONE (518) 447-7110 | FAX (518) 447-5564  
WWW.ALBANYCOUNTY.COM

**MEMORANDUM**

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

FROM: Eugenia Koutelis Condon *EKC*  
County Attorney

DATE: October 15, 2021

RE: Proposed 2022 Budget

With respect to the Law Department's 2021 proposed budget, the following information is submitted in response to your memo of October 6, 2021.

1. **Department Representative Attending Committee Meeting:** I will attend the meeting along with Deputy County Attorney, John Liguori.

2. **Vacancies:** Current vacancies are as follows:

A 1420 15015 10000 Attorney's Trial Assistant

A 1420 15025 10000 Legal Secretary

A 1420 12003 10000 Assistant County Attorney I

We are actively seeking resumes and interviewing for each of these positions. We have been working with Civil Service and Affirmative Action to post positions and interview appropriate candidates. The salaries for these positions are all charged back to other departments.

3. **New Positions:** There are no new positions in the Law Department's budget.
4. **Proposed Salary Increases:** For many departments the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan, which has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment amounts, which is reflected in the proposed budget. Additionally there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.
5. **Positions to be eliminated or subject to Salary Decrease:** The proposed budget does not propose to eliminate any position or decrease any salary.
6. **Grant Funded Positions:** There are no grant funded positions, however, the Law Department implements chargebacks to the Departments of Social Services and Children, Youth and Families for services rendered to those Departments. In addition, the salaries of one full time Assistant County Attorney, one Attorney Trial Assistant and two legal secretaries are funded through the Department of Finance for their attention to real property matters. The amount of legal service charges is set forth in the proposed budget.
7. **Titles to be Changed or Moved:**

A 1420 15021 002 250037 Senior Paralegal has been reclassified as  
A 1420 12532 001 250074 Research Analyst

A 1420 15013 001 250034 Senior Attorney's Trial Assistant has been reclassified as  
A 1420 16242 001 250073 FOIL Information Officer

These titles have been reclassified in the budget to correspond to their titles in Civil Service.

8. **Fees for Services:** As of this date, the Law Department has paid \$19,391.65 for 2021 Fees for Services as per the attached expenditures report. The charges to this account include attorney's fees and litigation costs including service of process and other fees. As a result of COVID-19 and the closure of the Courts and subsequent reduction of court activities since that time, there has been little litigation activity that generated the need for payment under Fees for Services. Thus, the expenditures to date are not an accurate reflection of typical payments made under this line. In 2022, it is anticipated that payments under this line will continue to increase as court activity increases and we will see additional expenditures from this line. The 2022 budget proposes that this line continue to remain budgeted at \$70,000.
9. **New Initiatives or Eliminated Programs:** In 2020, the Department of Law in collaboration with the Department of Probation continued the County Executive's Project Growth restorative justice program with juvenile delinquents who committed crimes and who owed restitution for their crimes. The program which was initially launched in 2014 was expanded in 2019 to include young adults, ages 16-24. The program not only provides young adults with programming and opportunities that will decrease recidivism and reduce the chances of re-

offending, it provides restitution to victims of their delinquent acts. Each participating young adult receives a stipend for completing the program which is applied to the restitution owed to the victim of his or her case. The Law Department's proposed budget includes funding to continue this program in 2022. This year the Summer program ran from July 26 to August 12, 2021. The participants worked with Department of General Services staff doing trail maintenance at Lawson's Lake and completed the Brief Intervention Tools. The Fall program began on October 4 and is scheduled for completion on October 28, 2021. The participants are working on trail maintenance, a bird sanctuary and site maintenance at Lawson's Lake. They are also working on evidence based programming through Career University.

10. **Vehicles:** The Department of Law does not have any vehicles assigned to it.
11. **Overtime:** The Department of Law budget does not contain any overtime.
12. **Positions that were established/changed:** Other than those titles reclassified in Section 7 above, no positions were established or changed during 2021.
13. **Biggest Risk and Action Plan:** The biggest risk for the Department of Law in 2021 remains the ability to continue to effectively handle large civil litigation in-house while maintaining the same level of representation on other matters. Since the merger in 2012, the Department of Law has been highly successful in handling the vast majority of litigation matters in-house, as opposed to retaining outside counsel. As a result, the County has saved in contractual expenses on outside counsel. Currently, the Law Department is handling several complex litigation matters, 6 of which are scheduled for trial in 2022. These matters are being handled by two full time Assistant County Attorneys and overseen by the Deputy County Attorney, thus requiring a tremendous amount of Department resources. While this is a prime example of what can be achieved in savings by handling litigation in-house (estimated to have saved the County over \$1.6 million in attorney's fees alone since 2012), it highlights a significant risk associated with the need to attend to these highly complex actions while also attending to other significant matters within the Department. Each of these attorneys, most significantly, the Deputy County Attorney, are assigned to additional often pressing matters within the Law Department. The need to attend to these matters, particularly litigation, while being cognizant of potential staff turnover, staff illness or leave and/or any other factors which could impact staff is always a concern. A private law firm can simply reassign a matter should an attorney be out for any period of time. Our options are limited. Our action plan is to continue to move forward with training and cross training staff as necessary to assist in these matters and if necessary, outside counsel will need to be relied upon as a back-up.
14. **Performance Indicators:** The Department of Law does not have specific performance metrics or indicators. The Law Department is a service based department that utilizes best practices to provide counsel and assistance to all clients effectively and as efficiently as possible. We do not generate work on our own accord, we respond to the needs of our clients.
15. **Unfunded mandates:** The Raise the Age Legislation has created significant additional caseload for the Family Court Unit in the Department of Law. Based upon the projections from OCFS and DCJS, the Department of Law originally requested the creation of three new positions, an Assistant County Attorney, Legal Secretary and an Investigator in the 2019 budget. The positions and the request for reimbursement were included in Albany County's

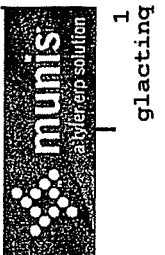
budget plan submitted to the State. After their review, they determined that these positions would not be approved for reimbursement and were removed from the 2021 budget. While we did not get funding for positions, we continue to see cases that have challenged our staff and taken a significant amount of time and required additional training.

Thank you for your attention to this matter.

EKC:e

Enclosure

cc: David Reilly, Commissioner, Management and Budget  
John Liguori, Deputy County Attorney



10/07/2021 11:05  
tberghela

!COUNTY OF ALBANY  
G/L ACCOUNT DETAIL

Org: A91420 Object: 44046 Project: 10000  
Fees For Services A -11-15-1420-000-44046 -10000

YEAR	PER JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2021	09	1345	09/24/2021	API 1	W 10/27/21	66.00	Y		010/27/21	JOHN R	PROBST INV	27280-272
2021	08	1358	08/23/2021	API 1	W 09/22/21	2,230.30	Y	311583809	22/21	JOHN R	PROBST INV	DCYF JULY
2021	08	1358	08/23/2021	API 1	W 09/22/21	48.89	Y	311583809	22/21	JOHN R	PROBST INV	DSS JULY
2021	08	643	08/11/2021	API 1	W 09/15/21	41.60	Y	311558809	15/21	JOHN R	PROBST INV	INV 27104
2021	07	941	07/19/2021	API 1	W 08/18/21	2,529.20	Y	311445808	18/21	JOHN R	PROBST INV	INV 27035
2021	06	1744	06/28/2021	API 1	W 07/28/21	90.40	Y	311372307	28/21	JOHN R	PROBST INV	DSS MAY
2021	06	1669	06/24/2021	API 1	W 07/28/21	90.00	Y	311366307	28/21	CORRIGAN, MCCOY &		MATTER-JE
2021	06	1096	06/17/2021	API 1	W 07/21/21	2,382.00	Y	311347607	21/21	JOHN R	PROBST INV	DCYF
2021	05	1361	05/24/2021	API 1	W 06/23/21	3,012.11	Y	311201606	23/21	JOHN R	PROBST INV	aPRIL CYF
2021	05	347	05/05/2021	API 1	W 06/02/21	2,028.80	Y	311110606	02/21	JOHN R	PROBST INV	dcyf
2021	05	347	05/05/2021	API 1	W 06/02/21	267.20	Y	311110606	02/21	JOHN R	PROBST INV	DSS
2021	04	1339	04/19/2021	API 1	W 05/19/21	2,242.80	Y	311043405	19/21	JOHN R	PROBST INV	DCYF PROB
2021	03	934	03/11/2021	API 1	W 04/14/21	1,998.55	Y	310906504	14/21	ROEMER WALLENS &		JAMES ALB
2021	02	428	02/11/2021	API 1	W 03/17/21	2,363.80	Y	310796703	17/21	JOHN R	PROBST INV	DCYF JAN

Total Amount: 19,391.65

\*\* END OF REPORT - Generated by Berghela, Teresa\*\*

# **PROBATION**



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
PROBATION DEPARTMENT  
60 SOUTH PEARL STREET  
ALBANY, NEW YORK 12207  
PHONE: (518) 487-5200  
FAX: (518) 487-5204  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

WILLIAM CONNORS  
DIRECTOR III

LORI M. HAGGERTY  
DEPUTY DIRECTOR

MICHAEL J. O'CONNOR  
PRINCIPAL PROBATION OFFICER

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

FROM: William Connors, Probation Director *William Connors*

DATE: October 13, 2021

SUBJECT: Albany County Probation Proposed 2022 Budget

1. William Connors – Probation Director III

2. Vacant Positions:

*Civil Service list was released with qualified candidates in September of 2019. We are currently working off that list to fill vacancies.*

A3140.1.4203.006 – 380010 – Probation Supervisor  
A3140.1.4213.002 – 380017 – Senior Probation Officer  
A3140.1.4213.006 – 380021 – Senior Probation Officer  
A3140.1.4223.011 – 380034 – Probation Officer  
A3140.1.4223.024 – 380047 – Probation Officer

A3140.1.4223.044 – 380067 – Probation Officer  
A3140.1.4223.058 – 380129 – Probation Officer  
A3140.1.5311.004 – 380086 – Probation Assistant  
A3140.1.4223.062 – 380134 – Probation Officer  
A3140.1.4223.064 – 380153 – Probation Officer  
A3140.1.6043.004 – 380145 – Keyboard Specialist

A3140.1.4424R.006 – 380180 – Probation Officer Trainee RTA  
A3140.1.4424R.007 – 380181 – Probation Officer Trainee RTA  
A3140.1.4424R.008 – 380182 – Probation Officer Trainee RTA  
A3140.1.4424R.009 – 380183 – Probation Officer Trainee RTA

3. New Positions / How Funded:

A3140.1.4224.002 – 380079 – Probation Officer P.T.  
A3140.1.4224.004 – 380081 – Probation Officer P.T.

*Positions are to be funded by eliminated full time Probation Officer position*

A3140.1.2551.001 – 380185 – Policy Analyst  
A3140.1.6401.001 – 380125 – Confidential Secretary

*County Executive's Workforce Development Program – Defunded Keyboard Specialist 380145*

4. Proposed Salary Increase beyond Union Contract Commitments:

A3140.1.1045.001 – 380001 – Director of Probation  
A3140.1.1124.001 – 380002 – Deputy Director of Probation  
A3140.1.1301.001 – 380003 – Principal Probation Officer  
A3140.1.2414.001 – 380137 – Personnel Assistant  
A3140.1.2510.001 – 380138 – Budget Officer  
A3141.1.6042.001 – 380169 – Senior Keyboard Specialist

For many departments the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan, that has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment amounts, which is reflected in the proposed budget. Additionally there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.

5. Positions Eliminated or Decreased:

A3140.1.4223.062 – 380134 – Probation Officer  
A3140.1.4223.064 – 380153 – Probation Officer  
A3140.1.6043.004 – 380145 – Keyboard Specialist

*Positions eliminated to help offset newly created positions in the County Executive's Workforce Development Program*

6. Positions Funded by Grant Money / Percentage / Commitment Grant Renewed for 2022:

*Please see next page.*



		Proposed Salary	Total Grant Funding		%	Total County Funding	%
			Salary	Fringe			
<b>GIVE Grant</b>							
A3140.1.4223.045	Probation Officer	\$58,963.00	\$26,268.00		44.55%	\$32,695.00	55.45%
	Fringe			\$10,467.00	17.75%	\$23,732.00	40.25%
A3140.1.4223.013	Probation Officer	\$58,963.00	\$52,336.00		88.76%	\$6,627.00	11.24%
	Fringe			\$20,934.00	35.50%	\$13,265.00	22.50%
<b>DCYF Programs</b>							
A3140.1.4203.001	Probation Supervisor	\$72,361.00	\$72,361.00		100.00%		0.00%
	Fringe			\$41,969.00	100.00%	\$0.00	0.00%
A3140.1.4213.001	Sr. Probation Officer	\$65,446.00	\$65,446.00		100.00%		0.00%
	Fringe			\$37,959.00	100.00%	\$0.00	0.00%
A3140.1.4223.048	Probation Officer	\$53,587.00	\$53,587.00		100.00%		0.00%
	Fringe			\$31,080.00	100.00%	\$0.00	0.00%
A3140.1.4223.054	Probation Officer	\$64,247.00	\$64,247.00		100.00%		0.00%
	Fringe			\$37,263.00	100.00%	\$0.00	0.00%
A3140.1.4203.005	Probation Supervisor	\$74,859.00	\$74,859.00		100.00%		0.00%
	Fringe			\$43,418.00	100.00%	\$0.00	0.00%
A3140.1.4223.069	Probation Officer	\$58,963.00	\$58,963.00		100.00%		0.00%
	Fringe			\$34,198.00	100.00%	\$0.00	0.00%
<b>Raise The Age</b>							
A3140.1.4203R.001	Probation Supervisor	\$72,361.00	\$72,361.00		100.00%		0.00%
	Fringe			\$41,969.00	100.00%	\$0.00	0.00%
A3140.1.4203R.002	Probation Supervisor	\$72,361.00	\$72,361.00		100.00%		0.00%
	Fringe			\$41,969.00	100.00%	\$0.00	0.00%
A3140.1.4423R.001	Senior Probation Officer	\$65,446.00	\$65,446.00		100.00%		0.00%
	Fringe			\$37,959.00	100.00%	\$0.00	0.00%
A3140.1.4423R.002	Senior Probation Officer	\$65,466.00	\$65,466.00		100.00%		0.00%
	Fringe			\$37,959.00	100.00%	\$0.00	0.00%
A3140.1.4424R.001	Probation Officer Trainee	\$52,720.00	\$52,720.00		100.00%		0.00%
	Fringe			\$30,578.00	100.00%	\$0.00	0.00%
A3140.1.4424R.002	Probation Officer Trainee	\$52,720.00	\$52,720.00		100.00%		0.00%
	Fringe			\$30,578.00	100.00%	\$0.00	0.00%
A3140.1.4424R.003	Probation Officer Trainee	\$52,720.00	\$52,720.00		100.00%		0.00%
	Fringe			\$30,578.00	100.00%	\$0.00	0.00%
A3140.1.4424R.004	Probation Officer Trainee	\$51,858.00	\$51,858.00		100.00%		0.00%
	Fringe			\$30,078.00	100.00%	\$0.00	0.00%
A3140.1.4424R.005	Probation Officer Trainee	\$51,858.00	\$51,858.00		100.00%		0.00%
	Fringe			\$30,078.00	100.00%	\$0.00	0.00%
A3140.1.4424R.006	Probation Officer Trainee	\$51,858.00	\$51,858.00		100.00%		0.00%
	Fringe			\$30,078.00	100.00%	\$0.00	0.00%
A3140.1.4424R.007	Probation Officer Trainee	\$51,858.00	\$51,858.00		100.00%		0.00%
	Fringe			\$30,078.00	100.00%	\$0.00	0.00%
A3140.1.4424R.008	Probation Officer Trainee	\$51,858.00	\$51,858.00		100.00%		0.00%
	Fringe			\$30,078.00	100.00%	\$0.00	0.00%
A3140.1.4424R.009	Probation Officer Trainee	\$51,858.00	\$51,858.00		100.00%		0.00%
	Fringe			\$30,078.00	100.00%	\$0.00	0.00%
A3140.1.2414R.001	Probation Assistant	\$37,977.00	\$37,977.00		100.00%		0.00%
	Fringe			\$22,027.00	100.00%	\$0.00	0.00%

7. Job Titles Proposed to be Changed or Moved:

None

8. Fees for Services:

FEES FOR SERVICES A93140.44046						
YEAR	2019	2020	BUDGETED 2021	ACTUAL 2021	CURRENT BUDGET REMAINING	PROJECTED 2022
				10/12/2021		
<b>ORIGINAL BUDGET</b>	\$42,750	\$46,750	\$121,763	\$69,066		\$110,806
<b>Albany PD VOID</b>	\$12,000	\$0	\$0	\$0		\$0
<b>Transfers In / Transfers Out</b>		\$72,437	(\$5,600)	\$0		
<b>REVISED BUDGET</b>	\$54,750	\$119,187	\$116,163	\$69,066	\$47,097	\$110,806
<b>ACTUAL EXPENSES:</b>						
<b>General Code</b>		\$19,583.45	1013	\$0.00		\$0.00
<b>GIVE - in GPS Monitoring 2022</b>		\$9,002.84	\$12,000	\$0		\$0.00
<b>DWI Risk Assessment</b>			\$1,750	\$0		\$1,750
<b>Bottled Water</b>	\$2,782.13	\$1,628.65	\$2,300	\$1,268		\$2,080
<b>Hitech Systems</b>	\$400.29	\$412.30	\$425	\$425		\$438
<b>Interpreter Services</b>	\$2,070.16	\$339.26	\$2,000	\$631		\$2,000
<b>Public Safety Psychology</b>	\$1,800.00	\$600.00	\$3,300	\$0		\$6,000
<b>Research Foundation</b>	\$2,082.34	\$0.00	\$0	\$0		
<b>GPS Monitoring Services</b>	\$14,770.40	\$23,053.80	\$90,000	\$25,598		\$85,500
<b>Sherweb</b>	\$222.60	\$513.20	\$300	\$459		\$700
<b>Thomson West</b>	\$5,480.45	\$5,119.06	\$5,300	\$3,938		\$5,338
<b>Programs - Food/Supplies</b>	\$77.84	\$1,953.23	\$2,000	\$1,707		\$4,000
<b>Miscellaneous</b>	\$0.00	\$2,028.77	\$1,375	\$0		\$3,000
<b>Adjmts/Blanket Purchase Orders</b>			-\$5,600	\$35,040		
<b>TOTAL EXPENSES</b>	\$29,686	\$64,235	\$116,163	\$69,066	\$47,097	\$110,806
<b>RAISE THE AGE:</b>						
<b>New Employee Evaluations</b>			\$0	\$1,200		\$4,200
<b>Programming</b>			\$0	\$3,267		\$826,581
				\$4,467		\$830,781

9. New Initiatives and/or Eliminated Programs:

Since Raise the Age legislation was enacted, Probation has made adjustments in supervision and programming for this special population. There has been a substantial increase in Electronic Monitoring as an Alternative to Detention for Juvenile Delinquents and Adolescent Offenders as this population are higher risk youth committing more serious offenses. These youth are able to be monitored and maintained safely in the community while reducing costly detention services. As with all aspects of the Probation Department, the COVID 19 pandemic has had an impact and delay in delivering new and innovative evidence based programming. The Department has since been able to implement the following programs in a safe manner for all youth involved in the juvenile justice system: BITS (Brief Intervention Tools) a cognitive behavioral intervention with a variety of topics administered by Probation Officers for use with all Juvenile Delinquents, Career University, a job readiness program that provides tools necessary to secure gainful employment while accentuating further education and career opportunities which is implemented at the Evening Reporting Center and Project Growth, Decision Points, an open-entry cognitive behavior intervention program which is built on the “strategy of choices” and equips

participants with alternative ways to examine their thinking and related actions that led them into trouble. Probation continues to expand the use of Respite as alternatives to Specialized Secure Detention and Secure Detention for Adolescent Offenders and Juvenile Delinquents, further reducing the reliance on costly detention services. Probation is in the planning stages to begin High School Equivalency Preparation Program. Approximately 24% of the probation population lacks a high school diploma and we recognize the interconnected relationship between education level, crime rates and lifetime earning potential. The Department has developed relationships with Capital Region Board of Cooperative Educational Services (BOCES) and Capital District Educational Opportunity Center (EOC) to offer remote and on-site access to instruction for High School Equivalency Preparation. A classroom setting has been constructed within the Department so that students will have access to the tools they need for success.

10. County Vehicles / Title of Employees:

Please see DGS masterfile.

11. Conference/Training/Tuition Breakdown:

The 2021 Probation Department Budget included \$13,000 for Conferences/Training/Tuition. For 2020 and 2021, in-person trainings and conferences have been minimal due to the COVID 19 pandemic. Most trainings, both within and outside the Department have been presented in a virtual platform which reduces related costs. Planning for the future, Probation will require additional trainers to be trained in specialized topics (Firearms and Non-Lethal Weapons) so that we can continue to be self-sufficient in meeting the annual recertification requirement. Some of these trainings may be local, although as they are offered on a limited basis and travel may be required. Under NYS Executive Law, Probation Officers are required to obtain a minimum of 21 hours of continuing education per year. Staff are encouraged to attend free trainings, although there are often costs associated with trainings related to specialized supervision such as Mental Health, DWI, Sex Offender, Gangs and Veterans.

12. Overtime Breakdown:

<b>Overtime</b>				
	<b>Proposed Overtime</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Budget Amount	\$60,150.00	\$60,150.00	\$60,150.00	\$65,150.00
<b>Expended</b>		\$16,187.00	\$29,683.00	\$47,964.00
<b>Grant Funding</b>				
GIVE	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
DCYF Programs	\$32,263.00	\$32,263.00	\$30,000.00	\$30,000.00
Total Grant Funded	\$47,263.00	\$47,263.00	\$45,000.00	\$45,000.00
% Grant Funded	78.58%	78.58%	74.81%	69.07%
<b>RAISE THE AGE</b>				
Overtime Staffing	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00
<b>Expended</b>		\$5,282.75	\$1,321.13	\$765.48
Overtime Program	\$37,700.00	\$37,700.00	\$37,000.00	\$37,000.00
<b>Expended</b>		\$7,136.00	\$1,206.00	\$3,758.00

**OVERTIME**

Overtime is used for Probation officers to conduct after hours home and field contacts on Probationers. NYS Executive Law mandates contacts with Probationers in their homes. Probation Officers also partner with Police to provide community policing. Overtime is also paid to Probation Officers warrant squad personnel for early morning and after hour’s transportation of Probationers. It is further used for Probation Officers to appear in various courts. It also is used for Probation Officers to provide afterhours programming to Probationers.

13. Line Items Established / Changed During 2021:

None

14. Biggest Risk:

Conceivably the biggest risk facing Probation continues to be associated with the Covid-19 pandemic. For the majority of 2020 and into 2021, the court system has been operating on a limited basis, often virtually. This caused a slow-down of workflow to and within the Department. As such, we were creative in the way we offered services to both the courts and our clientele in a safe manner, protecting staff as well as our clientele. Through this time, we learned probationers did not do well, specifically in the areas of mental health and substance abuse. With a reduction of workload due to reduced court operations, supervision officers are able to concentrate more of their time and efforts to meet the high needs of those under supervision, while providing for community safety.

15. Performance Indicators and Metrics:

Probation’s performance is often measured by the Department’s ability to help both juvenile and adult offenders make positive changes in their lives and successfully complete their terms of Probation and reduce recidivism. This is accomplished through a wide variety of strategies and programming offered by the Department. In 2019 (the most current year statewide statistics are available), the Probation Department’s Family Court Unit successfully discharged 91% of eligible juveniles (PINS and JD cases combined). For 2020 (the most current year statewide statistics are available), the Department’s Adult Supervision Units were able to successfully discharge 83% of eligible adult probationers. Based on a comparison with prior years, these outcomes are a marked improvement as the Probation Department continues with its mission of providing best possible outcomes for the population we serve.

**Albany County Juvenile Data 2019**

<b>Total PINS cases Closed</b>	<b>% Positive Outcomes</b>	<b>% Negative Outcomes</b>	<b>Total JD Cases Closed</b>	<b>% Positive Outcome</b>	<b>% Negative Outcome</b>
<b>35</b>	<b>100%</b>	<b>0%</b>	<b>45</b>	<b>83%</b>	<b>17%</b>

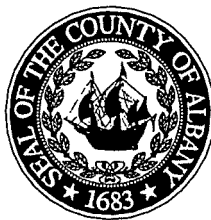
**Albany County Adult Data 2020—Probation Outcomes**

<b>Total Probation Cases Closed</b>	<b>Maximum Expiration</b>		<b>Early Discharge</b>		<b>Revoked</b>		<b>Total Positive Outcome</b>	
406	274	68%	62	15%	70	17%	336	83%

16. New Unfunded Mandates / Regulations / Risks to Grant Revenue / Risks to Reimbursement Revenues:

Bail Reform legislation which became effective January 1, 2020 continues to be a challenge. This Department was initially certified in 2019 by the Office of Court Administration as the pre-trial service agency in Albany County, and is subsequently approved annually. Additional staff and resources have been allocated to process and supervise this newer population. Although courts have operated on a reduced schedule over time and only recently became fully operational, we have seen an increase in this population. It should be noted this Department has supervised 828 clients since the implementation of Bail Reform and has had an 80% success rate of the client successfully returning to Court for sentencing. In addition, 194 clients have been supervised on RUS with Electronic Monitoring, which composes 23.4% of all clients being supervised.

# **PUBLIC DEFENDER**



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COUNTY EXECUTIVE

HON. STEPHEN W. HERRICK  
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October 13, 2021

Hon. Wanda F. Willingham, Chair  
Audit and Finance Committee  
Albany County Legislature  
Harold L. Joyce Albany County Office Building  
112 State Street, Room 710  
Albany New York 12207

**Re: Responses to Information Request  
Proposed 2022 Budget**

Dear Chairperson Willingham:

In response to your inquiry dated October 6, 2021, the Office of the Albany County Public Defender submits the following:

1. The department representative appearing before the Audit and Finance Committee for this Budget Hearing is Stephen W. Herrick, Albany County Public Defender.
2. The following are currently vacant positions in the Office of the Albany County Public Defender (by funding source).
  - A. Assistant Public Defenders (APD)
    1. Albany County funded:
      - a. APD I: 150120
      - b. APD II: 150110, 150111, 150112, 150113, 150115, 150116, 150117
      - c. APD III: 150148, 150149
    2. NYS Office of Indigent Legal Service (ILS) funded:
      - a. APD V: 150158, 150159
  - B. Support Staff
    1. Albany County funded:
      - a. Legal Secretary: 150088, 150099

- F. Paralegal/Data (150037) to \$62,200, based on parity and additional duties of data collection and the supervision of two other paralegal positions.
- G. Data Entry Machine Operator (150038) to \$50,000, based on parity and increase in duties relating to purchasing and assistance in data collection and preparation of data reports to NYS OILS.
- H. Receptionist (150139) to \$40,500, based on parity and current salary of only \$36,414.
- I. Legal Secretaries – County funded (150088, 150099 & 150048)  
ILS funded (150100, 150153 & 150154)

All proposed raises are based on parity and duties, which have increased and changed substantially with the requirement of data collection and reporting to NYS and the increase in number of staff that they each support. The salary raises proposed for legal secretaries create a range of \$46, 500 to \$52,500.

For many departments the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan that has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment schedule, which is reflected in the proposed budgets. Additionally there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.

5. As indicated in the response to question #3, the Public Defender is proposing an elimination of six (6) Assistant Public Defender II County of Albany funded positions which would create three (3) new Assistant Public Defender IV positions, resulting in substantial financial savings.

Also, we are proposing elimination of the Arraignment Attorney budget line (150135) which was previously redirected by NYS OILS (and approved by the Albany County Legislature) to its Counsel at First Appearance program. Finally, the Court Attendant (150101) budget line is no longer funded and should be eliminated.

6. The following positions are funded by grants from NYS OILS: The percentage funded is 100% unless otherwise indicated. I have no indications that any of the several existing State grants, and especially the Hurrell-Harring Statewide Expansion grant (which has two (2) years remaining of a five (5) year initial commitment), will be cancelled or reduce. The funds necessary for the “Statewide Expansion” grant have been “set aside” in a special State fund.

- A. Assistant Public Defender (APD) I- VI
  - I. 150122, 150069 (20%), 150070 (20%), 150071 (20%), 150098 (20%), 150119 (20%), 150120 (20%), 150121 (20%), 150122 (20%)



11. Our request for \$45,000 for “Conferences / Training / Tuition is the same as requested for 2021. We currently have a balance on that line of approximately \$30,000 - \$35,000. In a non Covid-19 year, the full amount budgeted would probably be used, but because of the ongoing pandemic, there has been little training other than through the local and available NYS Defenders Association. If the situation improves there will be more travel and related expenses for our ongoing legal education efforts wherever the best training occurs.

12. Our “Overtime” costs are for office support staff to assist our attorneys on “off hours” court assignments in two of our busier local criminal courts. The two staff members that receive overtime provide clerk related service, opening and updating files during busy court sessions. In the last two Budget years, 2020 and in 2021 (to date) there was / is a balance of \$6,443 and \$6,500 respectively. These balances reflect the fact that during substantial periods of time in 2020 and 2021, the courts were closed or virtual.

13. As previously stated in response #7, a new criminal investigator line was established from a reclassified APD I line, 150065, which is now numbered 150055.

14. Our biggest risk is the development and implementation of an effective and flexible discovery program that will allow our office to receive discovery materials in its various forms, store it safely in its appropriate location(s), access it by authorized staff and recipients and distribute discovery materials we are required to serve on the prosecution in a timely efficient and accurate manner. To do this we have spent much of 2021 working with the Albany County Division of Information Services and the New York Defenders Association. We have, we believe, been able to identify our needs and develop an expandable program that will meet our current and future needs.

15. This is a somewhat difficult to respond to because we do not measure performance in terms of wins and losses. We evaluate performance based on some objective standards, such as time and attendance, but much of oversight is subjective. We evaluate based on our own professional experience; and it helps to have an open mind. There is no single way to be an effective criminal defense attorney, and often it requires many years to find what works best. We use local criminal court and felony supervisors to help our attorneys develop. We pair newer attorneys with those more experienced. We have a Director of Training and the support of NYS ILS and the New York State Defender’s Association, both located here in Albany to help develop our expertise.

We train and prepare on an ongoing basis to ensure our clients receive superior representation. We do not maintain statistics; I’m not sure that there are any that confirm what the legal community knows – the Albany County Public Defender provides excellent innovative and effective legal representation to our clients.

# **ALT. PUBLIC DEFENDER**



**HON. DANIEL P. MCCOY**  
ALBANY COUNTY EXECUTIVE

**COUNTY OF ALBANY**  
**OFFICE OF THE ALTERNATE PUBLIC DEFENDER**  
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**TINA K. SODHI, ESQ.**  
ALTERNATE PUBLIC DEFENDER

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

1. ***Identify department representative appearing before the Audit and Finance Committee for your agency budget presentation.***
  - a. Tina K. Sodhi, Esq. (Alternate Public Defender)
2. ***Identify by line item all vacant positions in your department.***
  - a. As of October 15, 2021, the Alternate Public Defender's Office has three vacant positions.
    - i. A1171 12025 005 670010 - Assistant Alternate Public Defender line vacated June, 2021 by an attorney who resigned.
    - ii. A1171 12025 007 670012 - Assistant Alternate Public Defender line vacated October, 2021 by an attorney who moved downstate.
    - iii. A1171 15025 001 670014 - Legal Secretary line was created in 2019, funded by Indigent Legal Services Statewide Implementation Grant.
3. ***Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.***
  - a. A1171 14013 001 670022 - Criminal Investigator. 100% funded by the Office of Indigent Legal Services.
4. ***Identify by line item any proposed salary increase(s) beyond union contract commitments or any proposed salary increase(s) that is related to the County Buyout Program of 2020. Include justifications for those raise(s).***
  - a. A1171 12025 005 670010 - Assistant Alternate Public Defender – increase from \$75,770 to \$88,326, pay parity with similarly situated attorney positions within the Office. When the Office was restructured last year, this salary line was not increased. I am seeking to hire an experienced criminal defense attorney, who has

the ability to handle violent felony cases. The salary increase is covered by Indigent Legal Services and is of no extra cost to the County.

- b. A1171 16401 001 670009 – Confidential Secretary - increase from \$44,511 to \$52,500, pay parity with similarly situated positions within the County. The salary increase is covered by Indigent Legal Services and is of no extra cost to the County.
- c. A1171 16401 002 670023 – Confidential Secretary – increase from \$46,818 to \$52,500, pay parity with similarly situated positions within the County. The salary increase is covered by Indigent Legal Services and is of no extra cost to the County.

For many departments, the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan that has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment schedule, which is reflected in the proposed budgets. Additionally, there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.

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

- a. None

**6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2022.**

- a. A1171 12025 003 670004 – Assistant Alternate Public Defender – this position is 100% grant funded by Indigent Legal Services Fund and the grant has already been renewed for the next two years.
- b. A1171 12025 004 670005 – Assistant Alternate Public Defender – this position is 16.9% grant funded by the Statewide Implementation Funds and funding will continue for next year.
- c. A1171 12025 009 670007- Assistant Alternate Public Defender – this position is 100% grant funded by Indigent Legal Services Fund and the grant has already been renewed for the next two years.
- d. A1171 12025 005 670010 – Assistant Alternate Public Defender – this position is 14.2% grant funded by the Statewide Implementation Funds and funding will continue for next year.
- e. A1171 12025 006 670011 – Assistant Alternate Public Defender – this position is 16.9% grant funded by the Statewide Implementation Funds and funding will continue for next year.
- f. A1171 12025 008 670013 – Assistant Alternate Public Defender - this position is 85% grant funded by Indigent Legal Services Fund and the grant has already been renewed for next year.

- g. A1171 12025 001 670021 – Assistant Alternate Public Defender – this position is 100% grant funded by the Statewide Implementation Funds and funding will continue for next year.
- h. A1171 14013 001 670022 – Criminal Investigator – this position is 100% grant funded by the Statewide Implementation Funds and funding will continue for next year.
- i. A1171 16401 001 670009 – Confidential Secretary – this position is 15.2% grant funded by the Statewide Implementation Funds and funding will continue for next year.
- j. A1171 16401 002 670023 – Confidential Secretary – this position is 100% grant funded by the Statewide Implementation Funds and funding will continue for next year. This line was previously titled Supervising Administrator.
- k. A1171 15025 001 670014 – Legal Secretary - this position is 100% grant funded by the Statewide Implementation Funds and funding will continue for next year.

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

- a. A1171 12035 001 670020 – Supervising Administrator, has been reclassified as A1171 16401 002 670023 Confidential Secretary.

**8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and contractual expense lines and indicate 2021 expenditures compared to 2022 proposed expenditures.**

- a. As of October 15, 2021, this year's actual expenditures:
  - i. \$2986.70 for Office Supplies.
  - ii. \$285.11 for Postage.
  - iii. \$3823.90 for Telephone.
  - iv. \$7,176.55 for Insurance.
  - v. \$4,634 for Conferences, Training, Tuition.
  - vi. \$9,177.02 for Books, Transcripts, Subscriptions (includes reference books and Westlaw subscription).
  - vii. \$1696.41 for Printing and Advertising (increase in printing due to Appeals being handled by the Office).
  - viii. \$112.18 for Fees for Services (water bills).
  - ix. \$3,873.04 for Transcription Services (covers transcripts, experts, interpreters, and other specialized services).
  - x. \$1352.02 for Photocopier Lease.
  - xi. \$2,049.53 for Investigative Services.
  - xii. \$1445 for Association Dues
- b. All but the water delivery and insurance is reimbursable by the Statewide Implementation Grant. Some lines have been reclassified for 2022, but no significant change is made for proposed expenditures.

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

- a. The Alternate Public Defender's Office will have its own inhouse criminal investigator, which will provide significant assistance to the attorneys and our clients.

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

- a. There are no county vehicles used by this department.

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

- a. As of October 15, 2021, \$4,634 has been utilized for Conferences and Trainings.
- b. Attorneys attend various trainings through New York State Defender's Association, National Criminal Defense College, and any other organization that offers Continued Legal Education credits to the attorneys. Attorneys are reimbursed for any trainings that they attend. All expenditures are reimbursed by Indigent Legal Services and conferences and trainings are highly recommended by the Office of Indigent Legal Services.

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

- a. There are no overtime lines in this department.

**13. Identify by line item any positions that were established/changed during the 2021 fiscal year.**

- a. A91171 12025 001 670021 – Assistant Alternate Public Defender position (Appellate Attorney) was established in 2021.

**14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2022) to better understand that risk and mitigate it.**

- a. The biggest risk of this department is not providing our client's effective and quality representation. Currently, we are short two attorneys. Being fully staffed will decrease the caseloads of the attorneys, thus providing better representation to our clients. The County Executive has committed to improving the services provided by Albany County's indigent defense offices, and in conjunction with the Grant money provided by New York State Indigent Legal Services, such will mitigate any financial hindrance on this department, thus allowing us to focus solely on our client's needs.
- b. Due to discovery reform, the attorneys are overwhelmed with excessive amount of discovery provided to us. Having an investigator will assist the attorneys in reviewing the discovery, which will relieve the stress currently faced by many attorneys.

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

- a. New York State has set caseload standards for all Public Defender Offices. Our caseloads are tracked by PDMCS and reports and updates are provided to Indigent Legal Services multiple times a year to ensure that our caseloads remain at or below the State's recommended level. Furthermore, NYS Indigent Legal Services has provided and will continue to provide significant funding over the next few years to ensure that quality representation is provided to our clients.

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

- a. As of yet, there has not been any indication of any potential funding reductions by Indigent Legal Services. In fact, Indigent Legal Services is pushing to improve the quality of representation provided in Family Court and Indigent Legal Services is seeking for additional funding from the State to improve Family Court.

# **ASSIGNED COUNSEL**





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SUPERVISING ATTORNEY

WILLIAM A. CARTER  
SENIOR ATTORNEY

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

From: Thomas C. DeBose III  
Supervising Attorney  
Albany County Assigned Counsel Program

Date: October 18, 2021

Re: Proposed 2022 Budget

Chairwoman Willingham:

In preparation for our impending Budget Session Discussion on October 25<sup>th</sup>, the Assigned Counsel Program (“ACP”) submits the following responses to the 2022 Agency Budget Call Letter (**ACP answers in bold**):

1) Identify Department Representative appearing before the Audit & Finance Committee for your Agency Budget presentation.

**ACP’S present for the Agency Budget Presentation will be Thomas C. DeBose III—Supervising Attorney.**

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

**ACP has one (1) vacant position---A1172 15023 001 146005 Paralegal.**

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

**There will be one new position---A1172 15023 001 146005 Paralegal. That position will be 100% State Funded through a separate grant process from the other positions.**

4) Identify by line item any proposed salary increase(s) beyond union contract commitments or any proposed salary increase(s) that *is related to the County Buyout Program of 2020*. Include justifications for those raise(s).

**ACP has one proposed salary increase beyond cost-of-living raises for its staff. That increase is for line A1172 12002 001 146003 Assigned Counsel Administrator. The increase in this salary is from \$50,000 to \$100,000. The justification for this increase is to reflect the position transforming from a part-time position to a full-time position.**

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

**There is not a position in the ACP budget that will have its salary reduced or the position eliminated.**

6) Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant, and indicate whether there is a commitment that the grant has been renewed for 2022.

**All five positions in ACP are fully funded (100%) by grant money. Four of the Positions (A1172 12002 001 146001—Supervising Attorney, A1172 15031 001 146003—Assigned Counsel Administrator, A1172 16199 001 146004---Data Officer, and A1172-16404-146002—Secretary II) are funded by one state grant from the New York State Office of Indigent Legal Services (“ILS”; the grant is called “Statewide”), which is a five year contract (of which 2022 is the fourth year) and as such there is a commitment by the State to set aside the money for these transactions.**

**The fifth position (A1172 15023 001 146005 Paralegal) will also be fully funded by grant money, but through a different ILS grant process (called “Distributions”). Commitment to this expenditure is pending, but the filling of the position is contingent upon the approval of that grant funding.**

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

**There are no job title changes proposed or moved to another line item in ACP’s 2022 Budget.**

8) Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2021 expenditures compared to 2022 proposed expenditures.

**As of October 18, 2021, ACP has expended \$762.75 (of its budgeted \$90,000.00) in its Fees for Services line. This expenditure was for investigator services for an 18-B attorney in**

a criminal matter. The Fees for Services line is intended to supply 18-B attorneys with the means to utilize investigator and other expert services to assist their clients via ACP Programs such as the Felony Investigator Project. In 2022, we have proposed that the line be reduced to \$34,588, as there is a new line for investigator services (A1172 44068—Investigative Services).

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

**There are two (2) new programs upcoming for ACP in 2022. The first is the Felony Investigator Project, which is a program developed by ACP to provide 18-B attorneys access to investigators via the use of Statewide Funds. In 2021, it is funded via our Fees for Services Line (A1172 44046), and will be funded out of our Investigative Services line in 2022 (A1172-44068—Investigative Services). The second will be a program (as yet unnamed) that will provide similar services to the 18-B attorney for expert services, and will be funded out of the Specialized Services Budget line (A 1172 44121—Specialized Services).**

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

**ACP does not utilize any County vehicles.**

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

**Part of the obligations that ACP has under the terms of the Statewide Grant is to improve the quality of services rendered by the 18-B attorneys under our umbrella. To do so, we are working with organizations such as the Albany County Bar Association, ILS, and the New York State Defender's Association to develop MCLE programs relating to the practice of criminal law, with a focus on issues identified by ACP and the Panel. Further, there are specialized events hosted by non-profits such as Gideon's Promise which ACP has been invited to attend. These events place the leading organizations in New York State together and offer specialized training, which ACP can then develop into programs for the 18-B panels.**

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

**ACP does not have any overtime line items in our budget, and we have had 0 overtime expenditures in the past two years.**

13) Identify by line item any positions that were established/changed during the 2021 fiscal year.

**ACP created no positions during the 2021 fiscal year. Our request to add a Paralegal (A1172 15023 001 146005 Paralegal) to the Program was submitted first in this budget.**

14) Please describe the biggest risk your department faces and the actions you have taken (or will take in 2022) to better understand that risk and mitigate it.

**The greatest risk that ACP faces is lack of infrastructure between the various entities in the indigent defense system. The assigned counsel process has been operated in the same fashion for the better part of five decades, and many of the key elements of the system are reluctant to adapt to the changing world of indigent defense throughout the State. As these entities are outside of ACP's direct control, their lack of buy-in can be a significant obstacle in effectuating change.**

**ACP'S approach to addressing this problem is by meeting it head on—building out the infrastructure necessary for the various private, state, local, and county agencies one piece at a time. Over the course of the last year, ACP has begun to build interactive infrastructure to engage with the participants in the local courts and beyond. We have created a communal inbox so that everyone in ACP can receive and respond to questions or concerns with the panels at any time. We have begun scheduling regular meetings with Court and Clerk's Office personnel, introducing them to the new changes and how we can help each other to improve the quality of indigent defense (while also providing these parties with solutions to problems that they've been unable to address, but ACP can).**

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

**Metrics for the evaluation of the Assigned Counsel Program are a continuing process, as many of its responsibilities are dependent on entities that are beyond its control (the courts assign panel attorneys, and it is ACP's responsibility to ensure those panel attorneys receive payment and are provided with support). Currently, ACP has made great strides in reducing the time in which claims provided by the 18-B panel attorneys are evaluated and processed (our average time for a properly submitted Claim Form Packet is approximately 6 business days).**

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

**The only potential risks that ACP is aware of would be changes to the County Law 18-B by the State legislature. Barring such changes, ACP's costs and expenditures are unlikely to significantly fluctuate.**

If you required any additional information regarding the Assigned Counsel Program, please feel free to contact me.

Respectfully,

*Thomas C. DeBose III*

Thomas C. DeBose III

Supervising Attorney

Albany County Assigned Counsel Program

# **IMMIGRATION**



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
REGIONAL IMMIGRATION ASSISTANCE CENTER  
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EVELYN A. KINNAH, ESQ.  
DIRECTOR

BAKARY JANNEH  
DEPUTY DIRECTOR

### MEMORANDUM

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

FROM: Evelyn Kinnah, Director

DATE: October 12, 2021

RE: Office of Immigration Assistance

---

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.  
**Evelyn A. Kinnah, Director**
2. Identify by line item all vacant positions in your department.  
**Line item A1173 12037 001 145006 for staff attorney is vacant. We are actively recruiting to fill this contractual position.**
3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.  
**The Department has no new positions.**
4. Identify by line item any proposed salary increase(s) beyond union contract commitments or any proposed salary increases(s) that is related to the County Buyout Program of 2020. Include justification for those raise(s).  
**For many departments the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan, which has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment amounts, which is reflected in the proposed budget. Additionally there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.**

5. Identify by line item any position proposed to be eliminated or salary decreased.  
**There are no positions proposed to be eliminated or salary decreased.**
  
6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2022.  
**All positions in the Department are 100% grant funded through the New York State Office of Indigent Legal Services. Current grant funding for the Department is for the period January 1, 2020 to December 31, 2022.**
  
7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications).  
**There are no job titles proposed to be changed or moved to another line item.**
  
8. Provide a breakdown of specific expenditures regarding fees for services lines and contractual expense lines and indicate 2021 expenditures compared to 2022 proposed expenditures.  
**Fees for Service A 1173 44046: Total Budget \$24,000  
The Department works closely with community outreach organizations and will enlist their services as needed. The cost of this service is expended on the "Fees for Services" line. Additionally, any interpreter services needed and provided for a client is expended on this line. This expenditure is reimbursable through the grant process.**
  
9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.  
**There are no new initiatives and/or eliminated programs. The grant funding reflects a continuation of the Department's existing work.**
  
10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee.  
**There are no vehicles assigned to the Department.**
  
11. Provide a specific breakdown of the Use of the proposed funding for all Conferences/Training/Tuition line items in your department budget.  
**A 1173 44039: Total Budget \$30,000.  
The Center provides continuing legal education trainings for court-mandated attorneys practicing within Region 3. The line covers the logistics for venues, speakers, announcements, outreach and associated fees.  
  
As part of a robust staff development plan, Center staff receive intensive and ongoing immigration training, support, consultation, seminars, practice advisories and comprehensive immigration materials.**
  
12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.  
**There is no overtime budget for the Department.**
  
13. Identify by line item any positions that were established/changed during the 2021 fiscal year.  
**No positions were established/changed during the 2021 fiscal year.**

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2022) to better understand that risk and mitigate it.

The lone potential risk at this time is COVID-19 exposure. The Department continues to reduce the potential for COVID-19 exposure for Department staff by limiting travel to the 14 counties in Region 3 (which is the geographic area covered under the grant), and conducting all trainings, outreach and other functions remotely.

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

**Performance Measurements:**

- Work closely with other indigent legal service providers, bar associations and nonprofit organizations to develop and coordinate regional attorney and judicial trainings and resource materials which address the intersections among criminal, family and immigration law
- Improve the legal representation of indigent noncitizens by providing expert legal advice and defense strategies to court-mandated attorneys in assisting their noncitizen clients in making informed choices regarding any adverse immigration consequences which may arise from a family law and/or criminal court proceeding.
- Collaborate with ILS and the other five (5) Regional Immigration Assistance Centers to analyze regional trends, collect data, and identify attorney best practices that should be considered for possible replication throughout the State.
- Develop a community outreach plan which informs attorneys and noncitizens of the services that it is able to provide while remaining consistent with the constant evolution of immigration policy nationwide.
- Assist in the representation of several individuals who have valid constitutional claims to vacate prior criminal convictions which would otherwise lead to the noncitizen's removal from the United States.
- Identify victims of human trafficking in addition to victims of crime and connect these individuals to services which assist in providing housing and vocational skills while also helping them navigate the pathway to lawful status.
- Provide assistance to DACA recipients who are seeking guidance.
- Assist attorneys whose clients may be targeted by impending ICE raids.
- Provide an immigration hotline.
- Provide assistance to noncitizens seeking to file applications with the U.S. Citizenship & Immigration Services (USCIS).

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

There are no potential new unfunded mandates, regulations, risks to grant revenues, or risks to reimbursement revenues.



# **MANAGEMENT & BUDGET WITH FINANCE**



DANIEL P. MCCOY  
COUNTY EXECUTIVE

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112 STATE STREET, ROOM 1200  
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M. DAVID REILLY, JR  
COMMISSIONER

In anticipation of the 2022 Tentative Annual Budget to be submitted by the County Executive, the following information is required by the Audit & Finance Committee:

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

**David Reilly**

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

**No vacant positions.**

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

**No new positions beyond Workforce Development are being added.**

4. Identify by line item any proposed salary increase(s) beyond union contract commitments or any proposed salary increase(s) that **is related to the County Buyout Program of 2020**. Include justification for those raise(s).

**2% COLA raises have been applied to the personnel lines in the department.**

For many departments the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan, that has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment schedule, which is reflected in the proposed budgets. Additionally there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.

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

**No positions have been eliminated.**

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2022.

**No positions are funded by grant or other funding sources.**

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

**We have retitled a Senior Budget Analyst to Asst. Dir. of Budgetary Review.**

**A1340 12499 1 200022 Asst. Dir. of Budgetary Review**

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2021 expenditures compared to 2022 proposed expenditures.

**This account is used for professional services as well as necessary contractual items for the department.**

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

**We have added data analytics position. This position will be charged with ensuring compliance between the County and all funding sources, using data analytics to ensure efficiency of county operations and services, and serve as a resource to all county departments through assistance with grant writing, evaluating and recommending change for existing programs/services.**

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

**Management and Budget uses the regular motor pool when a car is required.**

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

**NYSAC Fiscal officer's conference, when being held.  
GFOA membership for Management and Budget Commissioner**

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

**No overtime for the last 2 years**

13. Identify by line item any positions that were established/changed during the 2021 fiscal year.

**A1340 12578 1 200015 Perf Mng & Data Analytics Coor**

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2022) to better understand that risk and mitigate it.

**Employee turnover is always a challenge and a risk to the department. Continuity is an important quality in a budgetary department. We have reached out to local colleges when seeking candidates for open positions which has provided us with quality candidates and strong employees.**

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

**Individual metrics are difficult in this department as each team member has a different set of departments to deal with, which provide their own individual challenges. As a team we collaborate to assure we meet all of our goals.**

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

**Mandates place on the department by itself are not a big issue. We do however always have to keep an eye on our mandates that if not met can be eliminated if we exceed the tax cap. Additionally new mandates for our departments will have an impact on the Counties bottom line which we need to be ready to handle.**

Finance Division:

1. David Reilly, Commissioner
2. FC2—Collections, FC2—Treasury awaiting July 17<sup>th</sup> test results; Foreclosure Clerk hires made 10/15 and 10/29
3. No new positions—budget titles are being brought in-line with civil service titles.
4. For many departments the 2022 proposed budget contains personnel changes connected to the Comprehensive Workforce Development Plan, that has been in process over the last year. Throughout that time a study was undertaken related to pay equity, appropriateness of title and scope of responsibilities in relation to a modern workforce. This also includes an increase in the longevity payment schedule, which is reflected in the proposed budgets. Additionally there is a 2% Cost of Living Adjustment applied to all non-union positions throughout the County.
5. No line is being eliminated, no salary decreased
6. No lines financed by grants
7. The following reclassifications have been made in order to expand the pool of eligible candidates to be potentially hired into the Finance division.
  - 180050 - Finance Clerk III to 180071 Finance Clerk
  - 180040 - Finance Clerk II to 180072 Finance Clerk
  - 180041 - Finance Clerk II to 180073 Finance Clerk
  - 180048 - Account Clerk II to 180074 Finance Clerk
  - 180005 - Property Manager to 180055 Foreclosure Clerk
  - 180061 - Finance Clerk II to 180075 Finance Clerk
  - 180010 - Account Clerk I to 180076 Finance Clerk
  - 180042 - Finance Clerk II to 180077 Finance Clerk
  - 180045 - Finance Clerk II to 180078 Finance Clerk
  - 180053 - Property Manager to 180057 Foreclosure Clerk
  - 180038 - Finance Clerk II to 180079 Finance Clerk
  - 180047 - Finance Clerk II to 180080 Finance Clerk
  - 180044 - Finance Clerk II to 180081 Finance Clerk
  - 180070 - Account Clerk II to 180082 Finance Clerk
8. Fees for Service will be primarily expended on the resumption of the “in rem” actions post-moratorium. Increased use of mail house for Notices—costs savings on material and postage; RFP and RFQ are being issued in 2021 to provide resources for acceleration of the Petition and Notice process. The 2016 lien year will be handled by in-house staff. The 2017-2018 lien years will target a return to the pre-2019 process of contacted title searches. Given the timing of the RFP and the Contract it is anticipated that expenditures on the title searches via that contract will hit in May-June, and become regular payments each month as title searches are returned to the County. Where possible, in-house staff will be used to reduce the Fees for Service expenditures need to “catch-up” post-pandemic.

9. Post-pandemic workflow will require active collections to reduce the number of parcels that are still delinquent at the title search stage. Lien-to-Value letters, Delinquency Notices and Notice of Arrears continued throughout the pandemic moratorium period. Notifications about COVID Hardship and state/federal resources are included in all outgoing collections/enforcement letters and notices in 2021. Finance will closely monitor any funding options available to assist taxpayers in retaining ownership and equity in their parcels.
10. Please see DGS masterlist.
11. Conference/Training funds are budgeted to ensure that the County is up to date on environmental and codes issues that have historically arisen on abandoned/blighted parcels that age into tax foreclosure. This training avoids County foreclosure on contaminated parcels (gas stations and drycleaners, industrial sites with ground cover).
12. Finance use of overtime is directly related to the vacancies within the department. We anticipate that post-moratorium workflow will require added hours for trained staff during FY2022. All OT is expended on revenue generating workflow (Collections and Enforcement)
13. N/A
14. Post-pandemic risk factors in Enforcement extend to add blight and decay where unable to proceed with Enforcement.
15. Finance is data driven in terms of budget impacts. Expenditures in A1364 and A3650 could be reduced by more active post-judgment workflow. Sealed Bid Sales are reducing loss in tax enforcement and returning withdrawn parcels to active use. That creates revenue (sales) and reduces expenditures (see yearly warrant payment on unpaid taxes).
16. Post-pandemic regulations continue to be a concern. March 15,2020-January 15, 2022 COVID ACT and Emergency Orders added cost and reduced value on abandoned structures. That pattern will likely increase the costs associated with management of Tax Foreclosed Parcels.



DANIEL P. MCCOY  
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M. DAVID REILLY, JR  
COMMISSIONER

October 14, 2021

Honorable Andrew Joyce  
Chairman, Albany County Legislature  
112 State St, Suite 710  
Albany, NY 12207

Memorandum of Correction

Chairman Joyce:

Due to a technical issue the 2022 Albany County Executive Budget was missing several revenue lines in the individual departmental reports. These amounts were properly input into the accounting system and are properly reflected in the Summary of Revenues on pages 49-57 as well as accounted for in all calculations regarding the tax levy and rate. The only change necessary is to reflect these lines in the departmental reports for the Adopted Budget when released.

Additionally, the Redistricting Commission (A1025) on page 239 contained the report for The Planning Board (A1996) instead of the correct report. This does not have an impact on this budget as there were no revenues or appropriations for the Redistricting Commission in 2022.

The missing revenue lines are listed on the attached schedule.

Respectfully yours,

M. David Reilly, Jr

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Majority Counsel  
Minority Counsel

Acct	Object	Budget Line	2020 Expended	2021 Adjusted	2022 Requested	2022 Proposed	2022 Adopted
<b>A3150 Correctional Facility</b>							
A3150	04080	Community Project Funding	\$0	\$0	(\$500,000)	(\$500,000)	\$0
<b>NH6020 Residential Health Care NH</b>							
NH6020	01270	Shared Services Charges	\$0	\$0	(\$25,000)	(\$25,000)	
NH6020	01896	Net Available Monthly Income	\$0	\$0	(\$1,971,000)	(\$1,971,000)	
NH6020	01992	HMO's	\$0	\$0	(\$2,654,280)	(\$2,654,280)	
NH6020	01994	Commercial Insurance	\$0	\$0	(\$827,820)	(\$827,820)	
NH6020	02705	Gifts and Donations	\$0	\$0	(\$10,000)	(\$10,000)	
NH6020	02770	Beauty /Barber	\$0	\$0	(\$10,000)	(\$10,000)	
NH6020	03341	COVID 19 FEMA	\$0	\$0	(\$250,000)	(\$250,000)	

**Real Prop**

A1355	01713	Certified Tax Searches	\$ -	\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -
A1355	01714	Solar PILOT Payments	\$ -	\$ -	\$ (2.00)	\$ (2.00)	\$ -

**Finance**

A1310	03015	Bag Reduction	\$ -	\$ -	\$ (80,000.00)	\$ (80,000.00)	\$ -
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**BOE**

A1450	03221	Early Voting Expansion Grant	\$ -	\$ -	\$ (31,823.00)	\$ (31,823.00)	\$ -
A1450	03222	Tech Innovation & Election Res	\$ -	\$ -	\$ (314,546.00)	\$ (314,546.00)	\$ -





**DANIEL P. McCOY**  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
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**MICHAEL McGUIRE**  
DIRECTOR

October 13, 2021

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

Ms. Willingham:

On behalf of the Real Property Tax Service Agency provided is the requested information to analyze the 2022 Executive Budget.

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

David Riley, Commissioner, Management and Budget.

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

A1355 13703 001 220002 – vacant as of 10/8/2021 however the line will be filled on 10/29/2021.

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

There are no new positions.

4. Identify by line item any proposed salary increase(s) beyond union contract commitments or any proposed salary increase(s) that **is related to the County Buyout Program of 2020.** Include justification for those raise(s).

A 2% COLA has been included for Non-Union positions.

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

There are no positions proposed for elimination or a reduction of salary.

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2022.

There are no positions funded by grant money within the department.

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

There will be no proposed changes to job titles nor will titles be moved to another line item.

8. Provide a breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2021 expenditures compared to 2022 proposed expenditures.

This is my first year budgeting for the department. I completed an extensive review of past expenses and budgets to identify lines that were underfunded, I also identified reoccurring expenses that were charged to incorrect lines. Most lines remained unchanged, this includes; Office Supplies, Postage, Telephone, Travel-Mileage, Conferences-Training, & Equipment Repair and Rental. The following lines were increased or added for FY 2022; Books Transcripts Subscriptions, Printing and Advertising, Fees for Services & Association Dues.

Below is a side by side comparison of FY 2021 budgeted expenditures and proposed FY 2022 expenses.

		2021	2022	Change
A 1355 44020	Office Supplies	1,500	1,500	0
A 1355 44035	Postage	300	300	0
A 1355 44036	Telephone	500	500	0
A 1355 44038	Travel-Mileage, Freight	200	200	0
A 1355 44040	Books Transcripts Subscriptions	0	7,530	7,530
A 1355 44042	Printing and Advertising	0	500	500
A 1355 44046	Fees for Services	2,700	8,500	5,800
A 1355 44070	Equipment Repair and Rental	1,737	450	(1,287)
A 1355 44300	Association Dues	240	350	110

A 1355 44040 - Books Transcripts Subscriptions: A \$1,500 reoccurring software license expense had previously been charged to the Fees for Services line, this has been moved to A 1355 44040. Real Property is currently migrating our tax mapping services from AutoCAD to ArcGIS. A license for ArcGIS makes up the remainder of the proposed expenses.

A 1355 44042 – Printing and Advertising: Each year Real Property purchases a set of tax maps for internal use. In the past this expense was charged to A 1355 44070 – Equipment Repair and Rental.

As part of my budget review I added A 1355 44042, tax map printing expenses will now be charged to this line.

A 1355 44046 – Fees for Services: We would like to enroll the County into an online assessment database. This subscription service would provide local assessment and property tax information to the general public thus increasing transparency and giving the general public the ability to review & proof the physical building inventory of their property. Quotes for this service came at \$8,500 annually.

A 1355 44070 – Equipment Repair and Rental: Upon review this line was reduced. The only expense is the annual maintenance and service contract for our department plotter.

A 1355 44300 – Association Dues: Upon review it was discovered our A 1355 44300 line was underfunded, this has been corrected.

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

Real Property is in the process of migrating our tax mapping program from AutoCAD to ArcGIS. This is a major project which will be completed in house by our tax mapping staff. This initiative will require new software licenses for ArcGIS and training for our staff.

Additionally, Real Property would like to enroll the County into an online assessment database. This public facing database will provide residents and users with local assessment and property tax information and will increase government transparency.

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

Please see DGS masterlist.

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

Real Property is requesting \$2,500 for Conference/Training/Tuition. The New York State Office of Real Property Tax Services requires me to complete 12 hours of continuing education annually. Our training line provides funding for me to attend the New York State Association of County Directors of Real Property Tax Services' annual training conference and/or the New York State Assessors Association annual training conference and complete my required continuing education hours.

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

There is no overtime line in the department's budget.

13. Identify by line item any positions that were established/changed during the 2021 fiscal year.

No positions were established and/or changed during the 2021 fiscal year.

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2022) to better understand that risk and mitigate it.

The department is small but mandated by NYS law and we provide necessary services to residents, business and other municipal governments within Albany County. The biggest risk is the loss of institutional knowledge and experience due to retirement of staff. In order to mitigate this risk Real Property will be hiring a new staff member in late October of 2021. We have started the process to migrate our tax mapping program from AutoCAD to ArcGIS and the new staff member is critical to this project. The new staff member is experienced in ArcGIS tax mapping and will be leading our migration efforts. Hiring in 4Q 2021 provided ample time to complete the migration and allows for the new person to simultaneously learn our mapping practices, procedures and history.

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

Employee performance evaluations are conducted as needed. The Department will set clear goals for 2022 and will manage objectives to measure performance.

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

There are no new unfunded mandates, regulations or risks to grant revenues within the Department. NYS does reimburse the County for continuing education credit and there has been no indication of a risk to this funding in 2022

Respectfully Submitted,

Michael McGuire, Director  
Real Property Tax Service Agency