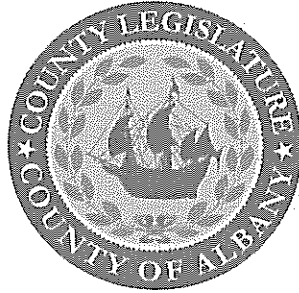


# **County of Albany**

112 State Street  
Albany, NY 12207



## **Meeting Agenda**

**February 2020**

**Monday, February 10, 2020**

**7:15 PM**

**Albany County Office Building  
Room 710**

**County Legislature**

**Part II**

19



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET - SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

GAIL GEOHAGEN-PRATT  
COMMISSIONER

MOIRA E. MANNING  
DEPUTY COMMISSIONER

January 15, 2020

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

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for permission to amend Resolution 378 of 2019 and the associated interdepartmental agreement with the Albany County Probation Department for prevention and supervision and treatment services for juveniles.

The requested amended agreement is not to exceed for \$1,127,700.00 for the term of January 1, 2020 – December 31, 2020.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

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File #: TMP-1379, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

.Authorization to amend Resolution 378 of 2019 and the associated interdepartmental agreement with the Albany County Probation

Date: January 8, 2020  
Submitted By: Scott McNelis  
Department: Children, Youth and Families  
Title: Contract Administrator  
Phone: 7306  
Department Rep.  
Attending Meeting: Gail Geohagen, Commissioner

**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

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- Personnel Non-Individual
- 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):**

Albany County Probation Department  
60 South Pearl Street  
Albany, NY 12207

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$1,127,700  
Scope of Services: Prevention services contract with Albany County Probation Department for supervision and treatment services for juveniles

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: Title 4 of Article 6 of the Social Services Law, sections 409 through 409-b

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6071 03670, 04615 AA3140 03314  
Revenue Amount: \$1,127,700

Appropriation Account and Line: AA6071 44046  
Appropriation Amount: \$1,127,700

Source of Funding - (Percentages)

Federal: 18  
State: 51  
County: 31  
Local: Click or tap here to enter text.

Term

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

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-378, 18-405, 17-349, 16-375, 15-402,  
Date of Adoption: 9/9/19, 9/12/18, 9/11/17, 9/12/16, 10/13/15

**Justification:** (state briefly why legislative action is requested)

Please see attached

**Department for Children, Youth and Families Backup Material to amend the  
Resolution 2019-378 for Contractual Arrangement with the Albany County  
Department of Probation**

The Department for Children, Youth and Families (DCYF) is requesting legislative authorization to amend resolution 2019-378 for contractual agreement with the Albany County Department of Probation for the provision of prevention services and supervision and treatment services for juveniles. The term of the contract will be January 1, 2020 – December 31, 2020 in an amount not to exceed \$1,127,700.00.

The Department received Legislative approval via Resolution 2019-378 to enter into an agreement with the Albany County Probation Department in the amount of \$676,606 for the period of January 1, 2020-December 31, 2020.

Subsequent to the approved resolution, through the approved 2019 Albany County Raise the Age Plan (approved by State Department of Budget), there was an additional \$451,094.00 to provide RTA services and programming and service. As such, the total amount of the agreement between DCYF and Probation for January 1, 2020 to December 31, 2020 is now \$1,127,700.00.

Due to this increase, the Department requests amending resolution 2019-378, AA3140 03314 from \$676,606 to \$1,127,700.00, an increase of \$451,094.00

There has been a historical relationship between these two County Departments as it relates to the provision of prevention services and supervision and treatment services for juveniles. The contract funding will be used to offset the salary and fringe benefit costs for Probation employees as well as services for programs in the Juvenile Community Accountability Board, PINS 18 and Juvenile Release Under Supervision. All of these programs are an effort to reduce the likelihood of the youth's further penetration in the Juvenile Justice system.

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

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GAIL GEOHAGEN-PRATT  
COMMISSIONER

MOIRA E. MANNING  
DEPUTY COMMISSIONER

January 15, 2020

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

Dear Chairman Joyce:

Enclosed is our Request for Legislative authorization to contract with The Research Foundation for the State University of New York, University at Albany, for the NYS Supervision and Treatment Services for Juveniles Program (STSJP). The requested contract term runs from January 1, 2020 through December 31, 2020 in the amount of \$51,038.

The contract supports local programming to divert youth safely from unnecessary detention and/or placement admissions, and is a key element of New York's juvenile justice reform efforts. The Research Foundation will track and assess outcomes and goals as it pertains to detention, placements and reductions in racial and ethnic disparities.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1380, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization with The Research Foundation SUNY for the Supervision and Treatment Services for Juvenile Program Plan (STSJP)

Date: January 8, 2020  
 Submitted By: Scott McNelis  
 Department: Children, Youth and Families  
 Title: Contract Administrator  
 Phone: 7306  
 Department Rep.  
 Attending Meeting: Gail Geohagen, Commissioner

**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
- 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):**

Research Foundation  
University at Albany SUNY  
1400 Washington Avenue  
Albany, NY 12222

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$51,038.  
Scope of Services: Supervision and Treatment Services for Juveniles Program

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: AA6071 03670  
Revenue Amount: \$31,644

Appropriation Account and Line: AA6071 44046  
Appropriation Amount: \$51,038.

Source of Funding - (Percentages)

NYS OCFS - STSJP

Federal: Click or tap here to enter text.  
State: 62%  
County: 38%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) October 1, 2019 - September 30, 2020  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-536, 17-318, 16-325, 15-264, 15-62, 14-124  
Date of Adoption: 3/12/18, 8/14/17, 8/8/16, 7/13/15, 2/9/15, 4/14/14

Justification: (state briefly why legislative action is requested)

Please see attached

**Department for Children, Youth and Families**

**Backup Material for Contract Authorization with The Research Foundation for the State University of New York, University at Albany**

The Department respectfully requests Legislative authorization to contract with The Research Foundation for the State University of New York, University at Albany for the period of January 1, 2020 through December 31, 2020 in the amount of \$51,038.

Via Resolution 2019-536, the Department received Legislative approval to sign and submit a Supervision and Treatment Services for Juvenile Program Plan (STSJP) to NYS OCFS. The total funding allocation is \$172,722 for the term of October 1, 2019 – September 30, 2020.

NYS Supervision and Treatment Services for Juveniles Program (STSJP) provides funding to support local programming to divert youth safely from unnecessary detention and/or placement admissions. It is a key element of New York's juvenile justice reform efforts. STSJP funding is allocated to each locality by NYS OCFS to support programming for juvenile justice involved youth. The goal of this programming is to prevent out of home placement of youth, maintain them safely in their community, and when placement is needed, to safely expedite the reintegration of such youth back into the community.

Through this allocation, Albany would continue to support the research component through The Research Foundation for the State University of New York, University at Albany to consistently track and assess outcomes and goals as it pertains to detention, placements and reductions in racial and ethnic disparities.

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF SOCIAL SERVICES  
162 WASHINGTON AVENUE  
ALBANY, NEW YORK 12210-2304  
(518) 447-7300  
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE  
COMMISSIONER

ERIN M. STACHEWICZ  
DEPUTY COMMISSIONER

LISA A. FREEDMAN  
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Legislative Clerk's Office  
112 State St., Room 710  
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Approval is requested to enter into agreements with NYS approved providers for Expanded In Home Services to the Elderly Program (EISEP) and Title XX services. EISEP and Title XX home care services are provided to eligible persons to allow them to remain in their own home, thus precluding or delaying more costly nursing home care.

EISEP consumers have the option to choose to receive services under traditional home care or through consumer direction. Consumers or their representatives who receive services under the consumer directed in-home services model will have the responsibility for interviewing, selecting, scheduling, training, supervising and dismissing the in-home services worker.

Under the Consumer Directed Personal Assistance Program (CDPAP), NYS approved providers will act as fiscal intermediary and paymaster of record for home aides delivering in-home services to EISEP clients. The providers will deliver or arrange for local assistance, quality assurance as well as facilitate peer support for eligible recipients electing to utilize the CDPAP option.

Sincerely,

Michele G. McClave  
Commissioner

cc: Dennis A. Feeney, Majority Leader  
Frank A. Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Minority Counsel



Legislation Text

File #: TMP-1343, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization for Social Services (EISEP)

Date: 12/30/2019  
 Submitted By: Joseph J DeAngelis  
 Department: Social Services  
 Title: Contract Administrator  
 Phone: 518-447-7583  
 Department Rep.  
 Attending Meeting: Michele G. McClave

**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



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):  
Multiple, see attached list

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

Amount/Raise Schedule/Fee: \$1,492,400  
Scope of Services: Expanded In Home Services to the Elderly Program (EISEP) services delivered to eligible individuals according to a care plan

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:

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**File #: TMP-1343, Version: 1**

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Revenue Account and Line: AA6070 01870  
Revenue Amount: \$1,492,400

Appropriation Account and Line: AA6070 44425  
Appropriation Amount: \$1,492,400

Source of Funding - (Percentages)

Federal: 0  
State: 47%  
County: 53%  
Local: 0

Term

Term: (Start and end date) 4/1/2020-3/31/2021  
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: 69  
Date of Adoption: 2/11/2019

**Justification:** (state briefly why legislative action is requested)

Approval is requested to enter into agreements with thirteen NYS approved providers for Expanded In Home Services to the Elderly Program (EISEP) and Title XX services. EISEP and Title XX home care services are provided to eligible persons to allow them to remain in their own home, thus precluding or delaying more costly nursing home care. Eligibility requirements are as follows:

- Individuals who are at least 60 years old and;
- In need of assistance with an Activity of Daily Living or two Instrumental Activities of Daily Living;
- Able to be maintained safely at home; and
- Not be eligible for the same services under Medicaid.

Eligibility requirements for consumer directed EISEP include those provided above, as well as:

- Be capable of making choices regarding their In-home services;
- Be capable of hiring, training, and supervising the in-home services worker; and
- Understand the impact of their choices, and assume responsibility for the results of these choices, or delegate authority to another who is capable of these tasks

EISEP consumers have the option to choose to receive services under traditional home care or through consumer direction. Consumers or their representatives who receive services under the consumer directed in-home services

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model will have the responsibility for interviewing, selecting, scheduling, training, supervising and dismissing the in-home services worker.

Under the Consumer Directed Personal Assistance Program (CDPAP), NYS approved providers will act as fiscal intermediary and paymaster of record for home aides delivering in-home services to EISEP clients. The providers will deliver or arrange for local assistance, quality assurance as well as facilitate peer support for eligible recipients electing to utilize the CDPAP option.

Albany County Department of Social Services (DSS) contracts with all interested & qualified agencies to provide EISEP and/or Title XX services, thus there is no RFP. In addition, New York State Department of Health (NYSDOH) establishes the provider-specific recommended rates allowed for each level of service provision for each provider. The County will use the recommended Medicaid rate as a general rule, however, will not be limited by that rate under extenuating circumstances. EISEP services are provided to patients in the community under a NYS Office for the Aging Grant. 233 clients are currently being served under the EISEP Program.

**2019 NYS AND/OR RECOMMENDED RATES PER HOUR**

Agency Name	Level 1	Level 2	Level 2 Hard to Serve	Live in	Shared Aid Level 1	Shared Aid Level 2	Nursing Supervisor on	Nursing Assessment	Consumer Directed	Consumer Directed Enhanced	Consumer Directed Live in
Accent Health Care 820 5 <sup>TH</sup> Ave. Troy, NY 12182	\$22.62	\$23.43	NA	NA	\$22.38	\$23.25	NA	NA	NA	NA	NA
Accu Care Health Services PO Box 148 Rensselaer, NY 12144	\$20.95	\$23.54	NA	NA	NA	NA	NA	NA	\$19.58	NA	NA
Adept Health Care Services 406 Fulton St. Troy, NY 12180	\$22.59	\$23.43	NA	NA	\$20.42	\$21.54	NA	NA	NA	NA	NA
All Metro Home Care 50 Broadway Lynbrook, NY 11563	\$18.08	\$19.10	\$25.46	NA	\$17.66	\$18.31	NA	NA	\$19.12	\$25.87	NA
Any-Time Home Care 127 South Broadway Nyack, NY 10960	\$22.95	\$23.12	\$30.36	NA	\$30.14	\$27.92	NA	NA	\$19.68	\$28.22	NA
Attentive Care of Albany, Inc. 5 Computer Dr. Albany, NY 12205	\$20.73	\$21.54	NA	NA	\$24.77	\$25.95	NA	NA	\$19.93	NA	NA
Consumer Directed Choices 7 Washington Square Albany, NY 12205	NA	NA	NA	NA	NA	NA	NA	NA	\$18.06	NA	NA
ENS Health Care d/b/a Interim Health Care of the Capital Region 1735 Central Ave Albany, NY 12205	\$24.95	\$25.86	NA	NA	\$23.84	\$24.70	NA	NA	NA	NA	NA
Family & Child Service of Schenectady 246 Union St. Schenectady NY 12035	\$22.85	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Living Resources Home Care 300 Washington Ave. Ext. Albany, NY 12306	NA	\$26.01	NA	NA	NA	NA	NA	NA	NA	NA	NA
Maxim of New York, LLC 7227 Lee Deforest Dr. Columbia, MD 21046	\$25.06	\$25.06	NA	NA	NA	NA	NA	NA	\$25.06	NA	NA
Unlimited Care, Inc. 19 Aviation Drive Albany, NY 12205	\$24.19	\$25.31	NA	NA	\$27.53	\$26.67	NA	NA	\$24.50	NA	NA
Visiting Nurses Home Care Riverview Center 150 Broadway Menands, NY 12204	\$22.75	\$23.54	NA	NA	\$23.42	\$24.28	NA	NA	\$20.47	NA	NA

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
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MICHELE G. MCCLAVE  
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DEPUTY COMMISSIONER

LISA A. FREEDMAN  
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Legislative Clerk's Office  
112 State St., Room 710  
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Approval is requested to contract with the New York State Industries for the Disabled (NYSID) for the provision of laundry services as an ancillary service under the Expanded In Home Services to the Elderly Program (EISEP). Currently EISEP funding is received through the Albany County Department for Aging via NYS funding and will, in part, be utilized to provide these ancillary laundry services. NYSID will subcontract with Plaza Linens to provide the laundry bags, pick up, delivery, cleaning and processing of laundry.

This expanded service will provide an opportunity for older adults and individuals with disabilities, who are not eligible for EISEP or Medicaid services, to make arrangements directly with Plaza Linens through a private pay option. This will delay or reduce their need to apply for governmental programs.

Sincerely,

Michele G. McClave  
Commissioner

cc: Dennis A. Feeney, Majority Leader  
Frank A. Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Minority Counsel



Legislation Text

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File #: TMP-1348, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Contract Authorization for Social Services (NYSID)

Date: 1/3/2020  
Submitted By: Joseph J DeAngelis  
Department: Social Services  
Title: Contract Administrator  
Phone: 518-477-7583  
Department Rep.  
Attending Meeting: Michele G. McClave

**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

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):**

New York State Industries for the Disabled  
11 Columbia Circle  
Albany, NY 12203

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$100,000

Scope of Services: Expanded In Home Services to the Elderly Program, Ancillary Laundry  
Services delivered to eligible individuals according to a care plan.

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: AA6070 01870  
Revenue Amount: \$100,000

Appropriation Account and Line: AA6070 44425  
Appropriation Amount: \$100,000

Source of Funding - (Percentages)

Federal: 0  
State: 47%  
County: 53%  
Local: 0

Term

Term: (Start and end date) 4/1/2020-3/31/2021  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 68, 297  
Date of Adoption: 2/11/19, 7/8/19

**Justification:** (state briefly why legislative action is requested)

Approval is requested to contract with the New York State Industries for the Disabled (NYSID) for the provision of laundry services as an ancillary service under the Expanded In Home Services to the Elderly Program (EISEP). Currently EISEP funding is received through the Albany County Department for Aging via NYS funding and will, in part, be utilized to provide these ancillary laundry services. NYSID will subcontract with Plaza Linens to provide the laundry bags, pick up, delivery, cleaning and processing of laundry.

This expanded service will provide an opportunity for older adults and individuals with disabilities, who are not eligible for EISEP or Medicaid services, to make arrangements directly with Plaza Linens through a private pay option. This will delay or reduce their need to apply for governmental programs, further providing Albany County with some overall savings.

Ancillary services shall be provided only to EISEP clients pursuant to a care plan and expenditures for ancillary services may only be made if no other payment source is available. EISEP home care and ancillary services are provided to eligible persons to allow them to remain in their own home, thus precluding or delaying more costly nursing home care. EISEP services are provided to approximately 223 individuals with 98 clients in the community using Plaza Linens for laundry services.

Albany County is able to contract directly with NYSID as a New York State Preferred Source Vendor without having to issue an RFP.



## EXHIBIT 1

### Scope of Services

Albany County continues to strive to provide cost effective types of services most needed and preferred by older adults to keep them in their homes and assist them in avoiding more costly institutional care. One of these services will be the provision of laundry pick-up, cleaning and delivery as an ancillary service through the EISEP program.

#### Eligibility

These ancillary services under the EISEP program shall be provided only in accordance with a care plan established by Albany County. Albany County will assess, at least annually, the need for ancillary services. An annual assessment enables Albany County to be certain that the services and items provided to each client are appropriate and continue to meet the clients' needs. If an assessment determines a client is no longer eligible for laundry pick-up and delivery or the client needs an increase or decrease in the frequency of laundry pick-up and delivery, The Department will notify the Provider immediately.

Any new client names and addresses will be provided to the Provider for service.

#### Laundry Bags

- The Provider will provide laundry bag(s) sufficient to hold 5 lbs. of laundry for each client.
- The Provider shall be responsible for marking the bags with each client's name.
- The client shall be responsible for marking and personalizing any individual clothing/laundry items.
- Bags must be kept in well-maintained condition. Damaged bags must be repaired or replaced immediately by the Provider.

#### Equipment, Supplies and Sanitation

- The Provider's laundry facility must be operated and maintained in a safe and sanitary manner in conformance with all applicable local, State and federal laws or regulations, whether known now or revised or adopted during the term of the contract. This requirement includes, but is not limited to, the Provider's obligation to demonstrate the existence of an effective pest control program.
- The Provider shall make available, upon request, copies of any Quality Assurance forms, licenses, certifications or test results that may be submitted to or required by any local, State or Federal regulatory agency.

- The Provider shall furnish all equipment, utilities, supplies, work space, and will provide all management and labor necessary for the efficient, sanitary and ecologically sound provision of the laundry services.
- Only branded quality detergents and cleaning materials are to be used for laundry.
- The Provider shall clean and process each client's laundry, including occasional heavily soiled and contaminated materials requiring special separate handling.
- The Provider must process the laundry under established quality standards to ensure maximum sanitary, safety and comfort for individual use.
- The Provider must ensure the separation of clean and soiled laundry at all times.
- The Provider must protect all clean laundry from all sources of cross contamination. Care will be taken that items are not subjected to unnecessary strain or tear.
- The Provider shall fold, stack and package laundry for delivery in a manner to ensure a minimum of wrinkling.

### **Damaged Items**

The Provider will be responsible for any damage to client's laundry caused by its staff while performing duties under this contract. Such damage is the responsibility of the Provider and payment for such damage shall be payable to the client (customer) upon receipt of a detailed statement. The Provider must reimburse for all lost or damaged items according to the standard scale in Exhibit II below:

## EXHIBIT 2

Life Expectancy rating of article (from table I)						Adjustment Values		
1	2	3	4	5	6	% of Replacement Cost		
Age of Article in Months					Age in Years	Excellent	Average	Poor
0 to 4	0 to 4	0 to 4	0 to 4	0 to 4	0 to 1 year	100%	100%	100%
4 to 7	4 to 7	4 to 10	4 to 13	4 to 16	1 to 4 years	75%	75%	60%
7 to 9	7 to 13	10 to 19	13 to 25	16 – 31	4 to 6 years	70%	60%	45%
9 to 11	13 to 19	19 to 28	25 to 37	31 to 46	6 to 8 years	50%	40%	30%
11 to 13	19 to 25	28 to 37	37 to 49	46 to 61	8 to 11 years	30%	20%	15%
13 months and older	25 months and older	37 months and older	49 months and older	61 months and older	11 years and older	20%	15%	10%

Note: Ages are given to, but not including the 1<sup>st</sup> day of the month of the year shown

### **Personal Property, Rewashing and Laundry Item Repairs**

- All client's personal items/property (false teeth, eye glasses, slippers, jewelry etc.) or money that may be found in the soiled laundry shall be returned with the clean linen delivery. Any found items should be wrapped in a separate, clear plastic bag or container.
- Items failing to meet the client's washing standards will be returned for rewash at no cost to the client or the County. The Provider will label rewash as such.
- If there are occasions when the client may request the Provider to make repair of laundry items (i.e. lost button, new zipper, etc.), terms and prices will be determined by mutual agreement of the Provider and the client. The County will not be responsible for costs associated with repair of laundry items.

### **Pickup and Delivery Schedule**

- Laundry for pick-up and delivery will be packed in Provider supplied laundry bags and clearly labeled with individual client's name.
- For a set number of clients, Provider shall provide pick-up and return delivery services within 48 hours.
- Any increase or decrease in the frequency of laundry pickup and delivery service for an individual client requires approval by The Department.
- The Department reserves the right to request adjustments to said pickup and delivery schedule, including adjustments based on patient care demands and changes in funding.

### **Criminal Background Checks**

- Provider shall conduct criminal background checks on all employees and sub-contractors who will be responsible for picking up and delivering laundry to older adults and individuals with disabilities under this contract.
- Provider agrees that no employee or subcontractor convicted of a crime, whether a felony or a misdemeanor, shall be authorized to perform any laundry pick-up or delivery work under the terms of this contract.
- The costs related to criminal background checks shall be paid by the Provider.
- County has the right to request removal of any Provider employee or subcontractor who does not properly conduct himself/herself/itself or perform quality work.

### **Employee Identification**

For security and safety purposes, all the Provider's employees must wear a clearly displayed photo identification badge (provided by the Provider at the Provider's cost) and Provider work uniforms/jackets showing they are employees of the Provider.

### **Cost Share Policy**

- In accordance with New York State Regulations, EISEP clients are required to cost share according to a sliding scale based on their income and the cost of the services they receive.
- A listing of clients along with cost share amounts will be provided to the Provider by The Department.
- The Department will notify clients in writing what their cost share responsibility is for laundry pick-up and delivery services.
- The Provider, will be required to bill and collect directly from clients any cost share they are responsible for under the laundry pick-up and delivery service under the EISEP program.
- The Provider must keep an itemized accounting of all cost share funds received.
- All cost share funds must be used for program expenses.

### **Billing Basis**

The Provider shall bill The Department for services rendered based on one (1) five (5) pound bag of laundry, per individual client, per week. Should the client require an additional bag, the Provider agrees to bill an additional \$10 per bag. Any client who is authorized by the County to receive laundry pick-up and delivery twice a week shall be noted accordingly.

The Provider shall issue invoices to clients with cost share on a monthly basis and be responsible for collecting those fees on applicable clients. This fee will be deducted from the bill submitted by NYSID.

The Provider shall submit an Albany County Claim Form as well as an Excel Spreadsheet which provides itemization details on each client's service delivery.

The claim forms and itemized spreadsheet totals must match and will be submitted monthly to:

Accounting Division, Albany County Department of Social Services  
162 Washington Avenue, 3<sup>rd</sup> Floor, Albany, NY 12210.

The Provider acknowledges that failure to follow the procedure will result in delayed or denied payments.

### **Client Concerns**

The Provider will work closely with Albany County Department for Aging to ensure all drivers have received annual training using the County's Driver training program. The driver training will specifically address policies and procedures that drivers must follow to remain properly oriented to detect and report changes in a client's condition or environment.

The drivers will report all apparent deterioration in the physical, mental, or environmental condition of a client and then the Provider will be required to report this information to the Albany County NY Connects Unit or assigned Case Manager by telephone on the same day the deterioration in condition is detected. If a life-threatening emergency arises, a call to 911 and the senior's emergency contacts will be made immediately. The Assessment Unit will also be immediately notified by telephone.

If the Provider determines that laundry pick-up and delivery services requested for a client cannot be provided, the Provider will submit a written report substantiating why such services cannot be provided and it shall be forwarded to the County no later than the next business day.

If an appointment prevents a client from being home at the time the laundry is being picked up or delivered, they will be instructed to call the Provider and let them know at least 24 hours in advance. The Provider should attempt to make arrangements to conduct the pickup and deliver on an alternative day if possible.

If the Provider conducts multiple unsuccessful attempts for a laundry pick-up and delivery to a client, and the client does not notify the Provider, and there are no known changes in circumstances, the Provider will notify The Department immediately so a determination can be made as to whether the client's laundry services should be terminated.

### **Contingency Plan**

The Provider must provide a written contingency plan in the event of a disaster or emergency situation, and include their capability to pick up and deliver during inclement weather.

In the event of service disruptions for any reason (equipment or vehicle breakdowns, water or chemical issues, staffing issues, etc.), Provider must provide a written plan to demonstrate that they are capable of providing on going contractual requirements and services to The Department and its' clients.



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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR AGING  
162 WASHINGTON AVENUE  
ALBANY, NEW YORK 12210  
ADMINISTRATION: (518) 447-7198  
GENERAL INFORMATION: (518) 447-7177  
FAX: (518) 447-7188  
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO  
COMMISSIONER

January 7, 2020

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

Dear Chairman Joyce:

The Department for Aging is requesting the Legislature's approval for the following:

To accept the Medicare Improvement for Patients and Providers Act (MIPPA) grant from New York State Office for Aging which was awarded in December. This grant funding is used to support health insurance information counseling and assistance programs for seniors within Albany County. It will concentrate on those Medicare beneficiaries eligible for the Medicare Part D Low Income Subsidy (LIS) Program or Medicare Savings Program (MSP). Funding is also provided for direct assistance with an emphasis to rural areas of Albany County. During the past contract year there were 720 Medicare recipients that received counseling and screened for MIPPA services which includes assistance in application completion. There were 795 older adults that received outreach material that consisted of the Medicare Preventative Health and Wellness flyer.

Grant Award Amount – \$19,092.00  
Grant Term – 9/30/2019 to 3/31/2020  
Funding Source – Federal - 100% County - 0%  
Budget Amendment – No  
Revenue Account – A6772 . 04779

Sincerely,

Deborah C. Riitano  
Commissioner

cc: Hon. Dennis Feeney, Majority Leader  
Hon. Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel





Legislation Text

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File #: TMP-1356, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Authorization to accept grant funding from NYSOFA for Medicare Improvements for Patients and Provider Act (MIPPA) Program.

Date: 1/7/2020  
Submitted By: Patrick Dillon  
Department: Aging  
Title: Contract Administrator  
Phone: 518 447 7733  
Department Rep.  
Attending Meeting: Deborah C. Riitano, Commissioner

**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

560

- Personnel Non-Individual
- 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

Acceptance

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 Office for Aging  
2 Empire State Plaza  
Albany, New York 12223-1251

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$19,092

Scope of Services: To accept the Medicare Improvement for Patients and Providers Act (MIPPA) grant from New York State Office for Aging which was awarded in December. This grant funding is used to support health insurance information counseling and assistance programs for seniors within Albany County. It will concentrate on those Medicare beneficiaries eligible for the Medicare Part D Low Income Subsidy (LIS) Program or Medicare Savings Program (MSP). Funding is also provided for direct assistance with an emphasis to rural areas of Albany County. During the past contract year there were 720 Medicare recipients that received counseling and screened for MIPPA services which includes assistance in application completion. There were 795 older adults that received outreach material that consisted of the Medicare Preventative Health and Wellness flyer.

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: 04788  
Revenue Amount: \$19,092

Appropriation Account and Line: 44046  
Appropriation Amount: \$19,092

Source of Funding - (Percentages)

Federal: 100%  
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) 9/30/2019 to 9/29/2020  
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: 85  
Date of Adoption: 3/11/2019

**Justification:** (state briefly why legislative action is requested)

The Department for Aging (DFA) is requesting legislative approval to enter into and execute a contract with the NYS office for Aging (NYSOFA) regarding the Medicare Improvements for Patients and providers Act (MIPPA) program. Albany County's initial funding award for the 2019 - 20 program year is \$19,092 with no County match requirement. This program supports local Area Agencies on Aging (AAA's) Health Insurance Information Counseling and Assistance Program (HIICAP), and NY Connects program in their efforts to educate and assist eligible Medicare beneficiaries with enrollment into the Medicare Low Income Subsidy (LIS) program and the Medicare Savings Program (MSP). In addition, funding is utilized to provide counseling and assistance on accessing the Medicare Prescription Drug Coverage part D, especially for those beneficiaries who are low income, underserved, and/or residing in rural areas; and to promote the availability of Medicare presentative and wellness services.



New York State Office for the Aging  
**Medicare Improvements for Patients and Providers Act**  
 Tentative Allocation Schedule - September 30, 2019 to September 29, 2020

COUNTY	ADRC	SHIP <sup>(1)</sup>	AAA <sup>(2)</sup>	Total Allocation
ALBANY	\$5,317	\$ 8,863	\$4,912	\$19,092
ALLEGANY	3,704	6,298	3,489	13,491
BROOME	5,078	7,836	4,342	17,256
CATTARAUGUS	4,122	6,298	3,489	13,909
CAYUGA	3,823	6,298	3,489	13,610
CHAUTAUQUA	4,899	6,672	3,698	15,269
CHEMUNG	3,883	6,298	3,489	13,670
CHENANGO	3,764	6,298	3,489	13,551
CLINTON	3,823	6,298	3,489	13,610
COLUMBIA	3,764	6,298	3,489	13,551
CORTLAND	3,704	6,298	3,489	13,491
DELAWARE	3,764	6,298	3,489	13,551
DUTCHESS	5,138	7,927	4,393	17,458
ERIE	15,055	22,916	12,699	50,670
ESSEX	3,704	6,298	3,489	13,491
FRANKLIN	4,361	6,298	3,489	14,148
FULTON	3,764	6,298	3,489	13,551
GENESEE	3,764	6,298	3,489	13,551
GREENE	3,764	6,298	3,489	13,551
HERKIMER	3,764	6,298	3,489	13,551
JEFFERSON	3,883	6,298	3,489	13,670
LEWIS	3,644	6,298	3,489	13,431
LIVINGSTON	3,764	6,298	3,489	13,551
MADISON	3,764	6,298	3,489	13,551
MONROE	13,920	15,604	8,647	38,171
MONTGOMERY	3,764	6,298	3,489	13,551
NASSAU	15,174	22,348	12,383	49,905
NIAGARA	5,138	7,986	4,425	17,549
ONEIDA	5,198	8,644	4,790	18,632
ONONDAGA	13,203	11,636	6,448	31,287
ONTARIO	3,823	6,298	3,489	13,610
ORANGE	5,436	8,413	4,662	18,511
ORLEANS	3,704	6,298	3,489	13,491
OSWEGO	- <sup>(3)</sup>	6,298	3,489	9,787
OTSEGO	3,764	6,298	3,489	13,551
PUTNAM	3,823	6,298	3,489	13,610
RENSSELAER	- <sup>(3)</sup>	6,298	3,489	9,787
ROCKLAND	- <sup>(3)</sup>	8,125	4,503	12,628
ST. LAWRENCE	4,839	6,298	3,489	14,626
SARATOGA	4,959	6,560	3,635	15,154
SCHENECTADY	4,899	6,603	3,659	15,161
SCHOHARIE	3,704	6,298	3,489	13,491
SCHUYLER	3,644	6,298	3,489	13,431
SENECA	- <sup>(3)</sup>	-	-	-
STEUBEN	3,883	6,298	3,489	13,670
SUFFOLK	15,473	20,406	11,307	47,186
SULLIVAN	3,823	6,298	3,489	13,610
TIOGA	3,704	6,298	3,489	13,491
TOMPKINS	3,764	6,298	3,489	13,551
ULSTER	5,018	6,911	3,829	15,758
WARREN/HAMILTON	7,348	10,103	5,598	23,049
WASHINGTON	3,764	6,298	3,489	13,551
WAYNE	3,823	6,298	3,489	13,610
WESTCHESTER	14,398	16,001	8,867	39,266
WYOMING	3,704	6,298	3,489	13,491
YATES	3,644	6,298	3,489	13,431
NYC	- <sup>(3)</sup>	178,723	99,087	277,810
SENECA NATION	- <sup>(3)</sup>	-	-	-
ST. REGIS	2,091	3,148	1,745	6,984
<b>TOTAL</b>	<b>\$281,443</b>	<b>\$ 618,451</b>	<b>\$342,722</b>	<b>\$1,242,616</b>

## Footnotes:

(1) As in the previous MIPPA grant, all counties have been designated for rural outreach except: NYC, Westchester, Nassau and Suffolk Counties. One third of the funding is designated for Rural outreach counties only.

(2) The ADRC responsible for Hamilton and Warren Counties is a multi-county model and is administered through Warren County. Hamilton County's allocation is combined with Warren County and the sum is shown as awarded to Warren County.

(3) No functioning ADRC in this County prior to September 30, 2014, therefore, there is no ADRC award.



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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 16, 2020

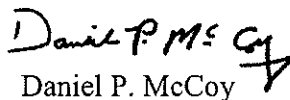
Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

We were approached by the Center of NYC Neighborhoods about a program to benefit senior homeowners in danger of losing their homes to tax foreclosure. In order to participate the program requires endorsement via a commitment letter. In addition we will need to actively participate in the development of best practices and refer individuals in need. No County funds will be required, but since this is a pilot program, once the funding is exhausted, the program will end. While a New York City entity is the primary lead in the program, it is in cooperation and support of the New York State Attorney General and has authorization to operate throughout the state.

I will have a representative present at the committee meeting to answer any of your questions, thank you.

Sincerely,

  
Daniel P. McCoy

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



Legislation Text

File #: TMP-1393, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Authorization for County Participation in a Seniors Assistance Program

Date: 1/15/20  
Submitted By: Mike McLaughlin  
Department: County Executive's Office  
Title: Director of Policy and Research  
Phone: 518-447-7040  
Department Rep.  
Attending Meeting: Mike McLaughlin

**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

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) Support Letter/MOU

**Contract Terms/Conditions:**

**Party (Name/address):**

Enterprise Community Partners, Inc.  
1 Whitehall Street, 11th Fl  
New York, NY 10004  
Attn: Elizabeth Zeldin, Director

**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) Click or tap here to enter text.

Length of Contract: Until program exhausts funding

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 were approached by the Center for NYC Neighborhoods to participate in pilot program called Equitable Reverse Mortgage Assistance (ERMA). It's a deferred loan program for senior homeowners to prevent Reverse Mortgage foreclosure due to unpaid property taxes or property insurance. This program will be another resource for our departments involved in senior housing issues. This program has been vetted through both the Department of Law and Division of Finance before being submitted for your consideration. Attached is a more detailed description of the program including the qualification requirements. It has been indicated that \$3,000,000 will be available for this statewide program.

COUNTY SPONSOR LETTERHEAD

[Date]

Enterprise Community Partners, Inc.  
1 Whitehall Street, 11th Fl  
New York, NY 10004  
Attn: Elizabeth Zeldin, Director

Dear Elizabeth:

COUNTY ("County") hereby requests that Enterprise Community Partners, Inc. ("Enterprise") engage and fund the Center for NYC Neighborhoods, Inc. (the "Center"), in accordance with your usual procedures, to implement and administer the Equitable Reverse Mortgage Assistance ("ERMA") Program in the County. Through this program, the Center will work with the County and third-party mortgage servicers to identify seniors at risk of reverse mortgage foreclosure due to late property tax and/or homeowners insurance payments and provide emergency funding and counseling to prevent and/or resolve the foreclosure matter.

Our County recognizes that ERMA is a statewide program and Enterprise has allocated an amount of up to \$3,000,000 for administration of the program overall. County recognize that its share of funding allocated by Enterprise to the County's program will depend on a number of factors, including the number of seniors participating in the program.

Sincerely,

\_\_\_\_\_  
[Signature of Authorized Signatory of Sponsoring County]

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*Please provide a scanned copy of this signed letter to [erma@sustainableneighborhoodsny.org](mailto:erma@sustainableneighborhoodsny.org)*

# Equitable Reverse Mortgage Assistance Program (ERMA)

In December 2019, the Center for NYC Neighborhoods, Sustainable Neighborhoods LLC (a wholly-owned subsidiary of the Center for NYC Neighborhoods), and Enterprise Community Partners are introducing a reverse mortgage foreclosure prevention program — Equitable Reverse Mortgage Assistance (ERMA) — with support from the New York State Attorney General’s Office.

The goal of the program is to limit displacement of senior homeowners by providing deferred low-cost loans to reverse mortgage holders who are at risk of defaulting or are in default on their loans due to municipal property taxes, property insurance obligations, or other charges stemming from a temporary inability to pay.

## Background

Home Equity Conversion Mortgages (HECMs aka reverse mortgages) allow qualifying senior homeowners aged 62 years or above to tap into their home equity. Unlike a conventional mortgage, a reverse mortgage does not require monthly mortgage payments on the principal or interest (PI). Rather, the loan is repaid upon sale of the home or death of the owner. While reverse mortgages are a valuable tool for some seniors, they can be problematic for others because though there are no PI payments to make, homeowners are still at risk of foreclosure due to missed property taxes and insurance. Delinquency on those payments results in default on the reverse mortgage. In recent years, reverse mortgage defaults and foreclosures have dramatically increased both in New York and nationwide, subjecting many senior homeowners to potential displacement. Elderly homeowners who have invested their life savings in their communities are now being foreclosed upon, often for small sums.

## Program Overview

The ERMA pilot program creates a flexible response to support at-risk NYS senior homeowners who are at risk of foreclosure on their reverse mortgages. The pilot will provide deferred, zero interest loans to eligible seniors. Eligible homeowners will also have optional access to advance payments for up to two years of property-related charges, which Sustainable Neighborhoods LLC (SN), the lender for ERMA, will distribute directly to the servicer on behalf of the homeowner. These funds will be set aside by the servicer and used to pay property-related charges over time on the borrower’s behalf until the advance is exhausted. Arrears and advance payments for a given homeowner will not exceed \$25,000.

The pilot will utilize partnerships with participating servicers as well as the services of the New York State Homeowner Protection Program (HOPP), a network of more than 85 trusted partners dedicated to providing homeowners with free, qualified mortgage assistance relief services across New York.

It is expected that most ERMA applicants will have missed property tax payments. SN will be working directly with mortgage servicers to cure the missed payments using ERMA funds borrowed by the homeowner. The only cost to the homeowner will be county recording fees, which will be included in the principal balance of the zero interest, deferred loan. All other administrative and lending costs will be paid from grant funds and not charged to the borrowers. All participating homeowners will receive free support and assistance from the HOPP network as well as the Center for NYC Neighborhoods.

In the pilot stage of the program, ERMA will only be available in select New York State counties. A final list of participating counties will be promulgated in fall 2019. Furthermore, due to capital constraints, the number of loans made during the pilot phase of the program will be limited. Capital allocations will be split among New York City, Long Island, and the rest of the state, reflecting the distribution of reverse mortgage defaults.

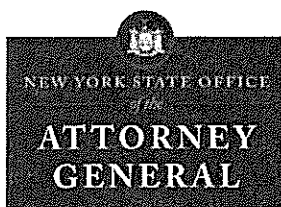
Participating counties will be expected to participate in a working group that will develop best practices in the preservation of senior homeownership in NY State, and will commit to exploring strategies to limit displacement of seniors in their jurisdictions. The working group will hold quarterly virtual meetings.

For information on the Center for NYC Neighborhoods, please visit [www.cnycn.org](http://www.cnycn.org)

For questions about the program, please contact: [erma@sustainableneighborhoodsny.org](mailto:erma@sustainableneighborhoodsny.org) or 646-786-0892.

### Homeowner Eligibility Requirements

- Reverse mortgage holder
- Primary residence in a participating county within NYS
- Hardship letter
- Meet liquid asset test
- Must be able to sustain payment going forward
- Income: < 120% AMI
- For detailed eligibility requirements please contact the Center for NYC Neighborhoods





25



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
REGIONAL IMMIGRATION ASSISTANCE CENTER  
REGION 3- CAPITAL REGION & NORTHERN N.Y.  
112 STATE STREET, SUITE 900  
ALBANY, NEW YORK 12207  
PHONE: (518) 447-4890  
[www.albanycounty.com](http://www.albanycounty.com)

EVELYN A. KINNAH, ESQ.  
DIRECTOR

BAKARY JANNEH  
DEPUTY DIRECTOR

January 7, 2020

Honorable Andrew Joyce  
Chair, Albany County Legislature  
112 State Street, Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

The Office of Immigration Assistance requests authorization to draft a response as to how Albany County can and will provide legal support, immigration training, and assistance in the development of protocols and procedures for attorneys. On January 7, 2020, Indigent Legal Services released a Request for Proposal for counties to support a network of Regional Assistance Centers to support initiatives aimed at improving indigent legal services to noncitizen clients. The RFP is due by February 25, 2020, if awarded Albany County will represent one of six regions with a maximum annual award of \$551,420. Albany County has completed the first three-year contract that established the Regional Immigration Assistance Center which covered 14 counties in total with an award amount of \$450,000 annually for three years. This RFP is for the second round of funding for the Regional Assistance Centers.

Very truly yours,

Evelyn A. Kinnah, Esq.  
*Director*

Cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizarro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

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File #: TMP-1362, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Authorization to respond to a Request For Proposal to establish the Regional Immigration Assistance Center (RIAC)..title

Date: 01/07/20  
Submitted By: Evelyn Kinnah  
Department: Immigration Assistance  
Title: Director  
Phone: 5184474890  
Department Rep.  
Attending Meeting: Evelyn Kinnah

**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) to submit a response for proposal

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel

574

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**File #: TMP-1362, Version: 1**

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- Personnel Non-Individual
- 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 2/25/2020

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) RFP

**Contract Terms/Conditions:**

**Party (Name/address):**

NYS Office of Indigent Legal Services A.E. Smith Office Bldg., 11<sup>th</sup> Floor 80 South Swan Street Albany, NY 12210

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 0.00  
Scope of Services: Prepare and submit a RFP for funding to provide immigration training and instruction.

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.

575

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:  
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) 04/1/20  
Length of Contract: Three 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)

To draft a response as to how Albany County can and will provide legal support, immigration training, and assistance in the development of protocols and procedures for attorneys. On 1/7/20, Indigent Legal Services released a Request for Proposal for counties to support a network of Regional Assistance Centers to support initiatives aimed at improving indigent legal services to noncitizen clients. If awarded Albany County will represent one of six regions with a maximum annual award of \$551,420.

# New York State Office of Indigent Legal Services

## *Funding Announcement*

### Second Regional Immigration Assistance Centers

#### NYS Office of Indigent Legal Services Request for Proposals

The Office of Indigent Legal Services (Office) and its nine-member Indigent Legal Services Board (Board) were created by legislation enacted in 2010, found in Executive Law Article 30, sections 832 and 833. As part of its statutory mission “to monitor, study and make efforts to improve the quality of services provided pursuant to Article 18-B of the county law,” the Office, operating under the discretion of and pursuant to policies established by the Board, assists county governments in the exercise of their responsibility to provide effective and meaningful representation of persons who are legally entitled to counsel but cannot afford to hire an attorney. The assistance provided by the Office and Board includes distributing state funds and targeting grants to counties in support of innovative and cost-effective solutions to enhance the quality of indigent legal services.

#### Timelines for This Request for Proposals

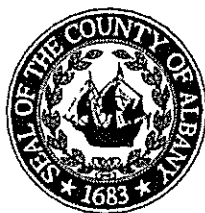
<b>RFP Release Date</b>	<b>Tuesday, January 7, 2020</b>
<b>Questions Due By</b>	<b>Tuesday, February 4, 2020 (Q&amp;A period closed)</b>
<b>Questions Posted By</b>	<b>Monday, February 10, 2020</b>
<b>Proposal Due Date</b>	<b>Tuesday, February 25, 2020, 5:00 p.m. EDT</b>
<b>Award Announcement</b>	<b>March 2020</b>
<b>Tentative Contract Start Date</b>	<b>April 2020</b>

#### Intent of this Request for Proposals

*The New York State Office of Indigent Legal Services (Office) is announcing the availability of funds and soliciting proposals from counties to support a network of Regional Immigration Assistance Centers (“Centers” or “Center”).*

The intent of this Request for Proposals (RFP) is to support regional initiatives aimed at improving the quality of indigent legal services to noncitizen clients. Ensuring the right to effective representation of counsel is essential to establishing an efficient and effective justice

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
REGIONAL IMMIGRATION ASSISTANCE CENTER  
REGION 3- CAPITAL REGION & NORTHERN N.Y.  
112 STATE STREET, SUITE 900  
ALBANY, NEW YORK 12207  
PHONE: (518) 447-4890  
[www.albanycounty.com](http://www.albanycounty.com)

EVELYN A. KINNAH, ESQ.  
DIRECTOR

BAKARY JANNEH  
DEPUTY DIRECTOR

January 2, 2020

Honorable Andrew Joyce  
Chair, Albany County Legislature  
112 State Street, Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

The Office of Immigration Assistance requests an amendment to extend the terms of our contract with the New York State Office of Indigent Legal Services through October 31, 2020.

In 2015, Albany County was awarded \$450,000 per year, for a total of three years, by the New York State Office of Indigent Legal Services to be used for the costs of creating and maintaining the Regional Immigration Assistance Center for Region #3. Our office subsequently opened in April 2016, and since its inception we have been responsible for providing legal support, assistance, training and education to indigent providers within our designated fourteen-county region that improves the overall quality of mandated representation afforded to indigent, noncitizen clients in criminal and family courts.

The Center previously requested and received approval for an amendment for the contract period November 1, 2018 to October 31, 2019. I am requesting an amendment to extend the contract period from November 1, 2019 to October 31, 2020.

It is imperative that the Center maintain its operations for a number of reasons:

- (1) The Center continues to conduct trainings at Public Defender offices across Region 3 on the intersection of Immigration, Criminal and Family Law. These trainings are aimed at ensuring continued quality representation of noncitizens in criminal and family court proceedings. We continue to receive training requests to conduct these trainings.



- (2) The Center continues to advise Public Defender offices on numerous open criminal and family court cases affecting non-citizens across Region 3, and therefore, must remain open in order to continue to do this work.
- (3) The Center has partnered with, and continues to develop collaborations with, community partners involved in immigration work in the Capital Region and beyond.
- (4) Due to increased enforcement of immigration laws within Region 3, including courthouse arrests, it is important that the Center remain open to continue offering guidance to (a) court mandated attorneys as they assist their noncitizen clients in criminal and family court, as well as to (b) non-citizens in Albany County who need assistance with immigration-related applications and/or issues.

Should our request for a contract amendment be granted, we do not anticipate any impact to our 2020 budget as there are unused funds from the delay in opening all of the Regional Immigration Assistance Centers. Based on the foregoing, we respectfully request that the Albany County Legislature approve the extension of our contract so we may continue this important work of providing the legal support and assistance that was envisioned when this grant was awarded.

Very truly yours,



Evelyn A. Kinnah, Esq.

*Director*

Cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizarro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

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File #: TMP-1383, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

Description (e.g., Contract Authorization for Information Services):  
Regional Immigration Assistance Center (RIAC) no-cost contract extension

Date: 01/08/20  
Submitted By: Evelyn Kinnah  
Department: Immigration  
Title: Director  
Phone: 5184474890  
Department Rep.  
Attending Meeting: Evelyn Kinnah

**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) Contract extension

**CONCERNING BUDGET AMENDMENTS**

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

606

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):**

NYS Office of Indigent Legal Services A.E. Smith Building, 11Fl, 80 South Swan St. Alb, NY 12210

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 0.00  
Scope of Services: Extend contract term to cover delayed start of immigration services for RIAC

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: 1173  
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: 100  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 11/01/19 - 10/31/20  
Length of Contract: One year

Impact on Pending Litigation

If yes, explain: Yes  No  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)

In 2015 the NYS Office of Indigent Legal Services (ILS) awarded the Albany County Office of Immigration Assistance a three-year \$450,000/year contract to provide Immigration services in the form of advisement, training, and legal support, but the start of the contract didn't provide for start-up time. As a result, ILS has offered a statewide one-year extension to providers who needed additional time to train, develop, and staff their program before providing services. The amended contract period from November 1, 2019, to October 31, 2020, allows the Office of Assistance to continue to provide services and exhaust the full award of the contract.

## STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p><b>CURRENT CONTRACT TERM:</b></p> <p><b>From: November 1, 2015</b> <b>To: October 31, 2019</b></p> <p><b>CURRENT CONTRACT PERIOD:</b></p> <p><b>AMENDED TERM:</b></p> <p>From: November 1, 2015 To: October 31, 2020</p> <p><b>AMENDED PERIOD:</b></p> <p>From: November 1, 2019 To: October 31, 2020</p>	<p><b>CONTRACT FUNDING AMOUNT</b> (<i>Multi-year</i> – enter total projected amount of the contract; <i>Fixed Term/Simplified Renewal</i> – enter current period amount):</p> <p><b>CURRENT: \$1,350,000.00</b></p> <p><b>AMENDED:</b></p> <p><b>FUNDING SOURCE(S):</b></p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>																														
<p><b>FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:</b> (Out years represent projected funding amounts)</p>																															
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<p><b>ATTACHMENTS PART OF THIS AGREEMENT:</b></p> <p><input type="checkbox"/> Attachment A:      <input type="checkbox"/> A-1 Program-Specific Terms and Conditions  <input type="checkbox"/> A-2 Federally Funded Grants and Requirement Mandated by Federal Laws</p> <p><input type="checkbox"/> Attachment B:      <input type="checkbox"/> B-1 Expenditure Based Budget      <input type="checkbox"/> B-2 Performance Based Budget  <input type="checkbox"/> B-3 Capital Budget      <input type="checkbox"/> B-4-Net Deficit Budget  <input type="checkbox"/> B-1(A) Expenditure Based Budget (Amendment)  <input type="checkbox"/> B-2(A) Performance Based Budget (Amendment)  <input type="checkbox"/> B-3(A) Capital Budget (Amendment)  <input type="checkbox"/> B-4(A) Net Deficit Budget (Amendment)</p> <p><input type="checkbox"/> Attachment C: Work Plan</p> <p><input type="checkbox"/> Attachment D: Payment and Reporting Schedule</p> <p><input type="checkbox"/> Other:</p>																															

## STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name &amp; Address):</p> <p><b>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</b></p>	<p>BUSINESS UNIT/DEPT. ID: <b>OLS01 1350200</b></p> <p>CONTRACT NUMBER: <b>C000801</b></p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> <b>Multi-Year Agreement</b>  <input type="checkbox"/> Simplified Renewal Agreement  <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p><b>Albany, County of</b></p>	<p>TRANSACTION TYPE:</p> <p><input type="checkbox"/> New  <input type="checkbox"/> Renewal  <input checked="" type="checkbox"/> <b>Amendment</b></p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p>	<p>PROJECT NAME:</p> <p><b>Regional Immigration Assistance Center</b></p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p><b>NYS Vendor ID Number: 1000002428 Federal Tax ID Number: 14-6002563 DUNS Number (if applicable):</b></p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p><b>County of Albany Public Defender's Office 60 South Pearl Street, 4th Floor Albany, NY 12207</b></p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input type="checkbox"/> Check if same as primary mailing address</p> <p><b>County of Albany Dept. of Management and Budget 112 State Street, Suite 900 Albany, NY 12207</b></p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit  <input checked="" type="checkbox"/> <b>Municipality, Code: 010100000000</b>  <input type="checkbox"/> Tribal Nation  <input type="checkbox"/> Individual  <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

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COUNTY OF ALBANY, N.Y.  
OFFICE OF THE COUNTY CLERK

INTEROFFICE MEMORANDUM

To: Hon. Dan McCoy, County Executive  
Hon. Andrew Joyce, Chair, County Legislature  
From: Bruce A. Hidley, Albany County Clerk *BH*  
Subj: Request for Permission to Contract with Infolinx for  
the Hall of Records' Physical Content Management  
System for an amount not to exceed \$155,000  
Date: December 10, 2019

Attached is a request for Legislative authorization to proceed with entering into a contract with Infolinx not to exceed \$155,000, the sole respondent to Request for Proposal (RFP) #2019-110. The RFP asked for proposals for physical records/content management applications capable of replacing the Hall of Records' current system with one that employed machine-readable technology ("barcoding") and was capable of successful integration and coordination with Albany County's electronic content management system (ECMS), Laserfiche Rio.

A review team consisting of County Clerk Bruce Hidley, Deputy County Clerk Craig Carlson, Chief Information Officer Perry Blanchard, Vincent Commisso, Camisha Smith, and Ricardo Wright-Ramos of the Albany County Hall of Records reviewed the proposal submitted by Infolinx. The review team found the proposal to be strong on its own merits, independent of the fact that Infolinx was the sole vendor to submit.

Thank you for your attention to this matter. If you have any questions or need additional information please do not hesitate to contact me.

cc: Majority Counsel Kevin Cannizzaro ✓  
Minority Counsel Arnis Zilgme  
Majority Leader Dennis Feeney  
Minority Leader Frank Mauriello



FOR COUNSEL USE ONLY	
Date Received:	_____
Received By :	_____
Method: Hand:	_____
Courier:	_____
Mail :	_____

**REQUEST FOR LEGISLATIVE ACTION**

**DATE:** 12/18/19  
**DEPARTMENT:** County Clerk  
 Contact Person: Bruce A. Hidley

Telephone: (518) 487-5115 Dept. Representative Attending  
 Committee Meeting: Audit & Finance/Law

**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: Appropriation already in 2019 budget

**CONCERNING CONTRACT AUTHORIZATION.**

**STATE THE FOLLOWING:**

**TYPE OF CONTRACT**

- Change Order/Contract Amendment \_\_\_\_\_
- Purchase (Equipment/Supplies) X
- Lease (Equipment/Supplies) \_\_\_\_\_
- Requirements \_\_\_\_\_
- Professional Services X
- 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): \_\_\_\_\_  
\_\_\_\_\_

Amount/Rate Schedule/Fee: \_\_\_\_\_  
\_\_\_\_\_

Term: \_\_\_\_\_

Scope of Services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Funding:

Anticipated in Current Budget: Yes X No \_\_\_

Funding Source: A1411-44046 Fees for Services

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: A1411-44046

See Attached

Fiscal Impact - Funding: (Dollars or Percentages)

Federal N/A

State N/A

County 100%

Term/Length of Funding No change in funding - Budget Neutral

Previous Requests For Identical or Similar Action:

Resolution/Law Number: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

Justification: (State briefly why legislative action is requested)

See Attached

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.)

Submitted By: Bruce A. Hidley

Title: County Clerk



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 820  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

### MEMORANDUM

**TO:** Craig Carlson, Executive Deputy County Clerk  
Hall of Records

**FROM:** Karen Storm *K Storm*  
Purchasing Agent

**DATE:** November 22, 2019

**RE:** RFRFP#2019-110, Content Management System

---

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Infolinx in the amount of \$155,000.00.

I believe that you have performed a thorough evaluation of the proposal submitted. I have no objection to the selection of Infolinx for an award.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful proposer.

# Infofinx Proposal

Cloud License Package  
(as per proposal)

Cost

Number of Licenses 60

\$ 81,000.00

Professional Services

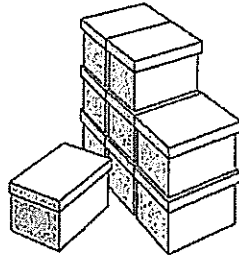
\$ 66,800.00

Hardware

\$ 6,585.00

**Total Cost \$ 154,385.00**

BRUCE A. HIDLEY  
COUNTY CLERK



**ALBANY COUNTY  
HALL OF RECORDS**  
ALBANY COUNTY CLERK

CRAIG A. CARLSON  
DEPUTY COUNTY CLERK

95 Tivoli Street  
Albany, NY 12207  
Phone: (518) 436-3663  
Fax (518) 436-3678  
[www.albanycountv.com/achor](http://www.albanycountv.com/achor)

To: Karen Storm  
Purchasing Department

From: Craig Carlson  
Deputy Albany County Clerk

CC: Bruce Hidley  
Albany County Clerk

Geraldine Gould  
Executive Deputy County Clerk

Date: November 22, 2019

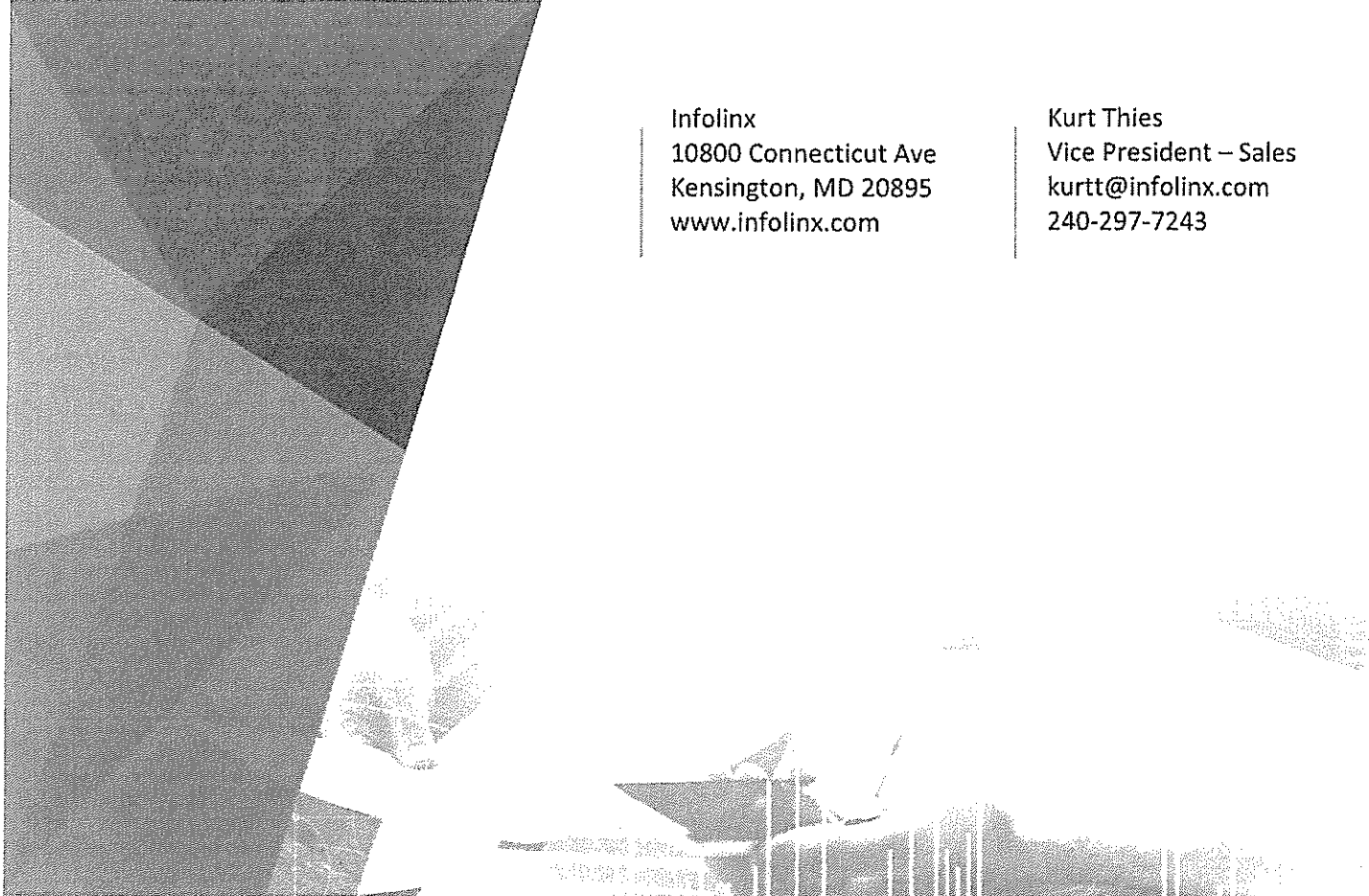
Re: Request for Bids #2019-110

A review team consisting of County Clerk Bruce Hidley, Deputy County Clerk Craig Carlson, Chief Information Officer Perry Blanchard, Vincent Commisso, Camisha Smith, and Ricardo Wright-Ramos of the Albany County Hall of Records, reviewed the single bid submitted for purchasing a replacement physical content management system for the Hall of Records.

In conclusion, the review team has determined that the proposal submitted by Infolinx met the specifications as established by the County's request for proposal and wants to proceed with Infolinx as our vendor at a cost not to exceed \$155,000.

Infolinx  
10800 Connecticut Ave  
Kensington, MD 20895  
www.infolinx.com

Kurt Thies  
Vice President – Sales  
kurtt@infolinx.com  
240-297-7243



## Infolinx Response for RFP #2019-110: Content Management System

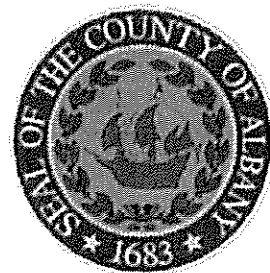


PREPARED FOR:

**County of Albany**

Karen A. Storm  
Albany County Purchasing Agent  
112 State Street, Room 820  
Albany, New York 12207

October 16, 2019



## Section IV: Plan Implementation

### Customer Overview:

**County of Albany** is looking to replace its current, homegrown records management system. The current system was deployed in 2003 and is no longer supported. The replacement should manage the full lifecycle of physical records, allowing County of Albany to classify, organize, and track files and boxes from creation to final disposition. The County would like to improve their internal and external processes by using barcode readers to track the physical records. County of Albany would like to implement a web-based tool that can modernize their records management processes. The chosen tool also needs to be able to integrate with the county's already purchased Laserfiche Rio Electronic Content Management System (ECMS) for the Albany County Hall of Records (ACHOR).

ACHOR has two separate functions: the Records Center, and the Archives. The Records Center holds the records of County, City, and Judicial agencies and are not publicly available. These mostly active records comprise about 85% of the volume in ACHOR. The other 15% of the volume is from the Archives, which contains numerous physical documents types, such as: documents, oversized volumes, photographs, maps, microfilm, and microfiche.

Key features required must include, at minimum:

1. The creation and distribution of permissions by a System Administrator to users both internally (based here at ACHOR) and externally (out and among the various agencies/departments) to utilize the new application with permission level/type dictating user access and capabilities.
2. The general management of records throughout their life cycle, including their creation and destruction, and the application of the New York State Records Retention and Disposition Schedules to the records.
3. The tracking of records consisting of the various types of containers referred to above via machine-readable system ("barcoding") at locations internally (within ACHOR's facility) and externally (out and among the agencies/departments).
4. The ability to access and update information in the new application via portable handheld devices (i.e. users should be able to access and alter information from wherever they are, rather than solely at their desks/typical work areas).
5. The creation of custom (and customizable) reports generated from data contained within the new system, as well as the ability to create ad-hoc reports.
6. The ability to charge/bill agencies/departments/other user-entities for services rendered by ACHOR, including but not limited to storage, retrieval, destruction, provision of containers, etc.
7. The ability to audit and record all actions that occur within the new system by the System Administrator, including but not limited to user access of the electronic records stored in Laserfiche.
8. In addition to the above general criteria for the replacement system (see "Section 4: Scope of Services" for more specific criteria), interested firms shall also provide the following services during the project:
9. Coordinate installation of new application and required technical infrastructure with Albany County DIS.
10. Satisfy any technical requirements established by Albany County DIS (for specifics, see "Section 4: Scope of Services," specifically Appendix A)
11. Migrate and convert data from ACHOR's existing application to the new application.

12. Coordinate integration of new application and Laserfiche Rio with Albany County DIS and any other relevant parties such that data/information from Laserfiche flows freely into the new system.
13. Project Management including establishment and holding of regular, periodic meetings between proposer, ACHOR staff, DIS staff, and any other relevant parties.
14. New application training for users and DIS staff.
15. User manuals and/or online tutorials, as well as web-based instructions.
16. Management and oversight of/for any system upgrades that may occur during the life of the contract.
17. Help desk access and support via both toll-free telephone and email means to assist staff at any point during development and implementation processes.

Project Scope:

Infolinx will perform the following tasks to implement a new records and information management solution: *1) Define Application Architecture, 2) Define Application Configuration & Functionality, and 3) Provide Production Solution.* The Scope of Work tasks are based on the following assumptions and dependencies:

- 1) Infolinx will provide staff availability for assistance in requirements definition and testing. County of Albany will perform acceptance testing in the test environment and
- 2) Infolinx and County of Albany will each assign an individual to act in the capacity of Project Manager for this project to coordinate the project activities.

Infolinx confirms that we are able to meet all requirements listed within RFP #2019-110, including:

- Appendix A: Scope of Services: Technical and Infrastructure Requirements
- Appendix B: Scope of Services: System Requirements and Capabilities
- Appendix C: Scope of Services: Project Management and Implementation, and Support
- Appendix D: Scope of Services: Laserfiche Rio Integration\*
  - \* Infolinx currently offers an integration with Laserfiche. Infolinx can create items within Laserfiche that represent physical items. Metadata from electronic records in Laserfiche can be imported into Infolinx, making Infolinx the repository of record. Any amount of metadata and URLs can be imported, allowing electronic content to be searched from within the Infolinx application. Retention can then be applied to both physical and electronic records. Infolinx has last integrated with Laserfiche 10.2, on-premises.

Overall Project Approach and Project Timeline:

The implementation of Infolinx is comprised of the following project phases, detailed in the sections below.

**Project Initiation 1 Week**

- Gather and define all functional requirements to be met by the Infolinx application.
- Define the project approach, project scope, and roles & responsibilities in the Statement of Work document.
- Identify resources for project management, business owner SME, and subject matter experts for: legacy data, SSO, SSL, barcode scanners, and labels.

**Application Architecture Configuration 6-8 Weeks**



- Configure application architecture to meet the functional requirements of County of Albany
- Set up webinar project meetings to review the application configurations.
- Configure any hardware and/or barcode labels, set up SSO and SSL.
- Perform internal quality assurance testing.

**Initial Data Migration 2-3 Weeks (can occur during Application Architecture Configuration)**

- Client to deliver initial data to Infolinx in order to import full data sets from legacy data.
- Data analysis and discussion to define box, file data, retention, user, and location data.
- Develop ETL (extract, transform, load) scripts to collect, convert, and write client's legacy data according to rules defined in previous step.

**Application Functional Review 6-8 Weeks**

- Install release candidate application on Azure cloud platform.
- Client to verify full data migration is completed according to requirements.
- Client quality assurance testing completed, final client sign-off.
- Infolinx remediation completed.

**Final Data Migration 3 Days**

- Client to deliver final legacy datasets to Infolinx.
- Infolinx to perform complete migration of all legacy data.

**Go-Live Deployment 1 Day**

- End-user training for Infolinx application.

Install final application on Azure cloud platform or on-premises, depending on needs of Albany County. The following Project Deliverables are considered in-scope:

- Software Installation
- Data Migration
- Data Cleansing
- System Configuration
- Report Design
- Label Design
- Training

The following Project Deliverables are considered out-of-scope:

- SQL configuration
- System testing
- UAT testing

**Roles & Responsibilities**

The following key project team members have been identified by Role and Responsibilities/Accounts. This identification will support the deliverables and success criteria as identified in this document.

THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW.

## Section V: Cost Proposal

The following cost proposal is proprietary information.

### Infolinx Software License

<b>On-Premises License</b>		
Infolinx Enterprise License - SQL Ready V3.6		\$34,500
Named User Licenses:		
• 10@\$950 (\$9,500)		
Concurrent User Licenses:		
• Tier 1 (1-10) – 10@\$550 (\$5,500)		
• Tier 2 (11-99) –10@\$350 (\$3,500)		\$18,500
<i>The user amounts provided are sufficient for the 15-20 ACHOR staff listed in the RFP, and sufficient for several departmental users to have access. Infolinx would like to know specific number of users that departments will need, and that ACHOR staff will need to confirm these numbers.</i>		
<b>On-Premises License Subtotal</b>		<b>\$53,000</b>
<b>Annual Maintenance</b>		<b>\$10,600</b>
<b>Cloud License</b>		
Infolinx Enterprise License - SQL Ready V3.6		
<i>The cloud fee provided is sufficient for the 15-20 ACHOR staff listed in the RFP, and sufficient for several departmental users to have access. Infolinx would like to know specific number of users that departments will need, and that ACHOR staff will need to confirm these numbers.</i>		
		\$2,250/month
<b>Cloud License Subtotal</b>		<b>\$27,000</b>
<b>Professional Services</b>		
<b>Consultation &amp; Analysis</b>		
• Consultation and analysis performed to understand current practices, legacy system data structure review, functionality gaps, system usage, and security and user setting needs.		\$10,000
<b>Application Configuration &amp; Installation</b>		
• Infolinx architects work with you to create the functional requirements for the system. Our Engineering and Development team configures the system based on these agreed upon specifications and requirements.		\$10,000
<b>Project Management</b>		
• Project Manager will coordinate, manage, and facilitate the implementation process from contract acceptance through completion of installation and customer acceptance.		\$8,000
<b>Data Analysis and Conversion</b>		
• Infolinx will analyze and configure the data for easy transfer during the installation process, evaluating data integrity, providing extraction and cleansing.		\$15,000

THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW.

**User Training**

- Pre-Deployment Training: 16 hours of remote training for application administrators and IT staff responsible for testing the project during the Application Functional Review process.
- Go-Live Training: Onsite training includes specialized training for application administrators and/or IT users, and dedicated end user training. This price reflects 3 days of onsite training immediately after go-live \$8,800
- Post-Deployment Training: 4 hours of remote training that occur a month after go-live. This training is to address questions that application administrators, end users, and IT users have after utilizing their Infolinx system.

**Laserfiche Integration**

- Infolinx currently offers an integration with Laserfiche. Infolinx can create items within Laserfiche that represent physical items. Metadata from electronic records in Laserfiche can be imported into Infolinx, making Infolinx the repository of record. Any amount of metadata and URLs can be imported, allowing electronic content to be searched from within the Infolinx application. Retention can then be applied to both physical and electronic records. Infolinx has last integrated with Laserfiche 10.2, on-premises \$15,000

**Professional Services Subtotal** \$66,800

**Hardware**

**LS4208 Tethered Barcode Scanner with 5 Year Warranty** \$595

Price indicates 1 unit

**TC51 with 3-year Zebra OneCare Select Service** \$5990

Price indicates 2 units

**Hardware Subtotal** \$6,585

**Total Project Cost First Year—On-Premise** \$136,985

**Total Project Cost First Year—Cloud** \$93,800

Below are barcode scanner names, descriptions, and prices. If records are typically entered and scanned at a central location, like a check-in/check-out desk, we recommend the tethered scanners. If records staff typically moves the records to and from shelves and records do not come to a central location like a check-in/check-out desk, Infolinx recommends the TC51 scanners. The number of scanners needed is dependent on how many records staff are typically moving, checking-in, or checking-out boxes at the same time. Infolinx is happy to consult with the county to learn more about their processes and make a recommendation on which scanners to use. Our minimum recommendation is included in the pricing above. Please see scanner pricing below:

Scanner Type	Description of Use	Cost per Unit
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THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW.

LS4208 Tethered Barcode Scanner/5-year warranty	A quick way to transfer and search for items within the application, normally used at a file room check-in	\$595
LI4278 Wireless Tethered Barcode Scanner/3-year warranty	A quick way to transfer and search for items within the application, normally used at a file room check-in. The base is connected to the computer and the scanner has a limited range.	\$995
TC51 with 3-year Zebra OneCare Select Service. Includes Scanner, Single Slot Charger Cradle, Power Supply, DC cable for power supply, US AC 7.5' Line Cord and Micro-USB to USB Cable.	This scanner is often used in a warehouse or office environment to reconcile the Infolinx database with where items actually are located.	\$2,995

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COUNTY OF ALBANY  
 DEPARTMENT OF MENTAL HEALTH  
 175 GREEN STREET  
 ALBANY, NEW YORK 12202  
 518-447-4537 FAX 518-447-4577  
 WWW.ALBANYCOUNTY.COM

*Daniel P. McCoy*  
 County Executive

*Daniel C. Lynch, Esq.*  
 Deputy County Executive

*Stephen J. Giordano, Ph.D.*  
 Director of Mental Health

*Susan H. Daley*  
 Deputy Director

December 27, 2019

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

Dear Chairman Joyce,

The Department of Mental Health requests permission to renew a contract with Better Health of Northeastern New York (BHNNY) for the provision of behavioral health crisis stabilization services in the community. BHNNY provides funding to the Albany County Department of Mental Health to provide crisis stabilization services to reduce unnecessary hospitalizations (Better Health Crisis Project). The goal of the Better Health Crisis Project is to provide needed, readily accessible behavioral health services to Medicaid and uninsured Medicaid eligible individuals in a community setting during a crisis and prevent unnecessary hospitalization. ACDMH (Albany County Department of Mental Health) will provide Crisis Stabilization services on a 24/7 basis. ACDMH Social Workers will provide crisis stabilization services to patients who are experiencing an acute psychotic episode or who are behaviorally unstable who may potentially be referred to a hospital emergency room. ACDMH Social Workers engaged 1836 patients in 2019 within the Better Health Crisis Project.

Feel free to contact me or Kelle Roberts if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.  
 Director

cc: Hon. Dennis A. Feeney, Majority Leader  
 Hon. Frank A. Mauriello, Minority Leader  
 Kevin Cannizzaro, Majority Counsel  
 Minority Counsel



Legislation Text

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File #: TMP-1337, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Contract Renewal for Behavioral Health Stabilization Services

Date: December 24, 2019  
Submitted By: Mark Gleason  
Department: Mental Health  
Title: Operations Analyst  
Phone: 518-477-3014  
Department Rep.  
Attending Meeting: Dr. Stephen Giordano, Director of Mental Health

**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

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) Contract Renewal

**Contract Terms/Conditions:**

Party (Name/address):

Better Health for Northeastern New York 1275 Broadway Albany, NY 12204

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$223,352

Scope of Services: Albany county Department of Mental Health will provide behavioral health stabilization services to individuals in Albany County to prevent unnecessary hospitalizations.

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



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**File #: TMP-1337, Version: 1**

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County Budget Accounts:

Revenue Account and Line: A143140.03492  
Revenue Amount: \$223,352

Appropriation Account and Line: A94310.1.12205  
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) 2/1/2020-12/31/2020  
Length of Contract: 11 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: 21  
Date of Adoption: 2/11/2019

**Justification:** (state briefly why legislative action is requested)

Albany County Department of Mental Health is requesting to renew the contract with Better Health of Northeastern New York to provide behavioral crisis stabilization services in the community and reduce unnecessary hospitalizations (Better Health Crisis Project). The goal of the Better Health Crisis Project is to provide needed, readily accessible behavioral health services to Medicaid and uninsured Medicaid eligible individuals in a community setting during a crisis and prevent unnecessary hospitalization. ACDMH (Albany County Department of Mental Health) will provide Crisis Stabilization services on a 24/7 basis. ACDMH Social Workers will provide crisis stabilization services to patients who are experiencing an acute psychotic episode or who are behaviorally unstable who may potentially be referred to a hospital emergency room. ACDMH Social Workers engaged 1836 patients in 2019 within the Better Health Crisis Project.

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COUNTY OF ALBANY  
 DEPARTMENT OF MENTAL HEALTH  
 175 GREEN STREET  
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*Daniel P. McCoy*  
 County Executive

*Daniel C. Lynch, Esq.*  
 Deputy County Executive

*Stephen J. Giordano, Ph.D.*  
 Director of Mental Health

*Susan H. Daley*  
 Deputy Director

December 30, 2019

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

Dear Chairman Joyce,

The Department of Mental Health requests permission to enter into a contract in 2020 with Northeast Career Planning (The Workshop) for the provision of sheltered workshop services to Albany County citizens suffering from developmental disabilities. The Office for People with Developmental Disabilities (OPWDD) shall provide pass through funding to Northeast Career Planning through Albany County Department of Mental Health in the amount of \$435,985. This appropriation is anticipated in the 2020 budget. There is no County share associated with this contract.

Feel free to contact me or Kelle Roberts if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.  
 Director

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



Legislation Text

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File #: TMP-1342, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

Description (e.g., Contract Authorization for Information Services):  
Contract Authorization for Northeast Career Planning

Date: December 30, 2019  
Submitted By: Mark Gleason  
Department: Mental Health  
Title: Operations Analyst  
Phone: 518-447-3014  
Department Rep.  
Attending Meeting: Stephen Giordano, Ph.D.

**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

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) Pass through of New York State Office for People with Developmental Disabilities (OPWDD) funds

**Contract Terms/Conditions:**

Party (Name/address):  
Northeast Career Planning 339 Broadway Menands, NY 12204

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

Amount/Raise Schedule/Fee: \$435,985  
Scope of Services: Provides supported education, PROS (Personalized Recovery Oriented Services), innovative rehabilitation and sheltered workshop services to individuals suffering from mental illness or developmental disabilities.

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: A34322.03490  
Revenue Amount: \$435,985

Appropriation Account and Line: A94322.44441  
Appropriation Amount: \$435,985

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) 1/1/2020-12/31/2020  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-496  
Date of Adoption: 11/12/2019

**Justification:** (state briefly why legislative action is requested)

This contract authorization provides pass through funding for Northeast Career Planning from NYS Office for People with Developmental Disabilities (OPWDD) for the provision of the following programs; Supported Education, PROS (Personalized Recovery Oriented Services), Sheltered Workshop and Innovative Rehabilitation. *Supported Education* is a mobile community program which assists individuals with mental illness in choosing, acquiring and maintaining educational goals. *PROS (Personalized Recovery Oriented Services)*, is a comprehensive recovery-oriented program for individuals with severe and persistent mental illness. The *Sheltered Workshop* program provides adults the opportunity to be gainfully employed while in a supportive and structured environment. The workshop employees complete production tasks for various manufacturing contracts while improving work skills. *Innovative rehabilitation* is a vocation program for adolescents designed to provide work training and clinical support services for those youth with poor academic performance and social adjustment. 28 clients were served by these programs in 2019. Northeast Career Planning was awarded this contract by OPWDD. This appropriation is anticipated in the 2020 budget and no County share is associated with this contract.

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MANAGEMENT AND BUDGET  
DIVISION OF INFORMATION SERVICES  
112 STATE STREET, ROOM 500  
ALBANY, NEW YORK 12207  
PHONE: (518) 447-7200 FAX: (518) 447-3000  
www.albanycounty.com

SHAWN A. THELEN  
COMMISSIONER

M. DAVID REILLY  
DEPUTY COMMISSIONER

PERRY J. BLANCHARD  
CHIEF INFORMATION OFFICER

December 24, 2019

Hon. Andrew Joyce  
Chairman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

Dear Mr. Joyce,

The Office of Information Services respectfully requests the authorization to contract with the New York State Office of Information Technology Services, for the use of the New York State Mass Alert Notification System (“NY-Alert”). NY-Alert is based powered by the Everbridge platform that is used in the state of New York to provide emergency communications over digital devices and landline phones. This system is capable of real-time two-way secure communication with confirmation and geofencing protocols. NY-Alert is available on State contract free of charge with a term that can be voluntarily terminated with a ninety-day written notice and can be expanded to include the general public.

Please contact my office if you require further assistance.

Thank you,

Perry J. Blanchard  
Chief Information Officer  
Albany County Division of Information Services

CC:

Hon. Dennis Feeney, Legislative Majority Leader

Hon. Frank A. Mauriello, Minority Leader

Kevin Cannizzaro, Majority Council

Arnis Zilgme, Minority Counsel





Legislation Text

File #: TMP-1338, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Contract authorization for NY-Alert digital notification system by Everbridge

Date: 12/24/2019  
Submitted By: Perry Blanchard  
Department: Information Services  
Title: Director  
Phone: 5184477277  
Department Rep.  
Attending Meeting: Perry Blanchard

**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

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)

Memorandum of Agreement for the use of a notification system

**Contract Terms/Conditions:**

**Party (Name/address):**

New York State Office of Information Technologies Services Empire State Plaza, Swan Street Building, Core 4, 1<sup>st</sup> Floor, Albany, NY 1223

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 0  
Scope of Services: Provide emergency communication and safety related messaging. CMS #5161

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: 100

County: Click or tap here to enter text.

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 01/01/20 - open

Length of Contract: Voluntary upon 90 day notice

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)

The use of the NY-Alert notification system will provide Albany County with access to a digital notification platform on state contract. Working with NY-Alert Albany County will be the first capital region municipality to utilize this notification system created by Everbridge, which is the same company that provided emergency communication services in Florida during recent hurricanes. The system is capable of delivering secure real-time two-way notifications across a wide selection of electronic devices as well as landline telephones to individuals (can be expanded to the general public), departments, or geographically defined areas.

## NY-ALERT USE AGREEMENT

Between

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And

### THE NEW YORK STATE OFFICE OF INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT is entered into between the State of New York (hereinafter “the State” or “NYS”), acting by and through the New York State Office of Information Technologies Services (“ITS”), having its principal place of business at: Empire State Plaza, Swan Street Building, Core 4, 1st Floor, Albany, NY 12223 and \_\_\_\_\_ (“Entity” or “Authorized Entity”) located at: \_\_\_\_\_, collectively referred to as the “Parties.”

#### I. Purpose

The purpose of this Agreement is to set forth the conditions, terms and respective responsibilities of the Parties with respect to the utilization of the New York State Mass Alert Notification System (“NY-Alert”). NY-Alert provides an Authorized Entity the ability to send emergency and safety related messaging to targeted recipients.

Entities that partner with ITS for use of NY-Alert may develop specific policies and procedures that meet the identified needs of their Entity, so long as the procedures do not deviate from, dilute or contradict the terms and conditions contained within this Agreement.

#### II. Procedures for Obtaining Authorization to Access NY-Alert

Attachment 1, PROCESS FOR NY-ALERT INTEGRATION and APPROVAL, outlines the procedures that an Entity must follow in order to get authorization to access NY-Alert.

#### III. Definitions:

- a. Authorized Entity: An entity that has been granted approval to access and use NY-Alert by ITS.
- b. Notifier: A person who has been designated by an Authorized Entity to create Notifications within NY-Alert on behalf of that Authorized Entity.
- c. Notification: A message, press release or alert.
- d. Notification Group: A collection of Subscribers or enrollees to NY-Alert designated to receive Notifications disseminated by an Authorized Entity (e.g., parents of a student enrolled in a school district).
- e. Private Notification: A Notification provided by an Authorized Entity to a targeted audience within their organization (e.g., a Notification by a school or college campus alerting their students of a closing due to inclement weather).
- f. Private Organization: An Authorized Entity who has not been approved to provide Public Safety Alerting.
- g. Public Safety Alert: An alert issued by a Public Safety Organization before, during and after an emergency, critical incident or event (whether natural or technological) (e.g., Notifications for evacuations, sheltering in place, Haz-Mat release, etc.).
- h. Public Safety Organization: A State and/or local government organization responsible for public safety (e.g., Emergency Management Offices, Police Departments, Fire

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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

COLLEEN BRESLIN  
Deputy Director

Lori Haggerty  
Principal Probation Officer

January 7, 2020

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

Re: VERA Institute MOU

Dear Chairman Joyce:

Enclosed is a request for Legislative Action for the Probation Department to enter into a Memorandum of Understanding between the Probation Department and The VERA Institute of Justice. This research project is specific to Bail Reform and the impact to Albany County.

It is respectfully requested this be considered. If you have any questions or need additional information, please do not hesitate to contact me directly at (518) 487-5194.

Sincerely,

William Connors  
Probation Director

WC/km  
Enc.

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel



Legislation Text

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File #: TMP-1353, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Memorandum of Understanding between Vera Institute of Justice, Inc. and the Albany County Department of Probation

Date: 01.06.2020  
Submitted By: William Connors  
Department: Probation Department  
Title: Probation Director  
Phone: 518-487-5194  
Department Rep.  
Attending Meeting: William Connors

**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) Memorandum of Understanding

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe

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- Personnel
- Personnel Non-Individual
- 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)

Memorandum of Understanding

**Contract Terms/Conditions:**

**Party (Name/ Address):**

Vera Institute of Justice  
34 35<sup>th</sup> Street Suite 4-2A  
Brooklyn, NY 11232

**Additional Parties (Names/addresses):**

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

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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) 1.1.2020

Length of Contract: 36 month

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)

This MOU will allow information sharing to evaluate the effects of Bail Reform compared to previous years. Bail Reform in New York State is effective 1.1.2020. It is estimated up to 90% of all persons arrested would be eligible for release. Release under non-monetary conditions should be the least restrictive conditions to insure return to court. These conditions include contact reminders, conditions of release and electronic monitoring. This MOU will be the opportunity for evaluation and the impact to Albany County. Effective 1.1.2020 Albany County Probation has been designated the Pretrial Service Agency in Albany County to provide Bail Reform service.

## **Beyond the Big Apple: The Impact of Bail Reform in Upstate, Central, and Western New York**

### **Project Narrative**

New York’s new bail laws include provisions that mandate pretrial release, limit conditions of pretrial supervision, and impose more affordable forms of bail. As potentially one of the most far-reaching pieces of bail reform legislation passed in recent history, the opportunity for evaluation and measuring impact is profound. There is an urgent need to carefully monitor the implementation of the reforms so that successes can be noted, challenges can be addressed, and the unintended consequences can be readily spotted.

It is particularly important to develop a nuanced understanding of bail reform in counties outside of New York City—home to over 8 million New Yorkers and over 1,300 courts that process half of all arrests statewide. These parts of New York receive much less attention than downstate, which is why Vera will study the statewide impact of the new bail reforms with a focus on upstate, central, and western New York. We will (1) evaluate the law’s impact on jail populations statewide; and (2) conduct site-based research in 6 counties outside of New York City to examine the impact on pretrial release and bail practices. Through this research, we will provide state and local policy makers, practitioners, and the public with a clear understanding of the impact of these reforms. We will also draw lessons for a national audience, particularly other states considering pretrial reform and closely watching to learn from New York’s experience.

### **Part 1. Statewide Analysis of Jail Population**

We will examine how front-end reforms, at arrest and arraignment, impact back-end outcomes, including the use of jails for pretrial detention and sentenced populations. Certain provisions of the new laws, including the use of appearance tickets, mandatory pretrial release on many misdemeanor and non-violent felony charges, and the consideration of ability to pay in cases that still qualify for bail, will likely have an impact on the number of people in jail—both in terms of admissions and length of stay. We would like to examine the impact of the new reforms on the statewide jail population using deidentified individual-level records obtained through data sharing agreements with county sheriffs’ offices, monthly jail census reports provided by the New York State Division of Criminal Justice Services (NYS DCJS), and New York State and New York City Open Data. Using these combined data sources, we will:

1. Examine the change in jail admissions and daily jail population by custody status, charge, admission and discharge type after the implementation of the laws.
2. Examine the change in the length of stay after the implementation of the laws and how these changes differ by charge, admission, and discharge type.
3. Explore whether the impact of the legislative changes have disparate impacts across demographic groups, with a particular focus on race and ethnicity.
4. Compare and explore the characteristics of people detained pretrial before January 2020 and those detained pretrial after January 2020.
5. Explore the average amount of bail set and the length of time it takes for people to make bail.
6. Examine if these changes differ by county as well as between New York City and the rest of the state.

### **Part 2. Site-based Analysis of Pretrial Release and Bail Decisions in Six Counties**

We will conduct an in-depth study in six counties to examine the impact of the new law on pretrial release, bail decisions, and subsequent court appearance and pretrial detention. Site selection will be finalized in the first three months of the project, but we hope to partner with a range of counties. Our target partners are Albany, Broome, Cortland, Erie, Greene, and Oneida counties based on regional diversity, size, and a variety of local criminal justice practices, including counsel at first appearance and centralized arraignment parts. We will collect data from local courts including city, town, and village courts to examine changes in decision-making at different

discretion points in the pretrial process. We will supplement court data with data from additional local sources including law enforcement, pretrial services providers, public defenders, assigned counsel, and prosecutors in the six counties.

For this site-specific part of the research, our project goals include:

**Aim 1: Examine the impact of the new laws on pretrial release.** The new law eliminates the use of money bail and mandates release for the majority of charges. Beyond this, the new law requires judges to consider the least restrictive means to ensure a person's appearance in court. We will compare counts and rates of release on recognizance and release under supervision between the pre-implementation period and post-implementation period in each county. We will examine any disparities in the types of conditions imposed on different demographic groups, including the use of electronic monitoring. We will also examine the effect of those pretrial decisions on court appearance and pretrial re-arrest rates.

**Aim 2: Examine the impact of the new laws on bail setting and bail making.** Money bail is still an option in the vast majority of violent felonies, some non-violent felonies, and limited misdemeanor charges under the new law. However, the legislation attempts to ensure that the use of bail is less onerous by requiring judges to consider a person's ability to pay and to utilize partially secured or unsecured bond options. We will examine changes in the forms and amounts of bail set, bail making, and length of pretrial detention before bail is posted between the pre-implementation period and post-implementation period. We will also examine how courtroom actors including judges, public defenders, and prosecutors interpret the new ability to pay provisions and change their practices accordingly.

**Aim 3: Examine the impact of the new laws on failure to appear and re-arrest.** Under the new law, judges may only issue a bench warrant for failure to appear after a 48-hour grace period and may only revoke pretrial release after a hearing if the person is found to willfully and persistently fail to appear for the purposes of avoiding prosecution. To examine the impact of these two provisions, we will compare the rates of pretrial noncompliance and the rates of pretrial detention between the pre- and post-implementation period. We will also examine what conditions courts set after revoking release and how courtroom actors define "willful and persistent" failure to appear.

**Aim 4: Examine the perceived impact of the new laws by system actors and people impacted by the system.** We will also apply qualitative research methods (e.g., interviews and court observations) to understand nuances in the implementation of the new laws and its impact. These methods will elucidate the process of implementing the new laws, provide insights on the perceived benefits and limitations of the reform, and identify any obstacles to successful implementation from the perspective of local stakeholders, including people who are directly impacted by justice system involvement. Through court observations, we will explore how system actors such as judges, prosecutors, and defense attorneys exercise their discretion in the use of risk assessment instrument and other tools to impose pretrial conditions and assess ability to pay. By analyzing transcribed interviews, we will identify common themes surfaced from multiple participants and explore differences across jurisdictions and system actors.

**Aim 5: Examine the indirect effects of the law on arrests, sentencing and dispositions.** We will also examine whether there are any unexpected and indirect impacts of the new laws on arrests, sentencing, and dispositions. We will explore the changes in the patterns of arrest to better understand how law enforcement may be changing their practices in response to this law. In addition, we will explore how cases are disposed and sentenced compared to similar cases before implementation. Although the law does not affect these practices directly, we want to monitor changes in these outcomes to see if the law has any indirect effect on "upstream" and "downstream" junctures in the life of a case.

## **Selected research questions involving practices of pretrial service providers**

### **Aim 1: Examine the impact of the new laws on pretrial release.**

- 1-1. Are there new levels of release under supervision that were created as a result of the new law?
- 1-2. For people released under supervision, what is the change in the level of pretrial supervision imposed and the conditions of release?
- 1-3. What is the impact of different conditions of release on failure-to-appear (FTA) rates and pretrial re-arrest rates?

### **Aim 3: Examine the impact of the new laws on failure to appear and re-arrest.**

- 3-1. Does variation in the method of court notification used impact the FTA rate and number of bench warrants issued?

### **Aim 4: Examine the perceived impact of the new laws by system actors.**

- 4-1. How are conditions of pretrial release determined? Is there any change in the process in which conditions of release are determined after implementation of the new laws?
- 4-2. What are the perceived effects of different types of court notification methods?
- 4-3. Are there specific resources, information, or capacity constraints that are limiting effective implementation?
- 4-4. What are the other perceived challenges and areas for improvement in roll out and implementation of the new laws?

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# ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 6, 2019

Honorable Andrew Joyce  
Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

*Andrew*  
Dear Chairman Joyce:

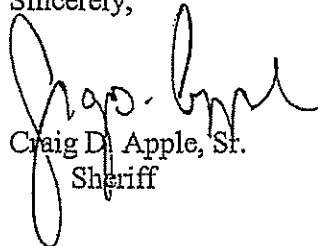
The attached correspondence is forwarded for presentation to the Albany County Legislature.

I respectfully request legislative action in the form of a resolution authorizing the Albany County Sheriff's Office to enter into an agreement with Murnane Building Contractors as outlined in the attached proposal, in an amount not to exceed \$1,228,800.00. In accordance with this agreement, Murnane Building Contractors will provide General Construction Services for the pre-engineered warehouse storage building located at the Albany County Sheriff's Public Safety Facility.

This project is funded under the 2019-2023 Albany County Capital Plan and the Request For Bid (RFB #2019-106-GC) process was completed, and following an evaluation of all bids that were received, Murnane Building Contractors was determined to be the winning bidder. This organization was deemed to be highly qualified to provide these services and meets or exceeds all criteria as set forth in the aforementioned Request For Bid.

Should there be any questions, do not hesitate to call.

Sincerely,

  
Craig D. Apple, Sr.  
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive  
Public Safety Chairman  
Wanda Willingham, Audit & Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE :                    DECEMBER 23, 2019

DEPARTMENT:        ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON:                    CRAIG D APPLE SR

TELEPHONE:                            487-5440

DEPT. REPRESENTATIVE ATTENDING COMMITTEE MEETING:                    SHERIFF CRAIG D APPLE SR

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) \_\_\_\_\_
- REQUIREMENTS \_\_\_\_\_
- PROFESSIONAL SERVICES                    X
- EDUCATIONAL/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):

MURNANE BUILDING CONTRACTOR

15 WOOD ROAD

WHITESBORO, NY 13492

AMOUNT/RATE SCHEDULE/FEE:

NOT TO EXCEED \$ 1,228,800.00

TERM:

SCOPE OF SERVICES: MURNANE BUILDING CONTRACTORS WILL PROVIDE GENERAL CONSTRUCTION SERVICES FOR THE PRE-ENGINEERED WAREHOUSE STORAGE BUILDING AT OUR PUBLIC SAFETY FACILITY.

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES \_\_\_\_\_ NO X

COUNTY BUDGET ACCOUNTS:

REVENUE: \_\_\_\_\_

APPROPRIATION: 2019-2023 CAPITAL PLAN

BOND (RES. NO. & DATE OF ADOPTION) RES # 184 OF 2018

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: \_\_\_\_\_

INCLUDED IN 2019-2023 CAPITAL PROJECT

FISCAL IMPACT - FUNDING: \_\_\_\_\_ (DOLLARS OR PERCENTAGES)

FEDERAL \_\_\_\_\_

STATE \_\_\_\_\_

COUNTY 100%

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)

THIS PROPOSAL WOULD ALLOW THE ALBANY COUNTY SHERIFF'S OFFICE TO UTILIZE THE SERVICES OF MURNANE BUILDING CONTRACTORS AS OUTLINED IN THE ATTACHED PROPOSAL AND MOVE FORWARD WITH THE CAPITAL PROJECT AT THE ALBANY COUNTY PUBLIC SAFETY BUILDING IN CLARKSVILLE NY

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.)

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF





DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 820  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

### MEMORANDUM

**TO:** Hon. Craig D. Apple  
Sheriff's Office

**FROM:** Karen Storm *KAS*  
Purchasing Agent

**DATE:** November 14, 2019

**RE:** RFB#219-106 General Construction

---

I am in receipt of your recommendation to award the aforementioned Request for Bids to Murnane Building Contractors in the amount of \$1,228,800.00

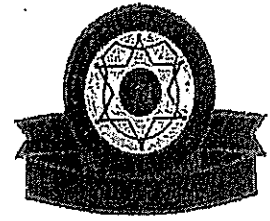
As Murnane Building Contractors is the low responsive and responsible bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful bidder.



## ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



MICHAEL S. MONTELEONE  
UNDERSHERIFF

CRAIG D. APPLE, SR.  
SHERIFF


KERRY B. THOMPSON  
CHIEF DEPUTY

WILLIAM M. RICE  
CHIEF DEPUTY

LEON A. BORMANN  
CHIEF DEPUTY

### MEMORANDUM

To: Karen Storm  
Albany County Division of Purchasing

From: Sheriff Craig D. Apple, Sr. 

Date: November 12, 2019

Subject: RFB #2019-106-GC – General Construction, Construction of Pre-Engineered Metal Storage Building

I am writing with respect to a Request For Bid (RFB) concerning our desire to hire a New York State Licensed General Construction Contractor to provide services for the new pre-engineered warehouse storage building located on the site of the Albany County Sheriff's Public Safety Facility.

We have scored the proposals with respect to proposer's comprehension of the required work and scope of services, professional qualifications, price and client references from the following firms and after everything was reviewed, we unanimously ranked Murnane, the lowest bidder, as the firm that we would like to enter into a contract with to complete the necessary work. Therefore, I respectfully request your office supply me with a concurrence letter for presentment to the Albany County Legislature / CAB.

Should you have further questions, please do not hesitate to contact me.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: CONSTRUCTION OF PRE-ENGINEERED METAL STORAGE BUILDING  
Bid Number: 2019-106-GC

THIS BID IS SUBMITTED TO:

Karen A. Storm, Purchasing Agent  
Albany County Department of General Services  
Purchasing Division  
112 State Street, Room 820  
Albany, NY 12207

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:

(a) BIDDER has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date	Number
10-7-19	#1
10-9-19	#2
10-11-19	#3
10-15-19	#4

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

(b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary;

BF1

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Bid:
  - (a) Non-Collusive Bidding Certificate (Attachment "A")
  - (b) Acknowledgment by Bidder (Attachment "B")
  - (c) Vendor Responsibility Questionnaire (Attachment "C")
  - (d) Iranian Energy Divestment Certification (Attachment "D")
  - (e) MS-4-1 Certification Statement RE: Stormwater Discharges (Attachment "E")
  - (f) Bidder Qualification Questionnaire (Attachment "F") **N/A**
  - (g) Non Interruption of Work Agreement (Attachment "G")

7. Communication concerning this Bid shall be addressed to:

James R. Hogel  
15 Wood Road / Po. Box 462  
Whitesboro NY 13492  
Phone: 315-736-0879

8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

BF2

3 3



# ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 6, 2020

Honorable Andrew Joyce  
Chairman, Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

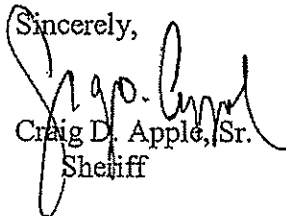
*Andrew*  
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the members of the Albany County Legislature.

I respectfully request a resolution authorizing an agreement between the County of Albany and participating municipalities for Emergency Medical Technician Services in the amount of \$1,089,422.01.

Delmar/Bethlehem Volunteer Ambulance Service	\$620,416.33
Town of New Scotland	234,502.84
Rensselaerville, Berne, Westerlo	234,502.84

Should there be any questions on this matter, please do not hesitate to call.

Sincerely,  
  
Craig D. Apple, Sr.  
Sheriff

Att.  
Cc: Hon. Daniel P. McCoy, County Executive  
Public Safety Chairman  
Hon. Wanda Willingham, Audit & Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel

EMT

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE: NOVEMBER 12, 2019

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE

CONTACT PERSON: CRAIG D APPLE SR  
TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

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) \_\_\_\_\_
- REQUIREMENTS \_\_\_\_\_
- PROFESSIONAL SERVICES X
- EDUCATIONAL/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):** \_\_\_\_\_

**AMOUNT/RATE SCHEDULE/FEE:** \_\_\_\_\_

**TERM:** JANUARY 1, 2020 THRU DECEMBER 31, 2020

**SCOPE OF SERVICES:** WE WILL PROVIDE EMERGENCY MEDICAL TECHNICIANS-DEFIBRILLATION SERVICES THROUGH OUR EMT PROGRAM

**CONTRACT FUNDING:**

ANTICIPATED IN CURRENT BUDGET: YES \_\_\_\_\_ X \_\_\_\_\_ NO \_\_\_\_\_  
FUNDING SOURCE: PARTICIPATING MUNICIPALITIES

**COUNTY BUDGET ACCOUNTS:**

REVENUE: A23110.02265  
APPROPRIATION: VARIOUS  
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: \_\_\_\_\_  
A23110.02265

**FISCAL IMPACT - FUNDING:** (DOLLARS OR PERCENTAGES)

FEDERAL \_\_\_\_\_  
STATE \_\_\_\_\_  
COUNTY 100%  
TERM/LENGTH OF FUNDING 1/1/20 THRU 12/31/20

**PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:**

RESOLUTION/LAW NUMBER: RES 2019-027  
DATE OF ADOPTION: 2/11/2019

**JUSTIFICATION:** (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

AUTHORIZE AGREEMENTS BETWEEN THE COUNTY AND THE PARTICIPATING ENTITIES FOR EMERGENCY MEDICAL TECHNICIANS - DEFIBRILLATION TOTALLING \$ 1,089,422.01  
SEE ATTACHMENTS

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.)

SEE ATTACHED SPREADSHEET FOR SPECIFIC AMOUNTS FOR EACH MUNICIPALITY

SUBMITTED BY: CRAIG D APPLE SR  
TITLE: SHERIFF



**EMT 2020 Proposed  
14.02%**

ACCOUNT TITLE	ACCOUNT NUMBER	TOTAL	# OF HOURS
EMT FULL TIME	A93110.1.3145.001	28,321.00	1872
EMT FULL TIME	A93110.1.3145.002	28,321.00	1872
EMT FULL TIME	A93110.1.3145.003	28,321.00	1872
EMT FULL TIME	A93110.1.3145.004	28,321.00	1872
EMT FULL TIME	A93110.1.3145.005	28,321.00	1872
EMT FULL TIME	A93110.1.3145.006	28,321.00	1872
EMT FULL TIME	A93110.1.3145.007	28,321.00	1872
EMT FULL TIME	A93110.1.3145.008	28,321.00	1872
EMT FULL TIME	A93110.1.3145.009	28,321.00	1872
EMT FULL TIME	A93110.1.3145.010	28,321.00	1872
EMT FULL TIME	A93110.1.3145.011	28,321.00	1872
EMT FULL TIME	A93110.1.3145.012	28,321.00	1872
EMT FULL TIME	A93110.1.3145.013	28,321.00	1872
EMT FULL TIME	A93110.1.3145.014	28,321.00	1872
EMT FULL TIME	A93110.1.3145.015	28,321.00	1872
EMT FULL TIME	A93110.1.3145.016	28,321.00	1872
EMT FULL TIME	A93110.1.3145.017		0
EMT FULL TIME	A93110.1.3145.018		0
EMT FULL TIME	A93110.1.3145.019		0
EMT PART TIME	A93110.1.9944.000	134,948.00	10708
OVERTIME	A93110.19900	53,584.52	
FRINGE BENEFITS - FULL TIME		330,162.91	
FRINGE BENEFITS - OVERTIME		8,296.48	
FRINGE BENEFITS - PART TIME		24,166.64	
SECRETARY & FRINGE - (30%)	A93110.1.6402.001	25,132.90	
ADMINISTRATION COSTS	OVERHEAD SHEET	17,994.56	
<b>TOTAL SALARY</b>		<b>1,047,422.01</b>	
OFFICE SUPPLIES	A93110.4.4020	500.00	
UNIFORMS	A93110.4.4201	15,000.00	
CONFERENCES, TRAINING, ETC	A93110.4.4039	1,500.00	
POSTAGE	A93110.4.4035	500.00	
TELEPHONE(PAGER&OVERHEAD)	A93110.4.4036	1,000.00	
		<b>18,500.00</b>	
<b>Total</b>		<b>1,065,922.01</b>	

		HOURS	
T/O NEW SCOTLAND	234,502.84	8,760	22%
HILLTOWNS	234,502.84	8,760	22%
DELMAR BETHLEHEM VOLUNTEER AMBULANCE	620,416.33	23,140	56%
	<b>1,089,422.01</b>		

		Actual Responsibility	2020 Agreed Charge
RENSELAERVILLE	1843 (23.0%)	53,935.65	60,000.00
BERNE	2794 (35.0%)	82,075.99	61,556.99
WESTERLO	3361 (42.0%)	98,491.19	98,491.19
7998		234,502.84	220,048.18
<b>Charge Amb.</b>		<b>14,454.66</b>	

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# ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 6, 2020

Honorable Andrew Joyce  
Chairman, Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

*ANDREW*  
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the members of the Albany County Legislature.

I respectfully request a resolution authorizing an agreement between the County of Albany and participating municipalities for advanced life support services in the amount of \$2,069,220.74.

Town of Bethlehem	\$1,206,355.64
Town of Berne	99,322.56
Town of Coeymans	266,929.56
Town of New Scotland	310,383.12
Town of Rensselaerville	66,215.09
Town of Westerlo	120,041.77

Should there be any questions on this matter, please do not hesitate to call.

Sincerely,

*Craig D. Apple, Sr.*  
Craig D. Apple, Sr.  
Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive  
Public Safety Chairman  
Hon. Wanda Willingham, Audit & Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel

EMS

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<input checked="" type="checkbox"/> HAND
	<input type="checkbox"/> COURIER
	<input type="checkbox"/> MAIL

REQUEST FOR LEGISLATIVE ACTION

DATE: NOVEMBER 12, 2019

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR

TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

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)
- 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) \_\_\_\_\_
- REQUIREMENTS \_\_\_\_\_
- PROFESSIONAL SERVICES
- EDUCATIONAL/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):

PARTICIPATING MUNICIPALITIES

AMOUNT/RATE SCHEDULE/FEE:

TERM: 1/1/2020 -12/31/2020

SCOPE OF SERVICES: ADVANCED LIFE SUPPORT (PARAMEDIC SERVICES)

**CONTRACT FUNDING:**

ANTICIPATED IN CURRENT BUDGET: YES X NO     

FUNDING SOURCE: PARTICIPATING MUNICIPALITIES

COUNTY BUDGET ACCOUNTS:

REVENUE: A23110.02265

APPROPRIATION: VARIOUS

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:

A23110.02265

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL

STATE

COUNTY 100%

TERM/LENGTH OF FUNDING 1/1/20 thru 12/31/20

**PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:**

RESOLUTION/LAW NUMBER: RES 2019-026

DATE OF ADOPTION: 2/11/2019

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

AUTHORIZE AGREEMENTS BETWEEN THE COUNTY AND THE PARTICIPATING MUNICIPALITIES FOR ADVANCED LIFE SUPPORT SERVICES TOTTALLING \$2,069,220.74 FOR 2020

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.)

SEE ATTACHED SPREADSHEET FOR SPECIFIC AMOUNTS FOR EACH MUNICIPALITY

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF

**EMS 2020 Proposed  
10.30%**

ACCOUNT TITLE	ACCOUNT NUMBER	CONTROL POSITION	58.3% BETHLEHEM	15.0% NEW SCOTLAND	4.8% BERNE	3.2% RENSSELAERVILLE	5.8% WESTERLO	12.0% COEYMANS	100.0% TOTAL
PARAMEDIC SUPERVISOR	A3110.1.3141.002	370024	37,312.00	9,600.00	3,072.00	2,048.00	3,712.00	8,256.00	64,000.00
PARAMEDIC 2 FULL TIME	A3110.1.3144.001	370026	31,437.69	8,088.60	2,588.35	1,725.57	3,127.59	6,956.20	53,924.00
PARAMEDIC 2 FULL TIME	A3110.1.3144.002	370027	31,437.69	8,088.60	2,588.35	1,725.57	3,127.59	6,956.20	53,924.00
PARAMEDIC 2 FULL TIME	A3110.1.3144.003	370188	31,437.69	8,088.60	2,588.35	1,725.57	3,127.59	6,956.20	53,924.00
PARAMEDIC 2 FULL TIME	A3110.1.3144.004	370189	31,437.69	8,088.60	2,588.35	1,725.57	3,127.59	6,956.20	53,924.00
PARAMEDIC 2 FULL TIME	A3110.1.3144.005	370195	31,437.69	8,088.60	2,588.35	1,725.57	3,127.59	6,956.20	53,924.00
PARAMEDIC 2 FULL TIME	A3110.1.3144.006	379230	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.007	379242	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.008	379243	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.009	379244	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.010	379245	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.011	379246	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.012	379247	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.013	379248	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.014	379249	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.015	379250	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.016	379251	25,036.35	6,441.60	2,061.31	1,374.21	2,490.75	5,539.78	42,944.00
PARAMEDIC FULL TIME	A3110.1.3144.017	379252	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.1.3144.018	379253	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.1.3144.019	379254	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.1.3144.020	379255	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.1.3144.021	379256	-	-	-	-	-	-	-
PARAMEDIC FULL TIME	A3110.1.3144.022	379257	-	-	-	-	-	-	-
PARAMEDICS PART TIME	A3110.1.9943	379997	193,395.68	49,756.75	15,022.80	10,615.20	19,240.05	42,792.53	331,725.00
MEDICAL DIRECTOR	A3110.1.1916.001	370010	2,222.34	571.79	182.97	121.98	221.09	491.74	3,811.9
OVERTIME	A3110.1.9900		69,660.00	18,000.00	5,760.00	3,840.00	6,560.00	15,480.00	120,000.00
FRINGE BENEFITS	OVERHEAD SHEET		345,646.35	88,931.31	28,458.02	18,972.01	34,386.77	76,480.93	592,875.39
COORDINATOR & FRINGE (60%)	OVERHEAD SHEET		58,847.28	15,140.81	4,845.06	3,230.04	5,854.45	13,021.10	100,938.73
SECRETARY & FRINGE (70%)	OVERHEAD SHEET		34,153.78	8,787.42	2,811.97	1,874.65	3,397.80	7,557.18	58,692.78
ADMINISTRATION COSTS	OVERHEAD SHEET		4,537.44	1,167.44	373.59	249.05	451.41	1,004.00	7,782.91
<b>TOTAL SALARY</b>			<b>1,178,663.14</b>	<b>303,258.12</b>	<b>97,042.56</b>	<b>64,695.09</b>	<b>117,259.77</b>	<b>260,802.06</b>	<b>2,021,720.71</b>
RESPONSE VEHICLE	A3110.2.2400		26,235.00	6,750.00	2,160.00	1,440.00	2,810.00	5,805.00	45,000.00
OFFICE SUPPLIES	A3110.4.4020		583.00	150.00	48.00	32.00	58.00	129.00	1,000.00
VEHICLE MAINTENANCE	A3110.4.4072		23,320.00	6,000.00	1,920.00	1,280.00	2,320.00	5,160.00	40,000.00
EQUIP REPAIR & RENTAL	A3110.4.4070		-	-	-	-	-	-	-
GAS & OIL	A3110.4.4102		26,235.00	6,750.00	2,160.00	1,440.00	2,810.00	5,805.00	45,000.00
INSURANCE (PROFESSIONAL)	A3110.4.4037		2,915.00	750.00	240.00	160.00	290.00	645.00	5,000.00
MEDICAL SUPPLIES	A3110.4.4023		20,405.00	5,250.00	1,680.00	1,120.00	2,030.00	4,515.00	35,000.00
UNIFORMS	A3110.4.4201		8,745.00	2,250.00	720.00	480.00	870.00	1,935.00	15,000.00
CONFERENCES, TRAINING, ETC	A3110.4.4039		1,749.00	450.00	144.00	96.00	174.00	387.00	3,000.00
POSTAGE/OFFICE SUPPLIES	A3110.4.4035		583.00	150.00	48.00	32.00	58.00	129.00	1,000.00
TELEPHONE(PAGER&OVERHEAD)	A3110.4.4036		4,372.50	1,125.00	360.00	240.00	435.00	967.50	7,500.00
			<b>116,142.50</b>	<b>29,625.00</b>	<b>9,480.00</b>	<b>6,320.00</b>	<b>11,455.00</b>	<b>26,477.50</b>	<b>197,500.00</b>
EMS AMBULANCE RESERVE TRANSFER			(87,458.00)	(22,608.00)	(7,200.00)	(4,800.00)	(8,700.00)	(19,350.00)	(150,000.00)
<b>A2265 ADVANCED LIFE SUPPORT</b>			<b>1,206,355.64</b>	<b>310,383.12</b>	<b>99,322.56</b>	<b>66,215.09</b>	<b>120,014.77</b>	<b>266,929.56</b>	<b>2,069,220.71</b>
<b>POPULATION BASED ON US CENSUS BUREAU 2010 CENSUS</b>									
BETHLEHEM	33856	58.309%							1,206,355.64
NEW SCOTLAND	8648	14.983%							310,383.12
BERNE	2784	4.841%							99,322.56
RENSSELAERVILLE	1843	3.193%							66,215.09
WESTERLO	3361	5.823%							120,014.77
COEYMANS	7418	12.852%							266,929.56
	57720	100.001%							<b>2,069,220.74</b>

UPDATED BY EK 9/11/19

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## ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 6, 2020

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

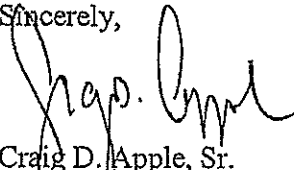
*ANDREW*  
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Public Safety Committee of the Albany County Legislature.

Respectfully request a resolution authorizing the County Executive to enter into an Agreement with the New York State Governor's Traffic Safety Committee in the amount of \$763,992.00 for the 2020 Albany County STOP-DWI Plan. This plan accounts for both multi-agency police enforcement for all participating agencies in Albany County and awareness campaigns.

Should there be any questions, do not hesitate to call.

Sincerely,



Craig D. Apple, Sr.  
Sheriff

Att:

cc: Hon. Daniel P. McCoy, County Executive  
Public Safety Committee  
Hon. Wanda Willingham, Audit & Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel



REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE : JANUARY 3, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR  
 TELEPHONE: 518-447-5440  
 DEPT. REPRESENTATIVE ATTENDING  
 COMMITTEE MEETING: CRAIG D APPLE SR

PURPOSE OF REQUEST:

- ADOPTION OF LOCAL LAW \_\_\_\_\_
- AMENDMENT OF PRIOR LEGISLATION \_\_\_\_\_
- APPROVAL/ADOPTION OF PLAN/PROCEDURE X
- 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) \_\_\_\_\_

APPROVE THE STOP DWI PLAN FOR 2020. TO BE SUBMITTED TO NYS DEPT OF MOTOR VEHICLES  
GOVERNOR TRAFFIC SAFETY COMMITTEE FOR FINAL APPROVAL.

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) \_\_\_\_\_
- REQUIREMENTS \_\_\_\_\_
- PROFESSIONAL SERVICES \_\_\_\_\_
- EDUCATIONAL/TRAINING \_\_\_\_\_
- GRANT: NEW X
- 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):
NYS DEPT OF MOTOR VEHICLES- GTSC
6 EMPIRE STATE PLAZA
ALBANY, NY 12228
AMOUNT/RATE SCHEDULE/FEE:
\$763,992.00
TERM: 10/1/2019 THRU 9/30/2020
SCOPE OF SERVICES:

CONTRACT FUNDING:
ANTICIPATED IN CURRENT BUDGET: YES X NO
FUNDING SOURCE: DWI FINES AND OTHER REVENUE SOURCES (VICTIM
IMPACT AND ALIVE AT 25 PROGRAM)
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 0%
STATE 0%
COUNTY 0%
TERM/LENGTH OF FUNDING

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:
RESOLUTION/LAW NUMBER: 18-413 (COPY ATTACHED)
DATE OF ADOPTION: 9/12/2018

JUSTIFICATION: (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)
APPROVE THE STOP DWI PLAN FOR 2020 - SUBMIT TO NYS DEPT OF MV
AND AUTHORIZE THE EXECUTION OF ANY NECESSARY AGREEMENTS FOR
THE IMPLEMENTATION OF THE STOP DWI PROGRAM

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.)

SUBMITTED BY: CRAIG D APPLE SR
TITLE: SHERIFF

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# ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 6, 2020

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

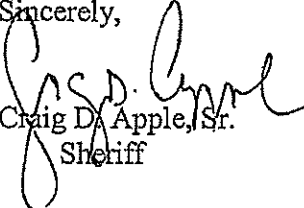
Dear <sup>ANDREW</sup> Chairman Joyce:

The attached correspondence is forwarded for presentation to the members of the Public Safety Committee of the Albany County Legislature.

Legislative approval is requested authorizing a contract between Albany County and the New York State Unified Court System regarding a new five year contract to provide court security for Family, Supreme and County Courts beginning on April 1, 2019 thru March 31, 2024. The compensation for year one shall not exceed \$2,079,305.00. The remaining four years shall be negotiated accordingly based on the needs of the courts.

Should there be any questions, do not hesitate to call.

Sincerely,

  
Craig D. Apple, Sr.  
Sheriff

Att.

Cc: Hon. Daniel P. McCoy, County Executive  
Public Safety Chairman  
Hon. Wanda Willingham, Audit and Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Hon. Arnis Zilgme, Esq., Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE: NOVEMBER 6, 2019

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR  
 TELEPHONE: 518-447-5440  
 DEPT. REPRESENTATIVE ATTENDING  
 COMMITTEE MEETING: CRAIG D APPLE SR

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) \_\_\_\_\_
- REQUIREMENTS \_\_\_\_\_
- PROFESSIONAL SERVICES X
- EDUCATIONAL/TRAINING \_\_\_\_\_
- GRANT: NEW \_\_\_\_\_
- RENEWAL \_\_\_\_\_
- SUBMISSION DEADLINE DATE \_\_\_\_\_

SETTLEMENT OF A CLAIM \_\_\_\_\_  
 RELEASE OF LIABILITY \_\_\_\_\_  
 OTHER: (STATE BRIEFLY) \_\_\_\_\_

AUTHORIZING AGREEMENT WITH THE  
NYS UNIFIED COURT SYSTEM FOR COURT SECURITY FOR THE FAMILY, SUPREME & COUNTY  
COURTS FOR A NEW 5 YEAR TERM (4/1/2019-3/31/2024)

**CONCERNING CONTRACT AUTHORIZATION (CONT'D)**

**STATE THE FOLLOWING:**

**CONTRACT TERMS/CONDITIONS:** **PARTY (NAME/ADDRESS):**  
NEW YORK STATE UNIFIED COURT SYSTEM  
2500 POND VIEW, SUITE 210  
CASTLETON-ON HUDSON NY 12033  
**AMOUNT/RATE SCHEDULE/FEE:**  
\$ 2,079,305.00 ( 1ST YR OF 5 YEAR CONTRACT)  
**TERM:** 4/1/2019-3/31/2024  
**SCOPE OF SERVICES:** COURT SECURITY PROVIDED BY THE ALBANY COUNTY  
SHERIFF'S DEPT FOR FAMILY, SUPREME & COUNTY COURTS

**CONTRACT FUNDING:**  
ANTICIPATED IN CURRENT BUDGET: YES  NO   
FUNDING SOURCE: NYS

**COUNTY BUDGET ACCOUNTS:**  
REVENUE: A33110.03331 - SECURITY SERVICE UNIFIED COURTS  
APPROPRIATION: A93110.14138 (DEPUTY LINE)  
BOND(RES. NO. & DATE OF ADOPTION)

**CONCERNING ALL REQUESTS:**  
MANDATED PROGRAM/SERVICE: YES  NO   
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 100%  
COUNTY  
TERM/LENGTH OF FUNDING 4/1/2019-3/31/2024

**PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:**  
RESOLUTION/LAW NUMBER: 2019-024 (COPY ATTACHED)  
DATE OF ADOPTION: 2/11/2019

**JUSTIFICATION:** (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)  
AUTHORIZING AN AGREEMENT WITH THE NYS UNIFIED COURT SYSTEM REGARDING COURT  
SECURITY FOR FAMILY, SUPREME, AND COUNTY COURTS - NEW FIVE YEAR TERM  
4/1/19-3/31/24. MAXIMUM COMPENSATION FOR 4/1/19-3/31/20 TO BE \$2,079,305.

**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.)

SUBMITTED BY: CRAIG D APPLE SR  
TITLE: SHERIFF

**APPENDIX B**

**STAFFING SCHEDULE**

DESIGNATED COURT	TITLE	RANK	MINIMUM NO. OF SECURITY PERSONNEL REQUIRED	MAXIMUM NO. OF SECURITY PERSONNEL REQUIRED
Albany Supreme & County	Deputy Sheriff	Sergeant	0	1
Albany Supreme & County	Deputy Sheriff	None	7	10
Albany Supreme & County	Court Attendant	None	0	2
Albany Family Court	Deputy Sheriff	Sergeant	0	1
Albany Family Court	Deputy Sheriff	None	6	10
Albany Family Court	Court Attendant	None	0	6

**STAFFING SCHEDULE**

DESIGNATED COURT	TITLE	AVERAGE ANNUAL SALARY*	AVERAGE ANNUAL FRINGE BENEFITS*	ESTIMATED FTE	MAXIMUM COST
Albany Supreme County Part	Sergeant	\$72,945	\$51,477	2.00	\$248,845
Albany Supreme County Part	Deputy	\$58,577	\$45,309	15.25	\$1,584,272
Albany Supreme County Part	Court Attendants	\$26,356	\$16,459	5.75	\$246,188
					\$0
					\$0
					\$0
					\$0
<b>Maximum Annual Contract Amount</b>					<b>\$2,079,305</b>

\*Average annual salary and average annual fringe benefits must include all allowable reimbursable costs as specified in Section III(B) of the Agreement.

**FRINGE BENEFITS**

Fringe benefits pursuant to collective bargaining agreement for 2019. All applicable benefit categories must be listed below to be eligible for reimbursement.

Type	% of Salary (or Amount)	
	Deputies	Attendants
Retirement	25.70%	15.80%
FICA/Medicare	7.65%	7.65%
Health Insurance	41.00%	37.00%
Longevity	3.0%	2.0%
SGT	70.57%	
	Total: 77.35%	62.45%

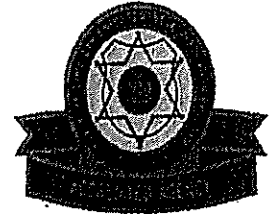


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## ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 14, 2020

Honorable Andrew Joyce  
Albany County Legislature  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

*ANDREW*  
Dear Chairman Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

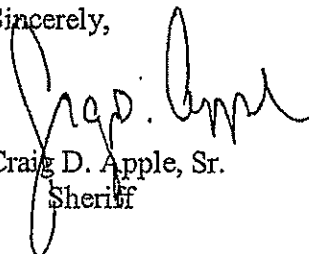
Legislative approval is requested authorizing the execution of a lease agreement between the County of Albany and the Town of Rensselaerville. This lease agreement concerns the building located at 380 Fox Creek Road, Medusa, NY in Rensselaerville.

This building would be leased to house our EMS operation in the Town of Rensselaerville for the purpose of providing emergency medical services, ambulance services and emergency technical services.

This proposed lease would be for 5 years with 3 automatic renewals. The cost will be for \$1.00 (one) dollar per month.

Should there be any questions, do not hesitate to call.

Sincerely,



Craig D. Apple, Sr.  
Sheriff

Att.

cc: Hon: Daniel P. McCoy, County Executive  
Public Safety Chairman  
Hon. Wanda Willingham, Audit & Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE: January 14, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: CRAIG D APPLE SR

TELEPHONE: 487-5440

DEPT. REPRESENTATIVE ATTENDING COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

- 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 \_\_\_\_\_
- EDUCATIONAL/TRAINING \_\_\_\_\_
- GRANT: NEW \_\_\_\_\_
- RENEWAL \_\_\_\_\_
- SUBMISSION DEADLINE DATE \_\_\_\_\_

SETTLEMENT OF A CLAIM \_\_\_\_\_

RELEASE OF LIABILITY \_\_\_\_\_

OTHER: (STATE BRIEFLY) \_\_\_\_\_

THE SHERIFF'S DEPT. IS LOOKING TO LEASE (FOR USE) THE BLDG. AT 380 FOX CREEK ROAD

IN MEDUSA, NY FOR USE AS AN EMERGENCY MEDICAL SERVICES STATION. THE RENT IS \$1.00

PER MONTH FOR 5 YEARS.

**CONCERNING CONTRACT AUTHORIZATION (CONT'D)**

**STATE THE FOLLOWING:**

CONTRACT TERMS/CONDITIONS:

PARTY (NAME/ADDRESS):

TOWN OF RENSSELAERVILLE

87 BARGER ROAD

MEDUSA, NY 12120

AMOUNT/RATE SCHEDULE/FEE: \$ 1.00 PER MONTH/60 MONTHS

UTILITIES AND BLDG. UPKEEP WILL BE OUR RESPONSIBILITY

TERM: 5 YEAR LEASE UPON SIGNING OF THE CONTRACT

SCOPE OF SERVICES:

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES  NO

FUNDING SOURCE: ADVANCED LIFE SUPPORT

COUNTY BUDGET ACCOUNTS:

REVENUE: A31110.02265 (ALS)

APPROPRIATION: A931110.44071 (PROPERTY REPAIR AND RENTAL)

BOND(RES. NO. & DATE OF ADOPTION)

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES  NO

IF MANDATED CITE: AUTHORITY

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES  NO

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS:

A93110.02265

FISCAL IMPACT - FUNDING: (DOLLARS OR PERCENTAGES)

FEDERAL

STATE

COUNTY

100%

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)

THIS LOCATION WOULD ALLOW OUR ADVANCED LIFE SUPPORT UNIT TO PROVIDE

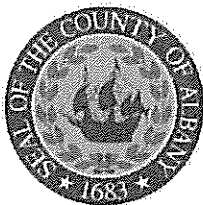
QUICKER RESPONSE TIMES TO THE MORE REMOTE AREAS OF THE COUNTY

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.)

SUBMITTED BY: CRAIG D APPLE SR

TITLE: SHERIFF

38



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 15, 2020

Hon. Bruce A. Hidley  
Office of the Albany County Clerk  
Albany County Courthouse  
Albany, NY 12207

Hon. Necole Chambers, Clerk  
Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

Dear Mr. Hidley and Ms. Chambers

I write to advise that I am appointing Michael A. Lalli as Director of the Department of Civil Service, subject to confirmation by the County Legislature. Authority to make this appointment lies in the County Charter under Sec. 302(c) and Sec. A1201. Given the scope and importance of the Department of Civil Service within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume for review by the legislature.

Please advise if there are any questions,

Sincerely,

*Daniel P. McCoy*  
Daniel P. McCoy

cc: Andrew Joyce, Chairman  
Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Majority Counsel  
Minority Counsel



Legislation Text

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File #: TMP-1405, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Appointment of the Director of the Department of Civil Service

Date: January 15, 2020  
Submitted By: Mike McLaughlin  
Department: County Executive's Office  
Title: Director of Policy and Research  
Phone: 518-447-7040  
Department Rep.  
Attending Meeting: Mike McLaughlin

**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

823

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):  
Click or tap here to enter text.

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: AA1430 11243  
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: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
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)

The County Executive's Office is seeking approval from the Legislature to appoint Michael A. Lalli to the position of Director of the Department of Civil Service. The candidate's experience qualifies him for this position. The attached resume is included for your review.

# MICHAEL A. LALLI

ALBANY, NY

Cell Phone: [REDACTED]

826

## Work Experience

**Albany County Executive's Office, Albany, NY**

Jan 2015-Present

Senior Policy Analyst

- Create, develop and implement new policy and programs for Albany County
- Interpret state and local laws and rules
- Conduct interviews with candidate county employees and guide them through the Civil Service process
- Apply and manage over \$3 million in state and federal grants through fiscal and progress reporting
- Apply a working knowledge of state and county Civil Service law and policy to ensure a fair and equitable hiring and promotion process for candidates.
- Communicate with and facilitate constituents on a host of issues ranging from property to human services
- Address policy issues specific to Human Resources, Probation, Crime Victims and Sexual Violence, Recreation and Children, Youth and Families

**United State Marine Corps Reserves, Syracuse, NY**

Aug 2016-May 2019

Section Leader, Light Armored Vehicle Platoon

- Supervise and train a 13 man team accounting for over \$3 million of equipment
- Assist with civilian career development and education outside of weekend drills alongside Reserve Marines

**United States Marine Corps, Camp Lejeune, NY**

Oct 2010-Oct.2014

Section Leader, CAAT Platoon

- Managed a 17 man team accounting for their personal safety and over \$5 million worth of equipment under extremely stressful conditions with zero loss
- Provided and recorded monthly evaluations and assessments of proficiency and conduct of personnel
- Planned, presented, and implemented operational management for exercises in various global locations

## Education

**Rockefeller College of Public Affairs & Policy, University at Albany**

December 2019

*Master of Public Administration; Public Finance and Economics, GPA 3.9*

**Salve Regina University, Newport RI**

May 2010

*Bachelor of Arts in Economics*

*Bachelor of Arts in Political Science; Comparative Government; GPA 3.4*

## Affiliations and Accomplishments

- Friends of the Rail Trail, volunteer
- Art on the Rail Trail, board member
- Combat Action Ribbon
- Albany County Youth Bureau, board member
- Marine Corps League, member

## Professional Skills

- Secret Clearance Eligible
- NYS Notary Public
- MS Office: Excel, Word, PowerPoint, Access
- Tyler MUNIS
- ESRI ArcGIS
- Kronos

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 15, 2020

Hon. Bruce A. Hidley  
Office of the Albany County Clerk  
Albany County Courthouse  
Albany, NY 12207

Hon. Paul T. Devane, Clerk  
Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

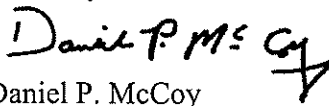
Dear Messrs. Hidley and Devane:

I write to advise that I am appointing Kevin O' Connor as Albany County Director of Economic Development, subject to confirmation by the County Legislature. My authority to make this appointment lies in the County Charter under Sections 302(c) and 1101. Given the importance of the Department of Economic Development, Conversation and Planning within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume and bio for review by the legislature.

Please advise if there are any questions.

Sincerely,

  
Daniel P. McCoy

cc: Andrew Joyce, Chairman  
Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Majority Counsel  
Minority Counsel



# County of Albany

112 State Street  
Albany, NY 12207

## Legislation Text

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File #: TMP-1406, Version: 1

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### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**  
Appointment of Albany County Director of Economic Development

Date: 1/14/20  
Submitted By: Mike McLaughlin  
Department: County Executive  
Title: Director of Policy and Research  
Phone: 518-447-7040  
Department Rep.  
Attending Meeting: Mike McLaughlin

#### 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

828

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):

Click or tap here to enter text.

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:

829

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: AA8020 11022  
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: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
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)

The County Executive's Office is seeking approval from the Legislature to appoint Kevin O'Connor to the position of Albany County Director of Economic Development, Conservation and Planning. The candidate's experience uniquely qualifies him for this position. The attached resume is included for your review.

## Biographical Statement

### Kevin O'Connor

Kevin O'Connor is currently President and CEO of the Albany Consulting Group which he started in 2014 and specialized in providing consultative and advisory services to private companies, municipalities and school districts on all aspects of broadband networks.

In 2013 Mr. O'Connor retired as President, Chief Executive Officer and Founder of FirstLight Fiber (formerly Tech Valley Communications), the first and only fiber optic telecommunications company based in Albany, New York. Mr. O'Connor, a Founder of the Company, successfully grew the company from the start-up phase to one of the largest fiber-based telecommunications providers in upstate New York and Northern New England with over 200,000 fibers miles spanning five states and Canada. Under Mr. O'Connor's leadership the Company grew rapidly through organic growth as well as through a series of acquisitions and has been recognized by Inc. Magazine and the Harvard Business School in the past as one of the fastest growing "Inner City 100 Companies." FirstLight Fiber provides mission critical voice and data services to business enterprise customers and national wireless carriers throughout its fiber footprint. Mr. O'Connor joined the Company as CEO on July 3, 2000 and has been a member of the Board of Directors since the company's inception in 1998. In 2010 the Company was sold to the Boston-based Private Equity firm, Riverside Partners at which time Mr. O'Connor was appointed as President as well as CEO in which capacity he served until his retirement in October of 2013.

Prior to Tech Valley Communications, Mr. O'Connor served for eight years as President of the Center for Economic Growth (CEG) a business sponsored economic development and consulting organization that initiated the effort to attract the semiconductor industry to the region, which later resulted in the siting of the multibillion-dollar Global Foundries semiconductor chip manufacturing facility in the region. CEG also provided financial management and technical assistance to manufacturing and technology firms. During Mr. O'Connor's tenure, CEG led the effort to modernize the Albany Municipal Airport into the Albany International Airport and led the call for the redevelopment of the Amtrak Train Station. He was responsible to the Center's Board of Directors for all aspects of the day to day operations of the Center.

Prior to his appointment as President of CEG, Mr. O'Connor had been working in the economic development field within New York State Government for 6 years. In his last job with State Government Mr. O'Connor was a Deputy Commissioner for the New York State Department of Economic Development (now ESDC). Mr. O'Connor has also held various positions in the Governor's Office (during the Hugh Carey and Mario Cuomo administrations), the New York State Division of the Budget and the New York State Department of Health.



Mr. O'Connor has extensive experience in board governance and sits on or has sat on a number of private companies, nonprofit and governmental boards of directors including Albany Molecular Research Inc. (NASDAQ: AMRI), The College of St Rose, The Albany Parking Authority, Palace Performing Arts Center and is the founder and chairman of the Albany Police & Fire Foundation. Mr. O'Connor has participated in the New York Stock Exchange's Annual Board Room Summit on Corporate Governance for the each of the past 9 years.

Mr. O'Connor is a graduate of the State University of New York College at Brockport where he earned a Bachelor's degree in History and Master's Degree in Public Administration.

## Kevin O'Connor

[REDACTED]  
Albany, NY 12208

Phone: [REDACTED]

Email: [REDACTED]

### WORK EXPERIENCE

#### President & CEO

##### Albany Consulting Group

Albany, New York

January 2014 – Present

Consulting practice offers highly specialized guidance to private companies, nonprofit organizations and municipal entities on all aspects of broadband telecommunications networks

#### President, Chief Executive Officer and Founder

##### FirstLight Fiber (formerly Tech Valley Communications).

Albany, New York

July 2000 – October 2013

Responsible for overall operations and strategic direction of FirstLight Fiber, a Competitive Local Exchange Carrier (CLEC) which provides high capacity low latency fiber-based telecommunications services to business enterprise customers and national wireless carriers in five states in the northeastern US and Canada. Managed the company from startup through high growth phase into one of the largest fiber networks in upstate New York and Northern New England. Responsible at Company inception for raising startup capital as well as later stage commercial bank financing, senior subordinated debt and private equity capital with which to grow the company. Accomplishments include overseeing the construction of a state-of-the-art fiber optic network consisting of over 200,000 fiber miles connecting over 1,300 buildings and cell towers throughout the company's footprint. In addition to significant organic growth of the Company, also had primary responsibility for and led the due diligence for completing multiple successful acquisitions on behalf of the company.

#### President

##### Center for Economic Growth.

Albany, New York

February 1992 – July 2000

Responsible for the day-to-day operations of a business sponsored economic development organization and for the preparation and implementation of a business attraction and retention plan for the Tech Valley Region of Upstate New York. Initiated the marketing effort to attract the semiconductor industry to the region, which later resulted in the multibillion-dollar development of the Global Foundries Chip Fabrication facility in the region. Other accomplishments included raising the visibility and profile of the organization as the leading business opinion outlet and advocate for business related infrastructure improvements in New York's Capital Region which resulted in the

redevelopment of the Albany County Airport and the Amtrak Train Station. Organized regional delegation of State Legislators to pursue state investments in business related projects. Also organized a delegation of local elected officials to focus on local business issues such as land use planning and zoning. Successfully merged the Center with another regional economic development organization (Capital Region Technology Development Council) creating the region's leading economic development organization. Oversaw significant growth of the Center's business consulting practice with small and medium sized technology and manufacturing companies. Initiated support of the TechConnex (formerly known as the Center for the Software Alliance, an advocacy group of the region's software companies) and the Chief Executives Network for Manufacturing (a group of approximately 100 locally based small and medium sized manufacturers).

**Deputy Commissioner**

**New York State Department of Economic Development,**

Albany, New York

September 1987 – February 1992

Assigned to the Governor's Office, responsibilities included resolving disputes between business interests and State regulatory agencies; coordinating legislative program of State economic development agencies; writing the economic development section of the Governor's State of the State message; and serving as staff to the Director of State Operations and Policy Management for oversight of State economic development agencies and public authorities. Also represented the Commissioner of Economic Development on the Boards of Directors of the Adirondack Park Agency and the Olympic Regional Development Authority.

**Program Associate**

**New York State Governor's Office,**

Albany, New York

July 1984 – September 1987

Working under the direction of the Governor's Director of Economic Development, and the Governor's Director of State Operations and Program and Policy Management, responsibilities included the oversight of legislation, policy and program development of State economic development agencies and public authorities; development and monitoring of Executive budget and program legislation; and preparation of the economic development section of the Governor's State of the State message.

**Senior Budget Examiner, Budget Examiner**

**New York State Division of the Budget,**

Albany, New York

August 1981 – July 1984

Supervised and examined preparation of budgets and analyzed programs of State economic development agencies and public authorities. Also served as staff to the Public Authorities Control Board for economic development projects. As Budget Examiner duties consisted of budget preparation, analysis of financial reports, and monitoring of fiscal policies for the Department of Health and Social Services and the non-institutional

Medicaid budgets. Duties also included drafting legislation to implement the Governor's budget and commenting on legislation relating to the Departments of Health and Social Services and Medicaid issues.

**Senior Health Planner**

**New York State Department of Health,**

Albany, New York.

January 1980 – August 1981

Serving as staff to the Governor's Secretary for Human Resources, duties consisted of coordinating interagency issues, writing issue papers and preparing health-related briefing papers for the Governor. Also responsible for reviewing Certificate of Need applications and the issuance of Certificate of Need. Duties also included staffing task forces, informing area health facility sponsors of regional health planning criteria, and responding to Certificate of Need inquiries from legislators, consumers, and the health community at large.

**Paralegal Aide**

**Brooklyn District Attorney's Office,**

Brooklyn, New York

February 1978 – August 1978

Duties consisted of legal research and writing, investigation, trial preparation, and daily monitoring of Brooklyn Supreme Court Calendar call.

**EDUCATION**

**Master of Public Administration,** December 1979

State University of New York College at Brockport

**Bachelor of Science,** May 1977

State University of New York College at Brockport

Major: Political Science      Minor: History

Internship: Center for Environmental Information, Rochester, NY

**CONTINUING EDUCATION**

**Harvard Business School,** Spring 2004, 2005 & 2006. Competitively selected to attend intensive case study CEO Forums sponsored by Inc. Magazine and the Institute for a Competitive Inner City.

**Annual Boardroom Summit,** Fall 2005, through 2015. Annually participate in intensive seminar on corporate governance sponsored by Corporate Board Member Magazine and the New York Stock Exchange.

Health Executive Development Program, Summer 1981  
Graduate School of Business and Public Administration  
Cornell University

## BOARD APPOINTMENTS & COMMUNITY INVOLVEMENT

### I. Private Corporations

- **Albany Molecular Research Inc.** (NASDAQ symbol: AMRI)  
Member of Board of Directors; Chairman of Nominating and Corporate Governance Committee and Member of the Compensation Committee. (May 2000 to 2017)
- **FirstLight Fiber** (formerly Tech Valley Communications)  
Founder and Member of Board of Directors (May 1998 to June 2016)
- **First Niagara Bank Eastern Regional Advisory Board**  
Member (Originally Founding Chairman) (2005 to 2016)
- **Key Bank Capital Region Advisory Board**  
Member (April 1997 to 2006)
- **MLW Inc.**  
Board member (March 2018 to Present)

### II. Governmental Related Entities

- **Albany Parking Authority, Albany, NY**  
Chairman (December 2003 to Present); Member (May 1995 to Present) Board of Directors
- **Adirondack Park Agency**  
Served as the Commissioner of Economic Development's representative to the board (1988 to 1992).
- **Olympic Regional Development Authority**  
Served as the Commissioner of Economic Development's representative to the board (1988 to 1992)

### III. Higher Education Institutions

- **College of St. Rose, Albany, NY**  
Member Board of Trustees (February 2002 to Present)
- **The University at Albany's School of Business**  
Member of Advisory Board (January 2000 to 2015)
- **The Sage Colleges President's Advisory Board, Troy, NY**  
Member (September 2003 to 2008)

### IV. Non-Profit Organizations

- **Albany Police and Fire Foundation, Albany, NY**  
Founder and Chairman of Board of Directors (January 2000 to Present)
- **Equinox (Formerly Clearview Council and Albany County Mental Health Association)**  
Member of Advisory Board (September 2003 to 2106)
- **MVP HealthCare Board of Directors**  
Member (January 2019 to Present)

#### V. Economic Development Organizations

- **Capitalize Albany Corporation (Formerly City of Albany Local Development Corporation), Albany, NY**  
Chair (June 2000 to 2011); Member (1995 to 2000) Board of Directors
- **Center for Economic Growth, Albany, NY**  
Member Board of Directors and Executive Committee (July 2000 to 2011)
- **Albany Colonie Regional Chamber of Commerce, Colonie, NY**  
Member Board of Directors (November 2006 to 2011)
- **Re-Capitalize Albany Committee (Business Advisory Group to Albany Mayor Jennings), Albany, NY**  
Member of Board (June 2006 to 2010)

#### VI. Professional Organizations

- **CompTel (Lead Telecommunications Industry Advocacy Group now known as Incompas) Washington, DC**  
Member of CEO Council (October 2005 to 2013); Member of Board (2011 to 2013),

#### VII. Social Organizations

- **Fort Orange Club, Albany, NY**  
Member Board of Trustees (October 2006 to 2012))

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 13, 2020

Hon. Bruce A. Hidley  
Office of the Albany County Clerk  
Albany County Courthouse  
Albany, NY 12207

Hon. Necole Chambers, Clerk  
Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

Dear Mr. Hidley and Ms. Chambers:

I write to advise that I am appointing Eugenia K. Condon as Albany County Attorney, subject to confirmation by the County Legislature. Authority to make this appointment lies in the County Charter under Sec. 302(c) and Sec. 1501. Given the scope and importance of the County Attorney within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume for review by the legislature.

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

Sincerely

Daniel P. McCoy  
Albany County Executive

cc: Hon. Dennis Feeny, Majority Leader  
Hon. Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Amis Zilgme, Minority Counsel





Legislation Text

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File #: TMP-1408, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

Description (e.g., Contract Authorization for Information Services):  
Appointment of Albany County Attorney

Date: 1/13/2020  
Submitted By: Lucas Rogers  
Department: Office of the County Executive  
Title: Policy Analyst  
Phone: 518-447-5566  
Department Rep.  
Attending Meeting: Mike McLaughlin

**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

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- Personnel Non-Individual
- 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):  
Click or tap here to enter text.

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) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
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)

I write to advise that I am appointing Eugenia K. Condon as Albany County Attorney, subject to confirmation by the County Legislature. Authority to make this appointment lies in the County Charter under Sec. 302(c) and Sec. 1501. Given the scope and importance of the County Attorney within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion. I have enclosed a resume for review by the legislature.

**EUGENIA KOUTELIS CONDON**

[REDACTED]  
Selkirk, New York 12158

- LICENSES:** Admitted to Practice Law in the State of New York,  
Appellate Division, Third Department, 1990
- EDUCATION:** **Juris Doctor Degree** June 1989  
Albany Law School of Union University  
Albany, New York
- Bachelor of Arts Degree in History/Political Science** May 1986  
The College of Saint Rose  
Albany, New York  
Academic G.P.A. 3.525  
Honors: **Cum Laude**, Dean's List for 7 semesters
- EXPERIENCE:** **Albany County Attorney's Office** 1990 - Present  
Albany, New York
- Deputy County Attorney:
- February, 2012 to Present: Provide legal counsel and representation to County agencies, departments heads and elected officials. Perform supervisory and oversight functions of all County Attorney office staff. Perform the functions of the County Attorney in his absence. Report directly to the County Attorney and County Executive.
- Assistant County Attorney:
- March 1992 - Present: Act as legal liaison and adviser to numerous Albany County agencies and elected officials on all aspects affecting their operation. Work includes legal research, preparation and review of Departmental policies, bid and procurement documents, preparation of contracts, drafting of Legislation, representation in all aspects of litigation, before Courts and regulatory agencies, and advising agencies as to various aspects of County policy, local, State and Federal Law, including, but not limited to the following areas: General Municipal Law, Public Officer's Law, Municipal Home Rule Law, HIPAA Compliance, Quality Assurance Issues, Human Rights Law issues, Personnel Issues, Health Insurance and Benefits, Mental Hygiene Law, Health Care Law, Enforcement of Public Health Codes, Education and Treatment of Children with Disabilities, Social Services Law, Election Law, Corrections

Law, Criminal Law, Public Works Projects, Public Sector Labor and Employment Law, and Insurance Law.

Act as legal counsel to the Department of Mental Health, Director of Community Services and prepare and present Applications to the New York State Supreme Court seeking Assisted Outpatient Treatment for appropriate clients pursuant to Mental Hygiene Law Section 9.60.

Have responsibility for oversight and administration of the County's General Liability, Multi-Peril and Medical Malpractice Insurance Program at all stages, including procurement of insurance, and defense of claims and lawsuits against the County. Defend litigation against the County in Court and before State regulatory agencies. Appear directly or coordinate defense with County agencies, defense counsel and insurance carriers. Appear before the County Legislature, County Executive and other authorizing bodies with respect to litigation and provide status reports and request settlement authorization.

Prepare reports on a yearly basis at the request of the County's auditors and in compliance with the provisions of the General Municipal Law which address the status of all claims against the County and assess the potential monetary impact on the County.

Acted as supervising attorney for law students participating in the clinical legal experience program through Albany Law School. Supervised the work assigned to law students by various office staff, reviewed their work product, and acted as liaison to the Law School.

January 2000 - December 2005: Acted as Hearing Officer directly appointed by the Albany County Commissioner of Health with respect to administrative hearings involving enforcement of State and County Public Health Codes.

June 1990 - April 1992: Prosecuted juvenile delinquency proceedings on behalf of the County of Albany in Albany County Family Court. Duties included research, drafting of juvenile delinquency petitions, responding to motions and discovery demands, as well as appearances at arraignments and hearings.

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 15, 2020

Hon. Bruce A. Hidley  
Office of the Albany County Clerk  
Albany County Courthouse  
Albany, NY 12207

Hon. Necole Chambers, Clerk  
Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

Dear Mr. Hidley and Ms. Chambers:

I write to advise that I am appointing Tina Daljeet Kaur Sodhi as Albany County Alternate Public Defender in, subject to confirmation by the County Legislature. My authority to make this appointment lies in the County Charter under Sections 302(c) and 2302. Given the importance of the Alternate Public Defender's Office within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume for review by the legislature.

Please advise if there are any questions.

Sincerely,

Daniel P. McCoy

cc: Andrew Joyce, Chairman  
Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Majority Counsel  
Minority Counsel



Legislation Text

File #: TMP-1410, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Appointment of Albany County Alternate Public Defender

Date: 1/15/20  
Submitted By: Mike McLaughlin  
Department: Albany County Executive's Office  
Title: Director of Policy and Research  
Phone: 518-447-7040  
Department Rep.  
Attending Meeting: Mike McLaughlin

**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

845



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):  
Click or tap here to enter text.

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:**

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**File #: TMP-1410, Version: 1**

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Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: A1171 11044  
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: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

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)

The County Executive's Office is seeking approval from the Legislature to appoint Tina Daljeet Kaur Sodhi to the position of Albany County Alternate Public Defender. The candidate's experience in Albany County uniquely qualifies her for this position. The attached resume is included for your review.

Tina Daljeet Kaur Sodhi

Albany, New York 12203  
 Cell Phone: [REDACTED]  
 Email: [REDACTED]

#### EDUCATION

**Albany Law School, Albany, NY**  
 Juris Doctor, May 2007  
 State of Admission: New York

**University of California, Irvine, Irvine, CA**  
 B.A., Criminology, Law, & Society, Minor in Political Science, June 2002  
 Summer Abroad Program, **Cambridge University**, Pembroke College, Cambridge, England, 2000

#### EXPERIENCE

**Albany County Public Defender's Office, Albany, NY**

*Deputy Public Defender*, September 2007 – current

- Represent clients in all aspects of felony criminal cases including jury trials, suppression hearings and plea proceedings in Albany County Court.

*Administrator of Counsel at First Appearance Program*

- Handle complaints from Judges.
- Supervise attorneys on CAFA teams.

*Law Enforcement Assisted Diversion Program (LEAD) Liaison*

- Provide information regarding LEAD clients.
- Assist in criminal proceedings.
- Provide legal advice regarding Court proceedings.

*Albany County District Attorney's Felony Youth Diversion Board Member*

- Public Defender Liaison.
- Provide case updates and legal advice regarding Court proceedings.

*Law Clerk*, January 2006 – September 2007

- Represented indigent clients in misdemeanor cases.
- Appeared in front of Local Court Judges on behalf of indigent clients.
- Negotiated pleas with Assistant District Attorneys.
- Researched case law and statutes.
- Conducted interviews with inmates in County jail.

**Albany County District Attorney's Office, Albany, NY**

*Law Clerk*, May 2005-December 2005

- Researched case law and statutes and drafted memorandum.
- Negotiated cases with defense attorneys.
- Conducted Superior Court Information pleas in County Court.

**Attorney General's Office, Litigation Bureau, Albany, NY**

*Legal Aide*, August 2005 – May 2007

- Drafted answers, affidavits, summary judgment motions, and responses to Article 78 petitions.
- Drafted responses to habeas corpus petitions.
- Researched case law and statutes.
- Attended hearings, depositions, and trials.
- Handled cases relating to civil rights, prisoner, qui tam, and DOMA litigation.



**New York State Police Office of Counsel, Albany, NY**

*Law Clerk, August 2005 – May 2007*

- Researched case law and statutes.
- Drafted memorandum and responses to motions.
- Assisted in lectures at the Police Academy.
- Conducted moot court training for forensic scientists.

**SKILLS**

- Languages: Hindi (conversant) and Punjabi (conversant)

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
PUBLIC DEFENDER  
60 SOUTH PEARL STREET  
ALBANY, NEW YORK 12207-2021  
PHONE: (518) 447-7150 FAX: (518) 447-5533  
www.albanycounty.com

STEPHEN W. HERRICK  
PUBLIC DEFENDER

January 9, 2020

Hon. Andrew Joyce  
Chair, Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

RE: Request for Legislative Action Extension of 2019 Resolution No. 28

Dear Chairperson Joyce:

The Albany County Public Defender's Office requests the extension of Resolution No. 28, of 2019 adopted on 2/11/19 (copy attached), which resolved to allow the consideration and hiring of qualified applicants to fill vacant positions of Assistant Albany County Public Defenders who reside out of County, "on the condition that said employee(s) moves into Albany County within one year of their start date. Said resolution is set to expire on 2/01/20.

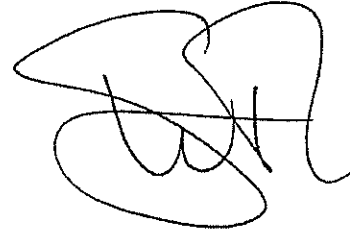
We are requesting that the Alternate Public Defender's Office be included in this request and that the Resolution for both offices be further extended for the term of the Statewide Implementation Contract, which runs through March 31, 2023. While it will continue to be our preference to hire qualified candidates who live in Albany County, we believe a longer waiver will be necessary to remain competitive. With each additional year of Statewide Implementation the number of attorney vacancies will increase in Albany County and throughout New York State. To keep our office competitive we need to be on a level playing field with Counties throughout the state.

Since the introduction of the Resolution a year ago, the Public Defender's Office has engaged in ongoing recruitment for attorneys in and beyond the geographic boundaries of Albany County. We have recruited by word of mouth, and more formally, through Albany Law School and the Albany County Bar Association. We have also participated in Career and Job Fairs in Buffalo, Syracuse and in Albany. Additionally, we have also recruited through a network of New York State law schools, online and through Albany County's Office of Affirmative Action. In that one year period, many applicants were interviewed and five new attorneys were hired, four of them from out of County. All four have long since relocated to and are now domiciled in Albany County.

As we indicated one year ago when the proposal was initially presented, the funding stream from the New York State Office of Indigent Legal Services, which is intended to expand and modernize all public agencies and offices across New York State providing indigent legal representation and services to people charged with criminal activity is now in "full gear". Albany County is set to receive well over 26 million dollars in funding through March 31, 2024 and more beyond. There is and will be, continuous competition for qualified attorneys willing to serve the public in this manner. Other counties across this State have adopted similar residency policies or dropped the requirement altogether.

We are scheduled to hire several new attorneys in 2020, filling newly created positions and any vacancies that might occur. More attorneys are expected to be recruited and hired in 2021 through 2024, to meet the goals and objectives established by the New York State Office of Indigent Legal Services. Albany County, the Capital of New York State, needs to remain as competitive as possible.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'S. W. Herrick', written in a cursive style.

Stephen W. Herrick  
Albany County Public Defender



Legislation Text

---

File #: TMP-1387, Version: 1

---

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Request to Renew Partial Waiver of Albany County Residency Requirement for New Public Defender and Alternate Public Defender Employees

Date: 1/9/2020  
Submitted By: Stephen Herrick  
Department: Public Defender  
Title: Public Defender  
Phone: 518-447-7373  
Department Rep.  
Attending Meeting: Lucas Rogers

**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) Request for Partial Residency Waiver

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel

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- Personnel Non-Individual
- 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):  
Click or tap here to enter text.

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) 2/1/2020 - 3/31/2023  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
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)

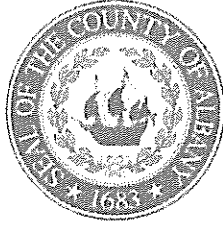
The Albany County Public Defender's Office requests the extension of Resolution No. 28, of 2019 adopted on 2/11/19 (copy attached), which resolved to allow the consideration and hiring of qualified applicants to fill vacant positions of Assistant Albany County Public Defenders who reside out of County, "on the condition that said employee(s) moves into Albany County within one year of their start date. Said resolution is set to expire on 2/01/20.

We are requesting that the Alternate Public Defender's Office be included in this request and that the Resolution for both offices be further extended for the term of the Statewide Implementation Contract, which runs through March 31, 2023. While it will continue to be our preference to hire qualified candidates who live in Albany County, we believe a longer waiver will be necessary to remain competitive. With each additional year of Statewide Implementation the number of attorney vacancies will increase in Albany County and throughout New York State. To keep our office competitive we need to be on a level playing field with Counties throughout the state.

Since the introduction of the Resolution a year ago, the Public Defender's Office has engaged in ongoing recruitment for attorneys in and beyond the geographic boundaries of Albany County. We have recruited by word of mouth, and more formally, through Albany Law School and the Albany County Bar Association. We have also participated in Career and Job Fairs in Buffalo, Syracuse and in Albany. Additionally, we have also recruited through a network of New York State law schools, online and through Albany County's Office of Affirmative Action. In that one year period, many applicants were interviewed and five new attorneys were hired, four of them from out of County. All four have long since relocated to and are now domiciled in Albany County.



43



COUNTY OF ALBANY OFFICE OF THE COMPTROLLER  
112 STATE STREET, ROOM 1030, ALBANY, NEW YORK 12207-2021  
(518) 447-7130 | susan.rizzo@albanycountyny.gov

SUSAN A. RIZZO  
COUNTY COMPTROLLER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

RE: RLA – Audit and Control 2020 Budget Amendment

Dear Hon. Andrew Joyce,

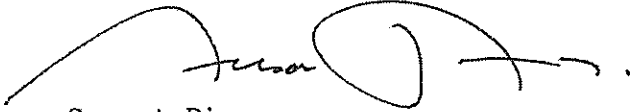
The Department of Audit and Control is requesting an amendment to its 2020 Budget. The amendment, which addresses personnel services and temporary help, totals \$237,394 and is budget neutral.

This budget amendment includes a title change from Certified Public Accountant CPA to Chief Accountant. CPA is not an established title and Civil Service indicated that it should not have been used in the 2020 Budget. Chief Accountant has already been established as a position with an official job specification. This position is currently competitive and applying to NYS to be exempt.

This budget amendment will provide the department with appropriate staffing levels necessary to continue its operations at the highest level.

Should you have any questions please contact me at (518) 447-7130.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan A. Rizzo". The signature is fluid and cursive, with a large loop at the end.

Susan A. Rizzo  
County Comptroller

cc: Patrick Collins, Counsel to the Chair  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel

## REQUEST FOR LEGISLATIVE ACTION

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### Description (e.g., Contract Authorization for Information Services):

The Department of Audit and Control – 2020 Budget Amendment

---

Date: 01/10/2020  
Submitted By: Susan A. Rizzo  
Department: Department of Audit and Control  
Title: County Comptroller  
Phone: (518) 447-7130  
Department Rep.  
Attending Meeting: Susan A. Rizzo

### 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
- Revenue

Increase Account/Line No.: Please see attached  
Source of Funds:  
Title Change:

---

**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

- Settlement of a Claim
  - Release of Liability
  - Other: (state if not listed)
- 

**Contract Terms/Conditions:**

Party (Name/address):

Additional Parties (Names/addresses):

Amount/Raise Schedule/Fee:

Scope of Services:

Bond Res. No.:

Date of Adoption:

---

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority:

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line: Please see attached

Appropriation Amount:



Source of Funding – (Percentages)

Federal:  
State:  
County: 100%  
Local:

Term

Term: (Start and end date)  
Length of Contract:

Impact on Pending Litigation Yes  No

If yes, explain:

Previous requests for Identical or Similar Action:

Resolution/Law Number:  
Date of Adoption:

**Justification:** (state briefly why legislative action is requested)

The budget amendment is necessary for appropriate staffing levels in the Department of Audit and Control.

2020 Budget Amendment

ACCOUNT NO.		RESOLUTION DESCRIPTION		ORIGINAL BUDGET	INCREASE	DECREASE	REVISED BUDGET	DEPARTMENT NAME			
Appropriations											
A1315	11135	001	190054	\$	83,222.00	\$	6,778.00	\$	90,000.00	Audit and Control	
A1315	12216	001	190055	\$	79,591.00	\$	9,591.00	\$	70,000.00	Audit and Control	
A1315	12513	001	190028	\$	59,991.00	\$	59,991.00	\$	-	Audit and Control	
A1315	16100	001	190058	\$	-	\$	59,991.00	\$	59,991.00	Audit and Control	
A1315	16103	003	190026	\$	27,325.00	\$	27,325.00	\$	-	Audit and Control	
A1315	15502	001	190030	\$	30,000.00	\$	30,000.00	\$	-	Audit and Control	
A1315	16211	001	190057	\$	-	\$	33,293.00	\$	33,293.00	Audit and Control	
A1315	19970			\$	10,000.00	\$	26,845.00	\$	36,845.00	Audit and Control	
A1315	12509	001	190056	\$	110,487.00	\$	-	\$	110,487.00	Audit and Control	
A1315	12508	001	190059	\$	-	\$	110,487.00	\$	-	110,487.00	Audit and Control
Total Appropriations					237,394.00		237,394.00				

ESTIMATED REVENUES

ACCOUNT NO.	RESOLUTION DESCRIPTION	ORIGINAL BUDGET	DECREASE	INCREASE	REVISED BUDGET	DEPARTMENT NAME
	TOTAL ESTIMATED REVENUES		0.00	0.00		
	GRAND TOTALS		237,394.00	237,394.00		

\* Title change only.

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COUNTY OF ALBANY OFFICE OF THE COMPTROLLER  
112 STATE STREET, ROOM 1030, ALBANY, NEW YORK 12207-2021  
(518) 447-7130 | susan.rizzo@albanycountyny.gov

SUSAN A. RIZZO  
COUNTY COMPTROLLER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

RE: RLA – Bond Counsel – Final one-year contract extension

Dear Hon. Andrew Joyce,

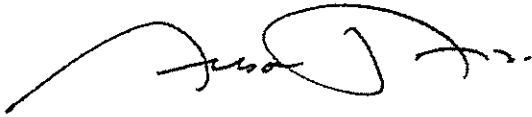
The Department of Audit and Control is requesting approval to exercise a one-year extension for a professional services contract with Hodgson Russ Attorneys LLP. This agreement provides bond counsel services for all borrowings by Albany County.

The RLA, Resolution No. 506, Contract, and RFP are included for your review. In the contract, there was a typo with regards to the term of the contract. The RFP (Section 6) states “The contract term shall be three (3) years from the date of award (2016, 2017, 2018); the County reserves the right to renew the contract for two (2) additional one-year terms at the sole discretion of Albany County.” The contract (Article X), however, misstates that the initial term “shall commence December 1, 2015 and shall continue in effect until November 30, 2016.” The contract should have specified the initial term of the contract was in effect until November 30, 2018.

It appears the first one-year extension doesn't exist either. This request to exercise a one-year extension is the second and final one-year extension authorized by the RFP.

Should you have any questions, please contact me at (518) 447-7130.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan A. Rizzo". The signature is fluid and cursive, with a large loop at the end.

Susan A. Rizzo  
County Comptroller

cc: Patrick Collins, Counsel to the Chair  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel

**REQUEST FOR LEGISLATIVE ACTION**

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**Description (e.g., Contract Authorization for Information Services):**

Authorization to Exercise One Year Renewal Option for Bond Counsel Services

---

Date: 01/10/2020  
Submitted By: Susan A. Rizzo  
Department: Department of Audit and Control  
Title: County Comptroller  
Phone: (518) 447-7130  
Department Rep.  
Attending Meeting: Susan A. Rizzo

**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
- Revenue

Increase Account/Line No.:

Source of Funds:

Title Change:

---

**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

- Settlement of a Claim
  - Release of Liability
  - Other: (state if not listed)
- 

**Contract Terms/Conditions:**

**Party (Name/address):**

Hodgson Russ Attorneys LLP  
677 Broadway  
Suite 301  
Albany, NY 12207

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

**Amount/Raise Schedule/Fee:**

**Scope of Services:**

Bond Counsel Services

**Bond Res. No.:**

**Date of Adoption:**

---

**CONCERNING ALL REQUESTS**

**Mandated Program/Service:**

Yes  No

**If Mandated Cite Authority:**

**Is there a Fiscal Impact:**

Yes  No

**Anticipated in Current Budget:**

Yes  No

**County Budget Accounts:**

**Revenue Account and Line:**

**Revenue Amount:**

Appropriation Account and Line: A.91315.44046  
Appropriation Amount:

Source of Funding – (Percentages)

Federal:  
State:  
County: 100%  
Local:

Term

Term: (Start and end date)

Length of Contract: One Year Extension

Impact on Pending Litigation Yes  No

If yes, explain:

Previous requests for Identical or Similar Action:

Resolution/Law Number: Resolution No. 506

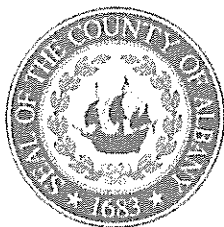
Date of Adoption: 12/07/2015

**Justification:** (state briefly why legislative action is requested)

The contract extension is necessary to retain bond counsel to borrow for Albany County by the County Comptroller.



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COUNTY OF ALBANY OFFICE OF THE COMPTROLLER  
112 STATE STREET, ROOM 1030, ALBANY, NEW YORK 12207-2021  
(518) 447-7130 | susan.rizzo@albanycountyny.gov

SUSAN A. RIZZO  
COUNTY COMPTROLLER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

RE: RLA – Bank Contract – First one-year extension

Dear Hon. Andrew Joyce,

The Department of Audit and Control is requesting approval to exercise a one-year extension for a professional services contract with M&T Bank. This agreement provides banking services for Albany County.

The RLA, Resolution No. 401 and the RFP are included for your review.

Should you have any questions, please contact me at (518) 447-7130.

Sincerely,

Susan A. Rizzo  
County Comptroller

cc: Patrick Collins, Counsel to the Chair  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel

**REQUEST FOR LEGISLATIVE ACTION**

---

**Description (e.g., Contract Authorization for Information Services):**

Authorization to Exercise One Year Renewal Option for Banking Services

---

Date: 01/10/2020  
Submitted By: Susan A. Rizzo  
Department: Department of Audit and Control  
Title: County Comptroller  
Phone: (518) 447-7130  
Department Rep.  
Attending Meeting: Susan A. Rizzo

**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
- Revenue

Increase Account/Line No.:  
Source of Funds:  
Title Change:

---

**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

- Settlement of a Claim
  - Release of Liability
  - Other: (state if not listed)
- 

**Contract Terms/Conditions:**

Party (Name/address):

M&T Bank  
80 State Street  
Albany, NY 12207

Additional Parties (Names/addresses):

Amount/Raise Schedule/Fee:

Scope of Services: Banking Services

Bond Res. No.:

Date of Adoption:

---

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority:

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line:  
Appropriation Amount:

Source of Funding – (Percentages)

Federal:  
State:  
County: 100%  
Local:

Term

Term: (Start and end date)

Length of Contract: One Year Extension

Impact on Pending Litigation Yes  No

If yes, explain:

Previous requests for Identical or Similar Action:

Resolution/Law Number: Resolution No. 401

Date of Adoption: 09/12/2016

**Justification:** (state briefly why legislative action is requested)

The contract extension is necessary to retain banking services for Albany County's daily operations by the County Comptroller.

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COUNTY OF ALBANY OFFICE OF THE COMPTROLLER  
112 STATE STREET, ROOM 1030, ALBANY, NEW YORK 12207-2021  
(518) 447-7130 | susan.rizzo@albanycountyny.gov

SUSAN A. RIZZO  
COUNTY COMPTROLLER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

RE: RLA – Auditing Services – Final Extension

Dear Hon. Andrew Joyce,

The Department of Audit and Control is requesting approval to exercise the second, one-year extension for a professional services contract with BST & Co. CPAs, LLP. This agreement provides auditing services for Albany County. The RLA, Resolution No. 507, the Contract and the RFP are included for your review.

Should you have any questions, please contact me at (518) 447-7130.

Sincerely,

Susan A. Rizzo  
County Comptroller

cc: Patrick Collins, Counsel to the Chair  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel

**REQUEST FOR LEGISLATIVE ACTION**

---

**Description (e.g., Contract Authorization for Information Services):**

Authorization to Exercise One Year Renewal Option for Independent Auditing Services

---

Date: 01/10/2020  
Submitted By: Susan A. Rizzo  
Department: Department of Audit and Control  
Title: County Comptroller  
Phone: (518) 447-7130  
Department Rep.  
Attending Meeting: Susan A. Rizzo

**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
- Revenue

Increase Account/Line No.:  
Source of Funds:  
Title Change:



---

**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

- Settlement of a Claim
  - Release of Liability
  - Other: (state if not listed)
- 

**Contract Terms/Conditions:**

**Party (Name/address):**

BST & Co. CPAs, LLP  
26 Computer Drive West  
Albany, NY 12205

**Additional Parties (Names/addresses):**

**Amount/Raise Schedule/Fee:**

Scope of Services: Independent Auditing Services

Bond Res. No.:

Date of Adoption:

---

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority:

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

**County Budget Accounts:**

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line: A.91315.44044  
Appropriation Amount:

Source of Funding – (Percentages)

Federal:  
State:  
County: 100%  
Local:

Term

Term: (Start and end date)

Length of Contract: One Year Extension

Impact on Pending Litigation

Yes  No

If yes, explain:

Previous requests for Identical or Similar Action:

Resolution/Law Number: Resolution No. 507

Date of Adoption: 12/07/2015

**Justification:** (state briefly why legislative action is requested)

The contract extension is necessary to retain independent accountants to audit Albany County's financials.

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# ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

**CRAIG D. APPLE, SR.**  
SHERIFF

**WILLIAM M. RICE**  
UNDERSHERIFF

**KERRY B. THOMPSON**  
CHIEF DEPUTY

**LEON A. BORMANN**  
CHIEF DEPUTY

January 6, 2020

Honorable Andrew Joyce  
Legislative Clerk's Office  
112 State Street, Room 710  
Albany, New York 12207

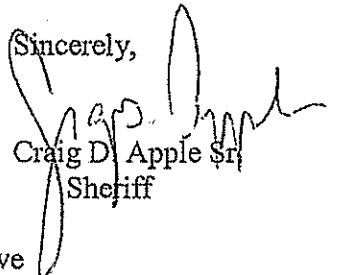
*Andrew*  
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

Legislative approval is required in order to allow Albany County to enter into a Grant Contract with the State of New York, Division of Homeland Security and Emergency Services, as a recipient of a FY2018 Hazmat Grant and to amend the budget as shown below. Approval to enter into the application was previously submitted and approved by the Legislature in Resolution number 193 of May 13, 2019.

As stated in our previous request, the grant award for the Capital Region Hazardous Materials Committee is \$150,000.00 and covers the grant period 9/1/2019-8/31/2021. We usually receive this grant every year but there is no guarantee the program will continue in the future. Albany County is the fiduciary for the committee and has been for several years. These grant funds will be utilized to cover training, equipment acquisition and equipment calibration and maintenance for the Hazmat Teams in Albany, Rensselaer, Saratoga and Schenectady Counties. The committee meets monthly to administer the four-county hazmat program.

Should there be any questions, do not hesitate to call.

Sincerely,  
  
Craig D. Apple Sr.  
Sheriff

cc: Hon. Daniel P. McCoy, County Executive  
Public Safety Chairman  
Wanda Willingham, Audit & Finance Committee  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE : JANUARY 6, 2020 \_\_\_\_\_

DEPARTMENT: ALBANY COUNTY SHERIFF'S OFFICE \_\_\_\_\_

CONTACT PERSON: SHERIFF CRAIG D APPLE SR  
 TELEPHONE: 518-447-5440  
 DEPT. REPRESENTATIVE ATTENDING SHERIFF CRAIG D APPLE SR  
 COMMITTEE MEETING: \_\_\_\_\_

**PURPOSE OF REQUEST:**  
 ADOPTION OF LOCAL LAW \_\_\_\_\_  
 AMENDMENT OF PRIOR LEGISLATION \_\_\_\_\_  
 APPROVAL/ADOPTION OF PLAN/PROCEDURE \_\_\_\_\_  
 BOND APPROVAL \_\_\_\_\_  
 BUDGET AMENDMENT (SEE BELOW) X  
 CONTRACT AUTHORIZATION (SEE BELOW) \_\_\_\_\_  
 ENVIRONMENTAL IMPACT \_\_\_\_\_  
 HOME RULE REQUEST \_\_\_\_\_  
 PROPERTY CONVEYANCE \_\_\_\_\_  
 OTHER: (STATE BRIEFLY IF NOT LISTED ABOVE) X  
 SEEKING LEGISLATIVE APPROVAL TO ACCEPT THE HAZMAT18 GRANT FROM DHSES AND  
 THE CORRESPONDING BUDGET AMENDMENT

**CONCERNING BUDGET AMENDMENTS**

STATE, THE FOLLOWING  
 INCREASE ACCOUNT/LINE NO. SEE ATTACHED  
 SOURCE OF FUNDS: NYS OFFICE OF HOMELAND SECURITY - HAZMAT 18  
 TITLE CHANGE: \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION, \_\_\_\_\_**

STATE THE FOLLOWING:  
**TYPE OF CONTRACT**  
 CHANGE ORDER/CONTRACT AMENDMENT \_\_\_\_\_  
 PURCHASE (EQUIPMENT/ SUPPLIES) \_\_\_\_\_  
 LEASE (EQUIPMENT/SUPPLIES) \_\_\_\_\_  
 REQUIREMENTS \_\_\_\_\_  
 PROFESSIONAL SERVICES \_\_\_\_\_  
 EDUCATIONAL/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):**  
NYS DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES  
1220 WASHINGTON AVE  
BUILDING 7A SUITE 710, ALBANY NY 12242  
**AMOUNT/RATE SCHEDULE/FEE:**  
\$ 150,000.00 ALBANY COUNTY SHERIFFS OFFICE  
**TERM:** 9/1/2019 - 8/31/2021  
**SCOPE OF SERVICES:** FUNDS TO BE USED TO PURCHASE EQUIPMENT,  
TRAINING, AND EQUIPMENT CALIBRATION FOR OUR HAZMAT TEAMS

**CONTRACT FUNDING:**  
ANTICIPATED IN CURRENT BUDGET: YES \_\_\_\_\_ NO X  
FUNDING SOURCE: NYS DEPT. OF HOMELAND SECURITY  
**COUNTY BUDGET ACCOUNTS:**  
REVENUE: SEE ATTACHED  
APPROPRIATION: SEE ATTACHED  
BOND(RES. NO. & DATE OF ADOPTION) \_\_\_\_\_

**CONCERNING ALL REQUESTS:**  
MANDATED PROGRAM/SERVICE: YES \_\_\_\_\_ NO \_\_\_\_\_  
IF MANDATED CITE: AUTHORITY \_\_\_\_\_  
ANTICIPATED IN CURRENT ADOPTED BUDGET: YES \_\_\_\_\_ NO X  
IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: \_\_\_\_\_

**FISCAL IMPACT - FUNDING:** \_\_\_\_\_ (DOLLARS OR PERCENTAGES)  
FEDERAL \_\_\_\_\_  
STATE 100%  
COUNTY \_\_\_\_\_  
TERM/LENGTH OF FUNDING \_\_\_\_\_

**PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:**  
RESOLUTION/LAW NUMBER: 19-193  
DATE OF ADOPTION: 5/13/2019

**JUSTIFICATION:** \_\_\_\_\_ (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)  
**ACCEPTANCE OF GRANT AND BUDGET AMENDMENT -**  
**THESE FUNDS WILL BE USED FOR SUSTAINMENT OF HAZMAT EQUIPMENT AND HAZARDOUS**  
**MATERIAL TRAINING FOR LOCAL RESPONDERS**

**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.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: CRAIG D APPLE SR  
TITLE: SHERIFF

2020 BUDGET AMENDMENT									
RESOLUTION NO/BTCH	ACCOUNT NO.	APPROPRIATIONS	RESOLUTION DESCRIPTION	INCREASE	DECREASE				
A9 3110	2 2750 HAZ18		SECURITY EQUIPMENT	127,500.00					CREATE
A9 3110	4 4046 HAZ18		FEES FOR SERVICES	22,500.00					CREATE
			TOTAL APPROPRIATIONS	150,000.00	0.00				
			REVENUES						
RESOLUTION NO/BTCH	ACCOUNT NO.		RESOLUTION DESCRIPTION	DECREASE	INCREASE				
A3 3110	03306 HAZ18		HOMELAND SECURITY	0.00	150,000.00				CREATE
			TOTAL REVENUES		150,000.00				
			GRAND TOTALS	150,000.00	150,000.00				

Attr: - Comptrollers Office - new project code - HAZ18 (Description "HAZMAT 2018 Grant")