

ALBANY WATER BOARD
MINUTES OF SPECIAL MEETING
July 29, 2016

A special meeting of the Albany Water Board was officially convened at 9:30 AM, local time, in the Conference Room at the Albany Water Board, 10 North Enterprise Drive, Albany, New York Friday, July 29, 2016.

PRESENT: David McGuire, Chairman; Daniel Ranellone, Treasurer; Charles Houghton, Secretary; Rachel Johnson, Member.

EXCUSED: William Clay, Vice Chairman

STAFF PRESENT: Joseph E. Coffey, Jr. PE, Commissioner, AWB; William Simcoe, P.E., Deputy Commissioner; Christopher Quirk, Chief Fiscal Officer, AWB;

BOARD ADVISORS PRESENT: Anne Letterio, Assistant Corporation Counsel;

Chairman McGuire called the meeting to order at 9:30 AM. This is a special meeting scheduled since we did not have a quorum at our regular meeting July 22 and there are several items that require Board action.

Approval of June 24, 2016 Meeting Minutes

Chairman David McGuire introduced the minutes of the June 24, 2016 meeting. With no objection, the reading of minutes was dispensed and Chairman McGuire called for a motion to approve the minutes of said meeting. A motion was made by Mr. Houghton, seconded by Mr. Ranellone, and passed unanimously

Public Comment Period

No public comments were made.

Committee & Staff Reports

Cash Flows and other Combined Financial Information: Christopher Quirk, Chief Fiscal Officer, submitted a statement of the Albany Water Board and Albany Municipal Water Finance Authority's Cash Flows and other combined Financial Information for the one month period ending June 30, 2016. The detailed report is attached.

Mr. Quirk also noted AWB has an Arbitrage penalty in lieu of rebate of \$290k due by August 29th. This is associated with investing of proceeds of tax exempt bond proceeds in non-purpose higher yielding investments.

Key Performance Indicators and Critical Numbers Dashboard: Commissioner Coffey presented the monthly Key Performance Indicators as of the end of June, 2016 (attached).

The Commissioner also presented the Albany Water Department One Page 2016 Business Plan and provided an update on each key milestone identified for 2016 quarter two completion. The document is attached.

Big "C"

Deputy Commissioner Simcoe presented a brief summary of the Consultant's Preliminary Design Report for Big C that is due August 1 as required by the Long Term Control Plan Consent Order.

Rate Consultant Report

Commissioner Coffey summarized the Rate Consultant Report prepared by William Kahn that was presented in detail at the July 22 Board meeting. No rate increase is recommended at this time.

Alcove Charts

Deputy Commissioner Simcoe distributed charts illustrating 2016 elevation data relating to the Alcove Reservoir and also a chart illustrating the reservoir levels associated with various critical elevations (attached).

Other Business

Commissioner Coffey also discussed the need for a space programming and planning study for 10 N Enterprise Drive based on current and projected future plans for the Department at this location.

Commissioner Coffey discussed the request from the Albany Fire Department to receive an AWD vehicle scheduled to be retired. The vehicle is a 2001 Ford F-350.

New Business

Deputy Commissioner Simcoe reported on the Department's activities associated with the 2016 Consolidated Funding Application (CFA) cycle. The AWD is submitting an application for "Daylighting of the Patroon Creek at Tivoli Park.

Resolutions

- Resolution 16-33: Acknowledging the retirement of Rose Demarco and expression of our gratitude for her service and contributions to the Albany Water Board and the

Department of Water & Water Supply. Motion by Mr. Houghton, seconded by Mr. Ranellone. Motion passed unanimously.

- Resolution 16-34: Awarding Task Order #1 to the Master Services Agreement with Lacey Thaler Reilly Wilson Architects, LLP for a Programming & Space Planning Study for AWD facility at 10 North Enterprise Drive for an estimated fee not to exceed \$20,000. Motion by Mr. Houghton, seconded by Mr. Ranellone. Motion passed unanimously.
- Resolution 16-35: Authorizing payment to Hugh Johnson Advisors in the amount of \$2,468.75 for quarterly investment advisory services for the period 4/1/16 – 6/30/16. Motion by Mr. Houghton, seconded by Mr. Ranellone. Motion passed unanimously.
- Resolution 16-36: Authorizing the transfer of ownership of a 2001 Ford F-350 to the Albany Fire department for their use in accordance with AWB Property Disposition Policy Paragraph (A)(4)(i). Motion by Mr. Houghton, seconded by Mr. Ranellone. Motion passed unanimously.
- Resolution 16-37: Authorizing the Chairman to execute the 2017 Intermunicipal Agreement with the Albany County Stormwater Coalition agreement on behalf of the Albany Water Board/City of Albany. Motion by Mr. Houghton, seconded by Mr. Ranellone. Motion passed unanimously.

Executive Session

Commissioner Coffey requested an Executive Session to discuss a contract negotiation strategy. Motion to enter Executive Session by Mr. Houghton, seconded by Mr. Ranellone. Board went into Executive Session at 9:55 AM. Board exited Executive Session at 10:20 AM.

No actions were taken during Executive Session.

Chairman Dave McGuire informed all those in attendance that the next regular meeting of the AWB will be Thursday, August 25, 2016 at 9:30 a.m. in the AWB Conference Room.

Being no further business, Chairman McGuire asked for a motion to adjourn the meeting and a motion was made by Mr. Houghton and seconded by Mr. Ranellone and passed. The meeting was adjourned at 10:25 AM.

Approved by:



Charles Houghton, Secretary

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Approved by: _____

Charles Houghton, Secretary

MEMORANDUM

TO: Members of the Albany Water Board and Members of the Albany Municipal Water Finance Authority

FROM: Chris Quirk, Chief Fiscal Officer

RE: **COMBINED STATEMENTS OF CASH FLOWS AND OTHER COMBINED FINANCIAL INFORMATION OF THE ALBANY WATER BOARD AND THE ALBANY MUNICIPAL WATER FINANCE AUTHORITY FOR THE ONE MONTH PERIOD ENDED JUNE 30, 2016**

DATE: July 22, 2016

The following is a discussion of certain highlights and other significant operating matters:

Water/Sewer Revenue Annual Budget - \$37,000,000; Annual Budget Net of Rollover

Actual revenue collections for the month of June 2016 were \$2,603,791 an amount 2% higher than net monthly budget of \$2,554,224. This amount is \$775,985 lower than June 2015.

Investment Income Annual Budget - \$200,000 PAGE 2

As of June 30, 2016 year-to-date investment income was \$190,998 compared to investment income of \$129,577 as of June 30, 2015.

Operating Expenses Annual Budget - \$28,456,200 PAGE 3

Year-to-date operating expenses (excluding capital and debt service expenses) are approximately \$10,949,381 which is \$129,423 or 1.2% lower than 2015, and \$1,555,898 or 12.4% under adjusted budgeted amounts as of June 30, 2016.

The personnel services category is 12.14% under budget. Overtime expense is 14.05% over budget.

Capital Project Costs Annual Budget - \$3,000,000 PAGE 4

Approximately \$919,707 in capital project costs was expended through June 30, 2016.

Cash Flow after Cap Ex and Deb Service- \$1,616,015 thru June 30, 2016

Due from the City Of Albany- \$9,806,042 at June 30, 2016

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ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
STATEMENTS OF CASH FLOWS
June 30, 2016

	One Month Period Ended		Year-To-Date Periods Ended		Percent Variance	2015	2016	Percent Variance	2015	2016	Percent Variance
	2016	2015	2015	2016							
Revenues											
Water/sewer revenue	\$ 2,603,791	\$ 3,379,776	\$ (775,985)	\$ 16,707,446	-23.0%	\$ 17,176,912	\$ (469,466)	-2.7%			
Investment income	8,454	2,584	5,870	190,998	227.2%	129,577	61,421	47.4%			
Total revenues	2,612,245	3,382,360	(770,115)	16,898,444	-22.8%	17,306,489	(408,045)	-2.4%			
Operating expenses											
Operation/maintenance costs	2,415,162	1,047,306	1,367,856	10,949,381	130.6%	11,078,804	(129,423)	-1.2%			
Board/Authority expenses	9,938	6,944	2,994	43,861	43.1%	42,318	1,543	3.6%			
Total expenses	2,425,100	1,054,250	1,370,850	10,993,242	130.0%	11,121,122	(127,880)	-1.1%			
Net operating cash flows before debt service and capital project costs	187,145	2,328,110	(2,140,965)	5,905,202	-92.0%	6,185,367	(280,165)	-4.5%			
Debt service costs	(561,580)	(564,620)	3,040	(3,369,480)	-0.5%	(3,387,700)	18,220	-0.5%			
Capital project costs	(329,510)	(17,174)	(312,336)	(919,707)	1818.7%	(299,045)	(620,662)	207.5%			
Net cash flow (deficiency)	\$ (703,945)	\$ 1,746,316	\$ (2,450,261)	\$ 1,616,015	-140.3%	\$ 2,498,622	\$ (882,607)	-35.3%			

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER FINANCE AUTHORITY
SCHEDULE OF REVENUES
June 30, 2016

	2016		2016		2015		2015		Variance Favorable (Unfavorable)	Variance %
	Budget	Actual	Favorable (Unfavorable)	Variance %	Budget	Actual	Favorable (Unfavorable)	Variance %		
Water and sewer revenue										
June	\$ 2,554,224	\$ 2,603,791	\$ 49,567	2%	\$ 2,337,213	\$ 3,379,776	\$ 1,042,563	45%		
Year-to-Date	\$ 15,953,841	\$ 16,707,446	\$ 753,605	5%	\$ 14,678,728	\$ 17,176,912	\$ 2,498,184	17%		
Investment income										
June	\$ 16,667	\$ 8,454	\$ (8,213)	-49%	\$ 5,000	\$ 2,584	\$ (2,416)	-48%		
Year-to-Date	\$ 100,000	\$ 190,998	\$ 90,998	91%	\$ 105,000	\$ 129,577	\$ 24,577	23%		

Additional Cash Receipts

Meter Recovery Fees										
June	\$ -									
Year-to-Date	\$ -	\$ -								
Sales of Scrap										
June	\$ -	\$ 2,361								
Year-to-Date	\$ -	\$ 3,618								
Insurance Recoveries										
June	\$ -	\$ 4,527								
Year-to-Date	\$ -	\$ 19,136								
Miscellaneous Income										
June	\$ -	\$ 14,692								
Year-to-Date	\$ -	\$ 42,374								

Note: The revenue budgets reflect forecasted revenue collections of \$37,000,000 and \$34,700,000 for 2016 and 2015, respectively.

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF OPERATING EXPENSES
June 30, 2016

	2016 ANNUAL ADJUSTED BUDGET	YEAR-TO-DATE JUNE 2016			2015 YTD ACTUAL
		ADJUSTED BUDGET	ACTUAL	(OVER)/ UNDER	
Administration					
Personnel services	1,152,736	\$ 565,493	504,710	\$ 60,783	424,119
Equipment	1,000	\$ -	-	0	975
Contractual and other expenses	193,148	\$ 84,386	89,321	(4,935)	96,244
Benefits	390,398	\$ 195,199	123,552	71,647	113,724
	1,737,282	845,078	717,583	127,495	635,062
Supply, Power and Pumping					
Personnel services	803,481	\$ 394,160	334,071	60,089	329,927
Equipment	43,000	\$ 21,500	1,313	20,187	-
Contractual and other expenses	104,913	\$ 46,162	17,558	28,604	41,444
Benefits	358,894	\$ 179,447	106,619	72,828	98,220
	1,310,288	641,269	459,561	181,708	469,591
Purification					
Personnel services	1,139,326	\$ 558,915	481,197	77,718	537,869
Equipment	190,000	\$ 95,000	62,720	32,280	70,307
Contractual and other expenses	1,146,062	\$ 504,267	322,557	181,710	444,552
Benefits	375,037	\$ 187,519	146,829	40,690	178,221
	2,850,425	1,345,700	1,013,303	332,397	1,230,949
Transmission/Distribution					
Personnel services	2,531,584	\$ 1,241,909	1,187,088	54,821	1,022,381
Equipment	745,000	\$ 124,167	49,609	74,558	42,249
Contractual and other expenses	1,628,765	\$ 716,657	677,099	39,558	892,628
Benefits	849,238	\$ 424,619	409,523	15,096	372,074
	5,754,587	2,507,351	2,323,319	184,032	2,329,332
Sewer Services					
Personnel services	825,134	\$ 404,783	296,873	107,910	337,249
Equipment	589,000	\$ 212,511	102,597	109,914	47,962
Contractual and other expenses	1,714,370	\$ 754,323	409,122	345,201	330,444
Benefits	196,956	\$ 98,478	81,326	17,152	64,941
	3,325,460	1,470,095	889,918	580,177	780,596
Pumping Stations					
Personnel services	149,790	\$ 73,482	41,585	31,897	80,536
Equipment	25,000	\$ 12,500	6,577	5,923	2,082
Contractual and other expenses	400,609	\$ 176,268	124,215	52,053	109,876
Benefits	37,757	\$ 18,879	11,874	7,005	31,098
	613,156	281,128	184,251	96,877	223,592
Taxes Paid to Municipalities					
	2,112,359	\$ 600,000	558,282	41,718	558,787
County Sewer Contract					
	6,177,000	\$ 3,078,617	3,081,152	(2,535)	3,050,782
Contingencies, Insurance and Other					
	4,575,643	\$ 1,736,039	1,722,012	14,027	1,800,113
TOTALS	\$ 28,456,200	\$ 12,505,279	\$ 10,949,381	\$ 1,555,898	\$ 11,078,804

EXPENSE SUMMARY:	2016	2015	Change
Personal Services	2,845,524	2,732,081	113,443
Equipment	222,816	163,575	59,241
Contractual and other expenses	1,639,872	1,915,188	(275,316)
Benefits	879,723	858,278	21,445
Other	5,361,446	5,409,682	(48,236)
	10,949,381	11,078,804	(129,423)

Percent Increase/Decrease over 2015	-1.2%
Percent under Budget	12.44%
Personal Services under Budget	-12.14%

ALBANY WATER BOARD
ALBANY MUNICIPAL WATER AUTHORITY
SCHEDULE OF CAPITAL PROJECT COSTS
June 30, 2016

Actual Expenditures to Date

1995	\$	3,459,286
1996		3,148,713
1997		2,977,569
1998		2,059,812
1999		2,696,065
2000		1,771,829
2001		2,437,338
2002		3,384,049
2003		3,845,848
2004		5,673,522
2005		2,389,244
2006		1,575,740
2007		459,599
2008		1,230,331
2009		1,807,010
2010		1,108,164
2011		734,443
2012		2,266,553
2013		2,059,475
2014		1,832,084
2015		2,076,594
	\$	48,993,267

Comparative Expenditures

[----- 2015 -----]		2016	
January	\$ -	January	\$ -
February	77,235	February	
March	33,828	March	423,060
April	84,334	April	72,924
May	86,474	May	94,213
June	17,174	June	329,510
July	161,417	July	
August	59,130	August	
September	208,826	September	
October	373,623	October	
November	44,554	November	
December	929,999	December	-
	\$ 2,076,594		\$ 919,707

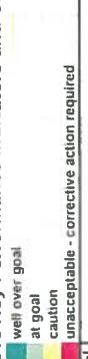
	Budget 6/30/2016 YTD	Actual 6/30/2016 YTD	Budget Difference (over)/under	Actual 6/30/2015 YTD	Actual Difference (over)/under
OVERTIME					
<i>Supply, Power and Pumping</i>	\$ 47,500	\$ 56,919	\$ (9,419)	\$ 20,782	\$ (36,137)
<i>Purification</i>	\$ 67,500	\$ 64,367	\$ 3,133	\$ 62,398	\$ (1,969)
<i>Transmission/Distribution</i>	\$ 150,000	\$ 179,468	\$ (29,468)	\$ 180,083	\$ 615
<i>Sewer Services</i>	\$ 20,000	\$ 28,338	\$ (8,338)	\$ 33,504	\$ 5,166
<i>Pumping Stations</i>	\$ 5,000	\$ 1,656	\$ 3,344	\$ 7,479	\$ 5,809
TOTAL	\$ 290,000	\$ 330,748	\$ (40,748)	\$ 304,246	\$ (26,516)
Percentage			-14.05%		-8.7%
DUE FROM THE CITY OF ALBANY					
		6/30/2016			
	\$	<u>9,806,042</u>			

Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard

Indicators
■ well over goal
■ at goal
■ caution
■ unacceptable - corrective action required

Paramotor	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Water/Sewer Revenue													
Budget	\$3,014,405	\$2,563,982	\$2,280,621	\$2,464,072	\$3,076,537	\$2,554,224	\$2,429,593	\$3,133,190	\$2,843,011	\$3,567,745	\$553,476	\$8,519,144	\$37,000,000
Actual MTD	\$3,155,960	\$2,381,283	\$3,322,199	\$1,934,607	\$3,372,803	\$2,603,791							\$15,953,841
Budget YTD/MTD	\$3,014,405	\$5,578,387	\$7,859,008	\$10,323,080	\$13,399,617	\$15,953,841							\$16,707,446
Actual YTD/MTD	\$3,155,960	\$5,537,243	\$8,859,444	\$10,794,051	\$14,103,655	\$16,707,446							\$16,707,446
% Actual MTD vs Budget MTD	104.70%	92.87%	145.81%	73.32%	109.56%	101.94%							104.72%
% Actual YTD vs Budget YTD	104.70%	99.28%	112.33%	104.56%	105.25%	104.72%							104.72%
Operating Expenses													
Budget	\$1,453,407	\$1,144,754	\$2,947,280	\$4,293,340	\$1,115,343	\$1,551,156	\$1,729,057	\$1,434,482	\$5,475,585	\$1,123,610	\$1,756,844	\$4,429,707	\$28,454,565
Actual MTD	\$1,374,646	\$698,693	\$1,416,578	\$3,803,622	\$1,175,679	\$2,415,162							\$12,505,279
Budget YTD/MTD	\$1,453,407	\$2,598,161	\$5,545,441	\$9,838,780	\$10,954,123	\$12,505,279							\$10,949,381
Actual YTD/MTD	\$1,374,646	\$2,073,340	\$3,489,918	\$7,293,540	\$8,469,219	\$10,949,381							\$10,949,381
% Actual vs Budget MTD/MTD	94.58%	81.03%	88.66%	88.87%	105.41%	87.33%							87.56%
% Actual YTD vs Budget YTD	94.58%	81.03%	87.93%	74.12%	77.32%	87.33%							87.56%
Net Operating Cash Flows													
Actual MTD/YTD	\$1,781,812	\$3,468,467	\$1,920,152	-\$1,868,855	\$2,325,463	\$187,145							\$5,905,202
Net Cash Flow after debt service and capital project costs	\$1,220,232	\$2,345,307	\$935,512	-\$2,503,359	\$1,669,670	-\$703,945							\$1,616,015
Water Produced													
Monthly total (million gallons)	523,875	503,359	535,870	526,286	586,203	596,898							3272,491
Daily average (MGD)	16,899	17,357	17,286	17,543	21,300	19,900							18,381
Total Department OT Hrs.	1967	1986	1916	1853	2141								9873
Total Department OT \$													
Budget MTD	\$55,769	\$44,616	\$44,615	\$55,769	\$44,616	\$44,615							\$580,000
Actual MTD	\$61,781	\$60,685	\$45,587	\$65,800	\$46,568	\$50,327							\$290,000
Budget YTD	\$55,769	\$100,385	\$145,000	\$200,769	\$245,385	\$290,000							\$290,000
Actual YTD	\$61,781	\$122,466	\$168,053	\$233,853	\$280,421	\$330,748							\$330,748
% Budget MTD	110.78%	136.02%	102.18%	117.98%	104.38%	112.80%							#DIV/0!
% Budget YTD	110.78%	136.02%	115.80%	117.98%	104.38%	112.80%							#DIV/0!
ACSD monthly avg flow (MGD)													
contracted flow	21.97	22.88	21.47	20.89	20.14								
total	25.75	26.95	25.48	25.09	24.01								
Locations													
regular	228	300	650	710	702	730							3320
emergency	119	93	76	72	87	106							553
Leak Detection													
Blocks Tested	115	90	76	68	94	62							505
Leaks Detected	4	4	8	5	3	2							26

Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard



Parameter	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Injury Reports (New)													
Total Reports Submitted	8	4	7	4	6								29
Total resulting in Medical Treatment	4	3	5	4	6								22
Total resulting in Time Loss	2	3	4	2	2								13
Lost Work Days (injuries)	11	43	35	2	5								96
Water Main Breaks * 48-inch, ** 36-inch transmission line	13	5	3	1	2	4							28
Sewer Repairs	0	1	1	1	3	0							6
Valves Repair/Replaced	3	4	3	5	5	3							23
MH Repairs	0	5	4	1	2	2							14
Hydrant Replacements	0	3	1	1	6	4							15
Hydrant Repairs	0	1	1	0	0	0							2
Service Terminations	2	3	3	2	2	7							19
Service Repairs	4	5	3	5	4	6							27
Basin Repairs	8	8	11	14	17	15							73
Frozen Service	0	0	0	0	0	0							0
Curb Box and Rod replaced	0	0	0	0	0	0							0
Valve Box replaced	1	7	8	6	3	1							26
Install Valve	0	0	1	2	1	2							6
Orions Installed													
Goal Actual YTD	241	231	147	142	147	136							1044

GOALS (1 YEAR) <i>(What)</i>	
revenue > \$37 million	
reduce lost work-days/workers compensation claims	
determine source/quantity and reduce unaccounted for water	
increase water/sewer preventive maintenance	
comply with LTCP and all regulatory programs	
digital mapping of water and sewer infrastructure	
Key Initiatives Annual Priorities	
1	Hire Safety Coordinator, safety audits of work sites, increase safety training
2	Hire GIS Specialist & advance GIS Mapping of Infrastructure
3	Maintain Compliance with LTCP Consent Order
4	Implement Asset Mgt. program and new CMMS software
5	Protect the Water supply

ACTIONS (QTR) <i>(How)</i>		
Quarter	2	
Revenue	\$8,094,833	
Net Cash Flow	\$1,134,994	
Lost Work Days (new)	0	
Reduce OT	Fill open positions	
IT systems	Kronos - Go Live in April	
Safety	Publish Safety Plan and increase safety training	
Rocks		
	Quarterly Priorities	Who
1	Distribute AWD Safety Plan & Reestablish SET	Coffey & SET
2	Space Planning for 10 N Enterprise Dr	Coffey
3	Employee checklist and Orientation program	Romand
4	Grant and Financing for current capital projects	Simcoe
5	Audit and PARIS reports	Quirk
6	Meet goals for Sewer PM and Water Leak detection	Schievelbein/ Kindlon

**Department of Water & Water Supply
2016 Business Plan
Actual versus Plan**

Indicators



Quarter	1		2		3		4		Annual Plan	Actual/YTD
	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual		
Water/Sewer Revenue	\$ 7,860,000	\$ 8,859,414	\$ 8,095,000	\$ 7,909,201	\$ 8,405,800	\$ 12,640,400	\$ 37,000,000	\$ 16,707,446		
Expenses	\$ 5,545,441	\$ 3,489,318	\$ 6,959,839	\$ 7,394,446	\$ 8,639,124	\$ 7,310,161	\$ 28,454,565	\$ 10,949,381		
Net Operating Cash Flow	\$ 2,315,000	\$ 5,368,621	\$ 1,134,994	\$ 643,753	\$ (225,000)	\$ 5,330,239	\$ 8,500,000	\$ 5,905,202		
Total Department OT	\$ 145,000	\$ 168,953	\$ 145,000	\$ 162,695	\$ 145,000	\$ 145,000	\$ 580,000	\$ 330,748		
Incidents Resulting in Lost Time	<2	9	<2		<2	<2	<7	9		
Lost Work Days	10	89	10		10	10	40	89		
Leak Detection - Blocks Tested	200	281	200	244	200	200	800	525		
PM Sewer - LF Pipe cleaned	15000	35239	60000	46702	60000	40000	175000	81941		

Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard

Parameter	Annual Goal or YTD												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Water/Sewer Revenue													
Budget	\$3,014,405	\$2,563,982	\$2,280,621	\$2,464,072	\$3,076,537	\$2,554,224	\$2,429,593	\$3,133,190	\$2,843,011	\$3,567,745	\$553,476	\$8,519,144	\$37,000,000
Actual MTD	\$3,155,960	\$2,381,283	\$3,322,199	\$1,934,607	\$3,370,803	\$2,603,791							\$15,953,841
Budget YTD/MTD	\$3,014,405	\$5,578,387	\$7,859,008	\$10,323,080	\$13,398,617	\$15,953,841							\$16,707,446
Actual YTD/MTD	\$3,155,960	\$5,578,387	\$8,859,444	\$10,794,051	\$14,103,655	\$16,707,446							\$16,707,446
% Actual MTD vs Budget MTD	104.70%	92.87%	145.81%	53.52%	109.56%	104.72%							104.72%
% Actual YTD vs Budget YTD	104.70%	99.28%	112.23%	104.56%	105.25%	104.72%							104.72%
Operating Expenses													
Budget	\$1,453,407	\$1,144,754	\$2,947,280	\$4,293,340	\$1,115,343	\$1,551,156	\$1,729,057	\$1,434,482	\$5,475,585	\$1,123,610	\$1,756,844	\$4,429,707	\$28,454,565
Actual MTD	\$1,374,646	\$698,693	\$1,416,578	\$3,803,622	\$1,175,679	\$2,415,162							\$12,505,279
Budget YTD/MTD	\$1,453,407	\$2,598,161	\$5,545,441	\$9,838,780	\$10,954,123	\$12,505,279							\$10,949,381
Actual YTD/MTD	\$1,374,646	\$2,073,340	\$3,469,918	\$7,293,540	\$8,469,219	\$10,949,381							\$10,949,381
% Actual vs Budget MTD/MTD	94.58%	81.33%	85.06%	88.59%	105.41%	87.36%							87.56%
% Actual YTD vs Budget YTD	94.58%	79.90%	65.93%	74.13%	77.32%	87.96%							87.56%
Net Operating Cash Flows													
Actual MTD/YTD	\$1,781,812	\$3,488,467	\$1,920,152	-\$1,868,855	\$2,325,463	\$187,145							\$9,905,202
Net Cash Flow after debt service and capital project costs	\$1,220,232	\$2,345,307	\$935,512	-\$2,503,359	\$1,669,670	-\$703,945							\$1,616,015
Water Produced													
Monthly total (million gallons)	523,875	503,359	535,870	526,286	586,203	596,898							3272,491
Daily average (MGD)	16,899	17,357	17,286	17,543	21,300	19,900							18,381
Total Department OT Hrs.	1967	1996	1916	1853	2141								9873
Total Department OT \$													\$580,000
Budget MTD	\$55,769	\$44,616	\$44,615	\$55,769	\$44,616	\$44,615							\$290,000
Actual MTD	\$61,781	\$60,685	\$45,587	\$65,800	\$46,568	\$50,327							\$330,748
Budget YTD	\$55,769	\$100,385	\$145,000	\$200,769	\$245,385	\$290,000							\$290,000
Actual YTD	\$61,781	\$122,466	\$168,053	\$233,853	\$280,421	\$330,748							\$330,748
% Budget MTD	110.78%	135.86%	102.10%	118.14%	104.38%	112.00%							114.05%
% Budget YTD	110.78%	135.86%	115.30%	114.83%	114.25%	114.05%							114.05%
ACSD monthly avg flow (MGD)													
contracted flow	21.97	22.88	21.47	20.89	20.14	20.14							20.14
total	25.75	26.95	25.48	25.09	24.01	24.01							24.01
Locations													
regular	228	300	650	710	702	730							3320
emergency	119	93	76	72	87	106							553
Leak Detection													
Blocks Tested	115	90	76	68	94	62							505
Leaks Detected	4	4	8	5	3	2							26

Indicators
■ well over goal
■ at goal
■ caution
■ unacceptable - corrective action required

Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard



Parameter	Annual Goal												YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Injury Reports (New)													
Total Reports Submitted	8	4	7	4	6								29
Total resulting in Medical Treatment	4	3	5	4	5								22
Total resulting in Time Loss	2	3	4	2	2								13
Lost Work Days (injuries)	11	43	35	2	5								96
Water Main Breaks	13	5	3	1	2	4							28
- 48-inch, ** 36-inch transmission line													
Sewer Repairs	0	1	1	1	3	0							6
Valves Repair/Replaced	3	4	3	5	5	3							23
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**Department of Water & Water Supply
2016 Business Plan
Actual versus Plan**

Indicators

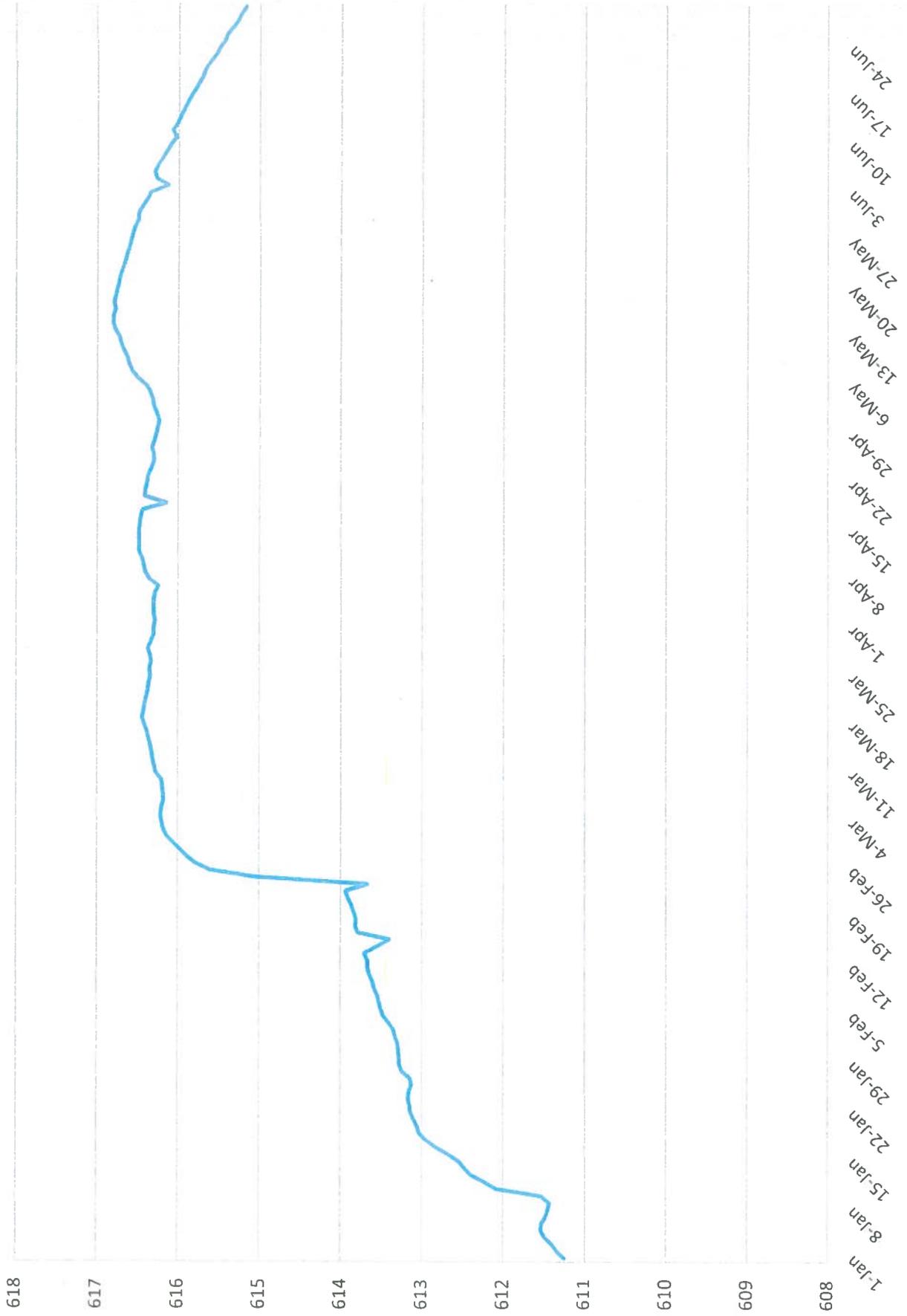
well over goal
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Quarter	1		2		3		4		Annual Plan	Annual/YTD
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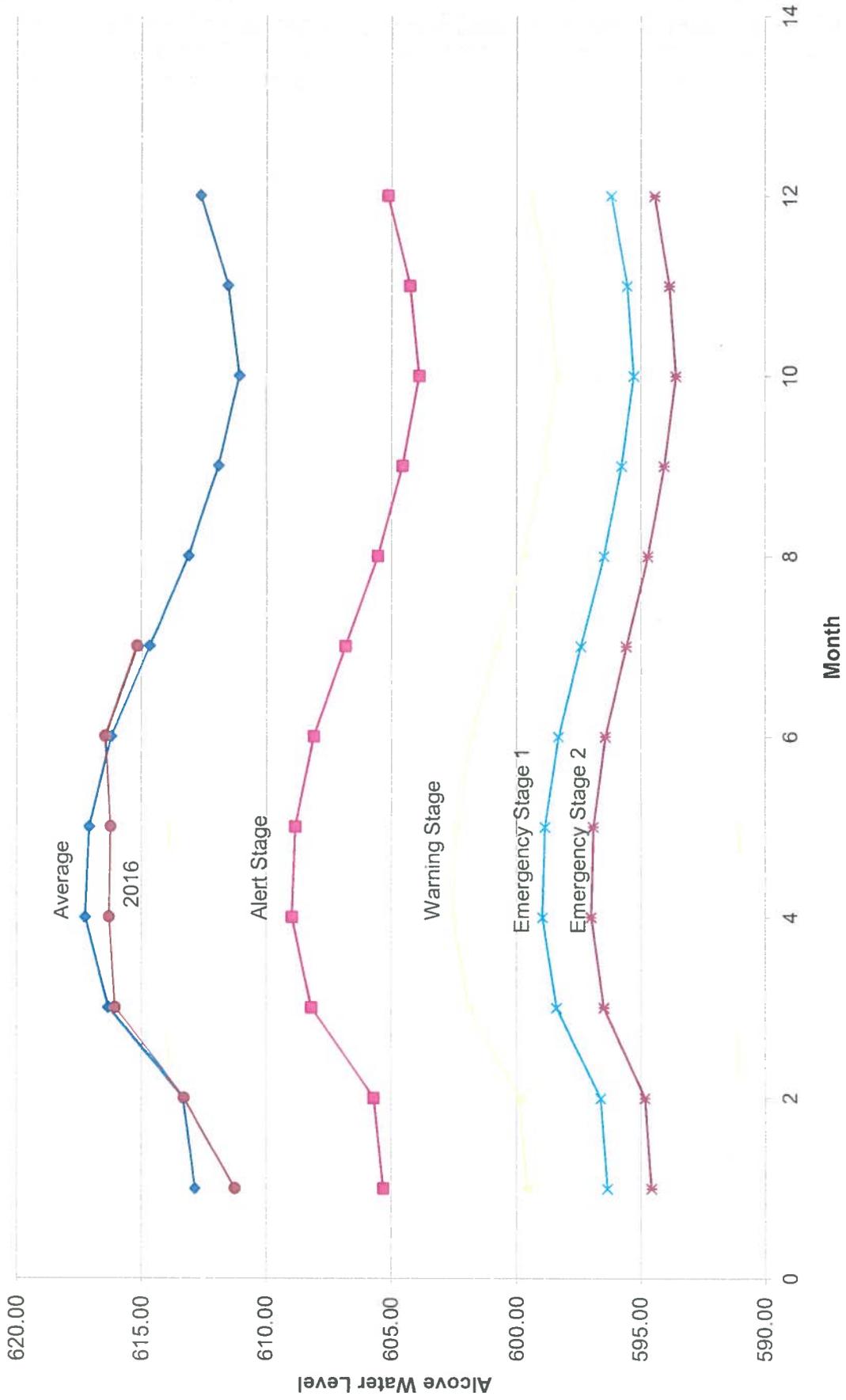
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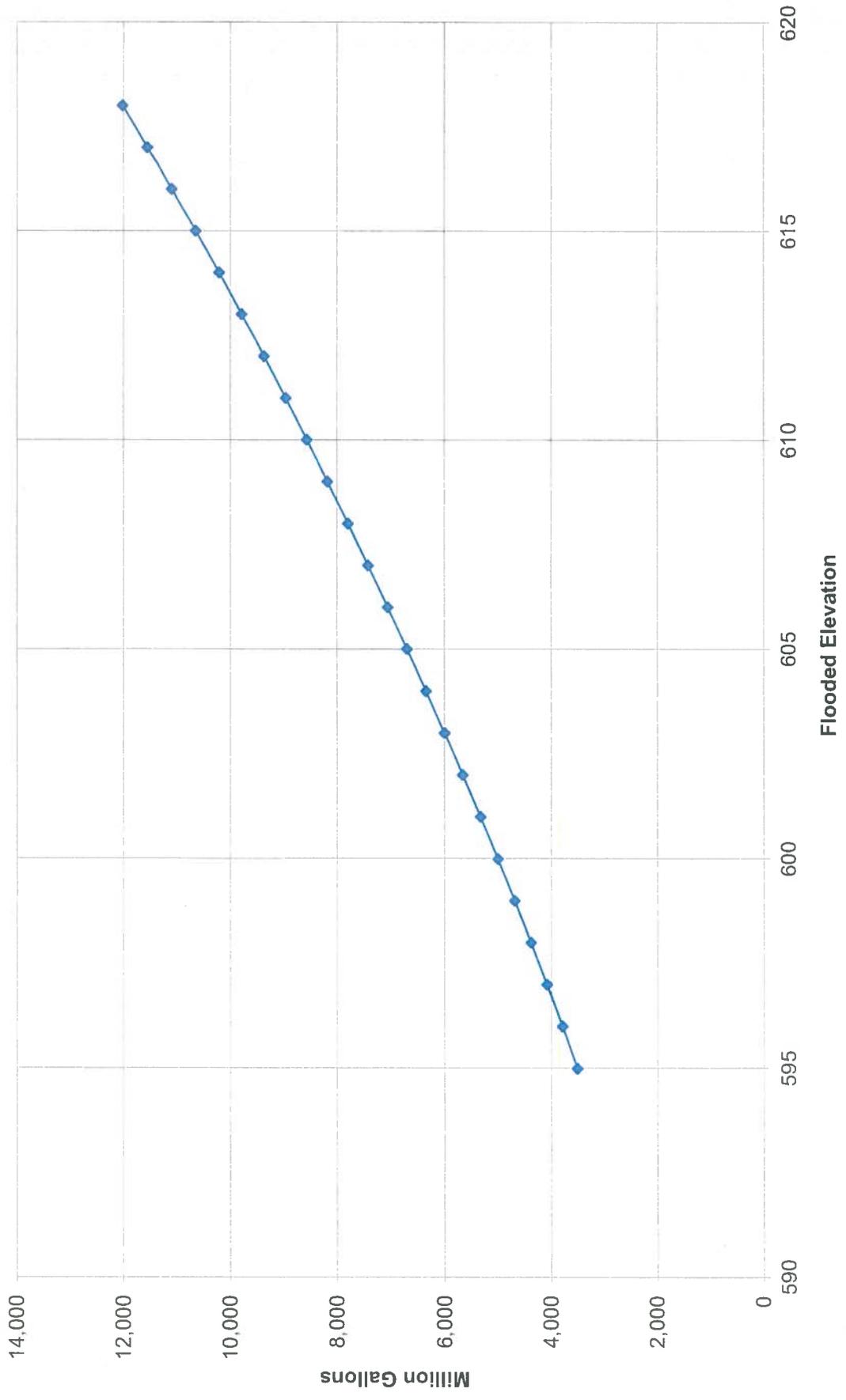
Alcove Water Level (feet)



Critical Water Levels



Alcove Reservoir Volume



Lacey Thaler Reilly Wilson

Architecture & Preservation, LLP

July 19, 2016

Joseph E. Coffey, Jr., P.E., Commissioner
City of Albany
Department of Water and Water Supply
10 North Enterprise Dr.
Albany, NY 12204

Re: Response to RFP – Task Order #1
Programming and Space Planning Study
Albany Water Department Headquarters Facility
10 North Enterprise Drive, Albany

Dear Mr. Coffey,

We are pleased to submit our proposed Scope and Fee for Professional A/E services. We hope you will find our submission to be concise and complete. If any of the assumptions we have made in our proposal *do not fit* with your goals for the project, please do not hesitate to contact us to discuss.

The 10 North Enterprise Drive Facility serves a wide variety of functions and it presents a challenge to make a more efficient and overall "best use" of the building given your five-year outlook. Based on our meeting and tour through the 10 North Enterprise Drive Facility last week, and following the criteria outlined in your July 7, 2016 letter to us, we have assembled an experienced team of architects and engineers to assess the AWD's facility and are looking forward to starting the project. In addition to our staff at LTRW, we intend to work with Chris Lescher at Ryan Biggs Clark Davis for Structural Engineering and David Layton at Sage Engineering for M/E/P analyses. Chris and Dave are very experienced and well-regarded engineers in their fields.

Approach

As part of the overall information-gathering process, we intend to meet with the overall assembly of user group representatives and follow up with additional discussions on how separate groups use these spaces currently versus how they could envision using them in the future. We will weigh the information we gather against similar office and service occupancy benchmarks, including facilities at the Town of Colonie.

In an effort to promote better communication and professionalism throughout the Department at 10 N. Enterprise, we will also develop a clear understanding of how employees interface with each other and with the public; this will also inform how to efficiently utilize and make a more secure facility for the spectrum of day-to-day activities expected over the next five years.

Deliverables

Using the drawings you provided, and through field verification of the existing conditions we will construct a basic, three-dimensional model in Revit. A model for this building, as opposed to 2-D CAD drawings will not take significantly more effort for us to construct; it will be much more useful as the basis for developing three options for this study, and will provide a solid basis for future design development and contract documents to renovate the building.

Coupled with the drawings we will provide a narrative that explains:

1. the existing architectural and engineering conditions, including the state of the existing building structure and systems;
2. existing and future code considerations, given New York State will be adopting in full the 2015 IBC with 2016 updates by NYS; and
3. the benefits that each option will provide immediate improvements to the Department's working environment, as well as how they can respond to the future use of the facility, including possible expansion of work force, consolidation of offices from satellite locations, part time versus FTE occupancy of particular office spaces, etc.

We believe a final study would be best presented in an 8.5" x 11" or if required an 11 x 17" format.

Schedule

Upon agreement of scope and fee, we would be able to start the work immediately. We anticipate that project will require submissions of 50% and 100% drafts for your review, and following completion of any modifications to address those comments we'd provide multiple copies of the final, bound document.

The overall duration of the project, assuming Albany Water Department would need two weeks to review each of the submissions, would be approximately 12-16 weeks.

Fee

We have provided a fee development worksheet which provides an approximate budgetary amount of **\$19,890.00** for fees and reimbursable expenses (please see attached). We believe this is a reasonable assessment of the hours required to complete the work, and utilizes the rates we provided you in our Term Agreement with the Albany Water Department. We have also included a copy of the standard hourly rates for

If for any reason the scope of the work needs to be refined/modified/expanded to include greater HVAC controls analysis, security systems analysis, assessment of other structures or if we need to add services such as cost estimating, we would be happy to discuss.

We appreciate this opportunity to work with you and look forward to hearing from you soon. Please don't hesitate to contact me if you have any questions.

Sincerely,



Stephen F. Reilly, AIA, LEED AP, BD+C
Partner
Lacey Thaler Reilly Wilson
Architecture & Preservation, LLP

p. 518-375-3162 (direct)
c. 518-339-0459
sreilly@ltrw-arch.com

ALBANY WATER DEPARTMENT HEADQUARTERS PROGRAMMING & SPACE PLANNING STUDY	LTRW				RBCD (struc.)	Sage (M/E/P)		
	Principal-In-Charge Steve Reilly	Project Architect 1 Andy Petruzzelli	Project Architect 2 Stephanie Mulligan	QA/QC Dan Wilson	Senior Associate Chris Lescher	Principal John Edwards	Senior Associate David Layton	
	\$ 150	\$ 100	\$ 75	\$ 125	\$ 175	\$ 170	\$ 125	
Meetings								
KICK-OFF MEETING, SITE TOUR	2	2			2		2	
On-site Meetings with AWD Department Personnel (includes prep, dept. interviews & follow up)	6	6						
Final Meeting with AWD	2	2						
Hour Subtotal	10	10	0	0	2	0	2	
Hourly Rate	\$ 150	\$ 100	\$ 75	\$ 125	\$ 175	\$ 170	\$ 125	check
Fee Subtotal	\$ 1,500	\$ 1,000	\$ -	\$ -	\$ 350	\$ -	\$ 250	\$ 3,100
Construction Documents Subtotal by Consultant	\$ 2,500				\$ 350	\$ 250		\$ 3,100
Physical Facilities Assessment/Documentation								
Archival Investigations		2	2		8		8	
Fieldwork to Confirm Existing Layout, Conditions, Systems and Controls		8	8					
Construct 3D Revit Model of Base Conditions (will be the basis for options described below)		32						
Hour Subtotal	0	42	10	0	8	0	8	
Hourly Rate	\$ 150	\$ 100	\$ 75	\$ 125	\$ 175	\$ 170	\$ 125	check
Fee Subtotal	\$ -	\$ 4,200	\$ 750	\$ -	\$ 1,400	\$ -	\$ 1,000	\$ 7,350
Fee Subtotal by Consultant	\$ 4,950				\$ 1,400	\$ 1,000		\$ 7,350
Deliverables								
Summary Report of Findings and Recommendations	8	12		2	8		8	
Plans, Elevations and Sections representing three (3) options for best layout/use		40						
Hour Subtotal	8	52	0	2	8	0	8	
Hourly Rate	\$ 150	\$ 100	\$ 75	\$ 125	\$ 175	\$ 170	\$ 125	check
Fee Subtotal	\$ 1,200	\$ 5,200	\$ -	\$ 250	\$ 1,400	\$ -	\$ 1,000	\$ 8,050
Bidding, Negotiation and CA Subtotal by Consultant	\$ 6,150				\$ 2,800	\$ 1,000		\$ 8,950
Totals								
Total Hours	18	104	10	2	18	0	18	
Total Fee	\$ 2,700	\$ 10,400	\$ 750	\$ 250	\$ 3,150	\$ -	\$ 2,250	\$ 19,500
Reimbursable Expenses (2% of Total Fee)	\$ 54	\$ 208	\$ 15	\$ 5	\$ 63	\$ -	\$ 45	\$ 390
Subtotal	\$ 2,754	\$ 10,608	\$ 765	\$ 255	\$ 3,213	\$ -	\$ 2,295	\$ 19,890
Subtotal by Consultant	\$ 14,382				\$ 3,213	\$ 2,295		\$ 19,890
Percentage of Fee by Consultant	72.3%				16.2%	11.5%		

TOTAL FEE AND EXPENSES: \$ 19,890.00