

**ALBANY WATER BOARD**  
**MINUTES OF REGULAR MEETING**  
November 18, 2016

A regular 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, November 18, 2016.

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

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

**BOARD ADVISORS PRESENT:** Trey Kingston, Assistant Corporation Counsel; William Kahn, UHY Advisors; Robert Hennes, Hugh Johnson Advisors;

**ALSO PRESENT:** Keith Irish, Channel Albany;

**Approval of October 21, 2016 Meeting Minutes**

Chairman David McGuire introduced the minutes of the October 21, 2016 meeting. With no objection, the reading was dispensed and Chairman David McGuire called for a motion to approve the minutes of said meeting. A motion was made by Mr. Clay seconded by Mr. Houghton, and passed unanimously.

**Farewell to Chairman McGuire**

After providing 21 years of service to the Albany Water Board, Chairman David McGuire is retiring his position as Water Board Chairman, effective December 1, 2016. Board Members and Water Department staff joined in wishing Chairman McGuire well on his retirement and expressing gratitude for providing leadership to the Board over the years.

**Public Comment Period**

No public comment.

**Water Bill Review Committee**

There were no water billing appeals for review this period.

**Investment Report**

Robert Hennes, of Hugh Johnson Advisors, presented the annual Water Board Investment Report to the Board detailing 2016 investments made on all accounts. The detailed report was presented to the Board members.

### **Committee & Staff Reports**

**Governance Committee Report:** Vice Chairman William Clay reported that the Governance Committee met to discuss the selection of Officers for 2017. Final decisions will be announced at the January 2017 meeting. Additionally, Mr. Clay presented the 2017 Board and Committee meeting schedule (attached).

**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 and year to date period ending October 31, 2016. The detailed report is attached.

**Key Performance Indicators and Critical Numbers Dashboard:** Commissioner Coffey presented the monthly Key Performance Indicators as of the end of October 2016 (attached). He noted that both water production (down 1-2 MGD during water restrictions in August and September) and revenues were down due to the water restrictions associated with the Elberon sinkhole. He again emphasized the preventative maintenance work for leak detection and sewer cleaning. He also noted that in 2016 to date the City has experienced 39 main breaks.

**MOU with NYSOGS:** Deputy Commissioner William Simcoe detailed a proposed memorandum of understanding with the NYS Office of General Services regarding the funding of the Harriman Campus Sewage Pumping Station design and construction, which includes OGS performing the design and construction of the improvements.

**Grant Financing Update:** Deputy Commissioner William Simcoe presented a report updating grant financing on various projects (attached).

**Capital Program Updates:** Commissioner Coffey presented updates to ongoing Capital Program projects. The Hansen/Ryckman Stormwater and Flood Control Project work continues as planned. The retention/detention project components under the baseball field are in place and this phase of work is nearly complete. The constructed wetland work will be completed by the end of December, with final paving and restoration work to take place in the Spring.

The portion of the North Swan Street Sewer Project between Livingston Ave. and Third St. has been reconstructed and surfaced. DGS is now completing sidewalks and curb cuts, which should be completed by early December. The remaining portion of the project between Clinton Ave. and Second St. will be deferred until Spring 2017. This work will be coordinated with sidewalk and paving work to be conducted by the City Engineer's office. The 2016 sewer lining construction project was

budgeted at \$500,000 but bids came in at about \$300,000, which was a great price and may allow for additions to the streets scheduled for lining.

Consultant Engineer's Report: On behalf of Kevin Hogan P.E., Deputy Commissioner William Simcoe presented the ARCADIS monthly Engineering Report, which details the upcoming project dates and deadlines for the Long Term Control Plan and Arcadis projects. Report attached.

### Old Business

The Nature Conservancy and Spatial Infomatics update: While we are still awaiting the contract from the Nature Conservancy, the questions presented by the Board members at the previous meeting have been answered by Troy Weldy. Information is attached.

Programming and Space Planning Study for 10 N. Enterprise: The feasibility and space planning report is attached for review. The architects who performed the study may be present at the December Board meeting to discuss the recommended path forward for AWD headquarters at 10 N. Enterprise Dr.

### New Business/ Resolutions

Resolution 16-41: Extending Master Service Agreements with the following Consulting Engineering Firms by election of approval of the second and final year option: ARCADIS of New York, Inc.; CHA Consulting, Inc.; Baron & Loguidice D.P.C.; O'Brien & Gere Engineer, Inc.; Schnabel Engineering of New York was offered by Ms. Johnson and seconded by Mr. Ranellone. Resolution passed unanimously.

Resolution 16-42: Authorizing the Chairman to execute a Memorandum of Understanding with the NYSOGS for funding the Harriman Campus Sewage Pumping Station, force main and water system improvements design and construction projects was offered by Ms. Johnson and seconded by Mr. Ranellone. Resolution passed unanimously.

Resolution 16-43: Authorizing the Chairman to execute change order #1 to the Contract with General Controls associated with Sewer SCADA in the amount of \$34,825 and with an extension of time of 90 days for a new contract completion date of February 28, 2017 was offered by Ms. Johnson and seconded by Mr. Ranellone. Resolution passed unanimously.

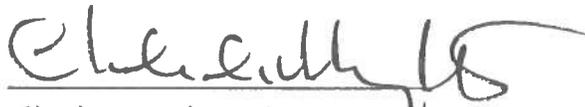
Resolution 16-44: Authorizing the Commissioner to issue Request for Proposals for Real Estate Consulting Services was offered by Ms. Johnson and seconded by Mr. Ranellone. Resolution passed unanimously.

### Executive Session

No Executive Session took place.

Chairman Dave McGuire informed all those in attendance that the next meeting of the AWB will be **Friday, December 16, 2016 (please note change in date)** at 9:30 AM in the AWB Conference Room.

Being no further business, Chairman McGuire called for a motion to adjourn the meeting. A motion was made by Mr. Houghton, seconded by Mr. Ranellone and passed unanimously. The meeting was adjourned at 10:30 AM.

Approved by:   
Charles Houghton, Secretary ✓

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**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER FINANCE AUTHORITY**  
**STATEMENTS OF CASH FLOWS**  
**October 31, 2016**

|   | One Month<br>Period Ended |              | Year-To-Date<br>Periods Ended |               | Percent<br>Variance | Variance       | Percent<br>Variance |
|---|---------------------------|--------------|-------------------------------|---------------|---------------------|----------------|---------------------|
|   | 2016                      | 2015         | 2016                          | 2015          |                     |                |                     |
| <b>Revenues</b>   |                           |              |                               |               |                     |                |                     |
| Water/sewer revenue   | \$ 3,104,175              | \$ 3,655,621 | \$ (551,446)                  | \$ 28,956,111 | \$ 29,803,054       | \$ (846,943)   | -2.8%               |
| Investment income   | 21,487                    | 9,421        | 12,066                        | 257,868       | 151,900             | 105,968        | 69.8%               |
| Total revenues  | 3,125,662                 | 3,665,042    | (539,380)                     | 29,213,979    | 29,954,954          | (740,975)      | -2.5%               |
| <b>Operating expenses</b>   |                           |              |                               |               |                     |                |                     |
| Operation/maintenance costs   | 1,430,491                 | 1,019,782    | 410,709                       | 20,982,890    | 20,173,503          | 809,387        | 4.0%                |
| Board/Authority expenses  | 3,024                     | 9,153        | (6,129)                       | 70,676        | 69,820              | 856            | 1.2%                |
| Total expenses  | 1,433,515                 | 1,028,935    | 404,580                       | 21,053,566    | 20,243,323          | 810,243        | 4.0%                |
| <b>Net operating cash flows before<br/>debt service and capital project<br/>costs</b> | 1,692,147                 | 2,636,107    | (943,960)                     | 8,160,413     | 9,711,631           | (1,551,218)    | -16.0%              |
| Debt service costs  | (561,580)                 | (564,620)    | 3,040                         | (5,615,800)   | (5,646,180)         | 30,380         | -0.5%               |
| Capital project costs   | (427,592)                 | (373,623)    | (53,969)                      | (3,099,931)   | (1,102,041)         | (1,997,890)    | 181.3%              |
| <b>Net cash flow (deficiency)</b>   | \$ 702,975                | \$ 1,697,864 | \$ (994,889)                  | \$ (555,318)  | \$ 2,963,410        | \$ (3,518,728) | -118.7%             |

**ALBANY WATER BOARD  
ALBANY MUNICIPAL WATER FINANCE AUTHORITY  
SCHEDULE OF REVENUES  
October 31, 2016**

|                                 | 2016          |               | 2016<br>Actual | Variance                   |               | 2015          |              | 2015<br>Actual | Variance                   |   |
|---------------------------------|---------------|---------------|----------------|----------------------------|---------------|---------------|--------------|----------------|----------------------------|---|
|                                 | Budget        | Actual        |                | Favorable<br>(Unfavorable) | %             | Budget        | Actual       |                | Favorable<br>(Unfavorable) | % |
| <b>Water and sewer revenue</b>  |               |               |                |                            |               |               |              |                |                            |   |
| October                         | \$ 3,567,745  | \$ 3,104,175  | \$ (463,570)   | -13%                       | \$ 3,382,020  | \$ 3,655,621  | \$ 273,601   | 8%             |                            |   |
| Year-to-Date                    | \$ 27,927,381 | \$ 28,956,111 | \$ 1,028,730   | 4%                         | \$ 25,903,803 | \$ 29,803,054 | \$ 3,899,251 | 15%            |                            |   |
| <b>Investment income</b>        |               |               |                |                            |               |               |              |                |                            |   |
| October                         | \$ 16,667     | \$ 21,487     | \$ 4,820       | 29%                        | \$ 12,500     | \$ 9,421      | \$ (3,079)   | -25%           |                            |   |
| Year-to-Date                    | \$ 150,000    | \$ 257,868    | \$ 107,868     | 72%                        | \$ 125,000    | \$ 151,900    | \$ 26,900    | 22%            |                            |   |
| <b>Additional Cash Receipts</b> |               |               |                |                            |               |               |              |                |                            |   |
| <b>Meter Recovery Fees</b>      |               |               |                |                            |               |               |              |                |                            |   |
| October                         | \$ -          | \$ -          | \$ -           |                            |               |               |              |                |                            |   |
| Year-to-Date                    | \$ -          | \$ -          | \$ -           |                            |               |               |              |                |                            |   |
| <b>Sales of Scrap</b>           |               |               |                |                            |               |               |              |                |                            |   |
| October                         | \$ -          | \$ 478        | \$ 478         |                            |               |               |              |                |                            |   |
| Year-to-Date                    | \$ -          | \$ 6,082      | \$ 6,082       |                            |               |               |              |                |                            |   |
| <b>Insurance Recoveries</b>     |               |               |                |                            |               |               |              |                |                            |   |
| October                         | \$ -          | \$ -          | \$ -           |                            |               |               |              |                |                            |   |
| Year-to-Date                    | \$ -          | \$ 19,136     | \$ 19,136      |                            |               |               |              |                |                            |   |
| <b>Miscellaneous Income</b>     |               |               |                |                            |               |               |              |                |                            |   |
| October                         | \$ -          | \$ 2,260      | \$ 2,260       |                            |               |               |              |                |                            |   |
| Year-to-Date                    | \$ -          | \$ 88,658     | \$ 88,658      |                            |               |               |              |                |                            |   |

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**  
**October 31, 2016**

|   | YEAR-TO-DATE OCTOBER 2016      |                    |               |                  |    | 2015 YTD<br>ACTUAL |
|---|--------------------------------|--------------------|---------------|------------------|----|--------------------|
|   | 2016 ANNUAL<br>ADJUSTED BUDGET | ADJUSTED<br>BUDGET | ACTUAL        | (OVER)/<br>UNDER |    |                    |
| <b>Administration</b>                     |                                |                    |               |                  |    |                    |
| Personnel services                        | 1,152,736                      | \$ 956,988         | 857,630       | \$ 99,358        |    | 713,148            |
| Equipment                                 | 1,000                          | \$ 750             | 399           | 351              |    | 975                |
| Contractual and other expenses            | 193,148                        | \$ 131,399         | 143,844       | (12,445)         |    | 142,548            |
| Benefits                                  | 390,398                        | \$ 325,332         | 198,520       | 126,812          |    | 184,422            |
|   | 1,737,282                      | 1,414,469          | 1,200,393     | 214,076          |    | 1,041,093          |
| <b>Supply, Power and Pumping</b>          |                                |                    |               |                  |    |                    |
| Personnel services                        | 803,481                        | \$ 667,041         | 594,315       | 72,726           |    | 544,066            |
| Equipment                                 | 43,000                         | \$ 35,833          | 43,000        | (7,167)          |    | -                  |
| Contractual and other expenses            | 104,913                        | \$ 71,372          | 30,175        | 41,197           |    | 64,689             |
| Benefits                                  | 358,894                        | \$ 299,078         | 180,882       | 118,196          |    | 155,949            |
|   | 1,310,288                      | 1,073,325          | 848,372       | 224,953          |    | 764,704            |
| <b>Purification</b>                       |                                |                    |               |                  |    |                    |
| Personnel services                        | 1,139,326                      | \$ 945,856         | 802,493       | 143,363          |    | 909,103            |
| Equipment                                 | 190,000                        | \$ 65,421          | 82,131        | (16,710)         |    | 113,764            |
| Contractual and other expenses            | 1,146,062                      | \$ 779,666         | 581,936       | 197,730          |    | 726,591            |
| Benefits                                  | 375,037                        | \$ 312,531         | 230,679       | 81,852           |    | 281,760            |
|   | 2,850,425                      | 2,103,473          | 1,697,239     | 406,234          |    | 2,031,218          |
| <b>Transmission/Distribution</b>          |                                |                    |               |                  |    |                    |
| Personnel services                        | 2,531,584                      | \$ 2,101,692       | 2,038,293     | 63,399           |    | 1,821,944          |
| Equipment                                 | 745,000                        | \$ 578,092         | 481,508       | 96,584           |    | 190,598            |
| Contractual and other expenses            | 1,628,765                      | \$ 1,108,049       | 1,053,035     | 55,014           |    | 1,197,189          |
| Benefits                                  | 849,238                        | \$ 707,698         | 603,480       | 104,218          |    | 623,347            |
|   | 5,754,587                      | 4,495,532          | 4,176,316     | 319,216          |    | 3,833,078          |
| <b>Sewer Services</b>                     |                                |                    |               |                  |    |                    |
| Personnel services                        | 825,134                        | \$ 685,017         | 532,447       | 152,570          |    | 568,786            |
| Equipment                                 | 589,000                        | \$ 221,750         | 448,192       | (226,442)        |    | 149,427            |
| Contractual and other expenses            | 1,714,370                      | \$ 1,166,286       | 1,035,874     | 130,412          |    | 1,119,452          |
| Benefits                                  | 196,956                        | \$ 164,130         | 146,715       | 17,415           |    | 105,452            |
|   | 3,325,460                      | 2,237,183          | 2,163,228     | 73,955           |    | 1,943,117          |
| <b>Pumping Stations</b>                   |                                |                    |               |                  |    |                    |
| Personnel services                        | 149,790                        | \$ 124,354         | 92,776        | 31,578           |    | 112,315            |
| Equipment                                 | 25,000                         | \$ 20,833          | 16,698        | 4,135            |    | 4,238              |
| Contractual and other expenses            | 400,609                        | \$ 272,534         | 179,177       | 93,357           |    | 151,424            |
| Benefits                                  | 37,757                         | \$ 31,464          | 23,401        | 8,063            |    | 43,494             |
|   | 613,156                        | 449,186            | 312,052       | 137,134          |    | 311,471            |
| <b>Taxes Paid to Municipalities</b>       | 2,112,359                      | \$ 2,112,359       | 1,948,121     | 164,238          |    | 1,935,511          |
| <b>County Sewer Contract</b>              | 6,177,000                      | \$ 6,232,000       | 6,231,856     | 144              |    | 6,121,068          |
| <b>Contingencies, Insurance and Other</b> | 4,575,643                      | \$ 2,150,487       | 2,405,313     | (254,826)        |    | 2,192,243          |
| <b>TOTALS</b>                             | \$ 28,456,200                  | \$ 22,268,013      | \$ 20,982,890 | \$ 1,285,123     | \$ | 20,173,503         |

| EXPENSE SUMMARY:                    | 2016       | 2015       | Change    |
|-------------------------------------|------------|------------|-----------|
| Personal Services                   | 4,917,954  | 4,669,362  | 248,592   |
| Equipment                           | 1,071,928  | 459,002    | 612,926   |
| Contractual and other expenses      | 3,024,041  | 3,401,893  | (377,852) |
| Benefits                            | 1,383,677  | 1,394,424  | (10,747)  |
| Other                               | 10,585,290 | 10,248,822 | 336,468   |
|                                     | 20,982,890 | 20,173,503 | 809,387   |
| Percent Increase/Decrease over 2015 | 4.0%       |            |           |
| Percent under Budget                | -5.77%     |            |           |
| Personal Services under Budget      | -10%       |            |           |

**ALBANY WATER BOARD**  
**ALBANY MUNICIPAL WATER AUTHORITY**  
**SCHEDULE OF CAPITAL PROJECT COSTS**  
**October 31, 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         |
|      | <b>\$</b> | <b>48,993,267</b> |

**Comparative Expenditures**

| <b>[----- 2015 -----]</b> |                     | <b>2016</b> |                     |
|---------------------------|---------------------|-------------|---------------------|
| 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        | 115,872             |
| August                    | 59,130              | August      | 253,453             |
| September                 | 208,826             | September   | 1,383,307           |
| October                   | 373,623             | October     | 427,592             |
| November                  | 44,554              | November    |                     |
| December                  | 929,999             | December    | -                   |
|                           | <b>\$ 2,076,594</b> |             | <b>\$ 3,099,931</b> |

|                                    | Budget<br>10/31/2016<br>YTD | Actual<br>10/31/2016<br>YTD | Budget<br>Difference<br>(over)/under | Actual<br>10/31/2015<br>YTD | Actual<br>Difference<br>(over)/under |
|------------------------------------|-----------------------------|-----------------------------|--------------------------------------|-----------------------------|--------------------------------------|
| <b>OVERTIME</b>                    |                             |                             |                                      |                             |                                      |
| <i>Supply, Power and Pumping</i>   | \$ 80,385                   | \$ 93,075                   | \$ (12,690)                          | \$ 43,517                   | \$ (49,558)                          |
| <i>Purification</i>                | \$ 114,231                  | \$ 94,365                   | \$ 19,866                            | \$ 101,412                  | \$ 7,047                             |
| <i>Transmission/Distribution</i>   | \$ 253,846                  | \$ 319,531                  | \$ (65,685)                          | \$ 286,830                  | \$ (32,701)                          |
| <i>Sewer Services</i>              | \$ 33,846                   | \$ 57,793                   | \$ (23,947)                          | \$ 58,268                   | \$ 475                               |
| <i>Pumping Stations</i>            | \$ 8,462                    | \$ 3,618                    | \$ 4,844                             | \$ 8,781                    | \$ 5,163                             |
| <b>TOTAL</b>                       | \$ 490,769                  | \$ 568,382                  | \$ (77,613)                          | \$ 498,808                  | \$ (69,574)                          |
| <b>Percentage</b>                  |                             |                             | <b>-15.81%</b>                       |                             | <b>-13.9%</b>                        |
| <b>DUE FROM THE CITY OF ALBANY</b> |                             |                             |                                      |                             |                                      |
|                                    |                             | <b>10/31/2016</b>           |                                      |                             |                                      |
|                                    | \$                          | <u>11,758,431</u>           |                                      |                             |                                      |

|   | YEAR-TO-DATE                   |                    |                  |
|---|--------------------------------|--------------------|------------------|
|   | 2016 ANNUAL<br>ADJUSTED BUDGET | Oct 2016<br>ACTUAL | 2016<br>Prjected |
| <b>Administration</b>                     |                                |                    |                  |
| Personnel services                        | 1,152,736                      | 857,630            | 1,148,386        |
| Equipment                                 | 1,000                          | 399                | 1,000            |
| Contractual and other expenses            | 193,148                        | 143,844            | 345,600          |
| Benefits                                  | 390,398                        | 198,520            | 390,398          |
|   | 1,737,282                      | 1,200,393          | 1,885,384        |
| <b>Supply, Power and Pumping</b>          |                                |                    |                  |
| Personnel services                        | 803,481                        | 594,315            | 800,449          |
| Equipment                                 | 43,000                         | 43,000             | 43,000           |
| Contractual and other expenses            | 104,913                        | 30,175             | 123,666          |
| Benefits                                  | 358,894                        | 180,882            | 358,894          |
|   | 1,310,288                      | 848,372            | 1,326,009        |
| <b>Purification</b>                       |                                |                    |                  |
| Personnel services                        | 1,139,326                      | 802,493            | 1,135,027        |
| Equipment                                 | 190,000                        | 82,131             | 190,000          |
| Contractual and other expenses            | 1,146,062                      | 581,936            | 1,352,000        |
| Benefits                                  | 375,037                        | 230,679            | 375,037          |
|   | 2,850,425                      | 1,697,239          | 3,052,064        |
| <b>Transmission/Distribution</b>          |                                |                    |                  |
| Personnel services                        | 2,531,584                      | 2,038,293          | 2,522,031        |
| Equipment                                 | 745,000                        | 481,508            | 745,000          |
| Contractual and other expenses            | 1,628,765                      | 1,053,035          | 1,866,000        |
| Benefits                                  | 849,238                        | 603,480            | 849,238          |
|   | 5,754,587                      | 4,176,316          | 5,982,269        |
| <b>Sewer Services</b>                     |                                |                    |                  |
| Personnel services                        | 825,134                        | 532,447            | 822,020          |
| Equipment                                 | 589,000                        | 448,192            | 589,000          |
| Contractual and other expenses            | 1,714,370                      | 1,035,874          | 2,100,000        |
| Benefits                                  | 196,956                        | 146,715            | 196,956          |
|   | 3,325,460                      | 2,163,228          | 3,707,976        |
| <b>Pumping Stations</b>                   |                                |                    |                  |
| Personnel services                        | 149,790                        | 92,776             | 149,225          |
| Equipment                                 | 25,000                         | 16,698             | 25,000           |
| Contractual and other expenses            | 400,609                        | 179,177            | 410,109          |
| Benefits                                  | 37,757                         | 23,401             | 37,757           |
|   | 613,156                        | 312,052            | 622,091          |
| <b>Taxes Paid to Municipalities</b>       | 2,112,359                      | 1,948,121          | 1,948,121        |
| <b>County Sewer Contract</b>              | 6,177,000                      | 6,231,856          | 6,231,856        |
| <b>Contingencies, Insurance and Other</b> | 4,575,643                      | 2,405,313          | 4,575,643        |
| <b>TOTALS</b>                             | \$ 28,456,200                  | \$ 20,982,890      | \$ 29,331,413    |
| <b>Revenues:</b>                          |                                |                    |                  |
| Water and Sewer                           | \$ 37,000,000.00               | \$ 25,786,738.00   | \$ 37,000,000.00 |
| Investment                                | \$ 200,000.00                  | \$ 236,381.00      | \$ 295,000.00    |
| <b>TOTAL Revenue</b>                      | \$ 37,200,000.00               | 26,023,119.00      | 37,295,000.00    |



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

| Parameter                            | Annual Goal or YTD |     |     |     |     |     |     |     |     |     |     |     | YTD  |
|--------------------------------------|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
|                                      | Jan                | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |      |
| <b>Injury Reports (New)</b>          | 8                  | 4   | 7   | 4   | 6   | 5   | 0   | 4   | 11  |     |     |     | 49   |
| Total Reports Submitted              | 4                  | 3   | 5   | 4   | 6   | 1   | 0   | 4   | 6   |     |     |     | 33   |
| Total resulting in Medical Treatment | 2                  | 3   | 4   | 2   | 2   | 0   | 0   | 1   | 3   |     |     |     | 17   |
| Total resulting in Time Loss         | 11                 | 43  | 35  | 2   | 5   | 0   | 0   | 16  | 24  |     |     |     | 136  |
| <b>Lost Work Days (Injuries)</b>     | 13                 | 5   | 3   | 1   | 2   | 4   | 4   | 3   | 2   |     |     |     | 39   |
| <b>Water Main Breaks</b>             | 0                  | 1   | 1   | 1   | 3   | 0   | 0   | 1   | 0   |     |     |     | 8    |
| <b>Sewer Repairs</b>                 | 3                  | 4   | 3   | 5   | 5   | 3   | 3   | 2   | 4   |     |     |     | 34   |
| <b>Valves Repair/Replaced</b>        | 0                  | 5   | 4   | 1   | 2   | 2   | 6   | 8   | 9   |     |     |     | 48   |
| <b>MH Repairs</b>                    | 0                  | 3   | 1   | 1   | 6   | 4   | 2   | 1   | 1   |     |     |     | 20   |
| <b>Hydrant Replacements</b>          | 0                  | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 2    |
| <b>Hydrant Repairs</b>               | 2                  | 3   | 3   | 2   | 2   | 7   | 4   | 2   | 0   |     |     |     | 26   |
| <b>Service Terminations</b>          | 4                  | 5   | 3   | 5   | 4   | 6   | 6   | 9   | 10  |     |     |     | 67   |
| <b>Service Repairs</b>               | 8                  | 8   | 11  | 14  | 17  | 15  | 14  | 16  | 12  |     |     |     | 131  |
| <b>Basin Repairs</b>                 | 0                  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 0    |
| <b>Frozen Service</b>                | 0                  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 0    |
| <b>Curb Box and Rod replaced</b>     | 1                  | 7   | 8   | 6   | 3   | 1   | 5   | 2   | 8   |     |     |     | 42   |
| <b>Valve Box replaced</b>            | 0                  | 0   | 1   | 2   | 1   | 2   | 1   | 2   | 2   |     |     |     | 12   |
| <b>Install Valve</b>                 | 241                | 231 | 147 | 142 | 147 | 136 | 115 | 55  | 79  |     |     |     | 1365 |
| <b>Orlons Installed</b>              |                    |     |     |     |     |     |     |     |     |     |     |     |      |
| <b>Goal Actual YTD</b>               |                    |     |     |     |     |     |     |     |     |     |     |     |      |

well over goal  
at goal  
caution  
unacceptable - corrective action required

Annual Goal or YTD

YTD

49

33

17

136

39

8

34

48

20

2

26

67

131

0

0

42

12

1365

Goal

Actual YTD

241

231

147

142

147

136

115

55

79

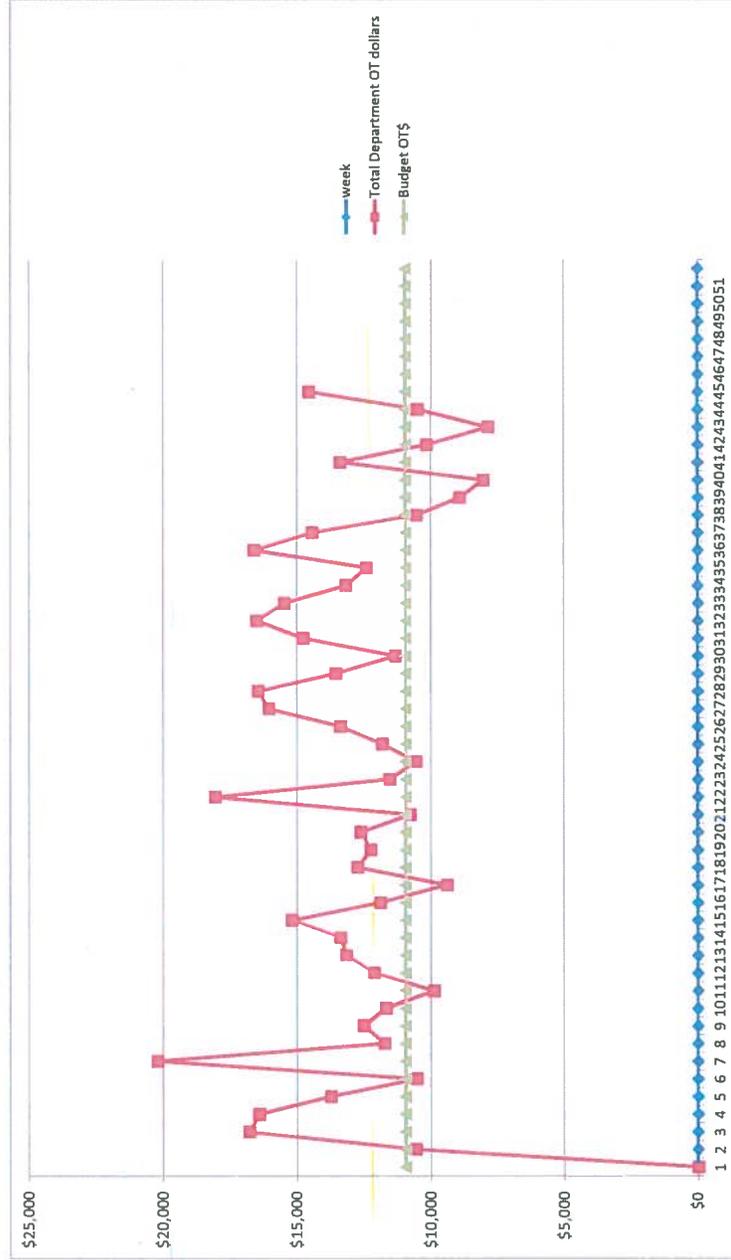
72

1365

**budget OT\$ weekly OT\$**

week

| week | budget OT\$ | weekly OT\$ |
|------|-------------|-------------|
| 1    | \$10,943    | \$0         |
| 2    | \$10,943    | \$10,549    |
| 3    | \$10,943    | \$16,773    |
| 4    | \$10,943    | \$16,410    |
| 5    | \$10,943    | \$13,739    |
| 6    | \$10,943    | \$10,503    |
| 7    | \$10,943    | \$20,210    |
| 8    | \$10,943    | \$11,720    |
| 9    | \$10,943    | \$12,509    |
| 10   | \$10,943    | \$11,664    |
| 11   | \$10,943    | \$9,871     |
| 12   | \$10,943    | \$12,114    |
| 13   | \$10,943    | \$13,152    |
| 14   | \$10,943    | \$13,370    |
| 15   | \$10,943    | \$15,186    |
| 16   | \$10,943    | \$11,872    |
| 17   | \$10,943    | \$9,385     |
| 18   | \$10,943    | \$12,730    |
| 19   | \$10,943    | \$12,237    |
| 20   | \$10,943    | \$12,606    |
| 21   | \$10,943    | \$10,752    |
| 22   | \$10,943    | \$18,041    |
| 23   | \$10,943    | \$11,566    |
| 24   | \$10,943    | \$10,536    |
| 25   | \$10,943    | \$11,814    |
| 26   | \$10,943    | \$13,371    |
| 27   | \$10,943    | \$16,050    |
| 28   | \$10,943    | \$16,436    |
| 29   | \$10,943    | \$13,562    |
| 30   | \$10,943    | \$11,333    |
| 31   | \$10,943    | \$14,752    |
| 32   | \$10,943    | \$16,487    |
| 33   | \$10,943    | \$15,452    |
| 34   | \$10,943    | \$13,165    |
| 35   | \$10,943    | \$12,413    |
| 36   | \$10,943    | \$16,590    |
| 37   | \$10,943    | \$14,421    |
| 38   | \$10,943    | \$10,504    |
| 39   | \$10,943    | \$8,909     |
| 40   | \$10,943    | \$8,024     |
| 41   | \$10,943    | \$13,375    |
| 42   | \$10,943    | \$10,134    |
| 43   | \$10,943    | \$7,845     |
| 44   | \$10,943    | \$10,468    |
| 45   | \$10,943    | \$14,538    |
| 46   | \$10,943    |             |
| 47   | \$10,943    |             |
| 48   | \$10,943    |             |
| 49   | \$10,943    |             |
| 50   | \$10,943    |             |
| 51   | \$10,943    |             |
| 52   | \$10,943    |             |
| 53   | \$10,943    |             |



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53



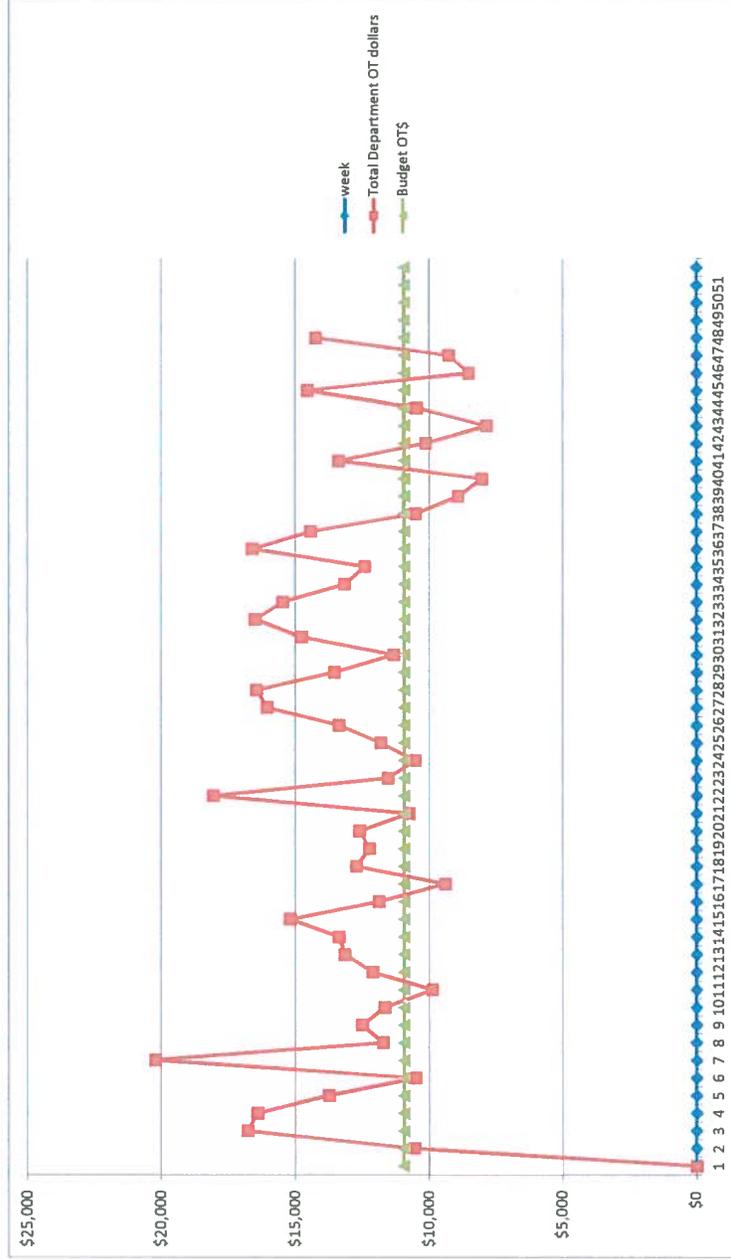
Department of Water and Water Supply - 2016 Key Performance Indicators and Critical Numbers Dashboard

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

| Parameter   | Annual Goal or YTD | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD  |
|---|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| <b>Injury Reports (New)</b>   | YTD                |     |     |     |     |     |     |     |     |     |     |     |     |      |
| Total Reports Submitted   | 59                 | 8   | 4   | 7   | 4   | 6   | 5   | 0   | 4   | 11  | 5   | 5   |     | 59   |
| Total resulting in Medical Treatment                                | 40                 | 4   | 3   | 5   | 4   | 6   | 1   | 0   | 4   | 6   | 4   | 3   |     | 40   |
| Total resulting in Time Loss  | 24                 | 2   | 3   | 4   | 2   | 2   | 0   | 0   | 1   | 3   | 4   | 3   |     | 24   |
| Lost Work Days (injuries)   | 194                | 11  | 43  | 35  | 2   | 5   | 0   | 0   | 16  | 24  | 37  | 21  |     | 194  |
| <b>Water Main Breaks</b><br>* 48-inch, ** 36-inch transmission line | 41                 | 13  | 5   | 3   | 1   | 2   | 4   | 4   | 3   | 2   | 2   | 2   |     | 41   |
| <b>Sewer Repairs</b>  | 8                  | 0   | 1   | 1   | 1   | 3   | 0   | 0   | 1   | 0   | 1   | 0   |     | 8    |
| <b>Valves Repair/Replaced</b>                                       | 38                 | 3   | 4   | 3   | 5   | 5   | 3   | 3   | 2   | 4   | 2   | 4   |     | 38   |
| <b>MH Repairs</b>   | 49                 | 0   | 5   | 4   | 1   | 2   | 2   | 6   | 8   | 9   | 11  | 1   |     | 49   |
| <b>Hydrant Replacements</b>   | 22                 | 0   | 3   | 1   | 1   | 6   | 4   | 2   | 1   | 1   | 1   | 2   |     | 22   |
| <b>Hydrant Repairs</b>  | 2                  | 0   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     | 2    |
| <b>Service Terminations</b>   | 28                 | 2   | 3   | 3   | 2   | 2   | 7   | 4   | 2   | 0   | 1   | 2   |     | 28   |
| <b>Service Repairs</b>  | 75                 | 4   | 5   | 3   | 5   | 4   | 6   | 6   | 9   | 10  | 15  | 8   |     | 75   |
| <b>Basin Repairs</b>  | 139                | 8   | 8   | 11  | 14  | 17  | 15  | 14  | 16  | 12  | 16  | 8   |     | 139  |
| <b>Frozen Service</b>   | 0                  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     | 0    |
| <b>Curb Box and Rod replaced</b>                                    | 0                  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     | 0    |
| <b>Valve Box replaced</b>   | 43                 | 1   | 7   | 8   | 6   | 3   | 1   | 5   | 2   | 8   | 1   | 1   |     | 43   |
| <b>Install Valve</b>  | 13                 | 0   | 0   | 1   | 2   | 1   | 2   | 1   | 2   | 2   | 1   | 1   |     | 13   |
| <b>Orions Installed</b>   |                    |     |     |     |     |     |     |     |     |     |     |     |     |      |
| <b>Goal</b>   |                    |     |     |     |     |     |     |     |     |     |     |     |     |      |
| <b>Actual YTD</b>   | 1451               | 241 | 231 | 147 | 142 | 147 | 136 | 115 | 55  | 79  | 72  | 86  |     | 1451 |

budget OT\$ weekly OT\$

| week | budget OT\$ | weekly OT\$ |
|------|-------------|-------------|
| 1    | \$10,943    | \$0         |
| 2    | \$10,943    | \$10,549    |
| 3    | \$10,943    | \$16,773    |
| 4    | \$10,943    | \$16,410    |
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| 6    | \$10,943    | \$10,503    |
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| 13   | \$10,943    | \$13,152    |
| 14   | \$10,943    | \$13,370    |
| 15   | \$10,943    | \$15,186    |
| 16   | \$10,943    | \$11,872    |
| 17   | \$10,943    | \$9,385     |
| 18   | \$10,943    | \$12,730    |
| 19   | \$10,943    | \$12,237    |
| 20   | \$10,943    | \$12,606    |
| 21   | \$10,943    | \$10,752    |
| 22   | \$10,943    | \$18,041    |
| 23   | \$10,943    | \$11,546    |
| 24   | \$10,943    | \$10,536    |
| 25   | \$10,943    | \$11,814    |
| 26   | \$10,943    | \$13,371    |
| 27   | \$10,943    | \$16,050    |
| 28   | \$10,943    | \$16,436    |
| 29   | \$10,943    | \$13,542    |
| 30   | \$10,943    | \$11,333    |
| 31   | \$10,943    | \$14,752    |
| 32   | \$10,943    | \$16,487    |
| 33   | \$10,943    | \$15,452    |
| 34   | \$10,943    | \$13,165    |
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| 40   | \$10,943    | \$8,024     |
| 41   | \$10,943    | \$13,375    |
| 42   | \$10,943    | \$10,134    |
| 43   | \$10,943    | \$7,845     |
| 44   | \$10,943    | \$10,468    |
| 45   | \$10,943    | \$14,538    |
| 46   | \$10,943    | \$8,515     |
| 47   | \$10,943    | \$9,267     |
| 48   | \$10,943    | \$14,232    |
| 49   | \$10,943    |             |
| 50   | \$10,943    |             |
| 51   | \$10,943    |             |
| 52   | \$10,943    |             |
| 53   | \$10,943    |             |



## Joseph Coffey

---

**From:** Joseph Coffey  
**Sent:** Wednesday, November 09, 2016 10:29 AM  
**To:** 'Troy Weldy'; Amy Walsh  
**Cc:** Charles Kerchner  
**Subject:** RE: AWB project

I believe we prefer a single contract with TNC. What will the terms of the easement include?

*Joseph E. Coffey, Jr., P.E., Commissioner*



City of Albany  
Department of Water and Water Supply  
10 North Enterprise Dr.  
Albany, NY 12204  
Office phone: 518 434-5300  
Mobile: 518 391-8558  
Fax: 518 434-5332  
[www.albanyny.gov](http://www.albanyny.gov)

*"If you want to go quickly, go alone. If you want to go far, go together".*  
African Proverb

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**From:** Troy Weldy [mailto:[tweldy@TNC.ORG](mailto:tweldy@TNC.ORG)]  
**Sent:** Wednesday, November 09, 2016 10:21 AM  
**To:** Joseph Coffey; Amy Walsh  
**Cc:** Charles Kerchner  
**Subject:** RE: AWB project

Joe/Amy,

Below are our responses to the questions. Before I begin drafting the contract, do you have a preference regarding a single contract with TNC (SIG serving as a sub-contractor) or separate contracts with TNC for the forest management plan development/easement and SIG for carbon sales? Also, where does AWB stand on the possibility of a permanent easement with NYS (most likely DEC)? I think this will get you the highest total revenue and best price for carbon.

Troy

**From:** Joseph Coffey [mailto:[jcoffey@albanyny.gov](mailto:jcoffey@albanyny.gov)]  
**Sent:** Tuesday, November 08, 2016 2:40 PM  
**To:** Troy Weldy <[tweldy@TNC.ORG](mailto:tweldy@TNC.ORG)>  
**Cc:** Amy Walsh <[awalsh@albanyny.gov](mailto:awalsh@albanyny.gov)>  
**Subject:** AWB project  
**Importance:** High

Troy, please see following questions from one of our Board members....I'd appreciate your thoughts. I will share with the Board at our next meeting 11/18. Also, can you please advise status of the draft contract?

regards,  
Joe

**1. What happens if the credits (or some of them) cannot be sold one year?**

Worst case scenario, we would just bulk these credits and sell them in a different year. That said, TNC has sales contracts for all its current and projected forest carbon credits through 2022. Last week, I had a call from PricewaterhouseCoopers looking to purchase 10 years of credit at \$1.5M. If the Albany lands were ready, this would be an ideal fit where I think I could negotiate a sale above our \$8 estimated price.

**2. What happens after 10 years? AWB will still have a healthy, active forest. Can more credits be sold under another contract or perhaps not until the 40 year (for the voluntary market) is over?**

Yes, more credits can be sold under another contract but not extend the obligation period further. That said, the majority of funding will occur in the first 10 years. These additional credits can be used to cover costs associated with updating the forest management plan and covering audit costs. They may generate some additional revenue, but modest compared to the first contract.

**3. Are there verification fees and other fees that the AWB will be responsible for after the 10 years of revenue receiving are over? For example: the site verification every 5 years and the inventory every 10 --how many decades would AWB be responsible for these expenses and how much are the estimated expenses?**

This builds upon the last question/response. AWB would be responsible for 30 years of monitoring after the 10 year contract. Total project life is 40 years, with option to extend if desired. All monitoring obligations and project costs will terminate at year 41 if AWB did not want to continue selling credits after 40 years. AWB can sell credits in years 11-40 to cover inventory and verification costs and have some positive net return. AWB will have approximately \$24,000 in annual revenue if they sell credits every year (projected at \$8/tonne), which is equivalent to \$240,000 every 10 years after the first decade. Somewhat conservative estimates, put inventory costs at ~\$18,000 every 10 years, verification will be ~\$30,000 every 5 years (\$60,000 every 10 years), and registry fees will be \$ ~4,390 every 10 years. I would put administration and reporting requirements at ~\$70,000 over 10 years. Thus, total costs after the first 10 years would be approximately \$152,000 per decade and the gross revenue would be \$240,000 every decade after the first decade of the project. Thus, \$240,000 (gross revenue 10 years) - \$152,000 (costs for 10 years)= \$88,000 in net revenue every 10 years (or \$8,800/year). The cost projections may decrease from technology efficiency.

**4. Are the activation fees of Stage 2 on the slides SIG gave us covered in the Year 1 expenses, or are these in addition to the expenses itemized over the 10 years of Revenue?**

I believe you are referring to listing fees and registry fees. Listing and registry fees are third-party costs and are included as expenses in the net revenue estimates presented to Albany. That is, AWB would not have to pay those costs out of net revenue. TNC and SIG pay them upfront.

**5. What happens in the event of a forest fire or flood that renders our forest not as valuable as the credits?**

This is covered by insurance which is provided as part of the overall project.

6. How much of the 45% revenue sharing (after expenses) goes to the Nature Conservancy?

This is still to be negotiated between TNC and SIG, depending on the role that each of us agree to take. TNC aim is to cover its staff time and FSC certification costs associated with the project.

*Joseph E. Coffey, Jr., P.E., Commissioner*



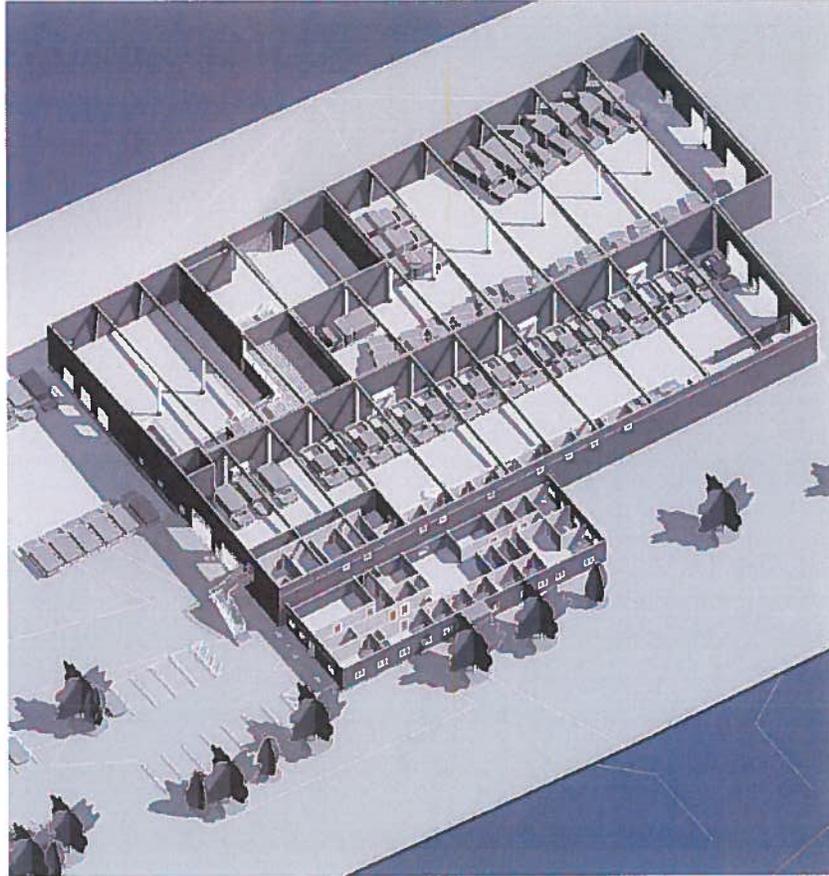
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# **Feasibility and Space Planning Study for 10 North Enterprise Drive**



**City of Albany  
Department of Water and Water Supply**

**November 2016**



Lacey Thaler Reilly Wilson Architecture & Preservation, LLP  
79 North Pearl Street, Albany, NY 12207

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Description

Space Planning Options

Option 1

Option 2

Option 3

Recommendations

Appendix A – Diagrams for Options 1 through 3

Appendix B – Photographs of Existing Conditions



## Executive Summary

In mid-2016 Lacey Thaler Reilly Wilson Architecture & Preservation LLP was contracted to do a feasibility and space planning analysis of the City of Albany Department of Water and Water Supply facilities at 10 North Enterprise Drive. Originally built in the 1989 as a beer distribution warehouse, the building was purchased by the Department of Water and Water Supply in the 2010 to become the new headquarters for operations. Space and systems renovations were made in an attempt to provide a more functional space for their operations; however, there are some current space use and systems controls problems that make the functions of the building awkward and inefficient. In addition, the Department anticipates upcoming space needs and increases in total personnel which will make the building in its current configuration unsuitable for the coming years.

The purpose of this study was to:

1. examine existing utilization of the facility and to identify potential solutions to improve efficiency, workflow and communication amongst members of the Department;
2. suggest renovations that would improve and make more secure the functions and communications between the Department and the general public; and
3. verify the physical construction, and utilizing Revit modeling software provide diagrammatic solutions for improved physical layout of the building(s). This is to more precisely examine where new personnel and equipment could be housed on site, given the anticipated growth of the Department over the next 10 years and beyond.

In order to provide a full spectrum of options, we began by looking at maximizing the existing spaces and volumes, and then suggesting additional built structures to the site which could further improve each scheme. Options include variations of simple reorganization of existing spaces for better adjacency and mezzanine enlargement; reorganization of spaces coupled with more significant structural changes to better accommodate the needs of large vehicles and equipment; and comprehensive renovation and addition to the existing footprint, along with the potential for additional structures on site.

Ideally, new construction on a clear site would provide the opportunity for the most efficient design and perfectly addressing every need of the Water Department; however, the confines of the existing site create significant challenges. Adapting existing structural assemblies and systems engineering will likely come with a certain cost premium versus simply adding new structural footprint. Some of the options we present in this report will lend themselves better to continuity of operations and minimizing disruption than others, and we have provided order-of-magnitude estimates of probable cost for each.

Based on the anticipated departmental growth and the goals of the department to make significant changes in how they conduct business with their customers, the existing facilities Water Department facilities will require some significant changes in the near future. We hope the contents of this study are clear and concise, and we look forward to addressing any of these options or criteria in greater detail if the need arises.



## Descriptions

### General

The Water Department headquarters is actually two buildings connected along an east/west common wall. To the north, the structure is a 42,000sf engineered metal building with a concrete floor and foundations and a structural steel frame, originally designed with a portion of the square footage dedicated to cold storage. The majority of this building is dedicated to storage, indoor parking and a small amount of area dedicated to office space. To the south is a 5,000sf single story concrete masonry unit building, housing the engineering, finance and customer service portions of the Department.

The building housing the North and South Bays is approximately 25' tall and bisected along the East-West axis by a concrete masonry unit wall. Along a portion of south most wall a 12' deep mezzanine was inserted to create a long narrow second story space. The metal building is largely utilized for vehicle storage, with portions divided out for material storage, and foreman offices. The 12' tall office wing houses administrative and professional offices.

- A. The existing engineered metal building is divided in half with a CMU partition, separating the North Bay from the South Bay, and within each there are additional subdivisions of space. There with a single row of steel columns running along the center of the North Bay between the east and west exterior walls. In the North Bay there are four primary functions, described below from west to east:
1. Inventory Storage is at the west end of the North Bay, with multiple rows of 15' tall storage shelves and loading dock overhead doors along the western wall, and a large opening in the south wall. These openings allow for direct exterior delivery access from the west, and interior unloading/delivery from the South Bay;
  2. To the east of Inventory is the Vehicle Maintenance and Repair Garage, with exterior access through the north wall and to the rest of the North Bay through a personnel door in the south wall of the Garage;
  3. Directly south of Vehicle Maintenance there are two enclosed offices and an open vehicle storage bay largely occupied by the Traffic Engineering Department. The two offices are below and structurally separated from a balcony within Inventory, but the Traffic Engineering bay is contiguous with the remaining open area of the North Bay to the east;
  4. The open area at the eastern end of the North Bay is primarily used for parking and storage by the Albany Water Department, where large trucks and heavy equipment are parked along the north and south walls. This bay is dead-ended by the other functions to the west of this bay described above and is only practically accessed from the exterior by two large garage doors at the east, requiring large vehicles to back into or do multi-point turning



maneuvers to reach designated parking spots. Additional access between the North and South Bays is through two larger openings in the CMU partition.

- B. The grade level of the southern half (South Bay) of the metal building is mostly used for parking of smaller pick-up trucks and SUVs along the north wall, and there are overhead doors providing access points to the North Bay. Along the south wall occupied spaces are built on two levels for engineering offices, toilet rooms, lockers and break rooms for the field crews and foreman. At the east end of the South Bay is a smaller parking area for a couple of vehicles and a partially-enclosed vehicle wash bay. At the upper level along the south wall is a mezzanine to provide a second story space utilized for Water Department foreman offices, Traffic Engineering offices and the Office of the Director of Operations.

The configuration of this bay with two overhead doors at the east and west walls affords easy passage, with the ability to enter and exit the entire length of the bay from either direction.

- C. Connected to and running east/west along the south wall of the South Bay is the Administration Offices Building, constructed of CMU and steel framing. It is generally divided into three functions:
- a. Engineering and Administration – located primarily at the west end of the building, and subdivided into offices, storage, corridors, engineering and a large meeting room;
  - b. Customer Service and Finance – located centrally, and contains a bullpen/open station environment, also serving as the main entrance and point of distribution for other administrative functions in the building. It also has a heavily used passage door to the South Bay. Public access to the Administrative Building is gained through a pair of glazed doors, framed by a small canopy at the center of the south wall and leading directly to Customer Service.
  - c. Finance – located at the east end of the building, this area also has a pair of toilet rooms and a small break room, as well as small office spaces for part-time office employees and other field personnel.

### **HVAC / Systems**

Most of the full-height spaces of the North and South Bays are heated with natural gas-fired fan units hung from the roof framing. These units do an adequate job of heating the space, but as expected their effectiveness is limited when one or more of the garage doors in the exterior walls are opened for any significant amount of time. The limited amount of office space in the North Bay is heated with a combination of forced air and electric resistance heaters, and the enclosed portions of the offices at the mezzanine of the South Bay are climate controlled with a conventional HVAC system. It appears there



are some balancing issues amongst the row of foreman offices, and heating and cooling of the office spaces at the western end of the mezzanine level are largely inadequate, in part due to a lack of insulation above the ceilings of the latter office spaces.

There are multiple air handlers and rooftop cooling units serving office space in the South Bay and in the Administrative Building. This system has been modified over time, with most recent upgrades made to the equipment in 2011. Unfortunately the accompanying reconfiguration and compartmentalizing of office spaces, primarily at the Administration Building has caused balancing and control issues for heating and cooling. For instance, there is one thermostat control zone for the most of the ground floor level of the Administration Building, and the main thermostat is placed in the southwest office of the group of offices. In our review of the HVAC layout and controls, we have found that the system needs to be rebalanced and there may need to be some relocation of supply and return grilles; while there appears to be enough air and cooling capacity, there are distinct distribution and humidity control issues that must be addressed.

### **Site – General**

The site is an elongated rectangle with the buildings sited in the center. At the west end is a 50-spot staff parking area, and a small visitor parking area with 12 spots west of and adjacent to the Administration Building. North of this and adjacent to the Inventory area is a concrete-paved ramp allowing for loading dock truck access. To the south of visitor parking and along most of the length of the site is a narrow grass lawn and frontage on North Enterprise Drive. At the north edge of the property is a paved access road used by heavy equipment to maintain and protect Enterprise Drive. East of the building is reserved for vehicle access, with 36 parking spots for fleet vehicles and excavation spoils stored from various work site locations across the City. Overall security is a concern for the site, largely because the overhead doors on the west side adjacent to the main parking lot are open and accessible to the general public. As the public and contractor entrance on the south façade of the Administration Building is not immediately visible from the parking area, it can cause some confusion regarding procedure and pedestrian flow, and unauthorized entries are often made through the high bay doors.

## **Space Planning Options**

*(please refer to Appendix A for drawings related to each of the options described below)*

All three planning options strive to acknowledge the inherent challenges and space limitations of the site and existing building construction. Each attempts to address the opportunities within the existing volumes, especially at the high bay spaces, trying to take advantage of the constructed space the Department already has while planning for an enlarged presence over the coming years. Issues of constructability, sequencing, continuity of critical operations during construction and overall cost have also been considered, but for the purposes of this study have not yet been analyzed in great detail.



### **Option 1**

This option focuses on a few overarching goals which were also integrated into all of the options. These include creating drive through access in the north most heavy equipment bay, providing indoor parking for a majority of the current fleet, relocating the public entrance to the west end of the Administration Building directly adjacent to the visitor parking, and creating additional usable square footage at the mezzanine level to afford departmental growth. Within Option 1 Inventory in the North Bay has been relocated the South Bay, and Traffic Engineering vehicle storage was moved adjacent to the west of the garage allowing for through-vehicle access. In the South Bay the north wall still contains light vehicle parking, while the south wall has the break room functions housed in the former engineering area, and a long narrow Inventory area at the former break room. The wash bay remains intact. The Administration Building is reorganized with Customer Service at the west end, Engineering at the center and Finance at their current location at the eastern end. The mezzanine is stretched along the entire West wall for a depth of approximately 60'. At the north there is a Traffic Engineering office suite and a shared second staircase. The center of the mezzanine houses the field operations offices and general file storage, while the south end is Administration offices.

To complete this scheme a 60' x 120' double height addition would be constructed along the west end of the North Bay. This could allow for the mechanic's garage and Traffic Engineering vehicle storage at the first floor with a through-traffic lane in the center and Traffic Engineering offices on the second floor. This would reserve the entire original footprint of the North Bay for vehicle parking.

### **Option 2**

Option 2 takes some cues from the East Garage of the Department of General Services, further north on Erie Boulevard, with a center driving and maneuvering lane flanked on both sides by perpendicular parking under balcony/mezzanine space above. The Inventory and Traffic Engineering spaces in the North Bay have been relocated and the mechanic's garage has been moved to the northwest end creating through-vehicle access. This option adds two column lines, running east/west at the 1/3 and 2/3 span of the overhead primary steel structure, and removes the existing centered, east/west column line and. The column shift, while adding relatively significant cost, will provide more "large vehicle-friendly" passage and parking throughout the bay, and a column-free center traffic lane for better vehicle maneuverability.

Above the parking on the north wall a mezzanine has been added for Inventory storage. In the South Bay the north wall contains light vehicle parking, the south wall places the break areas in the former Engineering office area and the former breakroom areas are removed to increase vehicle parking. The wash bay would be relocated and Traffic Engineering vehicles would be parked in its place. The administration building is reorganized with customer service at the west end and operations at the east end. The mezzanine is stretched along the length of the South Bay, and 1/3 of the North Bay width aligning with the new 2/3-span columns. At the North, from west to east are Administration, break



areas, Engineering and Traffic Engineering office suites, and a shared second staircase. The center of the mezzanine is open to the South Bay below while the south side of the mezzanine has Finance offices and general file storage.

To maximize this scheme a 120' x 90' two-story addition would be constructed at the east end of the South Bay, to the south of the wash bay access. The addition would house a double height space along the west half for Inventory, with garage doors at the north and south for drive-through access. The north portion of the east side would be a three bay mechanics garage, while the south end would be a two-story Traffic Engineering department, with three bays of vehicle parking below and an office suite above.

In lieu of a mezzanine expansion, Option 2A describes a two-story office addition directly adjacent to and east of the current administration building. The addition would be 40' x 120' and provide space for enlarged Administration and Finance offices. The Second floor would have a Traffic Engineering suite to the west and an Engineering suite to the east.

### **Option 3**

In the final option Inventory, Traffic Engineering and the mechanics garage in the North Bay have been relocated to create through-vehicle traffic and maximize North Bay interior parking. In the South Bay the north wall contains light vehicle parking, along the south wall are the break areas in the former engineering area, and the former breakroom areas are removed to increase vehicle parking. The wash bay would remain in its current location. The administration building is reorganized with Customer Service at the west end and Engineering at the east end. The mezzanine is stretched along the west half of the South Bay. At the north, from west to east are break areas and Administration office suites. Along the south side of the mezzanine would be finance offices, general file storage, operations, and a small addition housing a second shared stair at the southeast corner.

To maximize this scheme a 120' x 90' 2 story addition would be constructed at the east end of site allowing for vehicle access on all sides of the addition as well as the east end of the existing north and south bays. The addition would house a double height space along the west half for Inventory, with garage doors at the west and east for drive-through access. The western portion of the south side would be a three bay mechanics garage, while the eastern end would be a two-story Traffic Engineering department, with three bays of vehicle parking below and an office suite above.

### **Order-of-Magnitude Estimate of Probable Construction Costs**

While a "clean slate" approach to designing a new building on a cleared/prepped site may seem ideal from a cost efficiency standpoint, there may be some advantages to using/modifying the existing site when considering all the factors involved, including but not limited to issues of site availability and



procurement, constructability, sequencing and continuity of critical operations during construction. The costs outlined in this study are conceptual in nature, and based on unit pricing for conventional, industry-standard material assemblies, and where possible specific to the northeastern US or NYS Capital Region. In addition, there are conventional mark-ups for overhead and profit, approximated duration and escalation and other appropriate soft costs for each option, but it is not possible to provide exhaustive cost detail at this time. It is recommended that the overall costs presented in this study should be viewed as budgetary, and that design and construction phase contingencies should be maintained until more specific detailing of any particular option can be provided.

**Option 1**

|                                |           |           |                  |
|--------------------------------|-----------|-----------|------------------|
| MATERIALS & LABOR              | SUB TOTAL | \$        | <b>1,101,000</b> |
| GENERAL CONDITIONS :           | 10.0%     | \$        | 110,100          |
|                                | SUB TOTAL | \$        | 1,211,100        |
| OVERHEAD & PROFIT :            | 10.0%     | \$        | 121,110          |
|                                | SUB TOTAL | \$        | 1,332,210        |
| DESIGN CONTINGENCY :           | 20.0%     | \$        | 266,442          |
|                                | SUB TOTAL | \$        | 1,598,652        |
| BID CONTINGENCY :              | 10.0%     | \$        | 159,865          |
|                                | SUB TOTAL | \$        | 1,758,517        |
| ESCALATION FOR 12 MONTHS :     | 3.50%     | \$        | 61,548           |
| <b>TOTAL CONSTRUCTION COST</b> |           | <b>\$</b> | <b>1,820,065</b> |

**Option 2 (Option 2A approximately 5% to 10% higher)**

|                                |           |           |                  |
|--------------------------------|-----------|-----------|------------------|
| MATERIALS & LABOR              | SUB TOTAL | \$        | <b>1,398,000</b> |
| GENERAL CONDITIONS :           | 10.0%     | \$        | 139,800          |
|                                | SUB TOTAL | \$        | 1,537,800        |
| OVERHEAD & PROFIT :            | 10.0%     | \$        | 153,780          |
|                                | SUB TOTAL | \$        | 1,691,580        |
| DESIGN CONTINGENCY :           | 20.0%     | \$        | 338,316          |
|                                | SUB TOTAL | \$        | 2,029,896        |
| BID CONTINGENCY :              | 10.0%     | \$        | 202,990          |
|                                | SUB TOTAL | \$        | 2,232,886        |
| ESCALATION FOR 12 MONTHS :     | 3.50%     | \$        | 78,151           |
| <b>TOTAL CONSTRUCTION COST</b> |           | <b>\$</b> | <b>2,311,037</b> |



**Option 3**

|                                |           |           |                  |
|--------------------------------|-----------|-----------|------------------|
| MATERIALS & LABOR              | SUB TOTAL | \$        | <b>1,253,000</b> |
| GENERAL CONDITIONS :           | 10.0%     | \$        | 125,300          |
|                                | SUB TOTAL | \$        | 1,378,300        |
| OVERHEAD & PROFIT :            | 10.0%     | \$        | 137,830          |
|                                | SUB TOTAL | \$        | 1,516,130        |
| DESIGN CONTINGENCY :           | 20.0%     | \$        | 303,226          |
|                                | SUB TOTAL | \$        | 1,819,356        |
| BID CONTINGENCY :              | 10.0%     | \$        | 181,936          |
|                                | SUB TOTAL | \$        | 2,001,292        |
| ESCALATION FOR 12 MONTHS :     | 3.50%     | \$        | 70,045           |
| <b>TOTAL CONSTRUCTION COST</b> |           | <b>\$</b> | <b>2,071,337</b> |

