



DANIEL P. MCCOY  
COUNTY EXECUTIVE

MICHAEL P. MCLAUGHLIN  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MANAGEMENT AND BUDGET  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207  
PHONE: (518) 447-5525 FAX: (518) 447-5589  
www.albanycounty.com

M. DAVID REILLY, JR.  
COMMISSIONER

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

FROM: M. David Reilly, Commissioner of Management & Budget  
Department of Management & Budget

DATE: October 16, 2024

RE: Proposed 2025 Budget

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation. **M. David Reilly, Commissioner of Management & Budget**

2. Identify by line item all vacant positions in your department.  
**None at this time**

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

**Special Assistant to the Commissioner: A91340-11109-001-200029 100% County Share**  
**Grants Specialist: A91340-12308-002-220024 100% County Share**

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).

**Confidential Secretary A91340-16401-001-200006. This increase is due to an increase in job functions and responsibilities. In addition to that, the workload in general has increased as the size of the department has grown over the past few years.**

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

**Ass. Dir. Of Budgetary Review A91340-12499-001-200022 was eliminated**

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2025.

**N/A**

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

**N/A**

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2024 budgeted expenditures compared to 2025 proposed expenditures (included a column for each expenditure year).

2025 Amount	Description
\$30,000.00	Grants Management System (SaaS)
\$10,000.00	Performance Management System
\$10,000.00	Tyler MUNIS upgrades
\$20,000.00	Business Continuity and Departmental Planning
\$14,000.00	Investment Fees
\$5,000.00	Misc. costs (water, subscriptions, etc)

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

N/A

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

N/A

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

**This majority of this line funds the annual conferences that we attend. NYSAC, GFOA and AGA events were attended in 2024. Additionally, we are building out the Data Analytics team within DMB, a portion of this line will be used for employee upskilling and training.**

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

N/A

13. Identify by line item any positions that were established/changed during the 2024 fiscal year.

N/A

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2025) to better understand that risk and mitigate it.

**The biggest risks to DMB in 2025 have to deal with economic uncertainty along with unknown technological issues. System and software upgrades regularly cause issues with interconnected systems. As we look towards a major MUNIS upgrade as well as the addition of modules in MUNIS and 3<sup>rd</sup> party applications we will have to be diligent in making sure that all outputs remain accurate and easy to understand for the users of our information flows.**

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

**The grants management system currently being implemented will produce statistics regarding our federal and state funding and associated spend. Additionally, we have regular updates on cash flow, investment earnings and revenue tracking. Ad Hoc requests are also regularly received.**

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

N/A