



City of Albany

Board of Estimate & Apportionment

Tuesday, January 4, 2022

1:30 P.M.

Regular Meeting via Zoom Video Conference

Peatros Haile
Deputy Chief City Auditor

Darius Shahinfar
Treasurer

Nick Blais
Acting Budget Director

Marisa Franchini
Corporation Counsel

Corey Ellis
Common Council President

The next regular meeting of the Board of Estimate & Apportionment will be on Friday, January 21, 2022

Offered the following:

Budget Transfers **2021**

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
City Clerk	Contracted Services A.4020.7440	\$ 3,000.00	Temporary Help A.1010.7170	\$ 3,000.00	To correct deficit balance
DGS	Temporary Help A.1492.3800.7170	\$ 10,000.00	Utilities A.1491.1490.7420	\$ 10,000.00	To cover 2020 utility expenses
Water	Compensation - Medical BW.9000.7813	\$ 47,962.00	Workers' Compensation BW.9000.7841	\$ 47,962.00	To correct deficit balance in Workers Compensation
Water	Overtime (Sewer Maintenance) BW.8120.7199	\$ 14,230.00	Hospital & Medical Ins. BW.8310.7804	\$ 1,850.00	To cover deficit balances in payroll accounts
			Temporary Help BW.8320.7170	\$ 3,210.00	
			Overtime (Source of Supply Power) BW.8320.7199	\$ 20.00	
			Overtime (Purification) BW.8330.7199	\$ 6,150.00	
			Social Security BW.8330.7801	\$ 3,000.00	
	Totals	\$ 14,230.00	Totals	\$ 14,230.00	

Water	Vehicles BW.8120.7230	\$ 12,000.00	Motor Vehicle Expense BW.8340.7429	\$ 10,000.00	To cover final 2021 invoices
	Total	\$ 12,000.00	Total	\$ 12,000.00	

Increase Appropriation **2022**

Department	Increase Revenue	Increase Amount	Increase Expense	Increase Amount	Explanation
Budget	See spreadsheet	\$ 133,452.00	see spreadsheet	\$ 133,452.00	Salary and job title adjustments for 2022

CITY OF ALBANY
BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department:
 Contact Person:
 Budget Year for this Transfer:
 Date Submitted:

<p>TRANSFER FROM: Account Name: <input type="text" value="Vital Statistics Contracted Service"/> Account Number: <input type="text" value="A.4020.7440"/> Amount to Transfer: <input type="text" value="\$3,000"/> Current Account Balance: <input type="text" value="\$4,970.00"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Temporary Help"/> Account Number: <input type="text" value="A.1010.7170"/> Amount to Receive in Transfer: <input type="text" value="\$3,000"/> Current Account Balance: <input type="text" value="-1,377.00"/></p>
<p>TRANSFER FROM: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/></p>	<p>TRANSFER TO: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/></p>
<p>TRANSFER FROM: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/></p>	<p>TRANSFER TO: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/></p>
<p>TRANSFER FROM: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/></p>	<p>TRANSFER TO: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive in Transfer: <input type="text"/> Current Account Balance: <input type="text"/></p>

TOTAL TRANSFER AMOUNT =

Reason for Transfer:

Back-up information included?
 Is this a Salary Change Request?

If this is a salary change, fill out the below information:

SALARY CHANGE INFORMATION

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature:

Budget Office e-Signature:
 Date:

Please return this form to: budgettransfers@albanyny.gov

CITY OF ALBANY
BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department: Department of General Services
Contact Person: Sergio Panunzio
Budget Year for this Transfer: 2021
Date Submitted: 12/30/2021

TRANSFER FROM:
Account Name: Temp Help ✓
Account Number: 1492.3800.7170 ✓
Amount to Transfer: \$10,000.00 ✓
Current Account Balance: \$142,888.68 ✓

TRANSFER TO:
Account Name: Utilities ✓
Account Number: 1491.1490.7420 ✓
Amount to Receive in Transfer: \$10,000.00 ✓
Current Account Balance: -\$1,219.56 ✓

TRANSFER FROM:
Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:
Account Name:
Account Number:
Amount to Receive in Transfer:
Current Account Balance:

TRANSFER FROM:
Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:
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Amount to Receive in Transfer:
Current Account Balance:

TRANSFER FROM:
Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:
Account Name:
Account Number:
Amount to Receive in Transfer:
Current Account Balance:

TOTAL TRANSFER AMOUNT =

Reason for Transfer:

Back-up information included?
Is this a Salary Change Request?

If this is a salary change, fill out the below information:

SALARY CHANGE INFORMATION
Title of Employee Receiving Salary Change:
Reason for Salary Change:

Department Head e-Signature:

Budget Office e-Signature:

Date:

Please return this form to: budgettransfers@albanyny.gov

CITY OF ALBANY

BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department: Water
 Contact Person: Tom Dufresne
 Budget Year for this Transfer: 2021
 Date Submitted: 12/28/2021

TRANSFER FROM:

Account Name: Compensation - Medical
 Account Number: BW.9000.7813
 Amount to Transfer: \$45,000
 Current Account Balance: \$109,790.46

TRANSFER TO:

Account Name: Workers' Compensation
 Account Number: BW.9000.7841
 Amount to Receive in Transfer: \$45,000
 Current Account Balance: -\$44,973.77

47,962
105k
47,962
47,962

TRANSFER FROM:

Account Name:
 Account Number:
 Amount to Transfer:
 Current Account Balance:

TRANSFER TO:

Account Name:
 Account Number:
 Amount to Receive in Transfer:
 Current Account Balance:

TRANSFER FROM:

Account Name:
 Account Number:
 Amount to Transfer:
 Current Account Balance:

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Account Name:
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 Amount to Receive in Transfer:
 Current Account Balance:

TRANSFER FROM:

Account Name:
 Account Number:
 Amount to Transfer:
 Current Account Balance:

TRANSFER TO:

Account Name:
 Account Number:
 Amount to Receive in Transfer:
 Current Account Balance:

TOTAL TRANSFER AMOUNT

\$45,000 *47,962 =* \$45,000 *47,962*

Reason for Transfer:

To correct deficit balance in Workers' Compensation.

Back-up information included?
 Is this a Salary Change Request?

If this is a salary change, fill out the below information:

SALARY CHANGE INFORMATION

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature: 

Budget Office e-Signature:

Date:

Please return this form to: budgettransfers@albanyny.gov

CITY OF ALBANY

BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department: Water
 Contact Person: Tom Dufresne
 Budget Year for this Transfer: 2021
 Date Submitted: 12/28/2021

TRANSFER FROM: Account Name: <u>Sewer Maint. - Overtime</u> Account Number: <u>BW.8120.7199</u> Amount to Transfer: <u>\$14,230</u> Current Account Balance: <u>\$30,517.43</u>	TRANSFER TO: Account Name: <u>Hospital/Medical - Admin</u> Account Number: <u>BW.8310.7804</u> Amount to Receive in Transfer: <u>\$1,850</u> Current Account Balance: <u>\$2,855.28</u>
TRANSFER FROM: Account Name: <u></u> Account Number: <u></u> Amount to Transfer: <u></u> Current Account Balance: <u></u>	TRANSFER TO: Account Name: <u>Temporary Help - Source of Supply</u> Account Number: <u>BW.8320.7170</u> Amount to Receive in Transfer: <u>\$3,210</u> Current Account Balance: <u>-\$2,869.91</u>
TRANSFER FROM: Account Name: <u></u> Account Number: <u></u> Amount to Transfer: <u></u> Current Account Balance: <u></u>	TRANSFER TO: Account Name: <u>Overtime - Source of Supply</u> Account Number: <u>BW.8320.7199</u> Amount to Receive in Transfer: <u>\$20</u> Current Account Balance: <u>\$1,453.63</u>
TRANSFER FROM: Account Name: <u></u> Account Number: <u></u> Amount to Transfer: <u></u> Current Account Balance: <u></u>	TRANSFER TO: Account Name: <u>Overtime - Purification</u> Account Number: <u>BW.8330.7199</u> Amount to Receive in Transfer: <u>\$6,150</u> Current Account Balance: <u>-\$2,695.43</u>
TRANSFER FROM: Account Name: <u></u> Account Number: <u></u> Amount to Transfer: <u></u> Current Account Balance: <u></u>	TRANSFER TO: Account Name: <u>Social Security - Purification</u> Account Number: <u>BW.8330.7801</u> Amount to Receive in Transfer: <u>\$3,000</u> Current Account Balance: <u>\$276.66</u>
TRANSFER FROM: Account Name: <u></u> Account Number: <u></u> Amount to Transfer: <u></u> Current Account Balance: <u></u>	TRANSFER TO: Account Name: <u></u> Account Number: <u></u> Amount to Receive in Transfer: <u></u> Current Account Balance: <u></u>

Handwritten notes on the right side of the transfer table:
 -1,850
 -3,210
 -18.53
 -6,150
 -2,695.43
 -2,917

TOTAL TRANSFER AMOUNT \$14,230 = \$14,230

Reason for Transfer: To cover deficit balances in payroll accounts.

Back-up information included?
 Is this a Salary Change Request?

If this is a salary change, fill out the below information:

SALARY CHANGE INFORMATION

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature: [Signature]

Budget Office e-Signature:

Date:

CITY OF ALBANY

BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department: Water
Contact Person: Tom Dufresne
Budget Year for this Transfer: 2021
Date Submitted: 12/28/2021

TRANSFER FROM:

Account Name: Sewer Maint. - Vehicles
Account Number: BW.8120.7230
Amount to Transfer: \$12,000
Current Account Balance: \$51,628.43

TRANSFER TO:

Account Name: Trans & Distrib. - Vehicle Repairs
Account Number: BW.8340.7429
Amount to Receive in Transfer: \$10,000
Current Account Balance: \$14,023.62

TRANSFER FROM:

Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:

Account Name: Purification - Contracted Services
Account Number: BW.8330.7440
Amount to Receive in Transfer: \$2,000
Current Account Balance: \$439.79

TRANSFER FROM:

Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:

Account Name:
Account Number:
Amount to Receive in Transfer:
Current Account Balance:

TRANSFER FROM:

Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:

Account Name:
Account Number:
Amount to Receive in Transfer:
Current Account Balance:

TRANSFER FROM:

Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:

Account Name:
Account Number:
Amount to Receive in Transfer:
Current Account Balance:

TRANSFER FROM:

Account Name:
Account Number:
Amount to Transfer:
Current Account Balance:

TRANSFER TO:

Account Name:
Account Number:
Amount to Receive in Transfer:
Current Account Balance:

TOTAL TRANSFER AMOUNT \$12,000 = \$12,000

Reason for Transfer: To cover final invoices 2021.

Back-up information included?
Is this a Salary Change Request?

If this is a salary change, fill out the below information:

SALARY CHANGE INFORMATION

Title of Employee Receiving Salary Change:

Reason for Salary Change:

Department Head e-Signature:

Budget Office e-Signature:

Date:

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Fund	Amendment Description	Department	Budget Account	Addition to Expenses	Reduction in Expenses	Addition to Revenue	Reduction in Revenue
A	General Fund						
	Codes						
	Increase Salary - Senior Clerk	Codes	A.3620.7000	\$2,598			
	Increase Salary - Information Clerk (3 @ \$1,950)	Codes	A.3620.7000	\$5,850			
	Increase Salary - Clerk I	Codes	A.3620.7000	\$1,865			
	Increase SS	Codes	A.3620.7801	\$789			
	Recreation						
	Title Change - Executive Assistant to Office Supervisor	Recreation Administration	A.7110.7000				
	Increase Salary - Fitness Instructor	Recreation Programs	A.7140.0400.7000	\$1,314			
	Increase Salary - Boxing Coach	Recreation Programs	A.7140.0400.7000	\$1,471			
	Increase Salary - Community Center Director (2 @ \$2,132)	Recreation Programs	A.7140.0400.7000	\$4,264			
	Increase SS	Recreation Programs	A.7140.0400.7801	\$539			
	Purchasing						
	Title Change - Deputy Purchasing Director to Purchasing Agent	Purchasing	A.1345.7000		\$6,523		
	Special Events/ Cultural Affairs						
	Title Change - Program Aide - Operations Coordinator to Operations Manager	Special Events/ Cultural Affairs	A.7560.7000				
	Title Change - Public Relations Coordinator to Communications Coordinator	Special Events/ Cultural Affairs	A.7560.7000				
	DGS - Department of General Services						
	Increase Salary - Labor Supervisor	DGS - General Services/Central Maint.	A.1491.1620.7000	\$5,284			
	Increase SS	DGS - General Services/Central Maint.	A.1491.1620.7801	\$404			
	DGS - Public Works						
	Increase Salary - Labor Supervisor	DGS - Public Works/Fleet Maintenance	A.1492.1640.7000	\$5,284			
	Increase Salary - Spray Technician	DGS - Public Works/Fleet Maintenance	A.1492.1640.7000	\$4,681			
	Increase SS	DGS - Public Works/Fleet Maintenance	A.1492.1640.7801	\$762			
	Title Change - Foreman to Public Works Foreperson (3 @ \$8,466)	DGS - Public Works/Parks Maintenance	A.1492.3600.7000	\$25,398			
	Increase Salary - Labor Supervisor (5 @ \$5,284)	DGS - Public Works/Parks Maintenance	A.1492.3600.7000	\$26,420			
	Increase Salary - Assistant Forester	DGS - Public Works/Parks Maintenance	A.1492.3600.7000	\$5,429			
	Increase Salary - Gardener	DGS - Public Works/Parks Maintenance	A.1492.3600.7000	\$5,284			
	Increase Salary - Labor Supervisor (3 @ \$5,284)	DGS - Public Works/Parks Maintenance	A.1492.3600.7801	\$4,784			
	Increase SS	DGS - Public Works/Street Maintenance	A.1492.5010.7000	\$15,852			
		DGS - Public Works/Street Maintenance	A.1492.5010.7801	\$1,213			
	DGS - Waste Collection, Recycling, & Disposal						
	Increase Salary - Labor Supervisor (2 @ \$5,284)	DGS - Waste Collection & Recycling	A.1493.8160.7000	\$10,568			
	Title Change - Foreman to Public Works Foreperson	DGS - Waste Collection & Recycling	A.1493.8160.7000	\$8,466			
	Increase SS	DGS - Waste Collection & Recycling	A.1493.8160.7801	\$1,456			
	Increase Revenue - Sales Tax	Revenue	A.1000.1120			\$133,452	\$0
	Total:			\$139,975	\$6,523	\$133,452	\$0

2022 Budget Salary & Title Changes – **Explanations/Justifications**

Codes

1) Senior Clerk

This \$2,598 increase (\$42,661 to \$45,259) is being requested to bring this position to 6.09% above the adopted 2021 budget.

2) Information Clerks (3)

These \$1,950 increases (\$32,019 to \$33,969) are being requested to bring these positions to 6.09% above the adopted 2021 budget.

3) Clerk I

This \$1,865 increase (\$30,624 to \$32,489) is being requested to bring this position 6.09% above the adopted 2021 budget.

Corporation Counsel

1) Senior Assistant Corporation Counsel

This \$10,218 increase (\$79,568 to \$89,786) is being requested to reflect a committed increase in reimbursement from the Water Board for additional services rendered to the Water Department by this employee.

Recreation

1) Executive Assistant to Office Supervisor

This title change is being requested to better suit the organizational needs of the department and align the title to work currently being performed.

2) Fitness Instructor

This \$1,314 increase (\$38,000 to \$39,314) is being requested to bring this position 6.09% above the adopted 2021 budget.

3) Boxing Coach

This \$1,471 increase (\$36,690 to \$38,161) is being requested to bring this position 6.09% above the adopted 2021 budget.

4) Community Center Director (2)

These \$2,132 increases (\$35,000 to \$37,132) are being requested to bring these positions 6.09% above the adopted 2021 budget.

Purchasing

1) Deputy Purchasing Director to Purchasing Agent

This title change and \$6,523 decrease (\$56,523 to \$50,000) is being requested to better suit the organizational needs of the department. The department currently has 2 Deputy Purchasing Directors and the Director of Purchasing and Procurement has requested that this be changed to 1 Deputy and 1 Purchasing Agent.

Police

1) Deputy Chief (2)

These \$7,500 increases (\$130,065 to \$137,565) are being requested to eliminate the command stipends and move that compensation into the position's salary.

2) Commander (4)

These \$2,500 increases (\$126,076 to \$128,576) are being requested to eliminate the command stipends and move that compensation into the position's salary.

3) Commander

Justification from Deputy Chief Battuello:

"I can speak personally on this request since I held the title of Commander for nearly two and half years. During my assignment I oversaw nearly 40% of all Police Department operations (both the Office of Professional Standards and Administrative Services Bureau). This assignment has historically been held by (2) separate individuals prior to my appointment (Commander of OPS and Commander of ASB). During my tenure, I was responsible for the following: all OPS operations (civilian/community and administrative Investigations, disciplinary matters, HR personnel matters (monitoring of sick leave, job-related injuries, and fitness for duty evaluations), all departmental hiring, all APD FOIL requests, Discovery requests from ACO District Attorney's Office and City Attorney Offices, etc.), and ASB (purchasing and maintenance of entire fleet, central records division, quartermaster/uniforms and equipment, emergency management, overtime planning and management, Communication Division (Dispatchers), Training Unit and Police Academy (serving as Academy Director), all Departmental Facilities Operations and Maintenance (Cleaning) and our Computer Technology Unit (IT Services).

Under the new Command Structure, the addition of the 5th Commander title returns our structure to the original format of the following assignments: Commander OPS, Commander ASB, Commander South Station/Neighborhood Engagement Unit, Commander Center Station/Special Operations, and Commander of Detective Division. This also allows for an improved division of labor and span of control. Having performed the duties of (2) individuals before me for quite some time, I can attest that this separation will help with greater succession planning and retention by not overworking our staff."

Special Events

1) Public Relations Coordinator to Communications Coordinator

This title change is being requested to better suit the organizational needs of the department and align the title to work currently being performed.

2) Program Aide – Operations Coordinator to Operations Manager

This title change is being requested to better suit the organizational needs of the department and align the title to work currently being performed.

DGS, Public Works, Waste Collection

1) Labor Supervisors (11)

The 2022 rate for a Labor Supervisor is \$26.77 per hour (\$55,682 per year). The budget changes for these positions bring them in line with their contractual rate.

2) Foreman to Public Works Foreperson (4)

The 2022 rate for a Public Works Foreperson is \$28.30 per hour (\$58,864 per year). The budget changes for these positions bring them in line with their contractual rate.

3) Assistant Forester

The 2022 rate for an Assistant Forester is \$27.96 per hour (\$58,157 per year). This budget change brings the position in line with its contractual rate.

4) City Gardener

The 2022 rate for the City Gardener is \$26.77 per hour (\$55,682 per year). This budget change brings the position in line with its contractual rate.

5) Spray Technician

The 2022 rate for a Spray Technician is \$21.81 per hour (\$45,365 per year). This budget change brings the position in line with its contractual rate.

Water

The Water department is amending salaries to bring Water Maintenance Foremen, Sewer Maintenance Foremen, Labor Supervisors, and the Cross Connection Control Inspector in line with their contractual rates. The Water Department is also eliminating and adding several positions in a relatively budget neutral reorganization to better suit departmental staffing needs.