



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 - **MOVED**
Treasurer

Nick Blais
Acting Budget Director

Marisa Franchini
Corporation Counsel

Corey Ellis - **SECONDED**
Common Council President

PASSED (5-0)

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
			Contracted Services BW.8330.7440	\$ 2,000.00	
	Total	\$ 12,000.00	Total	\$ 12,000.00	

**Common Council Resolutions
 & Ordinances**

2021

Resolution 85-112.21R As Amended 12/20/21
 See spreadsheet for salary and job adjustment 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:
 Contact Person:
 Budget Year for this Transfer:
 Date Submitted:

<p>TRANSFER FROM: Account Name: <input type="text" value="Temp Help"/> Account Number: <input type="text" value="1492.3800.7170"/> Amount to Transfer: <input type="text" value="\$10,000.00"/> Current Account Balance: <input type="text" value="\$142,888.68"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Utilities"/> Account Number: <input type="text" value="1491.1490.7420"/> Amount to Receive in Transfer: <input type="text" value="\$10,000.00"/> Current Account Balance: <input type="text" value="-1,219.56"/></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: Water
 Contact Person: Tom Dufresne
 Budget Year for this Transfer: 2021
 Date Submitted: 12/28/2021

<p>TRANSFER FROM: Account Name: <u>Compensation - Medical</u> ✓ Account Number: <u>BW.9000.7813</u> ✓ Amount to Transfer: <u>\$45,000</u> ✓ Current Account Balance: <u>\$109,790.46</u></p>	<p>TRANSFER TO: Account Name: <u>Workers' Compensation</u> ✓ Account Number: <u>BW.9000.7841</u> ✓ Amount to Receive in Transfer: <u>\$45,000</u> ✓ Current Account Balance: <u>-\$44,973.77</u></p>
<p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p>	<p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p>
<p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p>	<p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p>
<p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p>	<p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p>
<p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p>	<p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p>
<p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p>	<p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p>

47,962

105k

47,962

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: [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: <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>

-1,850
-3,210
-18.53
-6,150
-2,695.43

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: 

Budget Office e-Signature: Date:

Please return this form to: budgettransfers@albany.gov

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="Sewer Maint. - Vehicles"/> ✓ Account Number: <input type="text" value="BW.8120.7230"/> ✓ Amount to Transfer: <input type="text" value="\$12,000"/> ✓ Current Account Balance: <input type="text" value="\$51,628.43"/> ✓</p>	<p>TRANSFER TO: Account Name: <input type="text" value="Trans & Distrib. - Vehicle Repairs"/> ✓ Account Number: <input type="text" value="BW.8340.7429"/> ✓ Amount to Receive in Transfer: <input type="text" value="\$10,000"/> ✓ Current Account Balance: <input type="text" value="\$14,023.62"/> ✓</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" value="Purification - Contracted Services"/> ✓ Account Number: <input type="text" value="BW.8330.7440"/> ✓ Amount to Receive in Transfer: <input type="text" value="\$2,000"/> ✓ Current Account Balance: <input type="text" value="\$439.79"/> ✓</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>
<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

Council Member Farrell on behalf of the Committee on Finance, Assessment, and Taxation introduced the following:

Resolution Number 85.112.21R (*As Amended 12/20/2021*)

A RESOLUTION OF THE COMMON COUNCIL CONSENTING TO AN ADJUSTMENT IN SALARY FOR CERTAIN POSITIONS FOR THE 2022 BUDGET

WHEREAS, Section 604(D)(b) of the Charter of the City of Albany dictates that any transfer of budgeted funds that affects a salary total that occurs outside of those described in the duly adopted budget must be consented to by the Common Council; and

WHEREAS, the Acting Budget Director has requested amendments to the 2022 proposed budget as detailed in “Attachment A” which is incorporated and attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Albany consents to the transfer of funds affecting the salary totals for various positions as detailed in “Attachment A” for the 2022 budget year.

TO: Danielle Gillespie, City Clerk

**FROM: Brett Williams, Senior Assistant Corporation Counsel
John-Raphael Pichardo, Esq., Research Counsel**

**RE: Request for Common Council Legislation
Supporting Memorandum**

DATE: November 4, 2021

**SPONSOR: Council Member Farrell on behalf of the Committee on Finance, Assessment,
and Taxation**

Resolution Number 85.112.21R (*As Amended 12/20/2021*)

TITLE

A RESOLUTION OF THE COMMON COUNCIL CONSENTING TO AN ADJUSTMENT IN SALARY FOR CERTAIN POSITIONS FOR THE 2022 BUDGET

GENERAL PURPOSE OF LEGISLATION

These changes are to reflect certain salary adjustments not reflected in the 2022 proposed budget book.

NECESSITY FOR LEGISLATION AND ANY CHANGE TO EXISTING LAW

Pursuant to the City Charter the Council must consent to the transfer of funds that affect salary totals which occur outside of the Budget process, and must “adopt the budge with or without amendments on or before November 30 of the current fiscal year.”

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