



City of Albany

Board of Estimate & Apportionment

Tuesday, March 22, 2022

1:30 P.M.

Regular Meeting via Zoom Video Conference

Peatros Haile
Deputy Chief City Auditor

Darius Shahinfar - **MOVED**
Treasurer

Joel Stetson - **SECONDED**
Chief Financial Manager

Sonia Frederick
Common Council

Corey Ellis
Common Council President

PASSED (5-0)

The next regular meeting of the Board of Estimate & Apportionment will be on Tuesday, April 5, 2022

Offered the following:

Budget Transfers

2021

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
DGS	Post Closure Care Landfill				
	A.1494.8161.7477	\$ 13,103.00	Vehicles A.1494.8161.7230	\$ 11,150.00	To cover 2021 invoices
			Contracted Services A.1491.1490.7440	\$ 253.00	
	Total	\$ 13,103.00	Gasoline A.1492.1640.7413 Total	\$ 1,700.00 \$ 13,103.00	
Police	Supplies & Materials		Contracted Services		To cover expenses for 2021 arbitration costs
	A.3120.2920.21.7410	\$ 1,527.00	A.3120.2920.21.7440	\$ 7,718.00	
	Criminal Expenses				
	A.3120.2920.21.7462	\$ 1,000.00			
	Training/Conferences				
A.3120.2920.21.7463	\$ 2,930.00				
Hospital & Medical Ins.					
A.3120.2920.21.7804	\$ 2,261.00				
Total	\$ 7,718.00	Total	\$ 7,718.00		

Budget Transfers

2022

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
Cultural Affairs	Contracted Services		Albany Alive At Five		To cover increasing costs for the upcoming Alive at 5 concert series for securing performers and services
	A.7560.7440	\$ 10,000.00	A.7560.7303	\$ 20,000.00	
	Festivals & Other Act.				
A.7560.7424	\$ 10,000.00				
Total	\$ 20,000.00	Total	\$ 20,000.00		
DGS	Post Closure Care Landfill		Fees & Services		To cover increase of Golf Pro Salary (based on 2% contract increase)
	A.1494.8161.7477	\$ 1,849.00	A.1492.3800.7450	\$ 1,849.00	
Recreation	Overtime (Facility Operations)		Overtime (Rec Admin)		To fund overtime (rec admin) account and budget for staff overtime
	A.7180.4200.7199	\$ 2,333.00	A.7110.7199	\$ 2,333.00	

Recreation						
	Utilities (Field Operations)		Utilities (Facility Operations)			
	A.7180.9100.7420	\$ 24,465.00	A.7180.4200.7420	\$ 66,428.00	To cover upcoming utility costs	
	Utilities (Summer Programs)					
	A.7140.0600.7420	\$ 4,500.00				
	Utilities (Rec Admin)					
	A.7110.7420	\$ 37,463.00				
	Total	\$ 66,428.00	Total	\$ 66,428.00		

**Increase Appropriation
 Department**

2022

Increase Revenue Increase Amount Increase Expense Increase Amount Explanation

	Federal Aid, Other		ARPA Vehicles / Equipment		
Fire	A.1000.4089	\$ 918,587.00	A.3410.7270	\$ 918,587.00	Appropriation increase to cover fire turnout gear and sanitization equipment. This request was approved in 2021, but vendor delays resulted in the purchase needing to occur in 2022
	NYS State Homeland Security Program (SHSP) Law Enforcement Terrorism Prevention Program (LETPP) FY20		Other Equipment		
Police	A.1000.3306.02	\$ 4,608.00	A.3120.3425.7250	\$ 4,608.00	APD received a grant to prevent terrorist attacks; protect the people of NY, our critical infrastructure and key resources; prepare for, respond to and recover from terrorist attacks

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="Post Closure Care Landfill"/> Account Number: <input type="text" value="1494.8161.7477"/> Amount to Transfer: <input type="text" value="\$13,103.00"/> Current Account Balance: <input type="text" value="\$89,987.05"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Vehicles"/> Account Number: <input type="text" value="1494.8161.7230"/> Amount to Receive in Transfer: <input type="text" value="\$11,150.00"/> Current Account Balance: <input type="text" value="\$0.00"/></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" value="Contracted Services"/> Account Number: <input type="text" value="1491.1490.7440"/> Amount to Receive in Transfer: <input type="text" value="\$253"/> Current Account Balance: <input type="text" value="\$238.63"/></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="Gasoline"/> Account Number: <input type="text" value="1492.1640.7413"/> Amount to Receive in Transfer: <input type="text" value="\$1,700"/> Current Account Balance: <input type="text" value="\$6,388.30"/></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 =

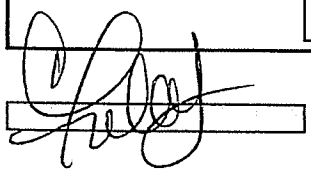
Reason for Transfer:

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@albany.ny.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="Supplies and Materials"/> Account Number: <input type="text" value="A.3120.2920.21.7410"/> Amount to Transfer: <input type="text" value="\$1,527.80"/> Current Account Balance: <input type="text" value="\$1,527.80"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Contracted Services"/> Account Number: <input type="text" value="A.3120.2920.21.7440"/> Amount to Receive in Transfer: <input type="text" value="\$1,527.80"/> Current Account Balance: <input type="text" value="\$882.00"/></p>
<p>TRANSFER FROM: Account Name: <input type="text" value="Criminal Expenses"/> Account Number: <input type="text" value="A.3120.2920.21.7462"/> Amount to Transfer: <input type="text" value="\$1,000"/> Current Account Balance: <input type="text" value="\$1,000.00"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Contracted Services"/> Account Number: <input type="text" value="A.3120.2920.21.7440"/> Amount to Receive in Transfer: <input type="text" value="\$1,000"/> Current Account Balance: <input type="text" value="\$882.00"/></p>
<p>TRANSFER FROM: Account Name: <input type="text" value="Training and Conferences"/> Account Number: <input type="text" value="A.3120.2920.21.7463"/> Amount to Transfer: <input type="text" value="\$2,930.34"/> Current Account Balance: <input type="text" value="\$2,930.34"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Contracted Services"/> Account Number: <input type="text" value="A.3120.2920.21.7440"/> Amount to Receive in Transfer: <input type="text" value="\$2,930.34"/> Current Account Balance: <input type="text" value="\$882.00"/></p>
<p>TRANSFER FROM: Account Name: <input type="text" value="Hospital and Medical Ins."/> Account Number: <input type="text" value="A.3120.2920.21.7804"/> Amount to Transfer: <input type="text" value="\$2,260.86"/> Current Account Balance: <input type="text" value="\$2,885.71"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Contracted Services"/> Account Number: <input type="text" value="A.3120.2920.21.7440"/> Amount to Receive in Transfer: <input type="text" value="\$2,260.86"/> Current Account Balance: <input type="text" value="\$882.00"/></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:</p> <p>Account Name: <input type="text" value="Contracted Services"/></p> <p>Account Number: <input type="text" value="A.7560.7440"/></p> <p>Amount to Transfer: <input type="text" value="\$10,000"/></p> <p>Current Account Balance: <input type="text" value="\$208,635.03"/></p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text" value="Alive @ 5"/></p> <p>Account Number: <input type="text" value="A.7560.7303"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$10,000"/></p> <p>Current Account Balance: <input type="text" value="\$193,400.00"/></p>
<p>TRANSFER FROM:</p> <p>Account Name: <input type="text" value="Festivals & Other Activities"/></p> <p>Account Number: <input type="text" value="A.7560.7424"/></p> <p>Amount to Transfer: <input type="text" value="\$10,000"/></p> <p>Current Account Balance: <input type="text" value="\$21,000.00"/></p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text" value="Alive @ 5"/></p> <p>Account Number: <input type="text" value="A.7560.7303"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$10,000"/></p> <p>Current Account Balance: <input type="text" value="\$193,400.00"/></p>
<p>TRANSFER FROM:</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Transfer: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Receive in Transfer: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>
<p>TRANSFER FROM:</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Transfer: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Receive in Transfer: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>

TOTAL TRANSFER AMOUNT =

The above transfer requests is for expected cost increases for the upcoming Alive @ Five concert series for the securing of performers and for the rising costs of services that will be necessary.

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: 2022
Date Submitted: 3/17/2022

TRANSFER FROM:		TRANSFER TO:	
Account Name:	<u>Post Closure Care Landfill</u> ✓	Account Name:	<u>Fees and Services</u> ✓
Account Number:	<u>1494.8161.7477</u> ✓	Account Number:	<u>1492.3800.7450</u> ✓
Amount to Transfer:	<u>\$1,849.00</u>	Amount to Receive in Transfer:	<u>\$1,849.00</u>
Current Account Balance:	<u>\$113,861.58</u> ✓	Current Account Balance:	<u>9/6</u> ✓

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 \$1,849.00 = \$1,849.00

Reason for Transfer: To cover increase of Golf Pro Salary based on 2% increase in contract.

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: 3/17/2022

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:

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

=

Reason for Transfer:

Current account balance for Recreation Administration Overtime at \$0.00.
Need to populate account balance and accommodate labor staff overtime.

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

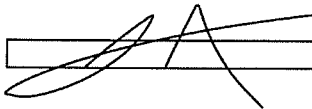
If this is a salary change, fill out the below information:

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:

TRANSFER FROM:
 Account Name:
 Account Number:
 Amount to Transfer: ~~\$534.77~~
 Current Account Balance: ~~\$534.77~~

TRANSFER TO:
 Account Name:
 Account Number:
 Amount to Receive in Transfer: ~~\$534.77~~
 Current Account Balance: ~~\$4,808.76~~

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 ~~\$5,070~~ $66,428 =$ ~~\$5,070~~ $66,428$

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
INCREASE APPROPRIATION REQUEST (Revised 6/2018)

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

<p><u>INCREASE REVENUE</u> Account Name: <input type="text" value="Federal Aid - Other"/> ✓ Account Number: <input type="text" value="A.1000.4089"/> ✓ Increase Revenue Amount: <input type="text" value="\$918,587"/> ✓ Current Account Balance: <input type="text" value="\$7,129,324.00"/> ✓</p> <p><u>INCREASE REVENUE</u> Account Name: <input type="text"/> Account Number: <input type="text"/> Increase Revenue Amount: <input type="text"/> Current Account Balance: <input type="text"/></p> <p><u>INCREASE REVENUE</u> Account Name: <input type="text"/> Account Number: <input type="text"/> Increase Revenue Amount: <input type="text"/> Current Account Balance: <input type="text"/></p> <p><u>INCREASE REVENUE</u> Account Name: <input type="text"/> Account Number: <input type="text"/> Increase Revenue Amount: <input type="text"/> Current Account Balance: <input type="text"/></p>	<p><u>INCREASE EXPENSE</u> Account Name: <input type="text" value="ARPA Vehicles/Equipment"/> ✓ Account Number: <input type="text" value="A.3410.7270"/> ✓ Amount to Receive from Revenue Acct: <input type="text" value="\$918,587"/> ✓ Current Account Balance: <input type="text" value="\$0.00"/> ✓</p> <p><u>INCREASE EXPENSE</u> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive from Revenue Acct: <input type="text"/> Current Account Balance: <input type="text"/></p> <p><u>INCREASE EXPENSE</u> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive from Revenue Account: <input type="text"/> Current Account Balance: <input type="text"/></p> <p><u>INCREASE EXPENSE</u> Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Receive from Revenue Acct: <input type="text"/> Current Account Balance: <input type="text"/></p>
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TOTAL INCREASE REVENUE AMOUNT =

Reason for Transfer: ✓

Back-up information included?

Department Head e-Signature:

Budget Office e-Signature:

Date:

Please return this form to: budgettransfers@albanyny.gov

CITY OF ALBANY

INCREASE APPROPRIATION REQUEST (Revised 6/2018)

Department:

Contact Person:

Budget Year for this Request:

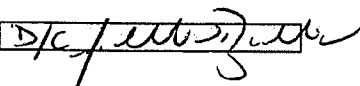
Date Submitted:

<p>INCREASE REVENUE</p> <p>Account Name: <input type="text" value="NYS SHSP LETPP FY20"/></p> <p>Account Number: <input type="text" value="A.1000.3306.02"/></p> <p>Increase Revenue Amount: <input type="text" value="\$4,607.68"/></p> <p>Current Account Balance: <input type="text" value="\$0.00"/></p>	<p>INCREASE EXPENSE</p> <p>Account Name: <input type="text" value="NYS-SHSP LETPP FY20 Other Equipment"/></p> <p>Account Number: <input type="text" value="A.3120.3425.7250"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$4,607.68"/></p> <p>Current Account Balance: <input type="text" value="\$0.00"/></p>
<p>INCREASE REVENUE</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Increase Revenue Amount: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>	<p>INCREASE EXPENSE</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Receive from Revenue Acct: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>
<p>INCREASE REVENUE</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Increase Revenue Amount: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>	<p>INCREASE EXPENSE</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Receive from Revenue Account: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>
<p>INCREASE REVENUE</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Increase Revenue Amount: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>	<p>INCREASE EXPENSE</p> <p>Account Name: <input type="text"/></p> <p>Account Number: <input type="text"/></p> <p>Amount to Receive from Revenue Acct: <input type="text"/></p> <p>Current Account Balance: <input type="text"/></p>

TOTAL INCREASE REVENUE AMOUNT =

Reason for Transfer:

Back-up information included?

Department Head e-Signature: 

Budget Office e-Signature: Date:

Please return this form to: budgettransfers@albanyny.gov