



City of Albany

Board of Estimate & Apportionment

Tuesday, May 3, 2022

1:30 P.M.

Regular Meeting via Zoom Video Conference

Dr. Dorcey Applyrs
Chief City Auditor

Darius Shahinfar - **MOVED**
Treasurer

Nick Blais
Acting Budget Director

Sonia Frederick
Common Council

Corey Ellis - **SECONDED**
Common Council President

PASSED (5-0)

The next regular meeting of the Board of Estimate & Apportionment will be on Tuesday, May 17, 2022

2021

Offered the following:

Budget Transfers

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
Treasurer's Office	Supplies & Materials		Professional Audit		
	A.1325.7410	\$ 4,287.00	A.1325.7451	\$ 12,500.00	To cover 2020 UHY annual audit (services completed in Dec 2021)
	Miscellaneous	\$ 2,958.00			
	A.1325.7460				
	Postage	\$ 5,255.00			
	A.1325.7470				
	Total	\$ 12,500.00	Total	\$ 12,500.00	
Recreation	Utilities		Uniforms (Facility Ops)		
	A.7180.4200.7420	\$ 360.00	A.7180.4200.7412	\$ 360.00	To cover uniform expenses for 2021
Recreation	Supplies & Materials		Uniforms (Field Ops)		
	A.7180.9100.7410	\$ 614.00	A.7180.9100.7412	\$ 614.00	To cover uniform expenses for 2021

2022

Budget Transfers

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
Cultural Affairs	Festivals & Other Act.		Other Equipment		
	A.7560.7424	\$ 500.00	A.7560.7250	\$ 500.00	To cover equipment costs for the new stage
Recreation	Replacement Equipment		Office Equipment		
	A.7110.7258	\$ 5,000.00	A.7110.7220	\$ 5,000.00	To cover office equipment expenses for new employees
Water	Supplies (Trans. & Dist.)		Supplies & Materials (Purification)		
	BW.8340.7408	\$ 25,000.00	BW.8330.7410	\$ 25,000.00	To replenish supplies account for remainder of year
Water	Vehicles		Other Equipment (Purification)		
	BW.8340.7230	\$ 34,500.00	BW.8330.7250	\$ 11,300.00	To cover the purchase of three charging stations for proposed electric vehicle purchases
			Other Equipment (Transmission & Dist.)		
			BW.8340.7250	\$ 23,200.00	
	Total	\$ 34,500.00	Total	\$ 34,500.00	

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

Department: Treasurer's Office
 Contact Person: Ken Bennett
 Budget Year for this Transfer: 2021
 Date Submitted: 4/28/2022

TRANSFER FROM:
 Account Name: Suplies & Materials
 Account Number: A.1325.7410
 Amount to Transfer: \$4,287
 Current Account Balance: \$5,557.65

TRANSFER TO:
 Account Name: Professional Audit
 Account Number: A.1325.7451
 Amount to Receive in Transfer: \$12,500
 Current Account Balance: \$0.00

TRANSFER FROM:
 Account Name: Miscellaneous
 Account Number: A.1325.7460
 Amount to Transfer: \$2,958
 Current Account Balance: \$3,858.00

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

TRANSFER FROM:
 Account Name: Postage
 Account Number: A.1325.7470
 Amount to Transfer: \$5,255
 Current Account Balance: \$5,255.00

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 \$12,500 = \$12,500

Reason for Transfer: To pay UHY the final invoice for the 2020 annual audit which was compiled in December 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: 4-28-22

Please return this form to: budgettransfers@albanyny.gov

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

2021

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

<p>TRANSFER FROM: Account Name: <input type="text" value="FACILITY OPS/UTILITIES"/> Account Number: <input type="text" value="A.7180.4200.7420"/> Amount to Transfer: <input type="text" value="\$359.90"/> Current Account Balance: <input type="text" value="\$6,558.84"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="FACILITY OPS/UNIFORMS"/> Account Number: <input type="text" value="A.7180.4200.7412"/> Amount to Receive in Transfer: <input type="text" value="\$359.90"/> Current Account Balance: <input type="text" value="\$59.60"/></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)

2021

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

<p>TRANSFER FROM: Account Name: <input type="text" value="FIELD OPS - SUPS & MATS"/> Account Number: <input type="text" value="A.7180.9100.7410"/> Amount to Transfer: <input type="text" value="\$614.00"/> Current Account Balance: <input type="text" value="\$4,629.88"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="FIELD OPS - UNIFORMS"/> Account Number: <input type="text" value="A.7180.9100.7412"/> Amount to Receive in Transfer: <input type="text" value="\$614.00"/> 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"/> 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="Festivals & Other Activities"/> Account Number: <input type="text" value="A.7560.7424"/> Amount to Transfer: <input type="text" value="\$500"/> Current Account Balance: <input type="text" value="\$10,484.00"/> <i>10,749</i></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 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 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="Other Equipment"/> Account Number: <input type="text" value="A.7560.7250"/> Amount to Receive in Transfer: <input type="text" value="\$500"/> Current Account Balance: <input type="text" value="\$20.42"/></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 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 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 =

The above transfer requests is for cost increases due to equipment needed for the new stage that we will be using in 2022 and beyond.

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: Recreation
Contact Person: Jonathan Jones
Budget Year for this Transfer: 2022
Date Submitted: 4/12/2022

TRANSFER FROM: Account Name: Rec.Admin.>Repl. Equip Account Number: A.7110.7258 Amount to Transfer: \$5,000.00 Current Account Balance: \$5,500.00	TRANSFER TO: Account Name: Rec.Admin>Office Equip Account Number: A.7110.7220 Amount to Receive in Transfer: \$5,000.00 Current Account Balance: \$237.40
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 \$5,000 = \$5,000

Reason for Transfer: Properly allocate funds to match purchasing criteria

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: 2022
 Date Submitted: 4/25/2022

TRANSFER FROM:
 Account Name: T&D - Supplies
 Account Number: BW.8340.7408
 Amount to Transfer: \$25,000
 Current Account Balance: \$84,295.19

TRANSFER TO:
 Account Name: Purification - Supplies
 Account Number: BW.8330.7410
 Amount to Receive in Transfer: \$25,000
 Current Account Balance: \$1,065.94

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:

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: To fund Purification supplies for the remainder of the year.

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:

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:

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:

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