



City of Albany

Board of Estimate & Apportionment

Tuesday, July 19, 2022

1:30 P.M.

Regular Meeting via Zoom Conference

Peatros Haile
Deputy Chief City Auditor

Darius Shahinfar - **MOVED**
Treasurer

Joel Stetson
Chief Financial Manager

Kelly Kimbrough
President Pro Tempore

Corey Ellis - **SECONDED**
Common Council President

PASSED (5-0)

The next regular meeting of the Board of Estimate & Apportionment will be on Tuesday, August 2, 2022

2022

Offered the following:

Budget Transfers

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
Administrative Services	Marketing/Promotions A.7560.7426	\$ 15,000.00	Contracted Services A.1430.1600.7440	\$ 15,000.00	To cover a study of the Urban Heat Island Effect in certain City neighborhoods
	Post Closure Care Landfill A.1494.8161.7477	\$ 27,870.00	Contracted Services A.1494.8161.7440	\$ 27,870.00	To cover an installation of a fence for the landfill
Police	Supplies & Materials A.3120.2940.44.7410	\$ 23,155.00	Other Equipment A.3120.2940.44.7250	\$ 23,155.00	To correct PO and cover forensics equipment (hard drives, cameras, etc.)
	Supplies & Materials A.3120.2980.7410	\$ 250.00	Other Equipment A.3120.2980.7250	\$ 250.00	To fund a pending purchase order
Treasurer's Office	Miscellaneous A.1325.7460	\$ 600.00	Office Equipment A.1325.7220	\$ 600.00	To cover the replacement of cashier printers
Water	Contracted Services (Sewer Maintenance) BW.8120.7440	\$ 530,000.00	Contracted Services (Transmission & Dist.) BW.8340.7440	\$ 500,000.00	To cover future spending on William Keller Maintenance contract and vehicle repairs
			Motor Vehicle Expense (Transmission & Dist.) BW.8340.7429	\$ 20,000.00	
	Total	\$ 530,000.00	Motor Vehicle Expense (Sewer Maintenance) BW.8120.7429	\$ 10,000.00	\$ 530,000.00
Water	Contingency Account BW.1900.7448	\$ 96,290.00	Contracted Services BW.8310.7440	\$ 96,290.00	To cover the installation of security system at 35 Erie Blvd
Water	Salaries BW.8340.7000	\$ 10,000.00	Longevity Pay BW.8310.7192	\$ 10,000.00	To cover deficit balance in longevity account

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

Department: Administrative Services
Contact Person: Jason West
Budget Year for this Transfer: 2022
Date Submitted: 7/12/2022

TRANSFER FROM:
Account Name: Cultural Affairs > Marketing/Promotions ✓
Account Number: A.7560.7426 ✓
Amount to Transfer: \$15,000
Current Account Balance: \$31,723.44 ✓

TRANSFER TO:
Account Name: Admin Svs > Contracted Services ✓
Account Number: A.1430.1600.7440 ✓
Amount to Receive in Transfer: \$15,000
Current Account Balance: \$35,162.99 ✓

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

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: 7/14/2022

TRANSFER FROM: Account Name: Post Closure ✓ Account Number: 1494.8161.7477 ✓ Amount to Transfer: \$27,870.00 ✓ Current Account Balance: \$83,111.58 ✓	TRANSFER TO: Account Name: Contracted Services ✓ Account Number: 1494.8161.7440 ✓ Amount to Receive in Transfer: \$27,870.00 ✓ Current Account Balance: \$23,931.72 ✓
TRANSFER FROM: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	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"/>
TRANSFER FROM: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	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"/>
TRANSFER FROM: Account Name: <input type="text"/> Account Number: <input type="text"/> Amount to Transfer: <input type="text"/> Current Account Balance: <input type="text"/>	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"/>

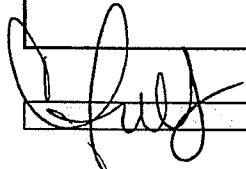
TOTAL TRANSFER AMOUNT =

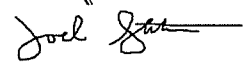
Reason for Transfer: To move money for a fence for the landfill from Post Landfill Closure to Contracted Services

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="Supplies and Materials"/> Account Number: <input type="text" value="A.3120.2940.44.7410"/> Amount to Transfer: <input type="text" value="\$23,155"/> Current Account Balance: <input type="text" value="\$23,678.87"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Other Equipment"/> Account Number: <input type="text" value="A.3120.2940.44.7250"/> Amount to Receive in Transfer: <input type="text" value="\$23,155"/> 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:

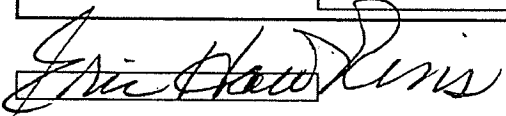
Back-up information included?
 Is this a Salary Change Request?

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:</p> <p>Account Name: <input type="text" value="Supplies and Materials"/></p> <p>Account Number: <input type="text" value="A.3120.2980.7410"/></p> <p>Amount to Transfer: <input type="text" value="\$250"/></p> <p>Current Account Balance: <input type="text" value="\$14,479.72"/></p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text" value="Other Equipment"/></p> <p>Account Number: <input type="text" value="A.3120.2980.7250"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$250"/></p> <p>Current Account Balance: <input type="text" value="\$0.36"/></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>
<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 =

Reason for Transfer:

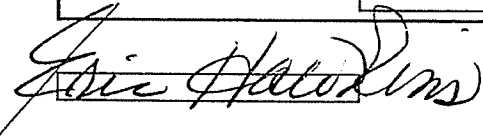
Back-up information included?
Is this a Salary Change Request?


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: Treasury
Contact Person: Debra Perks
Budget Year for this Transfer: 2022
Date Submitted: 7/11/2022

TRANSFER FROM:
Account Name: Treasurer Miscellaneous
Account Number: A.1325 7460
Amount to Transfer: \$600
Current Account Balance: \$4,000.00

TRANSFER TO:
Account Name: Treasurer Office Equipment
Account Number: A. 1325 7220
Amount to Receive in Transfer: \$600
Current Account Balance: \$500.00

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 \$600 = \$600

Reason for Transfer: Cashier printers died. Need to be replaced so Cashiers can print receipts for customers.

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: Debra Perks, Assistant City Treasurer

Budget Office e-Signature: Joel [Signature] Date: 07/12/2022

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: 7/15/22

TRANSFER FROM:
 Account Name: Sewer - Contracted Services ✓
 Account Number: BW.8120.7440 ✓
 Amount to Transfer: \$530,000
 Current Account Balance: \$3,057,132.94 ✓

TRANSFER TO:
 Account Name: T&D - Contracted Services ✓
 Account Number: BW.8340.7440 ✓
 Amount to Receive in Transfer: \$500,000
 Current Account Balance: \$358,583.86 ✓

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

TRANSFER TO:
 Account Name: T&D - Vehicle Repairs ✓
 Account Number: BW.8340.7429 ✓
 Amount to Receive in Transfer: \$20,000
 Current Account Balance: \$2,073.94 ✓

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

TRANSFER TO:
 Account Name: Sewer - Vehicle Repairs ✓
 Account Number: BW.8120.7429 ✓
 Amount to Receive in Transfer: \$10,000
 Current Account Balance: \$11,223.16 ✓

10,723.16

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 cover future spending for the William Keller Maintenance contract and vehicle repairs.

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: *WA* 7-15-22

Budget Office e-Signature: Date:

Please return this form to: budgettransfers@albanyny.gov

BUDGET TRANSFER REQUEST FORM (Revised 6/2018)

Department: Water
 Contact Person: Tom Dufresne
 Budget Year for this Transfer: 2022
 Date Submitted: _____

TRANSFER FROM:
 Account Name: Special Items - Contingencies ✓
 Account Number: BW.1900.7448 ✓
 Amount to Transfer: \$96,290
 Current Account Balance: \$150,000.00 ✓

TRANSFER TO:
 Account Name: Admin - Contracted Services ✓
 Account Number: BW.8310.7440 ✓
 Amount to Receive in Transfer: \$96,290
 Current Account Balance: \$57,145.24

43,091.10 ✓

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 \$96,290 = \$96,290

Reason for Transfer: To fund Security System installation at 35 Erie Blvd.

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: *Tom Dufresne*

Budget Office e-Signature: _____ Date: _____

Please return this form to: budgettransfers@albany.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: 7/15/2022

TRANSFER FROM:
 Account Name: T&D - Salaries
 Account Number: BW.8340.7000
 Amount to Transfer: \$10,000
 Current Account Balance: \$1,473,751.35

TRANSFER TO:
 Account Name: Longevity
 Account Number: BW.8310.7192
 Amount to Receive in Transfer: \$10,000
 Current Account Balance: -\$2,750.00

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 \$10,000 = \$10,000

Reason for Transfer: To cover deficit balance in longevity account.

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:

W. Dufresne 7-15-22

Budget Office e-Signature:

Date:

Please return this form to: budgettransfers@albanyny.gov