



City Of Albany

Board of Estimate & Apportionment

Tuesday, October 5, 2021

1:30 P.M.

Regular Meeting via Zoom Video Conference

Dr. Dorcey Applys
Chief City Auditor

Darius Shahinfar - **MOVED**
Treasurer

Nick Blais
Acting Budget Director

Marisa Franchini - **SECONDED**
Corporation Counsel

PASSED (4-0)

The next regular meeting of the Board of Estimate & Apportionment will be on Tuesday, October 19, 2021

Meeting of Board of Estimate and Apportionment
 Tuesday, October 5, 2021

2021

Budget Transfers

Offered the following:

Department	Transfer From Account	Transfer From Amount	Transfer To Account	Transfer To Amount	Explanation
Administrative Services	Summer Youth Employment Program - Temporary Help		Street Lighting - Utilities		
	A.7310.7170	\$ 141,000.00	A.5182.7420	\$ 141,000.00	To cover the third past due streetlight invoice in the amount of \$243,019.97 and the remaining balance should cover streetlight expenses for the remainder of the year
	Total	\$ 141,000.00	Total	\$ 141,000.00	
Albany Police Department	Emerg. Svc. Team - Other Equipment		Emerg. Svc. Team - Uniforms		
	A.3120.2920.23.7250	\$2,500	A.3120.2920.23.7412	\$2,500	To purchase ballistic eye protection for all EST members to wear while conducting firearms training and for operations.
	Total	\$2,500	Total	\$2,500	
City Clerk / Common Council	Salaries		Temporary Help		
	A.1010.7000	\$ 10,000.00	A.1010.7170	\$ 10,000.00	To cover the expense of the Common Council Interns.
	Total	\$ 10,000.00	Total	\$ 10,000.00	
Department of General Services	Training / Conferences		Legal Notices		
	A.1010.7463	\$ 3,000.00	A.1010.7435	\$3,000	To cover the increased legal notices expense.
	Total	\$ 3,000.00	Total	\$ 3,000.00	
Department of General Services	Waste Collection & Recycling Dsp. - Processing Fee		Supplies and Materials - Maintenance of Streets		
	A.1493.8160.7475	\$ 30,000.00	A.1492.5010.7410	\$ 30,000.00	To cover Clemente Latham Concrete Corp's invoices for the purchase of concrete.
	Total	\$ 30,000.00	Total	\$ 30,000.00	
Department of General Services	Processing Fees		Contracted Services - Central Maintenance		
	A.1493.8160.7475	\$ 50,000.00	A.1491.1620.7440	\$ 25,000.00	To cover Supplies and Material and Contracted Services' expenses for the remainder of the year.
	Total	\$ 50,000.00	Total	\$ 25,000.00	
Department of General Services	Salaries		Supplies and Materials (Administration)		
	A.1492.5010.7000	\$ 20,000.00	A.1491.1490.7410	\$ 5,000.00	
	Total	\$ 20,000.00	Total	\$ 5,000.00	
Department of General Services	Supplies and Materials (Central Maintenance)		Supplies and Materials (Central Maintenance)		
	A.1491.1620.7410	\$ 20,000.00	A.1491.1620.7410	\$ 20,000.00	
	Total	\$ 20,000.00	Total	\$ 20,000.00	
Department of General Services	Contracted Services (Park Maintenance)		Contracted Services (Park Maintenance)		
	A.1492.3600.7440	\$ 20,000.00	A.1492.3600.7440	\$ 20,000.00	
	Total	\$ 20,000.00	Total	\$ 20,000.00	
Department of General Services	Contracted Services (Central Maintenance)		Contracted Services (Central Maintenance)		
	A.1491.1620.7410	\$ 70,000.00	A.1491.1620.7410	\$ 70,000.00	
	Total	\$ 70,000.00	Total	\$ 70,000.00	

Meeting of Board of Estimate and Apportionment
 Tuesday, October 5, 2021

To cover the purchase of a refrigerator for the shared kitchen space for OAC and Treasurer's Office staff. The Treasurer's Office will reimburse OAC for 50% of the total cost.

Miscellaneous A.1320.7460	\$ 1,000.00	Office Equipment A.1320.7220	\$ 1,000.00
Total	\$ 1,000.00	Total	\$ 1,000.00

Office of Audit and Control

To cover purchase of a new stage due to the condition of the current stage.

Tulip Festival A.7560.7302	\$ 1,000.00	Jazz Fest A.7560.7307	\$ 1,000.00
Total	\$ 1,000.00	Total	\$ 1,000.00

Office of Cultural Affairs

To cover the costs of purchasing Blue-White pump parts and supplies.

Special Items - Contingency Account BW.1900.7448	\$ 8,524.00	Purification - Supplies & Materials BW.8330.7410	\$ 20,000.00
Purification - Chemicals BW.8330.7416	\$ 11,476.00		
Total	\$ 20,000.00	Total	\$ 20,000.00

Water

To cover the costs of the 2nd annual payment to Albany County Water Purification District for sewer charges.

Special Items - Taxes & Assess. City Prop. BW.1900.7433	\$ 135,000.00	Sewer Costs - Contracted Services BW.8189.7440	\$ 225,000.00
Transmission & Dist. - Salaries BW.8340.7000	\$ 75,000.00		
Water Admin - Salaries BW.8310.7000	\$ 15,000.00		
Total	\$ 225,000.00	Total	\$ 225,000.00

Water

To cover the costs of the 2nd annual payment to Albany County Water Purification District for sewer charges.

Unassigned Fund Balance BW.0917	\$ 95,000.00	Sewer Costs - Contracted Services BW.8189.7440	\$ 95,000.00
Total	\$ 95,000.00	Total	\$ 95,000.00

Water

Meeting of Board of Estimate and Apportionment
 Tuesday, October 5, 2021

Water	Purification - Contracted Services BW.8330.7440	\$ 60,000.00	Purification - Other Equipment BW.8330.7250	\$ 60,000.00	To cover the purchase of equipment.
	Total	\$ 60,000.00	Total	\$ 60,000.00	

2021

Increase Appropriation Department	Increase Revenue	Increase Amount	Increase Expense	Increase Amount	Explanation
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Water	Water Revenues - Water Charges BW.1000.2140	\$ 9,579.00	Transmission & Dist. (Salaries) BW.8340.7000	\$ 9,579.00	To cover the expense of a new position, Water Meter Service Worker - Annual salary = \$38,313.60/12 = \$3,192.80* 3 months = \$9,578.40.
	Total	\$ 9,579.00	Total	\$ 9,579.00	

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

Department: Streetlighting Administration Services
 Contact Person: Nicholas Blais
 Budget Year for this Transfer: 2021
 Date Submitted: 10/1/2021

<p>TRANSFER FROM: Account Name: <u>SYEP - Temp Help</u> ✓ Account Number: <u>A.7310.7170</u> ✓ Amount to Transfer: <u>\$141,000</u> ✓ Current Account Balance: <u>\$610,374.90</u></p>	<p>TRANSFER TO: Account Name: <u>Streetlighting - Utilities</u> ✓ Account Number: <u>A.5182.7420</u> ✓ Amount to Receive in Transfer: <u>\$141,000</u> ✓ Current Account Balance: <u>\$192,146.01</u> ✓</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 \$141,000 = \$141,000

Reason for Transfer: Transfer to cover streetlight invoices

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: Nicholas J. Blais

Date: 10/1/2021

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:

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="Senior Legislative Aide"/> <i>salaries</i> Account Number: <input type="text" value="A.1010.7000"/> Amount to Transfer: <input type="text" value="\$10,000"/> Current Account Balance: <input type="text" value="\$161,317.30"/> <i>\$159,532.40</i></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="\$10,000"/> Current Account Balance: <input type="text" value="\$2,655.00"/> <i>???</i></p>
<p>TRANSFER FROM: Account Name: <input type="text" value="Training/ Conferences"/> Account Number: <input type="text" value="A.1010.7463"/> Amount to Transfer: <input type="text" value="\$3,000"/> Current Account Balance: <input type="text" value="\$6,614.00"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Legal Notices"/> Account Number: <input type="text" value="A.1010.7435"/> Amount to Receive in Transfer: <input type="text" value="\$3,000"/> 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>

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="Processing Fees"/> Account Number: <input type="text" value="1493.8160.7475"/> Amount to Transfer: <input type="text" value="\$30,000.00"/> Current Account Balance: <input type="text" value="\$1,143,337.00"/> <i>138,923.83</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="Supplies and Materials"/> Account Number: <input type="text" value="1492.5010.7410"/> Amount to Receive in Transfer: <input type="text" value="\$30,000.00"/> Current Account Balance: <input type="text" value="\$803.10"/> <i>138,923.83</i></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>
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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="Processing Fees"/></p> <p>Account Number: <input type="text" value="1493.8160.7475"/></p> <p>Amount to Transfer: <input type="text" value="\$50,000.00"/></p> <p>Current Account Balance: <input type="text" value="\$108,923.83"/></p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text" value="Contracted Services"/></p> <p>Account Number: <input type="text" value="1491.1620.7440"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$25,000.00"/></p> <p>Current Account Balance: <input type="text" value="\$18,641.05"/></p> <p style="text-align: right;">19,573.50</p>
<p>TRANSFER FROM:</p> <p>Account Name: <input type="text" value="Salaries"/></p> <p>Account Number: <input type="text" value="1492.5010.7000"/></p> <p>Amount to Transfer: <input type="text" value="\$20,000"/></p> <p>Current Account Balance: <input type="text" value="\$1,177,816.77"/></p> <p style="text-align: right;">937,144.50</p>	<p>TRANSFER TO:</p> <p>Account Name: <input type="text" value="Supplies and Materials"/></p> <p>Account Number: <input type="text" value="1491.1490.7410"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$5,000"/></p> <p>Current Account Balance: <input type="text" value="\$296.73"/></p> <p style="text-align: right;">- 711.77</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" value="Supplies and Materials"/></p> <p>Account Number: <input type="text" value="1491.1620.7410"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$20,000"/></p> <p>Current Account Balance: <input type="text" value="\$19,216.05"/></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" value="Contracted Services"/></p> <p>Account Number: <input type="text" value="1492.3600.7440"/></p> <p>Amount to Receive in Transfer: <input type="text" value="\$20,000"/></p> <p>Current Account Balance: <input type="text" value="\$12,794.43"/></p> <p style="text-align: right;">9,794.43</p>

TOTAL TRANSFER AMOUNT =

Reason for Transfer:

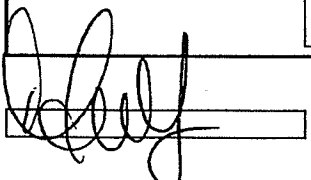
Back-up information included?
Is this a Salary Change Request?

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:

TRANSFER FROM:	TRANSFER TO:
Account Name: <input type="text" value="Miscellaneous"/>	Account Name: <input type="text" value="Office Equipment"/>
Account Number: <input type="text" value="A.1320.7460"/>	Account Number: <input type="text" value="A.1320.7220"/>
Amount to Transfer: <input type="text" value="\$1,000"/>	Amount to Receive in Transfer: <input type="text" value="\$1,000"/>
Current Account Balance: <input type="text" value="\$1,405.50"/>	Current Account Balance: <input type="text" value="\$92.11"/>

TRANSFER FROM:	TRANSFER TO:
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Amount to Transfer: <input type="text"/>	Amount to Receive in Transfer: <input type="text"/>
Current Account Balance: <input type="text"/>	Current Account Balance: <input type="text"/>

TRANSFER FROM:	TRANSFER TO:
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Amount to Transfer: <input type="text"/>	Amount to Receive in Transfer: <input type="text"/>
Current Account Balance: <input type="text"/>	Current Account Balance: <input type="text"/>

TRANSFER FROM:	TRANSFER TO:
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Amount to Transfer: <input type="text"/>	Amount to Receive in Transfer: <input type="text"/>
Current Account Balance: <input type="text"/>	Current Account Balance: <input type="text"/>

TRANSFER FROM:	TRANSFER TO:
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Amount to Transfer: <input type="text"/>	Amount to Receive in Transfer: <input type="text"/>
Current Account Balance: <input type="text"/>	Current Account Balance: <input type="text"/>

TRANSFER FROM:	TRANSFER TO:
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Amount to Transfer: <input type="text"/>	Amount to Receive in Transfer: <input type="text"/>
Current Account Balance: <input type="text"/>	Current Account Balance: <input type="text"/>

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:

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: ✓

2,242.46

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:

The above transfer requests are due to the following slated expense: The purchase of a new stage due to the condition of the current stage.

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: Water
 Contact Person: Tom Dufresne
 Budget Year for this Transfer: 2021
 Date Submitted: 10/1/2021

<p>TRANSFER FROM: Account Name: <u>Special Items - Contingencies</u> ✓ Account Number: <u>BW.1900.7448</u> ✓ Amount to Transfer: <u>\$8,524</u> ✓ Current Account Balance: <u>\$8,524.00</u> ✓</p> <p style="text-align: center; margin-left: 100px;">30,000</p> <p>TRANSFER FROM: Account Name: <u>Purification - Chemicals</u> ✓ Account Number: <u>BW.8330.7416</u> ✓ Amount to Transfer: <u>\$11,476</u> ✓ Current Account Balance: <u>\$41,372.63</u> ✓</p> <p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p> <p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p> <p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p> <p>TRANSFER FROM: Account Name: _____ Account Number: _____ Amount to Transfer: _____ Current Account Balance: _____</p>	<p>TRANSFER TO: Account Name: <u>Purification - Supplies</u> ✓ Account Number: <u>BW.8330.7410</u> ✓ Amount to Receive in Transfer: <u>\$20,000</u> ✓ Current Account Balance: <u>\$8,032.06</u> ✓</p> <p style="text-align: center; margin-left: 100px;">7,593.73</p> <p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p> <p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p> <p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p> <p>TRANSFER TO: Account Name: _____ Account Number: _____ Amount to Receive in Transfer: _____ Current Account Balance: _____</p>
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TOTAL TRANSFER AMOUNT \$20,000 = \$20,000 ✓

Reason for Transfer: To cover the costs of purchasing Blue White pump parts and supplies. ✓

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: _____

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="Special Items - Taxes"/> Account Number: <input type="text" value="BW.1900.7433"/> Amount to Transfer: <input type="text" value="\$135,000"/> Current Account Balance: <input type="text" value="\$136,636.25"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Sewer Costs - Contracted Services"/> Account Number: <input type="text" value="BW.8189.7440"/> Amount to Receive in Transfer: <input type="text" value="\$225,000"/> Current Account Balance: <input type="text" value="\$2,976,121.00"/></p>
<p>TRANSFER FROM: Account Name: <input type="text" value="T&D - Salaries"/> Account Number: <input type="text" value="BW.8340.7000"/> Amount to Transfer: <input type="text" value="\$75,000"/> Current Account Balance: <input type="text" value="\$1,078,063.29"/></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" value="Admin - Salaries"/> Account Number: <input type="text" value="BW.8310.7000"/> Amount to Transfer: <input type="text" value="\$15,000"/> Current Account Balance: <input type="text" value="\$792,792.57"/></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 =

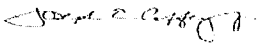
Reason for Transfer:

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

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="Unassigned Fund Balance"/> Account Number: <input type="text" value="BW.0917"/> Amount to Transfer: <input type="text" value="\$95,000"/> Current Account Balance: <input type="text" value="\$76,847,675.53"/></p>	<p>TRANSFER TO: Account Name: <input type="text" value="Sewer Costs - Contracted Services"/> Account Number: <input type="text" value="BW.8189.7440"/> Amount to Receive in Transfer: <input type="text" value="\$95,000"/> Current Account Balance: <input type="text" value="\$2,976,121.00"/></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>
<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: 10/1/2021

<p>TRANSFER FROM: Account Name: <u>Purification - Contracted Services</u> Account Number: <u>BW.8330.7440</u> Amount to Transfer: <u>\$60,000</u> Current Account Balance: <u>\$73,338.17</u></p>	<p>TRANSFER TO: Account Name: <u>Purification - Other Equipment</u> Account Number: <u>BW.8330.7250</u> Amount to Receive in Transfer: <u>\$60,000</u> Current Account Balance: <u>\$641.11</u></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>
<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 \$60,000 = \$60,000

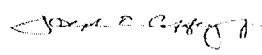
Reason for Transfer: To cover the cost of purchased equipment.

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:

INCREASE REVENUE

Account Name: ✓
 Account Number: ✓
 Increase Revenue Amount: ✓
 Current Account Balance:

11,428,232.04

INCREASE EXPENSE

Account Name: ✓
 Account Number: ✓
 Amount to Receive from Revenue Acct: ✓
 Current Account Balance:

1,079,063.29

INCREASE REVENUE

Account Name:
 Account Number:
 Increase Revenue Amount:
 Current Account Balance:

INCREASE EXPENSE

Account Name:
 Account Number:
 Amount to Receive from Revenue Acct:
 Current Account Balance:

INCREASE REVENUE

Account Name:
 Account Number:
 Increase Revenue Amount:
 Current Account Balance:

INCREASE EXPENSE

Account Name:
 Account Number:
 Amount to Receive from Revenue Account:
 Current Account Balance:

INCREASE REVENUE

Account Name:
 Account Number:
 Increase Revenue Amount:
 Current Account Balance:

INCREASE EXPENSE

Account Name:
 Account Number:
 Amount to Receive from Revenue Acct:
 Current Account Balance:

TOTAL INCREASE REVENUE AMOUNT

=

✓

Reason for Transfer:

To create a new position Water Meter Service Worker - Annual Salary = \$38,313.60 / 12 = 3,192.80 * 3 months = \$9,578.40

Back-up information included?

Department Head e-Signature:

Tom Dufresne

Budget Office e-Signature:

Date:

Please return this form to: budgettransfers@albanyny.gov