



City of Kingston Finance and Audit Committee
Meeting Agenda
Wednesday, December 11, 2019
6:30 PM
Conference Room 1
420 Broadway
Kingston, NY 12401

NEW BUSINESS

Budget Transfer

[20191205151925.pdf](#)

Engineering Services Proposal

[20191210103629.pdf](#)

Budget Transfer

[20191205151943.pdf](#)

Bond Proposal

[20191205152002.pdf](#)

Sewer Charges

[20191205152015.pdf](#)

Capital Reserve Dietz Stadium

[20191205152038.pdf](#)

Budget Transfer

[20191205152052.pdf](#)

Contingency Transfer

[20191205152104.pdf](#)

1OLD BUSINESS

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: City Clerk/Registrar

Item Type: Budget Transfer

Agenda Section:

Subject:

Budget Transfer

Suggested Action:

Attachments:

[20191205151925.pdf](#)

CITY OF KINGSTON

Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

Steven T. Noble, Mayor
Elisa Tinti, City Clerk & Registrar



Deidre Sills, Deputy Clerk
Susan Mesches, Deputy Registrar

December 5, 2019

Honorable James Noble
Alderman At Large
420 Broadway
Kingston, New York 12401

Dear Mr. President,

I am respectfully requesting a budget transfer from Contingency in the amount of \$22,750.00 to cover the cost of hiring a consultant to create a scope of services for the purpose of hiring a mechanical contractor to maintain the HVAC system at City Hall.

I would like to request the following transfer:

FROM:	CONTINGENCY	\$22,750.00
TO: A1.1620.14.5411	CONSULTANT	\$22,750.00

Sincerely,
Elisa Tinti

City Clerk
City of Kingston

November 20, 2019

ENGINEERING SERVICES PROPOSAL

City of Kingston
Engineering Department
City Hall
420 Broadway
Kingston, New York 12401

Attn: Alan Adin
Engineering Technician.

Re: HVAC System Retro-Commissioning

Alan:

This letter is in response to your recent request of proposal for supplementing our current proposal by examining your existing HVAC systems and looking at deficiencies with regards to ventilation, filtration, temperatures, stratification, condensate drainage, moisture carryover and compliance to the original design intent. Our proposal provides for basic retro commissioning (Cx) services which will include information gathering followed by preparation of a deficiencies list and corrective actions in a comprehensive report.

In addition, GPI will provide oversight of the balance and temperature control contractors to accomplish this work. We have incorporated the fees for Mechanical Testing, Inc as the Balance Contractor within this proposal.

We will need assistance from someone familiar with your Temperature Controls to assist the Balance Contractor while they take airflow readings to operate various HVAC components. We will also need them to assist us as by changing various system setpoints in order for us to verify functionality of control sequences.

Our scope of work shall include the following:

I. PROJECT DESCRIPTION – RETRO COMMISSIONING

A. Cx REVIEW AND SCOPE OF WORK

1. GPI will gather and review drawings, specifications, submittals, controls and as-builts available from previous projects.
2. GPI will develop a scope of work for the balancing contractor to perform system readings on all pertinent HVAC systems, to include both airside and waterside systems.
3. GPI will meet with City of Kingston staff and Controls operator to review Energy Management System (EMS) set points, operation and control sequences and develop a scope of work for upgrades or changes to the controls sequence of operation.

B. FUNCTIONAL TESTING

1. With City of Kingston staff assistance, GPI will support and supervise the airflow readings being performed by the balancing contractor.
2. GPI will review the final report from the test and balance contractor to note deficiencies and/or abnormalities.
3. GPI will functionally test the EMS controls assisted by your Controls operator.

C. TESTING AND BALANCING CONTRACTOR SCOPE OF WORK

1. Perform a unit work-up for AH-1, 2 & 3. Unit work-up includes:
 - Total SA/RA/OA airflow via main duct traverse.
 - Motor Info: HP, RPM, Electrical (amps, volts, phase), service factor, BHP.
 - Drive Data: Sheave and belts sizes.
 - Fan data: RPM, current OA/RA damper position.
 - Static pressure profile including temperatures.
 - Record deficiencies.
 - Measure and record the current CFM value for each GRD.
 - Provide Report.
2. Perform a unit work-up for EF-1, 2 & 3. Unit work-up includes:
 - Total EA airflow via main duct traverse.
 - Motor Info: HP, RPM, Electrical (amps, volts, phase), service factor, BHP.
 - Drive Data: Sheave and belts sizes.
 - Fan data: RPM.
 - Static pressure profile.
 - Record deficiencies.
 - Measure and record the current CFM value for each GRD
 - Provide Report.
3. Perform a unit work-up for P-1, 2, 3, 4, & 5. Unit work-up includes:
 - Total GPM via triple duty valve or similar.
 - Total TDH and Impeller size
 - Discharge and Suction Pressure
 - Motor Info: HP, RPM, Electrical (amps, volts, phase), service factor, BHP.
 - Hot water heating supply and return temperatures
 - Measure and record the current pressure and GPM for all circuit setters throughout the building.

D. REPORT

1. GPI will prepare a report as part of the original base project and include commissioning findings, deficiencies, testing results and status of systems as well as recommendations for corrective measures needed.

E. CONTRACT DOCUMENTS

- I. GPI will provide Contract Documents as part of our original base project which will incorporate corrective measures for the selected service contractor to address any determined deficiencies.

II. Additional design services.

A. Hourly Rate

1. Detailed construction cost estimates.
2. Design services outside the scope of the report.
3. Design services beyond bringing your HVAC system back into compliance with the original design documents (eg: adding new systems or components).
4. Construction Administration beyond Bid Phase.

Work required of GPI on items 1 through 4 above shall be billed at the following hourly rates with a mutually agreed Not-To-Exceed amount (where possible) at the time such services are required.

Vice President \$195/hour	Senior Engineer \$175/hr.	Senior Project Manager \$165/hr.
Engineer \$140/hr.	Project Manager \$140/hr.	Senior Designer \$140/hr.
Designer \$120/hour	CADD Drafter \$90/hr.	Admin. Staff \$70/hr.

We propose an Engineering Fee for the above Commissioning Services (Excluding Paragraph II) a fixed fee of Thirty-five Hundred dollars (\$3,500), plus Nine Thousand Two Hundred and Fifty (\$9,250) for the Testing and Balance Contractor's Scope of Work.

We appreciate your considering our firm for this project and the opportunity of allowing us to work with you. If there are any questions regarding this supplemental proposal, please do not hesitate to call.

Respectfully submitted,
Greenman-Pedersen, Inc.



Daniel Hampson, P.E.
Vice President, Director of MEP/FP Engineering

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: Engineering

Item Type: Proposed Resolution

Agenda Section:

Subject:

Engineering Services Proposal

Suggested Action:

Attachments:

[20191210103629.pdf](#)

November 20, 2019

ENGINEERING SERVICES PROPOSAL

City of Kingston
Engineering Department
City Hall
420 Broadway
Kingston, New York 12401

Attn: Alan Adin
Engineering Technician.

Re: HVAC System Retro-Commissioning

Alan:

This letter is in response to your recent request of proposal for supplementing our current proposal by examining your existing HVAC systems and looking at deficiencies with regards to ventilation, filtration, temperatures, stratification, condensate drainage, moisture carryover and compliance to the original design intent. Our proposal provides for basic retro commissioning (Cx) services which will include information gathering followed by preparation of a deficiencies list and corrective actions in a comprehensive report.

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Respectfully submitted,
Greenman-Pedersen, Inc.



Daniel Hampson, P.E.
Vice President, Director of MEP/FP Engineering

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: City Clerk/Registrar

Item Type: Budget Transfer

Agenda Section:

Subject:

Budget Transfer

Suggested Action:

Attachments:

[20191205151943.pdf](#)

CITY OF KINGSTON

Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

Steven T. Noble, Mayor
Elisa Tinti, City Clerk & Registrar



Deidre Sills, Deputy Clerk
Susan Mesches, Deputy Registrar

December 5, 2019

Honorable James Noble
Alderman At Large
420 Broadway
Kingston, New York 12401

Dear Mr. President,

I am respectfully requesting a budget transfer in the City Clerk & Registrar's Office to balance the 2019 budget. This transfer will have \$0 financial impact as per attached.

Sincerely,
Elisa Tinti

A handwritten signature in blue ink, appearing to read "Elisa Tinti", is written over a faint, larger blue outline of the same signature.

City Clerk & Registrar
City of Kingston

2019 Budgetary Transfer

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSFER FROM</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSFER TO</u>
A1-1010-14-5417	PROMOTIONAL SUPPLIES	\$ 500	A1-1010-14-5402	OFFICE SUPPLIES	\$ 1,000
A1-1010-14-5441	MAINTENANCE OF EQUIPMENT	\$ 1,000	A1-1010-14-5405	CODE BOOK	\$ 1,650
A1-1410-11-5103	OVERTIME	\$ 2,000	A1-1010-14-5464	ADVERTISING	\$ 3,000
A1-1410-14-5462	DUES AND SEMINARS	\$ 980	A1-1410-14-5402	OFFICE SUPPLIES	\$ 2,650
A1-1410-14-5471	SERVICE CONTRACTS	\$ 900	A1-1410-11-5112	PART TIME EMPLOYEES	\$ 9,128
A1-1620-14-5423	NATURAL GAS	\$ 6,500	A1-1410-11-5811	SOCIAL SECURITY	\$ 698
A1-1620-14-5443	MAINTENANCE OF BUILDING	\$ 10,000	A1-1410-12-5205	DATA PROCESSING EQUIPMENT	\$ 1,000
A1-1910-14-5430	MULTI-PERIL LIABILITY	\$ 4,000	A1-1620-11-5103	OVERTIME	\$ 750
A1-4020-11-5109	TEMP STATUS CHANGE	\$ 500	A1-1620-14-5486	GENERAL MATERIALS AND SUPPLIES	\$ 3,000
A1-4020-11-5112	PART TIME EMPLOYEES	\$ 9,128	A1-1670-14-5463	POSTAGE	\$ 2,000
A1-4020-11-5811	SOCIAL SECURITY	\$ 698	A1-1910-14-5438	DISABILITY INSURANCE	\$ 7,500
A1-4020-14-5402	OFFICE SUPPLIES	\$ 500	A1-7550-14-5495	MEMORIAL DAY PARADE	\$ 330
			A1-7562-14-5487	CONSTRUCTION MATERIALS	\$ 2,000
			A1-7989-14-5443	MAINTENANCE OF BUILDING	\$ 2,000
		<u>\$ 36,706</u>			<u>\$ 36,706</u>

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: Kingston Water Department

Item Type: Proposed Resolution

Agenda Section:

Subject:

Bond Proposal

Suggested Action:

Attachments:

[20191205152002.pdf](#)

Commissioners
Dennis Crowell
President
Robert Niedzielski
Secretary
Margaret Gruner
Joanne V. Seche
Harold Goldman



Steven Noble
Mayor

Judith A. Hansen
Superintendent

Kingston Water Department
PO Box 1537
Kingston, N.Y. 12402

Hon. James Noble, Jr.
Common Council of the City of Kingston
420 Broadway
Kingston, NY 12401

RE: Request for Approval for Bond for Cooper Lake Dam and Intake Remediation

Dear President Noble:

Since the promulgation of the new Dam Safety regulations in 2009, the Board of Water Commissioners and the staff of the Department has been working with our consultants to bring the dam and west dike at Cooper Lake Reservoir into compliance with these regulations. We anticipate that construction will begin in early 2020. This project will be divided into three phases:

- Phase 1: Construction of Temporary Interconnection with the Ashokan Reservoir
- Phase 2: Construction of a new Water Supply Intake
- Phase 3: Dam Remediation

At present, we anticipate that this project will cost approximately \$15 million and take 2 years to complete.

On behalf of the Board of Water Commissioners, I respectfully request that the Common Council consider authorizing bonding in an amount not to exceed \$15 million for the Cooper Lake Dam and Intake Remediation. Included within this are previous authorizations, \$800,000 – 2/6/2018 and \$7,000,000 – 9/10/2019.

In advance, I thank you for your kind consideration and Department staff is available to meet with the Council to answer questions and provide additional information.

Sincerely,

Matthew W. Dysard
Business Manager

cc: Judith Hansen, Superintendent
Elisa Tinti, Clerk

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST <u> x </u>
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Water Department</u>	DATE <u>12/2/2019</u>
Description: <u>Request for bonding authorization in the amount of \$15,000,000 to fund the</u> <u>Cooper Lake Dam and Intake Remediation Project. Included within this authorization are</u> <u>previous ordinances (\$800,000 for Design -- 2/6/18 and \$7,000,000 for Phase I & II -- 9/10/19).</u> <u>The additional authorization is related to Phase III -- Dam Remediation.</u>	
Estimated Financial Impact <u>\$7,200,000</u> Signature <u></u>	

Motion by _____

Seconded by _____

Action Required: _____

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman	☐	☐
Reynolds Scott-Childress Ward 3	☐	☐
Anthony Davis, Ward 6	☐	☐
Patrick O'Reilly, Ward 7	☐	☐
Steven Schabot, Ward 8	☐	☐

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: Kingston Water Department

Item Type: Proposed Resolution

Agenda Section:

Subject:

Sewer Charges

Suggested Action:

Attachments:

[20191205152015.pdf](#)



KINGSTON WATER DEPARTMENT
PO BOX 1537, CITY OF KINGSTON, NY 12402

November 19, 2019

City of Kingston Common Council
420 Broadway
Kingston, NY 12401

Honorable Members of the Common Council:

Pursuant to the Charter of the City of Kingston, New York, Chapter 16-5 and
Section 395-29 of the Administrative Code of the City of Kingston, NY:

C16-5:

Water charges shall be a lien upon real estate until paid. Annually, before December 1, the Board of Water Commissioners shall transmit a statement to the Common Council of water charges in arrears for more than three months, with a description of the affected property. The Common Council, upon receipt of the statement, shall cause such unpaid charges, with 6% thereon, to be levied in addition to the general city tax at the time of the next levy, and such charges may be enforced in the same manner as provided in the City Charter for the collection of property taxes. Unpaid water charges remaining unpaid for a prescribed period of time subject the affected property to tax foreclosure. The Comptroller will pay the Water Commissioners for unpaid water charges on or before June 10 in each year.

S395-29:

In the event that water rents are in arrears for more than three months, the water rents and interest and charges thereon shall become a lien upon the real estate against which the water rents shall have been laid, levied or charged.

A copy of the unpaid water and sewer charges that are to be re-levied on the 2020 general tax bills is attached.

Respectfully submitted,


Judith A. Hansen,
Superintendent

Cc: John Tuey, Comptroller



KINGSTON WATER DEPARTMENT
PO BOX 1537, CITY OF KINGSTON, NY 12402

THE FOLLOWING IS A LIST OF ALL **UN-PAID** WATER CHARGES DUE THE

KINGSTON WATER DEPARTMENT AS OF:

November 19, 2019

WHICH WILL BE RELEVIED ONTO THE

2020 GENERAL TAX BILLS:

WATER	AMOUNT	PENALTY	TOTAL
	\$327,913.82	\$33,371.26	\$ 361,285.08
TOTALS	\$327,913.82	\$33,371.26	\$ 361,285.08

PLEASE NOTE:

50% SEWER USAGE FEE PENALTY
DUE FROM COMPTROLLER:

\$20,265.25

TOTAL AMOUNT DUE KINGSTON WATER DEPARTMENT FROM COMPTROLLER'S OFFICE:	\$ 381,550.33
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SEWER TOTALS RELEVIED ONTO THE

2020 GENERAL TAX BILLS:

SEWER	AMOUNT	50% SEWER FEE	6% ADMIN FEE	TOTAL
	\$402,321.70	\$20,265.26	\$48,252.84	\$470,839.80
TOTALS	\$402,321.70	\$20,265.26	\$48,252.84	\$ 470,839.80

TOTAL SEWER:

\$ 470,839.80

GRAND TOTAL SEWER & WATER

\$ 852,390.13

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: Comptroller

Item Type: Proposed Resolution

Agenda Section:

Subject:

Capital Reserve Dietz Stadium

Suggested Action:

Attachments:

[20191205152038.pdf](#)

Sills, Dee

From: Tuey, John
Sent: Wednesday, November 27, 2019 10:29 AM
To: Sills, Dee
Subject: communication for council

Hi Dee,

I'd like to submit the following communication to be referred to the Finance Committee:

I would like to request the Common Council establish a Capital Reserve for Dietz Stadium pursuant to the agreement dated 9/19/19 between the City of Kingston and the Kingston City School District.

Thank you.

John

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: Community and Economic Development

Item Type: Budget Transfer

Agenda Section:

Subject:

Budget Transfer

Suggested Action:

Attachments:

[20191205152052.pdf](#)

City of Kingston
Office of Economic and Community Development
brobinson@kingston-ny.gov

Steven T. Noble, Mayor



Brenna L. Robinson, Director

November 18, 2019

Dear Council President Noble:

In order to cover a consultant's invoice, I respectfully request the following transfer :

Please transfer from A1 6989 23 43389 – NYS Grant - \$ 7,500.00
to A1 6989 14 5411 – Consultants

This is a reimbursable grant from Greenway.

There is no financial impact from this request. A committee report has been drafted to accompany this request.

Respectfully submitted,

Brenna L. Robinson

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER x _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT Economic & Community Development

DATE November 18, 2019

Description: Transfer from A1 6989 23 43389 – NYS Grant - \$7,500
to A1 6989 14 5411 – Consultants

Financial Impact: none



Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: December 11, 2019

Submitted by: Dee Sills

Submitting Department: Police

Item Type: Proposed Resolution

Agenda Section:

Subject:

Contingency Transfer

Suggested Action:

Attachments:

[20191205152104.pdf](#)

CITY OF KINGSTON

Police Department

police@kingston-ny.gov

Egidio F. Tinti, Chief of Police



Steven T. Noble, Mayor

November 25, 2019

Honorable James Noble
Alderman-at-Large
420 Broadway
Kingston, NY 12401

Dear Mr. Noble,

I am respectfully requesting that you refer this request for a transfer from Contingency to our Other Equipment Account to fund the replacement of a rooftop heat exchanger for the City Court. The current unit is over 18 years old and needs replacement. There is a \$15,000 financial obligation to the City of Kingston regarding this request.

Thank you for your time and consideration in this matter. If you or your committee needs additional information, please do not hesitate to contact me.

Sincerely,


Egidio F. Tinti
Chief of Police
City of Kingston Police Department

EFT/mab
Enclosure

cc: Honorable Steven. T. Noble
Mayor, City of Kingston

John Tuey
City Comptroller

2019 Budget Modification

Account #	Transfer Out of	Transfer Into
Other Equipment A1.3120.5211		\$ 15,000.00
Contingency Account A1.1990.5404	\$ 15,000.00	
TOTALS	\$ 15,000.00	\$ 15,000.00

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER X
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Police

DATE: November 25, 2019

Description: Budget transfer for the 2019 Budget. This is request for transfer from Contingency to our Other Equipment Account to fund the replacement of a rooftop heat exchanger for the City Court.

Estimated Financial Impact: \$15,000

Signature _____

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		