



City of Kingston Finance and Audit Committee
Meeting Agenda
Monday, November 5, 2018

SPECIAL MEETING

Mayor Noble Re: Proposed spending of excess fund balance
[20181102093529.pdf](#)

John Schultheis, Engineer Re: Budget Transfer
[9-10-18 Engineering Budget Transfer Request.pdf](#)

Julie Noble Re: City Building LED Lighting
[LED Lighting.pdf](#)
[Kingston LED Efficiency Proposed Projects 10-25-2018.pdf](#)

CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

Steven T. Noble
Mayor



October 16, 2018

Mr. James L. Noble, Jr.
Alderman-At-Large
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

Dear President Noble:

The City's unassigned audited fund balance in the General Fund increased to \$6,976,287 at December 31, 2017. This brings the City's General Fund unassigned fund balance level to 15.86% of 2019 proposed General Fund budgeted expenditures. The City's fund balance policy states the following: *"The City shall strive to maintain an unrestricted unassigned fund balance level in the General Fund ranging between 10% and 13% of the total adopted budgeted expenditures of the General Fund."*

Our fund balance policy also covers the dispensation of fund balance level overages as follows:

"In the event the unrestricted unassigned fund balance of the City's general fund exceeds the maximum requirements, the excess may be utilized for any lawful purpose approved by the Common Council. In order to minimize the long term effect of such use, the excess shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other one-time costs including the establishment or increase in legitimate restrictions (reserves) of fund balance."

Therefore, I recommend to use up to \$777,787 of fund balance to pay off a portion of our remaining amortizations with the NYS Retirement System. Additionally, I recommend that we use up to \$271,500 of fund balance for the following short term capital purchases (see attached list) rather than to bond for these items. Both actions will result in a reduction of future interest costs.

In addition to the attached documents, please see the data below:

Police Department: (3) Police Vehicles: \$114,000

Fire Department Deputy Chief Response Vehicle: SUV: \$45,000

Building Department: (2) All Wheel Drive Vehicles-Hybrid: \$75,000

Parking All Wheel Drive Vehicle-Hybrid: \$37,500

I would like to request for this to go on the special finance committee's agenda, scheduled for November 5th. Thank you for your consideration.

Respectfully Submitted,

Steven T. Noble
Mayor



Office of the New York State Comptroller
Thomas P. DiNapoli
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Phone: 518-473-0681
Fax: 518-257-1514
E-mail: rhubecky@osc.ny.gov
Web: www.osc.state.ny.us/retire

Richard Hruby, Principal Accountant, Member & Employer Services Bureau

October 9, 2018

Mr. John Tuey, CPA
Comptroller
City of Kingston
420 Broadway
Kingston, NY 12401-4626

2019 ERS Supplemental Invoice

Mr. Tuey:

We acknowledge your request for the payoff balances of the remaining contributions amortized under Chapter 57, Laws of 2010 in the fiscal years 2012 and 2014 for inclusion with the Annual Invoice charges for fiscal year 2019.

Please accept this letter as a Supplemental Invoice for the resulting balance due. Please do not hesitate to contact me directly with any questions.

Sincerely,

Richard Hruby
Principal Accountant
Member & Employer Services

cc: Tanya Callahan

New York State & Local Retirement System
Employees Retirement System

Supplemental Invoice

City of Kingston
Location Code: 20024E
Invoice # 20024E181215ACS01

Invoice Amount	\$ 1,496,434
Chapter 57, Laws of 2010 Remaining 2012 Amortization Principal	\$ 108,714
Chapter 57, Laws of 2010 Remaining 2014 Amortization Principal	<u>\$ 300,658</u>
Total Amount Due February 1, 2019	<u>\$ 1,905,806</u>
Prepayment Discount	<u>\$ (13,557)</u>
Total Amount Due December 15, 2018	<u>\$ 1,892,249</u>

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 _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>COMPTROLLER ON BEHALF OF MAYOR</u>	DATE <u>10/26/18</u>
Description: <u>REQUEST AUTHORIZATION TO USE UP TO \$777,787 OF FUND BALANCE IN THE</u> <u>GENERAL FUND TO PAY OFF EXISTING AMORTIZATIONS WITH THE NYS RETIREMENT</u> <u>SYSTEM. THIS WILL RESULT IN A REDUCTION OF FUTURE INTEREST COSTS.</u>	
Estimated Financial Impact <u>\$777,787</u>	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	☐	☐

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____ AUTHORIZATION <u>X</u> _____ CLAIMS _____	CONTINGENCY TRANSFER _____ BUDGET MODIFICATION _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____
DEPARTMENT <u>COMPTROLLER ON BEHALF OF MAYOR</u> DATE <u>10/26/18</u> Description: <u>REQUEST THE FOLLOWING TRANSFER FROM FUND BALANCE IN THE GENERAL FUND FOR THE PURPOSE OF ACQUIRING SHORT TERM CAPITAL ASSETS.</u> <u>FROM: FUND BALANCE A1999.19.5901 \$271,500 TO: MOTOR VEHICLE ACCTS AS FOLLOWS</u> <u>TO: POLICE DEPT A13120.12.5203 \$114,000, FIRE DEPT A13410.12.5203 \$45,000,</u> <u>BUILDING DEPT A13620.12.5203 \$75,000, PARKING DEPT A13320.12.520 \$37,500</u> Estimated Financial Impact <u>\$271,500</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	☐	☐

CITY OF KINGSTON
Office of the City Engineer
jschultheis@kingston-ny.gov

John M. Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

September 10, 2018

Mr. James L. Noble, Jr.
Alderman-At-Large
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

RE: 2018 Budget Transfer

Dear President Noble:

The Engineering Department needed a new desktop computer for the new City Engineer who started on September 4, 2018.

In order to provide the new computer I propose to transfer certain line items in the 1440 Engineer Budget as follows:

- Transfer \$200.00 from 1440.408 – Data Processing and Supplies
- Transfer \$250.00 from 1440.476 – Minor Office Furniture and Equipment
- Transfer \$200.00 from 1440.479 – Minor Equipment Other
- Transfer \$82.18 from 1440.485 – General Materials and Supplies
- Transfer \$732.18 to 1440.211 – Other Equipment

Please refer this item to the Finance Committee for further discussion.

Should you have any questions concerning this request, do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "JS", is written over the word "Respectfully,".

John M. Schultheis
City Engineer

Cc: Steve Noble, Mayor
Douglas Koop, Chair, Finance Committee
John Tuey, Comptroller

Winnie, Carly

From: Noble, Steve
Sent: Monday, October 29, 2018 3:05 PM
To: Alderman
Cc: Winnie, Carly; Noble, Julie
Subject: LED Lighting Proposal
Attachments: Kingston LED Efficiency Proposed Projects 10-25-2018.pdf

Dear Alderman Koop,

As promised during the October Finance Committee Meeting, here is the updated LED lighting project financials as we discussed at the Finance Meeting. This project with Central Hudson would replace indoor lighting with new energy efficient LED's in 11 City Buildings. The cost would be \$121,465.54, plus a \$8,534.46 contingency, for a total of \$130,000. The annual savings at today's electric rates would be \$50,551.44 per year. The return on investment would be 29 months. I have attached the documentation for your review. Our staff will be available at the Special Finance Committee to answer any additional questions,

Thanks,

-Steve

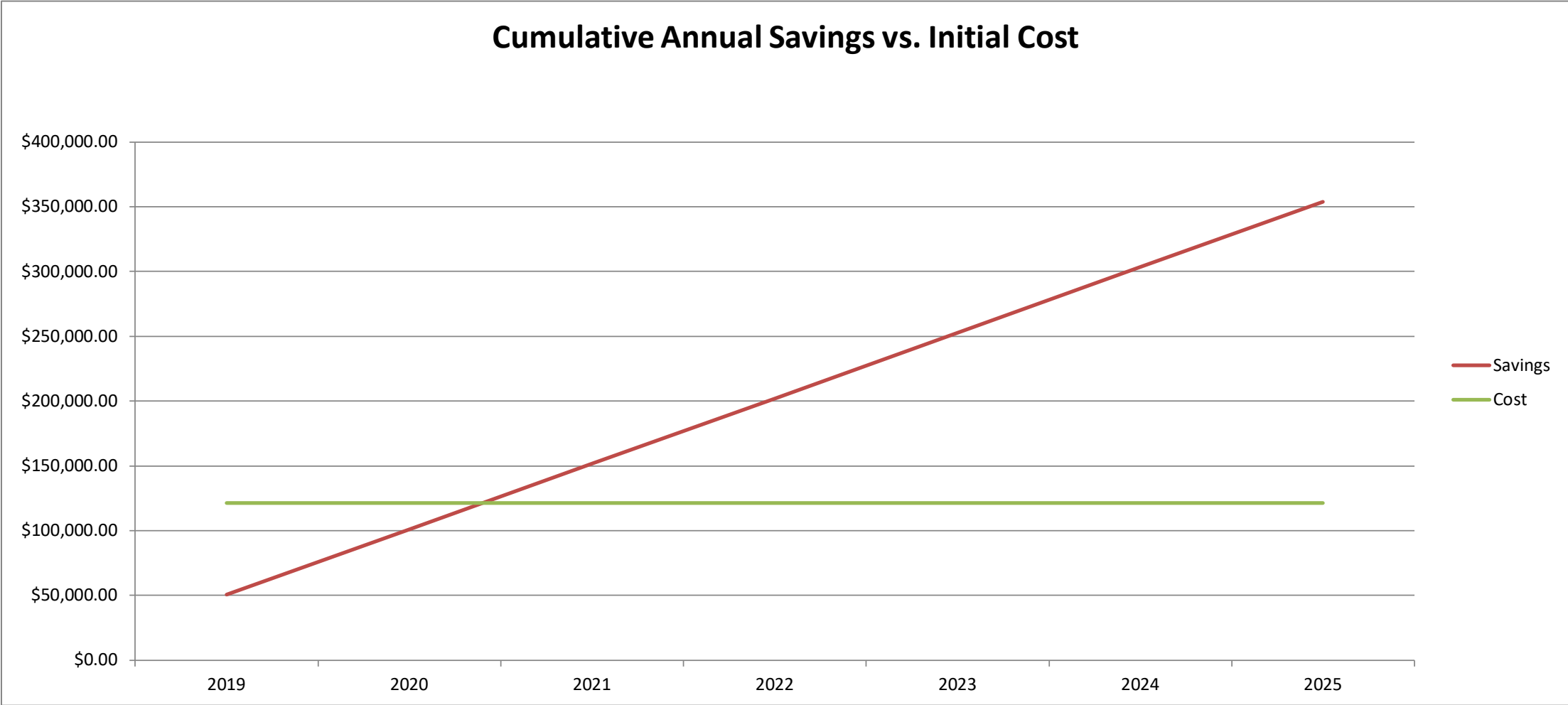
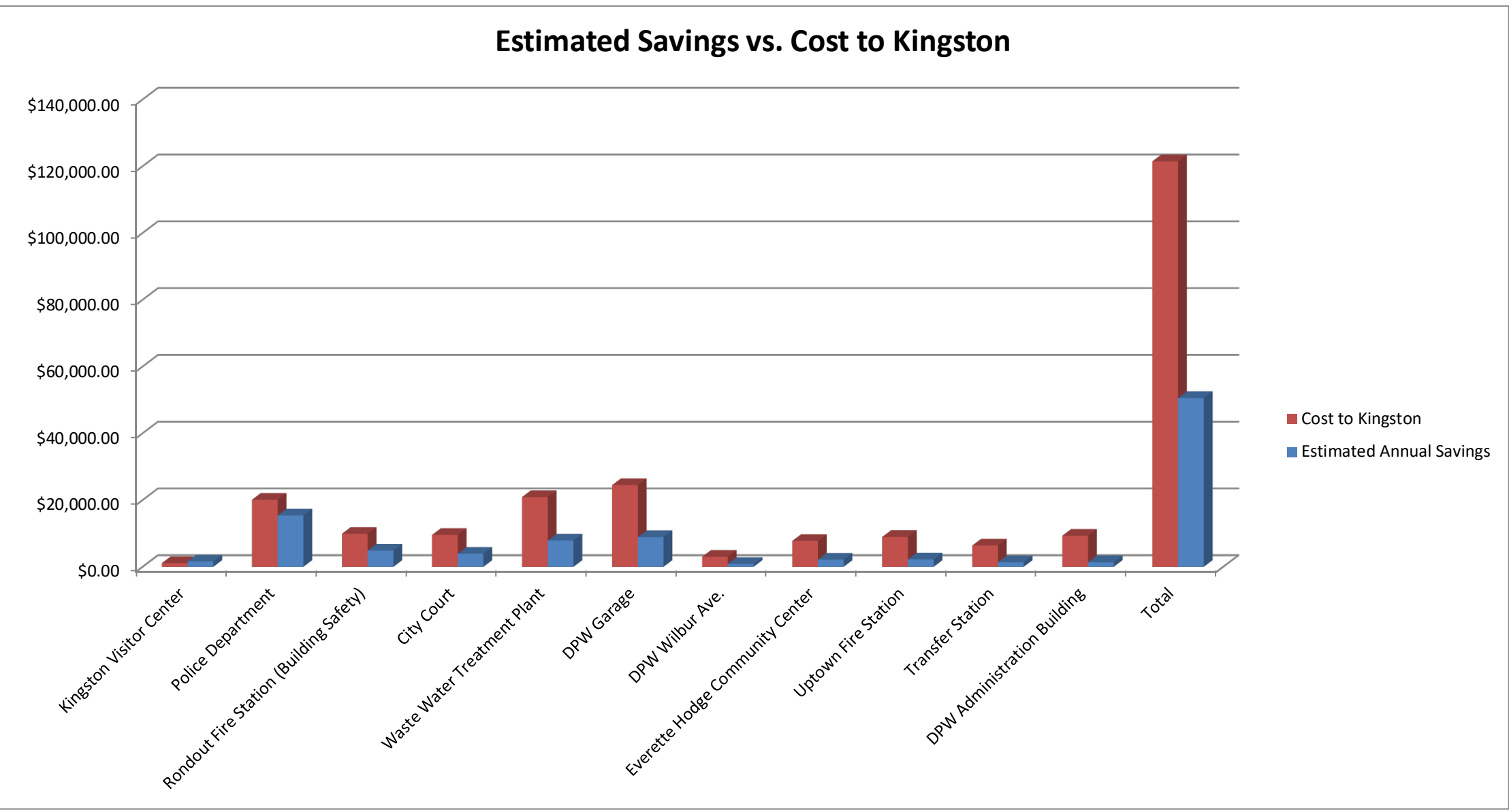
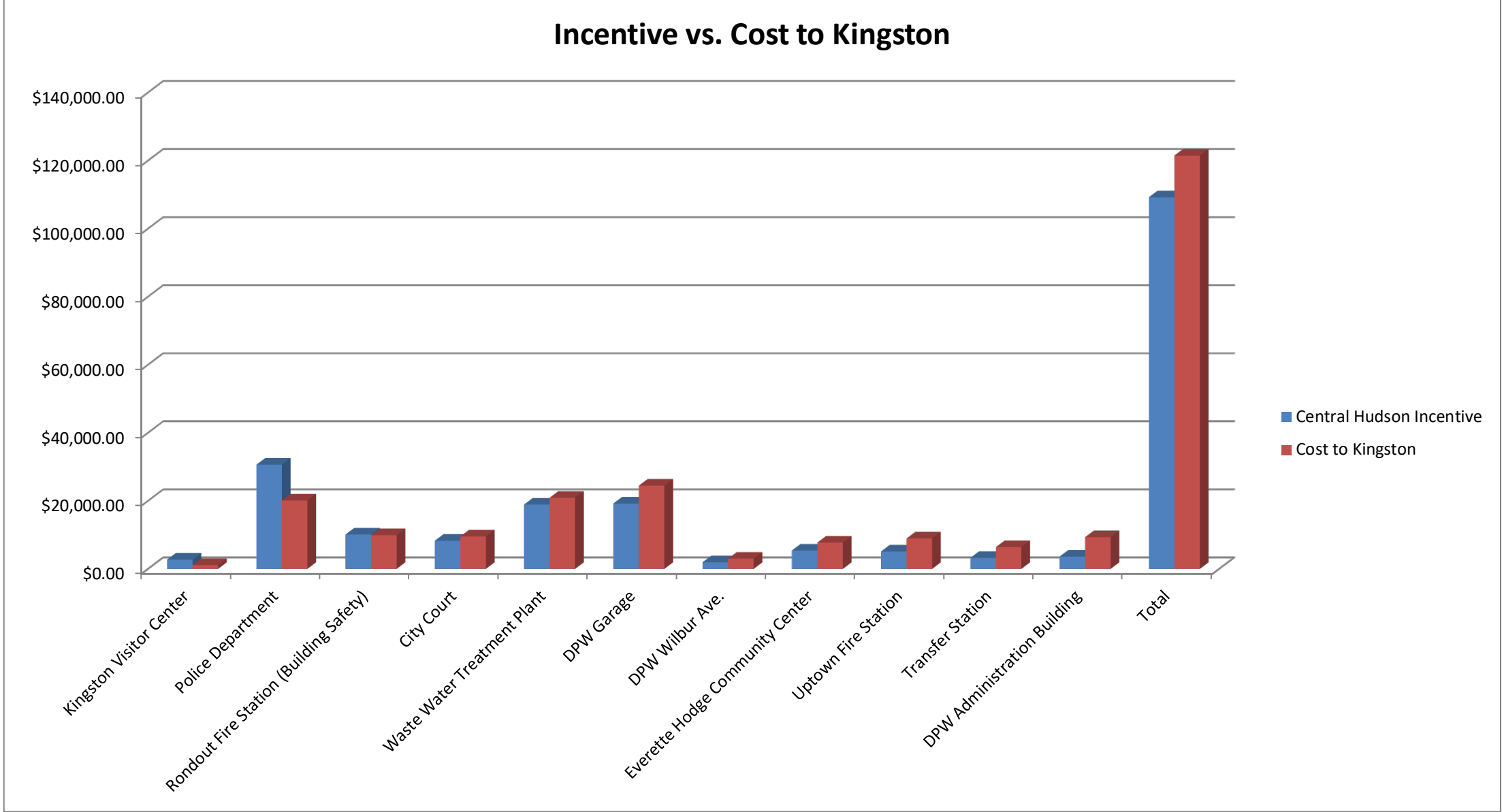
Steven T. Noble
Mayor, City of Kingston
420 Broadway
Kingston, NY 12401
845-334-3902
www.kingston-ny.gov

LIME ESTIMATES

Kingston Facility	Project Cost	Central Hudson Incentive		City of Kingston Share		Estimated kW savings	Estimated kWh Savings	Estimated Annual Savings (at \$.12/kWh)	Estimated ROI (months)
		Cost	Percent	Cost	Percent				
Kingston Visitor Center	\$3,845.91	\$2,731.80	71%	\$1,114.11	29%	4.41	13,568.00	\$1,628.16	8
Police Department	\$50,699.56	\$30,611.44	60%	\$20,088.12	40%	19.35	128,309.00	\$15,397.08	16
Rondout Fire Station (Building Safety)	\$20,028.09	\$10,120.09	51%	\$9,908.00	49%	7.24	40,656.00	\$4,878.72	24
City Court	\$17,838.29	\$8,288.46	46%	\$9,549.83	54%	7.77	32,524.00	\$3,902.88	29
Waste Water Treatment Plant	\$39,817.42	\$18,912.09	47%	\$20,905.33	53%	7.46	65,726.00	\$7,887.12	32
DPW Garage	\$43,687.00	\$19,209.00	44%	\$24,478.00	56%	24.08	74,109.00	\$8,893.08	33
DPW Wilbur Ave.	\$4,971.55	\$1,958.26	39%	\$3,013.29	61%	1.19	7,276.00	\$873.12	41
Everette Hodge Community Center	\$13,137.13	\$5,400.24	41%	\$7,736.89	59%	2.10	17,929.00	\$2,151.48	43
Uptown Fire Station	\$14,085.31	\$5,131.34	36%	\$8,953.97	64%	4.26	18,495.00	\$2,219.40	48
Transfer Station	\$9,628.39	\$3,234.39	34%	\$6,394.00	66%	3.09	11,251.00	\$1,350.12	57
DPW Administration Building	\$12,943.23	\$3,619.23	28%	\$9,324.00	72%	7.28	11,419.00	\$1,370.28	82
Total	\$230,681.88	\$109,216.34	47%	\$121,465.54	53%	88.21	421,262.00	\$50,551.44	29

Over 5 Years	
City Share	\$121,465.54
Savings	\$252,757.20
Financial Impact	\$131,291.66

* Estimated savings in dollars is based on a rate of \$0.12 per kWh applied to projected kWh savings amounts.
- 1000 Watts = 1 kW
- Est kWh Savings = Est. kW Savings x Est. Hours of Operation.
- Return on Investment = (Cost to Kingston / Annual Savings) x 12



Cumulative Annual Savings vs. Initial Cost		
Year	Savings	Cost
2019	\$50,551.44	\$121,465.54
2020	\$101,102.88	\$121,465.54
2021	\$151,654.32	\$121,465.54
2022	\$202,205.76	\$121,465.54
2023	\$252,757.20	\$121,465.54
2024	\$303,308.64	\$121,465.54
2025	\$353,860.08	\$121,465.54