

CITY OF KINGSTON
Finance/Audit Committee Agenda
March 30, 2016

Douglas Koop, Chairman, W2

Brad Will, W3

Anthony Davis, W6

Steven Schabot, W8

Deborah Brown, W9

1. Ms. Jessica Basher, Pace University. Presentation on the Pace University Land Use Law Center NYSERDA “Mid-Hudson Regional Sustainability Plan”.
2. Ralph Swenson, Engineer. Communication regarding NYS DEC/EFC Water Quality Improvement Program grant application and funding request.
3. Engineer – 2015 Year End Budgetary Modification. No estimated financial impact.
4. Citibus – 2015 Year End Budgetary Modification. Estimated financial impact \$17,072.
5. Corporation Counsel – 2015 Year End Budgetary Modification. Estimated financial impact \$17,968.
6. Parks and Recreation – 2015 Year End Budgetary Modification. Estimated financial impact TBD.
7. Department of Public Works - 2015 Year End Budgetary Modification. No estimated financial impact.
8. Police Department – 2015 Year End Budgetary Modification. No estimated financial impact.
9. Fire Department – 2015 Year End Budgetary Modification. No estimated financial impact.
10. Wastewater Treatment Plant – 2015 Year End Budgetary Modification. No estimated financial impact.
11. City Clerk – 2015 Year End Budgetary Modification. No estimated financial impact.
12. Assessor – 2015 Year End Budgetary Modification. No estimated financial impact.
13. Human Rights – 2015 Year End Budgetary Modification. No estimated financial impact.
14. Planning Department - 2015 Year End Budgetary Modification. No estimated financial impact.
15. City Comptroller - 2015 Year End Budgetary Modification – General Fund. No estimated financial impact.
16. City Comptroller - 2015 Year End Budgetary Modification – Sewer Fund. No estimated financial impact.
17. City Comptroller - 2015 Year End Budgetary Modification – General Fund Retirement Costs. Positive financial impact \$30,603.
18. City Comptroller - 2015 Year End Budgetary Modification – Sewer Fund Retirement Costs. No estimated financial impact.

LAND USE LAW CENTER
PACE UNIVERSITY SCHOOL OF LAW
WHITE PLAINS  NEW YORK

UTILITY COORDINATION CAPSTONE REPORT

Kingston, New York

In 2013, the City of Kingston agreed to serve as one of four pilot municipalities that would use the services of the Land Use Law Center at Pace Law School to examine how they could incorporate elements of sustainability identified by the Mid-Hudson Regional Sustainability Plan (MHRSP) into their respective land use plans and regulations. As part of this effort, Kingston seeks to better coordinate the City's street pavement and reconstruction activities, including its sustainable development and complete streets initiatives, with utility street excavation projects to ensure the longevity and integrity of the City's improved streetscape.

Over the past several years, Kingston has focused its efforts on developing the necessary plans and strategies to implement sustainability throughout the City. In 2014, the City adopted its Climate Action Plan, which provides a comprehensive energy assessment and greenhouse gas (GHG) emissions inventories for both the community and government operations. The plan also recommends a number of strategies to reduce GHG emissions, including authorizing more compact, multi-modal development.¹ Additionally, Kingston is updating its comprehensive plan. The draft Kingston 2025 plan is publicly available and also encourages more compact, multi-modal development throughout the City.² Finally, Kingston is developing and implementing The Kingston Connectivity Project, which will create a more livable, vibrant community through complete streets strategies and the establishment of rail trails on historic rail corridors linking the City's Uptown and Midtown areas along the Broadway Corridor to the Rondout and Hudson River Waterfronts.³ This project includes the Broadway Corridor Plan that incorporates design concepts to improve mobility, accessibility, and safety for pedestrians, bicyclists, and motorists along and adjacent to a 0.8-mile section of Broadway in the City. The Connectivity Project also includes the Kingston Greenline Plan, which proposes a network of urban trails and complete streets, including direct links along the trolley line within the City's waterfront district. The City is implementing the Greenline Plan through several specific rail-trail projects.

Despite its efforts to incorporate smart growth measures into its streetscape, Kingston struggles to protect these efforts from routine utility street excavations. Often after the City implements street reconstruction projects to incorporate sustainability improvements, a utility provider cuts the newly constructed street to install, maintain, or repair infrastructure but fails to replace the street to its newly improved state. For example, Kingston currently is investing significant State funds for

¹ City of Kingston, NY, Climate Action Plan, *available at* <https://www.cityofkingston.ca/residents/environment-sustainability/climate-change-energy/climate-action-plan>.

² City of Kingston, NY, Comprehensive Plan Draft 2015, *available at* <http://www.kingston-ny.gov/content/8399/10937/13160/default.aspx>.

³ City of Kingston, NY, Kingston Connectivity Project, *available at* http://www.kingston-ny.gov/filestorage/8463/8511/8682/8688/Kingston_Connectivity_Project_Overview-2013.pdf.

complete streets and rail-to-trails interventions through the Cleaner, Greener Communities program and other State sources and wants to avoid the destruction of associated street repavings, new porous sidewalks, and other green infrastructure interventions through utility street excavations. Instead, the City wants to better coordinate with utilities to conduct long-term infrastructure planning that is supportive of smart growth projects and that will help Kingston create infrastructure resiliency to climate change. To address this, Kingston selected Utility Provider Coordination for Smart Growth & Resiliency as its sustainability element.

This capstone report describes how Kingston can implement better utility coordination. It begins by presenting local utility coordination best practices and then describes the current state of utility provider coordination in Kingston. The report then recommends utility coordination goals, objectives, and strategies for Kingston to consider incorporating into its new comprehensive plan, Kingston 2025. Finally, the report identifies several key utility coordination-related metrics that will help Kingston determine its progress in achieving greater coordination between smart growth street improvements and utility excavation projects within the City.

I. Utility Coordination Best Practices

Coordinating street sustainability improvements with routine utility provider work is essential as Kingston works to implement complete streets and rail-to-trails interventions. Several municipalities provide best practice examples for this effort. Some have incorporated planning policies in their comprehensive plans to encourage better utility coordination. In addition, the City of Boston, Massachusetts has implemented a sophisticated utility coordination program, and Jersey City, New Jersey has adopted regulations to eliminate conflicts between road reconstruction and street excavation projects. These local examples are described further below.

A. Planning Examples for Utility Coordination

Several local governments have adopted planning language to facilitate better coordination between municipal agencies and utilities. For example, the City of Fargo, North Dakota adopted a policy statement in its Comprehensive Policy Plan that aims to generate meetings between utility providers and the City's engineering and planning departments that are long-range, proactive, and comprehensive, rather than project-oriented and reactive. To achieve this, Policy Letter 508 "Utility Coordination" includes a policy statement encouraging the City to hold periodic coordination meetings for utility providers that enhance consistency between the utility providers' comprehensive system plans and the City's growth plans. The policy letter further suggests biennial or more frequent meetings to discuss long-range proposals.⁴

Similarly, the City of Moses Lake, Washington, included language to encourage utility coordination in its comprehensive plan. Under Goal 1, Policy 1.2, the City encourages "timely effective notice to Utilities to encourage coordination of public and private utility trenching activities for new construction and maintenance and repair of existing roads." Under Goal 3 in the plan's utility

⁴City of Fargo, N.D., Policy Letter 508, Comprehensive Policy Plan, *available at* <http://www.cityoffargo.com/CityInfo/Departments/PlanningandDevelopment/LandUsePlanning/FutureGrowth/ComprehensivePolicyPlan.aspx>.

element, which aims to process utility facility approvals in accordance with development regulations that encourage predictability, Policy 1.17 suggests “[c]oordinat[ing] City land use planning with the Utility provider’s planning” and “[a]dopting procedures that encourage providers to utilize the [City’s] Land Use Element and Urban Growth Area in planning future facilities.”⁵

Finally, the Public Facilities and Utilities element in the City of Yelm, Washington’s Comprehensive Plan includes Policy 2-1 which “[p]romote[s] . . . coordination of construction timing to minimize construction-related disruptions to the public and reduce the cost to the public of utility delivery[,]” as well as “. . . timely effective notice to utilities to encourage coordination of public and private utility trenching activities for new construction and maintenance and repair of existing roads.” Additionally, Yelm’s Transportation element includes Policy 1.9, a utilities coordination policy “[t]o coordinate with service providers the location of major utility and transportation corridors and the construction of roadway improvements” to “help minimize transportation disruptions caused by construction” and “reduce costs and maintain pavement integrity.”⁶

B. Example Utility Coordination Program

To extend the lifespan of newly paved streets free of utility construction cuts, Boston’s Utility Coordination Program coordinates street excavation, resurfacing, and reconstruction projects between City agencies and other entities, such as utilities.⁷ To eliminate conflicts between major projects, the City implemented a centralized database coordination tool: the City of Boston Utility Coordination Software (COBUCS).⁸ COBUCS operates as a reservation system in which all entities must reserve future work, and the City generally issues no permits unless the proposed work is submitted to COBUCS. Utility companies, City departments, private contractors who engage in excavation work, and site plan engineering firms all must utilize COBUCS.

The database provides users with access to a Guaranteed Street List, a list of streets that generally must remain free of excavation projects for a minimum of five years, as well as the City’s Capital Plans.⁹ COBUCS requires users to upload their own capital plans and information for all upcoming proposed projects in the following year, including start and end dates, specific street locations, and repair types. Once proposed work is entered into COBUCS, the user can view whether the proposed work would occur on a Guaranteed Street or within the limits of a City Capital Project. If a proposed project conflicts with a Guaranteed Street, the COBUCS system sends alerts to the involved entities, including the City. The City issues excavation permits for Guaranteed Streets only in special circumstances after the applicant submits a letter to the City’s Public Works Department (PWD) Permit Supervisor explaining the special circumstances and agreeing to pay for roadway

⁵ City of Moses Lake, W.A., Utilities Element, Comprehensive Plan, *available at* <http://www.cityofml.com/index.aspx?nid=354>.

⁶ City of Yelm, W.A., Comprehensive Plan, *available at* http://www.ci.yelm.wa.us/comprehensive_plan/.

⁷ City of Boston Pub. Works Dep’t & Transp. Dep’t, *2015 Utility Constr. Kickoff Meeting* (Mar. 20, 2015) *available at* http://www.cityofboston.gov/images_documents/2015%20utility%20kickoff%20presentation-4-8-15v2_tcm3-44524.pdf

⁸ *Project Coordination*, City of Boston, <http://www.cityofboston.gov/publicworks/construction/coordination.asp> (last visited June 02, 2015).

⁹ Boston Pub. Works Dep’t, *City of Boston Utility Coordination Software COBUCS*, *available at* http://www.cityofboston.gov/images_documents/COBUCS%20User%20Guide%202014_tcm3-25790.pdf.

restoration to the Guaranteed state.¹⁰ The associated cost is generally full curb-to-curb restoration of the roadway 25 feet beyond the limits of the proposed work on both sides of the cut.¹¹ Excavators must follow Guaranteed Street cut procedures to ensure that the cuts are consistent with City regulations and the existing street appearance.¹²

If proposed work would occur within the limits of a City Capital Project, the user must contact the PWD Supervisor of Utility Coordination and Compliance, who will coordinate with the City Engineer to ensure the proposed work takes place before resurfacing.¹³ If no conflicting City work exists, the user can apply for an excavation permit immediately and must follow all normal permit application processes.¹⁴ COBUCS does not alert users to conflicting work between utilities, but the City requires all excavation entities to attend Boston's Monthly Utility Coordination Meeting, at which attendees inform each other of major projects.¹⁵

In addition to excavation project coordination, COBUCS facilitates the "clearance" process for proposed resurfacing and reconstruction projects. The City of Boston Construction Management Division submits to COBUCS all City streets proposed for resurfacing or reconstruction, and all of the 21 major utility companies and City agencies must "clear" these streets for resurfacing/reconstruction, indicating that they will not cut a newly resurfaced street for at least five years or a newly reconstructed street for at least ten years. If a street is not "cleared," the City will defer resurfacing or reconstruction for up to one year while the entity's necessary excavation is completed. All other service or minor conflicting work must be completed during this time, or when necessary, the City may defer resurfacing or reconstruction for up to 60 days to accommodate smaller excavation projects. Additionally, other private excavation entities may contact the City for possible deferments.¹⁶

To avoid Guaranteed Street cuts by private contractors working on private property (who do not participate in the COBUCS process), PWD sends letters to property owners adjacent to streets proposed for resurfacing or reconstruction, informing them of the pending City project, explaining the Guaranteed Street system, and encouraging them to install or upgrade services before the project is completed.¹⁷ The City allows up to 60 days from time of notice for any required work.

Beyond COBUCS participation, PWD requires excavation entities to adhere to patching procedures that require the installation of a color-coded identification marker into asphalt patches.¹⁸ This policy enables fast identification of patch creators and provides incentive for permittees to do the best possible job, as anybody who observes an unacceptable patch can easily identify the marker and call to report it.

¹⁰ City of Boston Pub. Works Dep't & Transp. Dep't, *supra*.

¹¹ *Project Coordination, supra*.

¹² City of Boston Pub. Works Dep't & Transp. Dep't, *supra*.

¹³ Boston Pub. Works Dep't, *supra*.

¹⁴ Boston Pub. Works Dep't, *supra*.

¹⁵ *Project Coordination, supra*.

¹⁶ City of Boston Pub. Works Dep't & Transp. Dep't, *supra*.

¹⁷ *Project Coordination, supra*.

¹⁸ *Utility Repair Tag Pavement Markers*, City of Boston,

<http://www.cityofboston.gov/publicworks/construction/tags.asp> (last visited June 09, 2015).

Boston's Utility Coordination Program enables the City and major utility companies to establish long-term capital programs that are successfully coordinated, allowing all work to take place without the need for cutting into newly paved roadways.¹⁹ Initially, participating entities tried to circumvent the coordination program, but Boston's rule of withholding permits for noncompliance led to a 100 percent compliance rate.²⁰ Since August 2009, COBUCS has helped the City circumvent over 1,700 conflicting utility projects,²¹ and has facilitated over 3,000 successful clearances by utility companies and over 300 street resurface/reconstruction deferments due to conflicting work.²²

C. Example Street Excavation Regulations

Despite performing \$1.7 million in street paving in 2014, Jersey City struggles to maintain newly paved roads because utilities often excavate recently paved roads to perform underground work, failing to restore them to their pre-excavation state and leading to unsightly conditions, including potholes. For example, in 2011 the City paved a segment of Columbus Avenue, which was then excavated by PSE&G in 2015 to install a gas main. Instead of restoring the road to its original condition, the utility left behind "jagged strips of roadway, including inside the red-brick crosswalk."²³ In response, Jersey City Mayor Steve Fulop halted all non-essential PSE&G work until the utility adheres to the City's newly amended street excavation regulations.

In January 2015, the Jersey City Council amended its code standards for street excavations to address this problem.²⁴ As amended, the terms and limitations for excavation permits requires contractors, subcontractors, utility companies, and City agencies to report to the City's Division of Architecture, Engineering, and Traffic (Division) their intent to engage in work that will require future street openings to enable coordination of these activities with the City's pavement projects. City Code Section 296-27(C). The provisions also authorize the City to schedule street openings in a way that creates the least disturbance and require the Division to provide an online, public schedule of expected street construction and resurfacing projects in advance to help these entities coordinate their plans with the City. Further, the Division Director must notify the entities of all planned paving work on City roads once a year by sending a notice warning that the City will issue no permit for road openings, cuts, or excavations on these roads for five years after they are paved and that the entities must submit excavation permit applications for these roads promptly to ensure the work is completed prior to paving. The provisions then forbid excavation permits within

¹⁹ *Project Coordination, supra*.

²⁰ E-mail from Mark Cardarelli, Supervisor of Utility Coordination & Compliance, Boston Pub. Works Dep't, to Alyse Velger, Intern, Pace Land Use Law Center (June 9, 2015 05:19 PM) (on file with author).

²¹ *Project Coordination, supra*.

²² E-mail from Mark Cardarelli, Supervisor of Utility Coordination & Compliance, Boston Pub. Works Dep't, to Alyse Velger, Intern, Pace Land Use Law Center (June 9, 2015 05:19 PM) (on file with author).

²³ Terrence T. McDonald, Fulop Accuses PSE&G of Showing 'Utter Disregard' for Urban Areas, *The Jersey Journal*, Aug. 17, 2015, available at http://www.nj.com/hudson/index.ssf/2015/08/fulop_slams_pseg_for_showing_disregard_for_cities.html?fb_ref=Default&fb_source=message#incart_2box_hudson_index.ssf

²⁴ City of Jersey City, N.J., Ord. No. 15.003, available at https://www.municode.com/library/nj/jersey_city/codes/code_of_ordinances.

the five-year period except in emergency cases and authorize the City's Municipal Engineer to require a \$25,000 bond to ensure that roadways are restored satisfactorily. Restoration must include milling and repaving that blends uniformly with the adjacent roadway, including restoration of pavement markings, signage, and all other appurtenances.

Additionally, the City amended its excavation site regulations in Code Section 296-42, requiring excavation permittees to adhere to the following measures:

- City roads that have been resurfaced in the last 10 years must be resurfaced from curb to curb and from street corner to street corner, driveways and/or sidewalks at any impacted intersection must be restored per the Municipal Engineer's standards, and all regular sidewalks must be restored or replaced using the same standards;
- Crosswalks must be re-stripped on impacted streets and brick-inlaid crosswalks must be restored if applicable;
- An individual property owner constructing a new building must restore any street openings per Municipal Engineer standards and as specified in the site plan approval; and
- All street patch repairs and trench restorations must use the infrared paving method described in Municipal Engineer standards.

These regulations exempt individual property owners of buildings less than 10 units if they seek an excavation permit to make emergency repairs or necessary service upgrades, requiring them only to restore the trench per the Municipal Engineer's standards.

Finally, the City amended its public right-of-way restoration provisions for backfilling, pavement base replacement, and finished pavement in City Code Section 296-44(B), requiring permittees to return all streets paved with cobblestones or brick pavers to their original condition. Further, Section 296-44(B)(4) instructs permittees to set aside original cobblestones and bricks for reuse post-excavation and includes a list of City streets paved in cobblestones and yellow bricks to which the provision applies.

In addition to these amendments, Jersey City's regulations for excavation permit applications in Section 296-24 require the Division to review applicants' excavation plans to identify conflicts and opportunities for excavation coordination and instruct the Division to notify affected property owners and permittees of conflicts and opportunities to maximize coordination. Each applicant must coordinate, to the extent practicable, with potentially affected owners and permittees to minimize disruption in the public right-of-way. Also, Section 296-25 authorizes the Division to condition permits to maximize coordination and minimize the construction period when a municipal excavator and utility excavator propose major work in the same Block within a two-year period.

II. Current State of Utility Provider Coordination in Kingston

In contrast to Boston and Jersey City, Kingston is having difficulty coordinating its land use, sustainability, and transportation plans with infrastructure improvements from various utilities, including Central Hudson Gas and Electric and several cable and phone companies. For example, after the City installs complete street roadway and sidewalk improvements, utility providers sometimes must make upgrades within the same right-of-way, destroying the improvements in the

process. Additionally, utility companies often prune street trees, which are important for a variety of sustainability reasons, to accommodate overhead utility lines. In these cases, utilities may cut the trees more than necessary to attempt to avoid future service outages from falling branches.

Currently, Kingston makes some effort to coordinate utility activities to eliminate these conflicts. The City's Street and Sidewalk Excavation Permit aims to protect certain streets from excavation for a period of time.²⁵ The permit includes the following provisions:

1. No permit to open any street, except for emergency work shall be issued to any person with- in the five year period after the completion of the construction of a capital project relating to such street, requiring resurfacing or reconstruction unless such person demonstrates the need for the work could not have reasonably been anticipated prior to or during such construction.
2. No street opening shall be allowed, except for emergency work without the permission of the Superintendent of Public Works in a street for a period of five years from the completion of the street reconstruction or resurfacing. All provisions for restoration shall apply to these streets.
3. Applicants are responsible for contacting the Office of Public Works to determine whether a street has been or is scheduled to be rebuilt under a street reconstruction or capital project.

Additionally, the permit forbids permittees from removing, cutting, or trimming trees in any street or other public place without first obtaining permission from the Office of Planning in conjunction with the Department of Public Works. It is unclear whether Kingston maintains a protected streets list or enforces these excavation permit provisions.

III. Utility Coordination Goals, Objectives & Strategies

To achieve utility coordination and to implement the best practices highlighted above, Kingston's efforts must be guided by comprehensive planning as required by New York State law. To accomplish this, the City should incorporate the following utility coordination planning language in its new comprehensive plan, Kingston 2025. Under the Public Facilities element, the City should amend proposed Goal 7 to read: "Be proactive rather than reactive in improving and coordinating public infrastructure including City streets, water and wastewater infrastructure, and enhanced park facilities." Under this goal, the City should add the following planning objective and strategies:

- **Objective 7.4:** Establish a City-led consortium of public and private utility providers (Utilities) to coordinate infrastructure upgrades and maintenance with the City's land use and sustainability plans.
 - **Strategy 7.4.1:** Through the consortium, establish ongoing procedures and regular communication mechanisms with the Utilities, including but not limited to quarterly meetings, to coordinate facility maintenance and expansion with local land development.

²⁵ City of Kingston, NY, Street and Sidewalk Excavation Permit, *available at* http://www.kingston-ny.gov/filestorage/8399/8469/10411/12375/Excavation_Permit_2014_Fill-in_Form_11-24-14.pdf.

- **Strategy 7.4.2:** Provide timely effective notice to the Utilities to encourage coordination of public and private utility trenching activities for new construction and maintenance and repair of existing roads and sidewalks.
- **Strategy 7.4.3:** Promote, when reasonably feasible, co-location of new public and private utility distribution facilities in shared trenches and coordination of construction timing to minimize disruptions and reduce the cost of utility delivery.
- **Strategy 7.4.4:** Require the Utilities to provide notification to the City prior to any maintenance or removal of vegetation in City right-of-way.
- **Strategy 7.4.5:** Ensure that all maintenance, repair, installation, and replacement activities by the Utilities are consistent with the City's land use regulations and environmental ordinances.
- **Strategy 7.4.6:** Prior to seeking City approval for facilities, the Utilities are encouraged to solicit community input on the siting of proposed facilities which may have a significant adverse impact on the surrounding community.

IV. Utility Coordination Metrics

To determine if the City of Kingston is advancing towards its long-term goal of increasing utility coordination, it is critical to have measures by which the City can benchmark its progress. Based upon identified best practices for utility coordination, there are several metrics that the City may employ to assess this implementation. These include:

1. Identifying all utility providers and their appropriate contact information.
2. Requiring these entities to designate a representative for coordination of planned projects.
3. To map out and coordinate street excavation and construction activities, holding quarterly or semi-annual meetings between designated representatives of the City's Planning Department, Department of Public Works, Economic Development Office, and all utility providers or other City agencies that may require street cut work.
4. Creating a list of proposed street resurfacing and reconstruction candidates for advanced utility review that covers a two- to five-year period.
5. Requiring utilities to review all City Capital Projects against their own planned work to identify conflicts.
6. Implementing a tracking system for street excavation and reconstruction projects that identifies conflicts between proposed project entries, clears conflict-free streets for excavation work, and coordinates conflicting projects.
7. Enforcing the City's existing street and sidewalk excavation permit requirements and tracking protected streets carefully.
8. Adopting street excavation regulations that require utilities to inform the City of anticipated excavation projects, forbid road cuts within a minimum period of street repaving or reconstruction, and require street restoration to the original condition just prior to excavation.

V. Conclusion

To protect its efforts to implement complete streets, rail trails, and other smart growth sustainability measures, the City of Kingston must better coordinate these initiatives with utility street excavation projects. To accomplish this, the City should consider implementing best practices

for utility coordination. This report provides Kingston with recommended planning language and metrics to eliminate conflicts between road reconstruction and street excavation projects. By implementing these measures, Kingston can protect and help ensure the success of its sustainability initiatives, including most importantly, its efforts to advance complete streets.

Winnie, Carly

From: Noble, James
Sent: Monday, March 21, 2016 10:51 PM
To: Winnie, Carly
Subject: Fwd: WQIP - Grant Application
Attachments: Noble_DEC WQIP Round 11_Bond request_031816.pdf; ATT00001.htm

Carly please add to the FED Committee. Thank you . Jim

Sent from my iPhone

Begin forwarded message:

From: "Swenson, Ralph" <rswenson@kingston-ny.gov>
Date: March 17, 2016 at 4:27:38 PM EDT
To: "Noble, James" <jnoble@kingston-ny.gov>, "James Noble (jnoble39@aol.com)" <jnoble39@aol.com>, "Koop, Douglas" <dkoop@kingston-ny.gov>
Cc: "Noble, Steve" <SNoble@kingston-ny.gov>, "Swenson, Ralph" <rswenson@kingston-ny.gov>
Subject: RE: WQIP - Grant Application

Forgot the attachement.

From: Swenson, Ralph
Sent: Thursday, March 17, 2016 4:26 PM
To: Noble, James; James Noble (jnoble39@aol.com); Koop, Douglas
Cc: Noble, Steve; Swenson, Ralph
Subject: WQIP - Grant Application
Importance: High

Jim,

Attached is a communication I am hoping Council can address at the upcoming special budget meeting on the 30th with adoption at the regular April council Meeting It includes a SEQRA requirement and Bonding request for improvement you've already been discussing at the WWTP.

Ralph

Ralph E. Swenson, P.E.
City of Kingston City Engineer
City Hall
420 Broadway
Kingston, New York 12401
(845) 334-3967
(845) 416-0026 Cell
rswenson@kingston-ny.gov

CITY OF KINGSTON
Office of the City Engineer

rswenson@kingston-ny.gov

Ralph E. Swenson, P.E., City Engineer



Steven T. Noble, Mayor

March 18, 2016

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

RE: NYSDEC Water Quality Improvement Program – Round 11
Wastewater treatment Plant Upgrades

Dear President Noble:

NYS DEC/EFC Water Quality Improvement Program – Round 11 remains open for funding applications through April 15, 2016.

The Wastewater Treatment Plant requires certain upgrades: to continue to provide for emergency electric power requirements at the plant not covered under the upcoming FEMA Project; provide for roof repairs at various locations within the facility to protect sensitive electric components from water damage already discussed for inclusion in the capital improvement plan; and provide for reliable aeration for biological treatment through the replacement of blowers as also discussed for inclusion in the capital improvement plan.

We request authorization to apply for subject WQIP Grant, and authorization for Mayor Noble to sign all necessary documents associated with this grant application. As a requisite of the grant application, a Short Environmental Assessment Form must be completed, attached, wherein it is requested that the Council provide the required environmental review for this Type II action, declaring the City Lead Agent and determining no significant environmental impact.

In addition, we ask that Council provide for the necessary funding for design and construction in the full amount of the WQIP – Round 11 Grant as described in the attached letter by Arcadis, \$2.35M.

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

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

Respectfully,

Ralph Swenson
City Engineer

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

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: 2016 WWTP Improvement Project			
Project Location (describe, and attach a location map): City of Kingston WWTP, 91 E Strand St, Kingston, NY 12401			
Brief Description of Proposed Action: Project includes the repair of various roofs, replacement of blowers and the replacement of multiple generators with a single generator at the WWTP to improve resiliency and protect equipment.			
Name of Applicant or Sponsor: City of Kingston		Telephone: 845-334-3967	
		E-Mail: rswenson@kingston-ny.go	
Address: 420 Broadway			
City/PO: Kingston		State: NY	Zip Code: 12401
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: New York State Environmental Facilities Corporation			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action? 2.3 acres			
b. Total acreage to be physically disturbed? 0 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 2.3 acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: New aeration blowers will be more energy efficient than the existing blowers.	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ Not Applicable	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ Not Applicable	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: City of Kingston / <u>RALPH JENSEN</u></p>		<p>Date: <u>3-18-16</u></p>
<p>Signature: <u><i>Ralph Jensen</i></u></p>		

Mr. Ralph Swenson, P.E.
City Engineer
420 Broadway
Kingston, New York 12401

Arcadis of New York, Inc.
855 Route 146
Suite 210
Clifton Park
New York 12065
Tel 518 250 7300
Fax 518 250 7301
www.arcadis.com

Subject:

**New York State Environmental Facilities Corporation
Water Infrastructure Improvement Grant Funding**

Water

Dear Mr. Swenson:

Date:

March 17, 2016

In accordance with the requirements of the New York State Environmental Facilities Corporation (NYS EFC) Water Infrastructure Improvements Grant Application, the City of Kingston needs to complete the following two activities prior to the April 15, 2016 application deadline:

Contact:

Robert Ostapczuk

- Provide a certified bond resolution by the City Council in the total amount of the projects shown herein authorizing the issuance of debt for the project, and;
- Provide an environmental review determination in accordance with the State Environmental Review Process (SERP) and the State Environmental Quality Review Act (SEQR). In our opinion the replacement of roofs, aeration system blowers and emergency generators may be considered Type II actions as maintenance of the wastewater treatment plant. We have completed a Short Form Environmental Assessment Form (EAF) for the City's consideration and action, please see attached.

Phone:

518-250-7300

Email:

robert.ostapczuk
@arcadis.com

Our ref:

05477xxx.0000

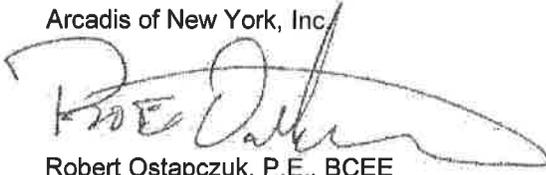
Based on the engineering studies completed by Arcadis for the generator, Delaware Engineering, PC for the aeration system blowers and Brinier & Larios, PC for the roof replacement there is an estimated \$1.5M in construction. Based on a 25% contingency, 25% design and construction administration budget, and 5% for legal and administrative costs, we suggest the City authorize bonding for a total of \$2.35M through the NYS EFC. Based on the grant funding program requirements, we believe that the City is eligible for both 0% hardship financing and 25% principal forgiveness (or \$0.58M in grants) resulting in a total loan of \$1.77M.

Mr. Ralph Swenson, P.E.
March 17, 2016

If you have any questions, please do not hesitate to call me so that I may be of further assistance.

Sincerely,

Arcadis of New York, Inc.

A handwritten signature in black ink, appearing to read "R. Ostapczuk", written over a horizontal line.

Robert Ostapczuk, P.E., BCEE

Associate Vice President

Copies:

- A. Winchell, City of Kingston
- B. Cacchio, City of Kingston
- J. Tuey, City of Kingston

Enclosures

City of Kingston

NEW YORK

OFFICE OF THE CITY ENGINEER

March 11, 2016

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



RE: Budget Revisions – End of Year

Dear President Noble:

I propose to remedy over expenditures to certain line items in the 1440 Engineer Budget as follows:

- The Tidal Rondout Creek Management Plan Grant funded through NYSDOS is nearing completion; the Department of State extended the contract one year to December 31, 2016. Previously I had requested the amount of \$24,676.00 be added to Contracted Expenses Budget Line 1440.411 – Consultants to cover anticipated expenses, however, an additional \$8,209.48 is required, simultaneously increasing Revenues Budget Line 1440.3389 a similar amount to fully offset expenses. A reimbursement request was submitted December, 2015 in the amount of \$123,206.51, and is currently being processed.
- Additional Advertising monies were expended due to the high volume of contracted work, and the fact that some Pretreatment Advertising expenditures were inadvertently applied to Engineering (1440) rather than Industrial Pretreatment (8122). Therefore I propose to transfer \$100.00 from Industrial Pretreatment Advertising Budget Line 8122.5464 to Engineering Advertising budget line 1440.5464, and \$128.44 from Engineering Contracted services Budget line 1440.5472 to Engineering Advertising budget line 1440.5464.
- Additional Film Supplies & Development monies were expended to purchase a camera for documentation purposes; therefore I propose to transfer \$120.86 from Engineering General Materials & Supplies Budget Line 1440.5485 to Engineering Film Supplies & Development Budget Line 1440.5489 to cover the over expenditure.

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,

Ralph Swenson
City Engineer

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

Sills, Dee

From: Roser,Toni
Sent: Tuesday, March 29, 2016 9:51 AM
To: Sills, Dee
Subject: FW: year end transfers
Attachments: Citibus Year End Transfer Committee Report.pdf; Citibus Year End Transfers.pdf

Toni M. Roser

Transportation Supervisor
City of Kingston
845-481-7341
troser@kingston-ny.gov

From: Tuey, John
Sent: Wednesday, March 23, 2016 9:25 AM
To: Roser,Toni <troser@kingston-ny.gov>
Cc: Winnie, Carly <cwinnie@kingston-ny.gov>
Subject: year end transfers

Hi Toni,

I looked over the year end transfers you sent over and revised as attached.

I'm copying Carly so she has them as well.

Thanks

John Tuey, CPA
Comptroller
City of Kingston
420 Broadway
Kingston, NY 12401
Comptroller@kingston-ny.gov
P: 845.334.3941
F: 845.334.3944

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT <u>Citibus</u>	DATE <u>03/23/16</u>
Description <u>Request 2015 budgetary modification as per attached. \$17,072 will be required to withdraw from contingency.</u>	
Estimated Financial Impact <u>\$17,072</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

<u>DEPARTMENT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
TO:		
	5630 5203 MOTOR VEHICLES	\$ 12,845
	5630 5103 OVERTIME	\$ 16,988
	5630 5444 VEHICLE MAINTENANCE	\$ 14,433
	5630 5120 SUBSTITUTE EMPLOYEES	\$ 9,853
	5630 5205 DATA PROCESSING EQUIPMENT	\$ 3,146
	5630 5811 SOCIAL SECURITY	\$ 868
	5630 5211 OTHER EQUIPMENT	\$ 676
	5630 5472 CONTRACTED SERVICES	\$ 401
		<u>\$ 59,210</u>
FROM:		
	5630 5463 POSTAGE,FREIGHT & EXPRESS	\$ 124
	5630 5835 MEAL ALLOWANCE	\$ 152
	5630 5450 PHYS. EXAMS & DRUG TESTIN	\$ 205
	5630 5464 ADVERTISING	\$ 500
	5630 5102 LONGEVITY PAY	\$ 580
	5630 5485 GENERAL MATERIALS & SUPPL	\$ 836
	5630 5402 OFFICE SUPPLIES	\$ 1,367
	5630 5834 UNIFORM ALLOWANCE	\$ 1,388
	5630 5108 COMP TIME PAYOUT	\$ 1,703
	5630 5118 STANDBY PAY	\$ 2,500
	5630 5461 TRAVEL REIMBURSEMENT	\$ 2,875
	5630 5101 REGULAR PAY	\$ 3,486
	5630 5426 VEHICLE FUEL	\$ 26,422
	1990 5404 CONTINGENCY	\$ 17,072
		<u>\$ 59,210</u>

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION <input checked="" type="checkbox"/> _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT CORP COUNSEL	DATE 03/22/2016
Description REQUEST 2015 YEAR END BUDGETARY MODIFICATION AS ATTACHED. \$17,968.04 IS REQUESTED FROM CONTINGENCY.	
Estimated Financial Impact \$17,968.04	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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

**CORP COUNSEL
2015 YEAR END BUDGET TRANSFERS**

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
TO:		
1420 5411	CONSULTANTS	34,115.46
1420 5402	OFFICE SUPPLIES	<u>369.32</u>
		34,484.78
FROM:		
1420 5471	SERVICE CONTRACTS	300.00
1420 5811	SOCIAL SECURITY	580.29
1420 5463	POSTAGE,FREIGHT & EXPRESS	603.82
1420 5419	COURT & WITNESS FEES	610.41
1420 5462	DUES, SEMINAR, ASSOCIATIO	750.00
1420 5476	MINOR OFFICE FURN. & EQUI	1,000.00
1420 5205	DATA PROCESSING EQUIPMENT	1,281.22
1420 5111	SEASONAL EMPLOYEES	5,000.00
1420 5403	BOOKS,LITERATURE & PERIOD	6,391.00
1990 5404	CONTINGENCY	<u>17,968.04</u>
		34,484.78

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER <input checked="" type="checkbox"/> _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Parks & Recreation</u>	DATE <u>February 20, 2016</u>
<p>Description I respectfully request a transfer \$331.00 from contingency to the Parks & Recreation 7143/7240 salary line.</p> <p>On August 18, 2014 the Civil Service Commission adopted the title of Environmental Education & Sustainability Coordinator after completing a desk audit with Julie Noble. The Union agreed and signed a Memorandum of Agreement to assign this title to pay grade 14 on January 29, 2016. The difference in salary for the year 2016 is \$331.00.</p>	
<p>Estimated Financial Impact <u>\$331.00</u> Signature <u>Jacinto De Cicco</u></p>	

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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT <u>Civil Service</u>	DATE <u>February 20, 2016</u>
Description <u>I respectfully request a line be added to the Civil Service budget to pay for fingerprinting requirements upon the implementation of the amended job application as required by the Resolution signed in 2015 to "Ban the Box". The cost of fingerprinting is \$87.25. I request a budget line be added with \$500.00. That would cover five new hires a year. We don't generally have more than that.</u>	
Estimated Financial Impact <u>\$500.00</u>	Signature <u>Jackie Delices</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

CITY OF KINGSTON
Department of Public Works
publicworks@kingston-ny.gov



Michael E. Schupp, Superintendent

Steven T. Noble, Mayor

March 21, 2016

Hon. James Noble
President Common Council
420 Broadway
Kingston, NY 12401

Dear President Noble:

Attached please find year end interdepartmental transfers. These transfers cover unanticipated shortfalls in the 2015 budget.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Schupp", is written over the word "Sincerely,".

Michael Schupp
Superintendent Public Works

Cc: Mayor Steven Noble
Comptroller John Tuey
Chairman Douglas Koop

FINANCE AND ECONOMIC DEVELOPMENT

COMMITTEE REPORT

Internal Transfer	<u>XX</u>	Contingency Transfer	<u> </u>
Transfer	<u> </u>	Authorization	<u> </u>
Budget Modification	<u> </u>	Bonding Request	<u> </u>
Claims	Zoning	Other	<u> </u>

Department: **Public Works** Date: **March 11, 2016**

GENERAL FUND YEAR END TRANSFERS 2015

A1	Transfer To:		A1	Transfer To:	
1490 11 5103	Admin Overtime	3,258.43	5132 11 5102	Garage Longevity	75.00
1490 11 5108	Admin Comp Time	2,778.98	5132 12 5211	Garage Equipment	1,870.90
1490 12 5211	Admin Equipment	23,464.20	5132 13 5302	Garage Capital	1,691.56
1490 14 5402	Admin Office Supplies	35.38	5132 14 5441	Garage Equipment Main	8.92
1490 14 5421	Admin Telephone	1,004.67	8160 11 5103	Refuse Overtime	332.22
1490 14 5422	Admin Electric	1,278.85	8160 14 5485	Refuse Gen Material	1,967.42
1490 14 5443	Admin Building Main	71.16	8161 11 5102	Solid Waste Longevity	2,100.00
1490 14 5444	Admin Vehicle Main	408.95	8163 14 5472	Lanfill Contracted Service	111,121.63
1490 14 5472	Admin Contracted Serv	5,265.12	8164 11 5103	Recycling Overtime	2,987.08
1490 11 5811	Admin Soc Security	627.91	8164 14 5444	Recycling Veh Main	824.38
1621 11 5811	Carpentry Soc Security	108.63	8170 14 5444	Street Main Veh Main	113.05
3310 11 5103	Traffic Control Overtime	81.54	8170 14 5472	Street Main Contracted Ser	350.00
3310 11 5110	Traffic Control Shift Diff	228.28	8989 14 5422	Pike Plan Electric	425.23
3310 14 5444	Traffic Control Veh Main	113.46			173,789.18
3310 14 5487	Traffic Control Cons Mat	6,703.93			
3989 14 5450	Safety Physical Exams	900.00	A1	Transfer From:	
5110 11 5103	Street Overtime	3,504.30	1490 14 5426	Admin Vehicle Fuel	78,735.36
5110 18 5835	Street Meal Allowance	88.00	8164 11 5101	Recycling Reg Pay	52,719.12
			8170 11 5101	Street Main Reg Pay	42,334.70
					173,789.18

Estimated Financial Impact

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 _____

Committee Vote	Yes	No
Douglas Koop, Chairman		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

CITY OF KINGSTON

Police Department

police@kingston-ny.gov

Egidio F. Tinti, Chief of Police



Steven T. Noble, Mayor

March 28, 2016

Honorable James Noble

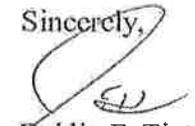
Alderman-at-Large
420 Broadway
Kingston, NY 12401

Dear Mr. Noble,

I am respectfully requesting that you refer these internal yearend budget transfers to the appropriate committee for their review. Additionally, there is a yearend budget transfer for the Control of Animals budget included with this submission as well. As you can see, there is no financial impact or obligation to the City of Kingston regarding these requests.

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

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION <input checked="" type="checkbox"/> _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Control of Animals</u>	DATE <u>03/28/2016</u>
Description _____	
<u>Budget transfer for the 2015 Budget. This is an internal transfer to balance the yearend budget.</u>	
Estimated Financial Impact <u>\$0.00</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

2015 Budget Modification

Account #	Transfer Out of	Transfer Into
A1312011		
.101 General Pay	\$ 20,645.00	
.102 Longevity Pay		\$ 16,500.00
.103 Overtime Pay		\$ 12,500.00
.104 Out of Rank Pay		\$ 260.00
<hr/>		
.105 Retirement Accumulation		\$ 2,005.00
.108 Compensatory Time Pay		\$ 36,500.00
A1312014		
.402 Office Supplies		\$ 500.00
.450 Physical Exams		\$ 675.00
.462 Dues, Seminars, and Associations		\$ 120.00
.471 Service Contracts		\$ 1,300.00
.472 Contracted Services		\$ 9,100.00
.486 Cleaning and Supplies		\$ 950.00
.488 Ammunition		\$ 6,300.00
Revenue - Insurance Recovery A13120.2680	\$ 50,000.00	
Revenue - Restitution A13120.2683	\$ 265.00	
Revenue - UC Reimbursement A13120.2774	\$ 800.00	
Revenue - IMPACT/GIVE A13120.3389	\$ 15,000.00	
TOTALS	\$ 86,710.00	\$ 86,710.00

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____ AUTHORIZATION _____ CLAIMS _____	CONTINGENCY TRANSFER _____ BUDGET MODIFICATION <input checked="" type="checkbox"/> _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT <u>Police Department</u>	DATE <u>03/28/2016</u>
Description <u>Budget transfer for the 2015 Budget. These are internal transfers within our Payroll, Equipment, and Revenue Accounts to balance the yearend budget.</u>	
Estimated Financial Impact <u>\$0.00</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

2015 Budget Modification

<u>Account #</u>	<u>Transfer Out of</u>	<u>Transfer Into</u>
A1.3510		
.441 Equipment Maintenance		\$ 113.05
.444 Vehicle Maintenance	\$ 113.05	
TOTALS	\$ 113.05	\$ 113.05

CITY OF KINGSTON
Kingston Fire Department
mbrown@kingston-ny.gov



Mark Brown, Fire Chief

Steven T. Noble, Mayor

March 18, 2016

Alderman at Large James Noble
City of Kingston Common Council
420 Broadway
Kingston, NY 12401

Dear Alderman at Large Noble:

Please consider approving the 2015 Year End Budget Transfers according to the attached sheet. This 23,299.05 transfer will allow them to cover year end deficits in the Fire and Building Safety accounts, as well as 'reimburse' the Department of Public Works for their overtime. As you know they provide maintenance to our vehicles as needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Brown", is written over a horizontal line.

Mark Brown
Fire Chief

cc: John Tuey, Comptroller
Finance Committee

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>Kingston Fire Department</u>	DATE <u>03/18/16</u>
Description <u>Please consider the attached 2015 Year End Transfer request in order to balance the 2015 Fire and Building Safety budgets.</u>	
Estimated Financial Impact _____	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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

**Kingston Fire Department
2015 Year End Budget Transfer**

<u>To Account</u>	<u>Amount</u>
3410.117 Vacation Payback	19,801.50
3410.444 Vehicle Maintenance	653.54
3410.484 Chemical Material	500.05
3620.102 Longevity Pay	250.00
5132.103 DPW Overtime	2093.96
Total	23,299.05

<u>From Account</u>	<u>Amount</u>
3410.101 Fire Regular Pay	23,299.05
Total	23,299.05

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION <input checked="" type="checkbox"/>	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Waste Water Treatment Facility</u>	DATE <u>3/10/16</u>
Description <u>2015 Year-End Transfers</u>	
Estimated Financial Impact <u>0</u>	Signature <u>[Signature]</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

G1-8121 PUMPING STATIONS-
YEAR END TRANSFER 2015

FROM:			TO:	
G1-8121-14-5103	\$156.84		G1-8121-14-5423	\$156.84
G1-8121-14-5103	\$1,875.00		G1-8121-14-5471	\$1,875.00
G1-8121-14-5426	\$5,494.28		G1-8121-14-5474	\$5,494.28
TOTALS:	\$7,526.12		TOTALS:	\$7,526.12

G1-8130 WASTE WATER TREATMENT FACILITY
YEAR END TRANSFER 2015

FROM:			TO:	
G1-8130-14-5470	\$165,290.31		G1-8130-11-5108	\$3,073.98
			G1-8130-11-5109	\$1,530.64
			G1-8130-11-5110	\$84.24
			G1-8130-12-5203	\$22,986.00
			G1-8130-12-5211	\$31,885.00
			G1-8130-14-5402	\$503.69
			G1-8130-14-5403	\$6.00
			G1-8130-14-5421	\$1,062.29
			G1-8130.14-5444	\$2,017.31
			G1-8130-14-5463	\$89.80
			G1-8130-14-5464	\$87.00
			G1-8130-14-5472	\$1,376.10
			G1-8130-14-5481	\$1,414.15
			G1-8130-14-5486	\$475.28
			G1-8130.14-5498	\$97,618.05
			G1-8130-18-5834	\$1,080.78
TOTALS:	\$165,290.31		TOTALS:	\$165,290.31

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 City Clerk DATE 3/18/2016

Description I respectfully request the attached budget transfers in the 2015 budget to cover year end shortages in various accounts

Estimated Financial Impact -0- 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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

City Clerk 2015 Y/E Budget Transfer

FROM:

A11010.5405	Code Update	\$3,073.00
A11450.5472	Elections	\$11,944.00
A11620.5422	Electricity	\$4,588.00
A11620.5423	Natural Gas	\$6,214.00
A11620.5471	Service Contracts	\$5,115.00
A11670.5402	Office Supplies	\$1,794.00
A11670.5471	Service Contracts	\$5,173.00
A11670.5473	Equipment Rental	\$3,054.00
A11910.5435	Workman's Comp	\$31,747.00
A14020.5402	Office Supplies	\$1,131.00
A17562.5422	Docks Electricicty	\$3,244.00
A17989.5422	UCP Electricity	\$816.00
A17989.5423	UCP Natural Gas	\$1,949.00
		<u>\$1,949.00</u>
		\$79,842.00

TO:

A11010.5417	Promotional Supplies	\$145.00
A11010.5464	Advertising	\$63.00
A11620.5103	Overtime	\$652.00
A11620.5110	Shift Differential	\$446.00
A11620.5443	Maintenance of Bldg	\$2,110.00
A11620.5485	Materials & Supplies	\$26.00
A11910.5430	Multi-Peril Liability	\$965.00
A11910.5438	Disability	\$790.00
A17562.5487	Construction Materials	\$9,859.00
A11930.5401	Judgements & Claims	\$63,006.00
A14020.5112	Part Time Employees	\$1.00
A17989.5443	UCP Bldg Maint	\$1,779.00
		<u>\$1,779.00</u>
		\$79,842.00

CITY OF KINGSTON
Office of the Assessor
assessor@kingston-ny.gov



Steven T. Noble, Mayor

Daniel Baker, City Assessor
Judy Piazza, Deputy Assessor

Communication to Common Council

Date: March 15, 2016
TO: James Noble, Alderman at Large
FROM: Daniel Baker, City of Kingston Assessor
RE: 2015 Year End Budget Transfer (Office of the Assessor)

Please see attached committee report requesting budget transfers for the fiscal year ending 2015.

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER <input checked="" type="checkbox"/> _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT Assessor _____	DATE <u>3/15/2016</u>
Description <u>Year End Budget Transfers</u>	
From A1135514 5444 (Vehicle Maintenance) To A1135514 5402 (Office Supplies) in the amount of \$304.28	
From A1135514 5444 (Vehicle Maintenance) To A1135514 5412 (Data Processing) in the amount of \$20.00	
Estimated Financial Impact <u>-0-</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

YEAR-TO-DATE BUDGET REPORT

Assessor

FOR 2015 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
1355 ASSESSMENT							
A1135511 5101 REGULAR PAY	159,507	159,507	159,383.64		.00	123.36	99.9%
A1135511 5102 LONGEVITY PAY	1,100	1,100	1,100.00		.00	.00	100.0%
A1135511 5103 OVERTIME	300	300	131.32		.00	168.68	43.8%
A1135511 5109 TEMP. STATUS CHANGE	3,923	3,923	3,646.36		.00	276.64	92.9%
A1135511 5811 SOCIAL SECURITY	12,609	12,609	12,367.13		.00	241.87	98.1%
A1135514 5402 OFFICE SUPPLIES	1,000	1,070	1,374.12		.00	-304.28	128.4%*
A1135514 5403 BOOKS, LITERATURE, P	200	200	.00		.00	200.00	.0%
A1135514 5411 CONSULTANTS	56,250	56,250	54,990.89		.00	1,259.11	97.8%
A1135514 5412 DATA PROCESSING SUPP	500	500	520.00		.00	-20.00	104.0%*
A1135514 5426 VEHICLE FUEL	300	300	29.62		.00	270.38	9.9%
A1135514 5444 VEHICLE MAINTENANCE	500	500	66.92		.00	433.08	13.4%
A1135514 5451 BOARD OF REVIEW EXPE	50	50	38.42		.00	11.58	76.8%
A1135514 5461 TRAVEL REIMBURSEMENT	100	100	.00		.00	100.00	.0%
A1135514 5462 DUES, SEMINAR, ASSOCIA	700	700	525.00		.00	175.00	75.0%
A1135514 5463 POSTAGE, FREIGHT & EX	4,500	4,500	1,066.79		.00	3,433.21	23.7%
A1135514 5464 ADVERTISING	175	175	119.89		.00	55.11	68.5%
A1135518 5812 NYS RETIREMENT	28,021	28,021	33,282.00		.00	-5,261.00	118.8%*
A1135518 5821 HOSPITAL & MEDICAL	52,209	52,080	52,079.52		.00	.00	100.0%
A1135518 5822 DENTAL INSURANCE	2,541	2,169	2,169.34		.00	.00	100.0%
A1135518 5826 OPTICAL INSURANCE	567	590	590.40		.00	.00	100.0%
TOTAL ASSESSMENT	325,052	324,644	323,481.36		.00	1,162.74	99.6%

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Human Rights

DATE: 3/16/2016

Description: Honorable James L. Noble, Jr.

I am requesting a transfer of funds in the amount of \$17.40 to be taken from the Human Rights Contracted Services account A18040-5472 and \$16.58 be put into Human Rights Part Time Employees account A1804011-5112 and the remaining \$.82 be transferred into Human Rights Social Security account A1804014-5402. These transfers will cover the slight overages in these accounts. Thank you in advance for your consideration in this matter.

Estimated Financial Impact NONE Signature *James L. Noble, Jr.*

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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

J. Noble

CITY OF KINGSTON

Office of Planning

planning@kingston-ny.gov

Suzanne Cahill, Planning Director



Steven T. Noble, Mayor

March 21, 2016

Ald. At Large James Noble, President
City of Kingston Common Council
City Hall – 420 Broadway
Kingston, NY 12401

RE: FY 2015 Budget Modifications – Expenses on Property Acquired For Taxes (A1 – 1364)

Dear Pres. Noble:

The Comptroller has recently advised (3-9-16) that certain line items within the above referenced account have exceeded the budgeted amounts for FY 2015. These are costs for which the City has no control over. As many of you may be aware, these expenses are very difficult to predict on an annual basis due to unknown numbers of properties and conditions. Certain costs need to be addressed and since the City does not assume possession of properties until after three years of non-payment of taxes and until the legal process is completed, the expenses fluctuate annually. Over the 3 year time frame and subsequent foreclosure period, several liens and penalties build up and then the City automatically becomes liable for unpaid charges upon possession.

In order to remedy some of the issues, our office, in conjunction with other departments have instituted a new policy that will require service notification to be shut-off for all un-necessary utilities and do immediate inspections once municipal ownership takes place. However, there are cases where properties are still occupied and the City is unable to disconnect services until occupants are evicted or found new accommodations.

Additionally, working through the Comptroller and Corporation Counsel Offices, we have made changes to the FY 2016 budget and have also put in place a procedure for when the City assumes ownership to make every effort to avoid future delays in addressing the cost overruns.

On a better note, I would also like to note that in FY 2015, the City exceeded the dollar amount in revenues by \$26,428.70 for property sales.

Therefore, in order to balance the FY 2015 budget for this particular account the following is requested:

INCREASE :	A1-136414 5425 (Water)	\$1,636.39
	A1-136414 5472 (Contracted Expenses)	\$4,742.00
		<u>TOTAL = \$6,378.39</u>
DECREASE:	A1-136414 5401 (Office Supplies)	\$210.01
	A1-136414 5406 (File Cert and Record)	\$1,335.00
	A1-136414 5408 (Data Processing)	\$200.00
	A1-136414 5411 (Consultants)	\$1000.00

CITY OF KINGSTON

Office of Planning

planning@kingston-ny.gov

Suzanne Cahill, Planning Director



Steven T. Noble, Mayor

A1-136414 5413 (Property Maintenance)	\$750.00
A1-136414 5422 (Electricity)	\$275.00
A1-136414 5424 (Fuel Oil)	\$250.00
A1-136414 5414 (Travel)	\$30.00
A1-136414 5464 (Advertising)	\$89.41
	<u>Total \$4,139.42</u>

Therefore, a balance of \$2,238.97 is needed to adjust the FY 2015 budget. After reviewing and discussing with the Comptroller, and recognizing that the overall surplus revenues accumulated in the 2015 calendar year far exceed the necessary amount to cover the cost overruns, I respectfully ask that the Common Council transfer the above monies within the A1-1364 account and make the supplement funding available from contingency.

Please contact our office should you have any further questions.

Sincerely,

Suzanne Cahill
Planning Director

Cc: Mayor Noble
J. Tuey, Comptroller
K. Bryant, Corp. Counsel
Ald. D. Koop, Chair, Finance and Audit

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT Surplus Property DATE 3-21-16
Description _____

Per Communication - transfer of funds w/ budget

Transfer from contingency of \$2,238.97

Neg Dec - SEQRA -

Estimated Financial Impact \$2,238.97 Signature SL

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: _____

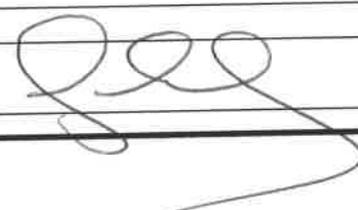
Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION <input checked="" type="checkbox"/> _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Comptroller</u>	DATE <u>3/22/2016</u>
Description <u>Respectfully request 2015 budget modification for General Fund expenses.</u>	
Estimated Financial Impact \$ <u>0</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

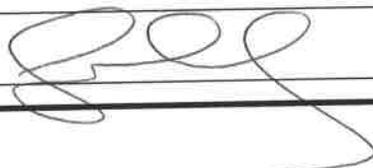
Comptroller's Office
 2015 Year End Budget Transfers - Comptroller

To:						From:						
	Transfer To Capital	Transfers	G1	1990	5901	118,414	Interfund Transfers	Interfund Transfers	G1	9710	5031	130,508
	Fiscal Agent Fees	Fiscal Agent Fees	G1	1380	5411	12,094						
						130,508						130,508
						130,508						130,508

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION <input checked="" type="checkbox"/> _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Comptroller</u>	DATE <u>3/22/2016</u>
Description <u>Respectfully request 2015 budget modification for General Fund NYS retirement costs. \$30,603 will be placed into contingency.</u>	
Estimated Financial Impact <u>+\$30,603</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: _____

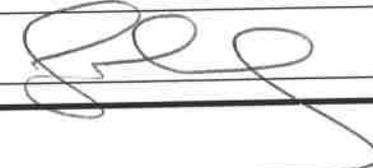
<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

<u>ORG</u>	<u>OBJ</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
TO:			
A1199014	5404	CONTINGENCY	\$ 30,603
A1563018	5812	NYS RETIRE	\$ 14,271
A1341018	5812	NYS RETIRE	\$ 9,537
A1331018	5812	NYS RETIRE	\$ 4,799
A1135518	5812	NYS RETIRE	\$ 4,099
A1121018	5812	NYS RETIRE	\$ 3,855
A1714218	5812	NYS RETIRE	\$ 3,665
A1131518	5812	NYS RETIRE	\$ 3,448
A1816018	5812	NYS RETIRE	\$ 2,237
A1162118	5812	NYS RETIRE	\$ 1,834
A1721018	5812	NYS RETIRE	\$ 1,598
A1817018	5812	NYS RETIRE	\$ 1,505
A1144018	5812	NYS RETIRE	\$ 1,308
A1724018	5812	NYS RETIRE	\$ 1,267
A1513218	5812	NYS RETIRE	\$ 1,109
A1718018	5812	NYS RETIRE	\$ 934
A1402018	5812	NYS RETIRE	\$ 902
A1714118	5812	NYS RETIRE	\$ 613
A1714318	5812	NYS RETIRE	\$ 534
A1133018	5812	NYS RETIRE	\$ 417
A1134518	5812	NYS RETIRE	\$ 300
A1351018	5812	NYS RETIRE	\$ 183
A1798918	5812	NYS RETIRE	\$ 77
A1162018	5812	NYS RETIRE	\$ 49
A1714018	5812	NYS RETIRE	\$ <u>22</u>
			\$ 89,166
FROM:			
A1113018	5812	NYS RETIRE	\$ 21
A1874518	5812	NYS RETIRE	\$ 85
A1518218	5812	NYS RETIRE	\$ 255
A1762018	5812	NYS RETIRE	\$ 255
A1802018	5812	NYS RETIRE	\$ 357
A1731018	5812	NYS RETIRE	\$ 510
A1804018	5812	NYS RETIRE	\$ 543
A1711018	5812	NYS RETIRE	\$ 558
A1398918	5812	NYS RETIRE	\$ 613
A1331118	5812	NYS RETIRE	\$ 721
A1755118	5812	NYS RETIRE	\$ 850
A1143018	5812	NYS RETIRE	\$ 1,380
A1149018	5812	NYS RETIRE	\$ 1,620
A1141018	5812	NYS RETIRE	\$ 1,725
A1312018	5812	NYS RETIRE	\$ 1,781
A1698918	5812	NYS RETIRE	\$ 1,913
A1702018	5812	NYS RETIRE	\$ 2,701
A1816118	5812	NYS RETIRE	\$ 3,706
A1511018	5812	NYS RETIRE	\$ 4,316
A1168018	5812	NYS RETIRE	\$ 4,768
A1816418	5812	NYS RETIRE	\$ 7,215
A1101018	5812	NYS RETIRE	\$ 7,535
A1332018	5812	NYS RETIRE	\$ 8,021
A1142018	5812	NYS RETIRE	\$ 10,709
A1362018	5812	NYS RETIRE	\$ 12,557
A1514218	5812	NYS RETIRE	\$ <u>14,450</u>
			\$ 89,166

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____ AUTHORIZATION _____ CLAIMS _____	CONTINGENCY TRANSFER _____ BUDGET MODIFICATION <input checked="" type="checkbox"/> _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT <u>Comptroller</u>	DATE <u>3/22/2016</u>
Description <u>Respectfully request 2015 budget modification for Sewer Fund NYS retirement costs.</u>	
Estimated Financial Impact \$ <u>0</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: _____

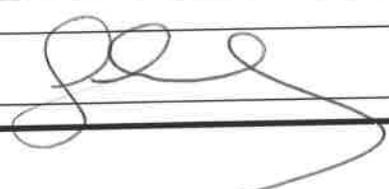
<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
TO:			
G1811018	5812	NYS RETIRE	\$ 2,888
G1813018	5812	NYS RETIRE	<u>\$ 468</u>
			\$ 3,356
FROM:			
G1812018	5812	NYS RETIRE	\$ 1,694
G1812118	5812	NYS RETIRE	<u>\$ 1,662</u>
			\$ 3,356

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION <input checked="" type="checkbox"/> _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Comptroller</u>	DATE <u>3/22/2016</u>
Description <u>Respectfully request 2015 budget modification for Sewer Fund expenses.</u>	
Estimated Financial Impact \$ <u>0</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		
Brad Will, Ward 3		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Deborah Brown, Ward 9		

Comptroller's Office
 2015 Year End Budget Transfers - Comptroller

To:					From:						
Parking Violations	Office Supplies	A1	1130	5402	156	Comptroller	Overtime	A1	1315	5103	1,764
Parking Violations	Data Processing Support	A1	1130	5412	5,091	Comptroller	Data Processing Equipment	A1	1315	5205	2,000
Parking Violations	Postage	A1	1130	5463	536	Comptroller	Employee Training	A1	1315	5414	1,000
Comptroller	Temp Status Change	A1	1315	5109	124	Onstreet Parking	Overtime	A1	3320	5103	3,241
Comptroller	Office Supplies	A1	1315	5402	221	Onstreet Parking	Maintenance of Equipment	A1	3320	5441	1,089
Comptroller	Data Processing Support	A1	1315	5412	1,712						
Comptroller	Social Security	A1	1315	5811	885						
Tax Collection	Postage	A1	1330	5463	9						
Hospital Medical	Admin Fees	A1	9060	5827	360						
					<u>9,094</u>						<u>9,094</u>