

*The following Code does not display images or complicated formatting. Codes should only be used for editing.*

6A

## Chapter 180

# Landmarks Preservation

**[HISTORY: Adopted by the City Council of the City of Glen Cove 8-25-1981 by L.L. No. 1-1981 as Ch. 38 of the 1981 Code. Amendments noted where applicable.]**

### Article I

#### General Provisions

##### § 180-1 Title.

This chapter shall be known and may be cited as the "Landmarks Preservation Ordinance of the City of Glen Cove, New York."

##### § 180-2 Declaration of purpose and policy.

A. The City Council of the City of Glen Cove hereby finds:

- (1) That there exists in the City of Glen Cove places, sites, structures and buildings of special historic significance or which by reason of famous events or the antiquity or uniqueness of architectural construction and design are of particular significance to the education, culture, tradition and economic values of the city.
- (2) That the conservation, protection and preservation of such places, sites, structures and buildings is a public necessity in harmony with the Comprehensive City Plan and bears a substantial relation to the public health, safety and general welfare.
- (3) That a number of historic buildings and sites have been demolished or significantly altered without affording the city government, interested persons or historical organizations an opportunity to acquire or arrange for the protection or preservation of such buildings or sites. Such demolitions or alterations have a detrimental effect on cultural, historic and economic values in the city.

B. The City Council hereby declares that the purpose of this chapter is to conserve, protect and preserve, landmarks, sites, structures, buildings, and historic districts in order to promote the cultural, economic and general welfare of the public.

### Article II

#### Terminology

##### § 180-3 Definitions.

As used in this chapter, unless the context or subject matter otherwise requires, the following definitions shall have the following meanings:

##### **ALTERATION**

Any act or process which changes one or more of the exterior architectural features of a structure designated as a landmark or any structure or building in an historic district.

**BUILDING or STRUCTURE**

Any combination of materials forming any construction other than a boundary wall or fence; the term "building" shall include the term "structure."

**DIRECTOR OF THE BUILDING DEPARTMENT**

The Director of the Building Department of the City of Glen Cove (DBD).

**EXTERIOR ARCHITECTURAL FEATURES**

The architectural style, design, general arrangement and components of all the outer surfaces of any building or structure, including but not limited to the kind, color and texture of the building material and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to said building or structure.

**HISTORIC DISTRICT**

Any area which contains places, sites, structures or buildings which have a special character and ambiance or historical value or aesthetic interest and/or which represent one or more periods or styles of architecture of an era of history, and which cause such area to constitute a distinct section of the city.

**LANDMARK**

Any place, structure or building that has been designated as a landmark by the City Landmarks Preservation Commission, pursuant to procedures provided within this Article, that is worthy of preservation, restoration or rehabilitation of historical value or aesthetic interest by reason of its antiquity or uniqueness of architectural design or as part of the development, heritage or cultural characteristics of the city, county, state or nation.

**LANDMARK AND HISTORIC DISTRICT MAP**

A map to be prepared and maintained by the Building Department identifying the location of all landmarks, landmark sites and historic districts.

**LANDMARK SITE**

A parcel or part thereof on which is situated a landmark, and any abutting parcel or part thereof constituting part of the premises on which the landmark is situated.

**PROTECTED STRUCTURE**

Any place, structure or building, because of its historical value or aesthetic interest by reason of its antiquity or uniqueness of architectural design or as part of the development, heritage or cultural characteristics of city, , county, state or nation, is being considered for landmark designation.

[Added 12-26-1990]

**STYLES OF ARCHITECTURE**

A style recognized by one of the following:

- A. The National Register of Historic Places.
- B. Historic American Buildings Survey.
- C. Historic American Engineering Record, United States Department of the Interior, National Park Service.

- D. Division for Historic Preservation, New York State Office of Parks and Recreation.
- E. Nassau County Museum.
- F. National Trust for Historic Preservation.
- G. Society of Architectural Historians.

### Article III Landmarks Preservation Commission

**[Amended 5-8-1990]**

**§ 180-4 Creation of the Landmarks Preservation Commission.**

- A. There is hereby created a commission to be known as the "Glen Cove Landmarks Preservation Commission."
- B. The Commission shall consist of five members to be appointed by the Mayor with the consent of four members of the City Council, in conformance with the Code of Federal Regulations, 36 CFR Part 61, Appendix A. **[Amended 6-26-1990; 12-13-1994]**
- C. Among the membership, to the extent available in the community, there shall be the following
  - (1) At least one shall be a registered New York State architect.
  - (2) At least one shall be an architectural historian.
  - (3) At least one shall be an historian.
  - (4) A member of the City Planning Board. **[Amended 12-13-1994]**
  - (5) The City Historian.
- D. If membership vacancies cannot be filled in conformance with the professional qualification standards as stipulated in the Code of Federal Regulations, 36 CFR Part 61, Appendix A, appointments to the Commission shall then be limited to candidates who have demonstrated significant interest in, and commitment to, the field of historic preservation evidenced either by involvement in a local historic preservation group, employment or volunteer activity in the field of historic preservation or other serious interest in the field.

**§ 180-5 Terms of office.**

- A. Commission members shall serve for a term of three years, except for the initial term of one member who shall serve for one year, two members who shall serve for two years and two members who shall serve for three years. Members may serve for more than one term, and each member shall serve until the appointment of a successor.
- B. The members of the Commission shall serve without compensation but shall be reimbursed for expenses necessarily incurred in the performance of their duties.

**§ 180-6 Procedure for filling of vacancies.**

Candidates for the Landmarks Preservation Commission shall be recruited to meet the minimum professional qualifications as described and mandated by the Code of Federal Regulations, 36 CFR Part 61, Appendix A, in the following manner:

- A. Timing. In the case of a vacancy occurring before the expiration of a term, the Mayor shall act as quickly as possible to fill the unexpired term.
- B. Public announcement. An announcement shall be prepared describing the responsibilities, qualifications, term of office and directions on whom to contact for further information.
- C. Member qualifications. Demonstrate interest, competence or knowledge of historic preservation and particular professional training and experience in the disciplines of history, architectural history, architecture, historic architecture and prehistoric/historic archaeology.
- D. Publicizing the announcement. Announcement should be advertised in the local official paper, posted at the public library and City Hall and on the City's website. Notice should also be sent to local historical and preservation organizations, the local chapter of the AIA and local institutions of secondary and higher education.
- E. Appointments. In selecting among the nominees, the Mayor shall weigh the qualifications and expertise of the nominees and of the current Landmarks Preservation Commission members with the aim of appointing professionals to represent all historic preservation disciplines, if possible.
- F. In the event of a vacancy occurring during the term of a member of the Landmarks Preservation Commission, the Mayor, as provided above, shall make an appointment to complete the unexpired term of such member, and where such member is required to have special qualifications, such vacancy shall be filled by appointment in the manner herein prescribed with a person having the same qualifications.

**§ 180-7 Officers.**

The Mayor shall designate one of the members of the Landmarks Preservation Commission to serve as Chairperson. The remaining four members of the Commission may elect a Vice Chairperson from among their fellow members.

**§ 180-8 Meetings.**

The Commission shall meet as circumstances may require but no less than once a year. Meetings may be held at any time upon written request of any two Commission members or upon the call of the Chairperson or the Mayor.

**§ 180-9 Quorum.**

**[Amended 6-26-1990; 12-13-1994]**

At least three members of the Commission shall constitute a quorum for the transaction of its business or the performance of its functions. The concurring vote of three members of the Commission shall be necessary for the adoption of any recommendations or other acts of the Landmarks Preservation Commission.

**§ 180-10 Powers and duties of Commission.**

The Landmarks Preservation Commission shall have the powers and duties granted herein.

- A. Employment of staff and professional consultants as necessary to carry out the duties of the Commission. Any contract agreement to retain such consultants which involves the expenditure of city

funds shall be subject to the approval of the City Council. [Amended 6-26-1990]

- B. Promulgation of rules and regulation as necessary for the conduct of its business.
- C. To provide advice and guidance to property owners and government agencies concerning historic preservation issues.
- D. Adoption of criteria for the identification of significant historic, architectural and cultural parks and for the delineation of historic districts.
- E. Conduct surveys of significant historic, architectural and cultural landmarks and historic districts within the City of Glen Cove.
- F. Recommendations to the city government of identified structures or resources as landmarks and historic districts.
- G. Acceptance on behalf of the city government of the donation of facade easements and development rights; the making of recommendations to the city government concerning the acquisition of facade easements or other interests in real property as necessary to carry out the purpose of the Commission.
- H. Increase public awareness of the value of historic, cultural and architectural preservation by developing and participating in public education programs.
- I. Make recommendations to the city government concerning the utilization of state, federal, county or private funds to promote the preservation of landmarks and historic districts within the city.
- J. Recommend acquisition of a landmark structure by the city government where its preservation is essential to the purpose of this chapter and where private preservation is not feasible.

#### Article IV Procedures for Designation

##### **§ 180-11 Application; designation by Commission.**

Any person may request the designation of a landmark, landmark site or historic district by submitting to the Landmarks Preservation Commission an application for such designation on a form furnished by the Landmarks Preservation Commission. The Landmarks Preservation Commission may initiate proceedings for the designation of a landmark, landmark site or historic district.

##### **§ 180-12 Notice of application. [Amended 6-14-1988; 5-27-1997]**

In the event the Landmarks Preservation Commission decides to entertain an application for designation, notice that such application is being entertained by the Commission shall be given by the applicant or, if the Commission has initiated designation proceedings on its own motion, notice of such shall be given by the Commission to the owner of the parcel on which the proposed landmark is located or owners of parcels located within the proposed Historic District. Notice shall be given by certified mail, return receipt requested. Notice shall also be given to the owners of all property located contiguous with the exterior boundary lines of the subject parcel(s) by first-class mail. Said owner or owners shall have the right to be heard by the Landmarks Preservation Commission prior to final action on the application by said Commission. The

Commission may also, at its discretion, call a public hearing to receive comments concerning the subject application. Notice of such hearing shall appear at least once in a newspaper of general circulation in the city not less than five days prior to said hearing.

**§ 180-13 Action by Commission; time limit.**

The Landmarks Preservation Commission shall either recommend approval or disapproval of an application within 30 days after completion of all proceedings before the Landmarks Preservation Commission. Any recommendation for approval of the application may include modifications the Commission considers appropriate and beneficial to the purposes of this Article. The Commission's recommendation shall immediately be filed with the City Council and notice of such recommendation shall be mailed by the City Clerk to the owners of the subject property, the City Planning Board and the Zoning Board of Appeals.

**§ 180-14 Disapproval by Commission; procedure.**

If the Landmarks Preservation Commission recommends disapproval of the application, the proceedings regarding the proposed historic district, landmark or landmark site shall terminate. No application shall be renewed for a period of one year from the date of initial filing. The Commission's recommendation shall immediately be filed with the City Council and notice of such recommendation shall be mailed by the City Clerk to the owners of the subject property, the City Planning Board and the Zoning Board of Appeals.

**§ 180-15 Approval by Commission; action by City Council.**

- A. Time limit for Council action; vote required. If the Landmark Preservation Commission recommends the approval of a designation, the City Council shall act to approve or disapprove said designation within 30 days of receipt of the Commission's recommendation. A vote of at least four members of the City Council shall be necessary to designate a historic district, landmark or landmark site. .
- B. Public hearing before Council; public notice; time limits. The City Council may, in its discretion, call a public hearing on all recommendations from the Commission to approve applications for historic district, landmark or landmark site designation. Such hearing, if called, shall occur within 30 days of receipt of the decision of the Landmarks Preservation Commission. Such hearing shall be advertised at least once in a newspaper of general circulation in the city not less than five days prior to such hearing and notice thereof shall be served by mail, postmarked at least 14 days prior to the day of the public hearing, upon the owner or owners of the proposed landmark or landmark site or the owners of the properties within the proposed historic district as shown by the current tax rolls of the city and upon the owner or owners of all property located within 500 feet of the exterior boundary lines of the subject place, site, structure or historic district. The City Council shall act to approve or disapprove the designation within 45 days of the public hearing.

**§ 180-16 Final action by Council; required notices.**

When the City Council approves or disapproves an application, the Director of the Building Department, the Landmarks Preservation Commission and the owner or owners of the subject property shall be notified in writing by the City Clerk. If the City Council approves an application, the City Clerk shall also notify the City Assessor.

**Article V**

**Restrictions on Issuing Building Permits for Proposed Landmarks**

**§ 180-17 Time restriction; compliance with chapter.**

- A. Upon receipt of notice that the Landmarks Preservation Commission is considering a place, site, structure or building for designation as a landmark or landmark site or as part of an historic district, the

Building Department shall not issue any permit for the demolition, alteration or improvement of said place, site, structure or building for a period of 105 days unless prior to the expiration of said period there is a final determination by the City Council that said place, site, structure or building has not been designated as a landmark or landmark site or as part of an historic district. If within said period the City Council designates the property in question as a landmark or landmark site, or as part of an historic district, no building permit shall be issued except pursuant to Article VI of this chapter, Regulation of Designated Landmarks, of this chapter.

- B. If a protected structure is submitted to the Building Department by the Commission, the time limit of 105 days will begin upon application for a building permit. **[Amended 12-26-1990]**

**§ 180-18 Designation on Landmark and Historic District Map.**

Upon notification that the City Council has designated a landmark, a landmark site or historic district, the DBD shall immediately cause such property to be so designated on the Landmark and Historic District Map.

**Article VI  
Regulation of Designated Landmarks**

**§ 180-19 Construction, alteration, repairs, removal or demolition.  
[Amended 5-27-1997]**

- A. No person or entity, including but not limited to an owner, tenant, manager, contractor or developer, exercising dominion and control over a structure, site, place or building designated as a landmark or landmark site appearing on the Landmark and Historic District Map and the official Zoning Map of the area in which the landmark site is located or any place, site, structure, building or property located wholly or partly within the boundaries of the Historic District, shall allow any construction, alteration, removal, repairs or demolition of such structure, site, place or building except in compliance with the requirements set forth in this chapter.
- B. Maintenance and repair. Every person or entity, including but not limited to an owner, tenant, manager, contractor or developer, exercising dominion and control over a structure, site, place or building designated as a landmark or landmark site appearing on the Landmark and Historic District Map and the official Zoning Map of the area in which the landmark site is located or any place, site, structure, building or property located wholly or partly within the boundaries of the Historic District, shall keep in good repair all of the exterior portions of such structure, site, place or building or landmark site and all interior portions thereof which, if not so maintained, may cause or tend to cause the exterior portions of such improvement to deteriorate, decay or become damaged or otherwise fall into a state of disrepair.

**§ 180-20 Review by Commission.**

The Landmarks Preservation Commission shall review all plans for the moving, exterior construction, addition, alteration or repair, landscaping or demolition of places, sites, structures or buildings designated as landmarks or landmark sites and all places, sites, structures or buildings wholly or partly within the boundaries of the historic district.

- A. Review and approval before issuing building permit; site plan review. It shall be the duty of the Landmarks Preservation Commission to review and approve such plans before a building permit for the proposed activity is granted by the Director of the Building Department. Where site plan approval by the Planning Board is required, Landmarks Preservation Commission approval shall be contingent upon final site plan approval by the Planning Board.

B. Exterior features only subject to review. The Landmarks Preservation Commission shall only review plans relating to the exterior features of a structure or building and shall have no jurisdiction to consider interior walls, arrangements or structures unless such have an impact on the exterior features.  
[Amended 5-27-1997]

C. Review standards. In reviewing the plans, the Landmarks Preservation Commission shall consider:

- (1) The historical and architectural value and significance of the building or structure and its relationship to the historic and architectural value of the surrounding area.
- (2) The general appropriateness of proposed exterior design, colors, arrangement, texture and materials, and consistency with the style of the architectural period of which said building or structure is characteristic.
- (3) Any other factors relating to aesthetic considerations which the Landmarks Preservation Commission deems pertinent to the benefit of the city and to the historic significance of the structure or building and surrounding area.

**§ 180-21 New construction.**

New construction shall be consistent with the architectural styles of historic value in the historic district. However, the Landmarks Preservation Commission may approve the construction of buildings or structures which have a dissimilar architectural style to that of the historic district if said Commission deems it proper that the new construction will be in the best interest of the historic district.

**§ 180-22 Moving of landmarks.**

Moving of buildings or structures designated as landmarks or located wholly or partly within the boundaries of the historic district may be allowed as an alternative to demolition.

**§ 180-23 Procedure for the review of plans.**

- A. Application for building permit. Application for a building permit to construct, alter, repair, move or demolish any place, site, structure or building designated as a landmark or any place, site, structure or building within or on the boundaries of the historic district shall be made to the DBD. Three copies of the application shall be submitted in addition to the number normally required for a building permit. The application shall be accompanied by a fee as set forth from time to time by the City Council and shall state that the property is a landmark and/or is located within or on the boundaries of the historic district. Plans shall be submitted showing the structure or building in question and giving its relation to adjacent structures or buildings and the construction, alteration, repair, moving or demolition sought to be accomplished. [Amended 5-27-1997 by L.L. No. 2-1997]
- B. Transmittal to Commission. The DBD shall transmit the application and the plans to the Landmarks Preservation Commission.
- C. Review by Commission. The Landmarks Preservation Commission shall then review the plans according to the provisions of this chapter. In reviewing the plans, the Landmarks Preservation Commission shall hear the applicant or his or her authorized representative concerning the building permit.
- D. Notice of public hearing: joint hearing with Planning Board. The Landmarks Preservation Commission



shall call a public hearing on said application within 30 days after the filing of the application with the Director of the Building Department, which hearing shall be advertised at least once in a newspaper of general circulation in the city not less than five days prior to such hearing. Where a hearing is also required by the Planning Board for site plan or special permit, or by any other board whose approval is required, said hearings shall be held jointly if at all practicable.

- E. Conduct of hearings. The Landmarks Preservation Commission may call witnesses, including historians, architects, engineers, planning consultants or other experts, and may introduce other evidence at such hearing. In considering any such application, the Commission shall bear in mind the purpose of this chapter and shall give consideration to any report of the Glen Cove Historical Society and advice of the City Historian relating to the general design, arrangement, architectural style, texture, material and colors of the building or structures in question, the location on the plot of ground and the relation of such features to other buildings, structures, trees or other forms of growth, landmarks, public or private roads, and all other such factors pertaining to the renovation, installation or conservation of any building or improvement which would be incongruous with the historic aspects of the surrounding area.
- F. Determination of Commission; time limit. The Landmarks Preservation Commission shall approve, modify and approve or disapprove such plans within 60 days after receiving the application and said plans, and shall transmit a record of its proceedings and findings to the DBD and to the applicant.
- G. Hardship, relief from. Notwithstanding any other provisions of this chapter, if the applicant establishes to the satisfaction of the Commission that due to strict application of the provisions of this chapter the land or improvement in question cannot yield a reasonable return or that a hardship is created for the applicant due to unique circumstances that are not the result of any act or omission by the applicant, then the Commission may grant or recommend relief in the following manner:
  - (1) Authorize issuance of a permit by the Director of the Building Department if the proposed alteration, construction, removal or demolition will not alter the essential character of the structure or area;
  - (2) Recommend that following designation and restoration, the property assessment at the time of designation shall not be increased for a period of five years for any residential or conforming nonresidential uses; and
  - (3) If the Commission finds that the designation of a particular property as an historic site or landmark will impair its economic viability, the Commission may recommend that the existing assessment or tax burden be reduced to the extent required to assure its continued existence and proper maintenance.
- H. Issuance of building permit. The Director of the Building Department shall not grant a building permit until such time as an application has been approved by the Landmarks Preservation Commission or at least 60 days have elapsed from the date the application is received by the Commission. In no case shall a permit be issued prior to site plan approval by the Planning Board.
- I. Ordinary maintenance or repairs. Nothing in this chapter shall be construed to prevent ordinary maintenance or repair of any place, site, structure or building designated as a landmark or landmark site, or any property located wholly or partly within the boundaries of an historic district.

**§ 180-24 Remedying unsafe or dangerous conditions.**

This chapter shall not apply in any case where the Building Department or any authorized city enforcement agency orders or directs the construction, removal, alteration or demolition of any improvement on a landmark site or in an historic district for the purpose of remedying conditions determined to be irreparably unsafe or dangerous to the life, health or property of any person.

**§ 180-25 Identification; signs.**

**[Amended 5-27-1997]**

The Landmarks Preservation Commission shall be responsible for appropriate public identification of areas designated as landmarks, landmark sites and historic districts on the Landmark and Historic District Map. The Landmarks Preservation Commission must approve the size, style, color, typography, material of construction and wording of all privately owned signs identifying landmarks, landmark sites and properties within historic districts prior to installation, consistent with the provisions of Article VI, Regulation of Designated Landmarks, of this chapter. In no case may a sign constructed under the provisions of this chapter conflict with the provisions of the City of Glen Cove Sign Ordinance.

**Article VII  
Penalties**

**§ 180-26 Penalties for offenses.**

**[Amended 12-26-1990; 5-27-1997]**

- A. Any person or entity who violates any of the provisions of § 180-19 of this chapter shall be punished by a fine of not less than \$1,000 and not to exceed twice the total assessed value of the entire subject property. Each day during which there exists a violation of any of the provisions of § 180-19 of this chapter shall constitute a single and separate violation of such provision.
- B. Whenever any person or entity has engaged in or is about to engage in any act or practice which constitutes or will constitute a violation of § 180-19 of this chapter, the City Attorney may make application to the Supreme Court on behalf of the Commission for an order enjoining such act or practice or requiring such person or entity to remove the violation or directing the restoration, as nearly as may be practicable, of any structure, site, place or building designated as a landmark or landmark site or any exterior architectural feature thereof affected or involved in such violation, and upon a showing by the Commission that such person or entity has engaged in or is about to engage in such act or practice, a permanent or temporary injunction, restraining order or other appropriate order shall be granted without bond.
- C. The Director of the Building Department is authorized to enforce the provisions of this chapter.

**§ 180-27 Civil actions.**

The imposition of the penalties in this article shall not preclude the city from instituting any appropriate action or proceeding to prevent any unlawful erection, construction, reconstruction, demolition, alteration, repair, conversion, maintenance or use, or to restrain, correct or abate a violation, or to prevent an illegal act, conduct business or use in or about any premises.

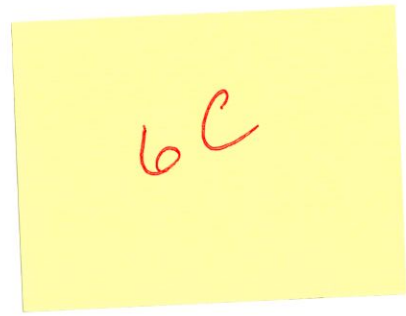


**LiRo Engineers, Inc.**

A LiRo Group Company

235 East Jericho Tpke, Mineola, NY 11501 Telephone 516.746.2350 Facsimile 516.747.1396 www.liro.com

March 2, 2022



Louis Saulino, P.E. Director of Public Works  
City of Glen Cove  
Glen Cove City Hall  
9 Glen St.  
Glen Cove, NY 11542

Re: Proposal for Engineering Services for the 2022 Road Improvement Program

Dear Mr. Saulino,

As requested, we respectfully submit this proposal for professional design and bid engineering services for the 2022 Road Improvement. We understand that the City's approximate budget for construction is \$1,500,000.

We identified the following candidates for the 2022 Road Program, but understand that additional roads will be added from the City's Road Evaluation Study.

- Ralph Young Avenue
- Kemp Avenue
- Donohue Street
- Other roads to be determined by City

Scope and Fees

Our estimate to provide engineering services for the design and bid phase for the project is as follows:

- |    |  |            |
|----|--|------------|
| A. | Survey Services  |            |
|    | In-field design road survey and preparation of base maps and construction layout preparation                   | \$ 21,000  |
| B. | Engineering Design Services  |            |
|    | Preparation of drawings and specifications, provide contract bid documents, plans, cross sections and details. | \$ 140,000 |



City of Glen Cove 2022 Road Improvement Program Engineering Services Proposal

C.	Bid Phase Services		
	Compilation of documents, attend Bid opening,		\$ <u>3,500</u>
	Review bids, recommendations		
		Subtotal:	\$ 164,500
	Out-of-pocket expenses estimate for printing costs.		\$ 800
	Pavement cores/test holes (contingency)		\$ <u>5,000</u>
	Estimated Cost for Design and Bid Phase Services	— Total:	\$ 170,300

Note that LiRo will provide a proposal for cost for Construction Phase Services at a later date.

Engineering Services shall be in accordance with the conditions outlined in LiRo's standard agreement with the City.

Attached find our Staffing Table.



City of Glen Cove 2022 Road Improvement Program Engineering Services Proposal

ENGINEERING SERVICES FOR 2022 ROAD IMPROVEMENT PROGRAM  
FOR CITY OF GLEN

March 2, 2022

STAFFING TABLE

<u>TASK</u>	<u>TITLE</u>	<u>Hourly rate</u>	<u>Hours</u>	<u>Total</u>
SURVEY				
	Survey crew	\$120	100	\$12,000
	Survey technician	\$125	72	\$9,000
				\$21,000
DESIGN				
	Engineer	\$195	64	\$12,480
	Senior Engineering technician	\$150	720	\$108,000
	Draftsperson	\$150	104	\$19,500
				\$139,980
			Say	\$140,000
			Sub-Total	\$161,000
BID				
	Technical Staff	\$110	10	\$1,100
	Senior Engineering technician	\$150	16	\$2,400
				\$3,500
				\$5,000
Sub-contractor	Other services (cores)			
				Total \$169,500

Should you approve, please indicate your authorization below, and return a signed copy to this office.

If you have any questions, please contact me.

Sincerely,

Paul F. Stevens, P.E.  
Associate Vice President

\_\_\_\_\_  
Authorization

\_\_\_\_\_  
Date





February 28, 2022

Mr. Michael Piccirillo  
City Controller  
City of Glen Cove  
9 Glen Street  
Glen Cove, New York 11543

Dear Mr. Piccirillo:

This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to City of Glen Cove, New York (the "Entity").

Prior to the commencement of our audit(s) we may not know if an audit performed in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance") is required. Consequently, this letter includes the words "if applicable" next to relevant single audit communication requirements.

#### **Audit Scope and Objectives**

We will audit the Entity's statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information and the disclosures, which collectively comprise the basic financial statements of the Entity as of and for the years ended December 31, 2021, 2022, 2023, 2024 and 2025 and issue our report thereon as soon as reasonably possible after completion of our work.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the Entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with auditing standards generally accepted in the United States of America, ("US GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by US GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress – Other Post-Employment Benefits
- Schedules of Contributions and Proportionate Share of the Net Pension Liability

PKF O'CONNOR DAVIES, LLP  
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | [www.pkfod.com](http://www.pkfod.com)

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

We have also been engaged to report on supplementary information other than the RSI that accompanies the Entity's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with US GAAS, *Government Auditing Standards* issued by the Comptroller General of the United States ("GAGAS") (if applicable), and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") (if applicable), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Schedule of Expenditures of Federal Awards (if applicable)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud, error, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Entity or to acts by management or employees acting on behalf of the Entity; and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Because the determination of abuse is subjective, GAGAS do not expect auditors to provide reasonable assurance of detecting abuse. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, GAGAS (if applicable), and Uniform Guidance (if applicable) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct the audit in accordance with US GAAS, GAGAS (if applicable), and Uniform Guidance (if applicable), and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance (if applicable), and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with US GAAS, GAGAS (if applicable), and Uniform Guidance, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us even though the audit is properly planned and performed in accordance with US GAAS, GAGAS (if applicable), and Uniform Guidance (if applicable). In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and

on those programs we have determined to be major programs (if applicable). However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit (if applicable). We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

The objective for our audit also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with GAGAS (if applicable).
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Uniform Guidance, Audits of States and Local Governments (if applicable).

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS (if applicable).

Uniform Guidance (if applicable) requires that we also plan and perform the audit to obtain reasonable assurance about whether the Entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "Uniform Guidance Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Entity's major programs. The purpose of these procedures will be to express an opinion on the Entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance. As required by Uniform Guidance, we will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also include, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's/Entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement when required based on our professional judgement.



After our planning is complete, we will communicate to management and those charged with governance, the significant risk(s) of material misstatement identified in our audit planning.

### **Audit Procedures – Internal Control**

We will obtain an understanding of the government/Entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements and the supplementary information, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standard.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to prevent and detect misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS. An audit is also not designed to identify significant deficiencies or material weaknesses. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report.

### **Reporting**

We will issue a written report(s) upon completion of our audit of the Entity's financial statements and written reports required with audits performed in accordance with GAGAS and the Uniform Guidance (if applicable). Our reports will be addressed to management and those charged with governance. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by GAGAS (if applicable).

The reports on internal control and compliance (if applicable) will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness

of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with GAGAS in considering internal control over financial reporting and compliance and Uniform Guidance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form (if applicable) that summarize our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will also communicate with those charged with governance any (a) fraud involving senior management and other fraud that causes a material misstatement of the financial statements; (b) violations of laws or governmental regulations that come to our attention (unless they are clearly inconsequential); (c) disagreements with management and other serious difficulties encountered in performing the audit; and, (d) various matters related to the Entity's accounting policies and financial statements.

#### **Other Services**

We will also prepare the financial statements of Entity in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, including all disclosures, RSI and supplementary information, in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our

audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements and supplementary information to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the RSI and supplementary information in accordance with US GAAP; (2) you believe the RSI and supplementary information, including its form and content, is fairly presented in accordance with US GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RSI and supplementary information.

Management is responsible for management decisions and assuming all management responsibilities; for designating an individual with suitable skill, knowledge, and/or experience to oversee the financial statement preparation or other non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of Uniform Guidance (if applicable). As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards (if applicable), and related notes. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. You are responsible for making all management decisions and assuming all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and for accepting full responsibility for such decisions.

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Entity received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the Entity complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. Additionally, as required by Uniform Guidance (if applicable), it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

In order to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements, management is responsible for establishing and maintaining effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities.

Management's responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Entity is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

At the conclusion of the engagement, we will request from management written confirmation concerning representations made to us in connection with the audit. The representation letter, among other things, will confirm management's responsibility for: (1) the preparation of the financial statements in conformity with US GAAP, (2) the availability of financial records and related data, and (3) the completeness and availability of all minutes of board meetings. Management's representation letter will further confirm that: (1) the effects of any uncorrected misstatements aggregated by us during the engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (2) we have been informed of, or that there were no incidences of, fraud involving management or those employees who have significant roles in the Entity's internal control. You will also be required to acknowledge in the management representation letter, when applicable, our assistance with preparation of the financial statements and related schedules, RSI and the schedule of expenditures of federal awards (if applicable) and that you have reviewed and approved the financial statements, aforementioned schedules and RSI, and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

In the event that we become obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, as a direct or indirect result of an intentional, knowing or reckless misrepresentation or provision to us of inaccurate or incomplete information by the Entity or, any elected official, member of management or employee thereof in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us against such obligations.

To the best of your knowledge, you are unaware of any facts which might impair our independence with respect to this engagement.

The financial statements are the property of the Entity and can be reproduced and distributed as management desires. However, you must notify us in advance and obtain our approval if you intend to make reference to our firm in a document that includes our auditors' report on the financial statements. Because our engagement does not contemplate the foregoing, there may be an additional fee in connection with our review of any such documents. In the event our auditor/client relationship has been terminated when the Entity seeks such consent, we will be under no obligation to grant such consent or approval.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your accounting department personnel will assist us to the extent practicable in completing the audit. They will provide us with detailed trial balances, supporting schedules, and other information we deem necessary. A list of these schedules and other items of information will be furnished to you before we begin the audit. The timely and accurate completion of this information is an essential condition to our completion of the audit and the issuance of the audit report.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations or for any additional period requested by the applicable cognizant agency. If we are aware that a federal awarding agency or the Entity is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. We do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing the acceptance and processing of such journal entries.

#### **Non-reliance on oral advice**

It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm after a full supervisory review.

#### **Electronic and other communication**

During the course of the engagement, we may communicate with you or with Entity personnel via fax or e-mail. You should be aware that communication in those media may be unsafe to use and contains a risk of misdirection and/or interception by unintended third parties, or failed delivery or receipt. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail or other electronic transmissions, including any consequential, incidental, direct, indirect or special damages.

#### **Access to working papers**

During the course of this engagement, we will develop files of various documents, schedules and other related engagement information known as our working papers. As we are sure you can appreciate, these working papers may contain confidential information and our firm's proprietary data. You understand and agree that these working papers are, and will remain, our exclusive property. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

- (1) Our firm, as well as other accounting firms, participates in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm will review a sample of our work. It is possible that the work we perform for you may

be selected for review. If it is, the other firm is bound by professional standards to keep all information confidential.

- (2) We may be requested to make certain working papers available to regulators pursuant to authority given to them by law, regulation or subpoena. Such regulators may include (i) a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities; (ii) the American Institute of Certified Public Accountants; and (iii) the State Board of Accountancy. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to them. The regulator may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

### Fees and billing

The components of our fees for each of the next five years are detailed below:

	<u>2021 (1)</u>	<u>2022 (1)</u>	<u>2023 (1)</u>	<u>2024 (1)</u>	<u>2025 (3)</u>
Basic fee, including Uniform Guidance and Risk Assessment	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 75,000</u>	<u>\$ 76,500</u>
NYS DOT Audit (2)	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>

- (1) *In recognition of our longstanding relationship with the City, we are keeping the basic fee for the audit of the City's December 31, 2022 through December 31, 2024 financial statements the same as the basic fee charged for the December 31, 2021 audit.*
- (2) *In recognition of our longstanding relationship with the City, we have kept the NYSDOT audit fee the same as the fee charged since December 31, 2015.*
- (3) *We are proposing a modest fee increase of 2%, due to the cost increases for health benefits and other increased operating expenses.*

The City generally spends in excess of \$750,000 in Federal assistance. Our basic fee includes 1 program subject to Uniform Guidance compliance. However, in the event that the City requires additional programs to be tested pursuant to Uniform Guidance we estimate our fees for each additional compliance audit will be \$2,500 per program. Furthermore, the audit and compliance requirements for the American Rescue Plan Act grants are not currently available. Therefore, we are unable to determine the impact of grant funding on the amount of Single Audit testing required. We will provide you an estimate, as soon as information is available.

The fee is based on anticipated cooperation from your personnel, audit condition of the books and records and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fees for these services are due and payable under the payment schedule which follows. Invoices for additional amounts that may be incurred for these and other services will be rendered as such work progresses and are payable upon presentation.

<u>Payments will be due</u>	<u>Percentage</u>
Upon completion of our audit field work	75%
Upon submission of the final report and management letter	25%
	<u>100%</u>

Our average standard hourly billing rates are shown below. Actual rates may vary by staff experience levels.

<u>Level</u>	<u>2022 Rates*</u>
Sr. Partner/Partner	\$300-310
Sr. Manager/Manager	\$210-240
Supervisor	\$185
Senior Accountant	\$165
Associate	\$145

\*Represent a 20%-25% discount from standard rates.

#### **Liability**

Any and all claims by the Entity arising under this engagement must be commenced by the Entity within one year following the date on which our firm delivered our report on the financial statements associated with this engagement, or the date the Entity is informed of the engagement's termination in the event our report is not delivered, for any reason.

Our firm's maximum liability to the Entity for any reason relating to the services under this letter shall be limited to three times the fees paid to the firm for the services or work product giving rise to liability, except to the extent it is finally determined that such liability resulted from the willful or intentional misconduct or fraudulent behavior of the firm. In no event shall the firm be liable to the Entity, whether a claim be in tort, contract or otherwise, for any consequential, indirect, lost profit or similar damages.

You agree to indemnify our firm, its partners, principals and employees, to the fullest extent permitted by law for any expense, including compensation for our time at our standard billing rates and reimbursement for our out-of-pocket expenses and reasonable attorneys' fees, incurred in complying with or responding to any request (by subpoena or otherwise) for testimony, documents or other information concerning the Entity by any governmental agency or investigative body or by a party in any litigation or dispute other than litigation or disputes involving claims by the Entity against the firm. This indemnification will survive termination of this engagement.

#### **Dispute resolution**

Any claim or controversy ("dispute") arising out of or relating to this engagement, the services provided thereunder, or any other services provided by or on behalf of the firm or any of its subcontractors or agents to the Entity or at its request (including any dispute involving any person or entity for whose benefit the services in question are or were provided), shall first be submitted in good faith for mediation administered by the American Arbitration Association ("AAA") under its Mediation Rules. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties.

If the dispute is not resolved by mediation within 90 days of its submission to the mediator, then, and only then, the parties shall submit the dispute for arbitration administered by the American Arbitration Association under its Professional Accounting and Related Services Dispute Resolution Rules (the "Rules"). The arbitration will be conducted before a single arbitrator selected from the AAA's Panel of Accounting Professionals and Attorneys and shall take place in New York, New York.

Any discovery sought in connection with the arbitration must be expressly approved by the arbitrator upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. The parties and the arbitrator may disclose the existence, content or result of the arbitration only as expressly provided by the Rules.

The arbitrator shall issue his or her final award in a written and reasoned decision to be provided to each party. In his or her decision, the arbitrator will declare one party the prevailing party. The arbitrator shall have the power to award to the prevailing party reasonable legal fees associated with the arbitration and prior mediation. The arbitrator shall have no authority to award non-monetary or equitable relief of any sort. The arbitrator shall not have authority to award damages that are punitive in nature, or that are not measured by the prevailing party's actual compensatory loss.

The award reached as a result of the arbitration will be binding on the parties and confirmation of the arbitration award may be sought in any court having jurisdiction.

This engagement will be governed by the laws of the State of New York, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

#### **Hosting services**

In order to maintain our independence in accordance with the AICPA's Code of Professional Conduct, we cannot host or maintain any client information. You are expected to retain all financial and non-financial information including anything you upload to a portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

#### **Employment of firm partner or professional employee**

The Entity acknowledges that hiring current or former PKF O'Connor Davies personnel participating in the engagement may be perceived as compromising our objectivity, and depending on the applicable professional standards, impairing our independence in certain circumstances. Accordingly, prior to entering into any employment discussions, with such known individuals, you agree to discuss the potential employment, including any applicable independence ramifications, with the engagement partner responsible for the services.

In addition, during the term of this Engagement Letter and for a period of one (1) year after the services are completed, we both agree not to solicit, directly or indirectly, or hire the other's personnel participating in the engagement without express written consent. If this provision is violated, the violating party will pay the other party a fee equal to the hired person's annual salary in effect at the time of the violation to reimburse the estimated costs of hiring and training replacement personnel.



## Confirmation and other

Alan Kassay is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

GAGAS require that we provide you with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our latest peer review report accompanies this letter.

We will provide copies of our reports to the Entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Our audit engagement for each year ends on delivery of our audit report covering that year. Requests for services other than those included in this engagement letter will be agreed upon separately.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to PKF O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us.

We are pleased to have this opportunity to serve you.

Very truly yours,

*PKF O'Connor Davies, LLP*  
PKF O'Connor Davies, LLP

/Enc.

The services and terms described in the foregoing letter are in accordance with our requirements and are acceptable to us.

**CITY OF GLEN COVE, NEW YORK**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

\*\*\*



## **REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL**

June 16, 2020

To the Partners of PKF O'Connor Davies, LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of PKF O'Connor Davies, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### ***Firm's Responsibility***

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### ***Peer Reviewer's Responsibility***

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### ***Required Selections and Considerations***

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, audits of employee benefit plans, audits of broker-dealers, and examinations of service organizations SOC 1 and SOC 2 engagements.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Davie Kaplan, CPA, P.C.  
1000 First Federal Plaza • Rochester, New York 14614  
Tel: 585 454-4161 • Fax: 585 454-2573 • [www.daviekaplan.com](http://www.daviekaplan.com)

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of PKF O'Connor Davies, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. PKF O'Connor Davies, LLP has received a peer review rating of *pass*.

*Davie Kaplan, CPA, P.C.*

DAVIE KAPLAN, CPA, P.C.

Davie Kaplan, CPA, P.C.  
Certified Public Accountants



**DASNY**

**KATHY HOCHUL**  
Governor

**ALFONSO L. CARNEY, JR.**  
Chair

**REUBEN R. MCDANIEL, III**  
President & CEO

September 29, 2021

**VIA EMAIL**

Mr. Christopher Ortiz  
Deputy Chief  
City of Glen Cove  
1 Bridge Street  
Glen Cove, NY 11542

*Re: State and Municipal Facilities Program ("SAM")  
Purchase and Replace 5 Police Patrol Vehicles  
Project ID: #24504*

Dear Mr. Ortiz:

As you know, the State has awarded the City of Glen Cove ("Grantee") a State and Municipal Facilities Program ("SAM") grant for the above-referenced project in the amount of \$250,000 (the "Grant").

This letter explains the documentation you will need to complete and return to DASNY. **Please return the completed documentation described below within thirty days or send an email to [callcenter@dasny.org](mailto:callcenter@dasny.org) to let us know when you anticipate being able to return the information.**

Please keep in mind that the completion of these documents is the beginning of the Grant Administration process and a number of approvals must be obtained before DASNY may enter into a GDA with the Grantee. **Please read the FAQs. They provide information you will need throughout the grant administration process.**

In addition, as part of the legal review of your Grant, DASNY will need you to complete and return the following documents. The documents and their purposes are summarized below.

**Note: An Authorized Officer is someone who can bind the Grantee to a contract. Please contact the Grantee's attorney if there are any questions as to who can sign on behalf of the Grantee. By signing these documents, the person signing is certifying that they are authorized to bind the Grantee to the terms of the documents.**

**ALBANY (HEADQUARTERS):** 515 Broadway, Albany, NY 12207 | 518-257-3000  
**BUFFALO:** 539 Franklin Street, Buffalo, NY 14202 | 716-884-9780  
**NEW YORK CITY:** 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000  
**ROCHESTER:** 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

**DORMITORY AUTHORITY STATE OF NEW YORK**  
**WE FINANCE, DESIGN & BUILD**  
**NEW YORK'S FUTURE.**  
[www.dasny.org](http://www.dasny.org)



### **Grantee Certification**

- Certain laws prohibit the use of public funds to finance religious programs or programs that may favor one religion over another. As the issuer of the bonds that will finance the project to be funded with Grant funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations.

Accordingly, please review the attached Grantee Certification (at the end of this letter) to ensure it accurately states the purposes for which the Grant funds will be used. Please arrange for two Authorized Officers of your organization to sign the Grantee Certification.

### **Project Certification**

- As the issuer of the bonds that will finance the project to be funded with Grant funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations. This includes verifying that Grant funds will not be used for a project that was previously funded with Grant proceeds, administered by DASNY, for substantially the same project at the same location as described in a Preliminary Application or Project Information Sheet DASNY processed within the last six (6) years.

Accordingly, please review the attached Project Certification (at the end of this letter) and arrange for an Authorized Officer of your organization to sign the Project Certification.

### **W-9 Form**

- This form is utilized to set up the Grantee as a vendor in the DASNY's financial system. The Grantee's Federal Employer Identification Number (FEIN) or Taxpay Identification Number (TIN) is required to make payment. Please be sure that the FEIN number and Legal Organization name (as well as any d/b/a) is accurately reflected on the W-9. The Legal Organization name and FEIN should match the Legal Organization name and FEIN that the Internal Revenue Service has on file for the Grantee which should also correspond with the Grantee's Incorporation Papers.

### **Grantee Questionnaire (GQ)**

- As the trustee of public funds, DASNY needs to be certain that bond proceeds are paid only to organizations that are deemed to be responsible entities. Full and accurate responses on the GQ will help to achieve this goal. The GQ must be completed and signed by an Authorized Officer of the Grantee as well as the Chair of the Board (or other Authorized Officer) before DASNY can process the grant. Please be advised that the GQ will be incorporated into the Grant Disbursement Agreement (the contract between DASNY and the Grantee) and that the submission of false information on the GQ could be a violation of Federal and State Penal Laws.





### **Evidence of Site Control**

- Site control is required to evidence that the Grantee has sufficient authorization and control to undertake the project at the project location. In order to verify the Grantee owns, leases, or otherwise has control over the site where the project will be located, please provide a copy of the deed, lease, or other document evidencing site control by the Grantee.
  - In the case of a vehicle purchase, please answer Vehicle Questions attached

### **Financial Documentation**

- Please send a copy of quotes, proposals, cost estimates or any other document that will justify the overall project value. As part of DASNY's financial review of the project, we must receive an estimate setting forth the projects costs necessary to complete the project. If the cost estimate is higher than the value of the grant, DASNY will need to see evidence of the other source(s) of funding for the project. Please see the attached checklist as a reference for what is needed for the financial review.

### **State Environmental Quality Review Act / State Historic Preservation Act Compliance**

- Grantees are advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA).
- If the Grantee is a municipality or State agency, you will be asked to submit a copy of your SEQRA determination. If the SEQRA review has not yet begun, you will be asked to establish Lead Agency for the review and include DASNY as an involved agency, and the NYS Office of Parks, Recreation and Historic Preservation's (OPRHP's) State Historic Preservation Office (SHPO) as an interested party.
- Coordination with OPRHP/SHPO is required if the project building or site is eligible for, or listed on, the State and National Register's of Historic Places; if the building or site is considered a contributing element to a defined historic district; or is located in an area of archaeological sensitivity. You can find this information on the SHPO and NYS Department of Environmental Conservation (DEC) websites: (<https://parks.ny.gov/shpo/online-tools/SHPO> and <http://www.dec.ny.gov/eafmapper/>). Please provide DASNY with a copy of the determination letter from OPRHP/SHPO once the consultation has been completed.
- If the Grantee is not a municipality or State agency, but your project would require a discretionary permit (such as site plan review) from a municipality or State agency, please request that the SEQRA Lead Agency add DASNY as an involved agency and SHPO as intrested party.

**If you have any questions about SEQRA, the Grants Administration staff can refer you to a DASNY Environmental Manager who can assist you with the process.**



**DASNY**

Page 4

For your convenience, we have enclosed a form cover letter for you to use when you return the completed documents to DASNY. **Incomplete documents will delay the processing of your Grant application.** You will be contacted during the review process if additional information is needed.

In the meantime, please review the enclosed list of **Frequently Asked Questions**. This list was designed to answer many of the questions that you may have about the Grant process. **Please keep this document to use as a reference during the administration of the Grant.**

Should you have any questions concerning the enclosed documentation, please either call (518) 257-3177 or email [callcenter@dasny.org](mailto:callcenter@dasny.org) and someone from Grants Administration will contact you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah D. Antonacci".

Sarah D. Antonacci  
Assistant Director, Grants Administration

PLEASE PRINT ON ORGANIZATIONAL ("GRANTEE") LETTERHEAD

Grants Administration  
DASNY  
515 Broadway  
Albany, NY 12207

*SUBJECT: State and Municipal Facilities Program ("SAM")  
Purchase and Replace 5 Police Patrol Vehicles  
Project ID: #24504*

Dear Grants Administration:

Enclosed please find the following documents in connection with the SAM Grant awarded to our organization:

1. Completed Grantee Certification signed by two (2) authorized officers;
2. Completed Project Certification signed by an authorized officer;
3. Completed and signed W-9 with correct Legal Organization name and Tax ID Number filled in;
4. Evidence of Site Control;  
Vehicle Questionnaire
5. Financial documentation; and
6. SEQRA and SHPO documentation

If any further information is needed or if you have any questions, please give [Grantee Contact Person] a call at  
( ) .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Enclosures



**GRANTEE CERTIFICATION**  
**City of Glen Cove**  
Purchase and Replace 5 Police Patrol Vehicles  
Project ID: #24504

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The City of Glen Cove has applied for a State and Municipal Facilities Program ("SAM") Grant in the amount of \$250,000. This Grant will be used for the Purchase and Replace 5 Police Patrol Vehicles. We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the City of Glen Cove, we hereby certify the following in connection with the project to be financed by the Grant:
  - no religious purpose shall be advanced or promoted by the project or program funded by the Grant;
  - the project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
  - the project or program shall be open to all without regard to religion; and
  - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
    - the project or program is publicly funded;
    - the project or program is open to all, regardless of religious affiliation; and
    - the project or program beneficiaries are not limited to any particular sect or group.
  - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by grant proceeds are available and accessible to all members of the public by ensuring project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award a SAM Grant to the City of Glen Cove.
- We have the authority to submit this certification on behalf of the City of Glen Cove.
- By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return these documents to DASNY at [callcenter@dasny.org](mailto:callcenter@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**PROJECT CERTIFICATE OF THE  
City of Glen Cove  
State and Municipal Facilities Program (the "SAM")  
For the Purchase and Replace 5 Police Patrol Vehicles  
(Project ID: 24504)**

I, the undersigned, an Authorized Officer of City of Glen Cove (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same project costs at the same location as described in the Application or Project Information Sheet provided to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- The Grantee has informed DASNY via the Project Application, Project Information Sheet, or other correspondence if City of Glen Cove is a state related entity, or if the project location is owned by a state related entity. Furthermore, if the status of the Grantee or project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
  - Deposits advance payments, or progress payments until work is completed, or goods received by grantee;
  - to pay down long term debt;
  - internal labor costs;
  - rental or leased equipment;
  - stockpiled materials;
  - materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By signing these documents, I certify that I am an authorized officer for the Grantee.

**Please sign and return these documents to DASNY at [callcenter@dasny.org](mailto:callcenter@dasny.org). Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.**

City of Glen Cove

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_



Project ID: #24504

3. Where will the vehicle be kept/stored? \_\_\_\_\_



City of Glen Cove  
9 Glen Street  
Glen Cove, NY 11542

## BUDGET AMENDMENT

6F

Department: CAPITAL FUND

BUDGET YEAR 2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EST. REVENUE INCREASE (DECREASE)	APPROPRIATION INCREASE (DECREASE)
H8300-43580-1827	NYS GRANT (WATER INFRASTRUCTURE)	\$403,617	
H8300-52260-1827	SEAMANS ROAD WELL REHAB		\$403,617

### Reason for Amendment:

TO ACCEPT GRANT REIMBURSEMENT PROCEEDS FROM  
NYS ENVIRONMENTAL FACILITIES CORPORATION (EFC)  
RELATED TO SEAMAN'S ROAD WATER SYSTEM IMPROVEMENTS

[NYS WATER INFRASTRUCTURE IMPROVEMENT ACT GRANT PROGRAM PROJECT #18637]

[REIMBURSEMENTS RECEIVED TO DATE \$2,035,872 OF \$3,000,000 TOTAL GRANT AWARD]

Department Head Signature: Michael A. Piccirillo Date: MARCH 4, 2022

City Controller Approval: [Signature] Date: MARCH 4, 2022

City Council Approval-Resolution Number: \_\_\_\_\_ Date: \_\_\_\_\_



City of Glen Cove  
9 Glen Street  
Glen Cove, NY 11542

## BUDGET AMENDMENT FORM

GCF-1 (7/08)

Department: GOLF

BUDGET YEAR 2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EST. REVENUE INCREASE (DECREASE)	APPROPRIATION INCREASE (DECREASE)
A7180-42680	INSURANCE RECOVERIES	\$8,374.23	
A7180-55999	PROPERTY DAMAGE EXPENSE		\$8,374.23

Reason for Amendment:

TO ACCEPT INSURANCE PROCEEDS RELATED TO AN AUTO  
ACCIDENT INVOLVING A GOLF DEPARTMENT VEHICLE

Department Head Signature: Michael A. Piccirillo Digitally signed by Michael A. Piccirillo  
DN: cn=Michael A. Piccirillo, o=City of Glen  
Cove, email=mpiccirillo@glen Cove.ny.gov, c=US  
Date: 2022.03.14 09:15 -0400 Date: MARCH 14, 2022

City Controller Approval:  Date: MARCH 14, 2022

City Council Approval-Resolution Number: \_\_\_\_\_ Date: \_\_\_\_\_



City of Glen Cove  
9 Glen Street  
Glen Cove, NY 11542

## BUDGET TRANSFER FORM

DEPARTMENT: WATER

BUDGET YEAR 2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE BUDGET	DECREASE BUDGET
F8300-59450	TRANSFER TO CAPITAL FUND	\$41,050	
F8300-52250	VEHICLES		\$41,050

**Reason for Transfer:**

TO TRANSFER FUNDS TO CAPITAL FUND TO FACILITATE THE  
ACQUISITION OF TWO WATER DEPARTMENT VEHICLES APPROVED  
AS PER CITY COUNCIL RESOLUTION 6G DATED OCTOBER 26, 2021

Department Head Signature:

Michael A. Piccirillo

Digitally signed by Michael A. Piccirillo  
DN: cn=Michael A. Piccirillo, o=City of Glen  
Cove, email=mpiccirillo@glencove.ny.gov, c=US  
Date: 2022.03.15 14:29:14 -0400

Date: MARCH 15, 2022

City Controller Approval:

Date: MARCH 15, 2022

City Council Approval – Resolution Number: \_\_\_\_\_

Date: \_\_\_\_\_



City of Glen Cove  
9 Glen Street  
Glen Cove, NY 11542

## BUDGET AMENDMENT FORM

GCF-1 (7/08)

Department: WATER (CAPITAL)


**BUDGET YEAR** 2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EST. REVENUE INCREASE (DECREASE)	APPROPRIATION INCREASE (DECREASE)
H8300-45032-1531	TRANSFER FROM WATER FUND	\$41,050	
H8300-52250-1531	WATER VEHICLES		\$41,050

Reason for Amendment:

TO ACCEPT FUNDING FROM THE WATER FUND FOR THE  
ACQUISITION OF TWO WATER DEPARTMENT VEHICLES APPROVED  
AS PER CITY COUNCIL RESOLUTION 6G DATED OCTOBER 26, 2021

Department Head Signature: Michael A. Piccirillo Digitally signed by Michael A. Piccirillo  
DN: cn=Michael A. Piccirillo, o=City of Glen  
Cove, email=mpiccirillo@glen Cove, c=US  
Date: 2022.03.15 11:07:03 -0400 Date: MARCH 15, 2022

City Controller Approval:  Date: MARCH 15, 2022

City Council Approval-Resolution Number: \_\_\_\_\_ Date: \_\_\_\_\_