

F1A

CITY OF KINGSTON

Kingston Planning

planning@kingston-ny.gov



Suzanne Cahill, Planning Director
Kyla Dedea, Assistant Planner

Steven T. Noble, Mayor

July 20, 2021

Ald. At Large Andrea Shaut, President
City of Kingston Common Council
City Hall - 420 Broadway
Kingston, New York 12401

Re: FY 2021 Budget Amendment - Planning Overtime

Dear Pre. Shaut:

This is to request that authorization of an internal budget request to cover costs associated with overtime pay in the Planning Board FY 2021 budget. At this time the allocation which was originally adopted has been depleted and there is a need to cover both current and anticipated costs through the end of the year. The transfer is moving existing funds from other accounts and lines so that there is no fiscal impact to the City. Therefore, I respectfully request the following budget transfer:

INCREASE BUDGET LINE A1-8020.5103 (Planning - Overtime-Contracted Expenses) by \$1,600.00

DECREASE BUDGET LINES:

- A17520 5485 (Landmarks - General Materials) by \$200.00
- A18030 5485 (Heritage - General Materials) by \$200.00
- A18020 5408 (Planning - DP Supplies) by \$200.00
- A18020 5411 (Planning - Consultants) by 1,000.00

A proposed form of Committee Report is attached for your use. If there are any questions, please do not hesitate to contact our office to discuss.

Sincerely,

Suzanne Cahill

Suzanne Cahill
Planning Director

CC: S. Noble, Mayor
Ald. R. Scott-Childress, W3, Chairman F&A
J. Tuey, Comptroller

1THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: <u> Planning </u>	DATE: <u> July 2021 </u>
Description: Authorize FY 2021 Budget Modification as follows:	
INCREASE BUDGET LINE A1-8020.5103 (Planning - Overtime) by \$1,600.00	
DECREASE BUDGET LINES:	
<ul style="list-style-type: none"> • A17520 5485 (Landmarks – General Materials) by \$200.00 • A18030 5485 (Heritage – General Materials) by \$200.00 • A18020 5408 (Planning – DP Supplies) by \$200.00 • A18020 5411 (Planning – Consultants) by 1,000.00 	
Estimated Financial Impact - \$0	<u> Suzanne Cahill </u> Signature

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action X

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
	Reynolds Scott Childress, Ward 3, Chairman	
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

F+A

CITY OF KINGSTON

Kingston Planning

planning@kingston-ny.gov

Suzanne Cahill, Planning Director
Kyla Dedea, Assistant Planner



Steven T. Noble, Mayor

July 20, 2021

Ald. At Large Andrea Shaut, President
City of Kingston Common Council
City Hall – 420 Broadway
Kingston, New York 12401

Re: FY 2021 Budget Amendment – Planning –Payout

Dear Pre. Shaut:

As all may be aware, J. Edelson-Safford unexpectedly left the City of Kingston employment as a part time Historic Preservation Administrator in June of 2021. We are currently seeking a replacement for that position in our office. This is to request authorization of an internal budget request to cover costs associated with her departure as we are contractually obligated to pay her out for unused time. This time was audited by both our Civil Service and Comptroller's Office prior to be paid and was not an anticipated expense under our regular 2021 budget. The transfer is moving existing funds from another payroll account line so that there is no fiscal impact to the City. Therefore, I respectfully request the following budget transfer:

INCREASE BUDGET LINE: A1-8020 5105 (Planning – Retirement Accumulation) by \$2,554.21

DECREASE BUDGET LINE: A1-8020 5112 (Planning – Part Time Employees) by \$2,554.21

A proposed form of Committee Report is attached for your use. If there are any questions, please do not hesitate to contact our office to discuss.

Sincerely,

Suzanne Cahill

Suzanne Cahill
Planning Director

CC: S. Noble, Mayor
Ald. R. Scott-Childress, W3, Chairman F&A
J. Tuey, Comptroller

F + A

CITY OF KINGSTON
Office of Grants Management
grants@kingston-ny.gov

Kristen Wilson, Director



Steven T. Noble, Mayor

July 30, 2021

Honorable Andrea Shaut
President/Alderman-at-Large
Kingston Common Council
420 Broadway
Kingston, NY 12401

Re: Authorizing funding in the first instance for the Pedestrian Safety Action Plan

Dear President Shaut,

The City of Kingston received federal funding of \$530,000 for the Pedestrian Safety Action Plan Project in 2019. These funds do not require a local match.

To date, the funding for the Preliminary Design and Detailed Design has been expended and Right-of-Way (ROW) was not required; these components were authorized under Resolution 101 of 2019. This current request is to authorize the remaining funds for the Construction and Construction Inspection costs for the project.

The City of Kingston is improving pedestrian safety at both signalized and uncontrolled crosswalk intersections throughout the City. The main objective behind these improvements is to ultimately reduce the potential for pedestrian crashes in target areas. Intersections will have ADA compliant curb ramps/ extensions, high visibility crosswalks, including pedestrian signal updates such as countdown timers and signal timing.

In order to access the remaining funds, the NYSDOT requires that the City pass a resolution to fund the construction and construction inspection project costs in the first instance. The attached resolution, originally drafted by NYSDOT, will allow the City to request reimbursements from the NYSDOT for the remaining \$471,000.

I am requesting placement on the agenda of the appropriate committee in August to recommend the passage of this resolution. Ruth Ann Devitt-Frank, the Project Manager for this project, will attend the meeting.

Please feel free to contact me or Ruth Ann with any questions regarding the project. Thank you for your consideration.

Sincerely,

Kristen E. Wilson
Director

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION X
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Office of Grants Management DATE: _____

Description

A resolution authorizing the implementation and funding in the first instance 100% of the federal-aid eligible costs of the Pedestrian Safety Action Plan project for Construction and Construction Inspection.

Estimated Financial Impact: \$0 Signature _____

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman Ward 3		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

RESOLUTION

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE CITY OF KINGSTON PEDESTRIAN SAFETY ACTION PLAN IMPROVEMENTS

Sponsored By: Finance and Audit Committee:
Scott-Childress, Tallerman, Davis, Hirsch, Schabot

WHEREAS, a Project for the City of Kingston Pedestrian Safety Action Plan Improvements, PIN 8762.07 (The Project) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 100% federal funds and 0% non-federal funds; and

WHEREAS, the City of Kingston desires to advance the Project by making a commitment of 100% of the costs of construction and construction inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK AS FOLLOWS:

SECTION 1. That the Common Council of the City of Kingston hereby approves the above subject Project.

SECTION 2. That the Common Council of the City of Kingston hereby authorizes the City of Kingston to pay in the first instance 100% of the federal and non-federal share of the cost of construction and construction inspection work for the Project or portions thereof.

SECTION 3. That the sum of \$471,000 is hereby appropriated from the General Fund to the Capital Fund and made available to cover the cost of participation in the above phase of the Project.

SECTION 4. That in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the City of Kingston Common Council shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the City of Kingston Mayor thereof.

SECTION 5. That the Mayor of the City of Kingston be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the City of Kingston with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state aid eligible Project costs and all Projects costs within appropriations therefore that are not so eligible.

SECTION 6. That in addition to the Mayor the following municipal titles: Superintendent of Public Works, City Engineer, City Comptroller, and Director of the Office of Grants Management are also hereby authorized to execute any necessary agreements or certifications on behalf of the Project identified in the State/Local Agreement.

SECTION 7. That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project.

SECTION 8. This resolution shall take effect immediately.

Submitted to the Mayor this ____ day of _____, 2021

Elisa Tinti, City Clerk

Approved by the Mayor this ____ day of _____, 2021

Steven T. Noble, Mayor

Adopted by Council on _____, 2021

CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

F1A

Steven T. Noble
Mayor



July 29, 2021

Honorable Andrea Shaut
President/Alderman-at-Large
Kingston Common Council
420 Broadway
Kingston, NY 12401

Re: Hiring Additional Police Officers

Dear President Shaut,

I am requesting the Common Council approve the funding to allow for the hiring of three (3) new police officers for the Kingston Police Department. The financial impact on the 2021 budget will be \$77,986 out of our fund balance. These officers will assist with our new community policing initiatives as well as the AVERT initiative I recently discussed with the Council. I believe we need to add these additional resources to assist in keeping our residents safe while building better relationships with our community, block by block, front porch by front porch.

Please feel free to contact me if you have any questions or concerns.

Respectfully Submitted,

Steven T. Noble
Mayor

<u>Account #</u>	<u>Account Description</u>	<u>Difference</u>
<u>From:</u>		
A19999.5901	Fund Balance	<u>77,986</u>
		<u>77,986</u>
<u>To:</u>		
A13120.5101	Regular Pay	40,149
A13120.5811	Social Security	3,071
A13120.5814	Police Retirement	11,643
A13120.5821	Hospital and Medical ins	22,140
A13120.5822	Dental Ins	<u>983</u>
		<u>77,986</u>

F+A

Tinti, Elisa

From: Shaut, Andrea
Sent: Thursday, July 29, 2021 1:37 PM
To: Scott-Childress, Reynolds
Cc: Knox, Stephan; Tuey, John; Tinti, Elisa; Sills, Dee
Subject: Communication for Finance & Audit
Attachments: Copy of Building Dept Transfer (003).xlsx

Good afternoon Rennie,

As you are aware, the council has introduced a few new initiatives over the past year, as well as currently looking at a couple more, that significantly impact the Building Safety department. I would like to propose to increase their budget to give the department the resources they need to properly oversee the additions. After discussing with Steve Knox, I believe the appropriate increase would be to fund a building inspector, increase a part-time clerk to full-time, and add another vehicle for the additional inspector. Attached is a spreadsheet from John Tuey to outline the specific costs. I would like the Finance & Audit committee to consider these requests at the August meeting. Please let me know if you have any questions.

Elisa – can you please include this email, as well as the attached document, to my communications folder?

Thank you,

Andrea Shaut

Council President, City of Kingston

F/M

Tinti, Elisa

From: Bruck, Amanda
Sent: Friday, July 30, 2021 10:54 AM
To: Shaut, Andrea
Cc: Tuey, John; Tinti, Elisa
Subject: Budget Modification Request
Attachments: 7 30 2021 Modification to budget.pdf; 7 30 2021 Modification to budget (2).pdf

Dear President Shaut,

Attached please find two budget modification requests for the Office of Community Development.

The first request is to cover additional expenses in Advertising and General Materials & Supplies. The advertising for the CDBG Program has been higher than previous years due to the number of mandatory public notices published for each of the regular CDBG funding, two rounds of CDBG-CV funding and a CDBG Substantial Amendment.

The second request is to transfer funding reimbursements already received by the City to Contractual Services.

Respectfully,

Mandy

Amanda L. Bruck
Director, Office of Community Development
Executive Director, Kingston Local Development Corporation

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: Community Development	DATE: <u>July 28, 2021</u>
Description: <u>Transfer from A16989-14-5461 Travel \$100</u>	
<u>A16989-14-5462 Dues & Seminars \$650</u>	
<u>to A16989-14-5472 Contracted Services \$330</u>	
<u>A16989-14-5464 Advertising \$300</u>	
<u>A16989-14-5485 General Materials & Supplies \$120</u>	
Estimated Financial Impact: \$ <u>0</u>	Signature <u><i>Amanda Y. Bruck</i></u>

Motion by _____

Seconded by _____

Action Required: _____

SEQRA Decision:
 Type I Action _____
 Type II Action _____
 Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott Childress, Ward 3, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

