

**CITY OF KINGSTON**  
**Department of Parks and Recreation**  
ltimbrouck@kingston-ny.gov

FAA

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

January 31, 2024

Dear President Shaut:

As part of our year-end review, the Parks and Recreation Department would like to request a \$0 impact internal budget transfer to reconcile some of our accounts.

I respectfully request an internal transfer totaling \$18,369. Please see the attached spreadsheet for details.

Thank you in advance for your consideration.

Respectfully,

Lynsey Timbrouck  
Director, Kingston Parks and Recreation

cc: John Tuey, Comptroller, City of Kingston

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER <sup>x</sup> \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Parks and Recreation DATE: 1/31/2024

**Description:**

Year-end internal budget transfer of \$18,369 to reconcile department accounts.

(See attached spreadsheet)

Estimated Financial Impact: \$ 0 Signature Lynsey Timbrauck

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

**From:**

[illegible]

**Total Amount**

\$4,333.00
\$1,674.00
\$1,475.00
\$3,592.00
\$2,386.00
\$1,300.00
\$1,078.00
\$2,386.00
\$145.00
\$18,369.00

F1A

**Tinti, Elisa**

---

**From:** Bruck, Lisa  
**Sent:** Friday, February 2, 2024 8:08 AM  
**To:** Shaut, Andrea; Tuey, John  
**Cc:** Norman, Edward; Winchell, Allen; Tinti, Elisa; Scott-Childress, Reynolds  
**Subject:** Wastewater Treatment Facility Year-End Transfers  
**Attachments:** WWTP Year-End Transfers 2023.pdf

Good morning, Pres. Schaut

Attached please find budgetary transfers to reconcile the FY2023 budget accounts for the Wastewater Treatment Facility. There is no overall financial impact from these transfers.

Have a nice day,  
Lisa

*Lisa M. Bruck*  
Clerk | City of Kingston Wastewater Treatment Facility  
lbruck@kingston-ny.gov  
91-129 East Strand, Kingston NY 12401  
P: (845) 331-2490

**CITY OF KINGSTON**  
**Kingston Wastewater Treatment Facility**  
awinchell@kingston-ny.gov

Steven T. Noble, Mayor



Allen Winchell, Senior Operator

January 23, 2024

Andrea Shaut, Council President  
City Hall  
420 Broadway  
Kingston, New York 12401

**Re: Wastewater Treatment Facility Year-End Transfers**

Dear President Shaut:

Attached please find the year-end transfers for the Wastewater Treatment Facility. There is no financial impact to the City as the transfers are internal within the department's accounts.

Sincerely,

A handwritten signature in dark ink, appearing to read "A. Winchell", is written over a light blue horizontal line.

Allen Winchell, Senior Operator  
Kingston Wastewater Treatment Facility

Cc: J. Tuey, Comptroller  
E. Norman, Public Works Superintendent

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

Estimated Financial Impact: \$ 78,491.78      Signature 01/23/2024

<u><b>Committee Vote</b></u>	<u><b>YES</b></u>	<u><b>NO</b></u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

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

F7A

Chris Rea, Fire Chief



Steven T. Noble, Mayor

January 22, 2024

Finance Committee

The attached Finance and Audit Committee Report is for internal transferring of funds to 2023's year end overages.

The total amount transferred within budget is \$99318.89

Any questions, please call me at 845-331-1507 or 845-532-2820.

Respectfully submitted.

Chris Rea



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

FAA

Chris Rea, Fire Chief



Steven T. Noble, Mayor

January 18, 2024

Finance Committee

The attached Finance and Audit Committee Report is for transferring funds from the Mental Health Grant (A13410.4589) to the following.

Kingston Fire 3410.101 Salaries	\$5985.60
Kingston Fire 3410.471 Service Contract	\$8454.35

These funds are to be transferred into the 2023 budget. The funds only cover December 2023.  
Any questions, please call me at 845-532-2820.

Respectfully

Chris

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Fire Department</u>	DATE: <u>01/18/2024</u>
<b>Description:</b> Transfer from A13410.4589 to the following	
3410.471    Service Contracts	\$8454.35
3410.101    Salaries	\$5985.60
Total	\$14439.95
Estimated Financial Impact: \$ <u>0</u> Signature <u>ET</u>	

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

# CITY OF KINGSTON

## Office of the Mayor

mayor@kingston-ny.gov

F+1A

Steven T. Noble  
Mayor



February 2<sup>nd</sup>, 2024

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

Re: Temporary Employee- Budget Transfer

Dear President Shaut,

I am writing to request a budget transfer. While our Parks and Recreation Director is out, the department would like to hire a temporary employee. I am requesting we transfer \$18,275 (\$17,000 regular pay, \$1,275 Social Security) from Contingency to Recreation Personal Services Regular Pay 7020.101 and Social Security 7020.811.

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

Respectfully Submitted,

Steven T. Noble  
Mayor

## From:

Account#	Account Name	Total Amount	Account#
1990.404	Contingency- Miscellaneous	\$18,275.00	7020.101
			7020.811


**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: MAYOR      DATE: 2-2-24

**Description:**

Hiring a temporary employee in the Parks and Recreation department while the Director is out.

Estimated Financial Impact: \$18,275      Signature 

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

FIA

**Tinti, Elisa**

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**From:** Starodaj, Bartek  
**Sent:** Friday, February 2, 2024 10:52 AM  
**To:** Tinti, Elisa; Shaut, Andrea  
**Cc:** Tuey, John  
**Subject:** RE: Communication to Council: Housing Initiatives Budget Transfer

Please ignore the previous attachment. A reformatted transfer report is attached here.



Housing  
Initiatives Grants...



tee\_Report-  
Commi...

Thank you,  
Bartek

Bartek Starodaj

*Director of Housing Initiatives*  
City of Kingston  
420 Broadway  
Kingston, NY 12401

Office: 845-334-3928  
Mobile: 860-670-8535  
[bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov)  
Exempt304236

[kingston-ny.gov/housing](http://kingston-ny.gov/housing)

---

**From:** Starodaj, Bartek  
**Sent:** Friday, February 2, 2024 10:00 AM  
**To:** Tinti, Elisa <emtinti@kingston-ny.gov>; Shaut, Andrea <ashaut@kingston-ny.gov>  
**Cc:** Tuey, John <jtuey@kingston-ny.gov>  
**Subject:** Communication to Council: Housing Initiatives Budget Transfer

**Tinti, Elisa**

---

**From:** Starodaj, Bartek  
**Sent:** Friday, February 2, 2024 10:00 AM  
**To:** Tinti, Elisa; Shaut, Andrea  
**Cc:** Tuey, John  
**Subject:** Communication to Council: Housing Initiatives Budget Transfer

Please see the attached budget transfer request from Housing Initiatives. This transfer has a \$0 financial impact and transfers unused grant funds from 2023 to 2024 programming.

Thank you,  
Bartek



Housing Initiatives Grants...



tee\_Report-  
Commi...

Bartek Starodaj

*Director of Housing Initiatives*  
City of Kingston  
420 Broadway  
Kingston, NY 12401

Office: 845-334-3928  
Mobile: 860-670-8535  
[bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov)  
Exempt304236

[kingston-ny.gov/housing](http://kingston-ny.gov/housing)

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \* \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: HOUSING INITIATIVES DATE: 02/01/2024

**Description:**

This internal transfer request transfers unspent private grant funds from the 2023 to 2024 budget.  
It also adds expected grant expenses and revenue from New York State Department of State for the Midtown Brownfields Opportunity Area project.

Estimated Financial Impact: \$0 Signature Bartek Starodaj

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



(F7A)

# CITY OF KINGSTON

## Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

February 1, 2024

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

Re: Sale of 38 Post

Dear President Shaut,

Pursuant to the City of Kingston Disposition Policy passed by the Common Council on April 4, 2023 via Resolution 66 of 2023, the City is to open a Request for Proposals process for any City-property commercial property and for any property with over \$30,000 in back taxes and fees.

The Office of Housing Initiatives opened a Request for Proposals process for a qualifying commercial property: 38 Post. The City has owned this vacant property for over 10 years.

Recently, an evaluation committee reviewed the application received for the property and selected Studio Jean Shin. Studio Jean Shin proposes to renovate and adaptively reuse the property as an arts studio, storage and exhibition space. I believe Studio Jean Shin is uniquely qualified to rehabilitate this property and bring it back to productive use and enthusiastically ask the Common Council to approve this property transfer.

Though Studio Jean Shin initially offered to pay \$48,865.00 for the property, the applicant's request to the Council is to pay \$10,000.00 for the property. Due to the cost of the due diligence process, unknown environmental contamination issues, and a recently discovered easement on the property, I believe this reduction is well justified.

I request that the Common Council approve the transfer of 38 Post to Studio Jean Shin Inc. for \$10,000.00. I also ask that you allocate 10 minutes for Brian Ripel and Jean Shin from Studio Jean Shin Inc. to present their acquisition process to date and plans for the property upon acquisition.

Respectfully Submitted,

Bartek Starodaj  
Director, Housing Initiatives

Cc: Steve T. Noble, Mayor  
E. Tinti, City Clerk  
M. Jankowski, Assistant Corporation Counsel  
J. Tuey, Comptroller

City of Kingston - Office of Housing Initiatives  
Phone: (845) 334-3928 Email: bstarodaj@kingston-ny.gov

RESOLUTION \_\_\_\_ of 2024

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK AUTHORIZING THE TRANSFER OF 38 POST TO STUDIO JEAN SHIN INC.**

Sponsored by: Finance & Audit Committee Aldermen: Scott-Childress, Andrews, Pasti, Tierney, Schabot

**WHEREAS**, via Resolution 66 of 2023 the City of Kingston approved a policy for the disposition of surplus City-owned property acquired through the tax foreclosure process; and

**WHEREAS**, the purpose of the Disposition Policy is to ensure City of Kingston follows a standardized and transparent procedure for the sale of City-owned surplus property and especially to encourage the development of affordable rental and homeownership housing opportunities; and

**WHEREAS**, pursuant to the Disposition Policy, on May 8, 2023, the City of Kingston opened a Request for Proposals process seeking proposals for 38 Post; and

**WHEREAS**, an evaluation committee reviewed the proposals received and selected the Studio Jean Shin; and

**WHEREAS**, Studio Jean Shin proposes to rehabilitate the vacant commercial property and turn it into an arts studio with storage and short-term exhibition space.

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

**SECTION 1.** That ownership of 38 Post (56.43-4-38.130) shall be transferred to Studio Jean Shin Inc. for a total amount of \$10,000.00.

**SECTION 2:** The Mayor is hereby authorized to sign any and all documents, including quitclaim deeds, conveying the City of Kingston's interest in surplus property in accordance with the City's Disposition Policy.

**SECTION 3.** That this resolution shall take effect immediately.

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: HOUSING      DATE: \_\_\_\_\_

**Description: AUTHORIZING THE TRANSFER OF 38 POST TO STUDIO JEAN SHIN INC.**

Estimated Financial Impact: \$10,000(revenue)

Signature \_\_\_\_\_

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

F+A

**Tinti, Elisa**

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**From:** Bill Reynolds  
**Sent:** Friday, February 2, 2024 9:33 AM  
**To:** Shaut, Andrea  
**Cc:** Tinti, Elisa  
**Subject:** ARPA Update

President Shaut:

I am requesting placement on the agenda of the February 14 Finance Committee meeting so I may provide members an update on the City of Kingston's ARPA activities.

Thank you for your kind consideration.

---

**Bill Reynolds**  
*ARPA Director*  
City Hall, 420 Broadway  
Kingston, NY 12401  
845-331-0080  
*Exempt304236*

# CITY OF KINGSTON

FIA

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Kwame WiafeAkenten, Deputy Clerk  
Susan Mesches, Deputy Registrar

February 1, 2024

President Shaut  
420 Broadway  
Kingston, NY 12401

Dear President Shaut,

Please accept this communication to balance and add additional funds to Minor Office Equipment, & Furniture (A11410.476). We are requesting \$2,500 from contingency (A11990.5404) for this occurrence.

Thank you for your time and consideration,

  
Kwame WiafeAkenten

**From:**

Account#	Account Name	Total Amount
A11990.5404	Contingency	\$2,500.00
		<b>\$2,500.00</b>

**To:**

Account#	Account Name	Total Amount
A11410.476	Minor Office Equipment & Furniture	\$2,500.00
		<b>\$2,500.00</b>

**Tinti, Elisa**

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FIA

**From:** Tuey, John  
**Sent:** Monday, January 29, 2024 12:17 PM  
**To:** Tinti, Elisa; Shaut, Andrea  
**Cc:** Scott-Childress, Reynolds; Noble, Steve  
**Subject:** Communications- 2023 NYS Retirement System Budget Transfers  
**Attachments:** General Fund NYS Retirement Committee Report.pdf; General Fund NYS Retirement.xlsx; Sewer Fund NYS Retirement Committee Report.pdf; Sewer Fund NYS Retirement.xlsx

Good afternoon,

I've attached 2 communications to the Common Council that I would like to add to the February Finance and Audit Committee Agenda. These are both standard year-end type communications.

The first is the 2023 year-end General Fund NYS Retirement System employee benefit budget transfer.  
The second is the 2023 year-end Sewer Fund NYS Retirement System employee benefit budget transfer.

Thanks in advance.

John

***John Tuey, CPA***

Comptroller

City of Kingston

420 Broadway

Kingston, NY 12401

[Comptroller@kingston-ny.gov](mailto:Comptroller@kingston-ny.gov)

P: 845.334.3941

F: 845.334.3944

Exempt:304236

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**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Comptroller</u>	DATE: <u>1/29/2024</u>
<b>Description:</b> On behalf of all City departments, request approval of the attached 2023 budgetary transfer totaling \$443,627 to reconcile General Fund NYS Retirement employee benefit accounts. Total positive financial impact of \$410,049 will be used to replenish contingency.	
Estimated Financial Impact: <u>\$+410,049</u> Signature <u>John Tacey</u>	

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u><b>Committee Vote</b></u>	<u><b>YES</b></u>	<u><b>NO</b></u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER <sup>x</sup> \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Comptroller DATE: 1/29/2024

**Description:**

On behalf of all City departments, request approval of the attached 2023 budgetary transfer totaling \$142,489 to reconcile Sewer Fund NYS Retirement employee benefit accounts.

Total financial impact of \$127,274 will be funded through fund balance in the Sewer Fund.

Estimated Financial Impact: \$127,274 Signature John Tracy

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

## From:

Account#	Account Name	Total Amount
A1 -5-5142-18-5812 -	NYS RETIREMENT	\$ 10,400
A1 -1-1010-18-5812 -	NYS RETIREMENT	\$ 10,554
A1 -1-1490-18-5812 -	NYS RETIREMENT	\$ 10,580
A1 -8-8160-18-5812 -	NYS RETIREMENT	\$ 14,311
A1 -1-1420-18-5812 -	NYS RETIREMENT	\$ 15,943
A1 -6-6990-18-5812 -	NYS RETIREMENT	\$ 16,198
A1 -3-3120-18-5812 -	NYS RETIREMENT	\$ 16,994
A1 -7-7250-18-5812 -	NYS RETIREMENT	\$ 24,176
A1 -3-3620-18-5812 -	NYS RETIREMENT	\$ 28,763
A1 -5-5110-18-5812 -	NYS RETIREMENT	\$ 31,204
A1 -3-3410-18-5813 -	FIRE RETIREMENT	\$ 82,824
A1 -3-3120-18-5814 -	POLICE RETIREMENT	\$ 181,680
		<hr/>
		\$ 443,627

## To:

Account#	Account Name	Total Amount
A1 -7-7520-18-5812 -	NYS RETIREMENT	\$ 17,988
A1 -7-7180-18-5812 -	NYS RETIREMENT	\$ 4,873
A1 -1-1650-18-5812 -	NYS RETIREMENT	\$ 4,274
A1 -6-6989-18-5812 -	NYS RETIREMENT	\$ 1,940
A1 -8-8020-18-5812 -	NYS RETIREMENT	\$ 1,770
A1 -1-1345-18-5812 -	NYS RETIREMENT	\$ 1,124
A1 -3-3310-18-5812 -	NYS RETIREMENT	\$ 1,118
A1 -4-4020-18-5812 -	NYS RETIREMENT	\$ 491
A1 -1-1990-14-5404 -	CONTINGENCY	\$ 410,049
		<hr/>
		\$ 443,627

## From:

Account#	Account Name	Total Amount
G1 -8-8122-18-5812 -	NYS RETIREMENT	\$ 120
G1 -8-8130-18-5812 -	NYS RETIREMENT	\$ 925
G1 -8-8110-18-5812 -	NYS RETIREMENT	\$ 6,055
G1 -8-8121-18-5812 -	NYS RETIREMENT	\$ 8,115
G1 -9-9999-19-5901	FUND BALANCE TRANSFERS	\$ 127,274
		<hr/>
		\$ 142,489

## To:

Account#	Account Name	Total Amount
G1 -8-8120-18-5812 -	NYS RETIREMENT	\$ 142,489



# CITY OF KINGSTON

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Kwame WiafeAkenten, Deputy Clerk  
Susan Mesches, Deputy Registrar

February 1, 2024

President Shaut  
420 Broadway  
Kingston, NY 12401

Dear President Shaut,

Please accept this communication to balance and add additional funds to Minor Office Equipment, & Furniture (A11410.476). We are requesting \$2,500 from contingency (A11990.5404) for this occurrence.

Thank you for your time and consideration,



Kwame WiafeAkenten

**From:**

Account#	Account Name	Total Amount
A11990.5404	Contingency	\$2,500.00
		<b>\$2,500.00</b>

**To:**

Account#	Account Name	Total Amount
A11410.476	Minor Office Equipment & Furniture	\$2,500.00
		<b>\$2,500.00</b>

# CITY OF KINGSTON

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Kwame WiafeAkenten, Deputy Clerk  
Susan Mesches, Deputy Registrar

February 1, 2024

President Shaut  
420 Broadway  
Kingston, NY 12401

Dear President Shaut,

Please accept this communication to balance and add additional funds to Minor Office Equipment, & Furniture (A11410.476). We are requesting \$2,500 from contingency (A11990.5404) for this occurrence.

Thank you for your time and consideration,



Kwame WiafeAkenten

From:		
Account#	Account Name	Total Amount
A11990.5404	Contingency	\$2,500.00
		\$2,500.00

To:		
Account#	Account Name	Total Amount
A11410.476	Minor Office Equipment & Furniture	\$2,500.00
		\$2,500.00



**CITY OF KINGSTON**  
**Department of Parks and Recreation**  
ltimbrouck@kingston-ny.gov

FAA

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

January 31, 2024

Dear President Shaut:

As part of our year-end review, the Parks and Recreation Department would like to request a \$0 impact internal budget transfer to reconcile some of our accounts.

I respectfully request an internal transfer totaling \$18,369. Please see the attached spreadsheet for details.

Thank you in advance for your consideration.

Respectfully,

Lynsey Timbrouck  
Director, Kingston Parks and Recreation

cc: John Tuey, Comptroller, City of Kingston



**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER <sup>x</sup> \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Parks and Recreation      DATE: 1/31/2024

**Description:**

Year-end internal budget transfer of \$18,369 to reconcile department accounts.

(See attached spreadsheet)

Estimated Financial Impact: \$0      Signature Lynsey Timbronek

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



From:

[illegible]

To:

Account#	Account Name
7020.101	Rec Admin Regular Pay
7020.811	Rec Admin Social Security
7110.422	Parks Electricity
7110.811	Parks Social Security
7140.101	Playgrounds and Rec Centers Regular Pay
7140.423	Playgrounds and Rec Centers Natural Gas
7180.101	Special Rec Facilities Regular Pay
7250.101	Environmental and Sustainability Regular Pay
7250.811	Environmental and Sustainability Social Security

### Total Amount

\$4,333.00
\$1,674.00
\$1,475.00
\$3,592.00
\$2,386.00
\$1,300.00
\$1,078.00
\$2,386.00
\$145.00
\$18,369.00





FIA

**Tinti, Elisa**

---

**From:** Bruck, Lisa  
**Sent:** Friday, February 2, 2024 8:08 AM  
**To:** Shaut, Andrea; Tuey, John  
**Cc:** Norman, Edward; Winchell, Allen; Tinti, Elisa; Scott-Childress, Reynolds  
**Subject:** Wastewater Treatment Facility Year-End Transfers  
**Attachments:** WWTP Year-End Transfers 2023.pdf

Good morning, Pres. Schaut

Attached please find budgetary transfers to reconcile the FY2023 budget accounts for the Wastewater Treatment Facility. There is no overall financial impact from these transfers.

Have a nice day,  
Lisa

*Lisa M. Bruck*  
Clerk | City of Kingston Wastewater Treatment Facility  
lbruck@kingston-ny.gov  
91-129 East Strand, Kingston NY 12401  
P: (845) 331-2490



**CITY OF KINGSTON**  
**Kingston Wastewater Treatment Facility**  
awinchell@kingston-ny.gov

Steven T. Noble, Mayor



Allen Winchell, Senior Operator

January 23, 2024

Andrea Shaut, Council President  
City Hall  
420 Broadway  
Kingston, New York 12401

**Re: Wastewater Treatment Facility Year-End Transfers**

Dear President Shaut:

Attached please find the year-end transfers for the Wastewater Treatment Facility. There is no financial impact to the City as the transfers are internal within the department's accounts.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. Winchell", is written over a horizontal line.

Allen Winchell, Senior Operator  
Kingston Wastewater Treatment Facility

Cc: J. Tuey, Comptroller  
E. Norman, Public Works Superintendent

## TO

Account#	Account Name	Total Amount
8121-5103	Overtime	\$3,284.12
8121-5483	Electrical Materials	\$6,491.16
8121-5811	Social Security	\$648.54
8130-5108	Comp-Time Payout	\$5,017.35
8130-5109	Temp. Status Change	\$553.40
8130-5110	Shift Differential	\$256.45
8130-5411	Consultants	\$5,105.00
8130-5421	Telephone	\$241.68
8130-5463	Postage	\$256.56
8130-5471	Service Contracts	\$632.69
8130-5485	General Materials	\$21.73
8130-5498	Sludge & Grit Disposal	\$53,769.84
8130-5834	Uniform Allowance	\$2,213.26
		\$78,491.78

## FROM

Account#	Account Name	Total Amount
8121-5211	Other Equipment	\$8,900.00
8121-5422	Electricity	\$17,000.00
8121-5426	Vehicle Fuel	\$5,000.00
8121-5471	Service Contracts	\$4,000.00
8121-5474	Fixed Equipment Maint.	\$6,600.00
8121-5484	Chemical Materials	\$12,500.00
8130-5211	Other Equipment	\$13,323.61
8130-5422	Electricity	\$9,800.00
8130-5423	Natural Gas	\$849.55
8130-5424	Fuel Oil	\$518.62
		\$78,491.78

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER <sup>xx</sup> \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Wastewater Treatment Facility      DATE: 01/23/2024

**Description:**

Request the attached following budgetary transfers for the Wastewater Treatment Facility to balance accounts. There is no overall financial impact for these transfers.

Estimated Financial Impact: \$ 78,491.78      Signature 01/23/2024

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



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

F+A

Chris Rea, Fire Chief



Steven T. Noble, Mayor

January 22, 2024

Finance Committee

The attached Finance and Audit Committee Report is for internal transferring of funds to 2023's year end overages.

The total amount transferred within budget is \$99318.89

Any questions, please call me at 845-331-1507 or 845-532-2820.

Respectfully submitted.

Chris Rea





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

FAA

Chris Rea, Fire Chief



Steven T. Noble, Mayor

January 18, 2024

Finance Committee

The attached Finance and Audit Committee Report is for transferring funds from the Mental Health Grant (A13410.4589) to the following.

Kingston Fire 3410.101 Salaries	\$5985.60
Kingston Fire 3410.471 Service Contract	\$8454.35

These funds are to be transferred into the 2023 budget. The funds only cover December 2023.  
Any questions, please call me at 845-532-2820.

Respectfully

Chris



**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER <sup>xx</sup> \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Fire Department DATE: 01/18/2024

**Description:** Transfer from A13410.4589 to the following

3410.471	Service Contracts	\$8454.35
3410.101	Salaries	\$5985.60
Total		\$14439.95

Estimated Financial Impact: \$ 0 Signature et

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



# CITY OF KINGSTON

## Office of the Mayor

mayor@kingston-ny.gov

FIA

Steven T. Noble  
Mayor



February 2<sup>nd</sup>, 2024

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

Re: Temporary Employee- Budget Transfer

Dear President Shaut,

I am writing to request a budget transfer. While our Parks and Recreation Director is out, the department would like to hire a temporary employee. I am requesting we transfer \$18,275 (\$17,000 regular pay, \$1,275 Social Security) from Contingency to Recreation Personal Services Regular Pay 7020.101 and Social Security 7020.811.

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

Respectfully Submitted,

Steven T. Noble  
Mayor



From:

Account#	Account Name	Total Amount	Account#
1990.404	Contingency- Miscellaneous	\$18,275.00	7020.101
			7020.811

To:

Account Name	Total Amount
Recreation- Personal Services	\$17,000.00
Recreation- Social Security	\$1,275.00

---



# **CITY OF KINGSTON COMMON COUNCIL FINANCE/AUDIT COMMITTEE REPORT**

### REQUEST DESCRIPTION

**INTERNAL TRANSFER \_\_\_\_\_**  
**AUTHORIZATION \_\_\_\_\_**  
**CLAIMS \_\_\_\_\_**

**CONTINGENCY TRANSFER \_\_\_\_\_**  
**BUDGET MODIFICATION \_\_\_\_\_**  
**ZONING \_\_\_\_\_**

TRANSFER x  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: MAYOR DATE: 2-2-24

**Description:**

Hiring a temporary employee in the Parks and Recreation department while the Director is out.

Estimated Financial Impact: \$18,275      Signature \_\_\_\_\_

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

**Action Required:**

<u><b>Committee Vote</b></u>	<u><b>YES</b></u>	<u><b>NO</b></u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



FIA

**Tinti, Elisa**

---

**From:** Starodaj, Bartek  
**Sent:** Friday, February 2, 2024 10:52 AM  
**To:** Tinti, Elisa; Shaut, Andrea  
**Cc:** Tuey, John  
**Subject:** RE: Communication to Council: Housing Initiatives Budget Transfer

Please ignore the previous attachment. A reformatted transfer report is attached here.



Housing  
Initiatives Grants...



tee\_Report-  
Commi...

Thank you,  
Bartek

Bartek Starodaj

*Director of Housing Initiatives*  
City of Kingston  
420 Broadway  
Kingston, NY 12401

Office: 845-334-3928  
Mobile: 860-670-8535  
[bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov)  
Exempt304236

[kingston-ny.gov/housing](http://kingston-ny.gov/housing)

---

**From:** Starodaj, Bartek  
**Sent:** Friday, February 2, 2024 10:00 AM  
**To:** Tinti, Elisa <emtinti@kingston-ny.gov>; Shaut, Andrea <ashaut@kingston-ny.gov>  
**Cc:** Tuey, John <jtuey@kingston-ny.gov>  
**Subject:** Communication to Council: Housing Initiatives Budget Transfer

Please see the attached budget transfer request from Housing Initiatives. This transfer has a \$0 financial impact and transfers unused grant funds from 2023 to 2024 programming.

Thank you,

Bartek

<< File: Housing Initiatives Grants Budget Transfer - 2023 to 2024 Transfer Council Communication.xlsx.xltx >> << File: Committee\_Report-Finance Committee Housing Initiatives Budget Transfer.pdf >>

Bartek Starodaj

*Director of Housing Initiatives*

City of Kingston

420 Broadway

Kingston, NY 12401

Office: 845-334-3928

Mobile: 860-670-8535

[bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov)

Exempt304236

[kingston-ny.gov/housing](http://kingston-ny.gov/housing)

**Tinti, Elisa**

---

**From:** Starodaj, Bartek  
**Sent:** Friday, February 2, 2024 10:00 AM  
**To:** Tinti, Elisa; Shaut, Andrea  
**Cc:** Tuey, John  
**Subject:** Communication to Council: Housing Initiatives Budget Transfer

Please see the attached budget transfer request from Housing Initiatives. This transfer has a \$0 financial impact and transfers unused grant funds from 2023 to 2024 programming.

Thank you,  
Bartek



Housing  
Initiatives Grants...



tee\_Report-  
Commi...

Bartek Starodaj

*Director of Housing Initiatives*  
City of Kingston  
420 Broadway  
Kingston, NY 12401

Office: 845-334-3928  
Mobile: 860-670-8535  
[bstarodaj@kingston-ny.gov](mailto:bstarodaj@kingston-ny.gov)  
Exempt304236

[kingston-ny.gov/housing](http://kingston-ny.gov/housing)



**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \* \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: HOUSING INITIATIVES DATE: 02/01/2024

**Description:**

This internal transfer request transfers unspent private grant funds from the 2023 to 2024 budget.  
It also adds expected grant expenses and revenue from New York State Department of State for the Midtown Brownfields Opportunity Area project.

Estimated Financial Impact: \$ 0 Signature Bartek Starodaj

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		





F7A

**CITY OF KINGSTON**  
Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

February 1, 2024

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

Re: Sale of 38 Post

Dear President Shaut,

Pursuant to the City of Kingston Disposition Policy passed by the Common Council on April 4, 2023 via Resolution 66 of 2023, the City is to open a Request for Proposals process for any City-property commercial property and for any property with over \$30,000 in back taxes and fees.

The Office of Housing Initiatives opened a Request for Proposals process for a qualifying commercial property: 38 Post. The City has owned this vacant property for over 10 years.

Recently, an evaluation committee reviewed the application received for the property and selected Studio Jean Shin. Studio Jean Shin proposes to renovate and adaptively reuse the property as an arts studio, storage and exhibition space. I believe Studio Jean Shin is uniquely qualified to rehabilitate this property and bring it back to productive use and enthusiastically ask the Common Council to approve this property transfer.

Though Studio Jean Shin initially offered to pay \$48, 865.00 for the property, the applicant's request to the Council is to pay \$10,000.00 for the property. Due to the cost of the due diligence process, unknown environmental contamination issues, and a recently discovered easement on the property, I believe this reduction is well justified.

I request that the Common Council approve the transfer of 38 Post to Studio Jean Shin Inc. for \$10,000.00. I also ask that you allocate 10 minutes for Brian Ripel and Jean Shin from Studio Jean Shin Inc. to present their acquisition process to date and plans for the property upon acquisition.

Respectfully Submitted,

Bartek Starodaj  
Director, Housing Initiatives

Cc: Steve T. Noble, Mayor  
E. Tinti, City Clerk  
M. Jankowski, Assistant Corporation Counsel  
J. Tuey, Comptroller

City of Kingston - Office of Housing Initiatives  
Phonc: (845) 334-3928 Email: bstarodaj@kingston-ny.gov



RESOLUTION \_\_\_\_ of 2024

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK AUTHORIZING THE TRANSFER OF 38 POST TO STUDIO JEAN SHIN INC.**

Sponsored by: Finance & Audit Committee Aldermen: Scott-Childress, Andrews, Pasti, Tierney, Schabot

**WHEREAS**, via Resolution 66 of 2023 the City of Kingston approved a policy for the disposition of surplus City-owned property acquired through the tax foreclosure process; and

**WHEREAS**, the purpose of the Disposition Policy is to ensure City of Kingston follows a standardized and transparent procedure for the sale of City-owned surplus property and especially to encourage the development of affordable rental and homeownership housing opportunities; and

**WHEREAS**, pursuant to the Disposition Policy, on May 8, 2023, the City of Kingston opened a Request for Proposals process seeking proposals for 38 Post; and

**WHEREAS**, an evaluation committee reviewed the proposals received and selected the Studio Jean Shin; and

**WHEREAS**, Studio Jean Shin proposes to rehabilitate the vacant commercial property and turn it into an arts studio with storage and short-term exhibition space.

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

**SECTION 1.** That ownership of 38 Post (56.43-4-38.130) shall be transferred to Studio Jean Shin Inc. for a total amount of \$10,000.00.

**SECTION 2:** The Mayor is hereby authorized to sign any and all documents, including quitclaim deeds, conveying the City of Kingston's interest in surplus property in accordance with the City's Disposition Policy.

**SECTION 3.** That this resolution shall take effect immediately.

Submitted to the Mayor this \_\_\_\_\_ day

Approved by the Mayor this \_\_\_\_\_  
day

of \_\_\_\_\_ 2024

of \_\_\_\_\_  
2024

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on \_\_\_\_\_, 2024

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: HOUSING      DATE: \_\_\_\_\_

**Description: AUTHORIZING THE TRANSFER OF 38 POST TO STUDIO JEAN SHIN INC.**

Estimated Financial Impact: \$10,000(revenue)

Signature \_\_\_\_\_

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



F+A

**Tinti, Elisa**

---

**From:** Bill Reynolds  
**Sent:** Friday, February 2, 2024 9:33 AM  
**To:** Shaut, Andrea  
**Cc:** Tinti, Elisa  
**Subject:** ARPA Update

President Shaut:

I am requesting placement on the agenda of the February 14 Finance Committee meeting so I may provide members an update on the City of Kingston's ARPA activities.

Thank you for your kind consideration.

**Bill Reynolds**  
*ARPA Director*  
City Hall, 420 Broadway  
Kingston, NY 12401  
845-331-0080  
*Exempt304236*





# CITY OF KINGSTON

FIA

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Kwame WiafeAkenten, Deputy Clerk  
Susan Mesches, Deputy Registrar

February 1, 2024

President Shaut  
420 Broadway  
Kingston, NY 12401

Dear President Shaut,

Please accept this communication to balance and add additional funds to Minor Office Equipment, & Furniture (A11410.476). We are requesting \$2,500 from contingency (A11990.5404) for this occurrence.

Thank you for your time and consideration,

A handwritten signature in blue ink, appearing to read "Kwame WiafeAkenten", is written over a large, stylized blue scribble.

Kwame WiafeAkenten



## From:

Account#	Account Name	Total Amount
A11990.5404	Contingency	\$2,500.00
		\$2,500.00

## To:

Account#	Account Name	Total Amount
A11410.476	Minor Office Equipment & Furniture	\$2,500.00
		\$2,500.00



F-1A

**Tinti, Elisa**

---

**From:** Tuey, John  
**Sent:** Monday, January 29, 2024 12:17 PM  
**To:** Tinti, Elisa; Shaut, Andrea  
**Cc:** Scott-Childress, Reynolds; Noble, Steve  
**Subject:** Communications- 2023 NYS Retirement System Budget Transfers  
**Attachments:** General Fund NYS Retirement Committee Report.pdf; General Fund NYS Retirement.xlsx; Sewer Fund NYS Retirement Committee Report.pdf; Sewer Fund NYS Retirement.xlsx

Good afternoon,

I've attached 2 communications to the Common Council that I would like to add to the February Finance and Audit Committee Agenda. These are both standard year-end type communications.

The first is the 2023 year-end General Fund NYS Retirement System employee benefit budget transfer.  
The second is the 2023 year-end Sewer Fund NYS Retirement System employee benefit budget transfer.

Thanks in advance.

John

*John Tuey, CPA*  
**Comptroller**  
**City of Kingston**  
**420 Broadway**  
**Kingston, NY 12401**  
[Comptroller@kingston-ny.gov](mailto:Comptroller@kingston-ny.gov)  
**P: 845.334.3941**  
**F: 845.334.3944**  
Exempt:304236

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**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER <sup>x</sup> \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Comptroller DATE: 1/29/2024

**Description:**

On behalf of all City departments, request approval of the attached 2023 budgetary transfer totaling \$443,627 to reconcile General Fund NYS Retirement employee benefit accounts. Total positive financial impact of \$410,049 will be used to replenish contingency.

Estimated Financial Impact: \$+410,049 Signature John Tney

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		





**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_

CONTINGENCY TRANSFER \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER <sup>x</sup> \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Comptroller DATE: 1/29/2024

**Description:**

On behalf of all City departments, request approval of the attached 2023 budgetary transfer totaling \$142,489 to reconcile Sewer Fund NYS Retirement employee benefit accounts.  
Total financial impact of \$127,274 will be funded through fund balance in the Sewer Fund.

Estimated Financial Impact: \$127,274 Signature John Tucey

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		



## From:

Account#	Account Name	Total Amount
A1 -5-5142-18-5812 -	NYS RETIREMENT	\$ 10,400
A1 -1-1010-18-5812 -	NYS RETIREMENT	\$ 10,554
A1 -1-1490-18-5812 -	NYS RETIREMENT	\$ 10,580
A1 -8-8160-18-5812 -	NYS RETIREMENT	\$ 14,311
A1 -1-1420-18-5812 -	NYS RETIREMENT	\$ 15,943
A1 -6-6990-18-5812 -	NYS RETIREMENT	\$ 16,198
A1 -3-3120-18-5812 -	NYS RETIREMENT	\$ 16,994
A1 -7-7250-18-5812 -	NYS RETIREMENT	\$ 24,176
A1 -3-3620-18-5812 -	NYS RETIREMENT	\$ 28,763
A1 -5-5110-18-5812 -	NYS RETIREMENT	\$ 31,204
A1 -3-3410-18-5813 -	FIRE RETIREMENT	\$ 82,824
A1 -3-3120-18-5814 -	POLICE RETIREMENT	\$ 181,680
		<hr/>
		\$ 443,627

## To:

Account#	Account Name	Total Amount
A1 -7-7520-18-5812 -	NYS RETIREMENT	\$ 17,988
A1 -7-7180-18-5812 -	NYS RETIREMENT	\$ 4,873
A1 -1-1650-18-5812 -	NYS RETIREMENT	\$ 4,274
A1 -6-6989-18-5812 -	NYS RETIREMENT	\$ 1,940
A1 -8-8020-18-5812 -	NYS RETIREMENT	\$ 1,770
A1 -1-1345-18-5812 -	NYS RETIREMENT	\$ 1,124
A1 -3-3310-18-5812 -	NYS RETIREMENT	\$ 1,118
A1 -4-4020-18-5812 -	NYS RETIREMENT	\$ 491
A1 -1-1990-14-5404 -	CONTINGENCY	\$ 410,049
		<hr/>
		\$ 443,627



## From:

Account#	Account Name	Total Amount
G1 -8-8122-18-5812 -	NYS RETIREMENT	\$ 120
G1 -8-8130-18-5812 -	NYS RETIREMENT	\$ 925
G1 -8-8110-18-5812 -	NYS RETIREMENT	\$ 6,055
G1 -8-8121-18-5812 -	NYS RETIREMENT	\$ 8,115
G1 - 9-9999-19-5901	FUND BALANCE TRANSFERS	\$ 127,274
		<hr/>
		\$ 142,489

## To:

Account#	Account Name	Total Amount
G1 -8-8120-18-5812 -	NYS RETIREMENT	\$ 142,489



# CITY OF KINGSTON

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Kwame WiafeAkenten, Deputy Clerk  
Susan Mesches, Deputy Registrar

February 1, 2024

President Shaut  
420 Broadway  
Kingston, NY 12401

Dear President Shaut,

Please accept this communication to balance and add additional funds to Minor Office Equipment, & Furniture (A11410.476). We are requesting \$2,500 from contingency (A11990.5404) for this occurrence.

Thank you for your time and consideration,

A handwritten signature in blue ink, consisting of several overlapping loops and strokes, is written over the printed name Kwame WiafeAkenten.

Kwame WiafeAkenten





**From:**

Account#	Account Name	Total Amount
A11990.5404	Contingency	\$2,500.00
		<b>\$2,500.00</b>

**To:**

Account#	Account Name	Total Amount
A11410.476	Minor Office Equipment & Furniture	\$2,500.00
		<b>\$2,500.00</b>



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

Edward Norman, Superintendent  
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

February 2, 2024

Hon. Andrea Shaut, President  
Common Council  
420 Broadway  
Kingston, NY 12401

**RE: Transfers**

Dear President Shaut,

Attached you will find a contingency transfer request. The purpose of the transfer is to move funds from 2023 insurance recovery revenue back into operating accounts. It is also to cover the cost of four DPW retirement/resignation payouts. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is appreciated, thank you.

Sincerely,

Edward Norman  
Superintendent Public Works

EN/mkt  
Enclosures

Cc: Comptroller John Tuey  
City Clerk Elisa Tinti

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER \_\_\_\_\_  
AUTHORIZATION \_\_\_\_\_  
CLAIMS \_\_\_\_\_


CONTINGENCY TRANSFER <sup>x</sup> \_\_\_\_\_  
BUDGET MODIFICATION \_\_\_\_\_  
ZONING \_\_\_\_\_

TRANSFER \_\_\_\_\_  
BONDING REQUEST \_\_\_\_\_  
OTHER \_\_\_\_\_

DEPARTMENT: Public Works DATE: 2/2/2024

**Description:**

Transfer to move 2023 insurance recovery revenue into 2024 operating account to purchase street lights, also to cover the cost of retirement/resignation payouts (4 employees)

Estimated Financial Impact: \$ \_\_\_\_\_ Signature 

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

## From:

Account#	Account Name	Total Amount
A1 199014.5404	Contingency (Insurance revenue from 2023)	\$10,764.91
A1 199014.5404	Contingency	\$75,855.00

## To:

Account#	Account Name	Total Amount
A1 518214.5483	Street Lighting Electric Material & Supplies	\$10,764.91
A1 149011.5105	Retirement/Resignation Payouts	\$75,855.00

