

FINANCE/AUDIT Committee

Wednesday September 8th 6:30pm.

- 1 – NYSEDA Clean Energy Communities Leadership Round – J. Noble
- 2 – Budget Transfer for WWTP – A. Winchell
- 3 – 3 Budget Transfers for DPW – E. Norman
- 4 – Purchase of a Fire Engine – Chief Brown
- 5 – Budget Transfers for Parks & Rec – L. Timbrouck
- 6 – Budget Amendment – L. Timbrouck
- 7 – Main St LLC vs. CoK update – D. Baker
- 8 – Bonding for WWTP upgrades – J. Schultheis
- 9 – Dietz Stadium – Mayor Noble
- 10 – Budget Transfer in Corp Counsel office – Mayor Noble
- 11 – Budget Transfer for Corp Council – K. Bryant
- 12 – Budget Transfer for Comptroller – J. Tuey.

F+A

CITY OF KINGSTON
Office of Environmental Education and Sustainability
climatesmart@kingston-ny.gov

Julie L. Noble, Coordinator



Steven T. Noble, Mayor

September 2, 2021

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

Dear President Shaut,

The City of Kingston has been awarded \$50,000 as a result of participation in the NYSERDA Clean Energy Communities Leadership Round (CEC), the second time in which the City of Kingston has now earned a state award for our leadership in Energy Efficiency and Sustainability. With the awarded funds, the City has elected to pursue installation of a rooftop solar array on the Andy Murphy Midtown Neighborhood Center, a project that will fulfill the requirements set in NYSERDA's preapproved project guidelines.

Bids for the rooftop array were received by the Purchasing Department on August 18th, 2021. The lowest qualified bidder quoted \$86,840 for the full array. The NYSERDA funding of \$50,000 will reimburse 58% of this project, and we are requesting the additional funding from the Council, from the Fund Balance, to cover the remaining costs of the full array: \$36,840 (42%).

On behalf of the Office of Sustainability and with my role as Sustainability Coordinator, I would like to request placement on the agenda of the September Finance Committee meeting, the adoption of a budget transfer to fund this project. The request is for \$86,840, with \$50,000 reimbursed by the state, and a \$36,840 financial impact to the city.

The Andy Murphy Midtown Neighborhood Center consumes the highest amount of electricity across all municipal buildings in the City of Kingston. By solarizing the building, the City will offset up to 110% of consumed electricity, resulting in estimated savings of \$4,300 a year. Conversion to solar will also eliminate all associated greenhouse gas emissions, which are estimated to be 60,000 pounds of CO₂-eq annually. The payback period for the full array is approximately 8 ½ years, which is consistent with the average payback period for solar arrays in the United States of 8-10 years.

Please feel free to contact me with questions regarding this request.

Thank you for your consideration.

Sincerely,

Julie L. Noble

Environmental Education and Sustainability Coordinator

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

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

DEPARTMENT: <u>Office of Sustainability</u>	DATE: <u>9/2/2021</u>
Description	
A resolution authorizing the implementation and funding in the first instance of the NYSERDA Clean Energy Communities Leadership Round Award, and a subsequent 2021 Budget Transfer Request in the Midtown Neighborhood Center Capital Improvements Line in the amount of \$86,840 to advance the solar installation project with the funds. Reimbursement will come from the NYSERDA funds for \$50,000 and the City's match will be \$36,840, from the Fund Balance.	
FROM General Account # A17142.43389	NYS Grant \$50,000
# A19999.19.5901	Fund Balance \$36,840
TO General Account # A17142.5302	Capital Improvements \$86,840
Estimated Financial Impact: \$36,840	Signature <u>Julie L Noble</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, Chairman Ward 3		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

(F+A)

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

Steven T. Noble, Mayor



Allen Winchell, Senior Operator

August 27, 2021

Andrea Schaut, President, Alderman at Large
Kingston Common Council
420 Broadway
Kingston, New York 12401

Re: Wastewater Treatment Facility Budget Transfer

Dear President Schaut:

Please see the attached budget transfer request for the wastewater treatment facility. This transfer is being requested to cover the cost of a new fire alarm system for the facility and upgrades to the existing alarm system. I respectfully request this transfer be submitted to the full Common Council for consideration at the next meeting.

Please feel free to contact me at (845) 331-2490 or by email, awinchell@kingston-ny.gov with any questions or concerns you may have.

Sincerely,

Allen Winchell, Senior Operator
Kingston Wastewater Treatment Facility

Cc: John Tuey, Comptroller
Ed Norman, Public Works Superintendent
Elisa Tinti, City Clerk

F+A

1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

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

DEPARTMENT: WWTP DATE: 08/27/21

Description: Request the following budgetary transfer to cover the cost for new fire alarm system and upgrade to existing alarm system.
FROM: 61-8121-11-3101 \$20,000
TO : 61-8130-11-3211 \$20,000

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, Ward 3, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

F+A

Tinti, Elisa

From: Topple, Maureen
Sent: Friday, August 20, 2021 2:23 PM
To: Shaut, Andrea; Tuey, John; Tinti, Elisa
Cc: Norman, Edward
Subject: DPW Transfers
Attachments: Internal General Transfer DPW 8.20.21.pdf; Internal Sewer Transfer DPW 8.20.21.pdf; Contingency Transfer DPW 8.20.21.pdf

Good Afternoon President Shaut,

Please see attached transfer requests and cover letter.
We respectfully request same be submitted to the Council for review.

Thank you.

Kind Regards,

Maureen K. Topple

Principal Account Clerk
City of Kingston
Dept. of Public Works
25 East O'Reilly Street
Kingston, NY 12401
845/331-0682, ext. 1980
845/331-0295 fax

P Go Green! Print this email only when necessary. Thank you for helping the City of Kingston be environmentally responsible.

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

Edward Norman, Superintendent
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

August 20, 2021

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

RE: Internal Transfers / Contingency Transfer

Dear President Shaut,

Attached you will find two interdepartmental transfers and one contingency transfer. The interdepartmental transfers are to cover DPW account shortfalls in both general & sewer funds. The contingency transfer is to cover the cost of an unforeseen resignation payout. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is greatly appreciated.

Sincerely,

Edward Norman
Superintendent Public Works

EN/mkt
Enclosures

Cc: Comptroller John Tuey
City Clerk Elisa Tinti

1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION		
INTERNAL TRANSFER ^x _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION ^x _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: <u>Public Works</u>	DATE: <u>8/20/2021</u>
Description: Internal Transfer of \$81,400.00 General Funds monies to cover shortfalls in accounts, as per attached detail.	
Estimated Financial Impact: <u>\$0</u>	Signature <u>[Signature]</u>

Motion by _____

Seconded by _____

Action Required:

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

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

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

General Fund

Apply To:

A1 5132 14 5479	\$	22,000.00	Garage Minor Equipment
A1 1490 11 5102	\$	450.00	Admin Longevity
A1 1490 11 5103	\$	6,300.00	Admin OT
A1 1490 14 5422	\$	5,200.00	Admin Electric
A1 3310 11 5103	\$	1,000.00	Traffic Control OT
A1 3989 11 5103	\$	300.00	Safety Coordinator OT
A1 5110 11 5109	\$	600.00	Streets status change
A1 5110 14 5479	\$	7,615.00	Streets minor equipment
A1 5110 14 5487	\$	4,000.00	Streets construction material
A1 5132 11 5103	\$	6,500.00	Garage OT
A1 5132 14 5422	\$	2,100.00	Garage Electric
A1 5132 14 5423	\$	5,000.00	Garage Gas
A1 5132 14 5443	\$	1,500.00	Garage Building Maintenance
A1 5132 14 5486	\$	500.00	Garage Cleaning Supplies
A1 5132 14 5487	\$	500.00	Garage Construction Materials
A1 8140 14 8472	\$	235.00	Storm Sewer Contracted Services
A1 8160 14 5485	\$	8,000.00	Sanitation General Materials
A1 8161 14 5422	\$	1,700.00	Solid Waste Electric
A1 8164 14 5444	\$	7,900.00	Recycling Vehicle Maintenance
	\$	81,400.00	

Take From:

A1 1490 22 2665	\$	33,115.00	Sale of Used Equipment
A1 1490 22 2710	\$	2,999.00	Special Events
A1 1621 11 5101	\$	11,000.00	Skilled Mechanic Regular Pay
A1 5110 11 5101	\$	6,120.00	Streets Regular pay
A1 8160 11 5101	\$	26,166.00	Sanitation Regular Pay
A18164 14 5416	\$	2,000.00	Recycle Education Materials
	\$	81,400.00	

1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER ^x _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION ^x _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Public Works

DATE: 8/20/2021

Description: Internal transfer of \$23,000.00 of Sewer Fund monies to cover shortfalls in accounts, as per attached detail.

Estimated Financial Impact: \$0

Signature

 *DPW*

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	<input type="checkbox"/>	<input type="checkbox"/>
Don Tallerman, Ward 5	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Davis, Ward 6	<input type="checkbox"/>	<input type="checkbox"/>
Michele Hirsch, Ward 9	<input type="checkbox"/>	<input type="checkbox"/>
Steven Schabot, Ward 8	<input type="checkbox"/>	<input type="checkbox"/>

Sewer Fund

Take From:

G1 8120 14 5441	\$	1,000.00	Sewer Equipment Maintenance
G1 8120 14 5443	\$	3,000.00	Sewer Building Maintenance
G1 8120 14 5444	\$	6,500.00	Sewer Vehicle Maintenance
G1 8120 14 5472	\$	6,000.00	Sewer Contracted Services
G1 8120 14 5487	\$	6,500.00	Sewer Construction Material

\$ 23,000.00

Apply To:


G1 8120 11 5103	\$	17,000.00	Sewer OT
G1 8120 14 5498	\$	6,000.00	Sewer Sludge

\$ 23,000.00

1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

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

DEPARTMENT: <u>Public Works</u>	DATE: <u>8/19/21</u>
Description: \$4,318.00 FROM A1199014.5404 Contingency \$4,318.00 TO A1149011.5105 Resignation Payout/Retirement Accumulation	
Estimated Financial Impact: \$4,318.00	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, Ward 3, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

F+A

Tinti, Elisa

From: Topple, Maureen
Sent: Monday, August 30, 2021 10:21 AM
To: Shaut, Andrea; Tuey, John; Tinti, Elisa
Cc: Norman, Edward
Subject: RE: DPW Transfers
Attachments: 8.26.21 Contingency Revised.pdf; 8.26.21 Revised Transfer.pdf

Good Morning President Shaut,

Attached are two revised transfer requests for Contingency & General funds (to correct/add account numbers); the Sewer fund transfer remains as previously submitted.

Thank you.

Kind Regards,

Maureen K. Topple

Principal Account Clerk
City of Kingston
Dept. of Public Works
25 East O'Reilly Street
Kingston, NY 12401
845/331-0682, ext. 1980
845/331-0295 fax

P Go Green! Print this email only when necessary. Thank you for helping the City of Kingston be environmentally responsible.

From: Topple, Maureen
Sent: Friday, August 20, 2021 2:23 PM
To: Shaut, Andrea <ashaut@kingston-ny.gov>; Tuey, John <jtuey@kingston-ny.gov>; Tinti, Elisa <emtinti@kingston-ny.gov>
Cc: Norman, Edward <enorman@kingston-ny.gov>
Subject: DPW Transfers

Good Afternoon President Shaut,

Please see attached transfer requests and cover letter.
We respectfully request same be submitted to the Council for review.

Thank you.

Kind Regards,

Maureen K. Topple


Principal Account Clerk
City of Kingston
Dept. of Public Works
25 East O'Reilly Street
Kingston, NY 12401
845/331-0682, ext. 1980
845/331-0295 fax

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1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION		
INTERNAL TRANSFER ^x _____ AUTHORIZATION _____ CLAIMS _____	CONTINGENCY TRANSFER _____ BUDGET MODIFICATION _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT: <u>Public Works</u>	DATE: <u>8/26/21</u> REVISED
Description: Internal transfer of \$90,861 General Fund monies to cover shortfalls in accounts as per REVISED attached detail	
Estimated Financial Impact: \$9,461	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, Ward 3, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Don Tallerman, Ward 5	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Davis, Ward 6	<input type="checkbox"/>	<input type="checkbox"/>
Michele Hirsch, Ward 9	<input type="checkbox"/>	<input type="checkbox"/>
Steven Schabot, Ward 8	<input type="checkbox"/>	<input type="checkbox"/>

General Fund

Apply To:

A1 5132 14 5479	\$	22,000.00	Garage Minor Equipment
A1 1490 11 5102	\$	450.00	Admin Longevity
A1 1490 11 5103	\$	6,300.00	Admin OT
A1 1490 14 5422	\$	5,200.00	Admin Electric
A1 3310 11 5103	\$	1,000.00	Traffic Control OT
A1 3989 11 5103	\$	300.00	Safety Coordinator OT
A1 5110 11 5109	\$	600.00	Streets status change
A1 5110 12 5211	\$	7,615.00	Streets other equipment
A1 5110 14 5487	\$	4,000.00	Streets construction material
A1 5132 11 5103	\$	6,500.00	Garage OT
A1 5132 14 5422	\$	2,100.00	Garage Electric
A1 5132 14 5423	\$	5,000.00	Garage Gas
A1 5132 14 5443	\$	1,500.00	Garage Building Maintenance
A1 5132 14 5486	\$	500.00	Garage Cleaning Supplies
A1 5132 14 5487	\$	500.00	Garage Construction Materials
A1 8140 14 8472	\$	235.00	Storm Sewer Contracted Services
A1 8160 14 5485	\$	8,000.00	Sanitation General Materials
A1 8161 14 5422	\$	1,700.00	Solid Waste Electric
A1 8164 14 5444	\$	7,900.00	Recycling Vehicle Maintenance
A1 9905 19 5901	\$	9,461.00	Transfer to Capital
	\$	90,861.00	

Take From:

A1 1490 22 2665	\$	33,115.00	Sale of Used Equipment
A1 1490 22 2710	\$	2,999.00	Special Events
A1 1621 11 5101	\$	20,461.00	Skilled Mechanic Regular Pay
A1 5110 11 5101	\$	6,120.00	Streets Regular pay
A1 8160 11 5101	\$	26,166.00	Sanitation Regular Pay
A18164 14 5416	\$	2,000.00	Recycle Education Materials
	\$	90,861.00	

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

F+A

Mark Brown, Fire Chief



Steven T. Noble, Mayor

Mayor Steve Noble
Council President Andrea Shaut,
Finance Chairman Reynolds Scott-Childress

Throughout my tenure as Fire Chief I have attempted to maintain and replace Fire apparatus. When I took over as Chief we had an aging fleet, through hard work and cooperation from the Mayor and Council we have replaced 2 Engine's and a Ladder truck. The only apparatus left is an aging Engine. This engine was one of the first with a new emission system when it was purchased. That being said being the first generation system it not always a good thing. This has created many issues and problems with this Engine.

I recently received a call from the Emergency One sales man who sold us the 2 previous Engine's. He stated that if we were to purchase another Engine before the end of October there will be a minimal increase from price of the Engine we purchased in 2020. Emergency One has already stated that they see as much as a 17% increase in pricing by the end of October.

I believe that we should purchase the Engine now, this would save the taxpayers about \$100,000 dollars. This purchase would completely overhaul the entire fleet. This means that the Fire Department would not need to consider replacing Fire apparatus for 10 years.

The total purchase price would under \$550,000. I will be available to attend the Finance Committee meeting to speak on this matter.

Respectfully,

Mark Brown
Fire Chief
Kingston Fire Department

Cc: Comptroller John Tuey

F+A

City of Kingston
Parks and Recreation Department
ltimbrouck@kingston-ny.gov



Steven T. Noble, Mayor

Lynsey Timbrouck, Director

August 26, 2021

Dear President Shaut:

As part of our mid-year 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 the following transfers:

\$5,000.00

From: A17180-11-5111 (Pool/Beach Seasonal Employees)

To: A17180-11-5103 (Pool/Beach Overtime Pay)

\$4,000.00

From: A11625-14-5443 (Buildings & Grounds Maintenance of Buildings)

To: A17142-14-5423 (AMNC Natural Gas)

\$1,000.00

From: A17142-14-5443 (AMNC Maintenance of Building)

To: A17142-14-5423 (AMNC Natural Gas)

\$3,000.00

From: A11625-14-5472 (Buildings & Grounds Contracted Services)

To: A17210-14-5422 (Dietz Stadium Electricity)

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 AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION
CLAIMS

CONTINGENCY TRANSFER
BUDGET MODIFICATION
ZONING

TRANSFER
BONDING REQUEST
OTHER

DEPARTMENT: Parks and Recreation

DATE: 8/26/2021

Description:

(4) Internal budget transfers of:

\$5,000.00

From: A17180-11-5111 (Pool/Beach Seasonal Employees)

To: A17180-11-5103 (Pool/Beach Overtime Pay)

\$4,000.00

From: A11625-14-5443 (Buildings & Grounds Maintenance of Buildings)

To: A17142-14-5423 (AMNC Natural Gas)

\$1,000.00

From: A17142-14-5443 (AMNC Maintenance of Building)

To: A17142-14-5423 (AMNC Natural Gas)

\$3,000.00

From: A11625-14-5472 (Buildings & Grounds Contracted Services)

To: A17210-14-5422 (Dietz Stadium Electricity)

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, Ward 3, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Michele Hirsch, Ward 9		

F + A

City of Kingston
Parks and Recreation Department
ltimbrouck@kingston-ny.gov

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

August 16, 2021

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

Re: Budget Amendment- CDBG Everette Hodge Center ADA Door

Dear President Shaut,

This is a request to amend the Mayor's February 26, 2021 communication (res #42-2021) of a budget transfer request for a variety of capital park improvement projects that are to be reimbursed by Community Development Block Grant funding. Due to a clerical error, the Everette Hodge Center ADA Door (\$8,200) was left off the original request. Additionally, due to an approved substantial amendment by HUD, the cost for the door was moved laterally from the AMNC request, which reduces the cost of that project from \$60,000 to \$51,800. This results in a \$0 impact amendment.

I would like for this request to be added on the agenda of the next Finance and Audit Committee to discuss further.

Please feel free to contact me with any questions. Thank you for your consideration.

Sincerely,

Lynsey Timbrouck
Parks and Recreation Director

RESOLUTION 42 OF 2021

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON,
NEW YORK, AUTHORIZING THE MAYOR TO EXPEND FUNDS IN THE
FIRST INSTANCE FOR MULTIPLE US DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDED AWARDS FOR PARKS IMPROVEMENT PROJECTS**

Sponsored By:

Finance/Audit Committee: Alderman Scott-
Childress, Tallerman, Davis, Hirsch, Schabot

WHEREAS, the City of Kingston has been awarded a series of Community Development Block Grants from various funding years, in the amount of \$405,819; and

WHEREAS, there are no matching funding requirements; and

WHEREAS, there are specific requirements and regulations governing the expenditure of these funds; and

WHEREAS, the action is categorized under 6 NYCRR, Part 617.5 as Type II.

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

SECTION 1. Administration of all funds under these grants will be in accordance with all terms and conditions contained in guidelines provided by the HUD Community Development Block Grant Program;

SECTION 2. The Mayor of the City of Kingston is hereby authorized to expend funds in the first instance under the terms of the HUD Community Development Block Grant Program Parks Improvement Projects;

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this 3rd day of

March, 2021



Elisa Tinti, City Clerk

Approved by the Mayor this 3rd day of

March, 2021



Steven T. Noble, Mayor

Adopted by Council on March 2, 2021

Tinti, Elisa

From: Noble, Steve
Sent: Friday, February 26, 2021 12:42 PM
To: Alderman
Cc: Tinti, Elisa; Timbrouck, Lynsey; Bruck, Amanda
Subject: Late Communication Request for Monday's Special Finance Meeting
Attachments: CDBG Budget Transfers 2021_updated 22621.docx

Follow Up Flag: Follow up
Flag Status: Completed

Dear President Shaut,

This is a request for placement on the agenda of the next appropriate Committee, and if at all possible, the Special Finance and Audit Committee on March 1, to discuss a request for budget transfers for a variety of Capital Park Improvement Projects for reimbursement by Community Development Block Grant funding. Each of the projects has been previously approved by the Council:

Transfer \$405,019 for Park improvements at AMNC, Rickel Knox, Barmann, Van Buren, Kingston Point and Block Parks, per resolutions #123 of 2016, # 106 of 2018, # 63 of 2019, # 11 of 2021.

- a. \$60,000 AMNC – Kitchen appliances and floors and senior lounge floors
- b. \$87,000 Block Park – Parking lot paving
- c. \$72,720 Barmann – Playground upgrades
- d. \$50,000 Van Buren – Replace safety structure
- e. \$70,000 Kingston Point – New playground
- f. \$65,899 Rickel Knox – New playground

I am asking that a Capital account be set up to manage these projects and approve a resolution to spend in the first instance for these important community projects. As you know, we are hoping to get these projects done as soon as possible to stay in compliance with HUD's timeliness guidelines and to also have these sites ready for Summer as best as possible.

Please feel free to contact me with any questions regarding the projects. Thank you for your consideration.

Respectfully Submitted,

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

CITY OF KINGSTON, NEW YORK, COMMON COUNCIL
HONORABLE ANDREA SHAUT, PRESIDENT

01/01/2020-12/31/2021

COMMITTEE: Finance

DATE: 3/2/2021

RESOLUTION TITLE *Resolution #42 of 2021 authorizing the Mayor to expend funds in the first instance for multiple US Department of Housing and Urban Development of Housing and Urban Development Block Grant Funded Awards for Parks Improvement Projects*

OFFERED BY: ALDERMAN _____
SECONDED BY: ALDERMAN _____

ALDERMAN	YES	NO	ABSENT	REASON
1.JEFFREY VENTURA MORELL (D)				
2.DOUGLAS KOOP (D)				
3.REYNOLDS SCOTT-CHILDRESS (D)				
4. RITA WORTHINGTON (D)				
5. DONALD TALLERMAN (D)				
6. TONY DAVIS (D)				
7. PATRICK O'REILLY (D)				
8. STEVEN SCHABOT (D)				
9. MICHELE HIRSCH (D)				

TOTALS CARRIED 9 DEFEATED 0

ELISA TINTI
CITY CLERK

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION X _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT Parks and Recreation

DATE February 26, 2021

Description:

Creation of a Capital Account and authorization to spend in the first instance in the amount of \$405,019 for Park improvements at Rickel Knox, Barmann, Van Buren, AMNC, Kingston Point and Block Parks, per resolutions #123 of 2016, # 106 of 2018, # 63 of 2019, # 11 of 2021.

The funding for all of the improvements will be reimbursed by CDBG funds.

Estimated Financial Impact \$0

Signature _____

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____


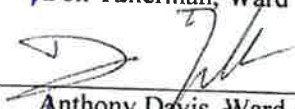
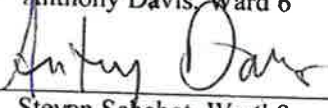
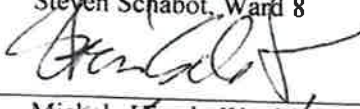

Unlisted Action _____

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 	✓	
Don Tallerman, Ward 5 	✓	
Anthony Davis, Ward 6 	✓	
Steven Schabot, Ward 8 	✓	
Michele Hirsch, Ward 9 	✓	

1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

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

DEPARTMENT: Parks and Recreation DATE: 8/16/2021

Description:

To amend CDBG budget transfer from 2/26/21 communication (res #42-2021):

Creation of Capital Account and authorization to spend in the first instance in the amount of \$405,019 for Park improvements including, but not limited to Rickel Knox Park, Barmann Park, Van Buren Street Park, AMNC, EHC, Kingston Point Park, and Block Park.

The funding for all of the improvements will be reimbursed by CDBG Funds.

Estimated Financial Impact: \$0 Signature Lynsey Timbrouck

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		
Steven Schabot, Ward 8		
Michele Hirsch, Ward 9		

F+A

Tinti, Elisa

From: Baker, Daniel
Sent: Monday, August 30, 2021 1:10 PM
To: Shaut, Andrea
Cc: Scott-Childress, Reynolds; Kyle Barnett; Gartenstein, Daniel; Bryant, Kevin; Tinti, Elisa
Subject: Assessor's Office Communication (19-21 Main St LLC v. City of Kingston)

Madam President,

I am respectfully requesting time to update and confer with the Finance Committee on 9/8/2021 with regards to 19-21 Main St LLC v. City of Kingston. This will need to be an executive/attorney client session.

Thank you.

Dan

Daniel Baker
City of Kingston
Assessor
(845) 334-3912
dbaker@kingston-ny.gov

CONFIDENTIALITY NOTICE

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From: Tinti, Elisa
Sent: Monday, August 30, 2021 9:31 AM
To: Department Heads <DeptHeads@kingston-ny.gov>
Cc: Shaut, Andrea <ashaut@kingston-ny.gov>
Subject: Council Communications

Good morning,
Please be advised that all September communications for council are due to my office this Friday, September 3rd, no later than 11:00 am.
Thank you,
Elisa

Elisa Tinti
City Clerk and Registrar
City of Kingston

(845) 334-3914 Office
(845) 334-3918 Fax

[Kingston City Clerk Webpage](#)



CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

F+ A

Steven T. Noble
Mayor



September 3rd, 2021

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

Re: Corporation Counsel Budget Amendment

Dear President Shaut,

I am requesting that an amendment be made to the Corporation Counsel budget in order to accommodate a planned transition period beginning November 1st in the Corporation Council's office. To cover this transition plan, I am asking that \$25,894 be transferred from the Fund balance to cover these additional costs.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Steven T. Noble", is written over a horizontal line.

Steven T. Noble
Mayor

CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

F+A

Steven T. Noble
Mayor



September 3rd, 2021

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

Re: Bonding for Dietz Stadium Project

Dear President Shaut,

It's been more than 30 years since Dietz Stadium has received more than a million dollars in Capital improvements. Almost all components of the stadium need refurbishment, and it is now our generation's turn to leave Dietz Stadium better than we found it.

At this point, we have raised \$5 million toward this effort thanks to grants from the New York Department of State, New York State Environmental Facilities Corporation and the New York State Department of Environmental Conservation.

Together, with a partnership with the Kingston City School District, I am requesting that the Common Council approve a municipal bond package that will cover the cost of the \$18.7 million project. Our City team will continue to search for additional funding opportunities and revenue sources over the next year to reduce our local share, but it is critical for us to move forward now so that we can be prepared to start our construction in 2022. Construction is expected to last two construction seasons. Over the length of the bond, any local costs would be shared between the Kingston City School District and the City of Kingston.

I would like to provide a powerpoint presentation at the September Finance Committee meeting to go over the details with council members if possible. I have also attached the current budget breakdown.

Full details of the project can be found at <https://engagekingston.com/dietz-stadium-andretta-pool-improvements> which also includes the presentation I will summarize at Finance.

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

Respectfully Submitted,

Steven T. Noble
Mayor

DIETZ STADIUM & ANDRETTA POOL IMPROVEMENTS PROJECT: PRELIMINARY* BUDGET STATUS, 8/25/21

Total Project Cost for Phases 1A, 1B, 1C & Phase 2: \$18,680,220	Estimated Construction Cost	CPL Engineering Design Fee	Construction Inspections (estimated)	Total
Amount Needed to Raise: \$13,680,220				
Phase 2				
Scoreboard:	\$ 440,000	\$ 33,000	\$ 4,950	\$ 477,950
Grandstand Repairs and Upgrades:	\$ 1,540,000	\$ 115,500	\$ 17,325	\$ 1,672,825
Electrical Upgrades:	\$ 235,000	\$ 17,625	\$ 2,644	\$ 255,269
Toilet Room/Locker Room Upgrades:	\$ 2,120,000	\$ 159,000	\$ 23,850	\$ 2,302,850
Gateway Improvements:	\$ 670,000	\$ 50,250	\$ 7,538	\$ 727,788
Press Box Renovation:	\$ 305,000	\$ 22,875	\$ 2,125	\$ 330,000
Pre-Fabricated Compostable Toilet Building:	\$ 60,000	\$ 4,050	\$ 608	\$ 64,658
New Concession Stand:	\$ 380,000	\$ 25,650	\$ 3,848	\$ 409,498
Resurface Track and Replace Turf Field:	\$ 1,500,000	\$ 112,500	\$ 16,875	\$ 1,629,375
Relocate Basketball Court by Pool:	\$ 100,000	\$ 7,500	\$ 1,125	\$ 108,625
Expanded Practice Area SE Track:	\$ 275,000	\$ 20,625	\$ 3,094	\$ 298,719
Extend Perimeter Access Drive:	\$ 200,000	\$ 15,000	\$ 2,250	\$ 217,250
Renovate Andretta Pool House:	\$ 736,000	\$ 55,200	\$ 8,280	\$ 799,480
Power for Food Trucks:	\$ 50,000	\$ 3,750	\$ 565	\$ 54,315
Master Plan Site Work:	<u>\$ 5,725,000</u>	<u>\$ 429,375</u>	<u>\$ 64,423</u>	<u>\$ 6,217,798</u>
Phase 2 Total:	\$ 13,856,000	\$ 1,036,350	\$ 153,100	<u>\$ 15,566,850</u>
Mark up related to COVID Pandemic**:				<u>\$ 18,680,220</u>

*Preliminary budget numbers based on schematic designs. Budget numbers may adjust based on development of designs.

**Current temporary industry trends due to COVID Pandemic. Estimated 4% increase in labor costs, estimated 20-30% increase in material costs, and extended construction schedules due to material and other pandemic related delays. These marks ups may change depending on project schedule and future construction industry trends.

DRI Funds Expended on Phases 1A/1B/1C:	\$ 890,321
Remaining DRI Grant Funds:	\$ 1,609,679
Confirmed Green Infrastructure Site Grants for Parking Lots:	\$ 2,500,000
Amount Needed to Raise	\$ 13,680,220



(FIA)

CITY OF KINGSTON
Office of Corporation Counsel
kbryant@kingston-ny.gov

Steven T. Noble, Mayor



Kevin R. Bryant, Corporation Counsel
Daniel Gartenstein, Asst. Corporation Counsel

TO: Andrea Shaut
President, Common Council

FROM: Kevin R. Bryant *KB*
Corporation Counsel

DATE: September 2, 2021

RE: Budget Transfer for Corporation Counsel

Attached please find transfer request for Corporation Counsel for the year 2021.

September 2, 2021 Transfer Corporation Counsel

A1-9999-5901	Fund Balance	65,000.00
A1-9999-5901	Fund Balance	12,000.00
Total		77,000.00

To:

A1-1420-14-5411	Consultants	65,000.00
A1-1420-14-5419	Court & Witness Fees	12,000.00
Total		77,000.00

RESOLUTION OF 2021

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, RECOMMENDING APPROVAL FOR TRANSFERS TO THE 2021 CORPORATION COUNSEL BUDGET

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

WHEREAS, the Corporation Counsel has submitted a request for a budget modification in the 2021 Corporation Counsel’s budget in the amount of \$77,000.00 to correct shortages in the consultant’s line.

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

SECTION 1. That the sum of \$77,000.00 be transferred to correct shortages in the consultant’s line in the 2021 Corporation Counsel budget as per the attached.

SECTION 2. This resolution shall take effect immediately.

Submitted to the Mayor this ____ day of _____, 2021

Approved by the Mayor this ____ day of _____, 2021

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2021

F+ A

CITY OF KINGSTON
Office of the Comptroller
comptroller@kingston-ny.gov

John Tuey, Comptroller



Steven T. Noble, Mayor

August 20, 2021

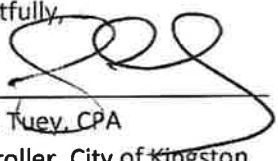
Alderman At Large Andrea Shaut, President
City of Kingston Common council
City Hall, 420 Broadway
Kingston, NY 12401

RE: Mid-Year 2021 Budgetary Transfers

Dear President Shaut,

I am submitting the attached 2021 budgetary transfers to accommodate necessary adjustments to my office's 2021 budget. There is no overall financial impact from these transfers.

Respectfully,


John R. Tuey, CPA
Comptroller, City of Kingston

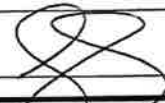
THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT Comptroller DATE 8/20/2021

Description: Respectfully request approval of interdepartmental 2021 budgetary transfers
totaling \$35,000. There is no overall budgetary impact from these transfers.

Estimated Financial Impact N/A Signature 

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Reynolds Scott-Childress Ward 3	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Davis, Ward 6	<input type="checkbox"/>	<input type="checkbox"/>
Michele Hirsch, Ward 9	<input type="checkbox"/>	<input type="checkbox"/>
Steven Schabot, Ward 8	<input type="checkbox"/>	<input type="checkbox"/>

General Fund Budgetary Transfer

To:					From:				
<u>Fund</u>	<u>Dept</u>	<u>Acct #</u>	<u>Acct Description</u>	<u>Amount</u>	<u>Fund</u>	<u>Dept</u>	<u>Acct #</u>	<u>Acct Description</u>	<u>Amount</u>
A1	1130	5412	Data Processing Support	22,800.00	A1	1130	5402	Office Supplies	3,000.00
A1	1315	5205	Data Processing Equip	200.00	A1	1315	5414	Employee Training	500.00
A1	1315	5402	Office Supplies	3,000.00	A1	1315	5461	Travel Reimb	200.00
A1	1320	5411	Consultants	9,000.00	A1	1315	5471	Service Contracts	500.00
					A1	1315	5472	Contracted Svces	200.00
					A1	1330	5412	Data Processing Support	1,100.00
					A1	1340	5402	Office Supplies	100.00
					A1	3320	5111	Seasonal Employees	5,000.00
					A1	3320	5112	Part Time Employees	6,500.00
					A1	3320	5441	Maintenance of Equipment	2,900.00
					A1	9050	5850	Unemployment Ins	15,000.00
				<u>35,000.00</u>					<u>35,000.00</u>

