

Wednesday, March 13th, at 6:30 PM

MARCH 2024 FINANCE/AUDIT COMMITTEE

1. Comptroller's Update
2. Kayak Dock Budget Transfer - J. Noble
3. Municipal Zero-Emission Vehicle Infrastructure Grant - J. Noble
4. Two Budget Transfers for DPW - E. Norman
5. Budget Transfer to replace LIVESCAN system - Chief Tinti
6. Budget Transfer for retirement pay-outs - Chief Tinti
7. Budget Transfer for KPD - Chief Tinti
8. Improving Access to Legislative Materials - B. Graves-Poller

Tinti, Elisa

From: Noble, Julie
Sent: Thursday, February 29, 2024 3:42 PM
To: Shaut, Andrea; Tinti, Elisa
Cc: Noble, Steve; Timbrouck, Lynsey
Subject: Budget Transfer for Kayak Dock Project
Attachments: Committee_Report-Finance Committee_Kayak Dock Transfer 2024.pdf

Good afternoon,

This is a request that the Council authorize a budget transfer in the 2024 budget for the expenditure of funds for NYS DEC Rondout Creek Public Kayak Access project. Funding in the amount of \$50,000 will come from NYS DEC Grant Funding to design and install a new ADA accessible Kayak Launch on the Rondout Creek at TR Gallo Park to replace the old, deteriorated dock.

Match will come from in-kind donations and staff time. There is \$0 Estimated Financial Impact for this project.

This project was awarded in 2022 however, due to construction on the Wurts Street Bridge, advancement was on hold for 2022 and 2023. As the projected date for construction to be complete for the bridge is this Spring, we are now prepared to advance this dock project.

Please see the attached Committee Report.

Thank you,
Julie

Julie L. Noble
City of Kingston
Environmental Education & Sustainability Coordinator
467 Broadway
Kingston, NY 12401
845-481-7339

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

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

DEPARTMENT: <u>Parks and Recreation</u>	DATE: <u>2/29/2024</u>
Description:	
Description:	
<p>Authorization to adjust offsetting revenues and expenditures in the 2024 General Fund Budget for the NYS DEC Rondout Creek Public Kayak Access as follows:</p> <p>FROM A17250.23.43889 NYS Grants Revenue \$50,000 TO A17250.14.5472 Contracted Services \$50,000</p>	
Estimated Financial Impact: \$ <u>0</u> Signature <u><i>Lyusey Timbrouck</i></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		

Tinti, Elisa

From: Noble, Julie
Sent: Friday, March 1, 2024 9:19 AM
To: Tinti, Elisa; Shaut, Andrea
Cc: Noble, Steve; Timbrouck, Lynsey; Devitt-Frank, Ruth Ann; Tuey, John
Subject: Council Communication- DEC DCFC Grant Authorization
Attachments: KingstonC_Award Letter_MCG.pdf; Committee_Report-Finance Committee DEC C01994 DCFC.pdf

Greetings,

This is a request for consideration of the Common Council to authorize the expenditure in the 1st instance of the Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant award, for \$268,644.54, to install two Level 3 DC Fast Charger EV Charging Stations at the Visitor's Center lot on lower Broadway, per the attached award letter.

This grant requires no local match and will have \$0 financial impact to the City.

This project will be set up as a capital project, so no budget transfer is needed. A committee report is attached.

Thank you,
Julie

Julie L. Noble
City of Kingston
Environmental Education & Sustainability Coordinator
467 Broadway
Kingston, NY 12401
845-481-7339

OFFICE OF THE COMMISSIONER

New York State Department of Environmental Conservation
625 Broadway, 14th Floor, Albany, New York 12233-1010
P: (518) 402-8545 | F: (518) 402-8541
www.dec.ny.gov

Honorable Steven Noble
Mayor
City of Kingston
City Hall, 420 Broadway
Kingston, NY 12401

Dear Mayor Noble:

I am pleased to inform you that the City of Kingston has been awarded a grant of \$268,644.54 for application DEC01-ZEVIN-2022-00238 through Round 6 of the Municipal Zero-emission Vehicle (ZEV) Infrastructure Grant Program.

The New York State Department of Environmental Conservation (DEC) applauds your initiative in helping New York State achieve the greenhouse gas emission reductions required under the Climate Leadership and Community Protection Act and to meet its commitments under the Multi-State ZEV Memorandum of Understanding, which aims to put 3.3 million ZEVs on the roads of participating states by 2025. Your initiative is also consistent with the State's plan that 100 percent of new passenger cars and trucks will be zero-emissions by 2035.

After DEC receives procurement approval for this grant round from the Office of the New York State Comptroller, you will receive an email outlining the next steps in preparing to execute a state assistance contract for this grant award. The Master Contract for Grants for this award will be developed in the Grants Gateway. We recommend visiting the Grants Management website at <https://grantsmanagement.ny.gov/> to become familiar with the Grants Gateway and the contracting process.

We look forward to working together to achieve a resilient, climate-ready future for all New Yorkers.

Sincerely,



Basil Seggos
Commissioner

c: Mrs. Julie Noble

**THE CITY OF KINGSTON COMMON COUNCIL
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<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION * _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: <u>Parks and Recreation</u>	DATE: <u>2/29/2024</u>
Description:	
<p>Authorization to expend in the 1st instance, DEC 2022 Municipal Zero-Emission Vehicle Infrastructure Grant Contract DEC01-C01994, for \$268,644.54 for Level 3 DCFC EV Charging Stations. This will be set up as a capital project account.</p>	
<p>Estimated Financial Impact: \$ <u>0</u> Signature <u>Lynsey Timbrauck</u></p>	

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		

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

Edward Norman, Superintendent
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

February 28, 2024

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

RE: 2023 Year End Transfer

Dear President Shaut,

Attached you will find two internal transfer requests of funds for year ending 2023 (both General & Sewer funds), to cover budget shortfalls in various accounts. 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/mkl
Enclosures

Cc: Comptroller John Tuey
City Clerk Elisa Tinti

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

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

DEPARTMENT: <u>Public Works</u>	DATE: <u>2/28/24</u>
Description: Sewer Fund - internal transfer of \$900.00; transfer to cover shortfalls in longevity account for year ending 2023.	
Estimated Financial Impact: \$ <u>0</u>	Signature <u></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		

From:


Account#	Account Name	Total Amount
8120.11.5101	Sewer OT	\$900.00

To:

Account#	Account Name	Total Amount
8120.11.5102	Sewer Longevity	\$900.00

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

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

DEPARTMENT: <u>Public Works</u>	DATE: <u>2/28/24</u>
<p>Description: General Fund - internal transfer of \$12,187.87; transfer to cover shortfalls in accounts for year ending 2023.</p>	
Estimated Financial Impact: \$ <u>0</u>	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		

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FYA

CITY OF KINGSTON

Police Department

police@kingston-ny.gov

Egidio Tinti, Police Chief



Steven T Noble, Mayor

February 16, 2024

Honorable Andrea Shaut
Alderman-at Large
420 Broadway
Kingston, NY 12401

Dear Ms. Shaut,

I am respectfully requesting a budget modification to cover the purchase of a replacement LIVESCAN system. The system is used to electronically enter fingerprints which are sent to the Division of Criminal Justice Services and the FBI. Our current system was purchased and installed in 2015.

There is zero financial impact for this modification as the City was able to secure a non-matching grant for the purchase.

DCJS Project #LS23-1048-E00

Thank you for your time and consideration in this matter. If you or your committee needs additional information, please do not hesitate to contact me.

Sincerely,

Egidio Tinti
Chief of Police
City of Kingston Police Department

EFT/sr
Enclosure

Cc: Honorable Steven T. Noble
Mayor, City of Kingston

John Tuey
City Comptroller

From:			To:		
Account#	Account Name	Total Amount	Account#	Account Name	Total Amount
A13120.3389	NYS Grant	\$27,918.50	A1312011.201	Major Equipment	\$27,918.50
	TOTAL	\$27,918.50	TOTAL		\$27,918.50

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CITY OF KINGSTON

Police Department

police@kingston-ny.gov

Egidio Tinti, Police Chief



Steven T Noble, Mayor

February 16, 2024

Honorable Andrea Shaut
Alderman-at Large
420 Broadway
Kingston, NY 12401

Dear Ms. Shaut,

I am respectfully requesting a budget transfer out of contingency to cover the pay-outs for the retirement Detectives Benny Reyes and Tiffanie Baney.

Thank you for your time and consideration in this matter. If you or your committee needs additional information, please do not hesitate to contact me.

Sincerely,

Egidio Tinti
Chief of Police
City of Kingston Police Department

EFT/sr
Enclosure

Cc: Honorable Steven T. Noble
Mayor, City of Kingston

John Tuey
City Comptroller

From:			To:		
Account#	Account Name	Total Amount	Account#	Account Name	Total Amount
A1.1990.5404	Contingency	\$63,855.43	A1312011.105	Retirement Accumulation	\$63,855.43
	TOTAL	\$63,855.43		TOTAL	\$63,855.43


**THE CITY OF KINGSTON COMMON COUNCIL
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<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER <u>X</u>	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: Police DATE: February 16, 2024

Description: Budget Transfer for the 2024 Budget.

This is a request for a budget transfer out of contingency to cover the recent retirements of Detectives Benny Reyes and Tiffanie Baney.

Estimated Financial Impact: \$63,855.43 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		

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CITY OF KINGSTON

Police Department

police@kingston-ny.gov

Egidio Tinti, Police Chief



Steven T Noble, Mayor

February 27, 2024

Honorable Andrea Shaut
Alderman-at Large
420 Broadway
Kingston, NY 12401

Dear Ms. Shaut,

I am respectfully requesting a budget transfer to cover overages in several accounts. There is zero financial impact for this request.

Thank you for your time and consideration in this matter. If you or your committee needs additional information, please do not hesitate to contact me.

Sincerely,



Egidio Tinti
Chief of Police
City of Kingston Police Department

EFT/sr
Enclosure

Cc: Honorable Steven T. Noble
Mayor, City of Kingston


John Tuey
City Comptroller


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

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

DEPARTMENT: Police DATE: February 27, 2024

Description: 2023 Year End budget transfers

Estimated Financial Impact: \$0.00 Signature 

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		

From:		
Account#	Account Name	Total Amount
A1312011.101	General Pay	\$39,000.00
A1312011.106	Personal Leave Pay	\$11,000.00
A1312011.117	Vacation Pay	\$30,900.00

To:		
Account#	Account Name	Total Amount
A1312011.102	Longevity	\$12,500.00
A1312011.103	Overtime Pay	\$10,900.00
A1312011.104	Out of Rank Pay	\$200.00
A1312011.107	School Guard Pay	\$2,600.00
A1312011.115	Language	\$400.00
A1312011.401	General Contract Expenses	\$1,000.00
A1312011.402	Office Supplies	\$500.00
A1312011.421	Telephone	\$3,500.00
A1312011.422	Electricity	\$4,500.00
A1312011.423	Natural Gas	\$1,500.00
A1312011.444	Vehicle Maintenance	\$38,500.00
A1312011.473	Equipment Rental	\$3,600.00
A1312011.479	Minor Equipment	\$400.00
A1312011.480	Safety Supplies	\$250.00
A1312011.488	Ammunition and gas	\$50.00
A1312011.834	Uniform Allowance	\$500.00

TOTAL \$80,900.00

TOTAL \$80,900.00

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



Steven T. Noble, Mayor

Barbara Graves-Poller, Corporation Counsel

March 1, 2024

Aldерwoman at Large Andrea Shaut, President
City of Kingston Common Council
City Hall - 420 Broadway
Kingston, NY 12401

Re: Improving access to legislative materials

Dear President Shaut,

My office recently became aware of a potential funding opportunity involving New York State's Local Government Records Management Improvement Fund to improve the City's handling of legislative materials. Although the Grants Management Office is unable to prepare a robust application in time for the soon-approaching deadline, I have communicated with Alderman Scott-Childress about the possibility of preparing a grant application for the next funding cycle and coordinating this effort with work to be performed by the Common Council's consultant.

As you know, eCode360, the online Administrative Code resource, can be difficult for some people to navigate and fails to display legislative updates in easy-to-follow fashion; nor does the City's website support text-searching of past resolutions. Improving access to legislative material will benefit the public, my office, which frequently needs to consult archived material, and Alderpersons, who cannot efficiently review prior Common Council actions. I ask that you place this item on the Finance & Audit committee's March agenda so that we can begin discussing these issues

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Barbara Graves-Poller", is written over a horizontal line.

Barbara Graves-Poller
Corporation Counsel