

MAY 2022 FINANCE /AUDIT COMMITTEE
Wednesday May 11 at 6:30 PM.

****Monthly Finance update- J. Tuey Comptroller****

- 1 – Budget Transfer in KPD – Chief Tinti
- 2 – Two Budget Transfers in DPW – E. Norman
- 3 – Safe & Accessible Flatbush and Foxhall Ave Project – J. Schultheis
- 4 – Ice Storm Replenishment General Fund – J. Tuey
- 5 – Ice Storm Replenishment Sewer Fund – J. Tuey
- 6—East Strand Pump Station- J. Schultheis

①

CITY OF KINGSTON

Police Department

police@kingston-ny.gov

FIA

Egidio F. Tinti, Chief of Police



Steven T. Noble, Mayor

April 8, 2022

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

Dear Ms. Shaut,

I am respectfully requesting that you refer this internal transfer from our GIVE Grant Revenue account to our Contracted Services account to the appropriate committee for their review. These grant funds reimburse the City for our crime analysis contract with the John Finn Institute for Public Safety. As you can see, there is no financial impact or obligation to the City of Kingston regarding these requests.

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 F. Tinti
Chief of Police
City of Kingston Police Department

EFT/mab
Enclosure

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

John Tuey
City Comptroller

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: <u>Police</u>	DATE: <u>March 9, 2022</u>
Description: An internal transfer from our GIVE Grant Revenue account to our Contracted Services account for reimbursement for our crime analysis contract with the John Finn Institute for Public Safety.	
Estimated Financial Impact: <u>--\$0--</u>	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		
Anthony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steven Schabot, Ward 8		
Michele Hirsch, Ward 9		

Sills, Dee

From: Bonse, Michael
Sent: Friday, April 08, 2022 10:58 AM
To: Shaut, Andrea; Tinti, Elisa; Sills, Dee; Tinti, Egidio
Subject: Budget Transfer - Crime Analysis
Attachments: 20220408093955.pdf

Ms. Shaut,

Please find attached a copy of a budget transfer request our GIVE Grant Revenue account to our Contracted Services account. This is for the reimbursement for our crime analysis services contract with the John Finn Institute for Public Safety.

Mike

Michael A. Bonse

Deputy Chief of Police
City of Kingston Police Department

Office #: (845) 943-5707

Fax #: (845) 943-5782

Email: mbonse@kingston-ny.gov

2022 Budget Modification

Account #	Transfer Out of	Transfer Into
A1312014		
.472 Contracted Services		\$ 65,000.00
Revenue - IMPACT/GIVE A13120.3389	\$ 65,000.00	
TOTALS	\$ 65,000.00	\$ 65,000.00

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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

April 28, 2022

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

RE: Transfer / Contingency Transfer

Dear President Shaut,

Attached you will find a transfer request for monies to be taken from two revenue accounts and put into DPW's operating accounts. There is also a contingency transfer which is to cover the cost of unforeseen resignation/retirement payouts. 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

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER X _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Public Works

DATE: 4/28/22

Description:

\$16,000 FROM A1199014.5404 Contingency

\$16,000 TO A1149011.5105 Resignation Payout/Retirement Accumulation

Estimated Financial Impact: \$16,000

Signature _____

Motion by _____

Seconded by _____

Action Required: _____

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

Tinti, Elisa

From: Topple, Maureen
Sent: Thursday, April 28, 2022 1:41 PM
To: Shaut, Andrea; Tuey, John; Tinti, Elisa
Cc: Norman, Edward
Subject: DPW Transfers
Attachments: Contingency Transfer 4.28.22.pdf; Transfer Cover Lette 4.28.22.pdf; Transfer 4.28.22.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.

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: <u>Public Works</u>	DATE: <u>4/28/2022</u>
Description: \$5,282.13 FROM A1 1490 22 42680 Admin Insurance Recovery \$5,282.13 TO A1 1490 14 5444 Admin Vehicle Maintenance \$6,575.78 FROM A1 5110 22 42680 Streets Insurance Recovery \$6,575.78 TO A1 5110 14 5487 Streets Construction Material	
Estimated Financial Impact: \$0	Signature <u></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		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

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CITY OF KINGSTON
Office of the City Engineer
jschultheis@kingston-ny.gov

John Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

April 29, 2022

Honorable Andrea Shaut
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

RE: Safe and Accessible Flatbush and Foxhall Avenues, PIN 8762.54

Dear President Shaut,

The common council previously authorized this project and my office has worked with our grant funders, NYSDOT and NYSDEC to advance the project to preliminary design. We have received a request from NYSDOT for a resolution to authorize the rail safety component of the project.

The requested resolution is an administrative requirement of NYSDOT in order to use HSIP funds for the rail crossing components of the project, in addition to the TAP funds already in use. There is no city financial impact associated with this request. I am providing the sample language to the clerk so that it may be adapted to our usual formatting.

Please forward this communication to the next regularly scheduled Finance and Audit Committee for consideration and discussion.

Respectfully,

John Schultheis
City Engineer

Cc: Steven T. Noble, Mayor
Rennie Scott-Childress, Chairman
John Tuey, Comptroller

THE 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 _____

DEPARTMENT: _____ DATE: _____

Description:
The Common Council has previously authorized the Safe and Accesible Flatbush and Foxhall project. This new resolution is administrative to cover NYSDOT requirements due to a different fund source, HSIP instead of TAP, and NYSDOT is requiring a separate agreement for the rail safety part of the project.

A resolution to allow the rail safety portion of this Federal Aid Project to proceed, including:

1. Authorizing the project
2. Authorizing expending funds in the first instance
3. Appropriating funds (note, funds previously approved, this is an administrative requirement.
4. Authorizing the Mayor to execute all documents

Estimated Financial Impact: \$ none Signature _____

Motion by _____

Seconded by _____

Action Required:

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

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

SAMPLE RESOLUTION BY MUNICIPALITY
(Locally Administered Project)
RESOLUTION NUMBER: _____

Authorizing the implementation, and funding in the first instance 100% of the federal-aid [[[and State "Marchiselli" Program-aid]]] eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, a Project for the Flatbush and Foxhall Safety Improvements in the City of Kingston, Ulster County, PIN 8762.54 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 100% Federal funds and 0% non-federal funds; and

WHEREAS, the City of Kingston desires to advance the Project by making a commitment of 100% of the costs of preliminary engineering.

NOW, THEREFORE, the Kingston City Council, duly convened does hereby

RESOLVE, that the Kingston City Council hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Kingston City Council hereby authorizes the City of Kingston to pay in the first instance 100% of the cost of preliminary engineering work for the Project or portions thereof; and it is further

RESOLVED, that the sum of **\$25,000** is hereby appropriated from _____ [or, appropriated pursuant to _____] and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the costs of the project exceed the amount appropriated above, the Kingston City Council shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Mayor thereof, and it is further

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

RESOLVED, that in addition to the Mayor, the following municipal titles: Commissioner of Public Works, City Engineer, City Comptroller, _____ are also hereby authorized to execute any necessary Agreements or certifications on behalf

of the Municipality/Sponsor, with NYSDOT in connection with the advancement or approval of the project identified in the State/Local Agreement;

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

STATE OF NEW YORK)
) SS:
COUNTY OF ULSTER)

I, _____, Clerk of the City of Kingston, New York, do hereby certify that I have compared the foregoing copy of this Resolution with the original on file in my office, and that the same is a true and correct transcript of said original Resolution and of the whole thereof, as duly adopted by said _____ at a meeting duly called and held at the _____ on _____ by the required and necessary vote of the members to approve the Resolution.

WITNESS My Hand and the Official Seal of the City of Kingston, New York, this _____ day of _____, 2022.

Clerk, City of Kingston

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FIA

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

John Tuey, Comptroller



Steven T. Noble, Mayor

April 28, 2022

Alderman at Large Andrea Shaut, President
City of Kingston Common Council
420 Broadway
Kingston, NY 12401

RE: February 2022 Ice Storm – Sewer Fund

Dear President Shaut,

In early February 2022, the City endured a historic winter storm that caused long lasting power outages and property damage throughout the City of Kingston. Multiple city departments were involved in the City's extensive storm response and/or incurred significant unexpected costs as a result of storm damage. To ensure that affected City departments have adequate budgetary funds to perform their mission for the remainder of the year, I'm requesting a budgetary replenishment for the winter storm costs. I recommend that the funds be withdrawn from the 2022 contingency budget as funding for the emergency was not available through grants from other governmental agencies.

The attached transfer is for the \$7,033.32 in Sewer Fund winter storm costs incurred.

Sincerely,

John R. Tuey
Comptroller, City of Kingston

cc: Steven N. Noble, Mayor

1THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

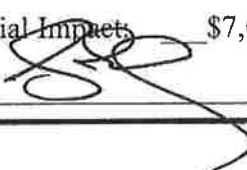
<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER ___X___	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: Comptroller for Multiple Depts DATE: 4/28/22

Description:

Request \$7,033.32 transfer from the Sewer Fund Contingency Account G1 1990.14.5404 to accounts on the attached list to cover costs from the February 2022 Ice Storm.

Estimated Financial Impact: \$7,033.32

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		
Michael Olivieri, Ward 7		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

Ice Storm 2022

<u>Department</u>	<u>Account Description</u>	<u>Account</u>	<u>Amount</u>
WWTP	Overtime	G18130.5103	\$ 4,230.11
WWTP	Fuel Oil	G18130.5424	\$ 2,199.21
WWTP	Vehicle Fuel	G18130.5426	\$ 289.00
Pump Stations	Fuel Oil	G18121.5424	\$ 315.00
			<u>\$ 7,033.32</u>

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

John Tuey, Comptroller



Steven T. Noble, Mayor

April 28, 2022

Alderman at Large Andrea Shaut, President
City of Kingston Common Council
420 Broadway
Kingston, NY 12401

RE: February 2022 Ice Storm – General Fund

Dear President Shaut,

In early February 2022, the City endured a historic winter storm that caused long lasting power outages and property damage throughout the City of Kingston. Multiple city departments were involved in the City's extensive storm response and/or incurred significant unexpected costs as a result of storm damage. To ensure that affected City departments have adequate budgetary funds to perform their mission for the remainder of the year, I'm requesting a budgetary replenishment for the winter storm costs. I recommend that the funds be withdrawn from the 2022 contingency budget as funding for the emergency was not available through grants from other governmental agencies.

The attached transfer is for the \$101,877.96 in General Fund winter storm costs incurred.

Sincerely,

John R. Tuey
Comptroller, City of Kingston

cc: Steven N. Noble, Mayor

1THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

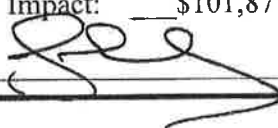
<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER <u> X </u>	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: Comptroller for Multiple Depts DATE: 4/28/22

Description:

Request \$101,877.96 transfer from the General Fund Contingency Account A1 1990.14.5404 to accounts on the attached list to cover costs from the February 2022 Ice Storm.

Estimated Financial Impact: \$101,877.96

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		
Michael Olivieri, Ward 7		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

Ice Storm 2022

<u>Department</u>	<u>Account Description</u>	<u>Account</u>	<u>Amount</u>
DPW	Buildings & Grounds Construction Material	A11625.5487	\$ 1,700.00
DPW	Snow & Ice OT	A15142.5103	\$ 29,000.00
DPW	Snow & Ice Vehicle Maintenance	A15142.5444	\$ 600.00
DPW	Snow & Ice Construction Material	A15142.5487	\$ 700.00
DPW	Street Lights Electric Material	A15182.5483	\$ 1,300.00
DPW	Street Lights Construction Material	A15182.5487	\$ 800.00
DPW	Street Cleaning Equipment Rental	A18170.5473	\$ 4,000.00
Fire	Overtime	A13410.5103	\$ 29,480.00
Parks and Rec	Parks Overtime Pay	A17110.5103	\$ 4,888.47
Parks and Rec	Contracted Services	A17110.5472	\$ 26,500.00
Parks and Rec	Dietz Stadium Overtime Pay	A17210.5103	\$ 53.51
Parks and Rec	Parks Service Contracts	A17110.5471	\$ 2,041.29
Parks and Rec	Parks Other Minor Equipment	A17110.5479	\$ 814.69
			<u>\$ 101,877.96</u>

Tinti, Elisa

From: Schultheis, John
Sent: Tuesday, May 03, 2022 9:11 AM
To: Shaut, Andrea
Cc: Norman, Edward; Scott-Childress, Reynolds; Tinti, Elisa
Subject: Late Communication - Finance and Audit - East Strand sewer force main

President Shaut-

(I apologize, I see you sent out May agenda this morning, I know the timing is late here).

Please consider this email as a late communication for May finance and audit. The request will be for an estimated \$250,000 bonding authorization for replacement of an 8" sewer force main serving the East Strand pump station adjacent to the wastewater treatment plant. I plan to provide an updated amount for this project once a more detailed design is available.

This pipeline has been having increasing emergency repair needs due to its age and corrosion. This being an urgent matter I hope you will consider this late communication favorably.

Please let me know if you have any questions.

Thank you,

John M. Schultheis, P.E.
City Engineer
City of Kingston
Engineering Department
City Hall
420 Broadway
Kingston, New York 12401
m) 845-416-0026 (no texts to this number please)
o) 845-334-3967

jschultheis@kingston-ny.gov