



City of Kingston Finance and Audit Committee
Meeting Agenda
Wednesday, July 10, 2019
6:30 PM

NEW BUSINESS

Proposed Budget Amendment
[20190703113054.pdf](#)

Budget Modification
[20190703113413.pdf](#)

Contingency Transfer
[20190703113708.pdf](#)

Hurley Avenue Paving
[20190708080456.pdf](#)

Creation of an Expendable Trust Account Suggested Action
[20190709110458.pdf](#)

1 OLD BUSINESS

Finance and Audit Committee Agenda Item Report

Meeting Date: July 10, 2019

Submitted by: Dee Sills

Submitting Department: Planning

Item Type: Proposed Resolution

Agenda Section:

Subject:

Proposed Budget Amendment

Suggested Action:

Attachments:

[20190703113054.pdf](#)

CITY OF KINGSTON

Kingston Planning

planning@kingston-ny.gov

Suzanne Cahill, Planning Director



Steven T. Noble, Mayor

June 19, 2019

James Noble, Ald. At Large, President Common Council
 City Hall – 420 Broadway
 Kingston, New York 12401

Re: Proposed Budget Amendment FY 2019 – Planning Board (8020)

Dear President Noble:

I respectfully request consideration of the following budget amendments to be made to the City Planning Department for FY 2019 to cover anticipated shortfalls already identified. Given some of the larger projects and meeting calendars, I wish to be proactive with costs associated under the overtime line. Staff has the option of submitting for overtime under the contract, and while they have the option of taking compensatory time off, it can build up fast and with other contractual time allotted it can make our daily work difficult. Therefore, I wish to submit the following budget amendments for consideration:

- Decrease as follows:

○ From Line A1-8-8020-12-5202 (Furniture/Fixtures)	\$200.00
○ From Line A1-8-8020-12-5206 (Computer Software)	\$50.00
○ From Line A1-8-8020-14-5476 (Minor Office Furniture)	\$50.00
○ From Line A1-8-8020-14-5403 (Books, Literature, Periodicals)	\$200.00
TOTAL.....	\$500.00

- Increase as follows:

○ Line A1-8-8020-11-5103 (Overtime)	\$500.00
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I appreciate your consideration and if there are any questions, please feel free to contact our office.

Sincerely,

Suzanne Cahill
 Planning Director

CC: S. Noble, Mayor
 E. Tinti, City Clerk
 Ald. D. Koop, Chair, Finance
 J. Tuey, Comptroller
 Ald. R. Scott-Childress, Liaison Planning Board

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 Planning DATE 6/19/19

Description: Approve transfer within FY 2019 Planning Budget as follows:

<u>Decrease Line A1-8-8020-12-5202 (Furniture/Fixtures) \$200.00</u>	} TOTAL \$500.00
<u>Line A1-8-8020-12-5206 (Computer Software) \$50.00</u>	
<u>Line A1-8-8020-14-5476 (Minor office Furniture) \$50.00</u>	
<u>Line A1-8-8020-14-5403 (Books, Literature, Periodicals) \$200</u>	
<u>Increase Line A1-8-8020-11-5103 (Overtime) \$500.00</u>	
<u>Per communication dated 6/19/19</u>	

Estimated Financial Impact 0 Signature SZ

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		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: July 10, 2019

Submitted by: Dee Sills

Submitting Department: Planning

Item Type: Proposed Resolution

Agenda Section:

Subject:

Budget Modification

Suggested Action:

Attachments:

[20190703113413.pdf](#)

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

Steven T. Noble, Mayor



Kevin D. Gilfeather, Superintendent

July 1, 2019

James Noble

President, Common Council

420 Broadway Kingston, NY 12401

Dear President Noble:

I am submitting a budget modification to increase the expense and revenue lines for the CDBG Improvements scheduled at the Everett Hodge Center – 7143 account.

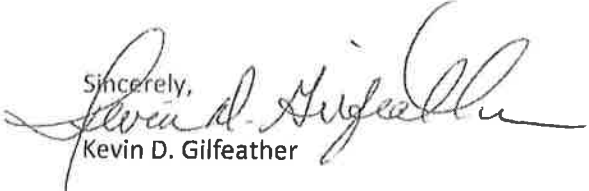
The modification will cover expenses and revenues that are associated with new window installation and HVAC upgrades at the facility.

Increase – Expense Line A17143.443 to \$27,200.00

Increase – Revenue Line A17143.2001 to \$27,200.00

If further information is required, please feel free to contact me, 481-7333 or via email, kgilfeather@kingston-ny.gov.

Sincerely,


Kevin D. Gilfeather

Superintendent

cc: Steven Noble, Mayor

John Tuey, Comptroller

Finance and Audit Committee Agenda Item Report

Meeting Date: July 10, 2019

Submitted by: Dee Sills

Submitting Department: Police

Item Type: Proposed Resolution

Agenda Section:

Subject:

Contingency Transfer

Suggested Action:

Attachments:

[20190703113708.pdf](#)

CITY OF KINGSTON
Police Department
police@kingston-ny.gov

Egidio F. Tinti, Chief of Police



Steven T. Noble, Mayor

June 21, 2019

Honorable James L. Noble Jr.
Alderman At Large
Kingston Common Council
420 Broadway
Kingston, NY 12401

Dear Mr. Noble:

On Monday May 13, the City of Kingston hosted a traffic safety forum. The intent of the forum was to discuss traffic concerns of the public and ways to address those concerns by the City's various departments.

Many of the concerns were directed at increased enforcement. Our police officers enforce the vehicle and traffic laws as part of their patrol function when the call volume allows. In an effort to address the particular concerns, and to go along with the ongoing Traffic Safety Campaign, I would like to designate a two week window of time to help our officers specifically patrol the public's concerns with traffic safety. The scheduled time will be one week before and one week during 'back-to-school' in an effort to use this initiative to pay particular attention to the safety of our children. I am requesting the transfer of \$20,000 from contingency into our overtime account so officers can be assigned to specific enforcement details such as distracted driving, pedestrian safety, speeding, and bus safety.

If you have any questions, please contact me at (845) 331-4766.

Sincerely,

Egidio F. Tinti
Chief of Police

EFT/sr

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: Police

DATE: June 28, 2019

Description: Budget transfer for the 2019 Budget. This is request for transfer from Contingency to our Overtime Pay Account to increase funding for our Traffic Safety Campaign. The funding will be used for specific traffic enforcement details, on an overtime basis, to address the public's concerns with traffic safety.

Estimated Financial Impact: \$20,000

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>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

2019 Budget Modification

Account #	Transfer Out of	Transfer Into
A1312011		
.103 Overtime Pay		\$ 20,000.00
Contingency Account	\$ 20,000.00	
A1.1990.5404		
TOTALS	\$ 20,000.00	\$ 20,000.00

Finance and Audit Committee Agenda Item Report

Meeting Date: July 10, 2019

Submitted by: Dee Sills

Submitting Department: Engineering

Item Type: Authorization Request

Agenda Section:

Subject:

Hurley Avenue Paving

Suggested Action:

Attachments:

[20190708080456.pdf](#)

Tinti, Elisa

From: Koester, Sean
Sent: Friday, July 05, 2019 12:45 PM
To: Noble, James
Cc: Tinti, Elisa; Higgins, Janet; Schultheis, John
Subject: Late Communication to Finance Committee – Hurley Ave. Paving
Attachments: RESOLUTION- AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INS....docx; Committee Report-Hurley Avenue Implementation & Funding in the First Ins....docx

Alderman At Large Noble,

At the Kingston Common Council Meeting on July 2nd the Council authorized bonding for the Hurley Ave. Paving Project. As part of the NYSDOT process the Council also needs to pass a resolution approving the project and authorizing the Mayor to execute all agreements for the contrition of this project.

I am requesting placement on the July 10th Finance Committee agenda in order to discuss this resolution. A draft resolution containing the appropriate language and a draft committee report are attached. Please let me know if you have any questions.

Thank you,
-Sean

Sean Koester

Environmental Specialist
City of Kingston Engineering Dept.
420 Broadway
Kingston, NY 12401
(845) 334-3969 skoester@kingston-ny.gov

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 _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT: Engineering DATE: _____

Description:

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEWYORK, authorizing the Implementation and funding of the costs of an eligible transportation federal-aid project and State-aid project to fully fund the local share of federal- and state-aid eligible and ineligible project costs for the Hurley Avenue Paving & Complete Streets project, PIN 8761.94.

Estimated Financial Impact: \$ _____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		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

RESOLUTION ___ of 2019

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATÉ "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE.

Sponsored by: Finance and Audit Committee Aldermen: Koop, Scott-Childress, Davis, Schabot, O'Reilly

WHEREAS, a Project for the Hurley Avenue Paving and Complete Streets in the City of Kingston, Ulster County, PIN 8761.94 (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 80% Federal funds and 20% non-federal funds; and

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

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

SECTION 1. That the Kingston City Council hereby approves the above-subject project; and it is hereby further

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

SECTION 3. That the sum of \$1,285,000 is hereby appropriated from a General Municipal Bond and made available to cover the cost of participation in the above phase of the Project.

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

SECTION 5. That the Mayor of the City of Kingston be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or 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.

SECTION 6. That in addition to the Mayor, the following municipal titles: Superintendent of Public Works, City Engineer, and 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.

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

SECTION 8. This Resolution shall take effect immediately.

Submitted to the Mayor this _____ day
of _____ 2019

Elisa Tinti, City Clerk

Approved by the Mayor this _____ day
of _____ 2019

Steven T. Noble, Mayor

Adopted by Council on _____, 2019

Finance and Audit Committee Agenda Item Report

Meeting Date: July 10, 2019

Submitted by: Elisa Tinti

Submitting Department: Assessor

Item Type: Informational Purposes

Agenda Section:

Subject:

Creation of an Expendable Trust Account Suggested Action

Suggested Action:

Attachments:

[20190709110458.pdf](#)

Tinti, Elisa

From: Baker, Daniel
Sent: Tuesday, July 09, 2019 12:01 PM
To: Tinti, Elisa
Subject: RE: Creation of an Expendable Trust Account (1642)

Creation of an Expendable Trust Account Suggested Action:

Creation of an Expendable Trust Account to receive monies from K&R Landmark as described in the Ulster County IDA's Uniform Agency Agreement for work to be performed in the public right of way to improve the traffic and pedestrian accessibility, ingress and egress, near and at the intersection of 1 Albany Ave.

From: Tinti, Elisa