

SPECIAL FINANCE/AUDIT COMMITTEE MEETING

FEBRUARY 1, 2021

AGENDA

1. TOW TRUCK FEES ADDED TO FEE SCHEDULE
2. BLOWER EFFICIENCY GRANT FOR WASTE WATER TREATMENT PLANT
3. SANITARY SEWER, BROADWAY FROM 726 BROADWAY TO HENRY STREET & BOND



## Tinti, Elisa

---

**From:** Shaut, Andrea  
**Sent:** Monday, January 25, 2021 4:39 PM  
**To:** Tinti, Elisa  
**Cc:** Scott-Childress, Reynolds  
**Subject:** Agenda item for Special Finance

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Elisa,

At the 2/1 Special Finance meeting, the committee will need to address an old item – adding tow truck fees that were previously in the code to the fee schedule. Can you please add this to the agenda for Monday?

Thank you,

Andrea Shaut

Council President, City of Kingston



# 2021 City of Kingston Fee Schedule

## CITY CLERK/REGISTRAR

Auction license	\$125
City Code	
Code book set or computer disk	\$330
Annual Code updates	\$110
City Hall Space Rental	
Building/Room usage fee	\$100
Building/Room usage fee – additional hourly charge for staff overtime	\$55
Equipment Rental	\$25
Dog Licenses	
Dog License - Unneutered males and unspayed females	\$18
Dog License - Neutered males and spayed females	\$9
Replacement tag fee	\$3
Dog Impoundment/Boarding/Adoption	
Dog Redemption Fee	\$40
Boarding Fee per day	\$20
Enumeration fee	\$5
Dog adoption fee	\$160
Gaming	
Bingo license	\$18.75
Games of chance license fee	\$25
Genealogy Search (birth, death marriage)	
1-3 years (per record/name)	\$22
4-10 Years	\$42
11-20 Years	\$62
+\$20.00 increments per 10 years	
Marriage license application	\$40
Municipal ID	
Adult	\$10
Child (14-17)	\$5
Senior (62+)	\$5
Veteran	\$5
Photocopies (not exceeding 8.5 inches by 11 inches), per page	\$0.25
Pawnbroker permits	\$25
Rezoning Amendment Application Fee	\$75
Sales of merchandise license	\$100

## ELECTRICAL

Copy of manual of rules and regulations	\$5
Master Electrician license	\$225
Annual renewal fee	\$200
Master Electrician license, Class B	\$200
Special Electrician's license	\$100
Renewal Special Electrician's license	\$50
Master Electrician limited license	\$200
Renewal Master Electrician limited license	\$100
Late charge for all electrical licenses	\$150
License holders who wish to consider their license inactive for the current year	\$75
Examination fee	\$50
Plate or sign for Class A Master Electrician's license	\$25

**Electrical permits:**

Residential	\$50
Residential (new construction)	\$100
Commercial	\$100
Commercial (new construction)	\$200

**COMPTROLLER**

Printed version of city budget	\$10
Tax advertising fee	\$20
Tax search redemption of city property	\$200

**FIRE DEPARTMENT**

Fire report fees	\$10
Permit fees -Businesses that store or use hazardous materials	\$50
Inspection fees - Fire inspection	\$50
Fire alarm systems registration fee	\$50
Cooking permits	\$25

**BUILDING DEPARTMENT**

Application for sidewalk cafe	\$150
Permit for sidewalk café	\$250
Site development permit	\$250
Minimum fee for any building permit	\$75
(*plus a per-square-foot fee for the following):	
New building	\$0.50
Additions	\$0.30
Alterations	\$0.30
Elevators and lifts (flat fee)	\$100
Demolition interior (flat fee)	\$100
Demolition (residential structure removal flat fee)	\$250
Demolition (commercial structure removal flat fee)	\$500
Pools - Aboveground (flat fee)	\$50
Pools - In-ground (flat fee) including required fencing	\$100
Job trailers (per job)	\$100
Blasting (per job)	\$100
Review of Plans Prior to Permit App or for revisions to approved plans	\$100 per hour
Fireworks Permit	\$200
Permit Extension (All Permits)	\$50
Must Be Requested within 5 days of expiration date of original permit and may not exceed an additional 6 months.	
Expired Permit Renewal (All Permits)	50% of original fee but not less than \$50
New Application Required	
Working without a permit fee	
Residential – First Instance	\$250 plus permit cost
Residential – Second Instance	\$500 plus permit cost
Residential – Each Instance After Second Instance	\$1,000 plus permit cost
Commercial – First Instance	\$500 plus permit cost
Commercial – Each Instance After First Instance	\$1,000 plus permit cost
Failure to call for and schedule required inspections fee within timeframe specified with permit	
Residential	\$100
Commercial	\$250

Roofing Permits:	
Residential	\$75
Commercial	\$75 or \$.02 per square foot whichever is larger

Solar permits

Installation of up to 5KW of solar electric usage	\$50
Installation of 5.1KW to 7.5 KW of solar electric usage	\$125
Installation of 7.51 KW to 10 KW of solar electric usage	\$250
Over 10.1 KW of solar electric usage	\$500

In addition to the above, the following fees shall apply:

Certificate of compliance	\$150
Certificate of occupancy (copy)	\$5
Certificate of compliance (copy)	\$5
Temporary Certificate of Occupancy	\$100

Inspection for certificate of compliance or certificate of occupancy

One- and two-family house	\$100
Three or more apartments (per unit)	\$50

Re-inspection Fee \$250

Record of Inspection (per square foot per floor) \$0.25

Rental property inspection fees-multiple dwellings

    Apartment buildings

1-3 rental units: flat fee plus \$50 per each unit	\$75
4-9 rental units: flat fee plus \$50 per each unit	\$150
10-20 rental units: flat fee plus \$45 per each unit	\$250
Over 20 rental units: flat fee plus \$40 per each unit	\$400

    Rooming houses

1-9 rental units: flat fee plus \$40 per each unit	\$100
10-20 rental units: flat fee plus \$35 per each unit	\$200
Over 20 rental units: flat fee plus \$30 per each unit	\$350

Failed Inspection Fees

First Instance	\$250
Second Instance	\$500
Third or any Subsequent Instance	\$1,000

Fuel tank Removal Fees:

Residential	\$100
Commercial	\$200

Fire Sprinkler Permit \$200

Commercial Property/Fire Inspections

Properties up to 1,000 sq ft	\$125
Properties over 1,000 sq ft	\$125 plus \$.03 sq ft

Change of Occupancy/Use Permit

Residential	\$100
Commercial	\$200

Flood Plain Permit \$300

**PARKING**

Parking meters

For 6 minutes	\$0.10
For 12 minutes	\$0.20
For 30 minutes	\$0.50

    Severe disability waiver for metered parking available through Kingston Police Department

Expired parking meter \$25

Over limit parking \$25

Expired parking meter after 15 days \$50

Over limit parking after 15 days \$50

Off-Street Parking in City owned and maintained parking lots	\$.75/hour, Mon-Sat, 9am-6pm
Off-Street Parking Permits for City owned and maintained parking lots	\$20/month, \$100/year
Replacement of Off-Street Parking Permit tag	\$20

### PARKS AND RECREATION

Aging Programs	
Senior ceramics -Resident	\$30
Senior Ceramics - Nonresident	\$40
Dietz Stadium	
Basic Field Rental Weekdays	\$100/hr
Basic Field Rental Weekdays with Lights	\$125/hr
Basic Field Rental Weekend Days	\$125/hr
Basic Field Rental Weekend with Lights	\$150/hr
Community or Youth Event Fee	\$150
Hourly Per Person Staff Fee (if applicable)	\$55/hr
Promotion Fee	\$600
Softball Field rental (no lights) for City League teams for two hours	\$5
Field rental (no lights) for two hours	\$10
Softball Field Rental with lights, per hour	\$45
Flag football	
Resident	\$65
Nonresident	\$80
Forsyth Zoo Guided birthday parties	
Resident	\$100
Nonresident	\$125
Hasbrouck stone building rental	
Resident	\$130
Nonresident	\$190
Kayaking	
Resident	\$30
Non-Resident	\$40
Park rental - weekend/holidays	
Resident	\$110
Nonresident	\$150
Park rental – weekdays	
Resident	\$65
Nonresident	\$90
Park rental for City youth organizations, Monday through Friday	
Resident	No charge
Nonresident	\$25
Park Rental Fee - Trash removal as required (resident and non-resident)	\$100
Pool Admission	
Youth resident	\$1
Senior citizen resident	\$2
Adult resident	\$4
Youth nonresident	\$3
Senior citizen nonresident	\$4
Adult nonresident Season passes	\$6
Annual Pool Passes	
Youth resident	\$15
Senior citizen resident	\$15
Adult resident	\$40
Family resident	\$85
Youth non-resident	\$25
Senior citizen non-resident	\$40



Adult non-resident	\$60
Family non-resident	\$120
Rondout and Murphy Center Rental	
Up to 8 hours plus \$55 /hour staff	\$300
Up to 8 hours plus \$55/hour staff (movie rental)	\$450
Summer Parks Program	
Resident	\$250
Nonresident	\$335
Junior naturalist program - Resident One Week Program	\$105
Junior naturalist program - Non-Resident One Week Program	\$155
Junior naturalist program - Resident Two Week Program	\$200
Junior naturalist program - Non-Resident Two Week Program	\$260
Swim lessons	
Resident	\$50
Nonresident Daily	\$75
Team league sponsorships	
Softball (team)	\$555
Beach volleyball (team)	\$195
Fall/winter volleyball (team)	\$360
Over 30 basketball (team)	\$340
Youth basketball league (team)	\$270
Tennis Lessons (NJTL)	
Resident	\$40
Nonresident	\$50
Youth Basketball	
Resident	\$45
Nonresident	\$65
Youth basketball program (Five-to six-year-old)	
Resident	\$20
Nonresident	\$25
Youth Basketball camp	
Resident	\$65
Nonresident	\$80

### PLANNING

Noise Permit - Single Day Event	\$35
Noise Permit – Up to 7 day Event	\$50
Noise Permit – Up to 6 months	\$100
Noise Permit – Up to 1 year	\$200
Site Plan Base Fee	\$200
Plus Additional Square Foot Fee as per below:	
Structure Up to 2,000 square feet	\$0 plus \$.10 per sq ft
Structure over 2,000 to 5,000 square feet	\$100 plus \$.20 per sq ft
Structure over 5,000 up to 20,000 square feet	\$250 plus \$.25 per sq ft
Structure over 20,000 up to 50,000	\$400 plus \$.30 per sq ft
Structure over 50,000 square feet	\$600 plus \$.35 per sq ft
Site Plan Extension/Renewal	10% of Original Application Fee
Special Use Permit Base Fee	\$200
Plus Additional Square Foot Fee as per below:	
Structure Up to 2,000 square feet	\$0 plus \$.10 per sq ft
Structure over 2,000 to 5,000 square feet	\$100 plus \$.20 per sq ft
Structure over 5,000 up to 20,000 square feet	\$250 plus \$.25 per sq ft
Structure over 20,000 up to 50,000	\$400 plus \$.30 per sq ft
Structure over 50,000 square feet	\$600 plus \$.35 per sq ft
Copies on CD	\$7.50
Copies	

8.5" x 11"	\$0.25
8.5" x 14"	\$0.35
11" x 14"	\$0.50
Large Map Copies	Cost, plus \$3 Service Fee
Mailing	At Cost
Special Use Permit Renewal	\$75
Rooming and Boarding House per Building (up to 4 rooms)	\$250
Additional cost per room in excess of 4 Rooms per Building	\$30
Subdivision (Non-Refundable)	
Subdivision/Lot Line/Revision/Lot line Deletion	\$150 plus \$50/resultant lot
Subdivision Regulations	\$15 plus mailing if needed
Zoning Ordinance	\$20 plus mailing if needed
Signage Base	\$50 fee plus \$2 per square foot of sign face
Curb Cut Review (fee is not applicable if part of site plan or subdivision reviews)	\$25
Recreation Fee-In Lieu of Parkland	
Per Dwelling Unit	Maximum \$3,000/unit over 4
Heritage Area Commission	
Base Fee	\$20\$50
Base Fee if dual applicant with Historic Landmark Preservation Commission	\$20
Coastal Consistency Review as Required	\$50
Historic Landmarks Preservation Commission Application Fee	\$50
Lighthouse	
Use Fee for Structure	\$110 Resident/\$150 Non-Resident
Cleaning Fee	\$75

### PLUMBING

Application and initial license fee (plumbing – includes oil heat)	\$300
Gas license (includes water connection)	\$125
Oil heating license (includes water connection)	\$125
Examination fee (each exam)	\$100
Inactive license fee (each)	\$75
License renewal fee (plumbing)	\$300
License renewal fee (gas or oil)	\$125
License reinstatement fee (plumbing)	\$300
License reinstatement fee (gas or oil)	\$75
Plumbing Permits-base fee plus:	\$75
Fee Per Fixture	\$10
Single job permit fee:	
Up to \$10,000	\$400
From \$10,001 to \$100,000	\$900
Over \$100,000	\$1,500

### POLICE DEPARTMENT

ATV impoundment	\$250
Application fee for exhibitions/shows	
Each show	\$10
First investigation	\$50
Each subsequent inspection	\$10
Burglar alarms	
Application to operate	\$40
False alarms	\$50
License to peddle and solicit	\$150
Skateboard redemption fee	\$25

## Taxi Cab Licenses

Taxi cab registration fee	\$75
Temporary taxi driver's license	\$25
Taxi cab driver's license	\$10
Taxi cab vehicle inspection	\$50
Taxi cab license fee	\$500
Replacement taxi driver's license fee	\$5

## Tow truck inspection

Annual inspection	\$200
Each tow vehicle inspected	\$20
Placement of Signs	\$25
Towing fee**Charges collected by tow truck operators**	

Day: \$100.00, Nights & Weekends: \$125.00,

Above three-quarter ton trucks Day: \$125.00, Nights & Weekends \$150.00

Tractor Trailers 18,000 GVW – Return empty Days: \$75.00, Nights & Weekends: \$100.00

Snow Tows Day or night includes dig out: \$125.00

**\*\*Additional Charges\*\*** The licensee shall be permitted to charge additional fees for additional services. Any fees not provided herein shall be in accordance with the schedule of fees filed with the Kingston Police Department.

## PUBLIC WORKS

Blocking Parking permit - Non-Metered	\$50 (up to 2 weeks)
Blocking Parking permit – Metered	\$25/space/day
Brush (Commercial – Per Ton)	\$30
Less one ton	\$15
Bulk Refuse (per pound)	\$0.15
Commercial Refuse (per pound)	\$0.20
Curb Cut Permit	\$100
Electronic equipment disposal (curbside fee only, free at transfer station)	
Small electronics (other than TV's)	\$8
CRT/TV/Monitor (picture tube style) under 27"	\$15
Flat Screen TV's	\$10
Consoles, large printers, large CRT TV's (over 27")	\$38
Additional Fine for curbside collection of electronics (per item)	\$15
Excavation Permit- Street, Right of Way	\$300
Linear Trenches	\$4.00 per ft
Excessive Trash – in excess of 96 gallons, small curbside clean-up	<del>\$85</del> \$100
Excessive Trash – in excess of 96 gallons but less than 192 gallons, large curbside clean-up	\$250
Excessive Trash – massive clean-up (move out, eviction) flat fee plus:	\$250
Tipping Fee	<del>\$103</del> \$105 Per Ton
Hourly Rate (to include labor and equipment)	\$200
Furniture (Per Item)	
Curb Pick-up by permit only	\$25
At transfer station (no permit required)	\$15
Mattress/box spring (at curb)	\$25
Mattress/box spring (at transfer station)	\$15
Leachate	<del>\$.08</del> gallon\$.06 gallon

Placement of signs/banners	\$25
Private hauler permits	\$600
Recycling non-compliance	
\$25 first incidence	
\$50 second incidence	
\$100 third or more incidences	
Refuse (annual fee for additional refuse tote)	\$450
<del>Street/sidewalk cut or break</del>	<del>\$150</del>
Sewer use - scavenger waste license fee	\$100
Sewer Tap	\$350
Sidewalk repair or replace permit	\$50
Tires	
Bike without rim	\$6
Bike with rim	\$7
Passenger car up to 17 inches	\$12
Passenger car up to 17 inches with rim	\$32
Passenger car, above 17 inches	\$32
Passenger car, above 17 inches with rim	\$37
Farm and construction without rim	\$200
Farm and construction with rim	\$250
White Goods (Appliances)	
Without Freon at curb (per item)	\$25
With Freon at curb (per item)	\$35
With Freon at transfer station (per item)	\$25
Without Freon at transfer station (per item)	\$15

#### SPECIAL EVENTS

Application Fee (all events)	\$25
Blocked Parking Fees (events other than non-profit, government or community org)	
On-street metered areas (per space)	\$50/space
On-street non-metered areas (per event)	\$100
Off-street metered areas (per space)	\$25/space
Off-street non-metered areas (per event)	\$100
Personnel Reimbursement (events other than non-profit, government or community org)	
DPW/Parks & Rec (per employee)	\$55/hour
Police (per officer)	\$90/hour
Fire (per firefighter)	\$90/hour
Street Closure/Detour Plan (all events)	
Street Closure/Detour Plan 1-5 Roads/Intersections	\$50
Street Closure/Detour Plan 6-10 Roads/Intersections	\$100
Street Closure/Detour Plan 11 or more Roads/Intersections	\$150
Tote Fee (with refuse removal)	\$20/tote
Vendor Permit (all events)	\$40/ vendor

#### ZONING

Zoning Letter:	
Residential	\$100
Commercial	\$250
Zoning Variance Fees:	
Area Variance – Residential	\$150
Area Variance – Commercial	\$350
Usage Variance – Residential	\$150
Usage Variance – Commercial	\$350

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

John M. Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

Andrea Shaut., Alderman-At-Large, President of the Common Council  
Kingston City Hall  
420 Broadway  
Kingston, New York 12401

January 29, 2021

RE: Blower Efficiency Grant for Wastewater Treatment Plant, NYS EFC GIGP grant

Dear President Shaut:

Since 2018, planning and design work has been underway to design plant modifications that will allow the city to be in compliance with effluent water quality standards. Specifically, the 2016 update to the City's SPDES permit imposed a lowered nitrogen limit which we must comply with.

A large and costly part of this effort will entail replacement of the current blowers and diffusers with modern, high-efficiency units. This will give the operators the ability to perform more controlled aeration, including the ability to control for seasonal and flow rate changes. In addition to improving effluent water quality, the upgrades will save a large amount of annual electricity consumption.

This week we became aware of an NYS EFC grant that could help offset the cost of the blower and diffuser replacement. The energy efficiency category is new this year and is a good fit for this project. The grant could pay up to 75% of the costs of the portion of the project that are directly related to providing energy savings. A 25% City match is required.

At this time, I am requesting a resolution authorizing the City to apply for this grant. Having this resolution will make our application much stronger. There is no spending or financial impact requested at this time.

Given the short time frame for the city to apply for this grant (the application is due by February 12), I request that this item be added to the upcoming February 1 special meeting of the finance and audit committee so that it may be considered at the February 2 meeting of the Common Council.

Respectfully,

John M. Schultheis, P.E.









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

John M. Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

Andrea Shaut., Alderman-At-Large, President of the Common Council  
Kingston City Hall  
420 Broadway  
Kingston, New York 12401

January 19, 2021

RE: Sanitary Sewer, Broadway from near 726 Broadway to Henry Street

Dear President Shaut:

Last year, the Council authorized the project and provided funding of \$1,900,000.00 by bonding. We proceeded with design and bidding, and on Jan.19, 2021 we received 7 bids for the project.

The low bidder was A. Colarusso and Sons with a bid of \$1,866,101.00. Engineering design and construction administration services will be provided by GPI at a cost of \$200,000.00. Further, an additional allowance for possible change orders is suggested in case.

The total budget is estimated at \$2,150,000, an increase of \$250,000.00 over the previously authorized amount of \$1,900,000. My request is for this additional \$250,000 in funding by bonding so that the project may be awarded to the low bidder.

Time is of the essence for this project to avoid delaying the ongoing Broadway streetscape project. Therefore I request a special meeting of the finance and audit committee for the purpose of considering this request.

Respectfully,

John M. Schultheis, P.E.  
City Engineer

Cc: Steve Noble, Mayor  
Ed Norman, Superintendent, DPW



**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 <u>x</u> _____ OTHER _____

DEPARTMENT: <u>Engineering</u>	DATE: <u>1-19-21</u>
Description: A request for \$250,000.00 in additional bonding for the project, based on bids received on 1/19/2021. The additional bonding will allow the project to be awarded to the low bidder.	
Estimated Financial Impact: \$ 250,000    Signature <u>John Schultheis</u>	

Digitally signed by John Schultheis, DN: cn=John Schultheis, o=City of Kingston, ou=Email, postalCode=12401, email=jschultheis@kingston-ny.gov, c=US, Date: 2021.01.19 15:49:45-0500

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"/>

