AGENDA-FINANCE/AUDIT COMMITTEE

March 10, 2021

- 1. Request for authorization to file for Grant Funds- Planning Dept
- 2. 2021 Budget Amendment- Shade Trees Planning
- 3. Contingency Transfer-DPW
- 4. Contingency Transfer-DPW
- 5. General Fund Employee Benefit Year End Transfer-Comptroller
- 6. Sewer Fund Employee Benefit Transfer- Comptroller
- 7. Zoning Task Force, RFP recommendation

CITY OF KINGSTON

Historic Landmarks Preservation Commission

planning@kingston-ny.gov

Julie Edelson-Safford, Historic Preservation Admin.

Steven T. Noble, Mayor

February 26, 2021

Ald. At Large Andrea Shaut, President City of Kingston Common Council City Hall - 420 Broadway Kingston, NY 12401

Suzanne Cahill, Planning Director

RE: REQUEST for Authorization to File for Grant Funds NYS Office of Parks, Recreation and Historic Preservation (OPRHP) Certified Local Government Grant FY 2021

Dear Pres. Shauti

The City of Kingston Historic Landmarks Preservation Commission is seeking to secure funding, in the amount of \$35,000, from the NYS Office of Parks, Recreation and Historic Preservation for a Certified Local Government Program to undertake a Citywide Historic Properties Survey. The Commission, working with the Grants Management Office, has prepared the scope of work in conjunction with the outline as provided by the State. The grant will be used to survey properties in the city that are not protected from development, beginning with the neighborhoods of Wilbur and Ponckhokie, and then moving forward to all properties that do not have any designation, to identify more historic resources for preservation, using new industry standards.

The projected grant match for this project is \$11,666, which will be covered through in-kind services of existing city staff and also from volunteers contributing time.

A completed Committee Report and a form of resolution are attached for your consideration and review. If there are any questions, please do not hesitate to contact this office.

Sincerely,

Myunne Carhel

Suzanne Cahill **Planning Director**

Cc: Mayor S. Noble Ald. R. Scott-Childress, W3, Chair F&A J. Tuey, Comptroller K. Wilson, Dir. Grants Management

City Hall · 420 Broadway · Kingston, New York 12401 · (845) 334-3955 · Fax (845) 334-3958 · www.kingston-ny.gov

RESOLUTION ____ of 2021

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION TO THE NEW YORK STATE OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION (OPRHP) FOR A CERITIFED LOCAL GOVERNMENT GRANT IN THE AMOUNT OF \$35,000 FOR A CITY WIDE HISTORIC PROPERTIES SURVEY AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

Sponsored by: Finance and Audit Committee Aldermen: Scott-Childress, Tallerman, Davis, Hirsch, Schabot

WHEREAS, the City of Kingston is eligible to apply to the OPRHP for a Certified Local Government Grant for funds in an amount of up to \$35,000 for the City Wide Historic Properties Survey; and

WHEREAS, this grant, should it be awarded, recommends a match in the amount of \$11,666 to be provided by in-kind services through existing city staff and volunteers; and

WHEREAS, there are specific requirements and tegulations 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 this grant will be in accordance with all terms and conditions contained in guidelines provided by OPRHP.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file an application for funds from the OPRHP for a Certified Local Government Grant in the amount of \$35,000 for a City Wide Historic Properties Survey and upon approval of said request to enter into and execute an agreement, and any and all related documents.

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this day		Approved by the Mayor this	
of	2021	of	2021
Elisa Tinti, City Clerk		teven T. Noble, Mayor	
Adopted by Council on		, 2021	

CITY OF KINGSTON Kingston Planning

planning@kingston-ny.gov

(F+A)

Suzanne Cahill, Planning Director Kyla Dedea, Assistant Planner



Steven T. Noble, Mayor

February 24, 2021

Ald. At Large Andrea Shaut, President City of Kingston Common Council City Hall – 420 Broadway Kingston, New York 12401

Re: FY 2021 Budget Amendment - Shade Trees A1-8560

Dear Pre. Shaut:

Unfortunately, in late 2020, a street tree alongside of St. Joseph's Church was damaged by a private vehicle. The City pursued and has just recently recouped an insurance payment to cover the costs of replacing the damaged tree. The work has been bid out and we anticipate that it will be completed by mid-May. The following FY 2021 Budget modification is requested to provide for acceptance of the payment and then expenditure to replace the tree.

INCREASE EXPENDITURE BUDGET LINE A18560 5472 (Shade Trees - Contracted Expenses) by \$3,675.00 ADD REVENUE BUDGET LINE A18560 42680 (Shade Trees – Insurance Recovery) by \$3,675.00

If there are any questions, please do not hesitate to contact our office to discuss.

Be well and stay safe.

Sincerely,

Bryanne Cohill

Suzanne Cahill Planning Director

CC: S. Noble, Mayor Ald. R. Scott-Childress, W3 Chairman F&A J. Tuey, Comptroller

City Hall · 420 Broadway · Kingston, New York 12401 · (845) 334-3955 · Fax (845) 334-3958 · www.kingston-ny.gov

FINANCE AND AUDIT COMMITTEE REPORT

	REQUEST DESCRIPTION		
INTERNAL TRANSFER AUTHORIZATION CLAIMS	CONTINGENCY TRANSFER BUDGET MODIFICATION ZONING	TRANSFER BONDING REQUEST OTHER	
DEPARTMENT: <u>Planning (Shade Tree)</u> DATE: <u>2-24-21</u> Description: Authorize FY 2021 Budget Amendment as follows: NUCREASE Expenditure Budget Line AI 8560 5472. by #3,675.00 CREATE Revenue Budget Line AI 8560 42680 by #3,675.00 Estimated Financial Impact: \$ Signature <u>Symm Calie</u>			
Motion by			
Seconded by	Committee	Vote <u>YES</u> <u>NO</u>	
Action Required:	Reynolds Scott Child Chairman		
SEQRA Decision: Type I Action Type II Action Unlisted Action	Don Tallerman,	Ward 5	
Negative Declaration of Environmental Signific	Anthony Davis,	Ward 6	
Conditioned Negative Declaration:	Michele Hirsch,	Ward 9	
Positive Declaration of Environmental Significan	nce: Steven Schabot,	Ward 8	

Tinti, Elisa

From:Shaut, AndreaSent:Monday, February 15, 2021 1:20 PMTo:Topple, Maureen; Scott-Childress, Reynolds; Tinti, ElisaCc:Tuey, John; Norman, EdwardSubject:RE: Contingency Transfer

Thank you, Maureen. I'm assuming there is no rush, and this can go through to our next Finance & Audit meeting in March, and full council 4/6.

F+A

Elisa - can you please include the below communication in my folder?

Thank you! Andrea

From: Topple, Maureen
Sent: Friday, February 12, 2021 2:17 PM
To: Shaut, Andrea <ashaut@kingston-ny.gov>; Scott-Childress, Reynolds <rscott-childress@kingston-ny.gov>
Cc: Tuey, John <jtuey@kingston-ny.gov>; Norman, Edward <enorman@kingston-ny.gov>
Subject: Contingency Transfer

Good Afternoon President Shaut,

Attached you will find a Finance & Audit Committee Report for a contingency transfer for the Department of Public Works.

This transfer will cover the cost of an unforeseen retirement payout for a DPW employee. We respectfully request this 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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m Go\ Green!\ Print\ this\ email\ only\ when\ necessary.\ Thank\ you\ for\ helping\ the\ City\ of\ Kingston\ be\ environmentally\ responsible.$

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER ______ AUTHORIZATION ______ CLAIMS _____ CONTINGENCY TRANSFER ×_____ BUDGET MODIFICATION _____ ZONING

TRANSFER BONDING REQUEST ____ OTHER

DEPARTMENT: Public Works

DATE: 2/12/2021

Description:

\$10,770.00 FROM A1199014.5404 Contingency

\$10,770.00 TO A1816011.5105 Retirement Accumulation

Estimated Financial Impact: \$10,770.0 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:

Committee Vote	YES	NO
Reynolds Scott Childress, Ward 3, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

Tinti, Elisa

From:	Topple, Maureen
Sent:	Wednesday, February 24, 2021 2:52 PM
То:	Shaut, Andrea; Scott-Childress, Reynolds
Cc:	Tuey, John; Norman, Edward; Tinti, Elisa
Subject:	Contingency Transfer
Attachments:	2.24.21 Contingency Transfer Parks Maintenance.pdf

Good Afternoon President Shaut,

Attached you will find a Finance & Audit Committee Report for a contingency transfer for the Department of Public Works Parks Maintenance Division.

This transfer will cover the cost of two unforeseen retirement payouts for Parks Maintenance employees.

Apologies for not including this on the 2.12 transfer request, but we were not made aware of these until after the previous request was submitted.

We respectfully request this go through March's Finance & Audit meeting, and be submitted to Council for review on 4/6.

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

FINANCE AND AUDIT COMMITTEE REPORT

REOUEST DESCRIPTION INTERNAL TRANSFER CONTINGENCY TRANSFER * TRANSFER AUTHORIZATION _____ BUDGET MODIFICATION _____ BONDING REQUEST _____ CLAIMS _____ DONING ______ DATE: 02/24/2021 _____ DEPARTMENT: Public Works/Park DATE: 02/24/2021 ______ Description: \$33,100.00 FROM A1199014.5404 Contingency \$33,100.00 TO A1711011.5105 Retirement Accumulation Estimated Financial Impact: \$33100.00 Signature Mathematical Mathmathmatical Mathematical Mathematical Mathematical Mat

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:

Committee Vote	YES	<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		

CITY OF KINGSTON Office of the Comptroller

comptroller@kingston-ny.gov

John Tuey, Comptroller



Steven T. Noble, Mayor

February 24, 2021

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

RE: General Fund Employee Benefit Year End Budgetary Transfers

Dear President Shaut,

I am submitting the attached 2020 budgetary transfers for the City's General Fund Employee Benefits so that I may balance the accounts on a year to date basis. There is no overall financial impact from these transfers.

Respectfully John R. Tuey, CPA

Comptroller, City of Kingston

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION				
INTERNAL TRANSFER AUTHORIZATION CLAIMS	CONTINGENCY TRANSFER BUDGET MODIFICATIONX ZONING	TRANSFER BONDING REQUEST OTHER		
DEPARTMENT: COmpto)	DATE: A AYIA			
Description:	ox <u>I</u>			
Request approval of 2020 General Fund employee benefit transfers totaling \$181,389 to balance the accounts for the year. There is no financial impact from these transfers.				
Estimated Financial Impact: \$ 0 Signature				
Motion by		[
Seconded by	Committ	YES NO		
Action Required:				
	Reynolds Scott Cl Chair			
SEQRA Decision: Type I Action	Don Tallerm			
Unlisted Action	Anthony Dav	vis, Ward 6		
Negative Declaration of Environmental Signif				
Conditioned Negative Declaration:	Michele Hirs	sch, Ward 9		
Seek Lead Agency Status:				
Positive Declaration of Environmental Signifi	cance: Steven Schal	pot, Ward 8		

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
то:		
A1 -1-1430-18-5822 -	DENTAL INSURANCE	2.176
A1 -3-3320-18-5822 -	DENTAL INSURANCE	90
A1 -4-4010-18-5822 -	DENTAL INSURANCE	4
A1 -5-5132-18-5822 -	DENTAL INSURANCE	3,494
A1 -6-6990-18-5822 -	DENTAL INSURANCE	255
A1 -9-9060-18-5822 -	DENTAL INSURANCE	87
A1 -1-1130-18-5821 -	HOSPITAL & MEDICAL	18
A1 -1-1330-18-5821 -	HOSPITAL & MEDICAL	440
A1 -1-1420-18-5821 -	HOSPITAL & MEDICAL	10,445
A1 -4-4020-18-5821 -	HOSPITAL & MEDICAL	1,073
A1 -8-8161-18-5821 -	HOSPITAL & MEDICAL	26,016
A1 -5-5630-18-5812 -	N.Y.S. RETIREMENT	26,528
A1 -1-1345-18-5812 -	NYS RETIREMENT	147
A1 -1-1420-18-5812 -	NYS RETIREMENT	1,116
A1 -1-1621-18-5812 -	NYS RETIREMENT	3,332
A1 -3-3310-18-5812 -	NYS RETIREMENT	2,502
A1 -3-3410-18-5812 -	NYS RETIREMENT	5,479
A1 -5-5651-18-5812 -	NYS RETIREMENT	326
A1 -7-7110-18-5812 -	NYS RETIREMENT	608
A1 -7-7140-18-5812 -	NYS RETIREMENT	454
A1 -7-7141-18-5812 -	NYS RETIREMENT	1,753
A1 -7-7143-18-5812 -	NYS RETIREMENT	746
A1 - 7-7180-18-5812 -	NYS RETIREMENT	2,070
A1 -8-8170-18-5812 -	NYS RETIREMENT	29,594
A1 -1-1440-18-5826 -	OPTICAL INSURANCE	69
A1 -1-1650-18-5826 -	OPTICAL INSURANCE	123
A1 -3-3320-18-5826 -	OPTICAL INSURANCE	104
A1 - 3-36 20-18-5826 -	OPTICAL INSURANCE	33
A1 -4-4020-18-5826 -	OPTICAL INSURANCE	15
A1 -7-7020-18-5826 -	OPTICAL INSURANCE	30
A1 -7-7141-18-5826 -	OPTICAL INSURANCE	57
A1 -8-8020-18-5826 -	OPTICAL INSURANCE	226
A1 -9-9050-18-5850 -	UNEMPLOYMENT INSURANCE	61,979
		181,389
FROM:		
A1 -3-3410-18-5821 -	HOSPITAL & MEDICAL	25,369
A1 -8-8160-18-5821 -	HOSPITAL & MEDICAL	28,342
A1 0 0011 10 5001		

	5 0 140 10 0021	HOST THE & MEDICAL	L.	2,202
A1	-8-8160-18-5821 -	HOSPITAL & MEDICAL	28	8,342
A1	-3-3311-18-5821 -	HOSPITAL & MEDICAL	29	9,730
A1	-1-1410-18-5821 -	HOSPITAL & MEDICAL	34	4,364
A1	-7-7110-18-5821 -	HOSPITAL & MEDICAL	37	7,430
A1	-5-5110-18-5821 -	HOSPITAL & MEDICAL	26	6,154

181,389

CITY OF KINGSTON Office of the Comptroller

comptroller@kingston-ny.gov

John Tuey, Comptroller



Steven T. Noble, Mayor

February 24, 2021

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

RE: Sewer Fund Employee Benefit Year End Budgetary Transfers

Dear President Shaut,

I am submitting the attached 2020 budgetary transfers for the City's Sewer Fund Employee Benefits so that I may balance the accounts on a year to date basis. There is no overall financial impact from these transfers.

Respectfully

John R. Tuey, CPA Comptroller, City of Kingston

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION			
AUTHORIZATION	BUDGET MODIFICATION X	TRANSFER BONDING REQUEST OTHER	
DEPARTMENT: Comptrollar DATE: 2/24/2			
Description:			
Request approval of 2020 Sewer Fund employee benefit transfers totaling \$68,003 to balance the accounts for the year. There is no financial impact from these transfers.			
Estimated Financial Impact: \$ 0 Signature			
Motion by			
Seconded by	Committee	Vote YES NO	
Action Required:			
	Reynolds Scott Childr Chairman		
SEQRA Decision: Type I Action Type II Action	Don Tallerman,		
Unlisted Action	Anthony Davis,	Ward 6	
Negative Declaration of Environmental Significance:			
Conditioned Negative Declaration: Michele Hirsch, Ward 9		Ward 9	
Seek Lead Agency Status:			
Positive Declaration of Environmental Signific	sance: Steven Schabot,	Ward 8	

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
TO:		
G1 -9-9060-18-5821 -	HOSPITAL & MEDICAL	46,221
G1 -9-9060-18-5823 -	MEDICARE REIMBURSEMENT	20,352
G1 -8-8120-18-5822 -	DENTAL INSURANCE	1,236
G1 -8-8110-11-5811 -	SOCIAL SECURITY	186
G1 -8-8110-18-5826 -	OPTICAL INSURANCE	8
		68,003
FROM:		
G1 -8-8120-18-5821 -	HOSPITAL & MEDICAL	68,003

CITY OF KINGSTON Office of the Mayor

mayor@kingston-ny.gov

Steven T. Noble Mayor



March 3rd, 2020

Ms. Andrea Shaut Alderwoman-at-Large President of the Common Council Kingston City Hall 420 Broadway Kingston, NY 12401

Re: Zoning Task Force, RFP recommendation

Dear President Shaut,

Last night, the Zoning Taskforce, made up of seven Kingston residents, met and made their final recommendations related to the 2019 Request for Proposals to create a new Form-Based Zoning Code for the City of Kingston.

After reviewing several RFPs, and conducting interviews and reference checks, the review team unanimously recommends Dover, Kohl, and Partners. Attached, please find the proposed work plan and fee proposal in the amount of \$499,394.00 from Dover, Kohl, and Partners. In addition to DK&P, the City would like to partner with Pattern for Progress in the amount of \$25,000 to support the Zoning Process in the City of Kingston over the course of the rezoning project. The City currently does not have full-time zoning staff that can manage this effort. I believe it is critical that this process be as robust as possible with additional consultant support. Our citizen review team felt that DK&P would bring a robust citizen involvement process along with exciting visualization tools that will allow us to better plan for our future.

Our Zoning Code has not been updated in over fifty years, and I believe this investment will help guide all future growth in our community. Members of the Zoning Taskforce and I will be available to attend the March Finance Committee to present and to answer any questions Council members may have.

Respectfully Submitted,

Steven T. Noble Mayor

Tinti, Elisa

From: Sent: To: Cc: Subject: Attachments: Shaut, Andrea Friday, February 26, 2021 9:28 AM Scott-Childress, Reynolds Tinti, Elisa; Noble, Steve; Tuey, John Zoning Code/ Land Use Plan Letter - Zoning Task Force.pdf

Dear Rennie,

In March 2020, Mayor Noble submitted to the Common Council a communication to consider an RFP from Dover, Kohl, and Partners. The RFP was selected by the Zoning Task Force for the purpose of turning the city's zoning code into a land use plan. Although the Council tabled this request as we entered into the unknown events of COVID-19, I have been hearing from council members, city staff, constituents, as well as the mayor, that it would be a good time for the Common Council to again take this request into consideration. I will be requesting the Finance & Audit Committee to take this up at the March committee meeting. Attached to this email, you will find Mayor Noble's original communication. Please let me know if you have any questions.

Elisa - can you please include this as a communication?

Very Respectfully,

Andrea Shaut

Council President, City of Kingston

New Zoning Code – Pros and Cons

CONS

- Expensive, will take a lot of work to complete overhaul
- Adjustment period and learning curve with substantial changes

PROS

- Save Time and Money On both the applicant side and the City side
 - Potentially reduce redundancy HLPC, PB and HAC review of the same projects with multiple fees, applications and meetings n same office administration
 - Planning Board reviews can be so widespread Example the Planning Board recently reviewed a small deck off the rear of a commercial property which had no impact on use, parking or other site related aspects. The Board also recently reviewed a very small addition to house a required ADA lift on a commercial building with no impact to zoning or other site related issues. Both of these could have been addressed at staff level and proceeded directly to a building permit review and issuance.
 - Potential to eliminate legal issues in the Code like the requirement for certain building uses to have owner occupancy
- Creates Consistency
 - Example Rondout Area Opposite sides of Broadway have different zoning designations with different uses and different review requirements.
 - o Clarify definitions which are similar or stated differently in varying Code sections.
- Sets Expectations
 - A new zoning code can incorporate more design guidelines and less focus on specific uses.
 - Use variances should be infrequent.
- Developer/User Friendly
 - Enable City to realign uses with those which are presently not considered and/or don't have specific regulations (i.e. – solar farms, battery storage facilities, requirements for electric vehicles and bike racks, tiny houses, short term rentals, Air BnB's, and other rental issues, etc...)
 - Zoning Code is Outdated. Example the parking requirements are astronomical for certain uses which require waivers, variances or limit possible uses/density of development.
 - Reduce the overall Number of Zoning Districts and make clearer what uses are allowed in each zone.
- Shared Vision
 - Provide for a Community Identity that provides for flexibility, growth and development in cohesive fashion
 - o Carries forward the goals and objectives of the Kingston 2025 Comprehensive Plan.
 - o Identifies Kingston as a progressive community, "Re-Envisions" the City.