

FINANCE/AUDIT COMMITTEE MEETING

MAY 2021

AGENDA

NEW BUSINESS

1.- Budget transfer-CDBG funds, afterschool programs-Lynsey Timbrouck, Parks Director

Transfer request \$950,000.00 ADLN Grant- Kevin Corte

2.-Kingston City Land Bank Proposal- Mayor Noble

3.-Transfer request-City Clerk

4.-Transfer request-KPD retirement payouts-Chief Tinti

5.-Transfer request-retirement accumulation-KFD-Chief Brown

6.-Wayfinding signage for City of Kingston-Alderman Tallerman

7.-Transfer request \$950,000.00 ADLN Grant- Kevin Corte

8.-Budget Transfer Request- Kevin Bryant, Corp. Council

9.-Request for full time Fire Inspector-Stephan Knox, Director Bld. & Safety

10.-Mid Year Transfer- John Tuey, Comptroller

OLD BUSINESS

1.-Traffic Safety Campaign Consultant- Kristen Wilson, Grants Manager

2.-AKER Proposal- Old Stony Run Apts.



FIN

**Tinti, Elisa**

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**From:** Shaut, Andrea  
**Sent:** Tuesday, May 04, 2021 1:40 PM  
**To:** Tinti, Elisa; Scott-Childress, Reynolds; Tuey, John; Bryant, Kevin  
**Cc:** Noble, Steve; Corte, Kevin  
**Subject:** FW: Addition to ADLN Agenda Item?  
**Attachments:** ADLN Budget Transfer Committee\_Report-Finance Committee 2021.pdf; ADLN Resolution-TransferFunds.docx

Elisa,

Can you please add this item to the agenda of May's Finance & Audit meeting? I had denied it as a late communication last month, but it was submitted timely for May.

Thank you,  
Andrea

**From:** Noble, Steve  
**Sent:** Tuesday, May 4, 2021 12:03 PM  
**To:** Shaut, Andrea <ashaut@kingston-ny.gov>  
**Cc:** Corte, Kevin <kcorte@kingston-ny.gov>  
**Subject:** FW: Addition to ADLN Agenda Item?

Hi Andrea,

One of the items I didn't see on the Finance meeting was this communication. I think Kristen had tried to get this on the April meeting and so is it possible to have this on the May Finance meeting? I think we could consider that this was actually communicated in April so that it wouldn't be considered late?

Let me know,

Thanks!

-Steve

Steven T. Noble  
Mayor, City of Kingston  
420 Broadway  
Kingston, NY 12401  
845-334-3902  
[www.kingston-ny.gov](http://www.kingston-ny.gov)

**From:** Wilson, Kristen  
**Sent:** Wednesday, April 14, 2021 6:19 PM  
**To:** Shaut, Andrea <ashaut@kingston-ny.gov>; Scott-Childress, Reynolds <rscott-childress@kingston-ny.gov>  
**Cc:** Tuey, John <jtuey@kingston-ny.gov>; Corte, Kevin <kcorte@kingston-ny.gov>; Devitt-Frank, Ruth Ann <rfrank@kingston-ny.gov>  
**Subject:** Addition to ADLN Agenda Item?

Hi Andrea and Rennie,

Would it be possible to include this budget transfer along with the request for authorization to expend funds for the ADLN grant, which is item #8 on tonight's agenda? I apologize it was not included in the initial communication as we are on a learning curve. It is a simple transfer of funds from the Housing Revenue to the Housing Contracted Services line. If it cannot be included tonight I understand, we will communicate it through the normal channels.

Thank you for your consideration.

Kristen

**Kristen Wilson**

Director  
Office of Grants Management  
City of Kingston  
420 Broadway  
Kingston, NY 12401  
845-334-3962  
[kwilson@kingston-ny.gov](mailto:kwilson@kingston-ny.gov)

<https://www.kingston-ny.gov/grants>  
[www.engagekingston.com](http://www.engagekingston.com)

**1 THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER <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: <u>Housing Initiatives</u>	DATE: 4/14/21
Description:	
Transfer the remaining funds in the ADLN Grant (\$950,000) to the Contracted Services line of the Dept. of Housing Initiatives Budget	
From: A1 6995 2070 Grant Revenue To: A1 6995 5472 Contracted Services	
Estimated Financial Impact: \$ 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:       

<u>Committee Vote</u>	<u>YES</u>	<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		



RESOLUTION \_\_\_ of 2021

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, RECOMMENDING APPROVAL FOR MODIFICATIONS TO THE 2021 DEPT. OF HOUSING INITIATIVES BUDGET

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

WHEREAS, the Dept. of Housing Initiatives requests a transfer of funds for the Contracted Services lines; and

WHEREAS, the Finance/Audit Committee has received, reviewed, and approved this request.

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

SECTION 1. That the following sums be transferred as follows:

From: NYS ADLN Grant (A1 6995 2070) Program Budget \$950,000

To: Dept. of Housing Initiatives Budget (A1 6995 5472) Contracted Services \$950,000

SECTION 2. This resolution shall take effect immediately.

Submitted to the Mayor this \_\_\_\_ day  
of \_\_\_\_\_ 2021

Approved by the Mayor this \_\_\_\_ day  
of \_\_\_\_\_ 2021

\_\_\_\_\_  
Elisa Tinti, City Clerk

\_\_\_\_\_  
Steven T. Noble, Mayor

Adopted by Council on \_\_\_\_\_, 2021





# CITY OF KINGSTON

## Office of the Mayor

mayor@kingston-ny.gov

F+A

Steven T. Noble  
Mayor



April 29, 2021

Honorable Andrea Shaut  
President/Alderman-at-Large  
Kingston Common Council  
420 Broadway  
Kingston, NY 12401

Re: Kingston City Land Bank Proposal

Dear President Shaut,

Attached, you will find a proposal by the Kingston City Land Bank regarding the disposition of tax foreclosed properties here in the City of Kingston. I have read through the proposal put forth by the Kingston City Land Bank (KCLB) and I support the recommendations suggested by the KCLB.

Specifically, I would ask the Common Council to amend Resolution 172 by removing the below properties from that Authorization resolution. I will work with my staff to provide alternate plans for these properties in the next 60 days.

1. 38 Chapel Street (2-family residence)
2. Catskill Terrace (vacant land)
3. Head of Elm Street, 68-70, 70-76 (vacant land)
4. 514-520, 522-528 First Avenue (vacant land)
5. 72 Garden Street (vacant land)
6. 197-225 North Street (vacant land)
7. 73-75 Prospect Street (vacant land)
8. 2-20 Purvis Avenue (vacant land)
9. 250-256R Third Avenue (vacant land)
10. 46 North Street (1-family residence)
11. 50 North Street (1-family residence)
12. 12 240-256 R Hurley Avenue (vacant land)

I would add that at this time, I call upon the Common Council to pass a resolution that provides a right of first refusal for all tax foreclosed properties not included on the original list of 36 properties. This will allow the Land Bank to have the first opportunity to purchase a property in an effort to increase homeownership here in the City of Kingston. I suggest that upon presentation to the Kingston City Land Bank, the city offers a due diligence window of 90 days to allow the Land Bank to inspect the property prior to purchase. After 90 days, or a written rejection by the Land Bank, the City can follow other means to dispose of the property following General Municipal Law.

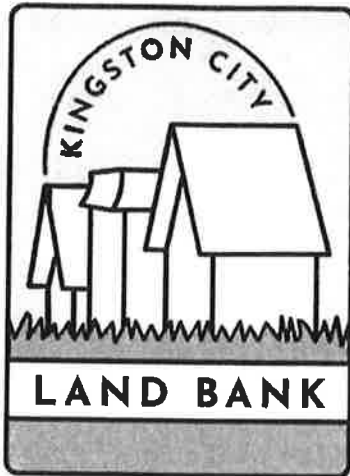
Please feel free to contact me if you have any questions or concerns. It is my understanding that the Kingston City Land Bank would like to present their proposed plan to the Common Council and answer any questions the Council Members may have.

Respectfully Submitted,

Steven T. Noble  
Mayor



April 16, 2021



Dear Mayor Noble,

The KCLB is pleased to formally submit to your office and the City of Kingston the list of properties that the Kingston City Land Bank wishes to acquire from the list provided in October of 2018's Resolution 172.

**BACKGROUND:** In October of 2018, the Common Council authorized Mayor Noble through Resolution 172 to sell 36 surplus properties to the KCLB for the full price of the back-taxes. We sincerely thank everyone within the City government for their patience as we worked through getting the organization up and running and evaluated how to responsibly purchase these properties, avoid unnecessary legal liability, and ensure that the Land Bank can achieve its mission beyond the initial acquisitions. Through this process, we've been able to diagnose title issues (and make recommendations to the City about how to both resolve and avoid

them in the future), identify environmental issues, and think critically about the relevance of these parcels to our mission, particularly as it relates to producing affordable housing opportunities. While this process took time, we believe it was the responsible approach and one that will allow us to put our energy where it needs to be into the future.

Among this group are 4 properties that the KCLB is requesting until the end of the 2021 calendar year (though we will aim for less) to more thoroughly evaluate, develop scopes of work, and get a better sense of the budgetary implications of taking them on. The three houses in this group are considered tear-downs by other local housing groups, and therefore we do not consider them marketable properties for the City to dispose of through other means as the price to rehab would almost certainly exceed the fair market value. We do not want to commit to purchasing properties that we don't feel confident we can effectively return to the tax rolls.

**ALREADY PURCHASED//Part of the 2021 PILOT program:**

1. 174 Hasbrouck Avenue (single family home)—under construction.
2. 248 Main Street (single family home)—under construction.
3. 64 Van Buren (single family home)—under construction.
4. 149 Greenkill (single family home)—predevelopment process underway.

**READY TO PURCHASE:** These properties have insurable title and clean Phase 1 Environmental reports or environmental conditions (like an easily removed underground oil tank) that we can manage:

1. 111 Downs Street (single family home)
2. 237 E Union Street (single family home)
3. 169 Hurley Avenue (single family home)
4. 24 Hamilton (single family home)
5. 69 Gill (single family home)
6. 63 German (single family home)
7. 151 Third (vacant parcel adjacent to other vacant parcels, KCLB may be able to assemble and develop parcels into affordable homes.)
8. Not included in Resolution 172: 124-126 Franklin Street (single family home, awaiting Council approval. It would be the 5th home in our 2021 5-home PILOT program.)
9. Included in Resolution 190: 108-110 Henry Street

**READY TO REJECT:** We are choosing to reject the purchase of these properties either because they are vacant parcels with no relevance to our mission, are currently occupied, do not have insurable title, are tear-downs, or some combination:

1. 38 Chapel (occupied, 2-family residence)
2. Catskill Terrace (vacant land)
3. Head of, 68-70, 70-76 Elm Street (vacant land)
4. 514-520, 522-528 First (vacant land)
5. 72 Garden (vacant land)
6. 197-225 North (vacant land)
7. 73-75 Prospect (vacant land)
8. 2-20 Purvis (vacant land)
9. 250-256R Third (vacant land)
10. 46 North (house is in flood plane and must be demolished)
11. 50 North (house is in flood plane and must be demolished)
12. 240-256 R Hurley Avenue (vacant land)

**REQUESTING ACTION AND/OR PRICE REDUCTION BY CoK:** The KCLB has identified a title issue that only the City of Kingston can resolve. So far, these requests have been denied. We formally request that the City undertake the legal processes to clear title and the Kingston City Land Bank will happily purchase them.

1. 28 Abbey: 2-family residence located in Midtown. Duplexes provide an excellent affordable homeownership opportunity, as rental income can subsidize living expenses for the buyer. The City must undertake a quiet title action to clear title. If resolved, the KCLB is prepared to purchase for the price of the back-taxes, which are about \$22,000.
2. 20 Stephan: Single-family residence located in Midtown. The City must undertake a quiet title action to clear title. If resolved, the KCLB is prepared to purchase for the price of the back-taxes, which are about \$28,000.
3. 46 Grand: Former bar/Commercial space located in Midtown. Could have various uses, but has a State tax lien that the City must resolve. If resolved, the KCLB would be inclined to ask for a reduction in purchase price, which is currently nearly \$119,000.
4. 52 Grand: Single-family home located in Midtown. Has a State tax lien that the City must resolve. If resolved, the KCLB would be inclined to ask for a reduction in purchase price, which is currently nearly \$71,000.
5. 488 Hasbrouck: Great single-family home, moderate rehab. Has a State tax lien that the City must resolve. If resolved, the KCLB would be inclined to ask for a reduction in purchase price, which is currently nearly \$70,000.
6. 55 Rodney: It remains unclear if this property contains a house or not. To our knowledge, the City of Kingston has been unable to resolve title issues but may have the power to do so.

**REQUESTING ADDITIONAL TIME TO EVALUATE:** The KCLB is requesting additional time to evaluate these properties due to structural and/or environmental concerns that our initial due diligence has indicated. We would like to do everything within our power to return these properties to the tax rolls as neighborhood assets and homeownership opportunities. Demolition of these structures means their permanent removal from our city's limited housing stock and contribution to the tax base, however the price to rehab will almost certainly exceed the fair market value of the home, let alone the reduced price required to sell the home affordably. Though we will make every effort to make these decisions efficiently, we are requesting until the end of the 2021 calendar year to purchase or reject the following properties:

1. 177 Murray: This single-family ~1870s home in the Ponckhockie neighborhood is in a state of advanced decay, though we believe it to be salvageable. We are requesting additional time in order to further evaluate the structure with an engineer, its potential for rehabilitation, and the

- projected costs of doing so. The back-taxes are about \$13,000. If the City of Kingston would consider a reduction in the purchase price, that money could be allocated to the rehab.
2. 168 Fairview: This single-family ~1940s home in Uptown is also in a state of advanced decay, though we believe it to be salvageable. It has incurred significant water damage from a hole in the roof, as well as flooding before the water was shut off. We are requesting additional time in order to further evaluate the structure with an engineer, its potential for rehabilitation, and the projected costs of doing so. The back-taxes are about \$36,000. If the City of Kingston would consider a reduction in the purchase price, that money could be allocated to the rehab.
  3. 29 Rogers Street: This single family home in the Rondout is in poor condition, and our Phase 1 environmental evaluation recommends further soil testing. The KCLB does not have funding currently to undertake a massive remediation project, but we do not yet know if one would be required. Additionally, the home was built as a duplex and we would like to investigate whether it could be re-zoned to include two units, thereby increasing its affordable homeownership potential. We would additionally like the property to be evaluated by an engineer, as there is visual evidence of structural problems. The KCLB requests permission to undertake this additional environmental testing prior to purchase. The back-taxes are about \$22,000. If the City of Kingston would consider a reduction in the purchase price, that money could be allocated to the rehab or this necessary environmental review.
  4. 38 Post Street: This large and unique commercial space in the Rondout appears to be in stable structural condition, however our Phase 1 environmental evaluation recommends further soil testing. The KCLB does not have funding currently to undertake a massive remediation project, but we do not yet know if one would be required. The building has many potential community-asset-driven uses that the KCLB could facilitate, such as a market or food co-op that would give the surrounding community expanded access to fresh food as there are few options currently in that neighborhood. The KCLB requests permission to undertake this additional environmental testing prior to purchase. The back-taxes are about \$26,000. If the City of Kingston would consider a reduction in the purchase price, that money could be allocated to the rehab or this necessary environmental review.



# CITY OF KINGSTON

F+A

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

Steven T. Noble, Mayor  
Elisa Tinti, City Clerk & Registrar



Deidre Sills, Deputy Clerk  
Susan Mesches, Deputy Registrar

April 28, 2021

Honorable President Shaut  
420 Broadway  
Kingston, New York 12401

Dear President Shaut,

After many discussions with Mayor Noble in regard to the anticipated re-opening of City Hall for regular business hours, I am requesting a change in the current position of Part Time bi-lingual Clerk to Full Time Bi-lingual Clerk.

Currently, the part time position is being filled by a temporary employee who performs the health checks and visitor records at the side door entrance of City Hall. As a result, my office is down one person which has caused my staff to make changes to their daily schedule. For example, lunches are not taken until after 2:00 pm, when visitors are no longer entering the building. The City Clerk/Registrar's Office gets more visits from the public than any other office in City Hall. For example, on Monday, April 26, of the 38 visitor's to City Hall, 22 of them came to the Clerk's Office.

Part time staff, as per the CSEA contract, work 17.5 hours a week. We are currently open to the public from 10:00-2:00, or 20 hours per week. My part time staff covers the door from 10:00-1:30 and the Mayor's Secretary covers from 1:30-2:00. It is anticipated that we will need a health check/tracking system through the end of the year.

The position of part time Bi-lingual Clerk has been posted several times without any qualified applicants who are interested in part time employment. This individual must be both bi-lingual and fully computer literate. Such qualified individuals are seeking a full time position. Once this position is filled, that staff member will be placed at the side door until that position is no longer necessary. They would then transition to the Clerk's Office.

I am requesting a transfer of \$44,065.00, with a financial impact of \$26,868.00.

Thank you for your consideration,  
Elisa Tinti





**1 THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Clerk's Office</u>	DATE: <u>5/12/2021</u>		
Description: <u>Transfer of \$44,065 to cover the change of Part time bi-lingual clerk to full time bi-lingual clerk</u>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"> <p>To: 1410.101 Reg Pay 24,600</p> <p>1410.811 Soc Sec 564</p> <p>1410.812 NYS Ret. 1,110</p> <p>1410.821 Hosp + Med 17,220</p> <p>1410.822 Dental 426</p> <p>1410.826 Opt. 144</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p>44,065</p> </td> <td style="width: 40%;"> <p>FROM: 1410.112 Part time 17,197</p> <p>1990.5404 Contingency 26,868</p> </td> </tr> </table>		<p>To: 1410.101 Reg Pay 24,600</p> <p>1410.811 Soc Sec 564</p> <p>1410.812 NYS Ret. 1,110</p> <p>1410.821 Hosp + Med 17,220</p> <p>1410.822 Dental 426</p> <p>1410.826 Opt. 144</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p>44,065</p>	<p>FROM: 1410.112 Part time 17,197</p> <p>1990.5404 Contingency 26,868</p>
<p>To: 1410.101 Reg Pay 24,600</p> <p>1410.811 Soc Sec 564</p> <p>1410.812 NYS Ret. 1,110</p> <p>1410.821 Hosp + Med 17,220</p> <p>1410.822 Dental 426</p> <p>1410.826 Opt. 144</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p>44,065</p>	<p>FROM: 1410.112 Part time 17,197</p> <p>1990.5404 Contingency 26,868</p>		
Estimated Financial Impact: \$  26,868.	Signature: <u><i>[Signature]</i></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, 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"/>



<u>Account #</u>	<u>Account Description</u>	<u>Difference</u>
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To:

1410.101	Regular Pay	24,600
1410.811	Social Security	564
1410.812	NYS Retirement	1,110
1410.821	Hospital and Medical ins	17,220
1410.822	Dental Ins	426
1410.826	Optical Ins	144
		<u>44,065</u>

From:

1410.112	Part Time Employees	17,197
1990.5404	Contingency	26,868
		<u>44,065</u>



**Proposed Changes**

<u>Account #</u>	<u>Account Description</u>	<u>Original Budget</u>	<u>Add FT Bilingual</u>	<u>Remove PT</u>	<u>Add Funds for</u>	<u>Adjusted Budget</u>	<u>Difference</u>
		<u>Dept 1410</u>	<u>Clerk Effective</u>	<u>Bilingual Clerk</u>	<u>Temporary Part</u>	<u>Dept 1410</u>	
			<u>6/7/21</u>	<u>Full Year</u>	<u>Time For Visitor</u>		
					<u>Screening</u>		
					<u>through 6/4</u>		
101	Regular Pay	105,628	19,600		5,000	130,228	24,600
102	Longevity Pay	1,550					
112	Part Time Employees	17,197		(17,197)		-	(17,197)
811	Social Security	9,515	1,499	(1,318)	383	10,079	564
812	NYS Retirement	18,656	2,940	(2,580)	750	19,766	1,110
821	Hospital and Medical ins	59,976	17,220		-	77,196	17,220
822	Dental Ins	1,462	426		-	1,888	426
826	Optical Ins	494	144		-	638	144
		214,478	41,830	(21,095)	6,133	239,796	26,868



F+A

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

Egidio F. Tinti, Chief of Police

Steven T. Noble, Mayor



April 14, 2021

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

Dear Ms. Shaut,

I am respectfully requesting a transfer of funds from the City's Contingency Account to cover the retirement payouts of 6 officers.

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

Enclosure

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

John Tuey  
City Comptroller

## 2021 Budget Modification


<u>Account #</u>	<u>Transfer Out of</u>	<u>Transfer Into</u>
Retirement Accumulation A13120.105		\$157,000.00
Contingency Account A1.1990.5404	\$157,000.00	
<b>TOTALS</b>	<b>\$ 157,000.00</b>	<b>\$ 157,000.00</b>



**1THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Police</u>	DATE: <u>4/14/2021</u>
Description: <p style="margin-left: 40px;">Budget transfer to cover retirement of 6 officers.</p> <p style="margin-left: 40px;">A3120.105 Retirement Accumulation</p> <p style="margin-left: 40px;">A1.1990.5404 Contingency Account</p> <p>Estimated Financial Impact: \$157,000    Signature <u></u></p>	

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"/>



**CITY OF KINGSTON**  
**Kingston Fire Department**  
mbrown@kingston-ny.gov

F+A

Mark Brown, Fire Chief



Steven T. Noble, Mayor

April 5, 2021

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

Dear Alderman at Large Shaut,

Please consider approving the following Transfer according to the attached sheet. This \$33,049.06 to the Retirement Accumulation account will cover the retirement of Deputy Chief's final payout.

Sincerely,

Mark Brown  
Fire Chief


Cc: John Tuley  
Finance Committee  
Mayor Noble



**1THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>A13410.</u>	DATE: <u>04/5/2021</u>
Description: Transfer to : A13410.105 From: Contingency	
I am requesting that the total of \$31,049.06 be transferred from Contingency to Retirement Accumulation to payout a Deputy Chief who retired on February 26, 2021.	
Estimated Financial Impact: \$31,049.06	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	<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"/>



F+A

**Tinti, Elisa**

---

**From:** Shaut, Andrea  
**Sent:** Monday, April 26, 2021 9:08 AM  
**To:** Tinti, Elisa  
**Cc:** Tallerman, Donald  
**Subject:** FW: Communication regarding Wayfinding

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

Hi Elisa,

Can you add the following email to my communication folder?

Thank you,  
Andrea

-----Original Message-----

**From:** Tallerman, Donald  
**Sent:** Thursday, April 22, 2021 9:51 AM  
**To:** Shaut, Andrea <ashaut@kingston-ny.gov>  
**Subject:** Communication regarding Wayfinding

Hi Andrea -

I would like to submit a communication regarding wayfinding signage for the City of Kingston.

As you know, a comprehensive wayfinding plan was developed on behalf of the City of Kingston, paid for by Ulster County.

I would like to request that a presentation be made to bring the Council up to speed on the project design, and considerations for moving forward with the implementation of the plan. I would like to invite Kristin Wilson and Brian Slack to appear before the council to discuss.

Please let me know the appropriate next steps.

Thank you very much.

Don

--  
Don Tallerman  
Alderman - Ward 5  
917-318-7420





F+A

**Tinti, Elisa**

---

**From:** Timbrouck, Lynsey  
**Sent:** Wednesday, April 28, 2021 3:42 PM  
**To:** Shaut, Andrea  
**Cc:** Tinti, Elisa; Bruck, Amanda  
**Subject:** Budget Transfer Request CDBG Funds for Computers at Drop-In School Programs  
**Attachments:** Budget Transfer Request for Computers at Drop-in School Program 4-22-21.pdf; Budget Transfer Committee Report-EHC Drop-In Program Computers 4-22-21.pdf; Budget Transfer Committee Report-RNC Drop-In Program Computers 4-22-21.pdf

Good Afternoon,

Please see the attached communication and committee report, regarding a budget transfer request of CDBG funds for computers at our afterschool drop-in programs at the Hodge and Rondout Centers.

Please let me know if you have any questions. Thank you.

Respectfully,

Lynsey

**Lynsey Timbrouck**  
**Director of Parks and Recreation**  
**City of Kingston**  
**467 Broadway**  
**Kingston, N.Y. 12401**  
**(p) 845-481-7333**



City of Kingston  
Parks and Recreation Department

*ltimbrouck@kingston-ny.gov*



Steven T. Noble, Mayor

Lynsey Timbrouck, Director

---

April 22, 2021

Dear President Shaut:

The City of Kingston Parks and Recreation Department has been awarded \$40,000 of CDBG-CVIII funds (CARES Act funding) for its Drop-In School Support Program at the Everett Hodge Community Center (EHC) and Rondout Neighborhood Center (RNC).

These funds will be used to purchase and install 35 Dell OptiPlex 7420 AIO computers; 15 computers at the EHC and the remaining 20 will be installed at the RNC. The remaining \$11,826.85 is budgeted to reimburse the City for personnel who have been supporting students at these locations during remote learning.

As the funding will be prorated for each facility, I respectfully request the following fund transfers:

EHC: Transfer \$ 12,074.21 from: A1-7-7143-22-42020 – CDBG Reimbursement  
\$ 11,131.35 to: A1-7-7143-12-5205 – Computer/Data Processing Equipment  
\$ 942.86 to: A1-7-7143-14-5485 – General Materials and Supplies

RNC: Transfer \$ 16,098.94 from: A1-7-7141-22-42020 – CDBG Reimbursement  
\$ 14,841.80 to: A1-7-7141-12-5205 – Computer/Data Processing Equipment  
\$ 1,257.14 to: A1-7-7141-14-5485 – General Materials and Supplies

Should the General Materials and Supplies expenses exceed \$2,200, a revised budget request will be submitted to the Director of Community Development to reduce Salary/Fringe and increase the aforementioned line items. An additional budget transfer will then be requested to increase the A/R and expense lines.

Attached are the Committee Reports and budget spreadsheet that has been approved by the Office of Community Development.

Thank you in advance for your consideration.

Respectfully,

Lynsey Timbrouck

Director, Kingston Parks and Recreation

cc. Amanda L. Bruck, Director, Office of Community Development

Steven T. Noble, Mayor, City of Kingston


John Tuey, Comptroller, City of Kingston



**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT <u>Parks and Recreation</u>	DATE <u>April 22, 2021</u>
Description:	
Transfer \$12,074.21 to purchase 15 Dell OptiPlex 7420 AIO computers for the Everette Hodge Community Center for its Drop-In School Support program. The funding for equipment and materials and supplies will be reimbursed by CDBG through its CARES Act funding:	
Transfer \$ 12,074.21 from: A1-7-7143- 22-42020 – CDBG Reimbursement	
\$ 11,131.35	to: A1-7-7143-12-5205 – Computer/Data Processing Equipment
\$ 942.86	to: A1-7-7143-14-5485 – General Materials and Supplies
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: \_\_\_\_\_

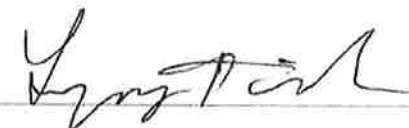
<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Michele Hirsch, Ward 9		



**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT <u>Parks and Recreation</u>	DATE <u>April 22, 2021</u>
Description:	
Transfer \$16,098.94 to purchase 20 Dell OptiPlex 7420 AIO computers for the Rondout Neighborhood Center for its Drop-In School Support program. The funding for equipment and materials and supplies will be reimbursed by CDBG through its CARES Act funding:	
Transfer \$ 16,098.94 from: A1-7-7141- 22-42020 – CDBG Reimbursement	
\$ 14,841.80	to: A1-7-7141-12-5205 – Computer/Data Processing Equipment
\$ 1,257.14	to: A1-7-7141-14-5485 – General Materials and Supplies
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, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Steven Schabot, Ward 8		
Michele Hirsch, Ward 9		





F+A

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

Steven T. Noble, Mayor



Kevin R. Bryant, Corporation Counsel  
Daniel Gartenstein, Asst. Corporation Counsel

---

TO: Andrea Shaut  
President, Common Council

FROM: Kevin R. Bryant *KB*  
Corporation Counsel

DATE: April 29, 2021

RE: Budget Transfer for Corporation Counsel

Attached please find transfer request for Corporation Counsel for the year 2021.



**RESOLUTION OF 2021**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, RECOMMENDING APPROVAL FOR TRANSFERS TO THE 2021 CORPORATION COUNSEL BUDGET**

Sponsored By: Finance/Audit Committee: Alderman: Scott-Childress, Tallerman, Davis, Hirsch, Schabot,

**WHEREAS**, the Corporation Counsel has submitted a request for a budget modification in the 2021 Corporation Counsel's budget in the amount of \$90,000.00 to correct shortages in the consultant's line.

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

**SECTION 1.** That the sum of \$90,000.00 be transferred to correct shortages in the consultant's line in the 2021 Corporation Counsel budget as per the attached.

**SECTION 2.** This resolution shall take effect immediately.

Submitted to the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021

Approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Elisa Tinti, City Clerk

\_\_\_\_\_  
Steven T. Noble, Mayor

Adopted by Council on \_\_\_\_\_, 2021



April 29, 2021 Transfer Corporation Counsel

From:

A1-1420-14-5419	Court & Witness Fees	4,150.00
A1-1420-14-5462	Seminars	850.00
A1-1990-14-5404	Contingency	85,000.00
<b>Total</b>		<b>90,000.00</b>

To:

A1-1420-14-5411	Consultants	90,000.00
<b>Total</b>		<b>90,000.00</b>



**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT <u>Corporation Counsel</u>	DATE <u>April 29, 2021</u>
Description: <u>Request transfer to the 2021 Corporation Counsel Budget to correct</u> <u>shortages in the consultant's line</u>	
Estimated Financial Impact _____	Signature <u><i>Ken R. Burt</i></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		
Donald Tallerman, Ward 5		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		





**Steven T. Noble**  
Mayor

**Stephan Knox**  
Director

**CITY OF KINGSTON**  
**Building Safety & Zoning Enforcement**

5 Garraghan Drive  
Kingston, NY 12401  
Phone (845) 331-1217  
Fax (845) 331-1224



F+A

April 30, 2021

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

Dear Aldersperson at Large Shaut,

I respectfully submit the following request to establish a full time position of Fire Inspector to conduct commercial property fire inspections throughout the City.

As you are aware, the responsibility for conducting fire inspections was transferred to Building Safety beginning January of this year. It was understood that this new responsibility would be a substantial challenge and that changes and modifications might be necessary to ensure goals are being met as we move forward.

After assessing progress made for the first quarter of the year, and following my conversations with Mayor Noble, we believe that it's necessary to have a full time employee solely focused on bringing our commercial properties into compliance with both State and Local codes.

It is certainly exciting to see so much growth and improvement going on throughout the City. While we will continue to encourage this progress, we know that it must be done responsibly and with safety being our paramount concern. Adding this full time position will help make sure that both new and existing buildings have and maintain the safety precautions required to keep the resident of or City out of harms way.

We again ask for your consideration in this matter and will make ourselves available for any questions or concerns.

Sincerely,


**Stephan Knox**  
Director of Building Safety & Zoning Enforcement

Cc. Mayor, Steven T. Noble  
Corporation Counsel, Kevin Bryant  
Comptroller, John Tuey

**1 THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

<b>DEPARTMENT:</b> <u>Building Safety</u>	<b>DATE:</b> <u>4/30/2021</u>
<b>Description:</b> Please consider this transfer request to fund a full time Fire Inspector position to conduct commercial property fire inspections for Building Safety.	
From: Contingency \$54,451.00	To: A1362011 5101 \$29,890
To: A1362018 5812 \$4,484, A1362018 5811 \$2,287, A1362018 5821 \$17,220	
To: A1362018 5822 \$426, A1362018 5826 \$144	
Estimated Financial Impact: \$ 54,451.00	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: \_\_\_\_\_

<b><u>Committee Vote</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
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"/>

**2021 Building Safety Request for Contingency Transfer**

**Fire Inspector – Full Time**

**Amount Requested: \$54,451.00**

**From: Contingency**

**To:**

<b>A1362011 5101</b>	<b>Personal Regular</b>	<b>\$29,890.00</b>
<b>A1362018 5812</b>	<b>NYS Retirement</b>	<b>\$4,484.00</b>
<b>A1362018 5811</b>	<b>Social Security</b>	<b>\$2,287.00</b>
<b>A1362018 5821</b>	<b>Hospital/Medical</b>	<b>\$17,220.00</b>
<b>A1362018 5822</b>	<b>Dental</b>	<b>\$426.00</b>
<b>A1362018 5826</b>	<b>Optical</b>	<b>\$144.00</b>



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

John Tuey, Comptroller



Steven T. Noble, Mayor

April 29, 2021

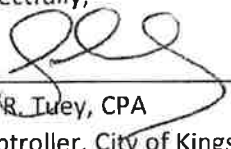
Alderman At Large Andrea Shaut, President  
City of Kingston Common council  
City Hall, 420 Broadway  
Kingston, NY 12401

RE: Mid-Year 2021 Budgetary Transfers

Dear President Shaut,

I am submitting the attached 2021 budgetary transfers to accommodate necessary adjustments to my office's 2021 budget. There is no overall financial impact from these transfers.

Respectfully,

  
\_\_\_\_\_  
John R. Tuey, CPA  
Comptroller, City of Kingston



**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT <u>Comptroller</u>	DATE <u>4/29/21</u>
Description: <u>Respectfully request approval of interdepartmental 2021 budgetary transfers totaling \$2,000. There is no overall budgetary impact from these transfers.</u>	
Estimated Financial Impact <u>N/A</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>
Douglas Koop, Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Reynolds Scott-Childress Ward 3	<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"/>





General Fund Budgetary Transfer

To:

<u>Fund</u>	<u>Dept</u>	<u>Acct #</u>	<u>Acct Description</u>	<u>Amount</u>
A1	3320	5105	Retirement Accumulation	200.00
A1	5651	5101	Regular Pay	300.00
A1	5651	5441	Maintenance of Equipment	1,500.00
				2,000.00

From:

<u>Fund</u>	<u>Dept</u>	<u>Acct #</u>	<u>Acct Description</u>	<u>Amount</u>
A1	3320	5112	Part Time Employees	2,000.00
				2,000.00



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

John Tuey, Comptroller



Steven T. Noble, Mayor

April 29, 2021

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

RE: Commitment of Funds

Dear President Shaut,

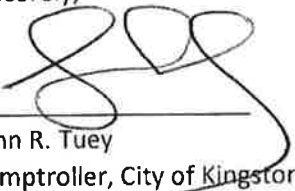
Due to a new accounting pronouncement, certain funds maintained in the City's trust accounts would be returned to the City's General Fund Unassigned Fund Balance unless action to place restrictions on these funds is taken by the Common Council. These funds were generally collected through donations and placing restrictions on these funds would allow them to continue to be used for their original purpose. The funds, with estimated balances as of 12/31/2020, are:

Memorial Funds - \$1,009.19  
Gun Buy Back - \$5,000.00  
Forsyth Nature Center - \$1,876.19  
Parks and Recreation - \$24,411.97  
Police Drug/Dare Programs - \$13,367.58  
Cornell Park - \$1,709.02

I've also included a budget transfer for \$5,000 to allow the Kingston Police Department to utilize the gun buy back funds in 2021.

Lastly, there are estimated funds of \$8,161.60 held in the trust accounts that were bequeathed to the City that were intended to be used for the now defunct Kingston Laboratory that were restricted by Common Council that I recommend be returned to the City's General Fund Unassigned Fund Balance.

Sincerely,



John R. Tuey  
Comptroller, City of Kingston

cc: Mayor Steven T. Noble







# OLD BUSINESS





**RESOLUTION 72 OF 2021**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON,  
NEW YORK, REQUESTING A TRANSFER IN THE GRANTS MANAGEMENT  
DEPARTMENT IN THE AMOUNT OF \$35,000.00 TO COVER THE EXPENSE  
OF A TRAFFIC SAFETY CAMPAIGN CONSULTANT**

Sponsored By: Finance/Audit Committee: Alderman Scott-Childress, Tallerman, Davis, Hirsch, Schabot

**WHEREAS**, the Grants Department has requested a transfer in the amount of \$35,000.00 to cover the expense of a traffic study campaign consultant, and;

**WHEREAS**, the Finance/Audit Committee has received, reviewed and approved this request;

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

**FROM:** A1.1990.14.5404 Contingency \$35,000.00

**TO:** A1.6990.14.5411 Grants Management Consultant \$35,000.00

Submitted to the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021

Approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Elisa Tinti, City Clerk

\_\_\_\_\_  
Steven T. Noble, Mayor

Adopted by Council on \_\_\_\_\_, 2021



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1 THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT  
COMMITTEE REPORT

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

DEPARTMENT: Grants Management DATE: 3/10/2021

Description:  
Transfer \$ 35,000 of funds into the Grants Management account for a traffic safety campaign consultant

From:  
Contingency –A11990.14.5404: \$35,000

To:  
Grants Management Consultant – A16990.11.5411

Estimated Financial Impact: \$35,000 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, Ward 3, Chairman		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		



(F+A)

**CITY OF KINGSTON**  
Office of Grants Management  
grants@kingston-ny.gov

Kristen E. Wilson, Director



Steven T. Noble, Mayor

February 26, 2021

Honorable Andrea Shaut  
President/Alderman-at-Large  
Kingston Common Council  
420 Broadway  
Kingston, NY 12401

Re: Request for Funds for a Traffic Safety Campaign

Dear President Shaut,

The Office of Grants Management requests placement on the agenda of the appropriate committee to discuss funding a City-branded Traffic Safety Campaign. The campaign would initially be developed for the opening of the Broadway Streetscape Project, and then the branding, logos, and content developed would be available for use in campaign outreach and communications for other street projects coming online and being constructed. (Henry Street, Uptown Transportation Improvements, Flatbush & Foxhall, Franklin Street).

The purpose of the initial campaign would be 1) to target the audiences of vehicle drivers, bicyclists, pedestrians, elected officials, and emergency service providers with messages that explain the change in traffic patterns on Broadway and how to properly use the infrastructure, and 2) to raise awareness of traffic laws that ensure the safety of everyone. When a new traffic pattern is introduced, as it will be on Broadway, there is typically an adjustment period for travelers when perhaps more crashes could occur until the community adapts to the changes. The end goal would be to inspire behavior change that will result in a safer traveling environment for all and to prevent crashes.

When researching marketing costs and discussing the project with people in the marketing field, my Office discovered that marketing costs can have a big range. In essence, the more tasks you assign to a firm, the less they may charge. We have drafted a scope of work that includes writing the campaign plan, developing the logo, brand, copywriting, creating a homepage for the campaign on EngageKingston.com, radio spots, instructional and educational videos, and ad spend for social media. We estimate that we could implement this scope for a minimum of \$35,000. The initial campaign would run starting one month before Broadway opens and then for up to two months after Broadway opens.

We are requesting that the Common Council consider utilizing contingency funds for the campaign at a minimum of \$35,000. During the meeting I can share more about the quotes and numbers I gathered if the Council would be interested in allocating more to this effort.



**CITY OF KINGSTON**  
**Office of Grants Management**  
grants@kingston-ny.gov

Kristen E. Wilson, Director



Steven T. Noble, Mayor

You can visit these websites to see how some other communities in New York State have created traffic safety campaigns.

<https://www1.nyc.gov/html/dot/html/about/campaigns.shtml>

<https://www.cdtempo.org/page/57-whatwedo/pedestrian/61-cap-coexist>

<https://drive2bbetter.org/>

I hope that Council members will seriously consider this proposal as the effort could prevent injury and save lives, communicate the benefits of our investment in the Broadway project, and create a safer and more respectful experience for the traveling public. This relatively small investment by the City can have a lasting impact on traffic safety and awareness for many years to come.

Thank you for your consideration.

Sincerely,

Kristen Wilson





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1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

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

DEPARTMENT: Grants Management DATE: 3/10/2021

Description:  
Transfer \$ 35,000 of funds into the Grants Management account for a traffic safety campaign consultant

From:  
Contingency -A11990.14.5404: \$35,000

To:  
Grants Management Consultant - A16990.11.5411

Estimated Financial Impact: \$35,000 Signature \_\_\_\_\_

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:


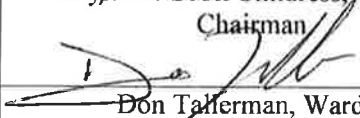
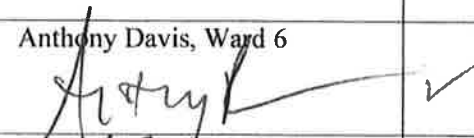

SEQRA Decision:  
 Type I Action \_\_\_\_\_  
 Type II Action \_\_\_\_\_  
 Unlisted Action \_\_\_\_\_

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, Ward 3, Chairman	✓	
 Don Tallerman, Ward 5	✓	
Anthony Davis, Ward 6		
 Michele Hirsch, Ward 9	✓	
 Steven Schabot, Ward 8		✓



## Tinti, Elisa

---

**From:** Noble, Steve  
**Sent:** Friday, February 26, 2021 10:02 AM  
**To:** Alderman  
**Cc:** Baker, Daniel; Tinti, Elisa  
**Subject:** Kingston Village (Stony Run) - Affordable Housing Proposal  
**Attachments:** Stony Run Proposal Letter.pdf

Dear President Shaut,

This week, I received a proposal to enter into a regulatory agreement (known as an Article 11 agreement) with the new owners of Kingston Village (Formerly known as Stony Run). It was purchased by a company known as AKER. The owners are proposing to turn the 266 unit facility into a workforce housing facility to serve residents with incomes between 70% to 100% Area Medium Income based on HUDs Fair Market Values here in Kingston.

This proposal stipulates these units would be locked into the 70%-100% AMI for 30 years and that owners would continue to pay all current property taxes as well as slight increases each year starting in 2024. This is the first proposal that I am aware of that would take existing market rate apartments and enter into an agreement to preserve affordability for the next 30 years.

The Company indicates they plan to make approximately \$3 million in improvements to the facility over the next 24 months.

I ask that the Common Council consider this draft agreement and would encourage you to ask AKER to give a presentation to the appropriate committee.

Respectfully Submitted,

Steven T. Noble  
Mayor, City of Kingston  
420 Broadway  
Kingston, NY 12401  
845-334-3902  
[www.kingston-ny.gov](http://www.kingston-ny.gov)





February 24, 2021

Mayor Steven T. Noble  
420 Broadway  
Kingston, NY 12401

Dear Mayor Noble,

This letter outlines an Article XI regulatory agreement proposal for the 266 rental apartment units at Kingston Village (Stony Run). The intention is to preserve quality workforce housing in the city of Kingston while allowing for much needed capital improvements without decreasing city tax revenue. A percentage-based AMI range will prevent resident displacement and allow our lender to approve the agreement. Our objectives are to:

- Preserve affordable housing for the growing workforce of Kingston
- Maintaining steady, reliable tax revenue
- Improve the quality of Kingston's housing through much-needed capital improvements

We are proud to share that part of our initial funding allocated at purchase provides approximately \$3M in improvements to Kingston Village over the next 12-24 months. We anticipate further capital improvements thereafter once permanent financing is secured.

This project has and will create dozens of local jobs in construction, maintenance, and property management. We have elected to work with local architects, designers, engineers, media firms, and sub-contractors. Resident feedback over the past week regarding the change in ownership has incredibly positive, exciting, and heart-warming.

**Kingston Village Improvement Budget Allocations (12-24 months):**

- \$545,000 for Site Work: Lighting, Sidewalks, Parking Lots, Roof, and HVAC
- \$370,000 for Amenity upgrades: Clubhouse, Fitness Center, Pool, Tennis Court
- \$361,500 for Common Area Upgrades: Hallways, Siding, Security, Paint, Cleaning
- \$713,600 for Apartment Interiors: Flooring, Lighting, Kitchens, Bathrooms
- \$991,849 for Contingency, General Conditions, Architecture, Soft Costs

**Proposed AMI Distribution:**

- 5% or 13 apartments capped at 70% of AMI
- 5% or 13 apartments capped at 80% of AMI
- 10% or 27 apartments capped at 90% of AMI
- 80% or 213 apartments capped at 100% of AMI



- The AMI rents listed do not include utility reimbursements or additional services

**Area Median Income & Affordable Housing Rents**

Kingston MSA (Ulster County)		FMR Calculated As AMI @ 30.0%, 1.5 person per BD			
AMI Level		Studio	1-Bed	2-Bed	3-Bed
100%	<i>Median Income</i>	1,465	1,570	1,882	2,176
90%		1,318	1,413	1,694	1,958
80%	<i>Low Income</i>	1,172	1,256	1,506	1,741
70%		1,025	1,099	1,317	1,523

**Sources:**

- <https://www.huduser.gov/portal/datasets/il.html>
- <https://www.huduser.gov/portal/datasets/fmr.html>

**Urban Land Institute, definition of workforce housing:** "housing that is affordable to households earning 60 to 120 percent of the area median income." (80% and under being considered low-income housing)

**Annual Tax Escalation:**

- 0.5% per year for term of the agreement, beginning in 2024. Taxes stay flat in 2021, 2022, and 2023.

**Regulatory Agreement Term:**

- 30 years

**Proposed Income Certification Compliance:**

- Reviewing current rent amounts, household composition, and acting in good faith, we believe it most beneficial to the location's community to waive current resident income certifications and assume current occupancy complies with AMI-based income-qualifications, retaining current residency and preventing displacement of any current community residents (i.e. "grandfathering-in" current rent roll)
- Income Certifications required at vacancy turnover with lease up

**Comparison to other Article XI Agreements:**

- **Energy Square: Current Taxes of \$1000 per unit**
  - o 3.5% or 2 apartments capped at 30% of AMI
  - o 48% or 27 apartments capped at 50% of AMI
  - o 32% or 18 apartments capped at 60% of AMI
  - o 16% or 9 apartments capped at 80% of AMI
- **Lace Mill: Current Taxes of \$1000 per unit**
  - o 22% or 12 apartments capped at 50% of AMI



- o 78% or 43 apartments capped at 60% of AMI
- Landmark Place: **Current Taxes of \$1045 per unit**
  - o 65% or 35 apartments capped at 50% of AMI
  - o 35% or 19 apartments capped at 60% of AMI

*This regulatory agreement is over 7x more tax efficient than previous Article XIs*

Kingston Village: <b>Current Taxes of \$3,428 per unit</b>	Energy Square: <b>Current Taxes of \$1000 per unit</b>	Lace Mill: <b>Current Taxes of \$1000 per unit</b>	Landmark Place: <b>Current Taxes of \$1045 per unit</b>
\$4,257* Article XI rent relief per year per unit**	\$9,134* Article XI rent relief per year per unit**	\$8,985* Article XI rent relief per year per unit**	\$9,899* Article XI rent relief per year per unit**
Provides \$.81 of rent relief per \$1 of tax revenue	Provides \$.11 of rent relief per \$1 of tax revenue	Provides \$.11 of rent relief per \$1 of tax revenue	Provides \$.11 of rent relief per \$1 of tax revenue

\*assumes current market is 100% AMI level

\*\*weighted average across unit types per AMI level

The Principals at Aker grew up in the Hudson Valley. Our management approach is customer service driven. We prioritize our residents and strive to build a close-knit community. Andrew, the Community Manager is already planning resident community events including but not limited to: food trucks, live music, guided hikes in the Catskills, craft brewery/distillery showcases, and group fitness classes. We recently finalized an agreement to provide residents with discounted fresh produce supplied by local farms and shipped to their door.

We would love to host you onsite to meet the team.

Sincerely,

William Brocker & Mike Amato





## Tinti, Elisa

---

**From:** Tinti, Elisa  
**Sent:** Friday, February 26, 2021 10:25 AM  
**To:** Mesches, Sue  
**Subject:** FW: Kingston Village (Stony Run) - Affordable Housing Proposal  
**Attachments:** Stony Run Proposal Letter.pdf

*Elisa Tinti*

City Clerk and Registrar  
City of Kingston

(845) 334-3914 Office  
(845) 334-3918 Fax

[Kingston City Clerk Webpage](#)



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