

CITY OF KINGSTON

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

AGENDA 1/13/2021

1. Transfer WWTP
2. Transfer of Properties to KLDC
3. 2021 Fee Schedule
4. Wilbur Avenue Paving Project
5. Governor's recent Executive order (202.83)
6. Transfer Assessor's Office
7. Transfer from Contingency- Grants Department
8. NYLAF Municipal Cooperation Agreement Amendment
9. Record of Activity-Alderman Davis

Agenda Item No:

Finance and Audit Committee Agenda Item Report

Meeting Date: December 9, 2020

Submitted by: Elisa Tinti

Submitting Department:

Item Type: Informational Purposes

Agenda Section:

Subject:

Transfer

Suggested Action:

Attachments:

Copy of WWTP Inter Dept Trans 11 30 2020.pdf

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND ECONOMIC DEVELOPMENT

COMMITTEE REPORT

Internal Transfer	<u>XX</u>	Contingency Transfer	
Transfer		Authorization	
Budget Modification		Bonding Request	
Claims	Zoning	Other	
Department:	WWTP	Date:	October 23, 2020
G1	Transfer To:	G1	Transfer From:
G1 8130 11 5211	Other Equipment	G1 8121 11 5101	Pump Station Regular Pay
	40,000.00		40,000.00
TOTAL		TOTAL	
	40,000.00		40,000.00
TOTAL TRANSFER FROM			
Estimated Financial Impact <u>0</u>		Signature <u>[Handwritten Signature]</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 _____

Committee Vote	Yes	No
Douglas Koop, Ward 2 Chairman		
Reynolds Scott-Childress, Ward 3		
Tony Davis, Ward 6		
Steven Schabot, Ward 8		
Michelle Hirsch, Ward 9		

CITY OF KINGSTON
Office of the Mayor

mayor@kingston-ny.gov

FIA

Steven T. Noble
Mayor



December 30th, 2020

Honorable Andrea Shaut
President Common Council
420 Broadway
Kingston, NY 12401

Re: Transfer of Properties to KLDC

Dear President Shaut,

As part of my administration's planning in the area of increasing the amount of affordable workforce housing within our city, I have identified two City Parcels that I believe have the opportunity to be re-developed into housing sites as part of our redevelopment plans for our community. The two locations are the Broadway Commons site at 615 Broadway and the Cornell Street Municipal Parking Lot, located on Cornell and Thomas Streets. Both of these City owned parcels can and should be put to higher use. In order to best explore alternative uses, I would propose that both of these parcels be transferred to the Kingston Local Development Corporation.

The Kingston Local Development Corporation (KLDC) states "the primary purpose of the KLDC is to stimulate investment within the City of Kingston that results in quality of life and economic sustainability for its residents." I believe that without workforce housing, we will not be able to create the economic vitality that Kingston strives for and that without additional housing, we will not be able to meet the needs of our growing businesses. The KLDC is best suited to advertise, negotiate and support developers who are willing meet the City's goals of building more workforce housing. Both of these sites will need to continue to include existing features, like public parking and greenspace, into any future redevelopment plan, but I believe the City should take bold action to attract the necessary private and non-profit partners to support these goals.

I would ask that this concept be sent to the appropriate committee, and that I would be happy to have an introductory conversation with the Common Council on this initiative. If the council is supportive, we can work to lay out the necessary steps needed to move this project forward and begin the conversation with the Kingston Local Development Corporation.

Please feel free to contact me with any questions regarding this matter. Thank you for your consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Steven T. Noble".

Steven. T. Noble
Mayor

2021 City of Kingston Fee Schedule

F 10

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\$55
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	\$75
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

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	\$85 \$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	\$103 \$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	\$.08 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
Street/sidewalk cut or break	\$150
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

(F-1A)

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

John Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

December 18th, 2020

Andrea Shaut
President of the Common Council
420 Broadway
Kingston, NY 12401

Re: Wilbur Avenue Paving Project / PIN 8762.02 / Authorization

Dear President Shaut,

I am putting forward this request to authorize the advancement of the Wilbur Avenue Repaving Project by making a commitment of 100% of the non-federal share of the costs of construction and construction inspection. Included with this request is the resolution to be provided to NYS DOT in order to authorize the next phase of the project. The required amount of \$1,280,000 is covered through previously authorized bonding in Resolution #105 of 2019 and Resolution #58 of 2020 (a total of \$1,400,000). Therefore, no new bonding is being requested in association with this resolution. \$1,024,000 will be reimbursed through the NYS DOT PIN 8762.02 with a local share of \$256,000 for these phases.

In 2019, the City of Kingston received Federal Highway Funding through the Ulster County Transportation Council (UCTC) Transportation Improvement Program (TIP) – Pavement Rehabilitation and Complete Streets Program for the Wilbur Avenue Paving: Greenkill Avenue to Abeel Street project. The proposed work consisted primarily of milling the existing pavement and overlaying new asphalt.

On June 4, 2019, the Common Council approved Resolution #103 initiating the Project and authorizing the expenditure of \$92,000.00 to fund the Preliminary and Detailed Design Phases for the Project. Additionally, the Council passed Resolution #104 authorizing adoption of a Bond Ordinance and Resolution #105 authorizing the issuance of a Bond in the amount of \$1,124,000.00.

It was discovered that much of the roadway had inadequate and/or inferior base and subbase material during the initial investigation stage of Preliminary Design. Given this, the project as proposed would have failed within approximately 2 years. Considering the City's investment and the NYS DOT criteria for nominal expected life span from road rehabilitation to be 10 to 20 years, this approach was abandoned.

The contract with our consultant GPI was thereafter amended to encompass a more complex design than a simple mill and overlay. Likewise, the original project limits of construction was decreased from the entirety of Wilbur Ave (1.2 miles) to the worst 2,400 feet. This reduction was due to the need for a full depth reconstruction of the road as well as drainage improvements.

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

John Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

GPI then developed a preliminary estimate for the increased costs associated with the change in project scope, resulting in a \$276,000 budget shortfall. The Common Council authorized increasing the amount of the original bond from \$1,124,000.00 to \$1,400,000 in March 5th of 2020 through Resolutions #57 and #58.

The project is expected to be out to bid in winter 2021, pending authorization by NYSDOT. Construction is projected to begin in spring 2021. It is anticipated that bids may come in higher than the current construction budget, in which case we will be seeking to increase the bond in order to award the project to the lowest bidder.

Thank you for your consideration of this request and please forward this communication to the next regularly scheduled Finance Committee for further discussion.

If you have any questions, please contact:

Greg Krupp, Engineering Technician

845-334-3966

gkrupp@kingston-ny.gov

Sincerely,

Greg Krupp
Engineering Technician

CC: Steven T. Noble, Mayor
John Tuey, Comptroller
Douglas Koop, Finance Committee Chairman
John Schultheis, City Engineer

RESOLUTION ___ of 2021

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

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

WHEREAS, a Project for the Wilbur Avenue Paving: Greenkill Avenue to Abeel Street in the City of Kingston, Ulster County, PIN 8762.02 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

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

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

SECTION 1. That the Kingston City Council hereby approves the above-subject project.

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

SECTION 3. That the sum of **\$1,280,000** is hereby appropriated from a General Municipal Bond and made available to cover the cost of participation in the above phase of the Project.

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

SECTION 5. That the Mayor of the City of Kingston be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or applicable Marchiselli Aid on behalf of the City of Kingston with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible.

SECTION 6. That in addition to the Mayor, the following municipal titles: Commissioner of Public Works, City Engineer, and City Comptroller are also hereby authorized to execute any necessary Agreements or certifications on behalf of the Municipality/Sponsor, with NYSDOT in connection with the advancement or approval of the project identified in the State/Local

Agreement.

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

SECTION 8. This Resolution shall take effect immediately.

Submitted to the Mayor this _____ day

of _____ 2021

Elisa Tinti, City Clerk

Approved by the Mayor this _____ day

of _____ 2021

Steven T. Noble, Mayor

Adopted by Council on _____, 2021

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: Engineering DATE: _____

Description:

Request to authorize the advancement of the Wilbur Avenue Repaving Project by making a commitment of 100% of the non-federal share of the costs of construction and construction inspection. The required amount of \$1,280,000 is covered through bonding previously authorized in resolution 104 of 2019 and resolution 58 of 2020 (a total of \$1,400,000). No new bonding is being requested at this time. \$1,024,000 will be reimbursed through NYS DOT PIN 8762.02 with a local share of \$256,000.

Estimated Financial Impact: N/A Signature GK

Motion by _____

Seconded by _____

Action Required:

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

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Michele, Hirsch, Ward 9		
Steven Schabot, Ward 8		

FYA

Tinti, Elisa

From: Shaut, Andrea
Sent: Monday, December 21, 2020 1:19 PM
To: Noble, Steve
Cc: Alderman; Bryant, Kevin; Baker, Daniel
Subject: RE: Governor's recent Executive Order and our Senior's

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Thank you, Steve.

I spoke with Tony, and we are both uncomfortable adding an agenda item only hours before tonight's meeting. I will call for a special meeting and will confirm with all when that day/time is.

Sincerely,
Andrea

From: Noble, Steve
Sent: Monday, December 21, 2020 12:53 PM
To: Shaut, Andrea <ashaut@kingston-ny.gov>
Cc: Alderman <Alderman@kingston-ny.gov>; Bryant, Kevin <kbryant@kingston-ny.gov>; Baker, Daniel <dbaker@kingston-ny.gov>
Subject: Governor's recent Executive Order and our Senior's

President Shaut,

Governor Cuomo's recent Executive order (202.83), regarding RPTL 467 (Senior) and RPLT 459-C (Disability), allows for a municipality "to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons."

For the health and safety of all Kingstonians, I believe it to be in the City's and property owners best interest for the City of Kingston to adopt such a resolution.

The Executive Order is attached. A link to the Executive order is also below.

<https://www.governor.ny.gov/news/no-20283-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

Dan Baker will work with Corporation Council to ready a resolution.

Can this late communication either be referred to the Public Safety meeting tonight or I ask that a special committee meeting get set up for Caucus in January.

Respectfully Submitted,

-Steve



State of New York

Executive Chamber

No. 202.83

EXECUTIVE ORDER

Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency

WHEREAS, on March 7, 2020, I issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York; and

WHEREAS, both travel-related cases and community contact transmission of COVID-19 have been documented in New York State and are expected to continue;

NOW, THEREFORE, I, ANDREW M. CUOMO, Governor of the State of New York, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation, or parts thereof, of any agency during a State disaster emergency, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the disaster emergency or if necessary to assist or aid in coping with such disaster, or to provide any directive necessary to respond to the disaster, do hereby continue the suspensions and modifications of law, and any directives not superseded by a subsequent directive, contained in Executive Orders 202.36, 202.37, 202.46, 202.47, 202.54, 202.58, 202.59, 202.65, and 202.70, as continued and contained in Executive Order 202.76, for another thirty days through January 17, 2021, and hereby temporarily suspend or modify the following from the date of this Executive Order through January 17, 2021:

- Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, to the extent necessary to permit the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons. Provided however, that the governing body may, at its option, include in such resolution procedures by which the assessor may require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died;
- Notwithstanding any law or regulation to the contrary, health care providers are relieved of recordkeeping requirements to the extent necessary for health care providers to perform tasks as may be necessary to respond to the COVID-19 outbreak, including, but not limited to requirements to maintain medical records that accurately reflect the evaluation and treatment of patients, or requirement to assign diagnostic codes or to create or maintain other records for billing purposes. Any person acting reasonably and in good faith under this provision shall be afforded absolute immunity from liability for any failure to comply with any recordkeeping requirement. In order to protect from liability any person acting reasonably and in good faith under this provision, requirements to maintain medical records;
- Executive Order 202.76, which provided that all suspensions of the Family Court Act shall remain in effect until December 18, 2020, is hereby modified to provide that all suspensions of the Family Court Act shall remain in effect until the expiration of this Executive Order, as extended or modified by future Executive Order.

- Chapter 125 of 2020 enacting the COVID-19 Rent Relief Act to the extent necessary to authorize the payment of rent relief as otherwise provided in such Act, without requiring that a tenant provide proof that they were paying more than 30 percent of gross monthly income towards rent prior to March, 2020.

IN ADDITION, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to issue any directive during a disaster emergency necessary to cope with the disaster, I hereby issue the following directive for the period from the date of this Executive Order through January 17, 2021:

- The authority of the Commissioner of Taxation and Finance to abate late filing and payment penalties pursuant to section 1145 of the Tax Law is hereby modified as necessary to expand the Commissioner's authority to also authorize the abatement of interest by the Commissioner, for a period of 91 days, for restaurants and other food service establishments that are required to file returns and remit sales and use taxes by December 21, 2020, for the sales tax quarterly period that ended November 30, 2020, and that were required to cease indoor dining by Executive Order 202.81 or by Executive Order 202.68 because they are located in an area that was designated an "orange zone" on December 18, 2020.



G I V E N under my hand and the Privy Seal of the State

in the City of Albany this eighteenth day

of December in the year two thousand

twenty.

BY THE GOVERNOR

A handwritten signature in cursive script, appearing to read "M. C.", written in black ink.

Secretary to the Governor

A handwritten signature in cursive script, appearing to read "Andrew Cuomo", written in black ink.

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT <u>Assessment</u>	DATE <u>12/10/2020</u>
<u>Amount \$12,000.00 From Account 1355. 101 (Regular Pay) To Account 1355. 411 (Consultants)</u>	
<u>Amount \$3,000.00 From Account 1355. 463 (Postage) To Account 1355. 411 (Consultants)</u>	
<u>Amount \$17.69 From Account 1355. 463 (Postage) To Account 1355. 464 (Advertising)</u>	
<u>Amount \$171.35 From Account 1355. 101 (Regular Pay) To Account 1355. 412 (Data Processing)</u>	
Estimated Financial Impact <u>- 0 -</u> Signature <u>DBII</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>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

(F+A)

Tinti, Elisa

From: Baker, Daniel
Sent: Thursday, December 10, 2020 3:04 PM
To: Tinti, Elisa; Shaut, Andrea
Cc: Tuey, John
Subject: Dept. of Assessment Budget Transfer Request (January Communication)
Attachments: Committee Report-FIN 2020 Department of Assessment Budget Transfers.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Madam President,

Please find attached a committee report for (3) budget transfers for the Department of Assessment. I respectfully request this committee report be referred to the Finance Committee's January meeting. Please advise if you need further information prior to referral. Thank you.

Dan

Daniel Baker
City of Kingston
Assessor
(845) 334-3912
dbaker@kingston-ny.gov

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THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT <u>Assessment</u>	DATE <u>12/10/2020</u>
<u>Amount \$12,000.00 From Account 1355. 101 (Regular Pay) To Account 1355. 411 (Consultants)</u>	
<u>Amount \$3,000.00 From Account 1355. 463 (Postage) To Account 1355. 411 (Consultants)</u>	
<u>Amount \$17.69 From Account 1355. 463 (Postage) To Account 1355. 464 (Advertising)</u>	
Estimated Financial Impact <u>- 0 -</u> Signature <u>DBII</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>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
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

December 16, 2020

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

Re: Information Technology Budget Transfer for Tyler-Munis Software

Dear President Shaut,

The Office of Grants Management, Comptroller's Office and Information Technology Department request placement on the agenda of the appropriate committee to discuss a budget transfer.

I am requesting that we transfer \$10,992 from Contingency to the IT budget to purchase a module upgrade to our Tyler-Munis accounting software. The total cost of \$10,992.00 includes a one-time software fee for the initial upgrade and a one-time fee for services from the company to complete the upgrade. The upgrade will enable the Comptroller and Grant Office to more efficiently track grant expenses. In 2020, we had \$10,000 in the Comptroller's Maintenance of Equipment and \$992 from the Office of Grants Management Consultant accounts to pay for this upgrade, but we were not able to make the budget transfer before the end of the year, and those funds went back into the general fund.

Thank you for your consideration.

Sincerely,


Kristen Wilson

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER X _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT Information Technology DATE 11/9/2020

Description: This is a request to transfer funds in the amount of \$10,992 from Contingency to the IT Department to purchase a module upgrade to our Tyler-Munis accounting software to support more efficient grant accounting.

Transfer \$10,992
From A1.1990.14.5404
To A11680.5471

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>
Douglas Koop, Chairman, Ward 2		
Reynolds Scott-Childress, Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

(F+A)

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

John Tucey, Comptroller



Steven T. Noble, Mayor

December 14, 2020

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

RE: NYLAF Municipal Cooperation Agreement Amendment

Dear Alderman at Large Shaut,

I request the Common Council to approve an amendment to the City's Municipal Cooperation Agreement with NYLAF, an investment cooperative that the City does business with. This amendment is necessary due to the change in NYLAF's investment advisors.

Sincerely,

A handwritten signature in black ink, appearing to be "John R. Tucey", written over a horizontal line.

John R. Tucey
Comptroller, City of Kingston

cc: Mayor Steven T. Noble

IMPORTANT NOTICE FROM NYLAF

To all Participants of the New York Liquid Asset Fund (NYLAF):

The NYLAF Board of Directors are pleased to announce an upcoming enhancement to our Fund.

After a review conducted by RBC Global Asset Management (U.S.), Inc. (RBC GAM-US) and PMA Financial, LLC (PMA), along with the full support of the Board of Directors, RBC GAM-US has agreed to transition its roles as the investment consultant and marketing agent and its full relationship management team to PMA (NYLAF's current Administrator since 2015) to create a stronger Fund for the future.

PMA's history of providing exceptional products and services to 14 LGIPs (Local Government Investment Pools) across the nation aligns well with the Fund's approach, and this crucial element played an important part in the strategic review. Creating stronger economies of scale will provide the Fund's Participants with increased benefits, and greater efficiencies to meet their needs today and into the future.

RBC GAM-US fully supports this enhancement, which includes transitioning to PMA team members who have worked with NYLAF since 2007. These individuals have played an important role in supporting NYLAF's growth, and they will continue do so with PMA as they assist hundreds of school districts and municipalities on a daily basis.

On November 19, 2020, in support of this transition, the Governing Board (the "Governing Board") of the New York Liquid Asset Fund ("NYLAF") approved certain changes (collectively, the "Amendment") to the Municipal Cooperation Agreement, amended and restated as of August 1, 2020, that governs NYLAF (the "Agreement").

The Amendment changes the Investment Advisor from RBC Global Asset Management (U.S.), Inc. (RBC GAM-US) to PMA Asset Management, LLC and changes the Marketing agent from RBC Capital Markets, LLC to PMA Securities, LLC. An Affiliate of these companies, PMA Financial Network, LLC currently serves as the Administrator for NYLAF.

In order for the Amendment to take effect, Sections 10.1 and 13.1 of the Agreement require, within 60 days of the adoption of the Governing Board's resolution, each Participant adopt a resolution approving such amendment and any additional terms required in connection therewith.

As such, we have attached a resolution authorizing the Amendment and ask that each Participant's board adopt said resolution (by majority vote) and return a certified copy to jstorch@jeffstorchlaw.com by January 29th, 2021.

If you have any further questions, please contact myself or Jeff Storch, the attorney for NYLAF or Rajesh Chainani "RC", at the addresses below.

Dennis Kane
Email: dennis.kane@nylaf.org
Phone: 716.479.1341

Jeff Storch
Email: jstorch@jeffstorchlaw.com
Phone: 646.694.9699

Rajesh Chainani (RC)
Email: rajesh.chainani@rbc.com
Phone: 866-99-NYLAF (Option 2.1)

Thank you in advance for your attention to this matter and have a wonderful holiday season.

Dennis Kane
Executive Director



RESOLUTION OF THE BOARD OF _____, NEW YORK

WHEREAS, the undersigned, being a majority of the Board of the _____ (the "Board"), hereby adopt, and by executed counterpart, approve, as of the ___ day of _____, 20____, the following actions and resolutions:

WHEREAS, the _____ (municipality/school district) is a Participant in the New York Liquid Asset Fund ("NYLAF"), as defined in a Municipal Cooperation Agreement, as amended and restated as of August 1, 2019 (the "Agreement"); and

WHEREAS, the Governing Board of NYLAF (the "Governing Board") wishes to amend the definition of Investment Consultant and Marketing Agreement to be PMA Asset Management, LLC and PMA Securities, LLC, respectively;

WHEREAS, the Governing Board has adopted a resolution on November 19, 2020 to effect such change and seeks approval of each Participant;

WHEREAS, pursuant to Section 13.1 of the Agreement, each Participant has 60 days from the date of the adoption of the Governing Board's resolution authorizing the proposed change by the Governing Board to approve the proposed amendment; and

WHEREAS, (A) a Participant shall be deemed to have given notice of approval of the proposed amendment if it has theretofore delivered to the Governing Board an executed counterpart of the proposed amendment and a certificate, in a form acceptable to the Governing Board, to the effect that: (i) such Participant has held any necessary public hearings, conducted any necessary referenda and obtained any necessary consents of governmental agencies; (ii) the proposed amendment has been approved by a majority vote of the voting strength of such Participant's governing body; and (iii) such Participant has satisfied any other requirements applicable to its making contracts; or (B) a Participant shall be deemed to have given notice pursuant to the provisions of Section 7.2 hereof of its intent to withdraw from the Agreement;

NOW, THEREFORE, BE IT:

RESOLVED, that the Board approves the following:

(a) the Definitions set forth in Article I of the Agreement shall be amended as follows:

"Investment Consultant" means PMA Asset Management, LLC, or such other Person who shall be acceptable to the Governing Board.

"Marketing Agent" means PMA Securities LLC, or any other Person or Persons appointed or employed or contracted by the Governing Board pursuant to Sections 4.2 and 10.2 hereof.

"Services and Marketing Agreement" means any agreement entered into with respect to any of the Portfolios by the Governing Board with the Marketing Agent pursuant to this Agreement in connection with the execution of securities transactions and the delivery of securities.

(b) any other references in the Agreement to RBC Global Asset Management (U.S.), Inc. (RBC GAM-US) or RBC Capital Markets, LLC in the Agreement now be amended to read "PMA Asset Management, LLC" or PMA Securities LLC."

RESOLVED, that (i) no other public hearing, necessary referenda or governmental consents are necessary for the Board to approve the amendment set forth above and there are no additional requirements of the Board in connection with such approval and (ii) the Board has satisfied all other requirements applicable to its making contracts in connection with its role as Participant.

RESOLVED, that adoption of this resolution by the Board and its certification by the Clerk shall serve as (i) evidence of the approval of the amendment by majority of the Board, (ii) the executed counterpart of the proposed amendment, and (iii) the certificate required by Section 13.1(c) of the Agreement, and shall constitute Participant approval of the amendment requested by the Governing Board;

Member _____ submitted the above resolution and moved for its adoption. The motion was seconded by Member _____. The Board of _____ was polled. The motion was adopted by a vote of _____ affirmative votes (being at least a majority of the voting strength of the Board) with _____ negative votes and _____ votes absent.

The undersigned hereby certifies that (s)he is the Clerk of the _____ and that the foregoing is a true and accurate record of the resolution duly adopted at a meeting of the Board of _____ held on _____, 20__.

SEAL


Clerk: _____



THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT <u>Comptroller</u>	DATE <u>12/14/2020</u>
Description: <u>Request the Common Council to approve an amendment to the City's Municipal Cooperation Agreement with NYLAF per the attached communication. This amendment is necessary due to the change in NYLAF investment advisors.</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"/>

Office of the New York State Comptroller
Thomas P. DiNapoli



New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Phone: 518-402-3815
Fax: 518-486-9577
Email: PensionIntegrity@osc.ny.gov
Web: www.osc.state.ny.us/retire

(F+A)

December 8, 2020
Location Code: 20024

City of Kingston
Attn: Elisa Tinti
420 Broadway
Kingston, NY 12401

Re: Anthony Davis
Empl ID: R10488510

Dear Ms. Tinti:

This letter is to notify you that we have received Mr. Davis' Record of Activities (ROA) for September 2020 to November 2020. We are enclosing a copy of the ROA along with this letter in order for you to keep on file in the City's records. Now that the ROA has been submitted, a Standard Work Day and Reporting Resolution (Resolution) must be drafted, approved by the Board, publicly posted for a minimum of 30 days and submitted to the Retirement System. We are enclosing a Resolution for your convenience.

Our calculations indicate that Mr. Davis documented 51.00 hours on his ROA. The total hours should be divided by the number of months recorded on the ROA. This equals the average number of hours worked per month. Next, divide the average hours worked per month by the standard work day to get the average days worked per month. Based on this calculation, the average number of days worked per month is 2.43. The average days worked per month is the ROA result and should be listed in the ROA Results column on the resolution.

As a result, the City's next monthly report and all future reports (until a subsequent ROA is kept) must be based on the above calculation. According to our records, it appears that Mr. Davis is paid on a bi-weekly basis. If this is correct, he/she should be reported for 2.25 days in months with two pay-periods and 3.37 days in months with three pay-periods for years with 26 bi-weekly pay-periods. For years with 27 bi-weekly pay-periods, he should be reported for 2.16 days in months with two pay-periods and 3.24 days in months with three pay-periods. Please refer to the enclosed Calculating Days Worked for Elected/Appointed Officials instructions when calculating the ROA result and converting it to the number of days to report on the monthly report.

In addition, adjustments must be made to the days worked reported from September 2020 to present to reflect the above calculation. Please ensure that any prior ROA

results were calculated correctly using the enclosed instructions. If the prior ROA was only for a one-month period, the average days per month should be determined by dividing the total hours documented by the Standard Work Day. The average days per month should then be converted based on the payroll frequency for the monthly report, if applicable.

Enclosed you will find Salary and Service Reports to assist you with submitting any necessary adjustments. A blank adjustment report and label are enclosed for your convenience. Please be aware that the incorrect reporting of days worked can result in inaccurate benefit payments.

Please submit the documentation noted above by February 28, 2021. When passing the above noted Resolution, please be sure to include any newly elected or appointed officials who are members of the Retirement System and any officials who were re-elected or re-appointed to a new term of office since they were listed on a previous Resolution.

If you have any questions, you may contact our office at 518-402-3815. You may also email us at PensionIntegrity@osc.ny.gov. For more information, visit www.osc.state.ny.us/retire/employers.

Sincerely,

Pension Integrity Bureau

AR

Encs

cc: Margaret Bockelmann/Payroll Clerk
Anthony Davis

Employer: City of Kingston
Location Code: 20024

Employee: Anthony Davis
NYSLRS ID: R10488510

Pay Period End	Days	Pensionable Earnings
10/31/2020	2.27	688.52
9/30/2020	2.27	688.52
8/31/2020	2.27	688.52
7/31/2020	2.27	1032.78
6/30/2020	2.27	688.52
5/31/2020	2.27	688.52
4/30/2020	2.27	688.52
3/31/2020	2.27	688.52
2/29/2020	2.27	688.52
1/31/2020	3.40	1003.38
12/31/2019	2.27	613.70
11/30/2019	2.27	613.70
10/31/2019	2.27	613.70
9/30/2019	2.27	613.70
8/31/2019	3.40	920.55
7/31/2019	2.27	613.70
6/30/2019	2.27	613.70
5/31/2019	2.27	613.70
4/30/2019	2.27	613.70
3/31/2019	3.40	920.55
2/28/2019	2.27	613.70
1/31/2019	2.27	613.70
12/31/2018	2.27	613.70
11/30/2018	2.27	613.70
10/31/2018	2.27	613.70
9/30/2018	2.27	613.70
8/31/2018	3.40	920.55
7/31/2018	2.27	613.70
6/30/2018	2.27	613.70
5/31/2018	2.27	613.70
4/30/2018	2.27	613.70
3/31/2018	3.40	920.55
2/28/2018	2.27	613.70
1/31/2018	2.27	613.70
12/31/2017	2.27	613.70
11/30/2017	2.27	613.70
10/31/2017	2.27	613.70
9/30/2017	3.40	920.55
8/31/2017	2.27	613.70
7/31/2017	2.27	613.70
6/30/2017	2.27	613.70
5/31/2017	2.27	613.70
4/30/2017	2.27	613.70
3/31/2017	3.40	920.55
2/28/2017	2.27	613.70
1/31/2017	2.27	613.22

Employer: City of Kingston

Employee: Anthony Davis

Location Code: 20024

NYSLRS ID: R10488510

Pay Period End	Days	Pensionable Earnings
12/31/2016	2.27	612.02
11/30/2016	2.27	612.02
10/31/2016	2.27	612.02
9/30/2016	3.40	918.03
8/31/2016	2.27	612.02
7/31/2016	2.27	612.02
6/30/2016	2.27	612.02
5/31/2016	2.27	612.02
4/30/2016	3.40	918.03
3/31/2016	2.27	612.02
2/29/2016	2.27	612.02
1/31/2016	2.27	612.86
12/31/2015	2.27	613.70
11/30/2015	2.27	613.70
10/31/2015	3.40	920.55
9/30/2015	0.01	-241.09
9/30/2015	0.01	241.09
8/31/2006	20.00	7960.33
7/31/2006	20.00	3226.24
6/30/2006	20.00	5862.01
5/31/2006	20.00	3228.87
4/30/2006	20.00	4545.23
3/31/2006	30.00	5067.33
2/28/2006	20.00	4173.83
1/31/2006	20.00	3610.97
12/31/2005	20.00	6015.91
11/30/2005	20.00	3133.34
10/31/2005	20.00	3808.97
9/30/2005	30.00	6976.12
8/31/2005	20.00	2946.71
7/31/2005	20.00	2902.30
6/30/2005	20.00	2902.30
5/31/2005	20.00	4407.92
4/30/2005	30.00	5064.26
3/31/2005	20.00	2902.30
2/28/2005	20.00	2902.30
1/31/2005	20.00	2879.56
12/31/2004	20.00	3651.53
11/30/2004	20.00	4118.16
10/31/2004	30.00	4200.73
9/30/2004	20.00	5107.91
8/31/2004	20.00	2727.62
7/31/2004	20.00	2727.62
6/30/2004	20.00	2547.62
5/31/2004	20.00	2547.62
4/30/2004	30.00	4031.57

Employer: City of Kingston

Employee: Anthony Davis

Location Code: 20024

NYSLRS ID: R10488510

Pay Period End	Days	Pensionable Earnings
3/31/2004	20.00	2473.40
2/29/2004	20.00	2496.65
1/31/2004	20.00	2474.61
12/31/2003	20.00	3644.29
11/30/2003	20.00	2480.18
10/31/2003	30.00	3720.27
9/30/2003	20.00	2657.34

Record of Activities

Name: Anthony Davis

Title: Alderman Ward 6

Employer: City of Kingston

Anthony Davis

Date	Activity	Start Time	End Time	Hours
September 1, 2020	Special Laws and Rules Committee meeting	6:00pm	7:30pm	1.5
September 1, 2020	Common Council meeting	7:30pm	9:30pm	2
September 3, 2020	Parks and Rec Department Committee meeting	5:00pm	6:30pm	1.5
September 9, 2020	Special Police Commission meeting	6:00pm	7:00pm	1
September 9, 2020	Finance Committee meeting	6:30PM	8:30pm	2
September 23, 2020	Public Safety Committee meeting	6:30pm	8:00pm	1.5
September 30, 2020	Gov. Cuomo City Re-Envision Public Safety Task Force meeting	6:00pm	8:30pm	2.5
October 5, 2020	Caucus meeting	7:00pm	9:00pm	2
October 6, 2020	Common Council meeting	7:30pm	9:30pm	2
October 9, 2020	NYS Assembly Cahill Memorial Dedication to Staff Sergeant Johnson	12:30pm	2:00pm	1.5
October 14, 2020	Re-Envision Public Safety Task Force meeting	6:00pm	8:30pm	2.5
October 14, 2020	Finance Committee meeting	6:30PM	7:30PM	1
October 21, 2020	Police Commission meeting	4:00pm	5:00pm	1
October 21, 2020	Public Hearing –Open Space Plan	6:00pm	7:00	1
October 26, 2020	Finance Committee – DPW/WWTP	6:30pm	9:00pm	2.5
October 28, 2020	Meeting with Project Manager for Dietz Stadium Revitalization	2:45pm	3:45pm	1
October 28, 2020	Public Safety Committee meeting	6:00pm	7:30PM	1.5

September= 12 hrs

October= 16 hrs

November 2, 2020	Finance Committee – Kingston Police Department	6:30pm	8:30pm	2
November 4, 2020	Finance Committee – Kingston Fire Dept and Building Safety	6:30pm	8:30pm	2
November 9, 2020	Caucus meeting	7:00pm	9:30pm	2.5
November 12, 2020	Re-envision Public Safety Task Force meeting	6:00pm	8:00pm	2
November 12, 2020	Finance Committee meeting	8:00pm	10:00pm	2
November 16, 2020	Finance Committee - Parks and Rec Department	6:30pm	8:30pm	2
November 17, 2020	Finance Committee – City Hall	6:30pm	9:30pm	3
November 18, 2020	Re-envision Public Safety Task Force – Public Hearing	6:00pm	8:30pm	2.5
November 23, 2020	Public Hearing on the Mayor’s proposed 2021 budget	5:00pm	6:00pm	1
November 23, 2020	Finance Committee – Wrap Up	6:30pm	9:30pm	3
November 24, 2020	Public Safety Committee meeting	6:00pm	7:00pm	1

November= 23 hrs

Total Hrs for 3 Months	<i>Anthony Davis</i>		51 hrs ✓	
			<i>Anthony Davis</i>	

51/3/7= 2.43 ROA result
 Biwklly 26 pay= 2.25/3.37
 27 pay= 2.16/3.24



Regulation on Reporting for Elected or Appointed Officials

315.4 Additional reporting requirements for elected or appointed officials who work for a participating employer of the retirement system and are required to be reported to the retirement system.

(a) Record of work activities.

(1) Except as otherwise provided in this subdivision, any elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals, shall record his or her work activities for a period of three consecutive months. The elected or appointed official should extend the period of his or her record of work activities by the amount of time utilized for vacations, illness, holidays or other reasons during the three-month period. The record of work activities must represent months that are not unusually slow or busy. If a position is seasonal in nature, the record of work activities should be kept for an extended period of up to 12 months to capture an accurate account of work activities. In recording the description of work activities, such elected or appointed official shall include the start and end time of each activity performed. The elected or appointed official may also include activities performed outside the normal working hours that require his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event or meeting with or responding to members of the public on matters of official business. During a period that an elected or appointed official is required to be on-call, he or she may only record the time actually spent performing a work-related activity. The elected or appointed official may not include activities that would not be considered work-related such as attending electoral or campaign events, socializing after town board meetings or attending a candidates' forum. The elected or appointed official's initial three-month record of work activities shall be completed within 150 days of commencing a new or subsequent term of office, or upon joining the Retirement System, on or after August 12, 2009. The elected or appointed official must sign the record of work activities attesting to its accuracy and submit it to the secretary or clerk of the governing board within 30 days of completion. Each such record of work activities and any subsequent recertification shall be retained by the employer for a period of at least 30 years and full and complete copies thereof shall be provided to the State Comptroller upon his or her request. A record of work activities shall not be valid for more than eight years from the date it was initially maintained. If the hours worked have not substantially or materially increased or decreased during the eight year period, the elected or appointed official may certify to such in writing to the governing board in lieu of maintaining a new record of work activities. The elected or appointed official must submit this certification to the governing board within 180 days of taking a subsequent term of office. If the hours worked have substantially increased or decreased during the eight year period, the elected and appointed official must prepare, sign and submit a new record of activities.

(2) In the event the elected or appointed official or the employer determines the initial recording of work activities for a period of three consecutive months is not representative of the average number of hours worked by the elected or appointed official, he or she must record work activities during the same calendar year for an alternative period of three consecutive months which is representative of the average number of hours worked by such official. Such record of work activities shall be signed by such elected or appointed official and submitted to the secretary or clerk of the governing board within 30 days of the completion of the record. The failure of an elected or appointed official to record, sign and submit a record of work activities within the required time frame shall result in the suspension of service crediting and retirement system membership benefits. The suspension of service crediting will remain in effect until such time as the elected or appointed official completes a record of work activities that complies with the requirements of this regulation and submits it to the secretary or clerk of the governing board. The record of work activities must be submitted to the secretary or clerk prior to the elected or appointed official ending service in that title.

(b) Completion of the standard work day and reporting resolution.

In addition to the reporting requirements set forth in section 315.3 of this Part, and for the sole purpose of reporting days worked to the retirement system, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position using the standard work day and reporting resolution form provided by the retirement system or a form or format approved by the retirement system. Such standard work day and reporting resolution shall indicate:

- (1) the title of the position;
- (2) the first and last name of the elected or appointed official holding the position;
- (3) the last four digits of the social security number of each elected or appointed official;
- (4) the registration number of each elected or appointed official;
- (5) the number of hours prescribed as a standard work day equal to no fewer than six hours nor more than eight hours for each such elective or appointed office or position;
- (6) the full month, day and year of the commencement and expiration of the term for each such office or position.

For each elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals and who has submitted a record of work activities pursuant to paragraph (a)(1) of this section, the employer shall indicate the average number of days worked per month in the resolution. In the event that the official has not recorded and submitted to the secretary or clerk of the governing board his or her record of work activities for a period of three consecutive months the employer shall so indicate in the resolution. The governing board shall determine whether activities listed on the record of work activities are official duties of the position. Activities that do not consist of official duties as described in paragraph (a)(1) of this section are to be excluded from the calculation of the average number of days worked per month to be listed on the standard workday and reporting resolution. Such standard work day and reporting resolution shall be adopted at the first regular meeting held after a record of work activities has been submitted. In the event an elected or appointed official submits a new record of work activities pursuant to paragraph (a)(ii) of this section, the governing board must pass an additional resolution for that individual amending the average number of days worked per month based on such record of work activities.

(c) Standard work day and reporting resolution: filing and posting requirements.

The standard work day and reporting resolution required by subdivision (b) of this section shall be prominently posted on the employer's website for a minimum of 30 days or, in the event the employer does not maintain a website available to the public, such standard work day and reporting resolution shall be posted on the official sign-board or at the main entrance to the office of the clerk for the municipality or similar office of the employer. After the 30-day posting period, the standard work day and reporting resolution shall be made available either through the website or upon request. The elected or appointed official's social security number (last four digits) and registration number must be omitted from the copy of the standard work day and reporting resolution that is publicly posted. A certified copy of the standard work day and reporting resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 15 days after the public posting period has ended. The failure of the governing board to adopt such standard work day and reporting resolution shall result in the suspension of service crediting and retirement system membership benefits for the elected or appointed official until such time as the standard work day and reporting resolution is adopted, posted and filed with the comptroller. In the event the governing board submits an additional standard work day and reporting resolution amending the average number of days worked per month for an elected or an appointed official pursuant to subdivision (b) of this section, such additional standard work day and reporting resolution shall be subject to the posting and filing requirements set forth in this subdivision.

(d) Reporting days worked on the monthly (quarterly/semi-annual/annual) report

Once a standard work day and reporting resolution is passed, the average number of days worked per month listed on the standard work day and reporting resolution must be provided to the individual(s) responsible for reporting days worked to the retirement system on the employer's behalf. These individual(s) must ensure that the days worked reported on the standard work day and reporting resolution are accurately converted to correspond with the official's payroll frequency and recorded on the report submitted to the retirement system. In the event that the report submitted to the retirement system does not reflect the average days worked per month documented on a standard work day and reporting resolution, then retroactive adjustments must be submitted for the period covered by the corresponding record of work activities. A record of work activities submitted by an elected or appointed official, pursuant to this section, should be used as the basis for his or her days worked reported for prior terms served in the same title, if no record of work activities was submitted for the prior terms.

*New York Codes, Rules and Regulations (NYCRR) Section 315.4 current through August 15, 2015

Received Date

**Standard Work Day and
 Reporting Resolution for
 Elected and Appointed Officials**

Employer Location Code

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the _____ / _____ hereby established the following standard work days for these titles and will

(Name of Employer)

(Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, _____, secretary/clerk of the governing board of the _____, of the State of New York,

(Name of Secretary or Clerk)

(Circle one)

(Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day of _____, 20____.

(Name of Employer)

(Signature of Secretary or Clerk)

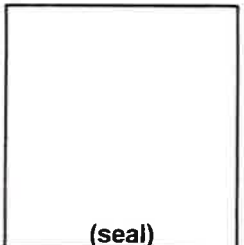
Affidavit of Posting: I, _____ being duly sworn, deposes and says that the posting of the Resolution began on _____

(Name of Secretary or Clerk)

_____ and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

- Employer's website at: _____
- Official sign board at: _____
- Main entrance Secretary or Clerk's office at: _____



Instructions for completing the Standard Work Day and Reporting Resolution

A	B	C	D	E	F	G	H	I	J
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Date	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials									
John Smith	0000	R11111111	Highway Superintendent	1/1/2018-12/31/2019	8.00	32.79		Weekly	
Michelle Jones	1111	R11111111	Town Justice	1/1/2018-12/31/2018	6.25		X	Bi-Weekly	X
Appointed Officials									
Joseph Grey	2222	R22222222	Planning Board Member	1/1/2018-12/31/2018	7.00	17.54		Monthly	

- A. Name:** The official's complete first and last name must be included for identification purposes.
- B. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- C. NYSLRS ID:** The official's NYSLRS ID must be included for identification purposes. For security purposes, the NYSLRS ID can be omitted from the publicly posted version.
- D. Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in a employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- E. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- F. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is six, while the maximum is eight. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour boarding meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- G. Record of Activities Result*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- H. Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitted the ROA.
- I. Pay Frequency:** This column should be filled in with one of the following options: Annually, Bimonthly, Biweekly, Monthly, Quarterly, Semi-annually or Weekly.
- J. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted via the *Submit Resolution for Official* link in Retirement Online.

*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website:
http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php

Received Date

Adjustment Report Label for Pension Integrity Bureau

RS 5528
(Rev. 09/18)

Please type or print clearly
in blue or black ink

Employer Location Code

--	--	--	--	--

PLEASE COMPLETE THE FOLLOWING:

EMPLOYER NAME: _____

TODAY'S DATE: _____
(MM/DD/YY)

PLEASE DO NOT WRITE IN BOX BELOW

BEFORE YOU MAIL:

1. Totals on this label should only reflect amounts on the attached RS 5527's.
2. Are all negative entries on RS 5527 enclosed in parenthesis?
3. Are positive and negative entries shown in separate lines?
4. Have you enclosed your check for additional contributions reported?
5. Is your check payable to either "New York State and Local Employees' Retirement System" or "New York State and Local Police and Fire Retirement System"?
6. REMEMBER: Do not make negative entries to the Contribution Adj. column on RS 5527. For refunds, see instructions on reverse of RS 5527.

REPORT SEQUENCE #
STANDARD BATCH JOB: DDADJUST

BATCH NAME: DD _____

OPERATOR: _____ **DATE:** _____

VERIFIER: _____ **DATE:** _____

Total Days Adj.	
Total Days Should Be	
Total Salary Adj.	
Total Salary Should Be	
Total Cont. Adj.	
Total Cont. Should Be	
Total Report Check Amount	
Number of Pages in This Report	

INSTRUCTIONS FOR COMPLETING ADJUSTMENT REPORT LABEL (RS 5528)

EACH REPORT CODE MUST BE REPORTED SEPARATELY.

**DO NOT MAKE NEGATIVE ENTRIES TO THE CONTRIBUTION ADJ. COLUMN ON RS 5527.
 FOR A REFUND, SEE INSTRUCTIONS ON REVERSE OF RS 5527.**

- Enter the proper name of the public employer in the space provided.
- Enter your employer code (5 digits) in the space provided (header).
- Enter the date the label is completed in the space provided (Today's Date).
- Be sure that each total on RS 5528 equals the sum of the attached RS 5527 Adjustment Report(s).
- One RS 5528 may be used for several RS 5527's.
- Make a copy of the RS 5528.
- Staple the original RS 5528 to the RS 5527 Adjustment Reports.
- Keep a copy for your records.
- Attach your check for the "Total Contribution Adjustment" amount payable to the New York State and Local Employees' Retirement System or the New York State and Local Police and Fire Retirement System.
- Mail the complete package to the address shown above.
- If you have any questions, please contact the Pension Integrity Bureau at (518) 402-3815.



Received Date

Adjustment Report for Pension Integrity Bureau

Please type or print clearly
in blue or black ink

Employer Location Code

RS 5527

(Rev. 03/20)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

DO NOT COMPLETE THIS FORM IF THIS INFORMATION HAS ALREADY BEEN SUBMITTED ON A SALARY AND SERVICE CERTIFICATION

Employer Name:		Employer Code:		Report Code:		Page _____ of _____				
NYSLRS ID:	Emp Inst	Member's Name:			Last 4 digits of Social Security Number:	Report Period Month/Year:	Days Adjustment:	Days for Period Should Be:	Salary Adjustment:	Salary for Period Should Be:
		Last	First	M.I.						
TOTALS										

I certify that the adjustments on this form constitute a true, correct and complete accounting of all adjustments. They have not been and will not be shown on any other report. I certify that each person actually worked the adjusted number of days or was paid the adjusted amount of salary and that this data was determined according to Part 315 of Title 2 of the New York State Codes, Rules and Regulations

Certified By:	Title:	Date:	Telephone Number: ()
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All Changes to your monthly report (except reductions in contributions) must be done on this form. For adjustments to loans or service credit purchase, please call 518-474-2987 for instructions.

RETIREMENT SYSTEM USE ONLY

Examined By:	Date:
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INSTRUCTIONS FOR COMPLETING ADJUSTMENT REPORT (RS 5527)

Members of the Police and Fire Retirement System cannot be included on the same Adjustment Forms with members of the Employees' Retirement System.

Please use this form to correct members' days worked, and/or salary earned and/or Additional member contributions.

FOR A REFUND PLEASE NOTE:

For a refund of member contributions, loans or service purchase overpayments, the employer must attach a separate memo listing the following: member's NYSLRS ID, member's name, month and year of overpayment, the amount of overpayment and the reason for refund is requested. If you require additional assistance please contact our Report Control Office at (518) 408-4146 or (518) 473-6793

Letters refer to areas on the sample form segment below.

- A. **Employer Name:** Legal name of public employer
- B. **Employer Code:** The five digit number assigned to each participating employer by the Retirement System.
- C. **Report Code:** This is a 2 digit number assigned by the Retirement System to uniquely identify a report.
- D. **Pages:** Please number each page of RS 5527 being submitted.
- E. **Retirement NYSLRS ID:** Enter the member's NYSLRS ID.
- F. **Emp Inst:** This field is only required for Enhanced Reporters. This is a member's Employment Instance.
- G. **Member's Name:** Enter full name (last, first, middle initial)

- H. **Social Security Number:** Enter the last 4 digits of member's social security number.
- I. **Report Period Month/Year:** Enter the month and year to which the adjustment refers.
- J. **Days Adjustment:** The number of days being either added or reduced. Reductions must be placed in parenthesis.
- K. **Days for Period Should Be:** The net result of original days reported on monthly report plus or minus the adjustment.
- L. ***Salary Adjustment:** The amount of salary being either added or reduced. Reductions must be placed in parenthesis.
- M. **Salary for Period Should Be:** The net result of original salary reported on monthly report plus or minus the adjustment.
- N. **Net Totals:** Enter the net totals for each column. Days and salary adjustment may be negative. Contribution adjustment totals must be positive. Each page must be totaled.
- O. **Certification Section:** Original signature is required on each report.

NOTICE: Do not use contribution columns unless a check is being submitted with this report.

***Important:** All negative adjustments to days and salary must be in parentheses (), as in samples below. Positive and negative entries should not be entered on the same line.

Adjustment Report Label:(RS 5528) One copy of the label must be completed and attached to the first page of the Adjustment Report. Include the total(s) for all pages.

EMPLOYER NAME: Town of Sample	Total Days Adj.	(1 50)
TODAY'S DATE: 08/06/18	Total Days Should Be	40 00
	Total Salary Adj.	(89 00)
	Total Salary Should Be	2311 77
	Total Cont. Adj.	6 35
	Total Cont. Should Be	42 35
	Total Report Check Amount	6 35
	Number of Pages in This Report	1

A	SAMPLE - RS 5527	B	C	D
Employer Name:	Employer Code:	Report Code:		Page <u>1</u> of <u>1</u>
Town of Sample	39999	60		

E	F	G			H	I		J	K	L	M
NYSLRS ID:	Emp Inst	Member's Name:			Last 4 digits of Social Security Number:	Report Period Month/Year:		Days Adjustment:	Days for Period Should Be:	Salary Adjustment:	Salary for Period Should Be:
		Last	First	M.I.							
R55555555	1	Gordon,	James	T	6789	06	92	3.50	20.00	211.00	1411.77
R66666666	2	Brown,	Ruth	C	1666	06	92	(5.00)	20.00	(300.00)	900.00
N TOTALS								(1.50)	40.00	(89.00)	2311.77

O	Certified By: ORIGINAL SIGNATURE REQUIRED	Title: Supervisor	Date: 7/27/1992	Telephone Number: (555) 111-1111
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MAIL COMPLETED FORM TO:
NEW YORK STATE AND LOCAL RETIREMENT SYSTEM
PENSION INTEGRITY BUREAU
110 STATE STREET
ALBANY, NY 12244-0001

Calculating Record of Activities Results and Days Worked

To calculate a Record of Activities (ROA) result, you must know the Standard Work Day (SWD) for the position and the total hours recorded on the three-month ROA.

Note: Calculation results should be rounded **up** to the next highest hundredth, even if you would round down under normal rounding rules. For example, a result of .083 would be rounded **up** to .09.

First, follow these steps:

1. Divide the total hours worked from the ROA by three to get the average hours worked per month.
2. Without clearing the calculator, divide the average hours worked per month by the SWD to get the average days worked per month (ROA result). Round up to the next highest hundredth.
3. If the member is an elected or appointed official, you must list the ROA result on a Standard Work Day and Reporting Resolution for Elected and Appointed Officials form (RS2417-A). If the member is not an elected or appointed official, the RS2417-A form does not need to be completed.

Next, follow these steps to determine the days worked to include on the monthly report:

1. Multiply the ROA result by 12 to get the total number of days the member works in a year.
2. Without clearing the calculator, divide the total number of days worked per year by the number of pay periods in the year to arrive at the days worked per pay period.
3. Without clearing the calculator, multiply this number by the number of pay periods on your next monthly report. The result should be rounded **up** to the next highest hundredth. Do not report more than the maximum number of days reportable (see the *Reporting* section, Section 6, of the Employer's Guide for more information).

Example #1

A mayor recorded 649.75 hours on his/her ROA.
The SWD is eight hours and the mayor is paid bi-weekly.

To calculate the ROA result to list on the Resolution:

1. $649.75 \div 3 = 216.58333$, which is the average number of hours per month
2. $216.58333 \div \text{the 8 hour SWD} = 27.07291$ (round up)
3. List 27.08 in the ROA Result column of the Resolution

Days to report on the monthly report:

1. $27.08 \text{ days worked per month} \times 12 \text{ months} = 324.96 \text{ days per year}$
2. $324.96 \text{ days per year} \div 26 \text{ bi-weekly payrolls per year} = 12.498461 \text{ days}$
3. 10 days* should be reported for each pay period on the monthly report

* If the total days to report for the month exceeds the maximum number of days reportable, then report only the maximum number of days. For example, for bi-weekly employers, report a maximum of 10 days per pay period.

Example #2

A board member recorded 186.25 hours on his/her ROA.
The SWD is six hours and the board member is paid weekly.

To calculate the ROA result to list on the Resolution:

1. $186.25 \div 3 = 62.08333$, which is the average number of hours per month
2. $62.08333 \div \text{the 6 hour SWD} = 10.34722$ (round up)
3. List 10.35 in the ROA Result column of the Resolution

Days to report on the monthly report:

1. $10.35 \text{ days worked per month} \times 12 \text{ months} = 124.20 \text{ days per year}$
2. $124.20 \text{ days per year} \div 52 \text{ weekly payrolls per year} = 2.38846 \text{ days}$
3. 2.38846 days should be reported for each pay period on the monthly report
4. For a four pay month, 9.56 days should be reported (9.55284 rounded up to the nearest hundredth).
For a month with five pays, 11.95 days (11.94230 rounded up) should be reported.

Note: Officials should extend their ROAs beyond three months to make up for any time they were absent during the three-month period.